Chicago Style Formatting and Documentation Quick Sheet
Author-Date Style

Basics:

- Typed
- Double-spaced
- 12-point standard font (Times New Roman)
- 1-inch margins
- Indent new paragraphs by ½ inch.
- Page number in the upper right-hand corner of document

Three Major Sections:

- Title page
- Main Body
- References

Title Page

- Title
- Subtitle (if subtitle is utilized it appears on second line and title ends with colon)
- Students Name
- College Name
- Course Information
- Instructor Name
- Date of Submission

Main Body

- Title centered and bonded at the top of page 1 main body
- Double spaced
- Sources identified with parenthetical citations
- Tables and graphs properly formatted and labeled

Reference Page

- Center the title (References) at the top of the first page of references
- Double space all entries and use hanging indent feature
- List all entries alphabetically by the surname of primary author of each source

References Formatting

- Invert first author's name, beginning with last name first, then follow with the first name

- Capitalize only the first letters of the first words of an article title and subtitle, as well as any proper nouns
- Capitalize all major words of a Journal title
- Italicize any longer works: Journals, Books, Etc.
- Do not italicize, underline, or put quotes around titles of shorter works such as journal articles or essays in an anthologies or edited collections.

Example Chicago Reference Entry:

Kossinets, Gueorgi, and Duncan J. Watts. 2009. "Origins of Homophily in an Evolving Social Network." *American Journal of Sociology* 115:405–50. Accessed February 28, 2010. doi:10.1086/599247.

In-Text Citations:

- Use in-text citations for two reasons:
  - To alert the reader to the full citation list on your References page
  - To give credit to the resources you are utilizing in your paper
- NOTE: Failure to properly cite your sources in any academic writing is plagiarism and this will have serious consequences.

Types of In-Text Citations:

- Parenthetical Format: Includes the author's last name and the year of publication in parenthesis at the end of the sentence.
  Example: Research suggests that the Titan Writing Center is a good resource for students (Mahaffey 2021).
- Narrative Format: Includes the author's name directly in the sentence, with the year of publication in parenthesis directly following the author's last name.
  Example: Mahaffey (2021) suggests that the Titan Writing Center is a good resource for students.
- If the source you are citing includes page numbers, add that information to the in-text citation. (Mahaffey 2021, 98).