



The Writing Center

The University of Oklahoma

Chicago Style

MANUSCRIPT FORMAT

Use 8 1/2 by 11-inch paper. Except for page numbers, leave a one-inch margin on the top, bottom, left, and right margins of your paper. Indent paragraphs 5 spaces. Double space throughout the paper. The title page should “include the name of the university or college (usually centered near the top of the sheet), the full title of the paper, the course, [. . .] the date, and the name of the writer.” The title page should not be numbered.

REFERENCE CITATIONS IN TEXT

Chicago style can follow one of two systems of documentation: Author-Date or Notes. Check with your instructor for the system they would prefer.

Author-Date System

Parenthetical citations for direct quotes include the author’s last name, the year of publication, and the page number(s), if applicable. Use n.d. for manuscripts not dated. All parenthetical citations appear at the end of the sentence.

Single author: (Franklin 1985, 54).

A work of two or three authors: (Lynd and Lynd 1929, 67).

A work with more than three authors: (Greenberger et al. 1974, 50).

Author unknown: (The Lottery 1732).

One of two or more works by the same author(s) with the same date: (Keller 1896a)

Notes System

Citations in notes will take two forms: full citation and shortened citation. Shortened citations will be used if the citation has previously been cited in full or if an included bibliography has the full citation. Elements in notes are separated by commas and parentheses.

Book with Single Author:

1. Michael Pollan, *The Omnivore’s Dilemma: A Natural History of Four Meals* (New York: Penguin, 2006), 99-100.

18. Pollan, *Omnivore’s Dilemma*, 3.

Book with Author Plus Editor or Translator:

1. Gabriel García Márquez, *Love in the Time of Cholera*, trans. Edith Grossman (London: Cape, 1988), 242-55.

18. García Márquez, *Cholera*, 33.

Chapter in an Edited Book:

1. Glenn Gould, "Streisand as Schwarzkopf," in *The Glenn Gould Reader*, ed. Tim Page (New York: Vintage, 1984), 310.

18. Gould, "Streisand as Schwarzkopf," 309.

Journal Article:

89. Walter Blair, "American Comic Braggarts," *Critical Inquiry* 4, no. 2 (1977): 331-32.

111. Blair, "American Comic Braggarts," 335.

Journal Article via Online Databases:

With Data Object Identifier (DOI) Number

1. William J. Novak, "The Myth of the 'Weak' American State," *American Historical Review* 113 (June 2008): 758, doi:10.1086/ahr.113.3.752.

3. Novak, "Myth," 770.

Without DOI Number

12. Wilfried Karmaus and John F. Riebow, "Storage of Serum in Plastic and Glass Containers May Alter the Serum Concentration of Polychlorinated Biphenyls," *Environmental Health Perspectives* 112 (May 2004): 645, <http://www.jstor.org/stable/3435987>.

Email/Personal Communication

2. Constance Conlon, e-mail message to author, April 17, 2000.

BIBLIOGRAPHY

The list of sources is titled "Bibliography" and appears on a new page after the body of the essay and before the appendices and is centered at 1" in upper and lower case. Bibliographies are arranged alphabetically by the author's last name [or, if there is no author, by the first main word of the title] followed by the year of publication, the title of the reference, the location of publication, and the name of the publisher.

The reference list is double spaced within and between all entries including the title and uses a hanging indent of 5-7 spaces or .5 inch (note: The citation examples on this page are not double-spaced due to space constraints). These are basic guidelines; use the following examples for specific citation formats. Sometimes when using Notes instead of Author-Date, a bibliography is not required, but check with your instructor to be sure.

Book with a single author

Franklin, John Hope. *George Washington Williams: A biography*. Chicago: University of Chicago Press, 1985.

Book with two or more authors

Lynd, Robert, and Helen Lynd. *Middletown: A study in American culture*. New York: Harcourt, Brace and World, 1929.

Book with an editor (Ed.) or editors (Eds.)

Von Hallberg, Robert, ed. *Canons*. Chicago: University of Chicago Press, 1984.

An anonymous book

The Lottery. London: H. Watts, 1732.

An article or chapter in an edited book

Coleridge, Samuel Taylor. *The complete works of Samuel Taylor Coleridge*. Edited by W. G. T. Shedd. Vol. 1, Aids to reflection. New York: Harper & Bros, 1884.

Article in a Journal

Jackson, Richard. Running down the up-escalator: Regional inequality in Papua New Guinea. *Australian Geographer* 14 (May 1979): 175-84.

Electronic Journal Articles

Novak, William J. "The Myth of the 'Weak' American State." *American Historical Review* 113 (June 2008): 758. doi:10.1086/ahr.113.3.752.

Electronic Books

Austen, Jane. *Pride and Prejudice*. New York: Penguin Classic, 2007. Kindle edition.

CITING ONLINE SOURCES

IN-TEXT

The basic format for citing online works in a paper is similar to printed sources. Use the author or organization, if available, followed by the year of publication. If the author/organization is not available then use the name of the website/web page or the title/description of the work or article.

Example: . . . bread" (Doe 2004). If no publication date is available, put n.d. in place of the date.

Example: . . . bread" (Doe n.d.).

Bibliography

The format for online sources in the reference list follows closely that for print sources. Print and online/electronic sources are listed together in alphabetical order in the reference list. The reference list is double spaced throughout and uses a hanging indent of 5-7 spaces or .5 inch. Retrieve as much of the following information as possible; if one item on the list is not available, skip to the next item.

1. Author's last name, first name (or organization)
2. Publication date
3. Title of page
4. Title of complete work
5. Access date
6. Complete network address (URL)

Examples:

Stenger, Richard. 1999. Tiny human-borne monitoring device sparks privacy fears. *CNN.com*, December 20, 1999. <http://www.cnn.com/1999/TECH/ptech/12/20/implant.device/>.

Federation of American Scientists. n.d. Resolution comparison: Reading license plates and headlines. <http://www.fas.org/irp/imint/resolve5.htm>.

Reference: University of Chicago. 2010. *The Chicago Manual of Style*, 16th ed. Chicago: University of Chicago Press.

For Further Information:

University of California Berkley Library- Turabian and Chicago Style Citation
<http://www.lib.berkeley.edu/instruct/guides/chicago-turabianstyle.pdf>

Purdue OWL: Chicago Manual of Style 16th Edition
<http://owl.english.purdue.edu/owl/resource/717/01/>

The Chicago Manual of Style Online
<http://www.chicagomanualofstyle.org/>