Chicago Style, Author Date System

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Formatting Your Paper

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Political Science 101
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Brexit and British Nationalism

In a referendum held on June 23, 2016, the British people voted to leave the European Union (EU). This decision to exit Europe after more than four decades of membership indicates that many Britons believe their future will be more secure if they prioritize their own self-interests over the rest of Europe. It may also be a sign of increasing dissatisfaction with the country’s political elite and an assertion from voters to implement a radical change at any cost.

Headings: Chicago Style papers usually have a cover page, but for papers less than five pages, a heading on the first page is acceptable. The heading should be on the left hand side of the page and include your name, instructor’s name, course number; double spaced. The title should be below the heading, centered. Do not italicize, underline, or bold the title and do not use all capital letters for the title.

Margins: No less than 1”, no more than 1.5”.

Font: Times Roman or Palatino and preferably 12-pt, but no less than 10-pt. Notes are preferably in 10-pt.

Page Numbering: Add the page number to the upper right-hand corner of each page. Page numbers begin on the first page of text with the Arabic number 1.

Spacing: Double-spacing should be used throughout the paper, except for block quotations, table titles and figure captions, which should be single spaced.

Use one space (instead of two) after each period.

Indenting: Indent the first line of each new paragraph by .5” from the left, or 5 spaces.

Block Quotations: A quotation of more than five lines should be blocked. A block quotation does not need quotation marks. Block quotations should be indented .5” from the left of the page and are single spaced.
Tables and Illustrations: Add tables and illustrations as close as possible to the part of your paper where you discuss them. Each table must have a label above the table, beginning with the table number (followed by a period) and describing the contents (e.g. Table 1. Description of Table).

Information about the source of the table goes below the table, flush left, ending with a period. The Source name should be cited in the same way as a parenthetical citation – but without the parenthesis e.g. Source: Williams and Guerra 2007, 229.

Figures: Images, maps, drawings, graphs, and charts should be labeled “Figure” below the image, flush left (e.g. Figure 1. 1997 Rainfall in Tucson.).

Include full bibliographical information about the source of your table in your References list.

Table 1. Percentage of youth self-reporting physical and internet bullying perpetration by grade

<table>
<thead>
<tr>
<th>Type of bullying</th>
<th>5th Grade</th>
<th>8th Grade</th>
<th>11th Grade</th>
<th>Total sample</th>
</tr>
</thead>
<tbody>
<tr>
<td>Verbal</td>
<td>32.6%</td>
<td>78.5%</td>
<td>72.3%</td>
<td>70.7%</td>
</tr>
<tr>
<td>Physical</td>
<td>34.8%</td>
<td>44.6%</td>
<td>37.8%</td>
<td>40.3%</td>
</tr>
<tr>
<td>Internet</td>
<td>04.5%</td>
<td>12.9%</td>
<td>09.9%</td>
<td>09.4%</td>
</tr>
</tbody>
</table>


Figure 1. Migrant Mother, 1936, Dorothea Lange, Image courtesy of Britannica ImageQuest.
In-text Citations

In-text citations are located through the body of your paper, and are used whenever you quote, paraphrase or summarize information from a source listed on your References page. It usually includes the first word of the citation from your References page, the date the source was published, and if applicable, the page number. The in-text citation is generally located at the end of the sentence or as close as possible to the text in which you quote, paraphrase or summarize information from a source.

In-text citations include:

- Last name(s) of the author(s)
- Year of publication
- Page number(s)

There are a number of ways to cite references:

1. At the end of a sentence using author name, date and page number in parentheses
   
   Some researchers strongly dispute the Committee’s conclusion (Smith and Nelson 1999, 139).

2. When using a direct quote (include page number(s)):
   
   The Committee "repeatedly used misleading data to inform their conclusions" (Smith and Nelson 1999, 139-141).

3. Within the text, with the author name as part of a narrative:
   
   Smith and Nelson (1999) disputed the Committee’s conclusion.

4. On occasion, you may wish to cite a source within another source you are using. In this case, use the as cited in before the indirect source, and mention the source in the text. In this situation, do not cite both articles. Instead, your References page will contain the article by Smith and Nelson only. Clark is merely credited in the text of your paper.
   
   Clark’s study (as cited in Smith and Nelson 1999, 139), indicates that individual Committee members differed in their conclusions.

Example of in-text citations:

In Dr. Seuss’s book, children are encouraged to eat green eggs and ham (Seuss 1988, 56-62). Neither eggs nor ham is naturally green, and this color should alarm parents. When eggs are not refrigerated, the infectious disease Salmonellosis is a big concern. The Centers for Disease Control and Prevention says that some victims will feel “pain in their joints, irritation of the eyes, and painful urination” (“Salmonella” 2012). There are similar concerns about green ham. Letizia describes how undercooked pork can carry a deadly parasite, resulting in Trichinosis (2012, 1073).
References


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The *References* page is an alphabetical list of all the sources you used for your paper.

Here are some basic rules to follow when creating your References page:

- The References page should be placed **at the end of your paper on a new page.**
- The **page number** should be in the top right corner in the header.
- Center the heading References a few spaces down from the top of the page.
- Two blank lines should be after the heading, and before the first entry on the list.
- Use one blank line between each entry.
- Each entry should be **single spaced** and the second line of each entry should be a **hanging indent.** To get this in MS Word:
  - Select all text, and then right-click it.
  - From the pop-up menu, select Paragraph.
  - To double-space the text, under Spacing, Line Spacing, select Single.
  - To add a hanging indent, under Indentation, Special, select Hanging. This indents the lower lines of each entry 0.5” from the left.
- **Alphabetize each entry** by author’s last name, or if the author’s name is not given, by the title of the work.
- When you are citing **multiple works by an author**, you can include a long dash as a substitute for the author’s name.

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Sample Citations for the References Page
|------------------------|------------------------------------------------------------------------------------------------------------------------------------------|