Chicago Style, Notes-Bibliography System

For more information about Chicago Style and other citation formats, please consult the Citing Sources link in the MyPima Library tab; the Write & Cite guide at www.pima.edu/library; or A Manual for Writers of Research Papers, Theses, and Dissertations: Chicago Style for Students and Researchers in print form, available in the Pima Community College Libraries.

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).¹ 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. To do this automatically:

Highlight your text → Right Click on the highlighted text → Select: Paragraph -Special- First Line
**Block Quotations:** A quotation of more than five lines should be blocked. A block quotation does not need quotation marks. Each line of a block quotation should be indented .5” from the left of the page and it should be 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. If there is important source information which hasn’t been included as part of the figure or table, cite the source as in a full note. You need not include it in your bibliography.

**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>


**Figures:** Images, maps, drawings, graphs, and charts should be labeled “Figure” below the image, flush left.

![Figure 1. Migrant Mother, 1936.](image.png)

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

In-text citations in Chicago Notes-Bibliography style are in the form of a superscript number placed at the end of a sentence in which you quote from or refer to a source. This number corresponds with a note at the bottom of the page (footnote) or at the end of a section (endnotes). The source should also be listed in the Bibliography at the end of the paper.

In-text

“Coyote personifies the full suite of humanity’s traits. He is a god who is not merely good, but also, transparently, very very bad.”¹

Note


Citation in Bibliography


Example of footnotes:

In Dr. Seuss’s book, children are encouraged to eat green eggs and ham.¹ 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”.² There are similar concerns about green ham. Letizia describes how undercooked pork can carry a deadly parasite, resulting in Trichinosis.³


If a note refers to the previous source, you may include the word “Ibid” as the note or “Ibid, page number” if the source is the same but page numbers differ.

Example of an Endnotes page:

Notes


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

Bibliography


- The Bibliography 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 Bibliography 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 single-space the text, under Spacing, Line Spacing, select Single.
  - To add a hanging indent, under Indentation, Special, select Hanging.
  - When you are citing multiple works by an author, you can include a long dash as a substitute for the author's name.
## Sample Citations and Notes

<table>
<thead>
<tr>
<th>Style</th>
<th>Citation</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graphic novel</td>
<td><strong>Citation:</strong> Miller, Frank. <em>Sin City: The Hard Goodbye</em>. Milwaukee, OR: Dark Horse Books, 2010</td>
<td><strong>Note:</strong> 1. Frank Miller, <em>Sin City: The Hard Goodbye</em>, (Milwaukee, OR: Dark Horse Books, 2010), 54.</td>
</tr>
<tr>
<td>Category</td>
<td>Citation</td>
<td>Note</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>--------------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| Television programs | **Citation:**  
**Note:**  
| Online videos | **Citation:**  
**Note:**  