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Professor X

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An Introduction to Chicago Style

This essay introduces the *Chicago Manual of Style* (CMS) documentation standards. This style of documentation is used most frequently in history, business, and political science. There are two types of Chicago citation methods: Notes and Bibliography (NB) and Author Date (AD). Most professors who require you to use Chicago will expect NB style, which uses footnotes instead of in-text citations. This introduction will cover NB only (the main differences between NB and AD are Bibliography versus References and footnotes versus in-text citations). Additionally, this model is for Chicago-style papers without a title page; if your professor requires one, refer to the *Purdue OWL* website for a sample title page in Chicago.¹

Footnotes are the primary difference between Chicago and other formatting styles such as APA and MLA. In Microsoft Word, footnotes are created by selecting “References” and then “Insert Footnote.” Alternatively, you can press Alt+Ctrl+F to create a footnote without having to go into the upper menu. In Google Docs, footnotes are created by selecting “Insert” and then “Footnote,” or by pressing Alt+Ctrl+F. For Mac users, the command will be the Apple command key+Ctrl+F. Footnotes are generally used for citations, but they can also be used for asides or further explanation on a topic.²

¹“Chicago Manual of Style 16th Edition,” *Purdue Online Writing Lab*, accessed February 8, 2017, <https://owl.english.purdue.edu/owl/resource/717/01/>.

² Using footnotes for asides allows you to elaborate on topics that may not belong in the paragraph itself. You can also use this space to explain why you chose a source (in the fashion of an annotated bibliography), recommend further reading on the subject, or clarify points.

“Ibid.” is another important feature of Chicago style. It means “in the same place” and is used in footnotes to signal that you are citing the same source you just used. For example, let’s say I cite the *Purdue OWL* here,³ and again here.⁴ The second time I cite it, I put simply “Ibid.” instead of retyping the whole citation. Now, if I were to cite the same source but from a different page (website’s don’t have pages, but bear with me), I would put “Ibid.” and the new page number.⁵ Remember – only use Ibid. when a source is followed directly by the same source. If you cite one source,⁶ use Ibid.,⁷ cite a different source,⁸ and then cite the first source again,⁹ you would have to use the (now abbreviated) first source’s citation again instead of Ibid.

The last important thing to know about Chicago style is that footnote citations are NOT formatted in the same way as bibliography citations (did I mention that you still have to make a bibliography?). If you are using a citation generator such as RefMe or BibMe, it should provide the citations for both the footnotes and bibliography for each source (reminder: be careful when using these websites, as they can be wrong; always double-check). For guidelines on how to create these citations manually, visit the “General Format” tab in the *Purdue OWL*’s Chicago section. One last thing: calm down. Chicago style is easy once you get the hang of it.

Bibliography (usually on separate page)

“Chicago Manual of Style 16th Edition.” *Purdue Online Writing Lab*. Accessed February 8, 2017. <https://owl.english.purdue.edu/owl/resource/717/01/>.¹⁰

³“Chicago Manual of Style 16th Edition,” accessed February 8, 2017. (Note that I abbreviated this footnote because it is my second time using it; you only have to use the whole footnote citation the first time.)

⁴ Ibid.

⁵ Ibid., 85.

⁶ Example source number 1.

⁷ Ibid.

⁸ Example source number 2.

⁹ Example source number 1.

¹⁰ Note the hanging indent, as well as that the bibliography citation is different from the footnote citation.