

# CHICAGO STYLE GUIDE

## *A quick reference to 15th ed. Chicago formatting*

This quick reference should not be used as a style guide; it is only a reference tool to be used in conjunction with the most recent version of the Chicago Style Guide as indicated below.

The Chicago Manual of Style. 15th ed. Chicago. The University of Chicago Press, 2003. <http://www.press.uchicago.edu/Misc/Chicago/cmosfaq/about.html>

Overall document considerations (i.e., margins, pagination, etc.) should reference the Format Manual, as those supersede Chicago. For more information, see Using Style Guides at <http://www.asu.edu/graduate/format/UsingStlGds.html>

### HEADINGS/ SUBHEADINGS (PP.63-64, 25)

Generic chapter titles appear flush left in roman type (i.e., not underlined, boldface, or italicized) and headline style/initial caps/title case, never in full capitals. Chapter titles – also flush left, roman type, and headline style – appears below the generic title on a separate line. Distinguish levels of subheadings as you see fit (i.e., using italics, boldface, etc., but no underline) making the hierarchy obvious. Format each level consistently throughout the thesis/dissertation. The Format Advising Office suggests the following hierarchy\*:

1st Level (Chapter Heading): Flush Left, Roman Type, Headline Style

2nd Level: Centered, Headline Style, Roman Type

3rd Level: *Flush Left, Headline Style, Italics*

4th Level: Indented, Headline style, Roman Type

5th or last level: *run-in, capitalized sentence style and in italics, ending with a period.* Your text begins on the same line and continues into the paragraph, just like this.

### BLOCK QUOTATIONS (P.447)

Set off block quotations if they are more than 100 words – or at least 8 lines – by indenting from the left and using less space between lines (e.g., single-spacing).

### FIGURES (PP.473-493)

Label all drawings, photos, charts, graphs, maps, etc. as “Figure” or “Fig.” below the item, followed by an Arabic numeral, a period, and a caption in sentence style. For example:

Figure 1. Overall brain activity during the first 5 minutes of REM. Those suffering from sleep deprivation show a significantly different pattern than the control group.

## TABLES (PP.496-522)

Place the word “Table” followed by an Arabic numeral above the actual table (as close to the corresponding text as possible). There are a few options for formatting table captions. A caption may appear: 1) flush left or centered, 2) in sentence case or headline style, and 3) on the same line or on a line by itself; if on the same line – separated by (a) punctuation (e.g., a colon or period), (b) typographic distinction (e.g., boldface), and/or (c) extra space. The following is an example of one possible combination:

Table 11. Imaginary table title for imaginary data

Imaginary caption of one style type that could be used.

## ABOUT CITING SOURCES USING CHICAGO (PP.594-597)

Choose one of the two basic systems: 1) author-date style or 2) notes-and-bibliography style<sup>†</sup>. Consult with your chair, if necessary, to determine which system is accepted in your field.

### 1) AUTHOR-DATE STYLE

#### IN-TEXT CITATION: PARENTHETICAL REFERENCES (PP. 620-624)

In parentheses, cite the author’s last name, followed directly by the publication year. Where the author’s name is mentioned in the sentence, cite the publication date in parentheses after the author’s last name wherever it appears in the sentence and before a mark of punctuation. To cite a particular part of a source, include the last name and publications year, a comma, and page number(s); for journals, include the last name and publication year, a comma, the volume number, a colon, and page number(s).

#### REFERENCES

Arrangement (pp. 643-699, 617): alphabetical by author last name, double-spaced with hanging indent.

Books and Parts of Books (pp. 647-687): author’s last name, comma, first name (regular order for co-authors), followed by a period, the publication year, and a period. Insert book title in italics and sentence case, followed by a period, city of publication, a colon, name of publisher, and a period.

Journal Articles (pp. 687-705): author’s last name, comma, first name (regular order for co-authors), followed by a period, the publication year, and a period. Insert article title in sentence case without quotation marks, a period, the journal title in italics and headline capitalization, followed by volume (issue number in parentheses, if applicable), a colon, the page number(s), and a period.

### 2) NOTES-AND-BIBLIOGRAPHY STYLE

#### IN-TEXT CITATION: NOTES (PP.594-606)

To cite a source in-text, place a superscript Arabic numeral at the end of a sentence, clause, and/or quotation. Authors may choose to have: 1) detailed notes with an abbreviated bibliography or 2) an extensive bibliography with abbreviated notes. For option 1, use a full citation the first time a source is cited, condensing subsequent note citations. For option 2, use a brief notation: author’s last name, a comma, title of work in italics and headline capitalization (i.e., title case), and page number. See below for full notes citation.