**Chicago Essay Format**

I.E. Weldon – Canadian and World Studies Dept.

Welcome to the world of writing essays in the CAWS Department! There are many rules to writing essays but by sticking to a few to start you will be well on your way.

**Why Chicago?**

There are several types of referencing: MLA (Modern Languages Association) is typically used by the Humanities (English), APA (American Psychological Association) is used in the Social Sciences, and the Chicago Manual of Style is used in History, Business, and a few other disciplines. Chicago puts emphasis on the documentation of the source to both ensure that it is credible and to be able to use multiple sources, which is primarily why it is favoured in history.

**A Few Key Rules**

* The text of the essay should be double spaced (but Title Page, Footnotes and Bibliography should be single spaced)
* Font size should be 12
* Font should be appropriate (Times New Roman, Calibri, Arial)
* Page numbers start on the first page of the essay (not Title Page)
* Book titles should be italicized in the Bibliography, Footnotes and in the text of the essay
* Articles and chapters of books only need to have quotations

**Title Page Rules**

* The title of your essay should be about a third of the way down the page
* The title of your essay should be ALL CAPS
* If you have a sub-title the first line should end with a colon (:) and the sub-title is still ALL CAPS
* The class information (your name, code and name of class, date) appears about 2/3 of the way down the page and in small caps
* Title Page information is in the same size font as the rest of your paper
* No pictures or other symbols
* Title should be specific to the content of your essay – Don’t just call it HISTORY ESSAY

CREATIVE AND ENGAGING TITLE HINTING AT THESIS:

GENERAL TOPIC

Student Name

Course Code and Title

Date

**Chicago Referencing Format**

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Hopefully this will serve as an introduction to Chicago referencing for essays and assignments within the CAWS Dept. and for other courses as well. There are many, many, many rules to referencing, but if this gets you started in the right direction you can figure out the rest as you go!

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| **Bibliography*****A few rules/guidelines:**** This is a separate page simply titled Bibliography(centered, not bolded and in the same font as your essay)
* Put your sources in alphabetical order by author’s last name
* Never use numbers or bullets
* Bibliographies are single spaced
* Leave one space in between entries
* Remember to use a hanging indentation (2nd and subsequent lines are indented with a TAB)
* Unless it is a legitimate reference source (online encyclopedia, not reference.com) it should be authored

***Format:***There are many different formats depending on the type of source (one author book, magazine article, website, online magazine, etc.) Consult an online referencing site (Easy Bib, Citation Machine, etc.) to check which format is most appropriate. A few examples (note punctuation):***One Author Book***Last name, First Name. *Title*. Place of Publication: Publisher, YearShields, Jeff. *Confessions of a Good Looking Genius*. Canada: Weldon Press, 2014***Multiple Author Book***Last name, First name (of first author), and Names of other (First, Last). *Title*. Place of  Publication: Publisher, YearShields, Jeff and Joe Smith. *The CAWS Department: A Place for True Learning*. Canada: Weldon Press, 2014If there are more than 4 authors you can just write ‘Shields, Jeff et al.’ as your author |

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| **Footnoting**Simply put, footnotes are how you give specific credit to the sources in your Bibliography. They must be to avoid charges of plagiarism!***A few rules/guidelines:**** Reverse the order of the names (First name first)
* Brackets around the publishing information
* Include pg. number if a book
* If two citations in a row from same source can use Ibid. (see below)
* Always have to rewrite full citation the first time it appears on a new page (regardless if you’ve used it before)
* Citations do not need hanging indentations

***Format (for One Author Book)***First Name Last name. Title. (Place of Publication, Publisher, Year) pg#Jeff Shields. *Confessions of a Good Looking Genius*. (Canada: Weldon Press, 2014) 55***If Citing Same Source Twice (or several times) In a Row***Jeff Shields. *Confessions of a Good Looking Genius*. (Canada: Weldon Press, 2014) 55Ibid., 62**Note:** Avoid using the same source too many times in a row. It shows that there is little variety in your sources.***Creating a Footnote (in Word)**** Click **References**
* Click **Insert Footnote**
* It inserts the citation in last cursor space and ‘magically’ takes you to the bottom of the page[[1]](#footnote-1)
* Note – If copy and pasting from a referencing website be sure your font is consistent[[2]](#footnote-2)
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1. Jeff Shields. *Chicago Referencing Format*. (Canada: Weldon Press, 2014) 2 [↑](#footnote-ref-1)
2. Ibid., 62 [↑](#footnote-ref-2)