

Chicago Manual of Style 17th Edition Reference Guide

Last Update: 11 February 2020

CMOS Sample Title Page	
Paper Title a Third of the Way Down the Page: Subtitle on a New Line	
Student Name Class Name Date	

Headings in CMOS	
Level 1	Centered, Bold or Italic, Upper and Lowercase Heading
Level 2	Centered, Regular Font, Upper and Lowercase Heading
Level 3	Flush Left, Bold or Italic, Upper and Lowercase Heading
Level 4	Flush left, regular font, regular capitalization
Level 5	Flush left, bold or italic, regular capitalization, period at end. The paragraph then starts on the same line as the heading.

Chicago requires use of footnotes and endnotes. Currently, Word can add footnotes and endnotes, while Google Docs can only add footnotes. To cite, click after the period of the sentence, then select "Insert → footnote". A superscript number should appear after the period. The number will also appear at the bottom of the page (the "foot"). An endnote will appear at the end of the entire paper. Copy your entire citation to the footnote.

When citing the same source in the same foot, use the abbreviation "Ibid" to replace the whole citation. "Ibid" is an abbreviation of the Latin word for "in the same place".¹ "Ibid" always refers to the source directly above it. Notice how notes 2 and 3 refer to Smith and Johnson; 5 refers to Williams; and citations 6 and 7 have titles written in shorter versions² to be clear:

1. Wendy Smith and Aaron Johnson, *Title of Book: Subtitle of Book* (Millersville: Marauder Publishers, 2019), 15-34.
2. Ibid.
3. Ibid, 56-73.
4. Gale Williams, *Title of Book: Subtitle of Book* (Millersville: Marauder Publishers, 2019), 223-225.
5. Ibid.
6. Wendy Smith and Aaron Johnson, *Title of Book*, 15-34.
7. Gale Williams, *Title of Book*, 223-225.

¹ "Chicago Manual of Style 17th Edition," Purdue OWL, accessed February 11, 2020, https://owl.purdue.edu/owl/research_and_citation/chicago_manual_17th_edition/cmos_formatting_and_style_guide/chicago_manual_of_style_17th_edition.html

² "Notes and Bibliography: Sample Citations," The Chicago Manual of Style, 2017, https://www.chicagomanualofstyle.org/tools_citationguide/citation-guide-1.html

References		
Type	Note Citation	Bibliography Citation
Book, 1 Author	Wendy Smith, <i>Title of Book: Subtitle of Book</i> (Millersville: Marauder Publishers, 2019), xx-yy.	Smith, Wendy. <i>Title of Book: Subtitle of Book</i> . Millersville: Marauder Publishers, 2019.
Book, 2 Authors	Wendy Smith and Aaron Johnson, <i>Title of Book: Subtitle of Book</i> (Millersville: Marauder Publishers, 2019), xx-yy.	Smith, Wendy and Aaron Johnson. <i>Title of Book: Subtitle of Book</i> . Millersville: Marauder Publishers, 2019.
Book, 3+ Authors	Wendy Smith et al., <i>Title of Book: Subtitle of Book</i> (Millersville: Marauder Publishers, 2019), xx-yy.	Smith, Wendy, Aaron Johnson, Gale Williams, and Kendy Miller. <i>Title of Book: Subtitle of Book</i> . Millersville: Marauder Publishers, 2019.
Secondary sources	Aaron Johnson, <i>Title of Book</i> (Millersville, PA: Marauder Publishers, 2003), xx, quoted in Wendy Smith, <i>Title of Book: Subtitle of Book</i> (Marauder Publishers, 2019), yy.	Smith, Wendy. <i>Title of Book: Subtitle of Book</i> . Millersville: Marauder Publishers, 2019.
Website	Wendy Smith, "Title of Web Page," Name of Website, Marauder Publishers, publication date if available OR access date if publication date is unavailable, www.URL.com.	Smith, Wendy. "Title of Web Page." Name of Website. Marauder Publishers, publication date if available OR access date if publication date is unavailable, www.URL.com.
Scholarly Article, 1 Author	Wendy Smith, "Title of Article," <i>Title of Journal</i> volume#, no. x (2020): page#, accessed February 11, 2020, URL.	Smith, Wendy. "Title of Article." <i>Title of Journal</i> volume# no. x (2020): xx-yy. Accessed February 11, 2020. URL.
Scholarly Article, 2 Author	Wendy Smith and Aaron Johnson, "Title of Article," <i>Title of Journal</i> volume#, no. x (2020): page#, accessed February 11, 2020, URL.	Smith, Wendy and Aaron Johnson. "Title of Article." <i>Title of Journal</i> volume# no. x (2020): xx-yy. Accessed February 11, 2020. URL.
Scholarly Article, 3+ Authors	Wendy Smith et al., "Title of Article," <i>Title of Journal</i> volume#, no. x (2020): page#, accessed February 11, 2020, URL.	Smith, Wendy, Aaron Johnson, Gale Williams, and Kendy Miller. "Title of Article." <i>Title of Journal</i> volume# no. x (2020): xx-yy. Accessed February 11, 2020. URL.
Interview/ personal communication	Wendy Smith, type of communication, January 1, 2020.	It is not necessary to cite personal communication in the bibliography.
YouTube Video	Wendy Smith, "Title of Video," YouTube, publication date, video, length of video, URL.	Smith, Wendy. "Title of Video." YouTube. Publication Date. Video. Length of video. URL.

- Chicago requires slightly different forms of citation in the notes and in the bibliography at the end of the paper.
- One notable difference between the note and bibliography form of the citation is punctuation. In the note form, use commas to separate information; in the bibliography form, use periods.
- The author's name should be formatted as "First name Last name" in the note citation and "Last name, First name" in the bibliography citation.