



Chicago 18th Style & Citations

The Chicago Manual of Style (CMOS) is an academic formatting style with many variations. Humanities, like history and fine arts, utilize the Notes and Bibliography (NB) format, while social sciences use the Author-Date format.

Why use the Chicago Manual of Style (CMOS)?

CMOS is a flexible formatting style that allows authors the chance to use in-text citations or footnotes, reference pages or bibliographies, superscript or traditional numbering, endnotes, or headings. These differences depend on the variant of CMOS that you are using. There are three CMOS variants:

- **Turabian**
 - student-oriented
 - uses superscript for Notes and Bibliography
- **Notes and Bibliography (NB)** 4–9
 - for the humanities
 - uses a Bibliography alongside endnotes or footnotes
 - allows you more space to elaborate on your sources
 - (*This handout will be using the Turabian superscript version.*)
- **Author-Date** 10–15
 - for various sciences and business
 - similar to APA
 - uses a Reference list with author-date in-text citations

Style

- **Fonts and Font Sizes**

- Times New Roman, 12 pt.
- Calibri, 12 pt.
- Arial, 11 pt.
- Garamond, 12 pt.

- **Spacing**

- Double-spaced
 - any body text
 - block quotes
 - space between footnotes or endnotes and reference list or bibliography entries
- Single-spaced
 - footnote or endnote text
 - reference list or bibliography text

- **Headers and Title Pages**

- Headers:
 - for shorter, less formal papers
 - at top left of first page, double spaced
 - Name John Smith
 - Instructor Dr. Jameson
 - Class PSYCH 101
 - Due Date February 4, 2026
 - Title (centered, regular text)
- Title Pages:
 - for longer formal papers
 - first page of paper, no page number, all double spaced, all centered
 - Title
 - **bolded**, 1/3rd of the way down, subtitle under main title
 - Name
 - 2/3^{rds} of the way down
 - Class
 - right under name, full class name
(e.g., Sociology 428: Effects of Peer Pressure)
 - Due Date
 - right under class (e.g., January 1, 2026)

Style

- **Page Numbers**

- same font and font size as the rest of the paper
- top right of the page
- only the number
- if there is a title page, page 1 starts on the page right after the title page

- **Headings**

- CMOS does not have a standardized heading set, but Turabian has a recommended heading list that can be used. See chart and examples below.
(from *Purdue OWL Chicago General Format page*, linked above)
- For all headers, except level 5, you should create a new line underneath.

Level	Format
1	Centered, Boldface or <i>Italicized</i>, Headline-style Capitalization
2	Centered, Regular Type, Headline-style Capitalization
3	Flush Left, Boldface or <i>Italicized</i>, Headline-style Capitalization
4	Flush left, regular type, sentence-style capitalization
5	Runs into start of paragraph (no line after), boldface or <i>italicized</i>, sentence- style capitalization, period after.

Climate Change in the Arctic

Arctic Wildlife Behavioral Changes

Changes in Arctic Pinniped Behavior

Dietary changes in walrus populations.

Pacific walrus reliance on land foraging. The Pacific walrus eats less fish and...

Notes and Bibliography Citations

- **Build a footnote/endnote for journal articles...**

1. Author,
 - the creator/s || **YES:** John Smith; **NO:** Smith, John
2. "Title,"
 - capitalize every significant word
3. *Journal*
 - always italicize the journal; no punctuation after
4. Volume,
 - right after the journal
5. no. Issue
 - should have "no." before the numeral; ex: no. 2
6. (Publication Date):
 - ex: January 1, 2026
7. Page or Pages,
 - for ranges, use an [en dash](#) between numerals, not a hyphen
8. Location
 - the link to the work; when possible, use a DOI
9. Shortened Version
 - Last Name, "Shortened Title," Page number/s.
 - Smith, "Soccer Statistics," 20–37.

Notice the punctuation after each numbered section. That is the actual punctuation you will use when building the citation.

- **Build a footnote/endnote for books...**

1. Author,
 - the creator/s; **YES:** John Smith || **NO:** Smith, John
2. *Title*,
 - capitalize every significant word; always italicize; no punctuation after if no edition listed
3. Edition.
 - use "ed." after a numeral; 2nd ed. || 5th ed.
4. (Publisher, Date of Publication),
 - exclude business suffixes, like "Inc." or "LLC;" ex: January 1, 2026
5. Page or Pages,
 - for ranges, use an en dash between numerals, not a hyphen
6. Location
 - the link to the work, if applicable
7. Shortened Version
 - Last Name, "Shortened Title," Page number/s.
 - Melville, *Moby Dick*, 29–30.

Notes and Bibliography Citations

- **ARTICLE:** NB-style Bibliography

Dittmar, Emily L., and Douglas W. Schemske. "Temporal Variation in Selection Influences Microgeographic Local Adaptation." *American Naturalist* 202, no. 4 (2023): 471–85. <https://doi.org/10.1086/725865>.

- **Articles**

- Author/s.
 - creator/s of the work, end with a period
 - Bibliography:
 - list up to six
 - notice how the last is formatted above
 - if more than six, list the first three followed by "[et al.](#)"
 - Notes:
 - list up to two
 - if more than two, in notes list the first followed by "et al."
- "Title."
 - in quotations, capitalize all important words, end with a period
- *Journal*
 - in italics, capitalize all important words
- Volume,
 - volume number of the journal, end with a comma
- no. Issue
 - issue number of the journal, include "no." before the numeral
- (Publication Year):
 - year of publication, place in parentheses, end with a colon
- Page–Range.
 - which journal pages the article is on, separate with [en dash](#), end with a period
- Location.
 - the link to the work, try to use a [DOI](#), end with a period
- [Hanging Indent](#)
 - every line after the first, should be half an inch forward

Notes and Bibliography Citations

- **BOOK:** NB-style Bibliography

Yu, Charles. *Interior Chinatown*. Pantheon Books, 2020. Kindle.

- **Books**

- Author/s.
 - creator/s of the work, end with a period
 - follows the same rules as articles
- *Title*.
 - in italics, capitalize all important words, end with a period
- Publisher,
 - publishing company or group or university, end with a comma
- Publication Year.
 - end with a period
- Container OR Location.
 - Container
 - if applicable, the electronic format the book was read on (see above), end with a period
 - Location
 - if applicable, the URL or DOI where the work can be found
 - preferred, but use the container if the link is too long
- [Hanging Indent](#)
 - every line after the first should be half an inch forward

Notes and Bibliography Citations

- **WEBPAGE:** NB-style Bibliography

Yale University. "About Yale: Yale Facts." Accessed March 8, 2022.
<https://www.yale.edu/about-yale/yale-facts>.

- **Webpages**

- Author/s *or* Organization.
 - creator/s of the work, end with a period
 - ignore "The" when alphabetizing
 - follows the same rules as articles
- "Title."
 - in quotations, capitalize all important words, end with a period
- Accessed/Retrieved/Published/Archived/Updated Date.
 - Month Day, Year format, end with a period
 - important date for webpage, such as the day it was accessed, archived, published, updated, etc.
 - should be a date that adds important information about the source, such as "Updated..." for a breaking news article or "Retrieved..." for an archived webpage
- Location.
 - the webpage's URL, end with a period
- Hanging Indent
 - every line after the first, should be half an inch forward

Notes and Bibliography Citations

- **Notes and Bibliography (NB)** Footnotes and Endnotes
 - This format uses superscript, footnotes or endnotes in-text citations, and a bibliography for the citation list.
 - In Word, when you need a footnote with a corresponding superscript, click the “References” tab and then click “Insert Footnote” after all punctuation.
 - If you want endnotes, you will have to put the superscript in yourself and make an endnote page/s at the end before the bibliography.
 - Make sure the notes are the same font and size as your main text.
 - Singular notes should be single-spaced but double-spaced between.
 - You may use regular numbers or superscripts in the notes.
 - The numbers seen at the end (or before links) are the page numbers.
 - *All example citations in both this section and the bibliography section are from CMOS official website, which is linked above.*

In-Text Citation	Footnote/Endnote	Bibliography Citation
This is an example book. ¹ This is an example of the same author and work again. ²	¹ Herman Melville, <i>Moby-Dick; or, The Whale</i> (New York, 1851), 222, https://melville.electroniclibrary.org/moby-dick-side-by-side. Notes can be added like this. ² Melville, <i>Moby Dick</i>, 223–247.	Melville, Herman. <i>Moby-Dick; or, The Whale</i> . New York, 1851. https://melville.electroniclibrary.org/moby-dick-side-by-side .
This is an example journal. ¹ This is an example of the same author and work again. ²	1. B. T. Hebert, “The Island of Bolsö: A Study of Norwegian Life,” <i>Sociological Review</i> 17, no. 4 (1925): 310, https://doi.org/10.1111/j.1467-954X.1925.tb0155. 2. Hebert, “Island of Bolsö,” 311. Notes can be added like this.	Hebert, B. T. “The Island of Bolsö: A Study of Norwegian Life.” <i>Sociological Review</i> 17, no. 4 (1925): 307–13. https://doi.org/10.1111/j.1467-954X.1925.tb0155 .
This is an example webpage. ¹ This is an example of the same site again. ²	¹ “About Yale: Yale Facts,” Yale University, accessed March 8, 2022, https://www.yale.edu/about-yale/yale-facts. ² “Yale Facts.”	Yale University. “About Yale: Yale Facts.” Accessed March 8, 2022. https://www.yale.edu/about-yale/yale-facts .

Bibliography

- NB-Style [Bibliography](#)

- This page should be at the very end of your paper, unless you have an appendix or index. (*Formatting rules based on Purdue OWL sample paper.*)
- It should:
 - start a new page.
 - include “Bibliography” at the top, centered (without quotation marks).
 - alphabetized by author’s last name.
 - alphabetize by title if no author is listed.
 - alphabetize by the first **significant** word in an organization’s name (e.g., use the word **after** “The” when alphabetizing).
 - have single-spaced text with a blank line between entries.
 - have two blank lines between “Bibliography” and the first citation.

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Bibliography

The Association of Public and Land-Grant Universities. “About Us.” Accessed August 28, 2025. <https://www.aplu.org/about-us/>

Hebert, B. T. “The Island of Bolsö: A Study of Norwegian Life.” *Sociological Review* 17, no. 4 (1925): 307–13. <https://doi.org/10.1111/j.1467-954X.1925.tb0155>.

Melville, Herman. *Moby-Dick; or, The Whale*. New York, 1851.
<https://melville.electroniclibrary.org/moby-dick-side-by-side>.

Oliver, Eric. “Why So Many Americans Believe in So Many ‘Crazy’ Things.” Moderated by Andrew McCall. Virtual lecture, February 23, 2022. Posted March 21, 2022, by University of Chicago. YouTube, 1:01:45. <https://youtu.be/hfq7AnCF5bg>.

Yale University. “About Yale: Yale Facts.” Accessed March 8, 2022.
<https://www.yale.edu/about-yale/yale-facts>.

Author-Date Citations

- **Build an in-text citation for journal articles and books...**

- Author
 - the last names of any creators
 - if two, separate with “**and**” || Kominsky and Nguyen
 - if three or more, follow the first last name with “**et al.**” || Dror et al.
- Publication Year,
 - the year of publication comes after the author, no comma between || (Kominsky and Nguyen 2022); (Dror et al. 2017)
- Pages or Chapter (*if applicable*)
 - if quoting or referencing a specific passage, then include page numbers or—if no page numbers—another indicator, like chapter
 - use an **en dash** between numerals, not a hyphen
 - only use the number for pages, do not include a “p.” or “pp.”
 - for chapters, use **chap.**
 - if digits stay the same, then they should be left out || 1835–36 (instead of 1835–1836); 24–6 (instead of 24–26)
- Examples
 - (Kominsky and Nguyen 2022, 1835–36)
 - (Dror et al. 2017, chap. 11)
 - (Johnson 2025)

Author-Date Citations

- **ARTICLE:** Author-Date Reference List

Dittmar, Emily L., and Douglas W. Schemske. 2023. "Temporal Variation in Selection Influences Microgeographic Local Adaptation." *American Naturalist* 202 (4): 471–85. <https://doi.org/10.1086/725865>.

- **Articles**

- Author/s.
 - creator/s of the work, end with a period
 - References list
 - list up to six
 - notice how the last is formatted above
 - if more than six, list the first three followed by "[et al.](#)"
- Publication Year.
 - year of publication, end with a period
- "Title."
 - in quotations, capitalize all important words, end with a period
- *Journal*
 - in italics, capitalize all important words
- Volume
 - volume number of the journal, end with a comma
- (Issue):
 - issue number of the journal, placed in parentheses, end with a colon
- Page-Range.
 - the journal pages the article is on, separate with an [en dash](#), end with a period
- Location.
 - the link to the work, try to use a [DOI](#), end with a period
- [Hanging Indent](#)
 - every line after the first, should be half an inch forward

Author-Date Citations

- **BOOK:** Author-Date Reference List

Yu, Charles. 2020. *Interior Chinatown*. Pantheon Books.

- **Books**

- Author/s.
 - creator/s of the work, end with a period
 - follows the same rules as articles
- Publication Year.
 - end with a period
- *Title*.
 - in italics, capitalize all important words, end with a period
- Publisher.
 - publishing company or group or university, end with a period
- [Hanging Indent](#)
 - every line after the first should be half an inch forward

Author-Date Citations

- **WEBPAGE:** Author-Date Reference List

Yale University. n.d. "About Yale: Yale Facts." Accessed March 8, 2022.
<https://www.yale.edu/about-yale/yale-facts>.

- **Webpages**

- Author/s *or* Organization.
 - creator/s of the work, end with a period
 - ignore "The" when alphabetizing
 - follows the same rules as articles
- Publication Year.
 - end with a period
 - as seen above, if no date is listed, write "[n.d.](#)"
- "Title."
 - in quotation marks, capitalize all important words, end with a period
- Accessed/Retrieved/Published/Archived/Updated Date.
 - [Month Day, Year](#) format, end with a period
 - important date for webpage, such as the day it was accessed, archived, published, updated, etc.
 - should be a date that adds important information about the source, such as "Updated..." for a breaking news article or "Retrieved..." for an archived webpage
- Location.
 - the webpage's URL, end with a period
- [Hanging Indent](#)
 - every line after the first, should be half an inch forward

Author-Date Citations

- **Author-Date** In-Text Citation Variants

- This format uses authors' names, publication years, and page/chapter numbers all in parentheses with very specific commas, similar to APA.
- This format is **NOT** identical to APA. It has its own rules.
 - Review the NB-Style pages for notes on listing three or more authors.
 - Author and publication year will **NOT** have a comma between them.
 - Publication year and page numbers/chapters **WILL** have a comma.
 - Page numbers and chapters are not essential for the in-text citation, if not directly quoting a specific portion of the work.
 - Use **"and"** between two authors, not "&"
 - Use an **en dash** for page number ranges, not a hyphen
 - If any digits in a range stay the same, omit them
 - Ex: if you are referencing something from **page 105 to page 117**, then you would write **105–17**.
 - Write **"et al."** like this, with the period only after **"al."**

Narrative In-Text Citation	Parenthetical In-Text Citation	Reference List Citation Examples
Gutierrez and Durham (2023, 27) argue that "This is a sample quotation."	This is a sample sentence that references a specific portion of the research (Osman 2019, 53–8).	Gutierrez, Carmen I. and Gerald W. Durham. 2023. "Iberian Agriculture: Portuguese-Spanish Agricultural Relations." <i>The Agricultural Review</i> 47 (3): 20–58. https://doi.org/10.33902/JPR.202423833 .
In 2023, Gutierrez and Durham argue, "This is a sample quotation" (27).	This is a sample sentence that references a non-specific portion of the research, such as the overall findings or argument (Osman 2019).	Osman, Dawoud. 2019. <i>The Moroccan Olive Market</i> . Translated by Horace Benson. University of Tehran Press.
Gutierrez and Durham (2023, 27) argue that this is an example paraphrase.	This is a sample sentence that references multiple sources' findings, using Osman first (Osman 2019; Gutierrez and Durham 2023)	

Reference List

- **Author-Date** [Reference List](#)

- This page should be at the very end of your paper, unless you have an appendix or index. (*Formatting rules based on Purdue OWL sample paper.*)
- Review the NB-Style pages for notes on listing three or more authors.
- It should:
 - start a new page.
 - include “References” at the top, centered (without quotation marks).
 - alphabetized by author’s last name.
 - alphabetize by title if no author listed.
 - alphabetize by the first **significant** word in an organization’s name (e.g., use the word **after** “The” when alphabetizing).
 - have single-spaced text with a blank line between entries.
 - have two blank lines between “References” and the first citation.

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References

Gutierrez, Carmen I. and Gerald W. Durham. 2023. “Iberian Agriculture: Portuguese-Spanish Agricultural Relations.” *The Agricultural Review* 47 (3): 20–58.
<https://doi.org/10.33902/JPR.202423833>.

Nesi, Annalisa. 1994. “An Overview of the Linguistic and Literary History of Corsica.” *Journal of Mediterranean Studies* 4 (1): 16–27. <https://muse.jhu.edu/article/670031>.

Osman, Dawoud. 2019. *The Moroccan Olive Market*. Translated by Horace Benson. University of Tehran Press.

Yale University. n.d. “About Yale: Yale Facts.” Accessed March 8, 2022.
<https://www.yale.edu/about-yale/yale-facts>.