Chicago Style Tips

General Tips

• Titles are capitalized headline-style
• Book and periodical titles are italicized
• Use double quotes for article and chapter titles
• Double space text
• Font size is 10 point or greater – preferably 12
• Page margins are no less than 1 inch – and no more than 1.5 inches
• Block quotes are single spaced

Title Pages, Pages Number, and Subheadings

• Title is centered on Title Page one third of the way down the page. Name and class information follows with several lines of spacing between Title and Name block

• For titles with a subhead, end the title with a colon and place the subhead on line below title

• Page numbers begin in the header of the first page of text with Arabic number 1

• Use subheadings in longer papers

Works Cited Page

If you are using the Notes and Bibliography-style, label the page Bibliography; for Author-Date style, label it References. Regardless of method:

• Leave two lines of space after page title
• Leave one line of space between cited references
• List entries in letter-by-letter alphabetical order according to the first word in each entry

Additional Resources

• Examples of the Chicago Citation Style