

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](#)