

Chicago Style Guide

Chicago style (CMS) is determined by the University of Chicago. The university publishes *The Chicago Manual of Style*, which is a comprehensive book of how to employ Chicago style. The following is a list of majors/disciplines that may require Chicago style in academia:

History
Humanities
Liberal Studies
Philosophy
Political Science

For more information about Chicago style, visit *The Chicago Manual of Style Online Website* at www.chicagomanualofstyle.org.

General Page Setup

- Typed and printed on standard, white 8.5 x 11-inch paper
- Margins set to 1-inch on all sides
- Double-space the entire text
- The recommended font is Times New Roman, size 12

Plagiarism

¹California Baptist University Honor Code:

Plagiarism, cheating, and other forms of academic dishonesty or facilitating any such act are violations of the Honor Code and are not acceptable conduct at California Baptist University. Violations of the Honor code include, but are not limited to, the following:

10. the misrepresentation of papers, reports, assignments, or other materials as the product of a student's sole independent effort, for the purpose of affecting the student's grade, credit, or status in the University
11. copying information from a source without proper attribution;
12. taking papers from other students, publications, or the internet
14. offering for course credit one's own work, but work that one has previously offered for course credit in another course (unless permission to do so has been secured from the instructor in whose course the work is being offered prior to submission)

¹ California Baptist University. (2010). Student Handbook and Calendar. Lafayette, IN: School Datebooks.

Dealing with Major and Minor Chicago Confusion

Unless your professor tells you otherwise, every Chicago-style paper you submit should have a title page. Your Title Page will include the name of the department, the professor's name, your name as well as the title of the paper and the date it was written. The page numbering, which is to be included throughout the text of your paper, will NOT be printed on the title page, but will still include the title as the first page. This means that the introductory text will start as page two, with the title page serving as page one, but simply not having a visible indication if it doing so anywhere on the paper. To insert the page number, simply go to the "Insert" tab, select the "Page Number" option, inserting it onto the top of the page at the far right corner; be sure to include your last name just before the page number.

Some papers will require a table of contents or list of illustrations. Most papers at this University, however, will simply require a title page. All of this is subject to the professor's requirements. Major papers like a master's thesis or a dissertation are more likely to require these additional pages. Always check with your instructor for any questions regarding this issue.

The main text of your paper is written on the first line of the page following your title page; this page will not include your title, as your title is already included on the title page. Simply begin your text with a one inch margin from the top of your page. The entire paper should be double-spaced. Remember also that your entire paper, including the title and bibliography pages should be double-spaced. In Microsoft Word 2007 (MS Word), you can do this before you write anything by going to the "Home" ribbon, then the "Paragraph" box and selecting 2.0 (double) line spacing. If you already have something written, select all the text in the document, and then follow the same steps.

Again, your page should have a margin of exactly one inch (1") at the top, bottom, right, and left of the page. To set these margins, go to the "Page Layout" ribbon, and then in the "Page Setup" box use the "Margins" feature to adjust the documents margins. After each sentence-ending punctuation mark (e.g., period, question mark), there are two (2) spaces before starting the next sentence.

When you quote any outside source or refer to an idea from anyone other than yourself (unless it is common knowledge, for instance Washington, D.C. as the capital of the United States of America or that George Washington as the first president of the United States), you must give credit to the source of the idea. This rule applies whether you quote the material exactly or whether you use only some of the words the author used. You must also cite an idea that someone else had and that you are borrowing, even if you are paraphrasing or summarizing.

You can cite quotations in a variety of ways. In the case of quoting a book with a single author, you would first begin by introducing the author and the text, then quoting the actual text directly after. For Example: Thucydides, as Ernst Breisach would describe him in his book, *Historiography: Ancient, Medieval and Modern*, "was the historian of the period of Greek self-destruction, through his narration and analysis of the Peloponnesian War."² A footnote is most commonly used in the Turabian format. Always clarify with the professor, if it has not already been made clear, that this is the method to be used. You can apply a footnote by selecting the "Reference" tab, and then simply selecting the "Insert Footnote" option. A small number will be placed directly after the quote, as well as at the bottom of the page directly following the

² Here is where the actual reference will be posted. Upon the first in-text citation of this author, the citation will appear as it is in the bibliography, as follows, Author First and Last Name. *Book Title*. (City Published: Publishing Company, Year). Page # (the page number is only cited here). When the text is quoted a second time all that will be required to cite the quotation correctly is simply the author's last name and page number, Author Last Name, Page #. The citation for this text will look as follows: Ernst Breisach. *Historiography: Ancient, Medieval, and Modern*, 3rd ed. (Chicago: University of Chicago Press, 2007), 12.

conclusion of your text for that page. Please refer to the corresponding number at the bottom of the page for further guidance.

In the case of a multiple line quote (more than four lines), be sure to put your text into a block style. The entire quote will then be indented a half inch from the margin until its conclusion, however, without the use of quotations marks. Upon its conclusion, continue to cite the quote (with the use of a footnote) as you would any other source.

For additional guidance on how to cite particular sources using the Chicago Format, such as book with multiple authors or a simple Webpage, please consult either your professor or *The Chicago Manual of Style*. A copy may be found either in the Library or the Academic Resource Center upon request with a writing tutor.

Bibliography

(This is the most basic book citation)

Author Last Name, First Name. *Book Title*. (City Published): Publishing Company. Year.

(This is the method for citing historical books that have been translated)

Author Last Name, First Name. Trans. *Title of Work*. Name of Translator or Editor (City
Published: Publishing Company, Year translated).

(This is the method for citing journal articles)

Author First Name Middle Initial Last Name, "Article Title," *Name of Magazine (italicized)*
Volume Number (Year Magazine was Published): Page Number.