

Quick Guide to CMOS/Chicago Style



<p><u>Author-Date System</u> Example: “Insert Quotation here.” (Fairchild 2025, 98)</p>	<ul style="list-style-type: none"> • After you use a quote, you must do an in-text citation. • In-text citations are (Last Name Year, page). • If name is already stated in text, or you draw from the same source multiple times in a row, you can skip the last name. • At the end of your paper, you use a “References” page.
<p><u>Notes-Bibliography System</u> Example: “Insert Quotation here.”¹ 1. Chris Fairchild, <i>Retained</i>, “Writing a Thesis” (Proquest, 2025), 98.</p>	<ul style="list-style-type: none"> • After you use a quote, you use a super-script and a footnote. • Each footnote is the complete bibliographic citation numbered the same as the superscript in the order of First name Last name, Name of Book, Article (publisher, year), page #. • If you cite from the same source again on the same page, then your footnote only needs the last name and page number. • At the end of your paper, you will use a “bibliography” page.
<p><u>References Page (Author-Date)</u> Example: Fairchild, Christopher. 2025. Retained. Proquest.</p>	<ul style="list-style-type: none"> • The order to your citations (with punctuation) should be: Last Name, First Name. Year published. Book Title. Additional contributors first and last name. Publisher. • Be sure to set these to hanging indent and are alphabetized.
<p><u>Bibliography Page (Notes-Bibliography System)</u> Example: Fairchild, Chris. <i>Retained</i>. Proquest, 2025.</p>	<ul style="list-style-type: none"> • The order to your citations (with punctuation) should be: Last Name, First Name. Book name. Additional contributors first and last name. Publisher, Year published. • Be sure to set these to hanging indent and are alphabetized.
<p><u>Additional Notes</u> Example: Fairchild, Chris and Brian Williams</p>	<ul style="list-style-type: none"> • If you have multiple authors the order goes “First Author’s last Name, first name and 2nd authors First name last name. <u>Do not use an ampersand: “&”, Write out “and”!</u> • Like most styles 12pt font and a serif font (like Times New Roman) is preferred.