

# Chicago Style (CMS) Cheat Sheet

## Bibliography and Footnotes\*

\*(Bibliography entries listed first, Footnote entries underneath)

**Book:** If there is no subtitle to the book omit “:” and proceed to “.”

Author Last name, First name. *Title of Book: Subtitle of book.* Publisher, Year of publication.

1. Author’s First name and Last name, *Title of Book* (Publisher, Year), pg.#s.

**Book with more than one Author:** First author Last/First name following authors are First/Last name

1<sup>st</sup> Author Last name, 1<sup>st</sup> Author First name, 2<sup>nd</sup> Author First name Last name, and 3<sup>rd</sup> Author First name Last name. *Title of Book: Subtitle of Book.* Publisher, Year of publication.

1. First name Last name, First name Last name, and First name Last name, *Title of Book* (Publisher, Year of publication), pg#.

**Book with Author and Editor:**

Author Last name, First name. *Title of Book: Subtitle of Book,* Edited by First name Last name. Publisher, Year of publication.

1. First name Last name, *Title of book,* ed. First name Last name (Publisher, Year of publication), pg#.

**Chapter/Article/Essay/Short Story in Edited Collection:**

Author Last name, First name. “Title of Article/Chapter.” In *Title of Book,* edited by Editor First name Last name, pg#-pg#. Publisher, Year of publication.

1. First name Last name, “Title of article/chapter,” in *Title of book,* ed. First name Last name (Publisher, Year of publication), pg#-pg#.

**Newspaper:** If name of newspaper begins with “The,” omit it.

Author Last name, Author First name. “Title of article.” *Name of Newspaper* (City, State Abbrev.), Month Day, Year. (If accessing online newspaper, add URL here).

1. First name Last name, “Title of article/column,” *Name of newspaper* (City, Abbrev. State), Month Day, Year. (If accessing online newspaper include URL).

**Journal Articles:** Notice there is no punctuation between the title and vol#, only a space.

Author Last name, First name. “Title of Article.” *Title of Journal* volume, no. # (Year of publication): pg#-pg#.

1. First name Last name, “Title of article,” *Title of journal* volume, no. # (Year): pg#.

# Chicago Style (CMS) Cheat Sheet

## E-Book:

Author Last name, First name. *Title of book: Subtitle of book*. Place of publication, Year of publication. URL.

1. First name Last name, *Title of book* (Publisher, Year of publication), URL.

## Electronic Journals:

Author Last name, First name. "Title of Article." *Title of Journal* volume, no. # (Year of publication): pg#-pg#. Accessed Month Day, Year. URL.

1. First name Last name, "Title of article," *Title of journal* volume, no. # (Year): pg#, accessed Month Day, Year. URL.

## Websites:

Author Last name, First name. "Title of Page." Title of Website or Owner. Last modified Month day, year. URL.

1. First name Last name, "Title of webpage," *Title of Website*, last modified Month Day, Year, URL.

## Bibliography Basics

- ✓ Single space each entry, double space between entries
- ✓ Times New Roman, 12 pt. font
- ✓ Indent Second and subsequent lines (Hanging indent)
- ✓ Alphabetical by Author's last name, or Title if work is anonymous
- ✓ List all authors – up to 6
- ✓ Use Oxford comma rules with "&" not "and"
- ✓ *Italicize* book and journal titles
- ✓ First words of titles and subtitles and any important words thereafter should be capitalized.
- ✓ DO NOT include retrieval dates unless the source changes over time (i.e. WIKIS)

## Footnote Basics

- ✓ Footnote numbers run consecutively starting with the first citation
- ✓ To insert footnote:
  - Place cursor where you want footnote to be (outside period of sentence)
  - Press: CTRL + ALT + F
  - Enter footnote entry at the bottom of the page
- ✓ Footnotes' 1<sup>st</sup> line is indented (like a paragraph)
- ✓ All footnotes are: "First name Last name"
- ✓ Times New Roman, 10 pt. font
- ✓ Single-space each entry, double-space between entries
- ✓ Ibid+pg#s are no longer used in CMS. Citations can be copy/paste for repeats.