

chicago style humanities formatting examples

Chicago Style Humanities Formatting Examples: A Comprehensive Guide

chicago style humanities formatting examples are essential for students and scholars working in fields like literature, history, art history, philosophy, and religious studies. Adhering to the Chicago Manual of Style (CMOS) ensures clarity, consistency, and academic integrity in your research papers, essays, and theses. This guide delves into the intricacies of Chicago style, providing practical examples for citations, bibliographies, and general manuscript preparation relevant to the humanities. We will cover in-text citations, both the notes-bibliography and author-date systems, and illustrate how to format various source types, from books and journal articles to websites and archival materials. Understanding these formatting nuances will significantly enhance the professionalism and credibility of your scholarly work, making your arguments more accessible and your research more impactful.

Table of Contents

- Introduction to Chicago Style in the Humanities
- Understanding the Two Chicago Citation Systems
- In-Text Citations: Notes-Bibliography System Examples
- In-Text Citations: Author-Date System Examples
- Formatting Footnotes and Endnotes
- Crafting a Bibliography or Works Cited Page
- Examples of Common Source Types in the Bibliography
- Formatting for Books
- Formatting for Journal Articles
- Formatting for Websites and Online Sources
- Formatting for Archival Materials
- General Manuscript Formatting Guidelines
- Title Page and Running Heads
- Paragraphs and Indentation
- Tables and Figures
- Style and Punctuation for Academic Writing

Understanding the Two Chicago Citation Systems

The Chicago Manual of Style offers two primary systems for citing sources: the notes-bibliography system and the author-date system. Both are widely accepted in the humanities, but the choice often depends on disciplinary conventions or instructor preference. The notes-bibliography system, often preferred in fields like history and literature, uses numbered footnotes or endnotes to cite sources within the text, followed by a comprehensive

bibliography at the end of the paper. The author-date system, more common in social sciences but also used in some humanities disciplines, places parenthetical citations (author's last name and year of publication) directly in the text, which then corresponds to a reference list at the end.

Choosing the right system is the first crucial step in mastering Chicago style. While the end result, a properly formatted document, is paramount, understanding the mechanics of each system will prevent common errors and ensure your citations are accurate and complete. Familiarize yourself with the specific requirements of your assignment or publication venue to make an informed decision.

In-Text Citations: Notes-Bibliography System Examples

The notes-bibliography system relies on superscript numbers placed within the text, corresponding to notes at the bottom of the page (footnotes) or at the end of the document (endnotes). These notes provide the full citation details for the first mention of a source and abbreviated details for subsequent mentions.

First Citation of a Book

When you cite a book for the first time, the footnote or endnote will contain comprehensive information.

- Example: ¹ Michel Foucault, *Discipline and Punish: The Birth of the Prison*, trans. Alan Sheridan (New York: Vintage Books, 1995), 17.

Subsequent Citations of the Same Book

For subsequent citations of the same source, a shortened version is used to avoid redundancy.

- Example: ² Foucault, *Discipline and Punish*, 45.
- Example: ³ Foucault, 123. (If it's clear from context that you are still referring to the same page range or preceding citation.)

Citing a Journal Article

Journal articles are cited similarly, with specific details for the periodical.

- Example: ⁴ Judith Butler, "The Question of Agency: Feminism and Powers of the Subject," *Interfaces: A Journal of European Mobility Studies* 1, no. 1 (2011): 15.

In-Text Citations: Author-Date System Examples

The author-date system integrates source information directly into the text, making it easily visible for the reader. Parenthetical citations include the author's last name and the year of publication, along with the page number if applicable.

Citing a Book

For books, the parenthetical citation typically includes the author's name and the publication year.

- Example: (Foucault 1995, 17)

Citing a Journal Article

Journal articles are cited with the author's name and publication year.

- Example: (Butler 2011, 15)

Citing a Work by Multiple Authors

When a work has two or three authors, list all their last names. For works with more than three authors, list the first author's last name followed by "et al.".

- Example: (Smith and Jones 2020, 88)

- Example: (Williams et al. 2018, 210)

Formatting Footnotes and Endnotes

Footnotes and endnotes serve as the primary mechanism for citation in the notes-bibliography system. They should be clear, concise, and consistently formatted. The content of a note mirrors the bibliographic entry but often includes additional descriptive information or commentary.

First Full Note

The first time a source is cited, the note provides all necessary bibliographic information, including publication details and specific page numbers.

- Example (Book): 1. Michel Foucault, *Discipline and Punish: The Birth of the Prison*, trans. Alan Sheridan (New York: Vintage Books, 1995), 17.
- Example (Journal Article): 2. Judith Butler, "The Question of Agency: Feminism and Powers of the Subject," *Interfaces: A Journal of European Mobility Studies* 1, no. 1 (2011): 15.

Subsequent Shortened Note

For repeated citations of the same source, a shortened format is used, typically including the author's last name, a shortened title (if necessary to distinguish from other works by the same author), and the page number.

- Example (Book): 3. Foucault, *Discipline and Punish*, 45.
- Example (Journal Article): 4. Butler, "The Question of Agency," 22.

If a subsequent note refers to the immediately preceding note, the abbreviation "Ibid." (meaning "in the same place") can be used, followed by a new page number if different.

- Example: 5. Foucault, *Discipline and Punish*, 123.
- Example: 6. Ibid., 124.

Crafting a Bibliography or Works Cited Page

Whether you are using the notes-bibliography system or the author-date system, a comprehensive bibliography or reference list is required at the end of your work. This list provides full bibliographic details for all sources cited in the text, allowing readers to locate them easily. The Chicago Manual of Style refers to this list as a "Bibliography" when using the notes-bibliography system and a "Reference List" when using the author-date system.

Entries in the bibliography are typically alphabetized by the author's last name. The formatting of each entry depends on the type of source being cited. Consistent application of these rules is crucial for academic rigor.

Examples of Common Source Types in the Bibliography

The following sections provide specific formatting examples for the most commonly encountered source types in humanities research, presented as they would appear in a bibliography.

Formatting for Books

Book entries require the author's name, title, publication city, publisher, and year. For translated works, the translator's name should also be included.

- Example (Single Author): Foucault, Michel. *Discipline and Punish: The Birth of the Prison*. Translated by Alan Sheridan. New York: Vintage Books, 1995.
- Example (Edited Volume): Smith, John, and Jane Doe, eds. *Rethinking Renaissance Studies*. London: Oxford University Press, 2019.
- Example (Chapter in an Edited Book): Johnson, Emily. "The Symbolism of Color in Medieval Art." In *Art History Handbook*, edited by Robert Green, 112–35. Chicago: University of Chicago Press, 2021.

Formatting for Journal Articles

Journal article citations include the author's name, article title, journal title, volume and issue numbers, publication year, and page range of the article.

- Example: Butler, Judith. "The Question of Agency: Feminism and Powers of the Subject." *Interfaces: A Journal of European Mobility Studies* 1, no. 1 (2011): 1–25.
- Example: Lee, David. "Postmodernism and the Crisis of Meaning." *Journal of Cultural Theory* 35, no. 2 (2018): 145–67.

Formatting for Websites and Online Sources

Citing online sources requires careful attention to the URL and access date, as online content can change or disappear.

- Example (Web Page): National Endowment for the Humanities. "About the NEH." Accessed July 15, 2023. <https://www.neh.gov/about>.
- Example (Online Article with DOI): Rodriguez, Maria. "The Impact of Digital Archives on Historical Research." *Digital Humanities Quarterly* 10, no. 3 (2016). doi:10.1234/dhq.10.3.5.

Formatting for Archival Materials

Citing archival materials is often highly specific to the repository and the collection. General principles involve identifying the collection, the creator of the records, the date of the record, and its location within the archive.

- Example: Lincoln, Abraham. Letter to Mary Todd Lincoln, June 10, 1863. Abraham Lincoln Papers, Manuscript Division, Library of Congress, Washington, D.C.
- Example: "Minutes of the First Meeting." Board of Directors Records, 1905-1910. University Archives, Northwestern University, Evanston, IL.

General Manuscript Formatting Guidelines

Beyond citations, the overall presentation of your manuscript adheres to specific formatting rules in Chicago style to ensure readability and professionalism. These guidelines cover everything from the title page to paragraph structure.

Title Page and Running Heads

For academic papers, a title page typically includes the title of the paper, the author's name, the course name, the instructor's name, and the date. Running heads (or page headers) are usually included in professional manuscripts and dissertations, featuring a shortened version of the title and the page number. For most student papers, the author's name and page number are sufficient on each page, without a separate title page, unless specified otherwise.

Paragraphs and Indentation

In Chicago style, paragraphs are typically indented one-half inch (or 5 spaces) from the left margin. There should be no extra space between paragraphs unless the author is indicating a thematic break. This creates a clean, traditional look for academic prose.

Tables and Figures

Tables and figures should be clearly labeled with arabic numerals (Table 1, Figure 2) and given descriptive titles. They should be placed as close as possible to their first mention in the text. Notes for tables and figures should be placed directly below them, explaining any abbreviations or symbols used.

Style and Punctuation for Academic Writing

Chicago style emphasizes clarity and consistency in prose. This includes using serial commas (also known as the Oxford comma) in lists of three or more items, employing em dashes for parenthetical phrases or interruptions, and ensuring consistent capitalization and spelling. Precise punctuation and clear sentence structure are paramount to effective scholarly communication.

Mastering Chicago style in the humanities is an ongoing process, but by understanding these fundamental principles and practicing their application with various source types, you can significantly improve the quality and impact of your academic writing. Always refer to the latest edition of *The Chicago Manual of Style* for the most current and detailed guidelines.

FAQ

Q: What is the primary difference between the notes-bibliography and author-date systems in Chicago style?

A: The notes-bibliography system uses numbered footnotes or endnotes for citations and a bibliography at the end, while the author-date system uses in-text parenthetical citations (author, year) and a reference list at the end.

Q: When should I use the notes-bibliography system versus the author-date system for my humanities paper?

A: The notes-bibliography system is more traditional and often preferred in literature, history, and art history. The author-date system is more common in social sciences but is also accepted in some humanities fields. Always check your instructor's or publisher's guidelines.

Q: How do I format a book citation in a Chicago style footnote for the first time?

A: For a book, the footnote would include the author's full name, the book title in italics, translator (if applicable), publication city, publisher, year, and the specific page number cited. Example: 1. Michel Foucault, *Discipline and Punish: The Birth of the Prison*, trans. Alan Sheridan (New York: Vintage Books, 1995), 17.

Q: What is the correct way to cite a journal article in the bibliography using Chicago style?

A: In the bibliography, a journal article entry includes the author's last name first, followed by the article title in quotation marks, the journal title in italics, the volume and issue numbers, the year of publication in parentheses, and the page range of the article. Example: Butler, Judith. "The Question of Agency: Feminism and Powers of the Subject." *Interfaces: A*

Q: How do I abbreviate a title for subsequent footnote citations in Chicago style?

A: For subsequent citations of the same source, use a shortened title if it helps distinguish the work from other works by the same author. Include the author's last name, the shortened title in italics, and the page number.
Example: Foucault, *Discipline and Punish*, 45.

Q: What is the difference between a Bibliography and a Reference List in Chicago style?

A: When using the notes-bibliography system, the final list of sources is called a Bibliography. When using the author-date system, it is called a Reference List. Both serve the purpose of listing all consulted sources.

Q: How should I format the title page for a Chicago style paper?

A: Typically, a Chicago style title page includes the paper's title, the author's name, the course name, the instructor's name, and the date. Some student papers may not require a separate title page if the instructor specifies otherwise.

Q: Is the serial comma mandatory in Chicago style?

A: Yes, Chicago style strongly recommends and generally requires the use of the serial comma (also known as the Oxford comma) in lists of three or more items to ensure clarity.

Q: How do I cite a website that has no author and no publication date?

A: For a webpage with no author, begin with the title of the page. If there is no publication date, use "n.d." (no date) after the title, followed by the access date and the URL. Example: "Understanding Chicago Style." n.d. Accessed October 27, 2023. <http://www.chicagostyle.org/guide>.

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