

# Quick Guide to Chicago Style Historical Writing

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Rowan University Writing Center ~ Fall 2015

## Books

*Note:* 1. Author first name last name, *Book Title and Subtitle* (City of publication: Publisher, Date of Publication), page numbers.

*Works Cited:*

Author last name, author first name. *Book Title and Subtitle*. City of publication: Publisher, date of publication.

## Journal Articles / Articles Accessed from a Database

*Note:* 1. Author first name last name, "Title and Subtitle," *Title of Journal* volume #, issue # (Date of publication), page #.

*Works Cited:*

Author last name, author first name. "Title and Subtitle." *Title of Journal* volume # issue # (Date of Publication): page #s.

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## Primary Sources (Quotes, Photos, Maps, etc.) Listed in a Secondary Resource

*Note:* 1. Author first name last name, "Title and Subtitle," *Title of Publication Found In* (City of publication: Publisher, Date of publication), page #, originally published in Original Author First name Last Name, *Original Publication Title* (City of publication: Date of publication), page #.

*Works Cited (in Primary Source section):*

Original Author last name, author first name. "Title and Subtitle." *Original Publication Title*. City of publication: Publisher, Date of publication. page #. As quoted in Found Publication Author First name Last Name, *Title of Publication Found In*. City of publication: Date of publication, page #.

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## Miscellaneous Citations

-If you have already given the full citation of a source and cited the same source immediately after, your repeated source footnote can appear as such:

*Note:* Ibid., page#.

Example: Ibid., 13.

-If you have already given the full citation of a source and then moved onto another citation/source before coming back to the first, your footnote can appear as such:

*Note:* Author last name, *abbreviated book title*, page#.

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Example: Lastname, *Abbreviated*, 52.

**Other Notes:**

-In a footnote, there is NO period until the end of the note, and the author's name is given "First name Last name." In a Bibliography or Works Cited, there ARE periods throughout the citation, and the author's name is given "Last name, First name" with a comma.

-If the student is citing something that doesn't fit into one of these categories, encourage them to examine their source for credibility (i.e. "Does this belong in a college-level research paper, or is this the first hit off of Google?")

**General Formatting Notes:**

-Chicago should be written in 12-point Times New Roman Font, is double-spaced and contains a cover page with the following information: (Example listed in Figure 1)

1/3 of the way down the page:	Title of Paper
Bottom of Page:	Author / Student's Name Class Name Teacher's Name Assignment Due Date

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-Starting on the first page of writing, the upper right-hand corner will contain the student's last name and page number of the essay. (Example listed in Figure 2)

-The student should be using the "Insert Footnote" button so that the footnote numbering within the essay corresponds to the footnote numbering at the bottom of each page.

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Footnotes should be indented on the first line of each note, in 10-point font.

-In some cases, the teacher may require the student to list their sources within two categories: Secondary Sources and Primary Sources. If this is the case, the student

simply cites the sources alphabetically by last name under the type of source, with headings reading “Secondary Sources:” and “Primary Sources:”. These citations are listed in the hanging-indent format. (Example listed in Figure 3)

<p style="text-align: center;">Title</p> <p style="text-align: center;">First name Last name Historical Methods TR 2:00 Dr. History Teacher Tuesday, October 20, 2015</p>		<p style="text-align: center;">Works Cited</p> <p>Primary Sources: Last name A → Z</p> <p>SecondarySources: Last name A → Z</p>
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**Additional Resources:**

Purdue Owl: <https://owl.english.purdue.edu/owl/resource/717/01/>

Chicago Manual of Style Online: [www.ChicagoManualOfStyle.org](http://www.ChicagoManualOfStyle.org)

“A Pocket Guide to Writing History” by Mary Lynn Rampolla