

Chicago Quick Guide UNC Asheville Writing Center

History, religious studies, and other humanities courses on campus use Chicago, or Turabian Style. Research papers in Chicago Style include a title page, footnotes, and a bibliography. Remember, this is a general guide and the Chicago/Turabian Handbook is available in the Writing Center for specific questions and reference.

Quoting in Chicago

- Cite whenever you quote exact words, paraphrase ideas, or use any idea, data, or method attributable to a source.
- If a quote is four lines or less, incorporate it into your text using quotation marks.
- If a quote is five lines or longer, set it off in a block quote. Indent the entire block quote ½ inch, justified to the left, and single-spaced.
- If you quote more than one paragraph, use a block quote and indent the first line of each paragraph ½ inch.

From a Quote to a Footnote

In Chicago, superscript numbers link quotes and referenced ideas in the main body of your text to a footnote at the bottom of the page or an endnote at the end of a document.

- Place the superscript number at the end of the clause that includes the quote, either at the next comma, semicolon, or period.
- In Word, insert a superscript by selecting Footnote under “Document Elements,” or go to Insert->Footnote. Word and other word processors will automatically place the correct superscript number and create the corresponding note.
- Ex: Nigel Rothfels asserted that zoological gardens provided a location for growing middle class families to enjoy the “acceptable pleasures” of Victorian Britain.¹

Footnotes and the Bibliography

Footnotes and the bibliographies provide similar information, but serve different purposes and have slightly different formats. Footnotes provide references for sources used on the page without breaking the reader’s stride. The bibliography reveals the scope of your research as it can include sources you read but did not incorporate into your paper. Source information follows the same general structure in both footnotes and the bibliography: **author, title, and publication information**. Some sources only appear in the footnotes and not in the bibliography, including newspaper articles, graphic works, performances, and unpublished interviews.

- Footnotes separate pieces of information with commas before ending in a period and have a first line indent, like a paragraph.
- Bibliography notes separate pieces of information with periods and use a hanging indent. Create a hanging indent in Word by highlighting the text and expanding the paragraph style box and choosing hanging indent from the “Special” drop-down menu.

FN: ¹Roderick Frazier Nash, *Wilderness and the American Mind*, 5th ed. (New Haven: Yale University Press, 2014), 15.

BIB: Nash, Roderick Frazier. *Wilderness and the American Mind*. 5th ed. New Haven: Yale University Press, 2014.

Sample Bibliography

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