Chicago Manual of Style Sample Paper: General Formatting Guidelines

Kendra Tipton

Writing 101: Introduction to Citing

January 19, 2021
Contents

Place the heading Contents at the top of the first page, bold and centred.

Leave two blank lines between the heading and the first item listed.

Citing .................................................................................................................................................. 1
Spacing .................................................................................................................................................. 1
Tables .................................................................................................................................................... 2
   Table 1: Net Income for the Canadian National Railway Company (2014-2016) ................................ 2
Endnotes vs. Bibliography ......................................................................................................................... 2
Citation Tools ........................................................................................................................................... 2
Notes ......................................................................................................................................................... 3
Bibliography ............................................................................................................................................. 4

Use Roman numerals for front matter page numbers, at the top right or bottom centre.

Begin the list with items that follow the contents page.

Single-space individual items listed. A blank line can be added after each item.

Place page numbers flush right, with leader dots if you wish.

Give page numbers only for the first page of each listed item.
Citing

Virtually all academic, government and business reports require some form of referencing to acknowledge the source(s) of the ideas, facts and quotations being presented. A paper will typically include your own ideas and words along with the thoughts and text of others. Citing distinguishes your contributions from those of other authors and gives them proper credit. If you do not identify the sources that have influenced or appeared in your paper, you are guilty of plagiarism, a serious offence that can lead to penalties such as a failing grade or expulsion from your school. Moreover, citing your sources enables readers to locate, verify and consult the sources used thereby supporting further study and analysis.

Students in this course are expected to produce two sets of references in their papers: a list of endnotes and a formal bibliography based on the *Chicago Manual of Style*.

Spacing

Double-space all text in the paper, except for block quotes, table titles and figure captions. If you are quoting a long piece of text verbatim, it should be indented as a block.

Here's an example of such a quotation from the marketing expert Philip Kotler:

> Over the past 60 years, marketing has moved from being product centric (Marketing 1.0) to being consumer-centric (Marketing 2.0). Today we see marketing as transforming once again in response to the new dynamics in the environment. We see companies expanding their focus from products to consumers to humankind issues. Marketing 3.0 is the stage when companies shift from consumer-centricity to human-centricity and where profitability is balanced with corporate responsibility.

Leave a blank line immediately before and after the block quotation (but at least two blank lines before a subheading). Number pages beginning with Arabic numeral “1” on the first page of text. Insert page numbers at the top right or bottom centre.
Tables

Tables in the text of your paper should be preceded by an introductory sentence, should have a number and a short descriptive title, plus a source citation. These requirements are illustrated by the table that follows.

The following table summarizes the net income for the Canadian National Railway Company from 2014 to 2016.

Table 1: Net Income for the Canadian National Railway Company (2014-2016)

<table>
<thead>
<tr>
<th>Year</th>
<th>2014</th>
<th>2015</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Net Income (C$ billions)</td>
<td>$3.17</td>
<td>$3.54</td>
<td>$3.64</td>
</tr>
</tbody>
</table>


Endnotes vs. Bibliography

Endnotes cite the precise source of the facts, opinions or quotations appearing in the text of a paper. The first citing of a work should be in complete form, incorporating all facts of publication. Subsequent references to this work are made in shortened form. Notes are arranged in the numerical order that they are referred to in the body of the paper. A bibliography appears at the end of a paper and lists all the sources consulted to write the paper. Bibliographies are arranged in alphabetical order by the author’s surname.

Citation Tools

Citation tools such as BibMe can help automate the task of formatting citations, however, the citations generated by these tools may not be completely accurate. All citations in your paper should be thoroughly reviewed for consistency, accuracy, and completeness.


Bibliography


