


FORMAT TIPS – ask your teacher which format to use
- There are two methods for Chicago style, the first is Footnote and Endnotes, the Endnotes are in the numerical order of the Footnotes. Most word processors have a Footnote feature. Endnotes appear before the Bibliography.
- Even if you use the same citation 3 times, each occurrence receives its own footnote.
- (City: Publisher, date) are in parenthesis when in Footnotes, but not in Bibliography.
- The second method is Bibliography and (Author Date) embedded citation, very similar to MLA
- Bibliography is always on a separate page, there are 3 spaces between the title and the citations.
- Include the publication date, or the date the website was last updated, (date accessed only if you cannot find update, and have asked a librarian to help you find it).
- Include date accessed for electronic journals and magazines, following the page numbers.
- Include the website URL.
- The title Bibliography should the same size font as the list. Do not underline it or type it in bold.
- Double-space consistently, check page setup for spacing before and after paragraph, set it to zero.
- Put the list in alphabetical order according to the author’s last name.
- If there is no author, alphabetize by the title, using the first word that is not “a”, “an” or “the”.
- If there are two authors, the first author’s name is inverted, but the second author’s name is not. i.e. Smith, James and Susan Hall
- If there are more than ten authors, use the first name only, then “et al.”
- If a citation is longer than one line, indent every line after the first line of an entry by 5 spaces. Use the “Hanging indent” function. Highlight your entire list. Then under Paragraph, select Line Spacing, then Line Spacing Options. Under Special, select Hanging, and then click OK.
- Italicize the title of each source. Put quotation marks around the title of an article or section contained within a larger work i.e. an encyclopedia article “Greece.” World Book Encyclopedia.

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