
Common Chicago Writing Standards

Naropa Writing Center

Information in this handout based on:

- *The Chicago Manual of Style*, 15th ed. (Chicago: University of Chicago Press, 2003);
- Michael Harvey, *The Nuts and Bolts of College Writing* (Indianapolis: Hackett, 2000), <http://www.nutsandboltsguide.com> (accessed June 14, 2005);
- Religious Studies Department requirements as compiled by the Naropa Writing Center staff.

Be sure to check with individual instructors for specific requirements they may have for papers.

DOCUMENT PREPARATION AND STYLE

Paper Size: 8.5" by 11" paper.

Margins: Except for page numbers (see below), use margins of one inch on all sides.

Font: Type or print; don't turn in handwritten formal work. Print on only one side of the page, in black ink. Arial Unicode in 11 pt. font is the preferred font for Religious Studies because it includes all the necessary diacritical marks. You may use any other Unicode font that has the complete set of diacritics needed for typing Sanskrit and other foreign terms. In general, although many less scholarly books and articles do not abide by this rule, one should use proper diacritics and italicize all foreign language terms, with the exception of those that appear in English dictionaries. For instance, the word *prajñā* is often given as *prajna* or *prajna*, but in formal papers one should use *prajñā*.

Spacing: The essay, including block quotations, should be double spaced with no blank lines between paragraphs. Footnotes are single spaced. The first line of each new paragraph is indented a half-inch on the left (or five spaces if you use a typewriter). Block quotations are indented one inch on the left. Only put one space after a period.

Emphasis: For emphasis and titles of books, use either italics or underlining. Choose one and be consistent.

Numbers: In nontechnical texts, spell out whole numbers from one through one hundred, round numbers, and any number beginning a sentence. For all other numbers, use numerals. Numerals are also used for measurements: an 8-point table with 6-point footnotes, a 40-watt bulb, 120 square feet is equal to 11.15 square meters, a size 6 dress.

Page Numbers: Put page numbers a half-inch from the top edge of the paper, flush with the right margin. Don't spell out the numbers and don't precede them with the word "page." Ask your instructor if he/she would like your last name preceding the page number as well. If you have a title page, don't actually number it but count it for purposes of pagination. Word processors automate pagination, so make sure you know how to use the page number command.

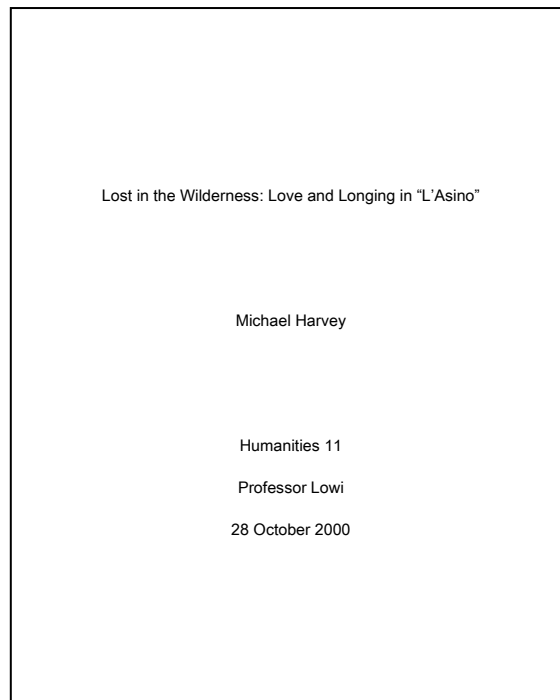
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DOCUMENT COMPONENTS

Title: Normal Chicago style titles are between seven and fifteen words long. Make sure your essay has a meaningful title that is more than a bare-bones identifier (not Essay #1 or Essay on Milton). It should signal to the reader what your essay is about (such as Irony in Marvell's Ode on Cromwell or Jefferson's Unpublished Writings on Slavery). A common academic device to create a bit of elegance is to use a title and subtitle, separating them with a colon. Typically the titles are balanced so that one is broad and the other more focused, or one uses a key term and the other starts to delimit and explain it—Mysteries of State: An Absolute Concept and Its Late Medieval Origins. Often you'll see a pithy quoted fragment before the colon: "Hell Strives With Grace": Reflections on the Theme of Providence in Marlowe.

Title page: Papers longer than five pages usually need a separate title page. **Check with instructors to find out if they require title pages in papers over five pages.** If required, it looks like:



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The title is centered and appears about halfway down the page. If it exceeds a single line, break it at a natural point. The essay begins on the next page with no special heading:

Harvey 2

One of the chief themes in Machiavelli's work is that the political actor must not be constrained by any sentimental tenderness, whether self-pity or compassion for others. The political actor must be able to act freely, without being checked by such qualms. The best political actor, Machiavelli insists, never takes off his armor. His startling condemnation of

Short Paper:

Short papers (no more than five pages) don't need a separate title page. Here's an example of the first page. Note that it includes information on the student, course, professor, and date:

Harvey 1

Michael Harvey

Professor Lowi

Humanities 11

October 28, 2000

Lost in the Wilderness: Love and Longing in "L'Asino"

One of the chief themes in Machiavelli's work is that the political actor must not be constrained by any sentimental tenderness, whether self-pity or compassion for others. The political actor must be able to act freely, without being checked by such qualms. The best political actor, Machiavelli insists, never takes off his armor. His startling condemnation of

Citations:

In the text, a superscript number is placed after the cited material. Then either footnotes (at the foot of the page) or endnotes (at the end of the essay) give the citation information. To insert footnotes in Word, place the cursor after the punctuation (e.g., after a period and quotation mark) and use the insert/reference/footnote dropdown menu. Footnote style is the standard for Naropa; use endnotes only if suggested/permitted by your professor.

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Titles: Sūtras and other works in Sanskrit, Tibetan, and Pali can have extremely complex names and titles in them. In general one should follow the style represented in the scholarly works one is citing. Typically, scholars will give the full title in the bibliography and use a commonly recognized short form throughout the text. The full title can also be given in a footnote upon first mention. Note that some scholars give the full title and a translation of that title in brackets in the bibliography; however, this is not recommended for students who are not specialists and cannot give their own translation. Instead, Chicago style recommends using a published English translation and citing that work.

Footnotes: Footnotes occur at the bottom of each page. A line extending about 40 spaces or a bit less than half the width of the page separates the notes from regular text. Notes are numbered; the numbers are in normal text (not superscript) and are followed by a period and a space. The first line of the note is indented a half-inch (or five spaces); subsequent lines are flush left. Notes are single-spaced, with a blank line between notes:

the strong arm. A young and strong fellow. He comes and says: 'Take away these corpses.

Hamlet was a good boy, but he is dead. Now I shall be your king. I have just remembered that

I have certain rights to this crown.' Then he smiles and is very pleased with himself."⁹

7. Bernard Grebarier, *The Heart of Hamlet: The Play Shakespeare Wrote* (New York: Thomas Y. Crowell, 1960), 478-479.

8. Joshep Hunter, *New Illustrations of the Life, Studies, and Writings of Shakespeare* (London: J. B. Nichols, 1845), 2:205.

9. Kott, "Hamlet of the Mid-century," 72.

The first citation of a work requires full bibliographic information. Subsequent citations take a shortened note, usually just author and page number. For example:

The quoted passage:

The novel opens evocatively, with a beginning that sounds almost like an ending: "So the beginning of this was a woman and she had come back from burying the dead."¹¹

The footnote (assuming this is the first citation from this text):

11. Zora Neale Hurston, *Their Eyes Were Watching God* (Urbana: University of Illinois Press, 1978), 9.

The bibliographic entry:

Hurston, Zora Neale. *Their Eyes Were Watching God*. Urbana: University of Illinois Press, 1978.

CHICAGO FOOTNOTE DETAILS

Each entry below shows how to format the footnote and provides examples when needed. For full details and hundreds of special cases, consult the *Chicago Manual of Style*.

Two or More Works by the Same Author

First footnote:

4. Richard Levin, "The Poetics and Politics of Bardicide," *Journal of Post-Human Poetics* 105 (1990): 491–504.

Subsequent footnotes:

5. Levin, "Bashing," 79. [Referring to another title by this author]

6. Levin, "Poetics," 493.

Titles of books, albums, journals, newspapers, and magazines are in italics.

A reference to the work as a whole does not require a page number. Quotes and paraphrases do require page numbers.

Subsequent listings include title of work in this case.

Basic Journal Article Format

First footnote:

2. Julia Reinhard Lupton, "Creature Caliban," *Shakespeare Quarterly* 51, no. 1 (2000): 2.

Titles of articles, songs, poems, and chapters in edited books are in quotation marks.

Volume and issue number, followed by date in parentheses, then page number after the colon.

A Chapter or Essay from an Anthology

6. Henrietta L. Moore, "The Differences Within and the Differences Between," in *Gendered Anthropology*, ed. Teresa del Valle (London: Routledge, 1993), 193–204.

Editors are listed after the title.

Place of publication: publishing company, date published.

Indirect/Secondary Source (17.274 CMS)

Include as much information as you can about the original source.

30. Jakob Burckhardt, quoted in Hanna Fenichel Pitkin, *Fortune Is a Woman: Gender and Politics in the Thought of Niccolò Machiavelli* (Berkeley: University of California Press, 1984), 25.

31. Alistair Horne, *To Lose a Battle* (Boston: Little, Brown, 1969), 56–57. Quoted in William Manchester, *The Last Lion: Winston Spencer Churchill, vol. 2, Alone: 1932–1940* (Boston: Little, Brown, 1988), 55.

Book Reviews (17.201 CMS)

In the bibliography:

Gibbard, Allan. "Morality in Living: Korsgaard's Kantian Lectures." Review of *The Sources of Normativity*, by Christine M. Korsgaard. *Ethics* 110, no. 1 (1999): 140–64.

Italicize both the title of the book and the title of the journal the review appears in.

In a footnote:

3. Allan Gibbard, review of *Sources of Normativity*, by Christine M. Korsgaard, *Ethics* 110, no. 1 (1999): 140–164.

Informally Published and Unpublished Works (17.210 CMS)

The title of unpublished works should be in quotation marks, not italicized, and it should be capitalized “headline style.” For example:

10. Priscilla Coit Murphy, “What a Book Can Do: *Silent Spring* and Media-Borne Public Debate” (PhD diss., University of North Carolina, 2000).

Treatment of Foreign Names and Honorifics

Do not use honorific titles such as Lama and Achārya. Note the order of the Tibetan name below. Lodrö Taye is technically not the last name of this author; therefore, you should not switch the name around as you would with an Anglo-European author name. Nor should you use Wylie transliteration for a name or title unless the work you cite does. Use the same spelling as the work you are citing. Transliteration and phonetic rendering styles are not consistent in the Buddhist studies field, so simply follow respected scholarly works as best as possible. For Arabic, Chinese, Greek, Hebrew, Japanese, and other names, see section 10.89 of CMS.

7. Jamgön Kongtrul Lodrö Taye, “The Presentation of Grounds, Paths, and Results in the Causal Vehicle of Characteristics” from *The Treasury of Knowledge*, Translated by Karl Brunnhölzl (Halifax: Nitartha Institute, 2002).

Translated Works (17.42 CMS)

In a footnote:

6. Theodor W. Adorno and Walter Benjamin, *The Complete Correspondence, 1928–1940*, ed. by Henri Lonitz, trans. Nicholas Walker (Cambridge, MA: Harvard University Press, 1999).

In a bibliography:

- Adorno, Theodor W., and Walter Benjamin. *The Complete Correspondence, 1928–1940*. Edited by Henri Lonitz. Translated by Nicholas Walker. Cambridge, MA: Harvard University Press, 1999.

Translated Article Titles (17.177 CMS)

If the article title is given in English translation only, without the original-language title, then the language the original was translated from should be specified in brackets:

12. Chun Ching and Long Zhi, “The Vicissitudes of the Giant Panda, *Ailuropoda melanoleuca* (David).” [In Chinese.] *Acta Zoologica Sinica* 20 (1983): 191–200.

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Poems and Plays (17.261 CMS)

Omit page numbers when citing poems and plays. Instead, cite by textual division (act, scene, canto, book, part, etc.) and line, with periods separating the numbers. Use Arabic numerals (1, 2, 3) despite how they are formatted in the original.

16. Siegfried Sassoon, "The Rear-Guard," in *The Norton Anthology of Modern Poetry*, eds. Richard Ellman and Robert O'Clair (New York: W. W. Norton, 1973), 382, line 25.

Missing Bibliographic Information (17.102; 17.109; 17.119 CMS)

Use the following abbreviations for information you can't supply:

n.p.	No place of publication given
n.p.	No publisher given
n.d.	No date of publication given

If both place and publisher information are lacking, use just one n.p. Put the abbreviation where the information would customarily go. List where the volume is available if possible.

22. Frederick Kiefer, *Fortune and Elizabethan Tragedy* (n.p., 1983). One copy available in Huntington Library.

If the missing information is known but not given, it may be included in brackets. If you're uncertain about the accuracy of the information, use a question mark. If a date is approximate, precede it with *c.* for *circa* ("about").

Internet Sources

References to online documents typically have two dates, the date the material was posted or updated and the date it was retrieved. Also, online documents usually lack page numbers. In order to direct readers as closely as possible to the right source passage, use whatever divisions available in the work as formatted. Look for division numbers, section titles, or for such words as Introduction and Conclusion. If you are in doubt, count paragraphs: "para. 7."

Private or personal website:

11. Leah Cunningham, "My Mahir Shrine!!" n.d., <http://www.geocities.com/Hollywood/Film/9787/> (accessed July 17, 2000).

Online reference database (17.239 CMS):

2. The New Grove Dictionary of Music and Musicians, s.v. "Sibelius, Jean" (by James Hepokoski), <http://www.grovemusic.com/> (accessed January 3, 2002).

Online Multimedia:

For this and other more specific information, please see the 15th edition of the CMS kept in the library or at the NWC (see page 726 in CMS for multimedia).

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Organizational or corporate website:

7. American Political Science Association, *APSANET: The American Political Science Association Online*, July 1, 2000, <http://apsanet.org/> (accessed August 23, 2000).

8. Ford Motor Company, home page, 1999, <http://www.ford.com/> (accessed September 29, 2000).

Date material was posted or updated.

Date material was retrieved.

Article in an Online Journal or Magazine (17.180; 17.187 CMS)

4. David Edelstein, "Pols on Film," *Slate Magazine*, August 18, 2000, <http://slate.msn.com/MovieReview/00-08-18/MovieReview.asp> (accessed August 20, 2000).

Note that a web address should never be broken up from one line to the next.

Personal Communication (17.204 CMS)

Personal communication applies to speaking or writing directed to the writer that is not recoverable by readers or the general public—letters, email, interviews, lectures. They are rarely placed in the bibliography.

9. Paul Jackson, email to author, October 3, 2000.

10. Tenpa Gyaltzen, "Our Buddhist Heritage" (lecture, Naropa University, Boulder, CO, November 15, 2005).

Unpublished Interviews:

7. Andrew Macmillan (principle adviser, Investment Center Division, FAO), in discussion with the author, September 1998.

8. Interview with health care worker, August 10, 1999.