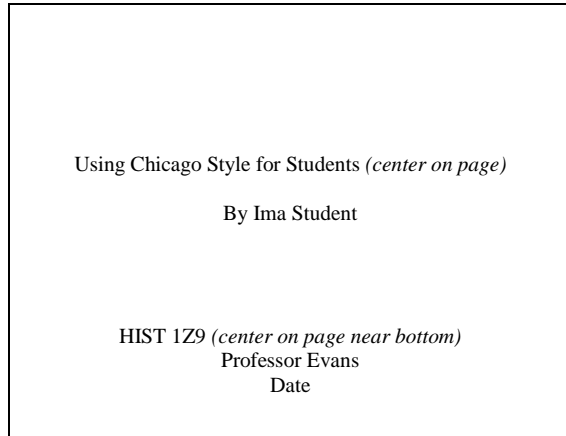


## Using Chicago Style

### Title Page



### The Paper

The first page of a student paper has a page header, which is student's last name and the page number 1. The page is left justified with one inch margins (2.54 cm). The whole paper is double spaced with headings centred. Usually, a 12 point font is used, normally Times New Roman.

### Sample Paragraph: In-Text Citation

Repton has been a site of settlement since the Roman period.<sup>1</sup> Several of the earlier burials at Repton were Christian burials of the kings. In the mid-800s, Viking raids became much more frequent. The Viking armies would take over lands previously inhabited by the Anglo-Saxons. They either took over the kingdoms themselves, or would appoint local loyal inhabitants as rulers who would respond to them.<sup>2</sup> In the fall of 873, the Viking “Great Army” arrived at Repton, where they would remain for the rest of the winter.<sup>3</sup> The Viking army remodeled the landscape of the site by digging trenches as a way of fortification. The trenches formed a D-shaped enclosure with the river on the long side to add extra protection.<sup>4</sup> Burials dating to the time of the Great Army are located mostly within this enclosure with what is thought to be the graves of the higher-ranking officials closer to the church within the settlement.

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<sup>1</sup> Martin Biddle and Birthe Kjolbye-Biddle, “Repton and the Vikings,” *Antiquity* 250, no. 66 (March 1992), 36.

<sup>2</sup> Christopher A. Snyder, ed., “Vikings,” in *Early peoples of Britain and Ireland: an encyclopedia* (Oxford: Greenwood World Pub., 2008), 511.

<sup>3</sup> Biddle and Kjolbye-Biddle, “Repton and the Vikings,” 36.

<sup>4</sup> *Ibid.*, 40.

## Bibliography

Biddle, Martin, and Birthe Kjolbye-Biddle. "Repton and the Vikings." *Antiquity* 250, no. 66 (March 1992): 36-51.

Snyder, Christopher A., ed., "Vikings." *Early peoples of Britain and Ireland: An encyclopedia*. Oxford: Greenwood World Pub., 2008.

### Checklist for Common Chicago Errors

- All citations have two parts: the footnote and the bibliographic entry.
- Footnote and corresponding bibliography entry are included for ALL cited sources.
- Written in Times New Roman font. (Check footnotes! Changing your document font settings may not change your footnote font setting.)
- Paraphrases are used vs. quotations (only quote if necessary: e.g., if the wording is important).
- All words that are quoted exactly from a source are enclosed in "quotation marks"
- All quotations are contextualized (Introduced: where the quotation comes from; Explained: its significance in your own words).
- Sources written by more than three authors use et al. (i.e., and others) after listing the first author's name in the footnote. (However, list ALL authors in the bibliography entry.)
- Footnotes and Bibliography entries are single spaced, with an extra space between each entry.
- Footnotes should include a page number where the information was found. However, do not indicate the page number with "page" or "p." Just simply provide the number.
- Each number is assigned to a single footnote in a paper. In other words, in the entire paper there is only one footnote labeled "1."
- Footnote references are shortened for subsequent footnotes by the same source (Shortened form: author's last name followed by a comma, then key words from the title and the specific page or pages cited). Ibid used with page number, if subsequent reference follows directly after previous reference on the same page. Ibid replaces both the author and title. (Some professors prefer that students do not use Ibid. Check first.)
- URL or DOI included for online sources (Chicago does not require the date that you accessed the source, but your professor might.)
- Differences between footnote and bibliography entries:
  - Footnote lists the page number(s) of the citation only.
  - Bibliography lists the page numbers of ENTIRE article .
  - Footnotes begin with the author's first name.
  - Bibliography entries begin with the author's last name.
  - A comma follows the author's name in the footnote.
  - A period follows the author's name in the bibliography.
  - A comma is included between two authors in the bibliography.
  - Footnotes include the publishing information in (brackets).