

Chicago 17 cheat sheet

from phrasit.com - notes-bibliography and author-date for humanities and sciences

Pick your system

- Notes-Bibliography (NB): footnotes/endnotes + bibliography. Humanities (history, literature, art).
- Author-Date (AD): in-text parentheticals + reference list. Sciences, social sciences.
- Don't mix the two in one paper.

Paper format

- 1-inch margins, 12pt Times New Roman, double-spaced body
- Page numbers top-right starting page 2 (no number on page 1)
- Title centered third down on title page
- Block quotes 5+ lines: single-spaced, indented 0.5 inch, no quotation marks

Notes-Bibliography in-text

- First note (full): 1. John Smith, Book Title (Publisher, Year), 42.
- Subsequent note (short): 2. Smith, Book Title, 87.
- Ibid is discouraged in CMS 17; use the short form.

Bibliography patterns (NB)

Alphabetical, hanging indent, single-spaced within entry.

Book

Smith, John. *Book Title*. Publisher, Year.

- Italicize book title.

Journal article

Smith, John. "Article." *Journal Name* volume, no. issue (Year): 12-34. <https://doi.org/...>

- Italicize journal; include DOI when available.

Website

Smith, John. "Page Title." Site Name. Modified Date. URL.

- Include modified date when shown.

Chapter in edited book

Smith, John. "Chapter." In *Book Title*, edited by Editor, 12-34. Publisher, Year.

- Use 'In' before book title.

Newspaper

Smith, John. "Article Title." *Newspaper Name*, Day Month Year.

- Italicize newspaper name.

Author-Date in-text + reference list

- In-text: (Smith 2024, 42) / (Smith and Jones 2024, 42) / (Smith et al. 2024, 42)
- Reference list book: Smith, John. 2024. *Book Title*. Publisher.
- Reference list journal: Smith, John. 2024. "Article." *Journal Name* 12 (3): 12-34. <https://doi.org/...>

8 common Chicago 17 mistakes

1. Mixing Notes-Bibliography and Author-Date in one paper.
2. Using et al. in the bibliography. It belongs in-text only.
3. Forgetting the period after closing quotation in article titles.
4. Capitalizing articles like the or a unnecessarily in titles.
5. Using Ibid. in citations. CMS 17 deprecates ibid; use the short form.
6. Adding city before publisher. CMS 17 drops the city.
7. Missing comma after author surname in AD reference list.
8. Footnote and endnote inconsistency. Pick one and stick to it.

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