Rules for Chicago Style Citations

Cover Page

1. Always done in times new roman size 12 font

2. Title: found in the centre of the page halfway down, not underlined

3. The last lines of the page should be in the following order: Course Code, your teacher's name, your name, your student number (if applicable) and finally the due date of the assignment

4. Header: You should always have your first initial and last name in the header of your assignment on the right hand side of the page

5. Page Numbers: are found in the upper right hand corner of the page.

Bibliographies

1. Alphabetical order- your sources should always be listed in alphabetical order by the Author's last name. If there isn't an author listed than you use the letter in the next component of the bibliography for the order.

2. Indent- the first line of your source is a regular line, however from the second line on you need to indent

3. Missing Information- if your source is missing some of the information needed for the bibliography then skip it! (i.e. if there's no author on a website then skip ahead to the title of the webpage you are looking at).

Footnotes

1. Inserting a footnote: (Word) In order to insert a footnote, go to "insert" in your tool bar at the top of your word or pages document. Click on insert footnote. This will insert a number (should always be after the period), and the number again at the bottom of the page for you to place your citation information.

2. Ibid- if you use a source and then use that source again right after than all you need to write is Ibid. (i.e. footnote 1 and 2 are the same source, you need to write the proper information for footnote 1, but write Ibid for footnote 2).

3. Repeated sources- If you have used a source earlier on in your assignment then you do not need to rewrite all the information, simply write the author's name in the footnote.