

Quick Guide to the Chicago Manual of Style¹

The Chicago Manual of Style is the standard citation style for many Arts & Humanities fields, including History, Religion, Philosophy, and Art. It may also be an optional citation style for other fields such as Cultural Studies and Social Sciences. While Chicago allows for in-text citations, most Chicago-style papers employ citational and substantive footnotes. However, **The Journal of Arts** accepts only papers only using footnotes.

General Formatting Guidelines:

- The paper is to be submitted on pages measuring 21cm x 28cm. The page should be divided into two columns, each with a width of 7.5 cm with a space of one centimeter between them, with the exception of the first page.
- A 2.5cm margin must be placed on all sides of the page, with a line spacing of 0.8 in the text body.
- There must be an indent of 0.5 cm for the first line at the beginning of each body paragraph.
- The font used in the Journal is Lotus Linotype font, size 12 for Arabic texts, and Times New Roman font for English texts, size 10.
- In long quotations, the text is without quotation marks, with the entire quotation indented, and on a new line. This method is also used in the following cases: prose quotations that have five lines or more, or exceed 100 words, and poems consisting of two or more lines.
- Sub-headers are optional but may be employed in longer papers.

Sources Referenced in the Text

- Book and periodical titles are italicized.
- Article and chapter titles are within quotation marks.
- Most words in a title should be capitalized (ex. History of Modern Art, not History of modern art).

Footnotes

- One of the distinguishing features of Chicago is its use of footnotes for both citations and extra-textual notes (often this includes definitions, contextual information, references to additional sources, etc. – essentially any important but corollary or peripheral information that might detract from the flow of your paper).
- All direct quotes, paraphrases, and summaries of primary and secondary sources should receive a footnote citation.
- Footnotes are left-oriented, single-spaced, and usually in a smaller font (10-11 pt.)

Bibliography

- All sources referenced in the paper should be included in the bibliography, even if you have included full footnote citations.
- Bibliographic entries are single-spaced; all lines after the first should be indented.
- Entries are arranged alphabetically by author last name.
- If there is no author, sort alphabetically using the title (excluding The, A, An, etc.)

¹ Taken literally from (with some modifications): Center for Writing and Rhetoric, Claremont Graduate University, USA.

Examples of Commonly Used Citations

Includes examples for Footnote (F) and Bibliographic (B) references

Book with One Author

F: Author First name Last name, Title (City of publication: Publisher, Date), page number.

Stephen Kern, *The Culture of Time and Space, 1880-1918* (Cambridge: Cambridge University Press, 1983), 25.

B: Author Last, First. Title. City of publication: Publisher, Date.

Kern, Stephen. *The Culture of Time and Space, 1880-1918*. Cambridge: Cambridge University Press, 1983.

F: Subsequent References

Your first full reference to any source should include a full bibliographic footnote. Subsequent references are formatted as **Author Last Name, Brief Form of Title, Page Number**.

Kern, *Culture of Time and Space*, 37.

Book with Multiple Authors

F: Same as above but list authors (First Name Last Name) separated by ‘and’ (add commas if more than two authors).

Alice L. Conklin and Ian Christopher Fletcher, *European Imperialism, 1830-1930: Climax and Contradiction* (New York: Houghton Mifflin, 1999), 50.

Alice L. Conklin, Sarah Fishman, and Robert Zaretsky, *France and its Empire Since 1870* (New York: Oxford University Press, 2011), 120.

B: First author is listed Last Name, First Name, subsequent authors are First Name Last Name (again use commas if multiple authors).

Conklin, Alice L. and Ian Christopher Fletcher. *European Imperialism, 1830-1930: Climax and Contradiction*. New York: Houghton Mifflin, 1999.

Conklin, Alice. L., Sarah Fishman, and Robert Zaretsky. *France and its Empire Since 1870*. New York: Oxford University Press, 2011.

Book with an Editor

Follow the same guidelines as above with the addition of an .ed or .eds after the author(s) name(s).

F: Tim Harris, ed., *Popular Culture in England, c.1500-1850* (New York: St. Martin's Press, 1995), 35.

B: Westburg, Johannes, Lukas Boser, and Ingrid Bruhwiler, eds. *School Acts and the Rise of Mass Schooling: Education Policy in the Long Nineteenth-Century*. New York: Palgrave Macmillan, 2019.

Chapter from an Edited Book

F: Chapter author First Name Last Name, "Chapter Title," in *Book Title*, .ed First Name Last Name (City: Publisher, date), inclusive page numbers.

Alison Chapman, "Achieving Fame and Canonicity," in *The Cambridge Companion to Victorian Women's Writing*, ed. Linda H. Peterson (Cambridge: Cambridge University Press, 2015), 73-86.

B: Chapter author Last Name, First Name. "Chapter Title." In *Book Title*, edited by First Name Last Name, inclusive page numbers. City: Publisher, Date.

Chapman, Alison. "Achieving Fame and Canonicity." In *The Cambridge Companion to Victorian Women's Writing*, edited by Linda H. Peterson, 73-86. Cambridge: Cambridge University Press, 2015.

Journal Article

Follow the same guidelines as book citations for multiple authors, etc.

F: Author First Name Last Name, "Article Title," *Publication Title* volume, number (date): page number.

Teresa Huffman Traver, "Losing a Family, Gaining a Church: Catholic Conversion and English Domesticity," *Victorian Review* 37, 1 (Spring 2011): 127.

B: Author Last Name, First Name. "Article Title." *Publication Title* volume, number (date): inclusive page numbers.

Traver, Teresa Huffman. "Losing a Family, Gaining a Church: Catholic Conversion and English Domesticity." *Victorian Review* 37, 1 (Spring 2011): 127-143.

Newspapers

F: Author First Name Last Name, "Article Title," *Publication Title* (Location), Date.

S.R. Townsend Mayer, "Mr. Froude and Mary Queen of Scots," *The Athenaeum* (London, England), December 25, 1869.

B: Author Last Name, First Name. "Article Title." *Publication Title* (Location), Date.

Mayer, S.R. Townsend. "Mr. Froude and Mary Queen of Scots." *The Athenaeum* (London, England), December 25, 1869.

Online Article/Magazine

F: Author First Name Last Name, "Article Title," *Website*, Date, URL.

John Pemble, "Resurrecting the Tudors," *The London Review of Books*, May 10, 2013, <https://www.lrb.co.uk/the-paper/v35/n10/john-temple/resurrecting-the-tudors>

B: Author Last Name, First Name. "Article Title." *Website*, Date. URL.

Pemble, John. "Resurrecting the Tudors." *The London Review of Books*, May 10, 2013. <https://www.lrb.co.uk/the-paper/v35/n10/john-temple/resurrecting-the-tudors>

Website

F: Author First Name Last Name, "Title of Web Page," Website, Publisher, publication date, access date if no other date available, URL.

Debra Davenport, "Graduate-Level Writing Tips: Definitions, Do's and Don'ts," Purdue University Online, Kaplan North America, accessed January 20, 2022, <https://online.purdue.edu/blog/communication/graduate-level-writing-tips>

B: Author Last Name, First Name. "Title of Web Page." Website. Publisher, publication date. Access date if no other date available. URL.

Mitchell, Rosemary. "Elizabeth Ogilvy Benger (1777-1827)." *Oxford Dictionary of National Biography*. Oxford University Press, November 14, 2018. <https://doi.org.ccl.idm.oclc.org/10.1093/ref.odnb/2093>

Visual Art

F: Artist First Name Last Name, *Title of Work*, date, medium, height x width x depth (if available) (measurement conversion), location.

Jacques-Louis David, *Le Sacre de Napoléon 1^{er}*, 1805, oil on paper, 27.5 x 42.5 cm (10.8 x 16.7 in), The Louvre, Paris, France, <https://collections.louvre.fr/en/ark:/53355/c1010066648>

B: Artist Last Name, First Name. *Title of Work*. Date. Medium, height x width x depth (measurement conversion). Location. URL.

David, Jacques-Louis. *Le Sacre de Napoléon 1^{er}*. 1805. Oil on paper, 27.5 x 42.5 cm (10.8 x 16.7 in). The Louvre, Paris, France.

<https://collections.louvre.fr/en/ark:/53355/c1010066648>

Archival/Manuscript/Unpublished Sources

There is some variation within the Chicago Manual of Style for citing unpublished sources. It is usually a good idea to check online guides or published books/articles in your discipline to find a citation style for a source most similar to your type of material.

In general, a manuscript from an archival/library collection may be cited as follows:

F (Item from Collection): Author First Name Last Name, [Letter from Author to Recipient or Title of Manuscript], Date, Collection Title (Call Number of item), Location.

Agnes Strickland, Letter from Agnes Strickland to John Blackwood, July 10, 1856, Letters of Agnes Strickland, 1850-1872 (MS 4088), National Library of Scotland, Edinburgh, Scotland.

B (Single Item): Author Last Name First Name. [Letter from Author to Recipient or Manuscript Title]. Date (Call Number). Location.

Fitzgibbon, Agnes. Letter from Agnes Fitzgibbon to Henry James Morgan. November 18, 1861 (MS 1200). McGill University Archives, Montreal, Canada.