Formatting and Citing in Chicago/Turabian using Google Docs

This tutorial is for Chicago style format and will show you how to use Google Docs to format and cite your work including creating footnotes, endnotes, and a bibliography.
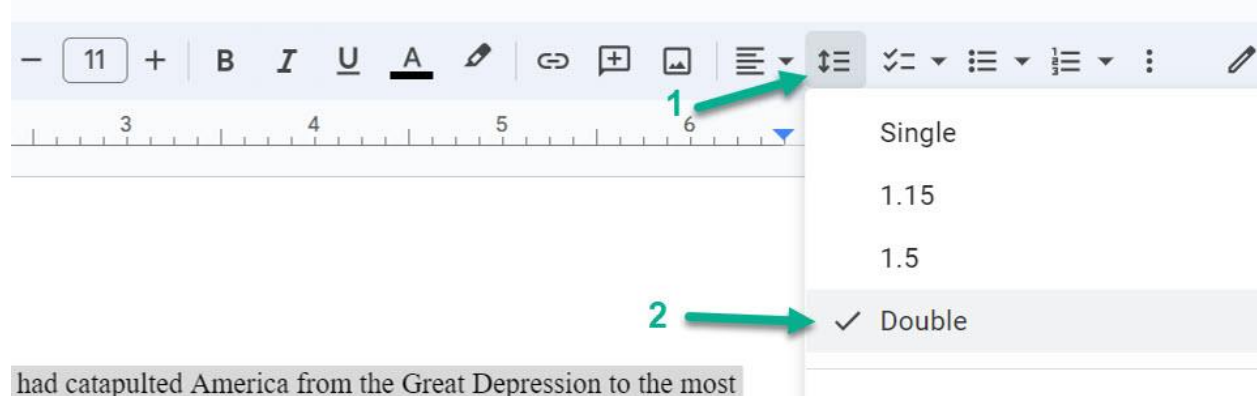
Contents

General Formatting

Text should be 12-point readable font. Double-space all text and indent all paragraphs. Your paper should also have 1-inch margins on all sides and a page number in the upper right corner (except for the title page).
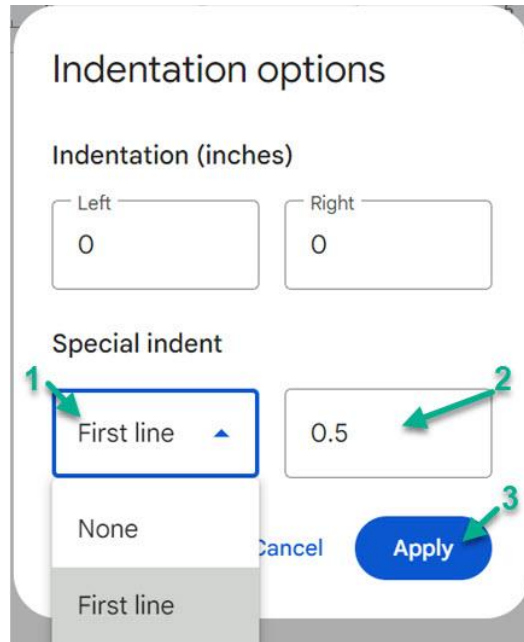
To double space all text, click the spacing button and select **Double**

To indent paragraphs, go to **Format** then follow the indent trail: **Align and Intent** then **indentation options**
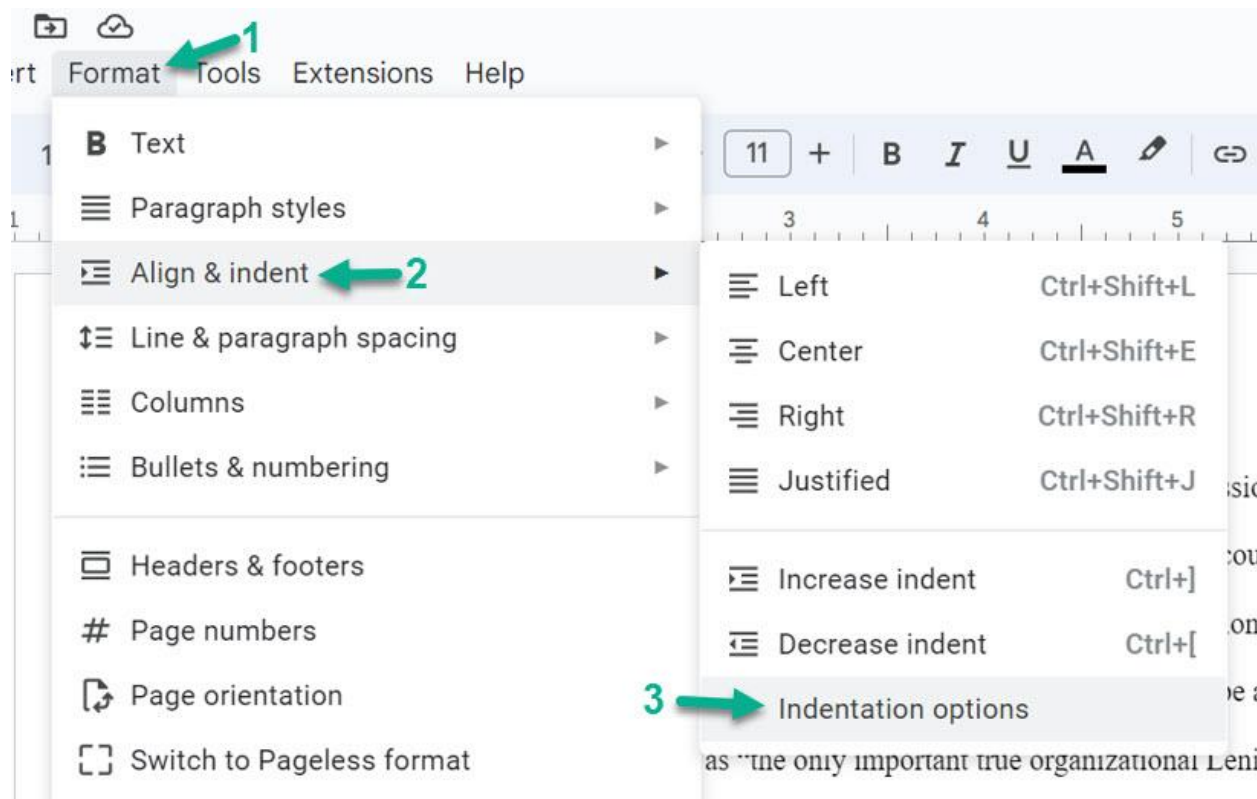
Clicking **Indentation options** will bring up a formatting box. 1) Under the **Special indent** drop-down menu, select **First Line**. 2) make sure it says **0.5** in the box to the right. 3) click **Apply**.

Next, margins should be 1 inch. Normally this is the default, but if your margins are off, go to the Layout tab and click on **Margins** to ensure your margins are 1 inch. Look at the example on the right.
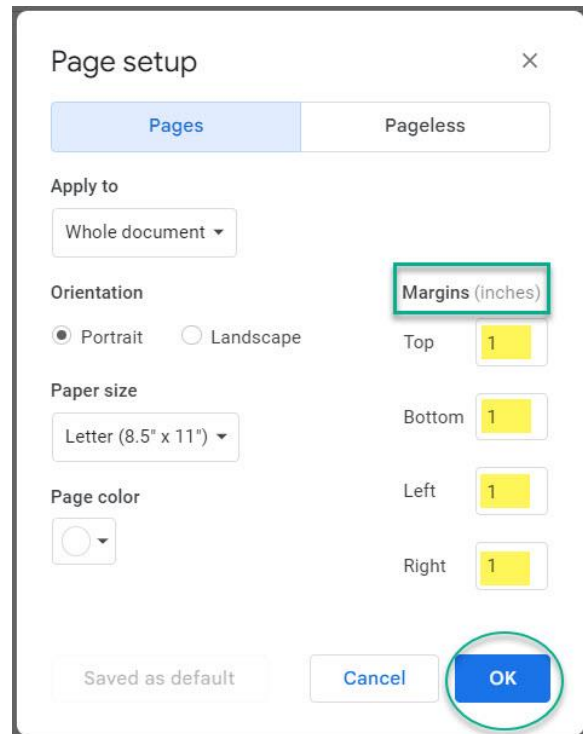
Lastly are your page numbers. To add page numbers, go to the **Insert** tab and click on **Page numbers** (near the bottom). If not using a title page, select the numbering on the top right of

the page. If you're required to have a title page, select the option that has a blank title page and begins page numbers on the second page. See the example below.
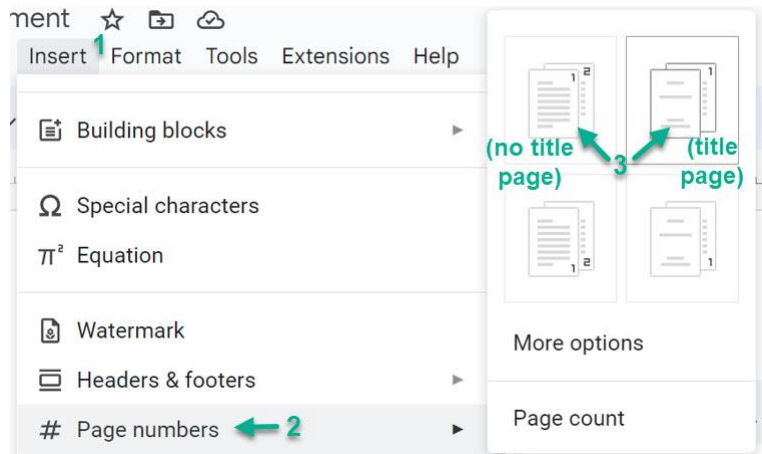
Title Page

For the title page, center and double-space the title about one-third of the way down the page. About two-thirds down the page, in upper and lower case, put your name, course, and date. Your professor's name may go above the date; check with your instructor for alternative title page preferences. To center, click the center alignment button in the tool bar.
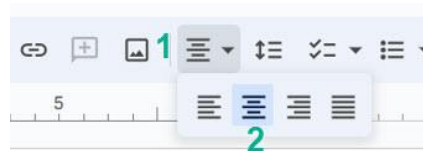
Use the **Enter** key (for PC) or **Return** key (for Mac) on your keyboard to place your title one-third of the way down the page and your name, course, professor, and date two thirds of the way down the page. Look at the title page example below. Notice that the title is in regular text, not in bold or underlined.

Title

Subtitle (if applicable)

Name

Course

Professor (if applicable)

Date

Footnotes

First, locate your quote or paraphrase that you want to cite and place your cursor just after the quotation marks if using, or after the period in a paraphrase. See the highlighted section below:

Chi Mien had been educated in Europe and was a communist. Gabriel Kolko describes him as "the only important true organizational Leninist to emerge from the international communist movement." At first, the United States and Ho Chi Mien had similar interests in routing the

Then, look for the **Insert** tab at the top of the document and click it. Under the Insert tab, click on the **Footnote** button as seen below. The shortcut for this is Ctrl+Alt+F
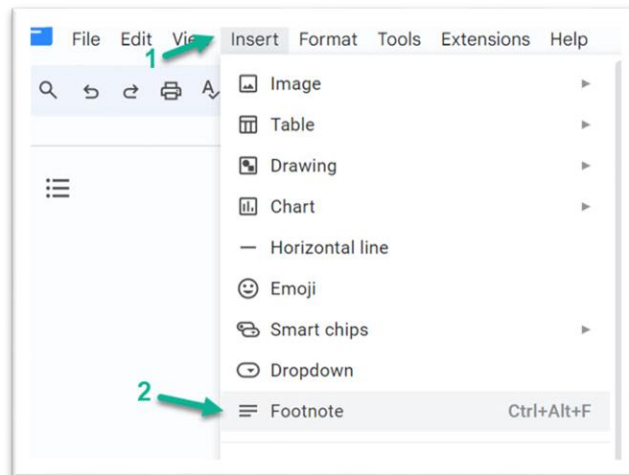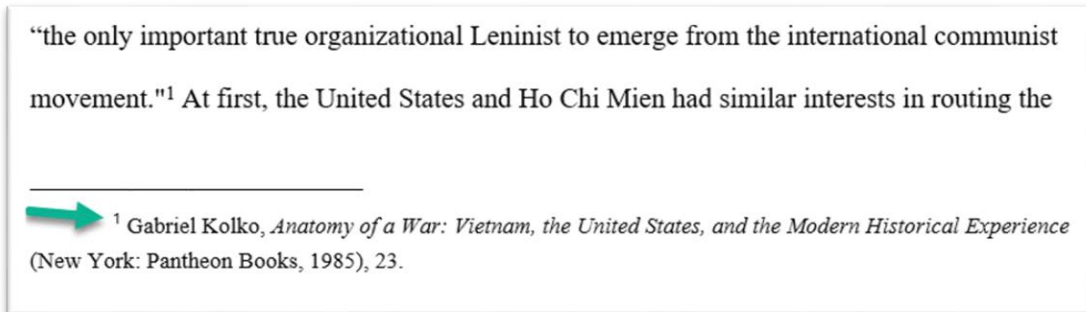
You should see a little number pop up where you put your cursor, and then the bottom of the page opens so you can type the citation.

"the only important true organizational Leninist to emer; movement."[1] At first, the United States and Ho Chi Mie!

[1] (Type your citation here)
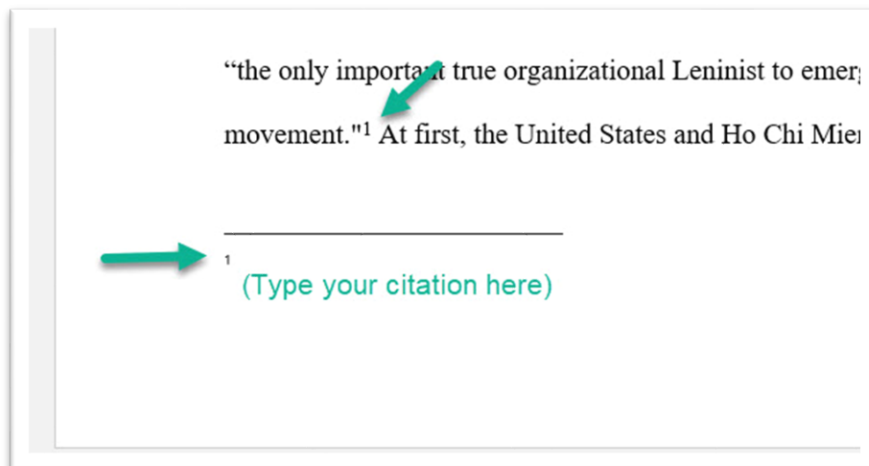
When adding a footnote, be sure to use the "Note" style citation. Chicago format has two different types of citations; one is the *Note* citation, and the other is *Bibliography* citation. For more information on how to cite your particular source, refer to the Chicago Style Handbook offered on the [Writing Center](#) webpage under **Resources**.

Below is an example of a completed footnote:

> "the only important true organizational Leninist to emerge from the international communist movement."¹ At first, the United States and Ho Chi Mien had similar interests in routing the
>
> _____
>
> ¹ Gabriel Kolko, *Anatomy of a War: Vietnam, the United States, and the Modern Historical Experience* (New York: Pantheon Books, 1985), 23.
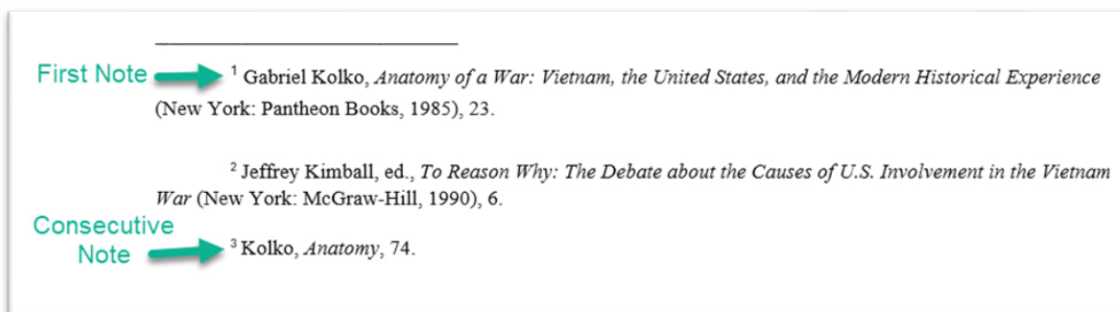
Footnote Formatting

The footnote will be font size 10, as opposed to size 12 like the body text in your essay. The footnote will also be indented and single-spaced.

For each time you quote or paraphrase, you'll need to cite your source with a footnote. This includes using more than one quote/paraphrase from the same source. You'll make a new footnote with each number. Notes from the same sources are called consecutive notes.

Take a look at the example below:

> _____
>
> **First Note** → ¹ Gabriel Kolko, *Anatomy of a War: Vietnam, the United States, and the Modern Historical Experience* (New York: Pantheon Books, 1985), 23.
>
> ² Jeffrey Kimball, ed., *To Reason Why: The Debate about the Causes of U.S. Involvement in the Vietnam War* (New York: McGraw-Hill, 1990), 6.
>
> **Consecutive Note** → ³ Kolko, *Anatomy*, 74.

In the above picture, notes 1 and 3 are from the same book. The second time the book is cited, the note is shortened to include the last name of the author, the first noun phrase in the title, and the page number. Consecutive notes are always shorter, but still contain necessary information.

Endnotes

While *Footnotes* are citations of sources used in each page of your document, *Endnotes* are a collection of all those citations on a page after the end of your essay. Some professors will require both, while others only require either footnotes OR endnotes, as they're essentially formatted the same way and contain the same information.

Here's an example of an endnote page:
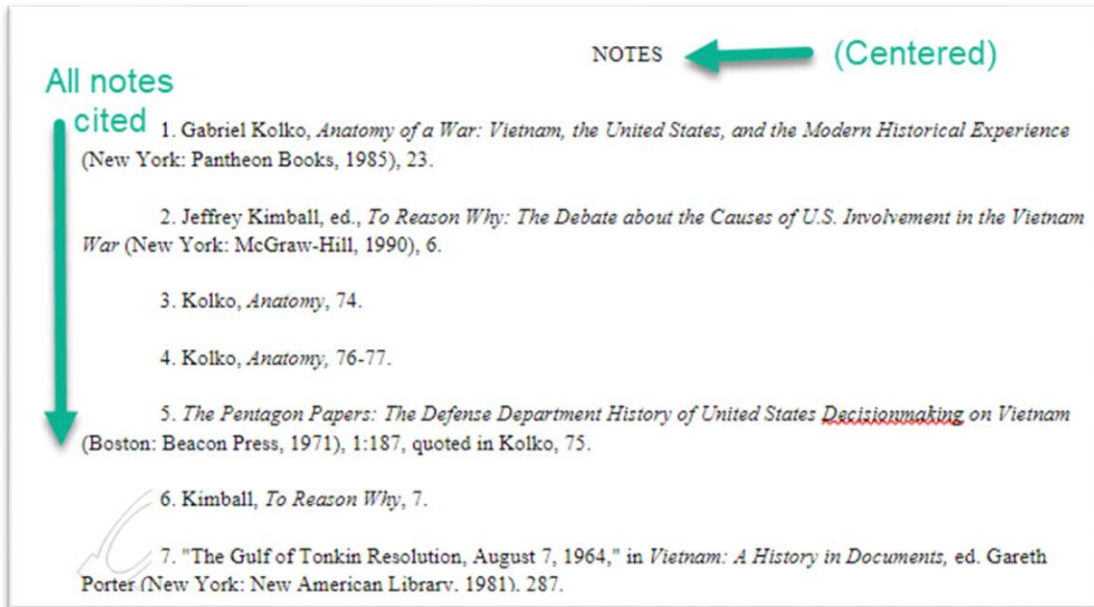
On a separate page at the end of your essay, the word "NOTES" will be centered, with your numbered note citations underneath in the same order you cited them in your essay. Just like footnotes, these are font size 10, single spaced, indented, and have a space between each entry.

The easiest way to create your endnotes page is to just copy all of your footnotes and paste them at the end, formatting them yourself with the correct numbers. Just make sure to double check that they're in the right order!

Bibliography

The last part of your Chicago Style citations will be the Bibliography. There are a few major differences between the Bibliography and the Notes: The formatting, the information needed for the citation, and the order of that information in the citation. In this tutorial we'll be focused on the formatting. If you need assistance with figuring out what information you need for your bibliography entry and what order that information is in, take a look at the Chicago Style Handbook offered on the Writing Center webpage under **Resources**.

Now, let's see at an example of what a bibliography looks like.

BIBLIOGRAPHY ← (Centered)

Hanging Indent →

Brinkley, Alan. *American History: A Survey*. Vol. 2, *Since 1865*. 9th ed. New York: McGraw-Hill, 1995.

———. *The Unfinished Nation: A Concise History of the American People*. Vol. 2, *From 1865*. 2nd ed. New York: Knopf, 1997.

ABC order ↓

Griffith, Robert, ed. *Major Problems in American History since 1945: Documents and Essays*. Lexington, MA: D.C. Heath, 1992.

"The Gulf of Tonkin Resolution, August 7, 1964." In *Vietnam: A History in Documents*, edited by Gareth Porter, 286-287. New York: New American Library, 1981.
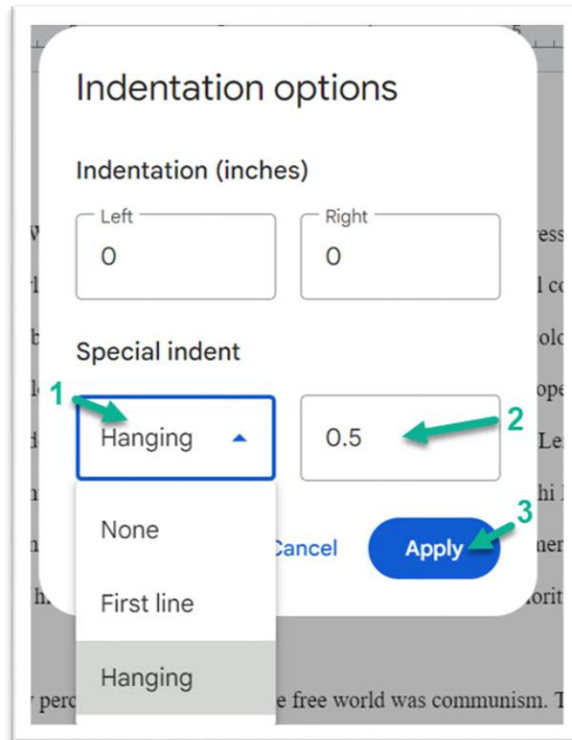
Kimball, Jeffrey P., ed. *To Reason Why: The Debate about the Causes of U.S. Involvement in the Vietnam War*. New York: McGraw-Hill, 1990.

Kolko, Gabriel. *Anatomy of a War: Vietnam, The United States, and the Modern Historical Experience*. New York: Pantheon Books, 1985.

First, the word "BIBLIOGRAPHY" is centered at the top with a space underneath. Each citation entry is still single spaced with what's called a hanging indent. To create a hanging indent, click on the **Format** tab and hover over **Align & indent**, then go down to **Indentation options** and click it.
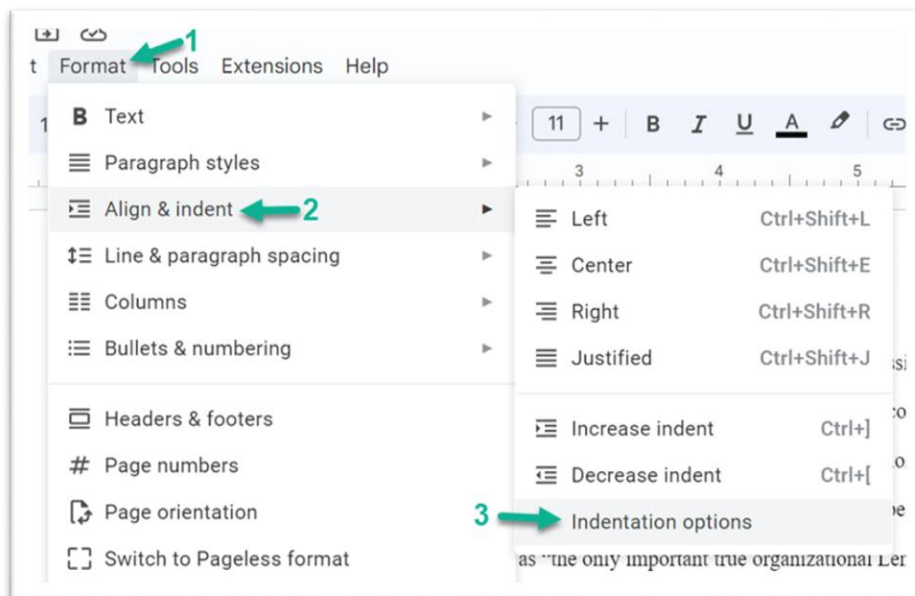
Clicking **Indentation options** will bring up a formatting box. 1) Under the **Special indent** drop-down menu, select **hanging**. 2) make sure it says **0.5** in the box to the right. 3) click **Apply**.

After you have your hanging indent, make sure there is one space in between each of your entries and that it's 12 point font.

Then your bibliography will be properly formatted! If you need any help or extra guidance for citing in Chicago Style, feel free to make an appointment with the Writing Center to receive one-on-one professional assistance. Appointments are available both in-person and online.