

Texas Woman's University | Graduate School

Chicago 18 Made Easy

A Resource for Thesis/Dissertation Students

Thesis & Dissertation Resources

- **Formatting Video Series:** Step-by-step instruction on how to format your document to meet Graduate School guidelines
- **Technical Manual:** Contains Graduate School guidelines and formatting example
- **Write Site:** The TWU writing center offers online and in-person writing tutoring.
- **Style Guide:** In addition to this guide, the library has a physical copy of the manual and access to the style guide's website.
- **CRDA:** The Center for Research Design and Analysis offers research support for qualitative and quantitative research

At a Glance

This resource covers basic Chicago 18 guidelines and some of the most common errors we see students make when using this style guide. If you are not using Chicago 18, please refer to the correct style guide resource.

This should not be used as a replacement to the Chicago 18 manual. It's a supplemental source that should be used along with the APA manual.

The TWU Library has a physical copy of the Chicago 18 manual and the Chicago website contains a good portion of the manual for free.

Reminder! Only use one style guide throughout your entire document!

Chicago 18 Headings

What is a heading?

A heading identifies different sections within your paper. A level 1 heading introduces a new topic, and levels 2 and 3 are subtopics that fall under the umbrella of the level 1 heading. Your chapter should always start with a level 1 heading.

If you were writing a paper about dogs, a level 1 heading might be **dog breeds**. After including a paragraph or two on breeds, you might focus on a specific breed. A level 2 heading could be **poodles**. This falls under the category of dog breeds, but it is a more specific category. Next, you might want to write about a poodle trait. A level 3 heading could be **hypoallergenic**. If you switch topics away from dog breeds (maybe you have a paragraph on dog health), you would want to use a level 1 heading because it no longer falls under the dog breed umbrella.

Chicago 18 Headings

Formatting Examples

1	Centered, Bold, All Caps	
2	Centered, Title Case	
3	Flush left, Bold, Title Case	

*Chicago 18 discourages the use of headings past level three.

Number Rules

Chicago 18 uses the written number for:

- Numbers less than 100: **nine books**
- Numbers at the beginning of the sentence: **Twelve participants joined the study.**
- Ordinals less than 100th: **twenty-first century**

Chicago 18 uses the numeral for:

- Numbers 100 or more: **150 subjects**
- Millions and billions: **8 million**
- Years and dates: **2017**
- With abbreviated units of measure: **80 mph**

Chicago 18 Tips & Reminders

- Chicago 18 prefers lowercase such as general titles (not associated with a person's name), direction, and academic subjects
 - The governor of Texas**
 - That road goes north**
 - I'm studying biology**
- Superscript numbers come after periods and commas, but before colons and semicolons

The WHO later retracted this.⁵

The WHO later retracted this⁵; however, it was a rash choice.

- Once you introduce an acronym, use the acronym consistently for the rest of your document, even in new chapters.

The World Health Organization (WHO) declared it a health emergency. The WHO later retracted this statement.

- Formatting of notes is different from formatting of bibliography references

References & Citations

Author-Date v. Notes-Bibliography

Chicago 18 has two options for citing and referencing: Author-Date or Notes-Bibliography. Either are acceptable, but don't mix the two styles together.

References

The Technical Manual has examples of the three most common Chicago 18 references, Notes-Bibliography style. The Chicago 18 website also includes reference examples in the Author-Date style.

Double check that each citation has a corresponding reference and that each reference has a corresponding citation. The citation should contain the first thing listed in the reference. The spelling of authors' names and the year of publication should match!

Citation Generators

While generators are convenient when working with a long reference list, they are usually incorrect. If you use a generator, double check that the generator has pulled the correct information and in the right format.