Crescat Scientia Style Guide

Instances of style, formatting, or citation that are not covered in this guide should be referred the Chicago Manual of Style, 16th ed.

- Convert footnotes to endnotes; use standard Arabic characters for endnote citations
- Ensure that all in-text citations are placed outside of any and all punctuation at the end of the cited phrase or material
- Place all commas and periods inside of quotation marks; place all colons and semicolons outside of quotation marks, unless they appear in the original material being cited
- For simplicity, use the following formats from Chicago; if a source will not fit into any of these categories, defer to the Chicago Manual of Style:
  - Book/eBook
  - Journal article
  - Website
  - Primary Source
    - Letters, Interviews, Diary Entries, Personal Communications
    - Reference (e.g. Encyclopedias)
- DO NOT include URLs in notes or bibliography, unless source is from a website
- Bibliographies should only include sources not already cited in-text
- Use the bibliography format for the first initial citation of a source. If you refer to the same source again, then use the condensed version for rest of citations and endnotes
- If borrowed material from multiple sources appears in the same sentence, cite each instance separately (this may mean having a footnote appear in the middle of a sentence)

Possible websites for Chicago Style references include:

- https://owl.english.purdue.edu/owl/resource/717/01/
EXAMPLES

**Book**

   Ibid., 24.

**Journal**

   Ibid., 410.

**Website**

N: Mister Jalopy, “Effulgence of the North.”
   Ibid.

**Primary Source (Letter)**

N: Keller, *Helen Keller to John Hitz*.
   Ibid.