DOCUMENTING SOURCES: TURABIAN – CHICAGO STYLE

The following guidelines and examples are based on Kate Turabian’s *A Manual for Writers of Term Papers, Theses, and Dissertations: Chicago Style for Students and Researchers*, 8th edition (2013) This manual is shelved in Ready Reference by the call number R 808.06 T84M.

This is designed to be a quick check guide with the most common citation needs. If you need to cite something not included, or have questions on how an item should be cited, check with your professor or the Chicago Style Manual or a reference librarian.

Remember that properly citing your sources helps prevent plagiarism.

WHAT SHOULD BE CITED?

In conducting your research, you will be using materials that have been created and published by other authors. To avoid plagiarizing, you must cite any information that you use from another source, including facts, statistics, ideas, opinions, direct quotations, paraphrased material, images, and any other information written or created by someone else. However, *common knowledge* (information which any adult ought to know - such as “the sun rises in the east”) *should not be cited*.

Turabian’s *Manual for Writers* offers the following advice about when to cite a source:

> Here is the best way to think about this: If the person whose work you used read your report, would she recognize any of it as hers, including paraphrases and summaries, or even general ideas or methods from her original work? If so, you must cite those borrowings.

Conscientious citing gives credit to the person (or group) responsible for the ideas or opinions and indicates your integrity as an author. *When you fail to cite any material that is not your own, you are plagiarizing.*

FORMAT OF CITATIONS

Writers should determine which style of documentation is required by their professor, department, or academic discipline. This Study Guide explains the Turabian-Chicago format, which includes two variations. The traditional format is the *notes-bibliography style*, which uses footnotes or endnotes and usually includes a bibliography. This style is widely used in the humanities (history, philosophy, religion, literature, language study, etc.) and is the primary focus of this guide.

The second format is the *author-date style* (formerly known as *parenthetical citations-reference list style*), which cites sources by inserting brief parenthetical references in the text. A reference list is included at the end of the paper, giving full publication information about each source. For more details on the author-date style, consult Chapters 18-19 of *A Manual for Writers*, by Turabian, or Chapter 15 of *The Chicago Manual of Style*, 16th edition (R.808.02 C432C).

1Kate L. Turabian, *A Manual for Writers of Term Papers, Theses, and Dissertations: Chicago Style for Students and Researchers*, 8th ed. (Chicago, IL: University of Chicago, 2013), 81-82.
WHAT ARE FOOTNOTES or ENDNOTES?

A footnote is a note of reference, explanation, or comment that is placed at the bottom of a page. It serves as an appendage to the text, usually explaining a passage in greater detail, citing authority for a statement, or providing illustrations to clarify the text.

An endnote is similar to a footnote, and the same format is used for both, but the list of notes is placed at the end of the paper, just before the Bibliography.

In addition to providing the source of a quotation or the authority for a statement of fact or opinion, footnotes (or endnotes) may also include helpful information that might otherwise interfere with the flow of the main body of text. Notes should be numbered consecutively starting from Arabic numeral 1. Each numeral indicating a note appears in two places in your paper. The first numeral is placed in the text at the end of material cited and slightly above the line (a “superscript”). The second is placed just before the note as shown below. (Modern word processing programs are designed to automatically insert and number footnotes.)

Spacing: In the Turabian style, footnotes and endnotes are usually single-spaced, with double-spaces between notes. Notes are to be indented the same amount as the text, usually five spaces. The number of spaces is not mandated, but it is important to be consistent. The Turabian Manual also states that the entries in the Bibliography are single-spaced with a double space separating entries. They are to be written with a hanging indent. The Chicago Manual of Style specifies that notes are single-spaced, with single spaces between notes.

WHAT IS A BIBLIOGRAPHY?

A bibliography is an alphabetical list of sources that are cited in a paper. The list may also include sources that were consulted but not cited. The examples below illustrate the differences in the formats for notes, whether footnotes or endnotes, and entries in bibliographies.

NOTE FORM

<table>
<thead>
<tr>
<th>indent 5 spaces</th>
<th>comma</th>
<th>main title (italicized)</th>
<th>publishing data in parentheses</th>
</tr>
</thead>
</table>

publisher comma pagination period used only at end of entry

BIBLIOGRAPHY FORM

<table>
<thead>
<tr>
<th>order reversed for alphabetizing</th>
<th>author</th>
<th>title</th>
<th>publishing data</th>
</tr>
</thead>
</table>

second line indented no parentheses

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\textsuperscript{2}Turabian, 150.
CITING THE SAME SOURCE MORE THAN ONCE

When citing the same work the second or third time, cite it in shortened form. Repeat the author's last name, or if the work is unsigned, a shortened form of the title, and the page number you are citing. If you have used more than one book or article by the same author, repeat the author's last name and a short form of the title, plus the page number, to be certain the reader can recognize which work is cited. The shortened form should include enough information for readers to be able to find the full citation in the bibliography or in an earlier note.

Another way to write a shortened note is to use “Ibid.”, meaning “in the same place.” Use “Ibid.” only when the bibliographical data appear in the immediately previous note. Include the page number only if it differs from the previous note. Be sure to ask your professor which shortened form is preferred.

✓ FIRST REFERENCE TO A BOOK


✓ SECOND REFERENCE IF ONE BOOK BY AN AUTHOR IS CITED

2 Frye, 76.

or

2 Ibid., 76.

✓ SECOND REFERENCE IF SEVERAL BOOKS BY AN AUTHOR ARE CITED

3 Frye, Anatomy, 76.

✓ FIRST REFERENCE TO PERIODICAL ARTICLE


✓ SECOND REFERENCE IF ONLY ONE ARTICLE BY AUTHOR IS CITED

5 Morrissey, 224.

or

5 Ibid. 224.

✓ SECOND REFERENCE IF CITING MORE THAN ONE ARTICLE BY AN AUTHOR


BASIC NOTE AND BIBLIOGRAPHY FORMATS

✓ BASIC FORMAT FOR BOOKS

→ NOTE

7 Author’s First and Last Names, Title of Book: Subtitle of Book (Place of Publication: Publisher’s Name, Date of Publication), XX-XX.

→ BIBLIOGRAPHY

Author’s Last Name, Author’s First Name. Title of Book: Subtitle of Book. Place of Publication: Publisher’s Name, Date of Publication.
SAMPLE NOTE AND BIBLIOGRAPHY FORMATS

✓ BOOK BY ONE AUTHOR

→ NOTE


→ BIBLIOGRAPHY


✓ BOOK BY ONE AUTHOR (later edition)

→ NOTE


→ BIBLIOGRAPHY


✓ BOOK BY TWO AUTHORS

→ NOTE


→ BIBLIOGRAPHY


✓ BOOK BY THREE AUTHORS

→ NOTE

11 J. R. Schubel, A. D. Williams, and W. M. Wise, *Suspended Sediment in the Chesapeake and Delaware Canal* (Stony Brook: Marine Sciences Research Center, State University of New York, 1977), 72.

→ BIBLIOGRAPHY


✓ BOOK WITH AN EDITOR OR COMPILER AS AUTHOR

→ NOTE


→ BIBLIOGRAPHY

TRANSLATED BOOK

NOTE


BIBLIOGRAPHY


A CHAPTER OR ESSAY BY ONE AUTHOR IN A BOOK EDITED BY ANOTHER

NOTE


BIBLIOGRAPHY


A BOOK WITH A SOCIETY, ASSOCIATION, OR INSTITUTION AS AUTHOR

NOTE


BIBLIOGRAPHY


A MULTIVOLUME WORK WITH EACH VOLUME INDIVIDUALLY TITLED

NOTE


BIBLIOGRAPHY


A MULTIVOLUME WORK NOT INDIVIDUALLY TITLED

NOTE*


*In the note, the volume number is given immediately before the page number (without vol.), separated by a colon with no intervening spaces.

BIBLIOGRAPHY

A SIGNED ARTICLE IN A JOURNAL WITH CONTINUOUS PAGINATION

→ NOTE


→ BIBLIOGRAPHY


A SIGNED ARTICLE IN A JOURNAL THAT PAGES EACH ISSUE SEPARATELY

→ NOTE


→ BIBLIOGRAPHY


A SIGNED ARTICLE IN A MAGAZINE OF GENERAL INTEREST

→ NOTE


→ BIBLIOGRAPHY


AN UNSIGNED ARTICLE IN A MAGAZINE OF GENERAL INTEREST

→ NOTE


→ BIBLIOGRAPHY


A BOOK REVIEW

→ NOTE


→ BIBLIOGRAPHY

A MOVIE REVIEW

NOTE

BIBLIOGRAPHY

A SIGNED ENCYCLOPEDIA ARTICLE

NOTE

BIBLIOGRAPHY

AN UNSIGNED ENCYCLOPEDIA ARTICLE

NOTE

BIBLIOGRAPHY

SIGNED NEWSPAPER ARTICLE

NOTE

BIBLIOGRAPHY

AN UNSIGNED NEWSPAPER ARTICLE

NOTE

BIBLIOGRAPHY
GOVERNMENT DOCUMENTS

✓ HEARINGS

→ NOTE


→ BIBLIOGRAPHY


✓ EXECUTIVE DEPARTMENT DOCUMENTS

→ NOTE


→ BIBLIOGRAPHY


MICROFORM PUBLICATIONS

→ NOTE


→ BIBLIOGRAPHY


ELECTRONIC SOURCES

For online books and journal articles, follow the guidelines for print sources. In addition to the basic format, include the URL and the date you accessed the material. When an item includes a DOI (Digital Object Identifier), form the URL by attaching the DOI to http://dx.doi.org/, rather than by copying the URL found in the address bar. For instance, if the DOI for an online article is 10.1086/660696, the note and bibliographic entries would be written as shown below in the first example.

✓ ONLINE ARTICLE WITH A DOI

→ NOTE


→ BIBLIOGRAPHY

RULES FOR BREAKING A URL

The following guidelines will help to avoid confusion when a URL or email address must be broken:

→ Do not break at a hyphen.
→ When necessary, you may break the URL after a colon or double slash.
→ Break before or after an equals sign or an ampersand.
→ Break before a single slash, a period, or any other punctuation or symbols.
→ Never add a hyphen to indicate a line break as these are often included in URLs.

ARTICLE FROM A LIBRARY DATABASE

If the article is found in a library or commercial database, you may give the name of the database instead of writing the DOI, as in the following example:

→ NOTE


→ BIBLIOGRAPHY


FULL-TEXT LIBRARY DATABASE

→ NOTE


→ BIBLIOGRAPHY


ELECTRONIC BOOKS

For online books, full publication information must be provided in addition to the URL to enable a reader to find the book even if the URL changes. If you consulted the book in a commercial database, you may give the name of the database instead of the URL. When page numbers are unavailable, identify the location of a cited passage in a note by adding a descriptive locator, such as a subheading or the name of a chapter or section that precedes the cited information.

→ NOTE


→ BIBLIOGRAPHY

When you cite books published in other electronic formats, such as those available for download or other delivery from a bookseller or library, identify the format (e.g., CD-ROM, Microsoft Reader e-book, Kindle) as in the following example:

→ NOTE


→ BIBLIOGRAPHY


✓ ONLINE JOURNAL ARTICLE

When page numbers are not available, or are not stable, “…cite by chapter or other numbered division… or, if these are unnumbered, by the name of the chapter or section” (Turabian, 245). See the example below:

→ NOTE


→ BIBLIOGRAPHY


✓ ONLINE NEWSPAPER

In general, newspaper articles are cited only in notes. A bibliography entry usually isn’t necessary. If an article is frequently cited, or is crucial to your argument, you may choose to include it in the bibliography. Omit page numbers, but include the designation for the specific edition, if there is one.

→ NOTE


→ BIBLIOGRAPHY


✓ BLOG ENTRY

Blog entries may be cited much like newspaper articles. In addition to the author’s name, title of the blog, and the date of posting, include the date of access and the URL. Such items should usually be cited only in a note.

→ NOTE

WEBLOG COMMENT

Follow the basic pattern for blog entries, but identify the item as a comment, and include the date that
the comment (not the entry) was posted. If the name of the comment’s author is incomplete or is a
pseudonym, add *pseud.* in brackets after the posted name.

→ NOTE

39 Bill [pseud.], comment on “The New American Dilemma: Illegal Immigration,” The Becker-
03/the_new_america.html #c080149 (accessed March 28, 2006).

ONLINE REFERENCE WORK

A *Manual for Writers*, 8th ed., by Turabian, states the following on page 190:

“Well known reference works, such as major dictionaries and encyclopedias, should usually be cited
only in notes... Within the note, you may omit the facts of publication, but you must specify the
edition (if not the first). For an alphabetically arranged work such as an encyclopedia, cite the item
(not the volume or page number) preceded by *s.v.* (*sub verbo*, “under the word”; pl. *s.vv.*).

→ NOTE

40 *Encyclopaedia Britannica online*, s.v. “Sibelius, Jean,” accessed June 1, 2005,

The Manual continues, “For reference works that are more specialized or less well known, include the
publication details in your notes, and list the works in your bibliography.”

A WEB SITE WITH A SPECIFIC AUTHOR

→ NOTE


→ BIBLIOGRAPHY


A WEB SITE WITH A GROUP AUTHOR

→ NOTE

42 Evanston Public Library Board of Trustees, “Evanston Public Library Strategic Plan, 2000-
2010: A Decade of Outreach,” Evanston Public Library, accessed July 18, 2002,

→ BIBLIOGRAPHY

Evanston Public Library Board of Trustees. “Evanston Public Library Strategic Plan, 2000-2010: A
AUTHOR-DATE STYLE with a REFERENCE LIST

This study guide has focused on the footnotes or endnotes/bibliography style of citing, but students should be aware that the Turabian and Chicago manuals also include information about the Author-Date Style, in which sources are cited in the text in parentheses, and a Reference List is included at the end of the paper.

The 8th edition of Turabian’s Manual adds this information about how to cite using the Author-Date style: “The publication date immediately follows the name of the author, making it easy to follow a parenthetical citation to its corresponding entry in the reference list” (Turabian 2013, 139).

In a parenthetical reference, the citation appears in parentheses in the running text, rather than at the foot of the page on which the cited material appears. The information enclosed in parentheses includes the author’s last name, the publication date, and relevant page numbers. The complete citation information for these works appears in a reference list at the end of the document.

Please note: The entries in a reference list differ slightly from the entries in a bibliography. In a reference list, the publication date follows the author’s name; in a bibliography, the date appears at the end of the citation, before page numbers (if page numbers are given).

For more complete information about parenthetical citations, see A Manual for Writers of Research Papers, Theses, and Dissertations - 8th Edition, by Kate Turabian, pages 216-227.

✓ SOURCE WITH AN AUTHOR

When the author’s name is not written in the running text, include a parenthetical citation after the quotation or borrowed information, as below:

→ Parenthetical Reference

According to one scholar, “The railroads had made Chicago the most important meeting place between the East and the West” (Cronan 1991, 92-93).

→ Reference List Entry


If the author’s name is mentioned in the text, put the rest of the citation in parentheses immediately after the author’s name, as below:

→ Parenthetical Reference

According to Erikson, Erikson, and Kivnick (1986, 322), “Much evidence is available for demonstrating that the graphic arts are areas of genuine involvement and accomplishment for elders.”

→ Reference List Entry


✓ PRINT SOURCE WITH NO AUTHOR

Use up to four distinctive words from the title without the preceding articles a, an, or the:

→ Parenthetical Reference

(Great Trigonometrical Survey 1863, 26)

→ Reference List Entry