

A Guide to Chicago or Turabian Documentation Style

The Chicago or Turabian style, sometimes called documentary note or humanities style, places bibliographic citations at the bottom of a page or at the end of a paper. Although the 16th edition of *The Chicago Manual of Style* (2010), which is available online, and the 8th edition of Kate L. Turabian's *A Manual for Writers of Research Papers, Theses, and Dissertations*, edited by Wayne C. Booth, Gregory G. Colomb, Joseph M. Williams, and the University of Chicago Press Editorial Staff (University of Chicago Press, 2013) also offer guidelines for parenthetical documentation and reference lists, the Chicago and Turabian styles are most commonly thought of as note systems, which are frequently used in history and the arts. Check with the instructor who assigned your paper to determine whether you need to use notes or whether you can cite sources parenthetically in the body of your paper with a reference list at the end. This handout explains the Chicago/Turabian NOTE system.

WHAT TO DOCUMENT:

- a) direct quotations
- b) paraphrases and summaries
- c) information and ideas that are not common knowledge or are not available in a standard reference work
- d) any borrowed material that might appear to be your own if there were no citation.

If you would like more information on what needs to be documented, ask your course instructor and ask at the Writing Center for a separate handout on quoting, paraphrasing, and acknowledging sources.

NOTES

Notes come at the bottom of each page, separated from the text with a typed line, 1 and 1/2 inches long. Some instructors will allow you to (or prefer that you) place notes, instead, as endnotes on a separate page (titled **Notes**) at the end of your paper, after any appendices. To acknowledge a source in your paper, place a superscript number (raised slightly above the line) immediately after the end punctuation of a sentence containing the quotation, paraphrase, or summary--as, for example, at the end of this sentence.¹ Do not put any punctuation after the number.

In the footnote or endnote itself, use the same number, but do not raise or superscript it; put a period and one space after the number. The notes themselves are single-spaced, and the first line of each note is indented five spaces from the left margin. Double-space between notes.

If a single paragraph of your paper contains several references from the same author, it is permissible to use one number after the last quotation, paraphrase, or summary to indicate the source for all of the material used in that paragraph.

Generally there is no need to use the abbreviations "p." and "pp." before page numbers; simply list the appropriate numbers as the last piece of information in the note.

What follows is a sample set of *endnotes*. Please notice the order of the items in each note as well as the punctuation. The first time a work is cited, full information is given (author, title, volume, publication information, page, etc.).

Sample Notes (First References)

BOOK BY A SINGLE AUTHOR, FIRST EDITION

1. Steven Nadler, *A Book Forged in Hell: Spinoza's Scandalous Treatise and the Birth of the Secular Age* (Princeton: Princeton University Press, 2011), 8.

BOOK BY A SINGLE AUTHOR, LATER EDITION

2. Paul S. Boyer, *Purity in Print: Book Censorship in America from the Gilded Age to the Computer Age*, 2nd ed. (Madison: University of Wisconsin Press, 2002), 24.

BOOK BY A SINGLE AUTHOR, REPRINTED

3. Leonora Neville, *Authority in Byzantine Provincial Society, 950-1100* (Cambridge: Cambridge University Press, 2004; reprint, Cambridge: Cambridge University Press, 2008), 101.

BOOK BY TWO AUTHORS

4. Gerald Marwell and Pamela Oliver, *The Critical Mass in Collective Action* (Cambridge: Cambridge University Press, 2007), 104.

BOOK BY THREE AUTHORS

5. Julia Child, Louisette Bertholle, and Simone Beck, *Mastering the Art of French Cooking* (New York: Knopf, 1961), 23.

BOOK BY MORE THAN THREE AUTHORS

6. Anne Ellen Geller et al., *The Everyday Writing Center* (Logan, UT: Utah State University Press, 2007), 52.

BOOK WITH NO AUTHOR

7. *CIA World Factbook* (Washington, DC: Central Intelligence Agency, 2009), 64.

AN ANTHOLOGY WITH EDITORS IN PLACE OF AUTHORS

8. *The Norton Anthology of African American Literature*, ed. Henry Louis Gates and Nellie Y. McKay (New York: Norton, 1997), 172.

CHAPTER IN AN EDITED COLLECTION

9. Colleen Dunlavy, "Why Did American Businesses Get So Big?" in *Major Problems in American Business History*, ed. Regina Blaszczyk and Philip Scranton (New York: Houghton-Mifflin, 2006), 260.

ARTICLE IN A JOURNAL

10. Raúl Sánchez, "Outside the Text: Retheorizing Empiricism and Identity," *College English* 74 (2012): 243.

[If a journal continues pagination across issues in a volume, you do NOT need to include the issue #.]

BOOK REVIEW

11. Nancy Rose Marshall, review of *Joseph Crawhill, One of the Glasgow Boys*, by Vivian Hamilton, *Victorian Studies* 42 (1999/2000): 359.

NEWSPAPER ARTICLE

12. Tyler Marshall, "200th Birthday of Grimms Celebrated," *Los Angeles Times*, 15 March 1985, sec. 1A, p. 3. ["p." is used to make clear the difference between the page and section numbers.]

ENCYCLOPEDIA ENTRY

13. *Encyclopedia Britannica*, 11th ed., s.v. "Wales." [*sub verbo* means "under the word"]

14. *Wikipedia*, s.v. "Charles R. Van Hise," last modified May 9, 2013, http://en.wikipedia.org/wiki/Charles_R._Van_Hise.

INTERVIEW BY WRITER OF RESEARCH PAPER

15. Richard Davidson, interview by author, Madison, WI, April 20, 2012.

SECONDARY SOURCE

16. Louis Zukofsky, "Sincerity and Objectification," *Poetry* 37 (February 1931): 269, quoted in Bonnie Costello, *Marianne Moore: Imaginary Possessions* (Cambridge and London: Harvard University Press, 1981), 78. [The student-writer found the Zukofsky quotation in Costello's book, not in Zukofsky's original article.]

PERFORMANCES

17. William Shakespeare, *Othello*, Milwaukee Repertory Theater, Milwaukee, 20 April 2012.

UNPUBLISHED MATERIAL

18. Sara M. Lindberg, "Gender-Role Identity Development During Adolescence: Individual, Familial, and Social Contextual Predictors of Gender Intensification" (Ph.D. diss., University of Wisconsin-Madison, 2008), 24.

CLASS LECTURE

19. Morris Young, "What Is Asian American? What is Asian American Literature?" (lecture, Survey of Asian American Literature, University of Wisconsin-Madison, January 22, 2013).

[an unpublished class lecture is cited in a note, but rarely in the Bibliography or Works Cited]

PAPER PRESENTED AT A CONFERENCE

20. Mary Louise Roberts, "The Public Practice of History in and for a Digital Age" (paper presented at the Annual Meeting of the American Historical Association, New Orleans, January 3, 2013). [an unpublished conference presentation is cited in a note, but rarely in the Bibliography or Works Cited]

GOVERNMENT DOCUMENTS

21. *Congressional Record*, 71st Cong., 2nd sess., 1930, 72, pt. 10:10828:30.

DVD

22. *Che*, DVD, directed by Steven Soderbergh (New York: Criterion Collection, 2008).

ONLINE SOURCES**AN ONLINE SOURCE THAT IS IDENTICAL TO A PRINT SOURCE**

23. Lee Palmer Wandel, "Setting the Lutheran Eucharist," *Journal of Early Modern History* 17 (1998): 133-34, doi: 10.1163/157006598X00135.

[*The Chicago Manual* recommends including a DOI (digital object identifier) or a URL to indicate that you consulted this source online. If there's a DOI, you should use that rather than a URL. If there is no DOI, use the URL, including "http://." There's no need to include an access date if the online source includes a publication or revision date.]

AN ONLINE NEWSPAPER

24. Kirk Johnson, "Health Care Is Spread Thin on Alaskan Frontier," *New York Times*, May 28, 2013, http://www.nytimes.com/2013/05/29/us/health-care-in-vast-alaska-frontier-is-spread-thin.html?hpw&_r=0.

A WEBSITE

25. "Human Rights," The United Nations, accessed May 29, 2013, <http://www.un.org/en/globalissues/humanrights/>, paragraph 3.

[If a website has a publication or revision date, use that instead of an accessed date. If a longer online source does NOT contain page numbers, *The Chicago Manual* recommends that you include a paragraph number or chapter number or section heading in your note—to help readers find the passage you're citing.]

Notes (Second or Subsequent References)

When a source is used a second time, its reference is given in a shorter form. *The Chicago Manual and Turabian* suggest two ways to shorten second references. Either plan is acceptable, but you must remain consistent throughout your paper.

PLAN A: Shortened Form

1. For the second and all subsequent references to a work, use an abbreviated form. If the work and the author remain the same and if you are using only one book or article by that author, simply give the author's last name and page reference:

22. Kaiser, 65. [shortened from full information provided in note #8 above]

2. If, however, you are using two or more works by that author, you must indicate which of the works you are citing. Use the last name, a shortened title, and page reference.

23. Nadler, *A Book Forged in Hell*, 121. [shortened from full information provided in note #1 above]

3. If you use two authors with the same last name, give the full name in the shortened reference.

PLAN B: Latin Abbreviations

When referring to the same work as in the citation immediately preceding, use the abbreviation "Ibid." for the second reference. This is acceptable even if several pages of text separate the first and second references. The abbreviation "Ibid." is followed by a page number if the page from which the second reference is taken is different from the first. If the pages are the same, no number is necessary.

1. Eliza G. Wilkins, *The Delphic Maxims in Literature* (Chicago: Scott, Foresman and Co., 1929), 12. [first reference]

2. Ibid. [if *everything* stays the same; use roman, not italic, type]

3. Ibid., 13. [if the book is the same, but the page changes]

BIBLIOGRAPHY

The bibliography, placed at the end of your paper, is an alphabetized list of books, articles, and other sources used in writing the paper. Since the word bibliography technically means all the works written on a particular subject, a more accurate heading for this section of the paper would be, for example, Selected Bibliography (if you list all of the sources you consulted in writing your paper), Works Cited or References (if you list only the items you actually cited in your paper).

While bibliographies and notes contain basically the same information, bibliographic form differs from note form in these ways:

1. Notes are numbered; sources are alphabetized. The author's last name appears first (Smith, Betty) in a bibliography.
2. Notes use commas and parentheses to separate items; a bibliography uses periods.
3. Single space after a period.
4. Notes indicate specific pages from which you took information; a bibliography lists entire books or a complete chapter to which you referred.
5. The first line of each note is indented 5 spaces and subsequent lines return to the left margin. The first line of a bibliographic entry begins at the left margin and all the other lines are indented 5 spaces.

In either note or bibliographic form, if the author's name or the title (or other item) is missing, simply go on to the next item as it should appear. When alphabetizing, use the author's last name for your entry; if it is not given, simply go on to the next item in order (the title of the book or article, for example) and use that to alphabetize the entry.

A sample bibliography follows. Notice the form and order of the entries as well as the punctuation and arrangement within the entries. The entries are the same as those used in the notes above.

Notice that you use just a single space after a period in Chicago Style.

Works Cited

Boyer, Paul S. *Purity in Print: Book Censorship in America from the Gilded Age to the Computer Age*. 2nd ed. Madison: University of Wisconsin Press, 2002.

"Charles R. Van Hise." In *Wikipedia*. Last modified May 9, 2013. http://en.wikipedia.org/wiki/Charles_R._Van_Hise.

CIA World Factbook. Washington, DC: Central Intelligence Agency, 2009.

Congressional Record. 71st Cong., 2d sess., 1930, vol. 72 pt. 10.

Davidson, Richard. Interview by author. Madison, WI, April 20, 2012.

Dunlavy, Colleen. "Why Did American Businesses Get So Big?" In *Major Problems in American Business History*, edited by Regina Blaszczyk and Philip Scranton. New York: Houghton-Mifflin, 2006. 257-263.

- Gates, Henry Louis, and Nellie Y. McKay, eds. *The Norton Anthology of African American Literature*. New York: Norton, 1997.
- Geller, Anne Ellen, Michele Eodice, Frankie Condon, Meg Carroll, and Elizabeth H. Boquet. *The Everyday Writing Center*. Logan, UT: Utah State University Press, 2007.
- Johnson, Kirk. "Health Care Is Spread Thin on Alaskan Frontier." *New York Times*, May 28, 2013. http://www.nytimes.com/2013/05/29/us/health-care-in-vast-alaska-frontier-is-spread-thin.html?hpw&_r=0.
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- Marwell, Gerald, and Pamela Oliver. *The Critical Mass in Collective Action*. Cambridge: Cambridge University Press, 2007.
- Marshall, Tyler. "200th Birthday of Grimms Celebrated." *Los Angeles Times*, 15 March 1985, sec. 1A, p. 3.
- Morris-Jones, John. "Wales." In *Encyclopedia Britannica*, 11th ed. New York: Encyclopedia Britannica Corporation, 1911. 258-270.
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- Sánchez, Raúl. "Outside the Text: Retheorizing Empiricism and Identity." *College English* 74 (2012): 234-246.
- Shakespeare, William. *Othello*. Milwaukee Repertory Theater, Milwaukee, April 2012.
- Soderbergh, Steven, director. *Che*. DVD. New York: Criterion Collection, 2008.
- United Nations. "Human Rights." Accessed May 29, 2013. <http://www.un.org/en/globalissues/humanrights/>.
- Wandel, Lee Palmer. "Setting the Lutheran Eucharist." *Journal of Early Modern History* 17 (1998): 124-55. doi: 10.1163/157006598X00135.
- Zukofsky, Louis. "Sincerity and Objectification." *Poetry* 37 (February 1931): 269. Quoted in Bonnie Costello, *Marianne Moore: Imaginary Possessions* (Cambridge: Harvard University Press, 1981), 78. [If you cite Costello elsewhere (other than as the secondary source of Zukofsky), you should also include Costello in your list of works cited.]

For Further Information

If you have questions about how to cite sources other than those illustrated here, consult either *The Chicago Manual of Style*, 16th ed. (Chicago: University of Chicago Press, 2010), which is available to UW-Madison students, staff, and faculty through the UW-Madison Libraries as *The Chicago Manual of Style Online*, or Kate L. Turabian, *A Manual for Writers of Term Paper, Theses, and Dissertations*, 8th ed. (Chicago: University of Chicago Press, 2013), both of which are available at the Writing Center and in many campus libraries.

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