** Use this as a quick reference guide only. For more authoritative guidance, please see:


**INTRODUCTION**

The first thing to know about *Chicago* style is that the guide states *authors should always defer to publisher, instructor, or university departments’ guidelines, which often vary greatly* (*Chicago* 2.1).

The second thing to know about *Chicago* style is that it offers guidelines on two very different forms of citation: *Author-Date Format* and *Notes & Bibliography Format*. *This handout refers to Notes & Bibliography Format only. Our handout on Author-Date Format may be found separately.*

“*Turabian* Style” refers to Kate L. Turabian’s *Manual for Writers of Research Papers, Theses, and Dissertations*. The guide is intended for *Chicago* style users who are specifically students and researchers. However, not all professors use Turabian’s guidance. Many adhere to the formatting guidelines used by the leading journals within their given fields. Therefore, if you are writing for a course, always gather as much information as possible from your professor regarding citation preferences.

**CHICAGO & TURABIAN TIPS**

1) **Font** (Turabian A.1.2)
   - *Chicago* does not specify font preferences, so refer to publisher or professor’s guidelines.
   - *Turabian* suggests Times Roman or Palatino, used consistently throughout. Font should be at least 10-point, preferably 12-point, for the body of the text. Check publisher or professor’s guidelines for footnotes, endnotes, headings, etc.

2) **Margins** (Turabian A.1.1, *Chicago* 2.10, OWL “General Format”)
   - *Turabian* and *Chicago* state that margins be at least one inch.
   - Purdue University’s OWL site further specifies that margins be no greater than 1.5 inches.

3) **Justification and Spacing** (*Chicago* 2.8, 2.10; Turabian A.1.3)
   - Left-justified
   - *Chicago*: Publishers have customarily required that any printout be double-spaced (including throughout all notes and the Works Cited or Bibliography).
   - *Turabian* states that block quotations, table and figure captions, and lists in appendices should be single-spaced. Front-matter elements, including lists of figures and tables of contents; footnotes or
endnotes; and bibliography or reference lists should be “single-spaced internally but with a blank line between items.”

- **Chicago**: If additional space between sections is desired (and those sections are not titled and do not feature subheadings), such space should be indicated by three centered asterisks on their own line.

4) **Page Numbering and Title Page** *(Turabian A.1.4, A.2.1; Chicago 1.5-7)*

- **Chicago** leaves page number placement and the use of running headers to the publisher’s discretion.
- **Turabian** notes that page numbers traditionally appear in one of four places: centered or flush right in the header or footer. For papers, the rule is to be consistent. For dissertations and theses, check departmental guidelines.
- **Chicago** and **Turabian**: If you are working on a dissertation or other book-length work including front matter (e.g., tables of contents, lists of illustrations, etc.), these pages are usually numbered with lowercase, roman numerals (i., ii, iii, etc.). Use Arabic numerals (1, 2, 3, etc.) for the body of your paper and back matter (e.g., end notes and bibliography).
- **Turabian**: If your professor requires a title page, the page should be unnumbered and use double spacing between lines of text. All lines of text should be centered. The title may be bolded. Place the title one-third of the way down the page. If there is a subtitle, the main title should end with a colon and the subtitle should appear on the line below. Several lines below that, place your name. On each of the following lines, list any information requested by the instructor (e.g., course title, course department, date, etc.). For a visual example of a title page, see Figure A.1 in Turabian’s guide.

5) **Quotations** *(Chicago 6.9-10)*

- Quotation punctuation: periods and commas go inside the quotation marks unless followed by a parenthetical citation. (More information about parenthetical citation in the section 7, “In-Text Citations.”) Example:

  “Hello,” he said.

- Colons, semicolons, question marks, and exclamation points follow closing quotation marks unless a question mark or exclamation point belongs within the quoted matter. Examples:

  I was asked to state my “name and serial number”; I have no serial number.

  Which of Shakespeare’s characters said, “All the world’s a stage”?

6) **Numbers** *(Chicago 9.2, 9.4-5, 9.7-8, 9.14-16, 9.27, 9.30, 9.32; for more explicit and specialized guidance, see Chicago’s chapter 9 and Turabian’s chapter 23)*

- Generally, in non-scientific and non-journalistic contexts, **Chicago** and **Turabian** state that writers should spell out numbers:
  - For whole numbers zero through one hundred
  - When the number begins the sentence (try to avoid this and reword the sentence)
  - When a whole number is followed by “hundred,” “thousand,” “hundred thousand,” “million,” or “billion” (e.g., seven hundred spectators, more than two hundred thousand people). **Note: This rule often does not apply in the sciences.**
  - For simple fractions (i.e., one-fifth of the class, two-thirds majority)
• Use numerals:
  • For numbers 101 and above
  • If an abbreviation or symbol is used for the unit of measure (e.g., 55 m.p.h., 3 g, 25%, 35 mm film)
  • For whole numbers plus fractions (e.g., 8½)
  • For pages, chapters, parts, volumes, and numbers referring to illustrations or tables
  • When writing the date (e.g., September 25, 2013)
  • For years that stand alone, except when they appear at the beginning of a sentence

• When many numbers appear within a paragraph or series of paragraphs, the rule is to be consistent.

FOOTNOTES AND ENDNOTES

7) Footnotes and Endnotes (Turabian chapters 16 & 17; Chicago 14.14-41)

• Find out if you need to use footnotes or endnotes. The best guidance will come from your professor or publisher. For a discussion of each form, see Chicago 14.38-43.
• Reference numbers should be set as superscript (in Word, select Insert ➔ Footnote).
• Use roman numerals and number footnotes and endnotes consecutively. Place the number at the end of the sentence, after end punctuation.1 Example
• In your note, separate each major element with commas (see examples below).
• Include the author’s name, the title (use title case and quotation marks for short pieces or italics for book-length works), the publication details (in parentheses), and the page number(s) if directly quoting the text.

  • Citation of a book by a single author:


  • Example of a book citation that includes an editor (ed.) or translator (trans.):


  • Example of a journal article citation (note the inclusion of journal title and volume):


  • Citing a journal article consulted online (with DOI):


  • Citing a journal article consulted online (no DOI):

- If you quote from the same source later in your paper, use a simplified note. Include the author’s last name, the title (simplified if it is longer than four words or includes a subtitle), and the page number if directly quoting. Example:


- The first time you cite a work by two to three authors, include all authors’ full names, the title, publication details, and page number if directly quoting. Example:


Later references may use a simplified version: 6 Ward and Burns, *The War*, 63.

- The first time you cite a work by four or more authors, include only the first author, followed by “et al,” the title, publication details, and page number if directly quoting. Example:


Later references may use a simplified version: 7 Morris et al., *Biography of Malcolm Leonard*, 43.

- The abbreviation *ibid.* may be used to refer to a work cited in the note immediately preceding. The abbreviation takes the place of the name of the author, the title of the work, and as much of the succeeding material as is identical. If the entire reference, including page number, is identical, you may use just *ibid.* on its own. Examples below:

9 Ibid., 258-59. (←This reference uses *ibid.* to replace “Farmwinkle, *Humor of the Midwest.*”)
10 Ibid. (←This reference uses *ibid.* to replace the same author and title, plus the page numbers.)

8) **Bibliography: Notes and Bibliography Format** (Turabian chapters 16 & 17; *Chicago* 14.14-41)

- **Turabian** states that unless you are instructed otherwise, papers typically include both notes and a bibliography, even if the notes and bibliography include the same information.
- A full bibliography includes all works cited (except personal communications) and may also include relevant works you consulted but did not cite.
- Start your bibliography on a new page at the end of your paper.
The heading should be centered and should read: Bibliography (no quotations marks, italics, underlining, or bold script). The titles “Works Cited” or “Literature Cited” may also be used if the author is including works consulted but not cited.

- Entries are in alphabetical order.
- When alphabetizing your entries, a single-author entry precedes a multi-author entry beginning with the same name.
- Indent the second and subsequent lines of citations five spaces so that you create a hanging indent (setting is located on the Paragraph dialog box in Microsoft Word).
- Separate the elements within each entry using commas.
- In cases of books or articles with multiple authors, invert the first author’s name only (e.g., Brooks, Daniel R., and Deborah A. McLennan).
- When listing multiple works by a single author, use a 3-em dash to denote the author’s name after its first appearance, and alphabetize the author’s entries according to the title of the work (ignoring introductory articles like “A,” “An,” or “The”). Example:


- Elements to include in your citation (if any of these elements do not apply, simply leave them out):
  - Author, last name first
  - Name of chapter, article, or piece within a larger anthology (use quotation marks and title case). Use a comma before the end quote, then state: in *Title.*
  - Title (full name of the work, in title case and italics if a book)
  - Editor, compiler, or translator if one is listed on the title page in addition to the author *(Turabian note: Abbreviate editor (ed.), compiler (comp.), or translator (trans.) when they appear after a name, but spell them out when they introduce the name (e.g., *Title of Book*, edited by First Name Last Name))
  - Edition, if not the first (e.g., “2nd ed.”)
  - Volume: total number of volumes if a multivolume work is referred to as a whole, or number and title of single volume if only one is cited
  - Series title and volume number within series (if series is numbered)
  - Facts of publication (city: publisher, date)
  - Page number or numbers (if you are citing a specific section of a book, such as a chapter or essay in an anthology)
  - Access date for a journal article consulted online (e.g., “Accessed August 12, 2013.”)
  - The DOI or URL, or, for other types of electronic books, indicate the medium consulted (e.g., DVD, CD-ROM).

The following are examples of common citation types.

- Book by a single author:

- **Book with multiple authors:**
  

- **Book with an author plus editor:**
  

- **Single chapter in an edited book:**
  

- **Journal article in print:**
  

- **Journal article online:**
  