**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 Author-Date Format only.** Our handout on Notes & Bibliography 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
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.

CITATIONS

7) In-Text Citations (Chicago 15.2-9; Turabian 18.3, 18.3.1, 18.3.2.3; for more guidance, see Chicago’s chapter 15 and Turabian’s chapter 18)

• Your citation should include the last name of the author(s) followed by the year. When paraphrasing, no page numbers are needed. If directly quoting, include the page number or range. If your parenthetical citation comes at the end of the quoted text, the period goes after the citation.

  “I am a tree” (Smith 2001, 27).

  As Edward Tufte (2001, 139) points out, “A graphical element may carry data information and also perform a design function usually left to non-data-ink.”

  However, Harrison (2011) refutes such a conclusion.

• For long quotations (100 words or more, or at least six to eight lines within the body of the text), indent the entire quotation as far as you indent the first line of a paragraph. Do not use quotation marks. Your parenthetical citation appears after the final punctuation mark of the quoted text. No punctuation appears after the final parenthesis.

• No known author:
  Chicago states that you should use the title of the work (leaving out any articles such as “A” or “The”) instead of an author name. Follow this with the year of publication, a comma, and the page number. Format the title the same way it appears in the reference list.
  Turabian: In parenthetical citations without authors, use a shortened title composed of up to four distinctive words from the title. If the cited work is a book, put the title in italics. If the work is an article, use quotation marks. Example:

  • We see so many global warming hotspots in North America likely because this region has “more readily accessible climatic data and more comprehensive programs to monitor and study environmental change…” (“Impact of Global Warming” 2009, 6).

• For a source with two to three authors, provide the authors’ last names, followed by the year and page number, if necessary. Example:
For a source with four or more authors, include all authors in the reference list, but in your parenthetical citation, provide the first-listed author’s last name, followed by “et al.” Example:

(Heatherton, Fitzgilroy, and Hsu 2008, 188-89)

(Barnes et al. 2008, 118-19)

8) **Reference list** *(Chicago 15.2-17; for more guidance, see Chicago’s chapter 15 and Turabian’s chapters 18-19)*

- Start your references list on a new page at the end of your paper.
- Label the page “References” or “Works Cited” (do not italicize or put title in quotation marks) and center the title at the top of the page.
- **Chicago** states that each entry in your References list must correspond to a work cited in the text, while **Turabian** notes that you may also include works that were important to your writing but that you did not specifically mention in the text. Therefore, check with your professor for further guidance.
- Indent the second and any subsequent lines of citations five spaces so that you create a hanging indent (this setting is located in the Paragraph dialog box in Microsoft Word).
- Entries are in alphabetical order.
- When alphabetizing your entries, a single-author entry precedes a multi-author entry beginning with the same name.
- 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 you organize your entries for a repeated author name, use a 3-em dash to denote the author’s name after its first appearance, and then organize the author’s work’s chronologically. Example:


- Elements to include in your citation, in the order in which they appear (if any of these elements do not apply, simply leave them out):
  - Author, last name first
  - Year of publication
  - 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)
• Page number or numbers (if you are citing a specific section of a book, such as a chapter or an 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.

• Example of a book citation:


• Book with multiple authors:


• Single chapter or essay in an edited book:


• Journal article in print


• Journal article online: