

Chicago/Turabian Quick Reference Guide

This handout contains a quick reference to the most used citations. An in-depth, expanded version can be found online at <http://www.occc.edu/comlab/instructions.html>

ENDNOTE / FOOTNOTES

The fundamental identification mark of Chicago Style is its form of documentation. Footnotes / Endnotes are a part of the documentation style. Go to the REFERENCES Tab and click INSERT FOOTNOTE or ENDNOTE.

For example:

Omnivore's eat a variety of meals.¹----- Here is the number you are citing for the notes.

All notes will look like this.

A note citation will then follow at the bottom of the page where the source is used. Use the full citation the first time:

1. John Carter, *Dinosaur and Cousin Armadillo* (Austin, TX: PandBooks, 1990), 6.

After that, shorten it:

2. John Carter, *Dinosaur*, 6.

CREATING THE BIBLIOGRAPHY

Book (single author)

Carter, John. *Dinosaur and Cousin Armadillo*. Austin, TX: PandBooks, 1990.

Website

Welsh, Teresa. "Should We Send Humans to Mars?" *U.S. News & World Report*. August 6, 2012. <http://www.usnews.com/opinion/articles/2012/08/06/should-we-sendhumans-to-mars>.

Newspaper

Richardson, Lynda. "Students Languish in Special Education System." *New York Times* (New York, NY), April 6, 1994.

Anthology

Shell, Marc, ed. *American Babel: Literatures of the United States from Abnaki to Zuni*. Cambridge, MA: Harvard UP, 2002.

Journal Article

McDonough, Colleen M. "Mammalogists' Determinants of Aggression in Nine-Banded Armadillos." *Journal of Mammalogy* 75, no. 1 (1994): 189-98.