CHICAGO/TURABIAN STYLE GUIDE

Chicago is a citation style used mostly in history departments but is sometimes used in other classes as well. It requires notes and a bibliography to give credit to other authors. The in-text citations use superscripts¹ and the notes will appear at the bottom of the page where the source is used or at the end of the paper before the bibliography. The advantage of this system of citation is that it provides a cleaner way to cite a source.

Table of Contents

<table>
<thead>
<tr>
<th>Formatting Title Page</th>
<th>1-2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Creating Citations and Bibliography</td>
<td>3</td>
</tr>
<tr>
<td>Source Type Examples</td>
<td></td>
</tr>
<tr>
<td>Books</td>
<td>5-6</td>
</tr>
<tr>
<td>Periodicals</td>
<td>7</td>
</tr>
<tr>
<td>Online Sources</td>
<td>8</td>
</tr>
<tr>
<td>Miscellaneous Sources</td>
<td>9</td>
</tr>
<tr>
<td>Bibliography example</td>
<td>10</td>
</tr>
</tbody>
</table>

Formatting

**Title page**—The formatting of the pages in the essay follows a very distinct pattern. Most professors using Chicago style prefer a title page. The title of the essay should be in all caps, about a third of the way down the page. Another third of the way down the page should be the student’s name, class, and date the paper is due.

**Page numbers**—Every page after the first one should have a page number but no last name. Notes go at the bottom of the page where the source is used and are numbered based on how many are used on the page.

**Bibliography**—The source page is called a *Bibliography*. The citation style for the bibliography is slightly different than the one for the notes on each page. Here, most sources used should be cited, and the sources should appear in alphabetical order. If a source goes for more than one line, indent every line after that source.

**Spacing**—Chicago is also in line with other citation styles regarding spacing and margins. Everything is double spaced and margins are the same as MLA style. On the next page is a sample first page.
Title Page Example Layout:

THE ART AND SCIENCE OF RHETORIC

John Smith
History 1213: History Since the Civil War
February 10, 2016
CREATING CITATIONS AND BIBLIOGRAPHY

Chicago requires a notes system to do in-text citations, using superscripts and numbers. Put simply, instead of a parenthetical citation, Chicago uses a numbering system at the end of the sentence that contains borrowed information. A note is placed either at the end of the page (a footnote) or at the end of the paper (an endnote). Both are the same in structure.

The basic structure of a note is as follows:

- Author
- Title
- Facts of Publication
- Parts separated by commas
- Authors names are standard, (first name, last name)
- Capitalize titles headline style
- Titles of large works are italicized
- Titles of smaller works are in quotation marks

Superscripts

To insert a superscript in Microsoft Word, place your cursor in the location you want to add a superscript, and click the References tab. Within the “Footnotes” section on the References tab, select either “Insert Footnote” or “Insert Endnote” depending on which you prefer to use.

For example, suppose you are citing a book in-text. Here is the sentence you are citing:

Omnivore’s eat a variety of meals.\footnote{Omnivore’s eat a variety of meals.}

Footnotes / Endnotes

The footnote / endnote is then included in the note section like this:


Second Note Citation

If the source is cited again, a shortened version of the citation is used:


Citing the Same Source Two or More Times in a Row

If a source is cited back to back on the same page, then the abbreviation Ibid is used:

3. Ibid.

If the source is cited back to back and uses a different page, Ibid plus the page number is used:

3. Ibid, 8.

Remember, every new note entry needs to be a new number. So, even if you are citing the same book five times, you will cite each new note based on the next number, such as 1, 2, 3, etc.
Bibliographies
The Bibliography page is the alphabetized list of sources that an author uses to write her paper. It should be placed at the end of the paper, on a separate page. It is usually titled “Bibliography” unless your professor says otherwise. While notes are numbered in the order they appear in the paper, bibliography citations should be alphabetized by the author’s last name; they are also only cited once no matter how many times they are used in the paper. Each entry will use a hanging indent (meaning the first line of the entry is at the margin, and the next line(s) is indented .5”). Your word processing software should be able to provide the hanging indent feature. Holding control and clicking the tab key will also indent easily.

The Bibliography page has very specific requirements.
- Bibliography is placed on its own page.
- Parts are separated by periods.
- Publication facts not in parentheses.
- Inverted author names (last name, first).
- There should be two spaces between the title “Bibliography” and the sources cited.
- All sources should be single-spaced.
- There should be one double-space between each source citation.

Bibliography Example:
Each source in the bibliography will be cited once, no matter how many times it is used.

Democracy is the dominant paradigm in the world today.¹


Bibliography


SOURCE TYPE EXAMPLES

Print sources

Elements of a Book Citation
1. Author: full name of author (s) or editor (s) or, if no author or editor is listed, name of institution standing in their place
2. Title: full title of the book, including subtitle if there is one
3. Editor, Compiler, or translator, if any, listed on the page in addition to author
4. Edition, if not first
5. Volume: total number of volumes if multivolume work is referred to as a whole; individual number if single volume of multivolume work is cited, and title of individual volume if applicable
6. Series title if applicable, and volume number within series if series is numbered

One author
Footnote/endnote:

Second Note:

Bibliography:

Two or more authors
Footnote/endnote:

Second Note:
1. Broer and Holland, Hemingway and Women, 7.

Bibliography:
E-book
Footnote/endnote:

Second Note:

Bibliography:

Print Anthology
Footnote/endnote:

Second Note:

Bibliography:

Essay/Chapter/Article in a Print Anthology
Footnote/endnote:

Second Note:

Bibliography:
Elements of a Periodical
1. Full name(s) of author or authors
2. Title and subtitle of article or column
3. Title of periodical
4. Issue information (volume, issue number, date, etc)
5. Page reference (where appropriate)
6. For online periodicals, a URL, or, if available, a DOI

Journal Article
Footnote/endnote:


Second Note:


Bibliography:

Newspaper Article
Footnote/Endnote:


Second Note:

7. Richardson, “Students Languish.”

Bibliography:

Magazine Article
Footnote/Endnote:


Second Note:


Bibliography:
Online Sources
Web Page
Footnote/Endnote:


Second Note:

10. Welsh, “Humans to Mars.”

Bibliography:

Online Journal
Note: If a doi is available, use it to cite the end of the source. If not, use a URL. Most of the time, the URL is easier to find.

Footnote/Endnote:


Second Note:


Bibliography:
Miscellaneous Sources
Sacred Texts
*Note: Sacred texts don’t contain a bibliography reference. Instead, they are only cited in notes.*

2. Koran 19:17-21

Film
*Footnote/Endnote:*


*Second Note:*


*Bibliography:*


Class Lecture
*Footnote/Endnote:*


*Second Note:*


*Bibliography*

Bibliography


