Turabian Chicago Style Guide

Following the guidelines from
A Manual for Writers of Term Papers, Theses, and Dissertations, 8th ed.
by Kate L. Turabian
What is Turabian Chicago Style?

Turabian Chicago Style is used for the following:

- formatting research writing
- providing “in-text” citations within your writing
- providing a list of works you’ve cited

When a professor asks a student to “use Turabian Chicago style,” he or she may be referring to the format of a paper, the method of citation (telling where you found your information), or both. Please check with your professors if you are unsure about what they mean.

Who Should Use Turabian Chicago Style?

If you are writing a research paper, you may be told to follow Chicago style for citations and also for mechanics, such as capitalization and abbreviations. Chicago style is widely used by students across the disciplines. There are two different methods of citations recommended by Chicago. As students in the humanities and some social sciences at Corning Community College, you will likely use Notes-Bibliography style. In the natural and physical sciences and some social sciences, you may use a parenthetical citations-reference list (or “author-date”) style. *A Manual for Writers* by Kate L. Turabian thoroughly explains and illustrates both styles, but this style guide focuses on the Notes-Bibliography style.

Why is Turabian Chicago Style Important?

Reading papers is easier for everybody when the format is the same: when your document is set up exactly as all the others in your class, everyone knows what to expect when they read.

Your citations allow those who read your paper to:

1. Trust that your statements are based on reliable information.
2. Locate the original source of your information, so they can read more or use it in their own work.

Whenever you use the ideas or words of another person, you need to ensure that others know the work is not your own; this is easily accomplished by following the Turabian Chicago Style citation guidelines. If your work is not clearly and correctly cited, you run the risk of committing plagiarism, which can have a very negative impact on your college experience.
Quote, Paraphrase, and Summarize Appropriately

In *A Manual for Writers of Research Papers, Theses, and Dissertations*, Kate Turabian says that writers should build most of their report out of their own words that reflect their own thinking. Much of the support for that thinking will be in quotations, paraphrases, and summaries. Here are some principles:

- **Summarize** when details are irrelevant or a source isn’t important enough to warrant more space.
- **Paraphrase** when you can state what a source says more clearly or concisely than the source, or when your argument depends on the details of a source but not its specific words.
- **Quote** for these purposes:
  1. The words are strikingly original.
  2. The words constitute evidence that backs up your reasons.
  3. The quoted words are from an authority who backs up your view.
  4. A passage states a view that you disagree with, and, to be fair, you want to state it exactly.
  5. They express your key concepts so compellingly that the quotation can frame the rest of your discussion.

What is Plagiarism?

According to *The Successful Writer’s Handbook, Second Edition*, by Kathleen T. McWhorter and Jane E. Aaron, plagiarism, which comes from the Latin word for *kidnapper*, is using another person’s ideas or words in a way that makes those ideas or words seem as if they were yours. McWhorter and Aaron note that it is a “serious offense” whether you plagiarize on purpose or without realizing you’ve done so (452).

McWhorter and Aaron suggest that the best way to avoid plagiarism is simple: “Every time you borrow the words, facts or ideas of others, you must *document* the source—that is, supply a reference . . . telling readers that you borrowed the material and where you borrowed it from” (457).

Plagiarism is a serious offense:

Under Corning Community College’s Academic Dishonesty Policy, acts of plagiarism are considered unethical and may result in severe punishment—sometimes in the form of expulsion from a course. For more information on what constitutes a violation and penalties, see the *Corning Community College Student Handbook, Academic Dishonesty Section*. 
**Bottom Line:**
If the information or ideas you are using comes from *anyone* other than you, you need to cite it. **When in doubt, cite**; if your citation isn’t needed, your professor will let you know.

For more information on avoiding plagiarism, check out Purdue University’s Online Writing Lab (OWL) (http://owl.english.purdue.edu), the resources at the Learning Commons, your handbook, and your textbook. OWL has an article entitled “Is It Plagiarism Yet?” that you might find especially helpful.

**Section 1: How to Format Your Paper**

Your paper will consist of three sections. The first, your **heading and title**, will start on the first page of your paper, followed immediately by the beginning of the second, the **main body**. The third section, which is your **bibliography**, is on a separate page at the end of your paper. Following are some basic Turabian Chicago style formatting rules that can apply to your whole paper, such as the guidelines for page numbering, font, and margins, but you should always follow any guidelines given by your instructor first.

**Page Numbers**
Insert the page number in the top right-hand corner, using the “Insert page number” tool in your word processing program (if you have questions, please ask a writing tutor at the Learning Commons or see our Microsoft Word handout). This should set the page number about one-half inch from the top of the page. Page numbers should be written consecutively in Arabic numerals, including the Bibliography, but excluding the title page. **Do not include the abbreviation p., a period, or any other symbols with the page number.**

**Font**
Always follow your professor’s preferences, but if he or she has not specified a particular font, choose a serif font that is easy to read, and in which the difference between regular and italic style is clear, like Times New Roman. Set the font to a standard size, such as 12 points.

**Margins**
The margins should be set at one inch for the sides, top, and bottom of your pages.

**Spacing**
**Double-space your paper and title page.** Block quotations and your bibliography
entries should be **single-spaced**.

**Title Page for a Class Paper**

The title page is a very important page of your essay as it is the first impression that an instructor has of your work. Although the title page counts as page one, the number is not shown on it. Place the title of your paper a third of the way down the page. The title is usually centered. Several lines below your title, place your name, along with any information requested by your instructor, such as the course title and the date, all centered.

**Sample Title Page**

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The Longest War (Title of paper centered)

James Rimer (Writer’s name centered)

History 2110 (Title of course centered)

Professor Milton (Instructor’s name centered)

May 9, 2012 (Date centered)
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Main Body
If you use a title page, your main body will begin at the top of the first page of your paper. Indent the first line of each paragraph one-half inch from the left margin (to do this easily, hit the Tab key before beginning each paragraph). In general, your work should consist of an introductory paragraph ending in a thesis statement, several body paragraphs that assert specific points, and a conclusion. However, you should always follow your professor’s guidelines first.

Section II: How to Quote a Source
When you include someone else’s writing in your own work, you need to give the author(s) credit in two ways: place quotation marks before and after the work you are using, and include an in-text citation (see Section III). This section will help you learn how to format your quotations.

It is very important for you to copy the words you are quoting exactly as they appear in the original text. If you want to include extra words, you need to put square brackets ( [ ] ) around those words. If you want to omit words, you need to put an ellipsis ( . . . ) in the space where the words were removed.

Block Quotes
If the part you are quoting ends up longer than four lines when you put it in your essay, you need to format it differently: this is called a block quote. Here’s what to do: introduce the quote and then start on a new line. Type the quote without quotation marks, indent the entire quote one inch from the left margin, switch to single-spacing, and end the quote itself with a period and citation.

Sample Block Quote
In the History of the Civil War, James Ford Rhodes reveals the thinking of both sides:

The Confederate soldiers, believing in their invincibility on their own soil, thought that Grant, like the other Federal generals, would give it up and fall back; and Lee at one time held the opinion that he was retiring on Fredericksburg. But the Confederate general was too sagacious to base his plans entirely on one supposition; surmising that Grant might move to Spottsylvania, he sent thither a portion of his force, which, having the shorter and easier line of march, arrived earlier than the Union Army, and took up a position across the path of their approach.12
Parenthetical Citations
Students should check with their instructor to see if parenthetical citations are required. This guide focuses on the Notes-Bibliography System (NB), which is preferred by the instructors at Corning Community College.

Introduction to Notes
In the Notes-Bibliography System, you should include a note (endnote or footnote, though footnotes are required at CCC) each time you use a source, whether through a direct quote or through a paraphrase or summary. Footnotes will be added at the end of the page on which the source is referenced, and endnotes will be compiled at the end of each chapter at the end of the entire document.

In either case, a superscript number corresponding to a note with the bibliographic information for that source should be placed in the text following the end of the sentence or clause in which the source is referenced.

The first note for each source should include all relevant information about the source: author’s first name then last name, source title, and facts of publication. If you cite the same source again, the note need only include the surname of the author, a shortened form of the title (if more than four words), and page number(s). See sample page with footnotes for example.

If you cite the same source and the page number(s) from a single source two or more times consecutively, the corresponding note should use the word “Ibid.,” an abbreviated form of the Latin “ibidem,” which means “in the same place.” If you use the same source but a different page number, the corresponding note should use “Ibid.” followed by a comma and the new page number(s). “Ibid.” should not be bolded in your paper.

In the NB system, the footnote (or endnote) itself begins with the appropriate number followed by a period and then one space. In Turabian style, the footnote (or endnote) begins with a superscript number.

To add a footnote in Microsoft Word, scroll to the part of the document where you wish to add a footnote. Click your cursor to the right of the period of the sentence to add the footnote. Click the "References" tab at the top of the screen. Click the "Insert Footnote" button below it. (Alternatively, you can hit “CTRL + Alt + F” on the keyboard to do this.) Word automatically inserts a "1" in
superscript to the right of the period and a "1" and footnote space at the bottom of the screen. Each time you do this, it will be automatically numbered in order.

Scroll to the bottom of the Word page and type the footnote information in the proper Turabian style. Word automatically formats the text of the footnote smaller than the rest of the page.

Sample Page with Footnotes

...therefore, tracing its roots from the civil war through the twentieth century and from our shores to the distant shores of Africa.


3. Ibid., 547.


Introduction to Bibliographies

In the Footnotes-Bibliography system, the bibliography provides an alphabetical list of all sources used in a given work. This page, most often titled Bibliography, is usually placed at the end of the work preceding the index. The bibliography should include all sources cited within the work and may sometimes include other relevant sources that were not cited but provide further reading.

Although bibliographic entries for various sources may be formatted differently, all included sources (books, articles, websites, etc.) are arranged alphabetically by the author’s last names. If no author or editor is listed, the title or keyword by which the reader would search for the source may be used instead.
Common Elements
All entries in the bibliography will include the author (or editor, compiler, translator), title, and facts of publication.

Author’s Names
The author’s name is inverted in the bibliography, placing the last name first and separating the last name and first name with a comma; for example, John Smith becomes Smith, John.
(If an author is not listed first, this applies to compilers, translators, etc.)

Titles
Titles of books and journals are italicized. Titles of articles, chapters, poems, etc. are placed in quotation marks.

Publication Information
The year of publication is listed after the publisher or journal name.

Punctuation
In a bibliography, all major elements are separated by periods.

Sample Bibliography

Bibliography


Directory to Notes and Bibliographic Entries

Print Sources
1. Book with one author p. 11
2. Book with two and three authors p. 11
3. Book with four or more authors p. 11
4. Book with author and translator p. 11
5. Book with author and editor p. 12
7. Preface, foreword, introduction, or similar part of a book p. 12
9. Article in a print journal p. 13
10. Popular magazine print article p. 13
11. Newspaper print article p. 13

Electronic Sources
12. Electronic books and books consulted online p. 14
13. Article from a library database p. 14
14. Newspaper article online p. 15
15. Work from a website p. 15

Other Sources
17. Personal communications (e-mail) p. 16
18. Video Recordings p. 16
Section III: Turabian Quick Guide

Print Sources

1. Book with One Author


2. Book with Two and Three Authors


3. Book with Four or More Authors


4. Book with Author and Translator


5. **Book with Author and Editor**

FN:  


6. **Chapter in a Book or a Selection in an Anthology**

FN:  


7. **Preface, Foreword, Introduction, or Similar Part of a Book**

FN:  


8. **Book Review**

FN:  

9. Article in a Print Journal


10. Popular Magazine Print Article


11. Newspaper Print Article

Newspaper articles may be cited in running text (“As Michael B. Oren noted in a *New York Times* article on February 20, 2011,…”) instead of in a note or a parenthetical citation, and they are commonly omitted from a bibliography or reference list as well. Be sure to include the title of the article, the author, and its publication date. The following examples show the more formal versions of the citations. For online newspaper articles include the URL immediately followed the access date in parentheses.


Electronic Sources

12. Electronic Books and Books Consulted Online

Electronic books are cited exactly as their print counterparts with the addition of a media marker at the end of the citation: Kindle edition, PDF e-book, Microsoft Reader e-book, Palm e-book, CD-ROM, etc. Books consulted online are also cited exactly as their print counterparts with the addition of a DOI (or URL) at the end of the citation.
Electronic Books


Note: Stable page numbers are not always available in electronic formats; therefore, you may, instead, include the number of the chapter, section, or other easily recognizable locator.

Books Consulted Online


Online Periodicals (journal, magazine, and newspaper articles)

Online periodicals are cited exactly as their print counterparts with the addition of a Document ID, DOI or URL at the end of the citation. Also keep in mind that while access dates are not required for formally published electronic sources (journal articles), they can be useful for informally published sources or may be required by some disciplines for all informally and formally published electronic sources. Access dates should be located immediately after the Document ID, DOI or URL.

13. Article from a Library Database


14. Newspaper Article Online


15. Work from a Website

Web sites may be cited in running text instead of a parenthetical citation, (The African National Congress’s web site states, “…” ) and they are commonly omitted from a bibliography or reference list as well. The following examples show the more formal versions of the citations.


N:  


Other Sources

17. Personal Communications (e-mail)

E-mail messages may be cited in running text (“In an e-mail message to the author in December 15, 2008, John Doe revealed…” ) instead of in a note or a parenthetical citation, and they are rarely listed in a bibliography or reference list. The following example shows the more formal version of a note.

FN:  
17 Patricia Burns, e-mail message to author, December 15, 2008.

18. Video Recordings

FN:  


When citing an entry posted on a Weblog (or blog), follow the basic pattern for Web sites. Include the author’s name and the date of the posting. Such items should usually be cited only in a note. You generally need not include them in your bibliography, unless you include a specific item that is critical to your argument or frequently cited.

FN:  