

TAMIU
 University College
 Writing
 Center

Chicago Manual of Style/Turabian Style: Format and Documentation

The *Chicago Manual of Style* (CMS) is designed mostly for writers of books, journal articles, and other scholarly publications, whereas Turabian is aimed for university students. Unless otherwise noted, the following guidelines adhere to both the 7th edition of the *Turabian Manual for Writers of Research Papers, Theses, and Dissertations*¹ and the 16th edition of the *Chicago Manual of Style*.²

Page Format

Margins (Turabian 2007, 374)

- Use 1 inch margins on all sides.
- Use 1 ½ inch margins on the left side for a thesis or dissertation.

Typeface (Turabian 2007, 374)

- Use a readable typeface, such as Times New Roman, Georgia, Courier, etc., throughout the paper.
- Use at least ten-point or twelve-point font. Typically, papers use twelve-point font for the text, ten-point for footnotes or endnotes, table titles, and other captions.

Spacing (Turabian 2007, 375)

- Double-space all text except for block quotations, table titles, and captions.
- Single-space and leave a blank line between the following entries: entries in the table of contents, figures, tables, footnotes or endnotes, bibliography entries, and reference lists.

Pagination (Turabian 2007, 375)

- Titles pages are not numbered.
- Page numbers can go in one of three locations: centered in the footer, centered in the header, or flush right in the header. Be consistent throughout.

Capitalization and Typography (Turabian 2007, 316; *Chicago* 2010, 448)

- Titles of works mentioned in the text or in notes/bibliography are capitalized in *headline-style*. Headline-style is when major words (nouns, verbs, adjectives, adverbs, pronouns are capitalized, whereas prepositions, articles, conjunctions, and other minor words are lowercased).
 - Ex. “Thirteen Ways of Looking at a Blackbird,” *History of the Decline and Fall of the Roman Empire*
- Italicize the titles of longer works (plays, novels, TV shows, albums, movies, etc)
- Use quotation marks around the titles of short works (poems, short stories, chapters, episodes of a TV show, songs, etc.).

1. Kate Turabian, *A Manual for Writers of Research Papers, Theses, and Dissertations*, 7th ed. Rev. Wayne Booth, Gregory G. Colomb, and Joseph M. Williams. (Chicago: University of Chicago Press, 2007). Hereafter cited parenthetically.

2. *The Chicago Manual of Style*, 16th ed. (Chicago, University of Chicago Press, 2010). Hereafter cited parenthetically.

The Title Page (Turabian 2007, 378)

- Everything is centered unless otherwise specified by the instructor.
- The title is in all caps and located one-third from the top of the page.
- Author's name goes two-thirds from the top of the page followed by course name and date.

THE MYSTERY OF CONVERSION: THE
INFLUENCE OF ST. IGNATIUS LOYOLY'S
SPIRITUAL EXERCISES ON CARAVAGGIO'S
CONVERSION OF ST. PAUL

Robert Loblaw
Introduction to Art History 101
March 15, 2007

Citation Methods

Footnotes, Endnotes, and the Bibliography (Turabian, 2007, 142-159; *Chicago*, 2010, 661-675)

The citation method Chicago and Turabian recommend for use in the humanities is *bibliography style*. *Bibliography style* is a system that uses **notes** (footnotes or endnotes) and a **bibliography**—an alphabetized list of all sources cited within a text.

Notes

Footnotes: A footnote is a singled-spaced numbered note of reference or commentary located in the footer of a page. A footnote will always correspond to a superscripted note number within the body of a text.

Endnotes: An endnote will follow the same form as a footnote. However, endnotes are collected under a separate section titled “Notes” (without quotation marks). The Notes section immediately precedes the bibliography.

. . .in order to analyze the grotesque in regards to the natural environment. A significant text to consider in such a light is Cormac McCarthy's *Blood Meridian or, the Evening Redness in the West*.

Deemed a historical work of fiction, *Blood Meridian* is set in a blood-drenched world and is a novel about the evilness of Humankind that, like a machine, “can run itself a thousand years.”¹ To accomplish an ecocritical reading of *Blood Meridian*, a question one may consider is how do the attitudes and/or views of the characters—who are some of the vilest in American literature—shape the landscape of McCarthy's text?

1. Cormac McCarthy, *Blood Meridian, or the Evening Redness in the West* (New York: Vintage Books, 1985), 19.

Notes

- Eric F. Goldman, *The Crucial Decade—and After: America, 1945-1960* (New York: Vintage Books, 1956), 5.
- Ibid.*, 11
- The Fifties in America*, 1st ed., s.v. “Censorship,” 179.
- Ibid.*
- John Arthur Maynard, “Review: [untitled],” *The Journal of American History* 89, no. 2 (2002): 714-715.
- The Sixties in America*, 7th ed., s.v. “Censorship,” 139.
- Famil T. Guseynov, personal interview with author, April 9, 2010.
- Ibid.*

Short Forms for Notes

When using a shortened note, make sure enough information is provided so readers can easily refer to the bibliography or an earlier note for the full citation.

A shortened note will include the following information: the author's last name, an abbreviated title, and page number. Each piece of information is separated with a comma; a period follows the page number(s).

- Ex. 4. McCarthy, *Blood Meridian*, 145.
5. Maynard, "Review," 715.

Remember to only use a shortened note **after** you have included the full citation in an earlier footnote or endnote.

Ibid.

Ibid (from the Latin *ibidem* or "in the same place) is another form of shortened note. However, Ibid. is only used to shorten a citation to a work whose full citation appears in the immediately previous note.

Ex.

4. McCarthy, *Blood Meridian*, 146.
5. Ibid., 152. [This note is from the same source as the previous; only the page number is different.]
6. Goldman, *The Crucial Decade*, 10.
7. McCarthy, *Blood Meridian*, 153.
8. Ibid. [This tells the reader that not only is this note from the immediately previous source but also from the same page number.]

Bibliography

The bibliography page is a single-spaced list of all sources cited within a text. It will be the final section of the paper and is titled Bibliography.

A bibliography is **always** needed, even when footnotes or endnotes are used.

Prince 13
Bibliography
Goldman, Eric F. <i>The Crucial Decade – and After: America, 1945 – 1960</i> . New York: Vintage Books, 1969.
Guseynov, Famil T. Interview by the author. Laredo, TX, April 9, 2010.
Lichtman, Allan J. "What Really Happened in Florida's 2000 Presidential Election." <i>The Journal of Legal Studies</i> 32, no. 1 (2003): 221-243.
Lucas, Edward. <i>The New Cold War: Putin's Russia and the Threat to the West</i> . New York: Palgrave Macmillan, 2008.

Notes and Bibliography Entry Examples (Turabian 2007, 162-215; Chicago 2010, 661-783)

1. Book by One Author (Turabian 2007, 162; Chicago 2010, 662)

Note Format: Author's First name Last name, *Title* (City, ST of publication if city is not well known: Publisher, Year), page number.

Example: 2. Gail A. Caissy, *Early Adolescence: Understanding the 10 to 15 Year Old* (Reading, MA: Perseus Books, 1994), 23.

Bib. Format: Author's Last name, First name. *Title*. City, ST of publication if city is not well known: Publisher, Year.

Example: Caissy, Gail A. *Early Adolescence: Understanding the 10 to 15 Year Old*. Reading, MA: Perseus Books, 1994.

*If the author appears more than once in the bibliography, use a 3-em dash (—) to avoid repeating the author's name.

*If the book lacks an author, begin with the title of the work.

*If an editor is listed instead of an author, put the editor's name in the author's place and insert a comma and "ed." after it.

*If the author is an organization, insert its name in the author's place.

2. Book with Two or Three Authors (Turabian 2007, 162; Chicago 2010, 662)

Note format: First author's First name Last name and second author's First name Last name, *Title* (City, ST of publication if city is not well known: Publisher, Year), page number.

Example: 3. John Ruskiewicz, Maxine Hairston, and Daniel E. Seward, *SF Writer* (New York: Longman, 2002), 245.

Bib. Format: First author's Last name, First name, and second author's First name Last name. *Title*. City, ST of publication if city is not well known: Publisher, Year.

Example: Ruskiewicz, John, Maxine Hairston, and Daniel E. Seward. *SF Writer*. New York: Longman, 2002.

3. Book with More than Four Authors (Turabian 2007, 162; Chicago 2010, 662)

Note Format: First author's First name Last name et al., *Title* (City, ST of publication if city is not well known: Publisher, Year), page number.

Example: 4. Jacquelyn Dowd Hall et al., *Like a Family: The Making of a Southern Cotton Mill World* (Chapel Hill: University of North Carolina Press, 1987), 114-15.

Bib. Format: First author's Last name, First name, second author's First name Last name, third author's First name, Last name, . . . , and last author's First name Last name. *Title*. City, ST of publication if city is not well known: Publisher, Year.

Example: Hall, Jacquelyn Dowd, James Leloudis, Robert Korstad, Mary Murphy, Lu Ann Jones, and Christopher B. Daly. *Like a Family: The Making of a Southern Cotton Mill World*. Chapel Hill: University of North Carolina Press, 1987.

*Remember that in a note for a work with four or more authors, only the first author's name is given followed by *et al.* In the bibliography, list all the authors, regardless of number. Don't use *et al.* In **rare** cases, if a work has more than ten authors, you can list the first seven followed by *et al.* in the bibliography.

4. eBook or Downloadable Book (Turabian 2007 181; Chicago 2010, 726)

Note Format: Author's First Name Last Name, *Title* (City, ST of publication if city is not well known: Publisher, Year), Format of book (PDF ebook, Kindle edition, etc).

Example: 7. Jonathan Coe, *The Rotter's Club* (New York: Vintage Books, 2001), Kindle edition.

Bib. Format: Author's Last Name, First Name. *Title*. City, ST of publication if city is not well known: Publisher, Year. Format of book.

Example: Coe, Jonathan. *The Rotter's Club*. New York: Vintage Books, 2001. Kindle edition.

5. Online Book (Turabian 2007 181; Chicago 2010, 726)

Note Format: Author's First Name Last Name, *Title* (City, ST of publication if city is not well known: Publisher, Year), page number (if pg numbers are unavailable use a descriptive locator—such as a subheading—following the word *under*), url or doi.

Example: 14. Yvonne Sherwood and Kevin Hart, *Derrida and Religion: Other Testaments* (New York: Routledge, 2005), under "Secrets and Sacrifices of Scission," <http://books.google.com/books?id=c3nPmNrsRA8C/>.

Bib. Format: Author's Last Name, First Name. *Title*. City, ST of publication if city is not well known: Publisher, Year. url or doi.

Example: Sherwood, Yvonne, and Kevin Hart. *Derrida and Religion: Other Testaments*. New York: Routledge, 2005. <http://books.google.com/books?id=c3nPmNrsRA8C/>.

6. Selection in an Anthology (Turabian 2007, 179; Chicago 2010, 708)

Note Format: Author's First name Last name, "Title of Selection," in *Title of Anthology*, ed. editor's First name Last name (City, ST of publication if city is not well known: Publisher, Year), page(s)

Example: 5. Emily Dickinson, "I Started Early—Took My Dog," in *Literature: An Introduction to Fiction, Poetry, and Drama*, ed. X. J. Kennedy and Dana Gioia (New York: Longman, 2002), 1112.

Bib. Format: Author's Last name, First name. "Title of Selection." In *Title of Anthology*, edited by editor's First name Last name, page range. City, ST of publication if city is not well known: Publisher, Year.

Example: Dickinson, Emily. "I Started Early—Took My Dog." In *Literature: An Introduction to Fiction, Poetry and Drama*, edited by X. J. Kennedy and Dana Gioia, 1122. New York: Longman, 2002.

7. Reference Work (Turabian 2007, 191; Chicago 2010, 755)

Note Format: *Title of Book*, edition if other than first, s.v. "Entry."

Example: 8. *The Oxford American Desk Thesaurus*, s.v. "Excellence."

* "s.v." stands for "sub verbo," which is Latin for "under the word."

*Bibliography entries are not required for reference works.

8. Online Reference Work (Turabian 2007, 191; Chicago 2010, 756)

Note Format: *Title of Work*, s.v. "Entry," accessed Month Day, Year, url.

Example: 9. *Wikipedia*, s.v. "Plankton," accessed February 9, 2009, <http://en.wikipedia.org/wiki/Plankton>.

10. Magazine Article (Turabian 2007, 185; Chicago 2010, 734)

Note Format: Author's First name Last name, "Title of Article," *Name of Website*, Month Day, Year, page number.

Example: 10. Barbara Kantrowitz, "What's Love Got to Do with It? Everything," *Newsweek*, June 6, 2005, 51.

Bib. Format: Author's Last name, First name. "Title of Article." *Name of Magazine*, Month Day, Year, page(s).

Bibliography: Kantrowitz, Barbara. "What's Love Got to Do With It? Everything." *Newsweek*, June 6, 2005, 51.

11. Online Magazine Article (Turabian 2007, 186)

Note Format: Author's First name Last name, "Title of Article," *Name of Magazine*, Month Day, Year, (if pg numbers are unavailable use a descriptive locator—such as a subheading—following the word *under* if needed), url or doi (accessed Month Day, Year).

Example: 16. Barbara Kantrowitz, "What's Love Got to Do with It? Everything," *Newsweek.com*, June 6, 2005, <http://www.newsweek.com/2005/06/05/what-s-love-got-to-do-with-it-everything.html> (accessed December 7, 2010).

Bib. Format: Author's Last name, First name. "Title of Article." *Name of Website*, Month Day, Year. url or doi (accessed Month Day, Year).

Example: Kantrowitz, Barbara. "What's Love Got to Do With It? Everything." *Newsweek.com*. June 6, 2005. <http://www.newsweek.com/2005/06/05/what-s-love-got-to-do-with-it-everything.html> (accessed December 7, 2010).

12. Article in a Newspaper (Turabian 2007, 186; Chicago 2010, 739)

Note Format: Author's First name Last name, "Title of Article," *Name of Newspaper*, Month Day, Year, edition if more than one is published.

Example: 11. Hans Nichols, "New President Promises Break from Violence," *Laredo Morning Times*, January 17, 2006.

Bib. Format: Author's Last name, First name. "Title of Article." *Name of Magazine*. Month Day, Year, edition if more than one is published.

Bibliography: Nichols, Hans. "New President Promises Break from Violence." *Laredo Morning Times*. January 17, 2006.

*Newspapers, print or online editions, are usually only cited with notes.

13. Online Newspaper Article (Turabian 2007, 188; Chicago 2010, 740)

Note Format: Author's First name Last name, "Title of Article," *Name of Newspaper*, Month Day, Year, url (*accessed Month Day, year).

Example: 2. Miguel Helft, "Facebook Deal Offers Freedom from Scrutiny," *New York Times*, January 3, 2011, <http://dealbook.nytimes.com/2011/01/03/facebook-deal-offers-freedom-from-scrutiny/?hp> (accessed January 4, 2011).

Bib Format: Follow the format for #12, just include the url after the year.

*Only in Turabian

14. Article in a Journal (Turabian 2007, 183; Chicago 2010, 730)

Note Format: Author's First name Last name, "Title of Article," *Name of Journal* volume number, issue number if provided (Year): page number.

Example: 12. J. S. Blanton, "Why Consultants Don't Apply Psychological Research," *Consulting Psychological Journal: Practice and Research* 52, no. 4 (2000): 243.

Bib. Format: Author's Last name, First name. "Title of Article." *Name of Journal* volume number, issue number if provided (Year): page(s).

Example: Blanton, J. S. "Why Consultants Don't Apply Psychological Research." *Consulting Psychological Journal: Practice and Research* 52, no. 4 (2000): 235-247.

15. Articles from a Database (Turabian 2007, 185; Chicago 2010, 763)

Note Format: Author's First Name Last Name, "Title of Article," *Name of Journal* volume number, issue number if provided (Monday Day, Year of publication if available): page(s), url or doi (*accessed Month Day, Year).

Example: 8. Zenia Kish, "My FEMA People': Hip-Hop as Disaster Recovery in the Katrina Diaspora," *American Quarterly* 61, no. 3 (2009): 671-692, <http://www.jstor.org/stable/27735013> (accessed January 4, 2011).

Bib. Format: Author's Last Name, First name. "Title of Article." *Name of Journal* volume number, issue number if provided (Month Day, Year of publication if available): page(s). url or doi (*accessed Month Day, year).

Example: Kish, Zenia. "My FEMA People': Hip-Hop as Disaster Recovery in the Katrina Diaspora." *American Quarterly* 61, no. 3 (2009): 671-692. <http://www.jstor.org/stable/27735013> (accessed January 4, 2011).

*Only in Turabian

16. Secondary Source (An Author Quotes another Author) (Turabian 2007, 215; Chicago 2010, 764)

Note Format: Original author's First name Last name, *Title of Source Quoted* (City, ST of publication if city is not well known: Publisher, Year), page(s), quoted in second author's First name Last name, *Title of Original Book* (City, ST of publication if city is not well known: Publisher, Year), page number.

Example: 13. Trinh T. Minh-ha, *When the Moon Waxes Red* (New York: Routledge, 1991), 107, quoted in Barnor Hesse, *New Ethnicities, Old Racisms* (London: Zed Books, 1999), 205.

Bib. Format: Original author's Last name, First name. *Title of Source Quoted*, page(s). City, ST of publication if city is not well known: Publisher, Year. Quoted in second author's First Name Last Name, *Title of Original Book* (City, ST of publication if city is not well known: Publisher, Year), page(s).

Bibliography: Minh-ha, Trinh T. *When the Moon Waxes Red*, 107. New York: Routledge, 1991. Quoted in Barnor Reese, *New Ethnicities, Old Racisms* (London: Zed Books, 1999), 205.

17. Short Document for a Web Site (Turabian 2007, 198; Chicago 2010, 753)

Note Format: Author's First Name Last Name, "Title of Document," Title or Owner or Sponsor of Web Site, url (accessed Month Day, Year).

Example: 6. Christopher Bodeen, "China Media Report Mystery Stealth Fighter Photos," Yahoo!, http://news.yahoo.com/s/ap/20110105/ap_on_re_as/as_china_stealth_fighter (accessed January 5, 2011).

Bib. Format: Author's Last Name, First Name. "Title of Document." Title or Owner or Sponsor of Site. url or doi .

Example: Bodeen, Christopher. "China Media Report Mystery Stealth Fighter Photos." Yahoo! http://news.yahoo.com/s/ap/20110105/ap_on_re_as/as_china_stealth_fighter (accessed January 5, 2011).

18. Blog (Turabian 2007, 199; Chicago 2010, 754)

Note Format: Author's First Name Last Name, "Title of Entry," *Title of Blog* (blog), *Name of Owner or Sponsor of Web Site*, Month Day, Year of posting, url (accessed Month Day, Year).

Example: 4. David Waldman, "Rules Changes and the Crying Game," *Daily Kos* (blog), January 3, 2011, <http://www.dailykos.com/storyonly/2011/1/4/933339/-Rules-changes-and-the-crying-game> (accessed January 5, 2011).

Bib Format: Author's Last Name, First Name. "Title of Entry." *Title of Blog* (blog). Month Day, Year. url or doi (accessed Month Day Year).

Example: Waldman, David. "Rule Changes and the Crying Game." *Daily Kos* (blog), January 3, 2011, <http://www.dailykos.com/storyonly/2011/1/4/933339/-Rules-changes-and-the-crying-game> (accessed January 5, 2011).

19. Online Multimedia (Turabian 2007, 203; Chicago 2010, 768)

Note Format: First Name Last Name of performer, author, etc., "Title of Selection," Location of file, Format of file length of file if needed, url (accessed Month Day, Year).

Example: 15. "An Introduction to Walt Whitman, Youtube video, 4:59, <http://www.youtube.com/watch?v=GmXI4qjCpls> (accessed January 5, 2011).

Bib. Format: Last Name, First name of performer, author, etc. "Title of Selection." Location of File. Format of file, url (accessed Month Day Year).

Example: "An Introduction to Walt Whitman." Daily Kos. Windows video file. <http://www.dailykos.com/tv/w/002312/> (accessed December 21. 2010).

20. DVD/VHS (Turabian 2007, 203; Chicago 2010, 767)

Note Format: First Name Last Name of writer, performer(s), etc., *Name of Film*, DVD or VHS, directed by director's First name Last name (Original Year of film if provided; City, ST if city is not well known: Studio, Year).

Example: 19. *The Men Who Killed Kennedy: The Truth Shall Make You Free*, DVD, directed by Nigel Turner (New York: A&E Television Networks, 1995).

Bib. Format: First Name Last Name of writer, performer(s), etc., *Name of Film*. DVD or VHS. Directed by director's First name Last name. City, ST if city is not well known: Studio, Year.

Bibliography: *The Men Who Killed Kennedy: The Truth Shall Make You Free*. DVD. Directed by Nigel Turner. New York: A&E Television Networks, 1995.

* Scenes, specific episodes, etc should be treated like chapter titles and placed before the film name.

21. Personal Communications (Turabian 2007, 195; Chicago 2010 745)

Note Format: First Name Last Name of interviewee, interview by author (or First Name Last Name of interviewer if not the author), City, ST, Month Day, Year.

Example: 7. Jeremy Cruz, interview by author, Laredo, TX, August 10, 2010.

*Personal communications, letters, e-mail messages are cited only with notes.