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 Dissertations¹ 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 numbed.
- 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).
  o 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.).


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.

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.

Notes

2. Ibid., 11
4. Ibid.
8. Ibid.

...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?

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).


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.

5. Ibid., 152. [This note is from the same source as the previous; only the page number is different.]
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.

<table>
<thead>
<tr>
<th>Prince 13</th>
</tr>
</thead>
<tbody>
<tr>
<td>Guseynov, Famil T. Interview by the author. Laredo, TX, April 9, 2010.</td>
</tr>
</tbody>
</table>

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.


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

*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.


**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.


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.


**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.


*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).


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


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.


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


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)

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.


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.

10. Magazine Article (Turabian 2007, 186; Chicago 2010, 734)
Note Format: Author’s First name Last name, “Title of Article,” Name of Website, Month Day, Year, page number.
Bib. Format: Author’s Last name, First name. “Title of Article.” Name of Magazine, Month Day, Year, page(s).

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

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.
Bib. Format: Author’s Last name, First name. “Title of Article.” Name of Magazine. Month Day, Year, edition if more than one is published.
*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).
Bib Format: Follow the format for #12, just include the url after the year.
*Only in Turabian

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


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


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).


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).


*Only in Turabian


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.


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, page number.


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).


Bib. Format: Author’s Last Name, First Name. “Title of Document.” Title or Owner or Sponsor of Site. url or doi (accessed Month Day Year).


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).


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).

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).


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


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).


**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.


* 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.*