

Chicago Manual of Style & Turabian: Format and Documentation

The *Chicago Manual of Style* (CMS) is mostly designed for authors scholarly publications, whereas Turabian is aimed at 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 a ten-point or twelve-point font. Typically, papers use twelve-point font for the text and 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)

- Title 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*: major words (nouns, verbs, adjectives, etc.) are capitalized, whereas minor words (prepositions, articles, conjunctions) 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, 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.

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

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.

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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*: 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 located in the footer of a page. A footnote must 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

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

Short Forms for Notes

A shortened note includes 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.]

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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 repetition.
- 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 followed by a comma and "ed."
- 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.

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3. Book with Four or more 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.

- 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.

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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*, 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*. 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.

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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).

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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.