

Chicago/Turabian Style

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Formatting your Paper

- All font must be the same throughout paper (12-point Times New Roman font recommended)
- Use left justification, not full justification
- Apply one inch margins around the entire paper
- Use a 1/2 inch indentation for each paragraph
- Double space all lines, except block quotations and notes
- Use one space after concluding punctuation marks
- Place page numbers centered or flush right 3/4 of an inch from the top of the page
- Use only white 8 1/2 by 11 inch paper

Citing Sources

To “document” means to tell the reader the source of any material a writer uses in writing his or her essay. Material needing documentation includes facts, statistical data, and ideas as well as the words used to express such information. Writers need to document, or cite, sources whether or not they are using the exact words of the original. If using any of the exact words (even just a phrase), writers need to put quotation marks around those words in addition to citing the source. Failure to use quotation marks appropriately constitutes plagiarism.

Key Terms

Footnotes-These are notes that appear at the bottom of each page.

Endnotes-These are notes that appear on the last page of the paper.

Referential Notes-These are footnotes or endnotes that simply cite your source.

Contextual Notes-These are footnotes or endnotes that contain explanatory information, not a citation.

Parenthetical Reference/Author-date method-Use for in-text citation.

Reference List-A list that appears at the end of the paper that cites the sources using the author-date method. Use the reference list in conjunction with parenthetical references. This list includes only those sources that are directly cited in the paper.

Bibliography-A list that appears at the end of the paper that cites all of the sources you consulted while researching for the paper. This list includes sources you do not directly cite in your paper.

How to use Chicago/Turabian in your paper

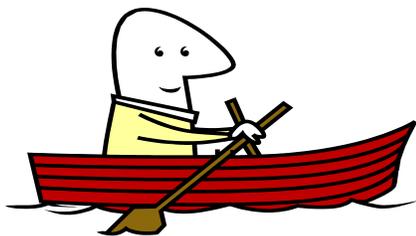
With all of these key terms, you are probably wondering what type of citation devices you should use in the paper. If you are writing for a class, your best bet is to ask the professor, because he or she may prefer footnotes or endnotes to parenthetical references. If you have contextual analysis that you would like to leave outside the body of the paper, choose the note form of citation as opposed to parenthetical citation. Here are some quick guidelines to follow no matter what type of method you choose:

- If using endnotes or footnotes as referential notes, then a bibliography or reference page is not required. A bibliography is recommended, however, to provide context for your paper as a whole. Using a bibliography can reduce information needed in referential notes.
- If using endnotes or footnotes as contextual notes, then you need to cite the sources using a bibliography.
- If using parenthetical references/author date references, then a reference page is needed.

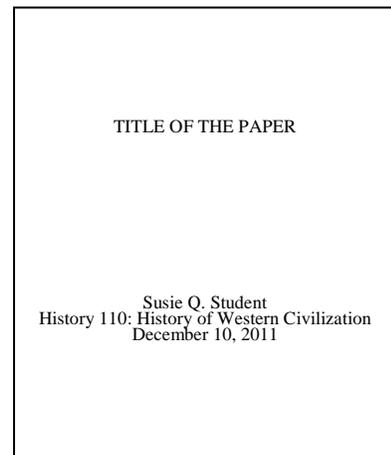
Creating a Title Page

If your professor does not give specific guidelines for creating a title page, Chicago/Turabian suggests that you center the title one-third of the way down the page written in ALL CAPS. Several lines below the title include:

- Your name
- The title of the course, including the department and course number
- The date



Example of a title page



Using Footnotes and Endnotes

With footnotes and endnotes, use the same number in both the body of the paper and in the note itself. Notes are numbered sequentially throughout the paper and are superscripted. The number in the footnote is followed by a period and only the first line is indented. Endnotes stylistically look the same as footnotes, and are also numbered sequentially; however, they appear at the end of the paper on a page entitled “Notes,” rather than at the bottom of each page.

Numbering Footnotes and Endnotes

Referential notes are numbered sequentially throughout a paper. Even if a specific reference is used multiple times, reference notes must appear in numerical order. If using footnotes, the note must always begin on the same page as the footnote marker, even if the note extends onto a later page.

Direct Quotation:

Ex: Ann Charters explains that “the history of storytelling extends far back to a time long before the invention of the printing press.”¹

Paraphrased idea:

Ex: In *The Basic Elements of Fiction*, the authors explain that conflict is at the core of a short story. Conflict allows the audience to follow the story in a particular direction, while adding structure and meaning to the work.¹

Example of a footnote

After 9/11, the country looked toward President Bush for security and guidance. Americans believed that he had a clear understanding of how to fight terrorists, and that the war with Iraq was a necessary battle in this war on terrorism. Now, however, the trust that the American people have invested in the president for the last two and a half years is waning.¹

1. Robert Sheer, “Electorate Is Wising Up to the Iraq Blunder” *The Nation*, 1 June 2003, 24.

Example of endnotes page

Notes

1. Robert Sheer, “Electorate Is Wising Up to the Iraq Blunder” *The Nation*, 1 June 2003, 24.
2. Charles Bazerman, *The Informed Writer* (Boston: Houghton Mifflin Company, 1981), 25.
3. Christina Gorman, “Why So Many of Us Are Getting Diabetes,” *Time*, 30 Nov 2003, 24.

Referential Notes

Referential notes are notes that simply cite the source. They do not need to contain any additional information.

Contextual Notes

You may include explanatory information in your footnotes and endnotes instead of, or in addition to, reference information. If you provide contextual information as well citing a source in a note, give the source first, followed by a period, and then add your contextual explanation.

Ex: 1. Gillespie, *The Allyn and Bacon Guide to Peer Tutoring*, 35. Gillespie's list of questions is somewhat abbreviated, but it serves as a starting point for future discussion.

Should you need both contextual endnotes and a bibliography, place the endnotes page before the bibliography.

Using In-Text Citations

Parenthetical References

If you do not wish to use footnotes or endnotes, you may reference your sources in-text by using parenthetical citations. This method is also called the author/date method because, in the citation, the author's name is followed by the date of publication. Include the page number after the date.

Ex: Informed writers can take information that they have read, process it in their minds, and then write about it in a way that is interpretive and analytical (Bazerman 1981, 22).

If you decide to use this method, include a reference list at the end of the paper. This list is different from a bibliography or an endnotes page because it follows the same author/date format that appears in the parenthetical references. An entry in a reference list would look like this:

Ex: Bazerman, Charles. 1981. *The informed writer*. Boston: Houghton Mifflin Company.

Notice that the date follows the name of the author. This makes it easier for a person reading the paper to find the source in the reference list.

Short Form Notes

If you include a bibliography as well as referential notes in your paper, the notes do not need to include full publication information; the bibliography will handle such details. The referential note need only include the author's last name, the full title of the referenced work and the page number (if appropriate). The title of the work is often shortened if it is longer than four words; if so, omit *A/An* or *The* at the beginning of a title, focusing instead on key words; in such cases, however, the order of the words cannot be altered nor can words be skipped (see example 8 below).

Short form notes are also used if the same source is referenced in a later note when the full citation information has already been given, in order to reduce documentation clutter. If you reference the same work multiple times in succession (with no other source between), you can instead use the word "*ibid.*" This term substitutes for the author's name and the work's title, and can also substitute for the page reference if needed. If the reference is to a different page, simply add the page number after *ibid.* as normal.

Examples:

1. Mark Hertsgaard, "Bush and Global Warming," *The Nation*, December 10, 2001: 5.
2. Ross Gelbspan, "Bush's Climate Follies," *The American Prospect* 12 (July 30, 2001): 12.
3. Ibid.
4. Ibid, 11.
5. Hertsgaard, "Bush and Global Warming," 7.
6. Carl Hulse, "Senate Approves a Stem Cell Bill, Veto is Expected," *New York Times*, July 19, 2006, late edition, sec. 1.
7. Gelbspan, "Bush's Climate Follies," 13.
8. Hulse, "Senate Approves."

Formatting your Citations

In this section, a letter corresponding with the type of entry given will be placed in front of the entry. If the citation is in note form, then an **N** will appear before the citation. Similarly, a **B** will appear for a bibliography, a **PR** for a parenthetical reference citation, and an **RL** for a citation that should appear in a reference list. These letters are for explanation only, and should not appear in the text itself.

Note: Chicago/Turabian is a very complex style format. If you have any questions, it is highly recommended that you consult a copy of *The Chicago Manual of Style, 15th Edition* or *A Manual for Writers of Term Papers, Theses and Dissertations, 6th Edition* for more information.



Books with one author:

- N** 1. Charles Bazerman, *The Informed Writer* (Boston: Houghton Mifflin Company, 1981), 25.
- B** Bazerman, Charles. *The Informed Writer*. Boston: Houghton Mifflin Company, 1981.
- PR** (Bazerman 1981, 25)
- RL** Bazerman, Charles. 1981. *The informed writer*. Boston: Houghton Mifflin Company.

A Book with Two Authors:

- N** 1. Virgil Scott and David Madden, *Studies in the Short Story*, 4th ed. (New York: Holt, Rinehart and Winston, 1960), 45.
- B** Scott, Virgil, and David Madden. *Studies in the Short Story*. 4th ed. New York: Holt, Rinehart and Winston, 1960.
- PR** (Scott and Madden 1960, 45)
- RL** Scott, Virgil and David Madden. 1960. *Studies in the short story*. 4th ed. New York: Holt, Rinehart and Winston.

An Anthology:

- N** 1. Henry David Thoreau, *Civil Disobedience*, in *A World of Ideas: Essential Readings for College Students*, 5th ed., ed. Lee A. Jacobus (Boston: Bedford Books, 1998), 133.
- B** Thoreau, Henry David. *Civil Disobedience*. In *A World of Ideas: Essential Readings for College Students*, 5th ed., edited by Lee A. Jacobus, 124-47. Boston: Bedford Books, 1998.
- PR** (Thoreau 1998, 133)
- RL** Thoreau, Henry David. 1998. *Civil disobedience*. In *A world of ideas: Essential readings for college students*, 5th ed., ed. Lee A. Jacobus, 124-47. Boston: Bedford Books.



Articles from Magazines and Newspapers

An Article from a Magazine:

- N** 1. Christina Gorman, “Why So Many of Us Are Getting Diabetes,” *Time*, November 30, 2003: 24.
- B** Gorman, Christina. “Why So Many of Us Are Getting Diabetes.” *Time*, November 30, 2003.
- PR** (Gorman 2003, 24)
- RL** Gorman, Christina. 2003. “Why so many of us are getting diabetes.” *Time*, November 30, 2003.

An Article from a Newspaper:

Newspapers do not need to be cited in reference lists or bibliographies if they are cited in a parenthetical reference in the text. Newspaper pagination is not constant from one edition to another; therefore, page numbers are not included in newspaper citations. If a newspaper has multiple editions, common in larger newspapers, including the edition in the reference is preferred.

N 1. Rachel Raccuglia, "Local Acupuncturist Saves the Life of Area Kitten," *Kansas City Star*, November 16, 2003, local edition, sec. 1.

PR (Raccuglia 2003)

If, for some reason, you require a bibliographic entry for a newspaper, follow the guidelines for magazine articles above, remembering to include edition and section information, but exclude page numbers.

If a newspaper does not include the name of the city in its title, or the city name alone may not be enough information, include the city information in the title anyway. American cities are italicized and inserted into the title in parentheses; international cities are added after the title and not italicized.

Examples:

American
Hackensack (NJ) Record

International
Guardian (Manchester)



Articles from Journals

Journals can either be paginated sequentially throughout a volume or they can have separate pagination starting with each issue. Though technically an issue number can be excluded if the journal is sequentially paginated, doing so is not recommended. You may omit the issue number if a month or season is included with the year, however.

N 1. Deepika Bahri, "Marginally Off-Center: Postcolonialism in the Teaching Machine," *College English* 59, no. 3 (1997): 277-298.

B Bahri, Deepika. "Marginally Off-Center: Postcolonialism in the Teaching Machine." *College English* 59, no. 3 (1997) 277-298.

PR (Bahri 1997, 277-298)

RL Bahri, Deepika. 1997. Marginally off-center: Postcolonialism in the teaching machine. *College English* 59 (1): 277-298.



An Article from an Online Database:

- N** 1. Robert Bernard Hass, "The Mutable Locus Amoenus and Consolation in Tennyson's *In Memoriam*," *Studies in English Literature (Rice)* 38, no. 4 (1998): 669, <http://search.edpnet.com.ezproxy.mnl.umkc.edu/direct.asp?an=1306508&db=afh>.
- B** Hass, Robert Bernard. "The Mutable Locus Amoenus and Consolation in Tennyson's *In Memoriam*." *Studies in English Literature (Rice)* 38, no. 4 (1998). <http://search.epnet.com.ezproxy.mnl.umkc.edu/direct.asp?an=136508&db=afh>.
- PR** (Hass 1998)
- RL** Hass, Robert Bernard. (1998). The mutable locus amoenus and consolation in Tennyson's *In Memoriam*. *Studies in English literature (Rice)* 38 (4). <http://search.epnet.com.ezproxy.mnl.umkc.edu/direct.asp?An=1306508&db=afh>.

An Article from a Website:

- N** 1. Taegan Goddard, "Poll Suggests Trouble for McCain in 2008," *Taegan Goddard's Political Wire*, http://politicalwire.com/archives/2006/07/19/poll_suggests_trouble_for_mccain_in_2008.html
- B** Goddard, Taegan. "Poll Suggests Trouble for McCain in 2008." *Taegan Goddard's Political Wire*. http://politicalwire.com/archives/2006/07/19/poll_suggests_trouble_for_mccain_in_2008.html
- PR** (Goddard 2006)
- RL** Goddard, Taegan. 2006. Poll suggests trouble for McCain in 2008. *Taegan Goddard's political wire*. http://politicalwire.com/archives/2006/07/19/poll_suggests_trouble_for_mccain_in_2008.html

