Sample Format for Chicago/Turabian Style

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Writing 101

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The University of Chicago's style of citation, outlined in *The Chicago Manual of Style, 17ᵗʰ ed. (*2017), provides a set of formatting and citation guidelines for professional writers publishing work in history, humanities, and the arts. Kate Turabian later published a guide to Chicago Style for use by students, which breaks down the elements of Chicago for non-professioals. Instructors in history and various humanities courses often require students to use Chicago/Turabian format in their essays. This format has many of the same basic features as other academic styles; papers formatted in Chicago/Turabian should use Times New Roman 12-point font, one-inch margins, double-spacing, and page numbers.

Unlike in MLA and APA, Chicago/Turabian specifies that page numbers should begin *after* the title page. For instructions on changing page number settings in the word processing program you use, Google "How to start numbering with page 2."

Just as with all documentation styles, you must provide references for any information you draw from an outside source, whether this information is quoted, summarized or paraphrased. Chicago/Turabian requires that numbered citations be placed at the bottom of the page on which cited information appears (footnotes) *or* in a numbered list at the end of the paper (endnotes). Check with your instructor for his or her preference. (Note that Chicago style permits the use of an alternative author-date in-text citation system, similar to APA, but few instructors use this method.) In addition to notes, Chicago/Turabian requires the inclusion of a bibliography, which is an alphabetized list of all sources appearing at the end of the paper. Some instructors require you to include footnotes or endnotes but no bibliography; make sure to follow any special directions your instructor provides.

Now let's look at how to integrate a quotation, such as this one by S.E. Hinton: "Man, if I had known it would make you be funny, I would have got shot a long time ago."[1] Notice the superscript number "1" right after the quotation? The source is identified below in a footnote

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1. S.E. Hinton, *Some of Tim's Stories* (New York: Penguin Group, 2007), 65.

using the same number (not in superscript format) to provide the author's name, book title, publishing information, and the page number the quote was taken from. Make sure the notes are also in 12 pt. Times New Roman, are single spaced, indented one-half inch and have a double space in between them. Word offers a footnote formatting feature. Now let's say this book is cited again in your essay, as represented by the following quotation: "Anyone can mouth a cliché. Classic is taking something everyone feels and putting it so true, so different, so right, it's the best way anyone could say it."[2] Instead of including all the publication information a second time, you would use a shortened form of the note, as demonstrated at the bottom of this page in footnote 2.

The next source we will quote is an example of a source that has two authors: "This section describes the basic guidelines for making present-tense verbs agree with their subjects."[3] For sources with two or three authors, include both authors' names along with the rest of the required information. If a source has *more* than three authors, simply put the first author's name in the citation, followed by the Latin term "et al." which means "and others." For example, the article from which the following sentence is quoted has six authors: "Research to date has identified a number of key constructs that operate in the development and maintenance of compulsive exercise in eating disorders."[4] Notice that the footnote for this quotation only includes the first author's name followed by "et al."

When citing information from a peer-reviewed journal article found online, include the author, title of the article, and the journal, followed by the issue number, volume number, year, and page number. Also include a DOI (Digital object identifier) code if given, or a URL if no DOI is given. The following quote comes from an article published in a peer-reviewed journal:

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2. Hinton, *Some of Tim's Stories,* 26.

3. Diana Hacker and Nancy Sommers, *A Writer's Reference*, 7th ed. (Boston, MA: Bedford/St. Martin's, 2011), 175.

4. Melissa Noetel, et al., "A Clinical Profile of Compulsive Exercise in Adolescent Inpatients with Anorexia Nervosa," *Journal of Eating Disorders* 4, no 1 (2016): 4, doi: 10.1186/s40337- 016-0090-6, 60.

"Coover's conflation of fairy-tale conventions in the novel *Stepmother* rewrites female roles in popularized fairy tales by complicating the situations and motivations of the female characters."[5] Avoid ending a paragraph with a quotation. It is good practice to follow every quotation you include with some explanation, analysis, or response that helps the reader understand how the quote supports your ideas.

These examples show how to cite a few basic types of sources, but you will likely use other types of sources in your research, including government documents, films, lectures, and works of art. For detailed explanations and examples of how to cite specific types of sources, consult either the *Chicago Manual of Style,* 17th edition (2017) or *A Manual for Writers of Research Papers, Theses, and Dissertations: Chicago Style for Students and Researchers*, 8th edition, by Kate L. Turabian. Many other writing handbooks, such as *A Pocket Guide to Writing in History* (2015), 8th edition, by Mary Lynn Rampolla, contain overviews of how to cite the most common types of sources.

Instead of a Works Cited page, Chicago style uses a Bibliography page. Check with the instructor to determine if *all sources consulted* should be listed, or *only those directly referenced* in your paper. Bibliography entries contain similar content to the footnotes but are presented in a slightly different format, as described in the following excerpt from the University of Wisconsin-Madison's online handbook:

1. Notes are numbered; sources are alphabetized. The author's last name appears first (Smith, Betty) in a bibliography.
2. Notes use commas and parentheses to separate items; a bibliography uses periods.
3. Use a single space after a period.
4. Notes indicate specific pages from which you took information; a bibliography lists entire books or a complete chapter to which you referred.[6]

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5. Christy Williams, "The Stepmother as Fairy-Tale Heroine," *Marvels & Tales* 24, no. 2 (2010): 255-71. http://digitalcommons.wayne.edu/marvels/vol24/iss2/4. 62.

6. "A Guide to Chicago or Turabian Documentation Style," *The Writing Center at The University of Wisconsin-Madison,* June 12, 2013, http://writing.wisc.edu/Handbook/PDF/ chicago_turabian_uwmadison_writingcenter_june2013.pdf.

The first line of each note is indented 5 spaces and subsequent lines return to the left margin.

The first line of a bibliographic entry begins at the left margin and all the other lines are

indented 5 spaces. The above list illustrates the Chicago style format for a block quotation,

which is the format you should use when citing a quotation that is longer than four lines. When

setting up a block quotation, do not use quotation marks. Single space the quotation and indent

the entire block of text one-half inch from the left margin.

  This sample paper is not meant to be an exhaustive explanation of using the format, but

only to provide an introduction to using Chicago style. Other resources are available in print and

online to assist you. As with any style of documentation, you may need to look up details about

how to use the format often at first, but will grow more confident as you use it.

Bibliography

Central Intelligence Agency, *Penetrating the Iron Curtain: Resolving the Missile Gap with Technology*, edited by Joan Bird and John Bird. Washington, D.C.: John F. Kennedy Presidential Library and Museum, 2013. https://www.cia.gov/library/publications/cold-war/resolving-the-missile-gap-with-technology.

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The Writing Center at the University of Wisconsin-Madison. "A Guide to Chicago or Turabian Documentation Style." *The Writing Center at the University of Wisconsin-Madison.* June 12, 2013. http://writing.wisc.edu/Handbook/PDF/chicago_turabian_uwmadison_writingcenter_june2013.pdf.

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