Chicago (Turabian) Citations

Chicago is a "standard" style for citing sources in research papers in some history and technical writing courses, but your instructor may prefer you to use another style. Please check into this before you do your first assignment.

The examples below show common types of citations. For further examples, consult The Chicago Manual of Style (REF Z 253 .U69), available in all campus libraries.

Note that this style is sometimes referred to as Turabian style, which is a modified version of Chicago style, outlined in A Manual for Writers of Term Papers, Theses, and Dissertations by Kate Turabian (REF Z 253 .T87).

How Chicago Works...

The Chicago style, sometimes called "documentary note" or "humanities style," uses notes for citations. You place notes at the bottom of the page (as footnotes) or at the end of the paper (on a page called Endnotes). Notes are consecutively numbered throughout the paper (1, 2, 3, etc.). The first note for any work includes full details about the work. Subsequent notes about the same work can be shorter.

Since these notes usually include all of the information about a work, you may not need to include a separate Bibliography - but if a Bibliography is required by your instructor, it will be easy to create. Simply rearrange the works cited in your "notes" this way: (1) invert the first author's name; (2) separate elements of the citation with periods, instead of commas; (3) arrange the list in alphabetical order and format it with hanging indents. The Bibliography can also be called a Reference List, Sources Consulted, Works Cited, or Selected Bibliography -- but Bibliography is the preferred term in CNC history courses, and this handout shows how entries would look on a Bibliography page.

Setting up your paper

- **Paper**: normal letter size paper
- **Margins**: 1” (2.54 cm) all around, right margin not justified
- **Header and Paging**: Add your last name and page number on the top right of each page, 1/2” (1.27 cm) down.
- **Spacing**: Double-space the text of your paper; single-space citations (Footnotes, Endnotes, Bibliography).

**Helpful hints**

- On the Bibliography page, list citations in alphabetical order by the author's last name, or (if no author) by title
- Use the full names of authors: Dixon, Roger (not Dixon, R.)
Titles of books, journals are in italicics. Titles of articles, chapters, poems, etc. are placed in quotation marks.

Capitalize all words in the title except prepositions (regardless of length), articles (a, an, the) and coordinating conjunctions (and, or, for, nor), unless they are the first or last word in the title or subtitle.

The publisher’s name may be slightly abbreviated by omitting The, Inc., Ltd., Co., etc.

Commas, dashes and semi-colons are followed by a single space; all other punctuation should be followed by two spaces. [CNC convention].

Example:

In-text reference

According to Lower, it was "a travesty of justice."1 In later descriptions of the event, he suggests that the government agent should have known better.2

The numbers refer to notes at the bottom of the page (footnotes) or at the end of the paper (endnotes). Numbers are raised (use the "superscript" format in your word processor). Number the notes sequentially, 1, 2, 3, etc. for each new note. The main text of your paper is double-spaced.

Footnote or Endnote

2. Lower, 425.

or later reference

4. Lower, 482.

The first note includes a full description of the work; in later notes the use of ibid. is now discouraged in favor of shortened citations. Subsequent citations of the same work use the last name followed by comma then page. Most elements (author, title, etc.) are separated by commas. Page numbers are included to show which page the quote or paraphrase was taken from. The notes are single-spaced, with the first line indented five spaces.

Bibliography


In the Bibliography, the author's name is reversed, elements are separated by periods instead of commas, and the entry is indented using a reverse (hanging) indent.

(Optional) Reference List – Author-Date format

As noted on page 1, instructors usually ask for a Bibliography - but if you are asked for a Reference List (a list of only those sources you are citing in the text), use the author-date format.

Book by One Author (Chicago Manual of Style, section 14.75)


- **Format**: Author. **Title**: Subtitle. **Place**: Publisher, Date.

Book by Two or Three Authors (14.76)


Book by More than Three Authors (14.76)

- List all authors in the Bibliography. In the Footnote/Endnote, list only the first author followed by “et al.” which means “and others.” E.g. Lopez, Geraldo, et al.


Online books (14.161)

- For online books in CNC Library databases, it’s preferable to use a stable URL or if provided the DOI (Digital Object Identifier) which is a string of numbers and letters permanently applied to an article or an E-book.


• For books that are posted freely online, add the URL


**Freely available electronic editions of older works (14.162)**

• When possible, choose a copy of a work that has scanned pages for purposes of citation, and include relevant original publication details.


**Anonymous work (14.79)**


• If the author or editor is unknown, the note of bibliography entry should normally begin with the title.

**Translation (14.104)**


**Edited books (14.104)**


**Article or chapter within an edited book (14.107)**


• Indicate which book it is "In" and include page numbers for the article or chapter.
Editions (14.113)


Encyclopedia or dictionary print version (14.232)


- For items in an encyclopedia, dictionary, or other alphabetically arranged work, cite the item, in quotes (not the volume or page number), preceded by s.v. (*Sub verbo,* which tells the reader to look “under the word”).

- Publisher information (Place: Publisher, Date) can be left out for well-known reference works. If the place of publication is not well known or could be confused with another place with the same name then add the province or state abbreviation after the city.

Online dictionary or encyclopedia (14.233-14.234)


- For online reference resources such as Wikipedia include publication date or revision date. Time stamps may be included for frequently updated resources.


Article in an online library database (14.175)

- For articles from databases you are using in the library, you can enter the DOI to the article or the permalink.

Example with DOI

Example with URL


Article in an online journal, magazine, or newspaper (14.175-14.191)

**Journal (14.175)**


**Magazine (14.188)**


**Newspaper (14.191)**


Article in a print journal (14.171-14.174)


Article in a print magazine (14.170-14.171)


Article in a printed newspaper (14.198)


- Newspaper articles are not usually cited in bibliographies.
Government document


- Format: Province or State Name. Name of Agency. Title. Place: Publisher, Date.

Corporate authors (organization) (14.84)


Book reviews (14.202)


Online documents from a website


Items reprinted in Coursepacks

- Coursepacks include reprinted items from other sources. Cite the original source as you normally would and then add information about the reprint. Reprint information should include the title, course number and dates of the course (this information is usually presented on the title page of the coursepack), along with page numbers (if the coursepack has its own continuous paging).

Conference paper (14.217)


Lecture, in person or online (14.217)


- **Format**: Author. “Title of the Lecture.” The Meeting Title. The Sponsoring Organization (if given). Location. Day Month Year.
- If a lecture is unpublished and will not be published, it is necessary to only cite the lecture in the text of the paper. For example, you may say this in your paper: *During a class lecture on October 15, 2001, Dr. Jane Brown noted that…*

Streaming Video (14.267)


Blogs (14.208)


- For blogs, cite the author, the entry title, the blog title, and the URL. Add the word blog in parenthesis following the blog title, unless the word blog appears in the title itself. Blogs that are part of a larger publication (New York Times) should include the name of that publication.

Social Media Post (14.209)

College of New Caledonia Library. “Congratulation to all graduating students!” Facebook, June 5, 2018. https://www.facebook.com/CNCLibrary/?ref=nf&hc_ref=ARShnAfUAGwCWJUk_R1qPEXSi boyHucjgqr2VZ1CFBa5j_JtA9yQkV8xVaVH9FX04Q8.

Unpublished Interview (14.211)


Unpublished interviews are best cited in text or notes.
Published Interview (14.213)


- Format: Interviewee’s name. Interview by Interviewer’s Name. Date of Interview. URL or similar identifier.

Personal communications (14.214)


- Note: In Chicago Manual of Style, personal communications only need to be cited in the text. Cite author of communication, format, and date.

Film (14.265)


Sound Recording (14.263)


- Musical recordings can be listed separately in a discography preceding the bibliography or as an appendix.

Artwork (14.235)


- Format: Artist. Title in italics, date of creation or completion, followed by information about the medium and the location of the work. For works consulted online add a URL.

Web site or page (14.205-14.209)


• **Format:** Organization or Author Name. “Title of the Web Site or Page”. Publisher, Date posted. Date Accessed only if content is expected to change or move. URL.

**Other Types of Works**

- Canadian legal cases and statutes (14.294-14.295)
- Classical works (14.247-14.252)
- The Bible and other sacred works (14.238-14.241)
- Poetry and plays in English (14.253-14.254)
- Multimedia apps, video games (14.268)
Bibliography


