## Kate L. Turabian’s

## Manual for Writers of Research Papers, Theses, and Dissertations

## <http://www.press.uchicago.edu/books/turabian/turabian_citationguide.html>

(Jump to [APUS’ Online Library’s Chicago Manual of Style/Turabian Sheet Guide](#APUS_Online_Library_Chicago_Turabian) below)

#### Turabian Quick Guide

Kate L. Turabian’s Manual for Writers of Research Papers, Theses, and Dissertations presents two basic documentation systems, notes-bibliography style (or simply bibliography style) and parenthetical citations–reference list style (or reference list style). These styles are essentially the same as those presented in [The Chicago Manual of Style](http://www.chicagomanualofstyle.org/), 15th edition, with slight modifications for the needs of student writers.

Bibliography style is used widely in literature, history, and the arts. This style presents bibliographic information in footnotes or endnotes and, usually, a bibliography.

The more concise reference list style has long been used in the physical, natural, and social sciences. In this system, sources are briefly cited in parentheses in the text by author’s last name and date of publication. The parenthetical citations are amplified in a list of references, where full bibliographic information is provided.

Below are some common examples of materials cited in both styles. **Each example is given first in bibliography style (a note [N], followed by a bibliographic entry [B]) and then in reference list style (a parenthetical citation [P], followed by a reference list entry [R]).** For a more detailed description of the styles and numerous specific examples, see chapters 16 and 17 of Turabian’s Manual for bibliography style and chapters 18 and 19 for reference list style. If you are uncertain which style to use in a paper, consult your instructor.

Online sources that are analogous to print sources (such as articles published in online journals, magazines, or newspapers) should be cited similarly to their print counterparts but with the addition of a URL and an access date. For online or other electronic sources that do not have a direct print counterpart (such as an institutional Web site or a Weblog), give as much information as you can in addition to the URL and access date. The following examples include some of the most common types of electronic sources.

###### Book

#### One author

**N: 1. Wendy Doniger, *Splitting the Difference* (Chicago: University of Chicago Press, 1999), 65.**

**B: Doniger, Wendy. *Splitting the Difference*. Chicago: University of Chicago Press, 1999.**

**P: (Doniger 1999, 65)**

**R: Doniger, Wendy. 1999. *Splitting the difference*. Chicago: University of Chicago Press.**

#### Two authors

**N: 6. Guy Cowlishaw and Robin Dunbar, *Primate Conservation Biology* (Chicago: University of Chicago Press, 2000), 104–7.**

**B: Cowlishaw, Guy, and Robin Dunbar. *Primate Conservation Biology*. Chicago: University of Chicago Press, 2000.**

**P: (Cowlishaw and Dunbar 2000, 104–7)**

**R: Cowlishaw, Guy, and Robin Dunbar. 2000. *Primate conservation biology.* Chicago: University of Chicago Press.**

#### Four or more authors

**N: 13. Edward O. Laumann et al., *The Social Organization of Sexuality: Sexual Practices in the United States* (Chicago: University of Chicago Press, 1994), 262.**

**B: Laumann, Edward O., John H. Gagnon, Robert T. Michael, and Stuart Michaels. *The Social Organization of Sexuality: Sexual Practices in the United States.* Chicago: University of Chicago Press, 1994.**

**P: (Laumann et al. 1994, 262)**

**R: Laumann, Edward O., John H. Gagnon, Robert T. Michael, and Stuart Michaels. 1994. *The social organization of sexuality: Sexual practices in the United States.* Chicago: University of Chicago Press.**

#### Editor, translator, or compiler instead of author

**N: 4. Richmond Lattimore, trans., *The Iliad of Homer* (Chicago: University of Chicago Press, 1951), 91–92.**

**B: Lattimore, Richmond, trans. *The Iliad of Homer.* Chicago: University of Chicago Press, 1951.**

**P: (Lattimore 1951, 91–92)**

**R: Lattimore, Richmond, trans. 1951. *The Iliad of Homer.* Chicago: University of Chicago Press.**

#### Editor, translator, or compiler in addition to author

**N: 16. Yves Bonnefoy, *New and Selected Poems,* ed. John Naughton and Anthony Rudolf (Chicago: University of Chicago Press, 1995), 22.**

**B: Bonnefoy, Yves. *New and Selected Poems.* Edited by John Naughton and Anthony Rudolf. Chicago: University of Chicago Press, 1995.**

**P: (Bonnefoy 1995, 22)**

**R: Bonnefoy, Yves. 1995. *New and selected poems.* Ed. John Naughton and Anthony Rudolf. Chicago: University of Chicago Press.**

**Chapter or other part of a book**

**N: 5. Andrew Wiese, “‘The House I Live In’: Race, Class, and African American Suburban Dreams in the Postwar United States,” in *The New Suburban History,* ed. Kevin M. Kruse and Thomas J. Sugrue (Chicago: University of Chicago Press, 2006), 101–2.**

**B: Wiese, Andrew. “‘The House I Live In’: Race, Class, and African American Suburban Dreams in the Postwar United States.” In *The New Suburban History,* edited by Kevin M. Kruse and Thomas J. Sugrue, 99–119. Chicago: University of Chicago Press, 2006.**

**P: (Wiese 2006, 101–2)**

**R: Wiese, Andrew. 2006. “The house I live in”: Race, class, and African American suburban dreams in the postwar United States. In *The new suburban history,* ed. Kevin M. Kruse and Thomas J. Sugrue, 99–119. Chicago: University of Chicago Press.**

**Chapter of an edited volume originally published elsewhere (as in primary sources)**

**N: 8. Quintus Tullius Cicero. “Handbook on Canvassing for the Consulship,” in *Rome: Late Republic and Principate,* ed. Walter Emil Kaegi Jr. and Peter White, vol. 2 of *University of Chicago Readings in Western Civilization,* ed. John Boyer and Julius Kirshner (Chicago: University of Chicago Press, 1986), 35.**

**B: Cicero, Quintus Tullius. “Handbook on Canvassing for the Consulship.” In *Rome: Late Republic and Principate,* edited by Walter Emil Kaegi Jr. and Peter White. Vol. 2 of *University of Chicago Readings in Western Civilization,* edited by John Boyer and Julius Kirshner, 33–46. Chicago: University of Chicago Press, 1986. Originally published in Evelyn S. Shuckburgh, trans., *The Letters of Cicero,* vol. 1 (London: George Bell & Sons, 1908).**

**P: (Cicero 1986, 35)**

**R: Cicero, Quintus Tullius. 1986. Handbook on canvassing for the consulship. In *Rome: Late republic and principate,* edited by Walter Emil Kaegi Jr. and Peter White. Vol. 2 of *University of Chicago readings in western civilization,* ed. John Boyer and Julius Kirshner, 33–46. Chicago: University of Chicago Press. Originally published in Evelyn S. Shuckburgh, trans., *The letters of Cicero,* vol. 1 (London: George Bell & Sons, 1908).**

**Preface, foreword, introduction, or similar part of a book**

**N: 17. James Rieger, introduction to *Frankenstein; or, The Modern Prometheus,* by Mary Wollstonecraft Shelley (Chicago: University of Chicago Press, 1982), xx–xxi.**

**B: Rieger, James. Introduction to *Frankenstein; or, The Modern Prometheus,* by Mary Wollstonecraft Shelley, xi–xxxvii. Chicago: University of Chicago Press, 1982.**

**P: (Rieger 1982, xx–xxi)**

**R: Rieger, James. 1982. Introduction to *Frankenstein; or, The modern Prometheus,* by Mary Wollstonecraft Shelley, xi–xxxvii. Chicago: University of Chicago Press.**

**Book published electronically**

**N: 2. Philip B. Kurland and Ralph Lerner, eds., *The Founders’ Constitution* (Chicago: University of Chicago Press, 1987), http://press-pubs.uchicago.edu/founders/ (accessed June 27, 2006).**

**B: Kurland, Philip B., and Ralph Lerner, eds. *The Founders’ Constitution.* Chicago: University of Chicago Press, 1987. http://press-pubs.uchicago.edu/founders/ (accessed June 27, 2006).**

**P: (Kurland and Lerner 1987)**

**R: Kurland, Philip B., and Ralph Lerner, eds. 1987. *The founders’ Constitution.* Chicago: University of Chicago Press. http://press-pubs.uchicago.edu/founders/ (accessed June 27, 2006).**

**Journal article**

#### Article in a print journal

#### N: 8. John Maynard Smith, “The Origin of Altruism,” *Nature* 393 (1998): 639.

**B: Smith, John Maynard. “The Origin of Altruism.” *Nature* 393 (1998): 639–40.**

**P: (Smith 1998, 639)**

**R: Smith, John Maynard. 1998. The origin of altruism. *Nature* 393: 639–40.**

**Article in an online journal**

**N: 33. Mark A. Hlatky et al., "Quality-of-Life and Depressive Symptoms in Postmenopausal Women after Receiving Hormone Therapy: Results from the Heart and Estrogen/Progestin Replacement Study (HERS) Trial," *Journal of the American Medical Association* 287, no. 5 (2002), http://jama.ama-assn.org/issues/v287n5/rfull/joc10108.html#aainfo (accessed January 7, 2004).**

**B: Hlatky, Mark A., Derek Boothroyd, Eric Vittinghoff, Penny Sharp, and Mary A. Whooley. "Quality-of-Life and Depressive Symptoms in Postmenopausal Women after Receiving Hormone Therapy: Results from the Heart and Estrogen/Progestin Replacement Study (HERS) Trial." *Journal of the American Medical Association* 287, no. 5 (February 6, 2002), http://jama.ama-assn.org/issues/v287n5/rfull/joc10108.html#aainfo (accessed January 7, 2004).**

**P: (Hlatky et al. 2002)**

**R: Hlatky, Mark A., Derek Boothroyd, Eric Vittinghoff, Penny Sharp, and Mary A. Whooley. 2002. Quality-of-life and depressive symptoms in postmenopausal women after receiving hormone therapy: Results from the Heart and Estrogen/Progestin Replacement Study (HERS) trial. *Journal of the American Medical Association* 287, no. 5 (February 6), http://jama.ama-assn.org/issues/v287n5/rfull/joc10108.html#aainfo (accessed January 7, 2004).**

**Popular magazine article**

**N: 29. Steve Martin, “Sports-Interview Shocker,” *New Yorker,* May 6, 2002, 84.**

**B: Martin, Steve. “Sports-Interview Shocker.” *New Yorker,* May 6, 2002.**

**P: (Martin 2002, 84)**

**R: Martin, Steve. 2002. Sports-interview shocker. *New Yorker,* May 6.**

**Newspaper article**

Newspaper articles may be cited in running text (“As William Niederkorn noted in a *New York Times* article on June 20, 2002, . . . ”) instead of in a note or a parenthetical citation, and they are commonly omitted from a bibliography or reference list as well. The following examples show the more formal versions of the citations.

**N: 10. William S. Niederkorn, “A Scholar Recants on His ‘Shakespeare’ Discovery,” *New York Times,* June 20, 2002, Arts section, Midwest edition.**

**B: Niederkorn, William S. “A Scholar Recants on His ‘Shakespeare’ Discovery.” *New York Times,* June 20, 2002, Arts section, Midwest edition.**

**P: (Niederkorn 2002)**

**R: Niederkorn, William S. 2002. A scholar recants on his “Shakespeare” discovery. *New York Times,* June 20, Arts section, Midwest edition.**

**Book review**

**N: 1. James Gorman, “Endangered Species,” review of *The Last American Man,* by Elizabeth Gilbert, *New York Times Book Review,* June 2, 2002, 16.**

**B: Gorman, James. “Endangered Species.” Review of *The Last American Man,* by Elizabeth Gilbert. *New York Times Book Review,* June 2, 2002.**

**P: (Gorman 2002, 16)**

**R: Gorman, James. 2002. Endangered species. Review of *The last American man,* by Elizabeth Gilbert. *New York Times Book Review,* June 2.**

**Thesis or dissertation**

**N: 22. M. Amundin, “Click Repetition Rate Patterns in Communicative Sounds from the Harbour Porpoise, *Phocoena phocoena*” (PhD diss., Stockholm University, 1991), 22–29, 35.**

**B: Amundin, M. “Click Repetition Rate Patterns in Communicative Sounds from the Harbour Porpoise, *Phocoena phocoena.*” PhD diss., Stockholm University, 1991.**

**P: (Amundin 1991, 22–29, 35)**

**R: Amundin, M. 1991. Click repetition rate patterns in communicative sounds from the harbour porpoise, *Phocoena phocoena*. PhD diss., Stockholm University.**

**Paper presented at a meeting or conference**

**N: 13. Brian Doyle, “Howling Like Dogs: Metaphorical Language in Psalm 59” (paper presented at the annual international meeting for the Society of Biblical Literature, Berlin, Germany, June 19–22, 2002).**

**B: Doyle, Brian. “Howling Like Dogs: Metaphorical Language in Psalm 59.” Paper presented at the annual international meeting for the Society of Biblical Literature, Berlin, Germany, June 19–22, 2002.**

**P: (Doyle 2002)**

**R: Doyle, Brian. 2002. Howling like dogs: Metaphorical language in Psalm 59. Paper presented at the annual international meeting for the Society of Biblical Literature, June 19–22, in Berlin, Germany.**

**Web site**

Web sites may be cited in running text (“On its Web site, the Evanston Public Library Board of Trustees states . . .”) instead of in a parenthetical citation, and they are commonly omitted from a bibliography or reference list as well. The following examples show the more formal versions of the citations.

**N: 11. Evanston Public Library Board of Trustees, “Evanston Public Library Strategic Plan, 2000–2010: A Decade of Outreach,” Evanston Public Library, http://www.epl.org/library/strategic-plan-00.html (accessed June 1, 2005).**

**B: Evanston Public Library Board of Trustees. “Evanston Public Library Strategic Plan, 2000–2010: A Decade of Outreach.” Evanston Public Library. http://www.epl.org/library/strategic-plan-00.html (accessed June 1, 2005).**

**P: (Evanston Public Library Board of Trustees)**

**R: Evanston Public Library Board of Trustees. Evanston Public Library strategic plan, 2000–2010: A decade of outreach. Evanston Public Library. http://www.epl.org/library/strategic-plan-00.html (accessed June 1, 2005).**

**Weblog entry or comment**

Weblog entries or comments may be cited in running text (“In a comment posted to the Becker-Posner Blog on March 6, 2006, Peter Pearson noted . . .”) instead of in a note or a parenthetical citation, and they are commonly omitted from a bibliography or reference list as well. The following examples show the more formal versions of the citations.

**N: 8. Peter Pearson, comment on “The New American Dilemma: Illegal Immigration,” The Becker-Posner Blog, comment posted March 6, 2006, http://www.becker-posner blog.com/archives/2006/03/the\_new\_america.html#c080052 (accessed March 28, 2006).**

**B: Becker-Posner Blog, The. http://www.becker-posner-blog.com/ (accessed March 28, 2006).**

**P: (Peter Pearson, The Becker-Posner Blog, comment posted March 6, 2006)**

**R: Becker-Posner blog, The. http://www.becker-posner-blog.com/ (accessed March 28, 2006).**

**E-mail message**

E-mail messages may be cited in running text (“In an e-mail message to the author on October 31, 2005, John Doe revealed . . .”) instead of in a note or a parenthetical citation, and they are rarely listed in a bibliography or reference list. The following example shows the more formal version of a note.

**N: 2. John Doe, e-mail message to author, October 31, 2005.**

**Item in online database**

Journal articles published in online databases should be cited as shown above, under “Article in an online journal.”

**N: 7. Pliny the Elder, *The Natural History,* ed. John Bostock and H. T. Riley, in the Perseus Digital Library, http://www.perseus.tufts.edu/cgi-bin/ptext?lookup=Plin.+Nat.+1.dedication (accessed November 17, 2005).**

**B: Perseus Digital Library. http://www.perseus.tufts.edu/ (accessed November 17, 2005).**

**P: (Pliny the Elder, Perseus Digital Library)**

**R: Perseus Digital Library. http://www.perseus.tufts.edu/ (accessed November 17, 2005).**

**APUS’ Online Library’s Chicago Manual of Style/Turabian Sheet Guide**

<http://www.apus.edu/Online-Library/tutorials/chicago.htm>

Chicago Manual of Style/Turabian Sheet

The Chicago Style Manual was designed for book-length works, while its Turabian offshoot simplifies the approaches for research papers. Both have long been the standard across many fields of study, as well as much of the publishing industry. The texts cover the layout and production gamut--including rules for chapter headings and subheadings, abbreviations, alphabetizing non-English names, and table design/designation. They even proffer an Author-Title or parenthetical approaches similar to APA and MLA. This page, however, calls your attention to the parts of a publication and concentrates on Turabian's traditional Humanities style with its "footnote or endnotes" approach for research papers.

1. **Front matter**--e.g., title page, copyright statement, dedication, table of contents, lists of illustrations or tables, acknowledgements, abstract.
2. **Narrative** with scholarly citations.
3. **Back matter**--endnotes, bibliography, appendices.

**Click here to access the** [University's Simplified Turabian Style Sheet](http://www.apus.edu/Online-Library/tutorials/chicago.htm#University_s_Simplified_Turabian_Style_Sheet)
**Click here to access the** [Chicago Style Manual Online](http://ezproxy.apus.edu/login?url=http://www.chicagomanualofstyle.org)

Historical Note

In the early nineteenth century, America committed to 100% literacy as a social goal. Hordes of readers emerged from new mandatory schooling. The people eagerly embraced a deluge of inexpensive newspapers, magazines, and dime novels. Significant technological advances had produced a revolutionary era of the Mass Press, which included other changes from the birth of propaganda to Style Manuals with Mark-Up or lay out instructions to assist printers. The drives even coalesced with the rise of a "New University." The synthesis poured forth as a spate of new academic presses and professional journals--as well as the lasting scholarly impetus to "publish or perish" syndrome.

In 1906, one of the new mainstays of academic publishing, the University of Chicago Press, formally codified its mechanisms into a budding set of conventions to guide scholarly book output. Over the years, the Chicago Manual of Style would become the become a key reference source and standard for professors and the publishing industry. The manual itself is updated about every ten years and by 2003 already in its fifteenth edition--a mammoth volume of almost 1,000 pages.

University of Chicago dissertation secretary Kate Turabian produced her first Student Manual in 1937 to simplify "Chicago" matters for "term papers, theses, and dissertations." Turabian, as it came to be popularly known, proved the savior for many generations of college students. Indeed, the University of Chicago Press posthumously published her sixth edition--Manual for Writers of Term Papers, Theses, and Dissertations--as a 60th anniversary tribute in 1997. Unfortunately, that version was not updated to cover the Web, and we will have to turn to the parent to supplement those discussions.

## University's Simplified Turabian Style Sheet

### ****A. Article Title Page:****

Turabian recommends starting research papers with a title page. The first page of this front matter is technically number "i," but should not be visible. Instead, the page is composed of the following elements.

|  |
| --- |
|   NAME OF THE UNIVERSITY[Centered in all caps about a third of the way down the page]**TITLE OF THE PAPER**[Bold face, caps, and centered]**Abstract.** [rare option for student papers, but a feature of scholarly publications. Left justify and hold to a paragraph of no more than 150-200 words.]AUTHOR NAMEDepartmentCourse, Course NumberDate of Submission--dd month yyyy    |

### ****B. Page 1****

This page sets the layout scene for the rest of the paper.

* The pagination is in Arabic numbers and centered at the bottom.
* Margins are set at 1" on the top, left and right hand margins. The bottom is at 3/4" to allow for page number placement.
* Start the TITLE of major units (papers, chapters) centered 2" from the top of the page.
* Double or triple space to the first line of text.

**Formatting Hints:**

* Double space the narrative, but single space notes.
* Paragraphs are indented on the first line, left justified, ragged right margin.
* Quotations use "quotation marks" unless they are 5 lines in length --then indent and single space.
* Heading Levels: Are used to visually set off major subsets of the paper in a hierarchical fashion (use your Word Processor's style option to inject machine-readable codes):
	1. **Bold Face and Centered**
	2. ***Bold Face, Italics, and Left Justified***
	3. ***Run in Heading, Italics, and Indented***

[Return to Top](http://www.apus.edu/Online-Library/tutorials/chicago.htm#top)

## ****Citations****

College-level papers are distinguished by standardized notational schema. These display the primary and secondary sources being quoted or used in the construction. Your professors will certainly call for endnotes, but also may request a formal bibliography:

* [**Endnotes/Footnotes**](http://www.apus.edu/Online-Library/tutorials/chicago.htm#notation), the primary focus in Turabian, are used to indicate the source of a quotation, paraphrase, or resources--as well as to add explanations or digressions outside the flow of the main narrative.
* [**Bibliography**](http://www.apus.edu/Online-Library/tutorials/chicago.htm#bibliography) is an optional device at the end of the paper, which highlights the materials cited as a separate, alphabetized list in addition to the endnotes or footnotes.

### ****Endnotes/Footnotes****

#### A. Two Parts of a Citation

1. **Notation Numbering in Text:** Turabian and the Chicago Manual  use sequential Arabic numbers. The numbers are normally collective and at the end of quotations, paraphrased sentences, or paragraphs for collected references. Note numbers:
	* May be in-line, but preferably set in raised [superscript.](http://www.apus.edu/Online-Library/tutorials/chicago.htm#1)1
	* Should come at the end of the paragraph and collectively account for the resources used.  Do not insert for each sentence. The exception is if a short quotation is used within a paragraph. Then cite as appropriate for the information preceding the quotation, the quotation itself (after commas, quotations marks, periods, or other final diacritics), and at the end of the paragraph if needed for subsequent information.
	* Must follow one another in numerical order, beginning with 1 and running continuously throughout the paper.
2. **Note Styles:** Note numbers are linked to descriptive paragraphs in the "back matter" of the paper. These provide formal bibliographic detail on the resources and/or additional commentary or digressions from the text. As the terminology implies, they come in two flavors:
	* **Footnotes** are placed at the bottom of the page and set off below a short, centered line. The notes are indicated by corresponding superscript numbers to the indicators in the text. Note: Footnotes are increasingly an atavism in the era of the endless scrolling Web page.
	* **Endnotes** are part of the back matter and the normal respite for research papers. Endnotes start on a new page, which is headed by a separator--a short, centered or left justified line and below that the "**Endnote**" header--

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**Endnotes**

#### *****B.  General Features*****

Footnotes and endnotes share the same layout. Notes begin with corresponding Note Number, which may be in superscript or in a normal placement. Notes are separated by a blank line, but single-spaced internally. The first line is preferably indented, but subsequently align at the left margin. Commentary should be written in normal English and in complete sentences. The following introduces some of the basic conventions:

* **Authors**--List in first/given and last/surname order--e.g., John Jones, Mary Smith.
	+ ---. Multiple works by the same author are indicated by three hyphens.
	+ Give the complete names of no more than three authors.
	+ With more than three authors, provide only the first author and add "et. al." to cover the others.
* **Editor** add the abbreviation "ed." or, if more than one, "eds."
* **If No Editor or Author**--use Title to start the citation. Note: For Web sites, the owner of the site may be substituted.
* ***Italics*** for book and journal titles [Note: underlining option is used to indicate italics to a printer]: The Love of Sharks or Journal of American Poetry.
* "**Quotation marks**" for articles or poems within a larger work.
* **Capitalize** the first word and all major words in the title:subtitle--but not articles, short prepositions, or conjunctions.
* **Dates--**Turabian employs dd mm yyyy convention: e.g., 28 May 1946.
* **(Parentheses)** hold publication information.

#### C.  Sample Notations--Genre

* **Books:** Author's first and last name, Title (Place of Publication: Publisher, Year), page numbers--e.g.,
23. Fred Stielow, Creating Virtual Libraries (New York: Neal Schuman Publishers, 1999), 68.
	+ **Book Review**: James K. Rockland, Review of The American Dream, by Jonathan Davies. History Journal 12, no. 1 (22 April 2000): 32-33.
	+ **Thesis or Dissertation**: Frederick J. Stielow, "Isolation and Development on a Gulf Coast Island: Grand Isle, Louisiana, 1760-1962," (Bloomington, IN: Indiana University Ph.D. diss., 1977), 186.
* **Dictionaries and Encyclopedias (including Wikipedia--**which is universally decried by your professors**):** These are normally not noted or included in a bibliography. Turabian does not considered such genre of scholarly merit.
* **Government Documents:** Author also comes first and is typically the government agency [Note: requires sufficient depth to clearly indicate the office within its hierarchy], Title or "Title" depending on length, preparers if known, (Publication Information--typically: Washington, DC: GPO, Year), page.
	+ Congress, Senate, Committee of Foreign Relations, U.S. Scholarship Program for Developing Countries (Washington, D. C.: GPO, 1984), 7.
	+ Note: Government Document citation can become quite complicated: e.g.--House Committee on Interior and Insular Affairs, Subcommittee on energy and the Environment, International Proliferation of Nuclear Technology, report prepared by Warren H. Donnelley and Barbara Rather, 94th Cong., 2nd sess., 1976, Committee Print 15, 5.
* **Magazines**: Author, "Title, Magazine Title, volume or issue number (Date: dd mm yyyy), page #-page#.
* **Newspaper Articles**: These type of citations are listed in the Notes, but the Chicago Manual indicates without pagination because of the prospect of variations from different editions. In addition, such resources are not included in the Bibliography. The format calls for: Author, "Title," Newspaper Title, dd mm yyyy.
22. John Moyers, "The Hunt for Osama," Washington Post, 14 June 2005.
* **Scholarly Journals** call for the Author, "Title," Journal Title Volume# (Date: mm yyyy, or yyyy): page#-page#.
2. Karen Kapinski, "Caring for the Lost Historian," Journal of Social Activism 15 (March 1991): 101-124.
* **Web Pages/Electronic Documents**: See further discussion in [Bibliography](http://www.apus.edu/Online-Library/tutorials/chicago.htm#bibliography).Web pages start with standard citation format and then add site address and capture date-- http//web-address (accessed dd month year); [or URL: date.]. As indicated in the Manual's Quick Citation Guide:

Web sites may be cited in running text (“On its Web site, the Evanston Public Library Board of Trustees states . . .”) instead of in an in-text citation, and they are commonly omitted from a bibliography or reference list as well. The following examples show the more formal versions of the citations. If an access date is required by your publisher or discipline, include it parenthetically at the end of the citation, as in the second example below.

11. Evanston Public Library Board of Trustees, “Evanston Public Library Strategic Plan, 2000–2010: A Decade of Outreach,” Evanston Public Library, http://www.epl.org/library/strategic-plan-00.html.

11. Evanston Public Library Board of Trustees. “Evanston Public Library Strategic Plan, 2000–2010: A Decade of Outreach.” Evanston Public Library. http://www.epl.org/library/strategic-plan-00.html (accessed June 1, 2005).

### Select Bibliography

You may be required to add a bibliography of the sources used for your text. Technically, this section is called a "Select Bibliography." Entries are similar to those in footnotes or endnotes, but the organization is an alphabetic array by last name of the author and the punctuation switches in favor of periods (.).

#### A. General Features

* **SELECT BIBLIOGRAPHY** heading is centered at the top of a new page after the Endnotes.
* Alphabetize entries by inverting the lead author's last name, first name
	+ ---. Multiple works by the same author are indicated by three hyphens.
	+ Give the names of up to three authors follow the initial author in normal first-last name sequence.
	+ With more than three authors, give only the first author and add "et. al." to cover the others.
* Use italics for book and journal titles: The Love of Sharks or Journal of American Poetry.
* Use "quotation marks" for articles or poems within a larger work.
* Periods replace commas or other diacritics in most places to clearly distinguish classification areas.
* Capitalize the first word and all major words in the title:subtitle--but not articles, short prepositions, or conjunctions.

#### B. Sample Notation--Print Media

* **Books:** Author last name, first. Title. Place of Publication: Publisher, Year. Stielow, Frederick. Creating Virtual Libraries. New York: Neal-Schuman Publishers, 1999.
	+ Chapter, poem, short story by different author in an edited work: Author of Story. "Title of Story." Title of Book. Name of Editor. Edition [if given]. City of Publication: Publisher, Year. Page numbers.
* **Government Documents--**Author (or agency). Title (edition, or statement - if any). Place of publication: Publisher, Date.(Series elements - if any). (Notes - if any). See the University of Memphis' "[Brief Guide to Citing Government Publications](http://www.memphis.edu/govpub/citweb.php)"
* **Newspaper/Magazine Article:** Author last name, first. "Title of Article." Title of Periodical Day Month Year: pages--e.g., Wallis, Claudine. "Inside the Autistic Mind." Time 15 May 2006: 42-48.
* **Scholarly Journal:** Author(s). "Title of Article." Title of Journal Volume:Issue (Year): pages--e.g., Allen, Emily. "Staging Identity: Frances Burney's Allegory of Genre." Eighteenth-Century Studies 31:2 (1998): 433-51.

#### *****C. Web Page & Electronic Material Citations*****

* Electronic materials and Web sources follow the same form as printed materials,
* If the material is a distinct type of offline entity, however, identify the storage medium after the Title in [brackets]--e.g., [CD-ROM], [DVD].
* If you cannot determine the specific author, you are allowed to use the name of the owner of the site.
* Web page citations call for adding the URL and (accessed date) to the end of the citation--http//web-address (accessed dd month year). [or URL: date.]
* E-mail is listed in a note, but not in the Bibliography. According to the Chicago Manual, "References to conversations (whether face-to-face or by telephone) or to letters, e-mail messages, and the like received by the author are usually run into the text or given in a note." (p. 706)

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## Additional Resources

Turabian and the Chicago Manual are well covered on the Web.

* **Citation Models**
	+ Diana Hacker's [Chicago Style Model Notes and Bibliography Entries](http://www.dianahacker.com/resdoc/p04_c10_s2.html)
	+ Dr. Abel Scribe Guide, [Short Version of Chicago Manual](http://www.docstyles.com/cmsguide.htm)
	+ University of Southern Mississippi, [Turabian Style Guide](http://www.lib.usm.edu/help/style_guides/turabian.html)
* **Automated Generators**
	+ [RefWorks](http://www.apus.edu/Online-Library/tutorials/refworks.htm)--a web-based application the library subscribes to that is designed to help you easily collect, organize, store, and cite information.
	+ [Ottobib](http://ottobib.com/), Automatically converts from ISBNs (International Standard Book Number) to APA, MLA, Chicago Bibliographic style
	+ [Zotero](http://www.zotero.org/)--download the free Firefox plugin to collect, organize, and cite sources you find on the free web, in the library catalog, and in library databases.

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**Endnotes**

1. For Web-writing purposes, superscript numbers are not necessary. If you wish to use them, the HTML code for superscript on the Web is #. Microsoft Word is easier. First position your cursor where you wish the reference number--Then

a. Click on the Insert menu, Reference and Footnote.
b. The Footnote and Endnote dialog box appears.
c. Select either Footnotes or, preferably, Endnotes.
d. Click **Insert** at the bottom of the box to engage.
e. Word inserts the number and opens the correspondent note field for your completion.

Below is an excerpt from the online version of the Chicago Manual of Style explaining how to use "Ibid" correctly:

**16.47“Ibid.”**

The abbreviation ibid. (from ibidem, “in the same place”) refers to a single work cited in the note immediately preceding (but see also [14.29](http://www.chicagomanualofstyle.org.ezproxy1.apus.edu/16/ch14/ch14_sec029.html)). It must never be used if the preceding note contains more than one citation. It takes the place of the name(s) of the author(s) or editor(s), the title of the work, and as much of the succeeding material as is identical. If the entire reference, including page numbers or other particulars, is identical, the word ibid. alone is used (as in example 7 below). The word ibid. (italicized in this paragraph only because it is a word used as a word—see [7.58](http://www.chicagomanualofstyle.org.ezproxy1.apus.edu/16/ch07/ch07_sec058.html)) is set in roman and followed by a period.

5. Farmwinkle, Humor of the Midwest, 241.
6. Ibid., 258–59.
7. Ibid.
8. Ibid., 333–34.
9. Losh, Diaries and Correspondence, 1:150.
10. Ibid., 2:35–36.
11. Ibid., 2:37–40.

To avoid a succession of ibid. notes, the page numbers in examples 6–8, 10, and 11 above might be run into the text in parentheses (see [13.64](http://www.chicagomanualofstyle.org.ezproxy1.apus.edu/16/ch13/ch13_sec064.html)).