

Turabian Mini-Manual

The Chicago Manual of Style: The Essential Guide for Writers, Editors, and Publishers is an all-inclusive manual for style. The seventh edition of Kate L. Turabian's *A Manual for Writers of Term Papers, Theses, and Dissertations* is specifically directed to students and researchers of academic papers. Turabian styles are essentially the same as those presented in *The Chicago Manual of Style*, 15th edition, with slight modifications for the needs of student writers.

Turabian's manual has a detailed index, and this will usually be the fastest way to find any detailed information you need.

Turabian Styles

Within Turabian, there are two different styles of documentation: **Style I** uses footnotes/endnotes and a bibliography (simply called *bibliography style*). Bibliography style is used widely in literature, history, and the arts. This style presents bibliographic information in footnotes or endnotes and, usually, a bibliography.

Style II uses parenthetical citations and a reference list (simply called *reference list style*). This style has long been used in the physical, natural, and social sciences.

When an instructor requires that you use Chicago or Turabian style (instructors will use these terms interchangeably), be sure to ask the instructor **which** Chicago/Turabian style to use.

In **Style I (bibliography style)**, the footnotes and endnotes (**N**) should correspond with the bibliography (**B**) at the end of the paper.

The number of the note should correspond with the number at the point in text where the note is introduced. Numbers, both in text and in footnotes, should be in Arabic numerals and raised slightly above the line (superscript).

Some instructors may expect you to give full bibliographical data in each note (N), but in most cases you can give the complete citation the first time you cite a work and a shortened one in subsequent notes. A shortened note should include enough information to find the full citation in your bibliography or in an earlier note. The two main choices for shortened notes are **author-only** notes and **author-title** notes. The author-only note

includes the author's last name followed by a comma and page numbers and ended with a period. The author-title citation adds a shortened title composed of up to four distinctive words from the full title. Use a comma to separate the author and the shortened title, and print the title with italics or quotation marks as you would in a full note.

Ibid.

Ibid., from the Latin term *ibidem*—"in the same place"—can be used to shorten a citation to a work whose bibliographical data appear in the immediately previous note appearing on the same page. In notes, *ibid.* should be capitalized but not italicized.

Since *ibid.* is an abbreviation, it must end with a period; if the citation includes a page number, put a comma after *ibid.* If the page number of a reference is the same as in the previous note, do not include a page number after *ibid.*

An example of this is

1. Wendy Doniger, *Splitting the Difference* (Chicago: University of Chicago Press, 1999), 65.
2. *Ibid.*, 67
3. *Ibid.*

In **Style II (reference list style)**, parenthetical citations (**P**) are keyed to a list of references (**R**) at the end of the paper in alphabetical order by authors' last names. This format uses the author-date system for in-text citations. Cite sources by enclosing in parentheses the author's last name and the year of publication immediately after the borrowed material. If page numbers are required for a specific citation, they follow the date of publication and are separated by a comma. The citation appears just before a mark of punctuation.

Citations help guard against implications of plagiarism.

In this manual, for ease of use, we have combined the four citations according to the type of source. **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]).** Sample pages for each appear in the final section.

LAYING OUT FOOTNOTES--Spacing Indentation, Placement of Footnote Numerals:

Separate text and footnotes with a twenty-space rule--that is, strike the key for underlining twenty times, beginning at the left-hand margin on the first line beneath the text. The first line of the footnote material begins on the third line below text.

Footnotes must be placed or at least begin on the page they are referred to.

Indent the first line of each footnote the same number of spaces as the paragraph indentation in the text. Type the footnotes single-space, but use double-space between notes.

Place the footnote numeral slightly above the line--never a full space. In Word®, this can be accomplished by using the Insert Footnote or Insert Endnote command.

Documenting Your Sources

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.

If there is another work of the same date that would also be abbreviated in the same way, but has a different combination of authors or a different title, use all of the names or an abbreviated version of the title.

If a book, pamphlet, or Web site does not supply the name of an author and is published or sponsored by a corporation, government agency, association or other named group, then the name of the group serves as the author.

Works published by the same author in the same year are arranged alphabetically by title in the reference list and are assigned letters accordingly for use in in-text citations.

Typing Your Paper in Style I

Use the following guidelines in preparing your paper in

Style I, the parenthetical style.

MARGINS: Leave a margin of at least one inch on each of the four sides of the sheet. Some institutions require more than this, particularly on the left, since binding reduces the margin.

The only margin that may be shortened by one or two lines is the bottom margin, where an extra line of text may be permitted.

This should be taken advantage of to avoid beginning the next page with a very short line, or having only one line on a final page.

In general, a ragged right margin is preferable to a justified margin. Justifying right margins should be done only if it does not leave large gaps of white space between words.

INDENTATION: Indent paragraphs **five to eight spaces**, unless your instructors tell you otherwise, but **be consistent**. Indent a block quotation five additional spaces from the left margin, and indent the beginning of a paragraph in a block quote another five spaces. (Only block quotations of poetry may be centered on the page with respect to the length of the longest line cited.)

SPACING: The text should be double-spaced, except for block quotations, notes, captions, legends, and long headings. These should be single-spaced with a space between items.

PAGINATION: Number every page, including blank pages. Although counted in the pagination, the number should not appear on the title page or on other display pages such as copyright, dedication or epigraph, or section title pages. Numbers should be centered or flush at the top of the page. However, on pages with major headings (such as the first page of a chapter or the bibliography), center the number at the foot of the page.

ITALICS: Throughout this manual, titles of complete works such as books and magazines, etc. are italicized. If you are unable to use italics, underlining may be substituted. Never mix underlining and italics. **Be consistent.**

Using Block Quotations in Style I

Quotations of four or more lines of text should be set off from the text in a block quotation. Block quotations are single-spaced, indented entirely five spaces from the left margin (right margin remains the same), and use no quotation marks. Paragraph indentation in the original text should be indicated by a four-space indentation within the block quotation. Double-space

between the text and the block quotation.

An example would look like this:

Goodenough addresses the question by claiming:

Primarily why did the artist want to put David as the tamer just here? We have seen that the original vine or tree growing from the vase was changed to make more explicit the symbolic and ritualistic implications of the vase. (Goodenough 1986, 40)

Typing Your Paper in Style II

MARGINS: Leave a margin of at least one inch on each of the four sides of the sheet. Some institutions require more than this, particularly on the left, since binding reduces the margin.

The only margin that may be shortened by one or two lines is the bottom margin, where an extra line of text may be permitted.

This should be taken advantage of to avoid beginning the next page with a very short line, or having only one line on a final page.

In general, a ragged right margin is preferable to a justified margin. Justifying right margins should be done only if it does not leave large gaps of white space between words.

INDENTATION: Indent paragraphs **five to eight spaces**, unless your instructors tell you otherwise, but **be consistent**. Indent a block quotation five additional spaces from the left margin, and indent the beginning of a paragraph in a block quote another five spaces. (Only block quotations of poetry may be centered on the page with respect to the length of the longest line cited.)

SPACING: The text should be double-spaced, except for block quotations, notes, captions, legends, and long headings. These should be single-spaced with a space between items.

PAGINATION: Number every page, including blank pages. Although counted in the pagination, the number should not appear on the title page or on other display pages such as copyright, dedication or epigraph, or section title pages. Numbers should be centered or flush at the top of the page. However, on pages with major headings (such as the first page of a chapter or the bibliography), center the number at the foot of the page.

ITALICS: Throughout this manual, titles of complete works such as books and magazines, etc. are italicized. If you are unable to use italics, underlining may be substituted. Never mix underlining and italics. **Be consistent.**

LAYING OUT FOOTNOTES--Spacing Indentation, Placement of Footnote Numerals: Separate text and footnotes with a twenty-space rule--that is, strike the key for underlining twenty times, beginning at the left-hand margin on the first line beneath the text. The first line of the footnote material begins on the third line below text.

Footnotes must be placed or at least begin on the page they are referred to.

Indent the first line of each footnote the same number of spaces as the paragraph indentation in the text. Type the footnotes single-space, but use double-space between notes.

Place the footnote numeral slightly above the line--never a full space. In Wordperfect programs, this can be accomplished by using the "superscript" command.

An alternate method is to use numerals on the line, followed by a period.

2. Marcel, *The Mystery of Being*, 1:42.

Using Block Quotations in Style II

Quotations of four or more lines of text should be set off from the text in a block quotation. Block quotations are single-spaced, indented four spaces from the left margin throughout (right margin remains the same), and use no quotation marks. Paragraph indentation in the original text should be indicated by a four-space indentation within the block quotation. Double-space between the text and the block quotation.

An example would look like this:

Given the course of events, they might all have said, along with Bataillle himself:

My tension, in a sense, resembles a great welling up of laughter, it is not unlike the burning passions of Sade's

heroes, and yet, it is close to that of the martyrs, or of the saints.²³

Citations

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:

4. 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 Cowlshaw and Robin Dunbar, *Primate Conservation Biology* (Chicago: University of Chicago Press, 2000), 104-7.

B:

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

P:

(Cowlshaw and Dunbar 2000, 104-7)

R:

Cowlshaw, 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).