



OWLS Writing Guides: Turabian/Chicago Style

Turabian style is most often used by courses in the humanities and social sciences as the method to document sources. The style is Chicago style adapted for student writing. This handout will help you learn the basics of the Turabian Notes-Bibliography citation style. It gives guidelines and examples for citing the most common sources you will encounter in writing your class papers: books, journals, magazines and newspapers, sacred texts, and websites. For guidelines on citing any source not found in this handout, or for guidelines on the Author-Date format, consult Kate Turabian's *Manual for Writers of Research Papers, Theses, and Dissertations*, 8th edition, available in the Student Success Center.

Turabian guidelines allow for some flexibility, so be sure to follow your professor's instructions if they differ from what you find in this handout. In particular, **check with your instructor** about the following:

- **Notes-Bibliography style or Author-Date style?** Turabian uses these two very different methods for citing sources, although most professors prefer notes-bibliography style. THIS HANDOUT COVERS NOTE-BIBLIOGRAPHY STYLE ONLY.
- **Footnotes or endnotes?** These are formatted the same way but appear in different places in the paper.
- ***ibid.* ?** Most professors prefer you use the traditional *ibid.* notation for consecutive notes. Some prefer instead that you use the shortened note format to cite *every* reference to a source after its first reference, including consecutive notes.

- I. Manuscript Format
- II. Notes-Bibliography Style
- III. Footnotes and Endnotes Format
- IV. Bibliography Format
- V. Format Examples for Common Sources (books, journals, magazines and newspapers, sacred texts, and websites)

I. MANUSCRIPT FORMAT

The Turabian style paper contains these parts, in this order: 1) Title page, 2) Body, 3) Notes (footnotes or endnotes), and 4) Bibliography.

GENERAL FORMAT:

- **FONT:** Use 12 point standard font (Times New Roman or Helvetica).
- **MARGINS:** Use one inch margins all around, aligned left.
- **SPACING:** Double space the body text, except for block quotations (see 'quotations' below).
- **PAGE NUMBERING:** Create a header that numbers pages in the upper right corner, starting with page 2 (page after the title page).
- **TITLES OF WORKS:** Italicize titles of longer works (books, periodicals, plays, movies, lengthy poems). Place titles of shorter works (articles, chapters, short stories, essays, short poems) in quotation marks. For periodical titles that begin with "The" you should lowercase "the" in the text, and omit "The" in the notes and bibliography. Example: "In the *Boston Globe* . . ." would appear in your text, while *Boston Globe* without "the" would appear in the note and bibliography entry.

TITLE PAGE:

- Type the title about 1/3 of the way from the top of the page, centered and in **bold** Title Case. If the paper has a subtitle, type the main title on one line, followed by a colon, and type the subtitle on a new line. Double space two-line titles.
- Type your name, course title and number, and date (check with your instructor about including the instructor's name here as well) about 2/3 of the way down the page, centered, double-spaced, and in Title Case.
- Do not number the title page.

QUOTATIONS:**Run-in quotations:**

- Prose passages fewer than five lines of your text should be placed in quotation marks and integrated with the body text, not set off in block form.
- Cite the source with a superscript note number placed at the end of the sentence that contains the quotation, outside of the closing quotation marks and any punctuation mark.
- If the quotation ends in the middle of the sentence, place the note number at the end of the clause in which the quotation appears.

According to Ellis, “The Mardi Gras Indians must sacrifice to keep their traditions alive by spending great amounts of time and money on their costumes.”⁴

Block quotations:

- Prose passages of five lines or more of your text should be set off from the body text in block form.
- Do not enclose in quotation marks.
- Indent the entire quotation ½ inch (5 spaces) from the left margin (same as the paragraph indentation).
- Single-space the block quotation and leave one space before and after the block quotation.
- Cite the source of the quotation with a superscript note number placed at the end of the quotation and outside of the period.

Ellis begins by evoking the importance of the Mardi Gras Indians' costumes:

The costumes, which often cost between \$18,000 and \$57,000, provide the Indians with their main form of cultural expression. Crafting the costumes will often take hundreds of hours and will be worked on, not only by the Indians themselves, but by their friends and family and are considered communal pieces of art.¹

II. NOTES-BIBLIOGRAPHY STYLE—3 parts**1. SUPERScript NUMBER placed directly after the source material (quotation or paraphrase):**

Zinn acknowledges the discrimination against women in the early United States, saying “they were absent in the Constitution and they were invisible in the new political democracy.”¹³

If the source idea ends the sentence, put the number after the closing quotation mark:

According to Turabian, “If the quotation is at the end of the sentence, put the number after the closing quotation mark.”¹

If the source idea ends in the middle of a sentence, put the number at the end of the clause that includes the idea:

Turabian states, "If the quotation ends in the middle of a sentence, put the number at the end of the clause that includes the quotation,"¹ and then she proceeds to give an example.

2. FOOTNOTE at bottom of page or **ENDNOTE** on a separate Notes page at end of paper, before the Bibliography page(s):

13. Howard Zinn, *A People's History of the United States* (New York: HarperCollins, 1995), 64.

3. BIBLIOGRAPHY ENTRY in the Bibliography page(s) at end of paper that lists every source used:

Zinn, Howard. *A People's History of the United States*. New York: HarperCollins, 1995.

III. NOTES FORMAT

- Single-space each note, with a double space between notes.
- Start each note on a new line, and indent the first line of the note ½ inch (normal paragraph style), with subsequent lines of the entry flush with the left margin.
- Begin each note with its reference number (regular text numeral, not superscript).
- Number notes in the order they appear in the paper.
- **If you use endnotes**, these should appear all together in a list on a separate page, right before the bibliography. Title the page 'Notes' (without quotation marks) on the first line, centered. Double-space between this title and the first note.
- Your word processing program should allow you to enter footnotes and endnotes automatically, updating the numbering sequence as you add them.

FIRST, SUBSEQUENT, AND CONSECUTIVE NOTES FOR A SINGLE SOURCE: The **first time** a source is cited, provide full bibliographic information—author or editor, title of work, facts of publication, and page(s) cited.

1. Kate L. Turabian, *A Manual for Writers of Term Papers, Theses, and Dissertations*, 7th ed. (Chicago: University of Chicago Press, 1987), 124.

For **subsequent references** to a source already cited, use a **shortened note** giving just the author's last name, a shortened title, and page(s) cited.

7. Turabian, *A Manual for Writers*, 350.

Some professors prefer shortened notes for *all* references to a source after the first; others prefer *ibid.* (abbreviation for *ibidem*, meaning "in the same place") for **consecutive references**—two or more notes referring to the same source with no other references coming between them. If you use *ibid.*, follow these rules:

Provide full information in the first note, as shown above. Then use "Ibid." and the new page number for each consecutive note. Use "Ibid." alone if the page number is the same as the previous note.

2. Ibid., 159. ← Consecutive reference (same source, different page)

3. Ibid. ← Consecutive reference (same source, same page)

IV. BIBLIOGRAPHY FORMAT

- Title the page 'Bibliography' (without quotation marks) on the first line, centered.
- Double space between this title and the first bibliographical entry.
- Single space each entry, and double space between entries.
- Use a hanging indent for each entry (meaning the first line of the entry is at the margin, and the next line(s) is indented ½ inch, or five spaces).
- Alphabetize entries by the last name of author, editor, or whoever is first in the entry. **Do not number them.**
- If two or more works by the same individual appear in the bibliography, alphabetize them by title (ignoring any initial articles in the title—*a, an, the*). For all entries after the first, replace the author's name with a long dash.
- For a work with no named author, alphabetize by the first element in the entry, normally the title (ignoring any initial articles in the title—*a, an, the*).

V. NOTE AND BIBLIOGRAPHY EXAMPLES FOR COMMON SOURCES

The note examples below display the full citation for the first reference and the shortened note for a subsequent reference. Always follow your instructor's preference about whether to use a shortened note or *ibid.* when citing the same source in *consecutive* notes.

Key:	## = Note number
N = Note	XX-XX = page number(s) cited in a note
B = Bibliography	YY-YY = page numbers for entire article or chapter, given in the bibliography item

BOOK:

⇒ Book with a single author or editor
Give volume number for a multivolume work (e.g., Vol. 4) and edition number for any edition after the first (e.g., 8 th ed.). Place this edition information right after the book's title in both the note and bibliography entry.
N: ##. Author's First and Last Names, <i>Title of Book: Subtitle of Book</i> (Place of Publication: Publisher's Name, Date of Publication), XX-XX.
B: Author's Last Name, First Name. <i>Title of Book: Subtitle of Book</i> . Place of Publication: Publisher's Name, Date of Publication.
For a book with an editor or translator instead of an author , add "ed." or "trans." without quotation marks (adaptations are bolded):
N: ##. Editor's First and Last Names, ed. , <i>Title of Book: Subtitle of Book</i> (Place of Publication: Publisher's Name, Date of Publication), XX-XX.
B: Editor's Last Name, First Name, ed. <i>Title of Book: Subtitle of Book</i> . Place of Publication: Publisher's Name, Date of Publication.

1. Malcolm Gladwell, *The Tipping Point: How Little Things Can Make a Big Difference* (Boston: Little, Brown, 2000), 64–65.
2. Gladwell, *Tipping Point*, 71.

Gladwell, Malcolm. *The Tipping Point: How Little Things Can Make a Big Difference*. Boston: Little, Brown, 2000.

Editor or translator instead of author:

1. Richmond Lattimore, trans., *The Iliad of Homer* (Chicago: University of Chicago Press, 1951), 91–92.
2. Lattimore, *Iliad*, 24.

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

⇒ **Book with multiple authors or editors:**

--For **two or three authors**, adapt the basic book format, above, to include the name(s) of additional author(s) this way (adaptations are bolded).

--For a book with **four or more authors**, *adapt the note format only* by giving the first author's name (in standard form) only, followed by 'et al.' (without quotation marks), and followed by the rest of the note entry.

--The bibliography entry should include the names of **all authors**.

N:

##. Author #1's First and Last Names, **Author #2's First and Last Names, and Author #3's First and Last Names**, *Title of Book: Subtitle of Book* (Place of Publication: Publisher's Name, Date of Publication), XX-XX.

B:

Author #1's Last Name, First Name, **Author #2's First and Last Name, and Author #3's First and Last Name**. *Title of Book: Subtitle of Book*. Place of Publication: Publisher's Name, Date of Publication.

Two or three authors:

1. Peter Morey and Amina Yaqin, *Framing Muslims: Stereotyping and Representation after 9/11* (Cambridge, MA: Harvard University Press, 2011), 52.
2. Morey and Yaqin, *Framing Muslims*, 60–61.

Morey, Peter, and Amina Yaqin. *Framing Muslims: Stereotyping and Representation after 9/11*. Cambridge, MA: Harvard University Press, 2011.

Four or more authors: in the note, list only the first author, followed by "et al." ("and others"). In the bibliography, list all of the authors.

1. Jay M. Bernstein et al., *Art and Aesthetics after Adorno* (Berkeley: University of California Press, 2010), 276.
2. Bernstein et al., *Art and Aesthetics*, 18.

Bernstein, Jay M., Claudia Brodsky, Anthony J. Cascardi, Thierry de Duve, Aleš Erjavec, Robert Kaufman, and Fred Rush. *Art and Aesthetics after Adorno*. Berkeley: University of California Press, 2010.

⇒ **Book published electronically, including e-books**

If a book is available in more than one format, cite the version you consulted.

--For books consulted online, include an access date and a URL. (see note 2 below)

--If you consulted the book in a library or commercial database, you may give the name of the database instead of a URL. (see note 3 below)

--If you downloaded the book in an e-book format (e.g., Kindle), specify the format and don't use an access date. (see note 1 below)

--If no fixed page numbers are available, you can include a section title or a chapter or other number in place of page #.

N:

##. Author's First and Last Names, *Title of Book: Subtitle of Book* (Place of Publication: Publisher's Name, Date of Publication), page number(s) or other locator, other identifying information as appropriate.

B:

Author's Last Name, First Name, ed. *Title of Book: Subtitle of Book*. Place of Publication: Publisher's Name, Date of Publication. Other information as appropriate.

1. Isabel Wilkerson, *The Warmth of Other Suns: The Epic Story of America's Great Migration* (New York: Vintage, 2010), 183–84, Kindle.

2. Philip B. Kurland and Ralph Lerner, eds., *The Founders' Constitution* (Chicago: University of Chicago Press, 1987), accessed October 15, 2011, <http://press-pubs.uchicago.edu/founders/>.

3. Joseph P. Quinlan, *The Last Economic Superpower: The Retreat of Globalization, the End of American Dominance, and What We Can Do about It* (New York: McGraw-Hill, 2010), 211, accessed December 8, 2012, ProQuest Ebrary.

4. Wilkerson, *Warmth of Other Suns*, 401.

5. Kurland and Lerner, *Founders' Constitution*.

6. Quinlan, *Last Economic Superpower*, 88.

Wilkerson, Isabel. *The Warmth of Other Suns: The Epic Story of America's Great Migration*. New York: Vintage, 2010. Kindle.

Kurland, Philip B., and Ralph Lerner, eds. *The Founders' Constitution*. Chicago: University of Chicago Press, 1987. Accessed October 15, 2011. <http://press-pubs.uchicago.edu/founders/>.

Quinlan, Joseph P. *The Last Economic Superpower: The Retreat of Globalization, the End of American Dominance, and What We Can Do about It*. New York: McGraw-Hill, 2010. Accessed December 8, 2012. ProQuest Ebrary.

⇒ **Chapter or other part of book, or a work in a collection or anthology:**

N:

##. Chapter Author's First and Last Names, "Title of Chapter or Short Work: Subtitle If Any," in *Title of Collection or Anthology*, ed. Name of Editor (Place of Publication: Name of Publisher, Year of Publication), XX.

B:

Chapter Author's Last Name, First Name. "Title of Chapter or Short Work: Subtitle If Any." In *Title of Collection or Anthology*, edited by Name of Editor, YY-YY. Place of Publication: Name of Publisher, Year of Publication.

1. Ángeles Ramírez, "Muslim Women in the Spanish Press: The Persistence of Subaltern Images," in *Muslim Women in War and Crisis: Representation and Reality*, ed. Faegheh Shirazi (Austin: University of Texas Press, 2010), 231.

2. Ramírez, "Muslim Women," 239–40.

Ramírez, Ángeles. "Muslim Women in the Spanish Press: The Persistence of Subaltern Images." In *Muslim Women in War and Crisis: Representation and Reality*, edited by Faegheh Shirazi, 227–44. Austin: University of Texas Press, 2010.

JOURNAL:

⇒ Journal article in print:

N:

##. Author's First and Last Names, "Title of Article: Subtitle of Article," *Title of Journal* Volume Number, issue number (Date of Publication): XX.

B:

Author's Last Name, Author's First Name. "Title of Article: Subtitle of Article." *Title of Journal* Volume Number, issue number (Date of Publication): YY-YY.

1. Robert K. Gnuse, "From Prison to Prestige: The Hero Who Helps a King in Jewish and Greek Literature," *The Catholic Biblical Quarterly* 72, no. 1 (January 2010): 31.

2. Gnuse, "From Prison to Prestige," 38.

Gnuse, Robert K. "From Prison to Prestige: The Hero Who Helps a King in Jewish and Greek Literature." *The Catholic Biblical Quarterly* 72, no. 1 (January 2010): 31-41.

⇒ Journal article online or on a database:

--Follow the guidelines for a print journal, but include the date of access and the URL or DOI at the end.

- URL—the Uniform Resource Locator is the usual method of providing a locator for online text. **If a source provides a recommended URL (a stable URL or "Permalink"), use that instead of the URL in your browser's address bar.**
- DOI—the digital object identifier is used by many databases instead of URLs to provide a stable locator for the online text. **For articles that include a DOI**, do not use the URL in your address bar. Instead, create a URL based on the DOI by appending the DOI to <http://dx.doi.org/>. The DOI for the article in the first example below is 10.1086/660696.

--If you consulted the article in a library or commercial database, and no direct URL or DOI is given, you may give the name of the database instead, as in the second example.

-- Include page numbers if available.

1. Campbell Brown, "Consequentialize This," *Ethics* 121, no. 4 (July 2011): 752, accessed December 1, 2012, <http://dx.doi.org/10.1086/660696>.

2. Anastacia Kurylo, "Linsanity: The Construction of (Asian) Identity in an Online New York Knicks Basketball Forum," *China Media Research* 8, no. 4 (October 2012): 16, accessed March 9, 2013, Academic OneFile.

3. Brown, "Consequentialize This," 761.

4. Kurylo, "Linsanity," 18–19.

Brown, Campbell. "Consequentialize This." *Ethics* 121, no. 4 (July 2011): 749–71. Accessed December 1, 2012. <http://dx.doi.org/10.1086/660696>.

Kurylo, Anastacia. "Linsanity: The Construction of (Asian) Identity in an Online New York Knicks Basketball Forum." *China Media Research* 8, no. 4 (October 2012): 15–28. Accessed March 9, 2013. Academic OneFile.

MAGAZINE:

⇒ Magazine article in print:

--Give date of publication only, no volume or issue numbers, even if they exist.

--Because many magazine articles span many pages that include extraneous material, **you may omit**

page numbers in bibliography.

N:

##. Author's First and Last Names, "Title of Article: Subtitle of Article," *Title of Magazine*, Date of Publication, XX-XX.

B:

Author's Last Name, Author's First Name. "Title of Article: Subtitle of Article." *Title of Magazine*, Date of Publication.

1. Jill Lepore, "Dickens in Eden," *New Yorker*, August 29, 2011, 52.
2. Lepore, "Dickens in Eden," 54–55.

Lepore, Jill. "Dickens in Eden." *New Yorker*, August 29, 2011.

⇒Magazine article online:

Follow guidelines for an article in a print magazine, adding, after the publication date, the URL and date of access. **Magazines consulted online will typically not use page numbers.**

N:

##. Author's First and Last Names, "Title of Article: Subtitle of Article," *Title of Magazine*, Date of Publication, accessed Date of access, URL.

B:

Author's Last Name, Author's First Name. "Title of Article: Subtitle of Article." *Title of Magazine*, Date of Publication, accessed Date of access, URL.

1. Joshua Hammer, "After Musharraf," *The Atlantic Online*, October 2007, accessed October 6, 2009 <http://www.theatlantic.com/doc/200710/musharraf>.
2. Hammer, "After Musharraf."

Hammer, Joshua. "After Musharraf," *The Atlantic Online*, October 2007, accessed October 6, 2009, <http://www.theatlantic.com/doc/200710/musharraf>.

NEWSPAPER:**⇒Newspaper article in print:**

--Newspaper articles are usually cited in running text ("As Alessandra Stanley noted in a *New York Times* article on May 25, 2010, . . .") or in a note, **but they are usually not included in the bibliography.**

--Omit page numbers, but you may include a descriptive locator (such as Arts section) and edition cited.

N:

##. Author's First and Last Names, "Title of Article: Subtitle of Article," *Title of Newspaper*, Date of Publication, descriptive locator, edition.

B:

Author's Last Name, Author's First Name. "Title of Article: Subtitle of Article." *Title of Newspaper*, Date of Publication, descriptive locator, edition.

1. Alessandra Stanley, "The TV Watch: When All Good Quests Must Come to an End," *New York Times*, May 25, 2010, Arts section, Midwest edition.
2. Stanley, "The TV Watch."

Stanley, Alessandra. "The TV Watch: When All Good Quests Must Come to an End." *New York Times*, May 23, 2010, Arts section, Midwest edition.

⇒Newspaper article online

Follow guidelines for an article in a print newspaper, adding, after the publication date, the date of access and the URL.

N:

##. Author's First and Last Names, "Title of Article: Subtitle of Article," *Title of Newspaper*, Date of Publication, accessed Date of access, URL.

B:

Author's Last Name, Author's First Name. "Title of Article: Subtitle of Article." *Title of Newspaper*, Date of Publication. Accessed Date of access. URL.

1. Elisabeth Bumiller and Thom Shanker, "Pentagon Lifts Ban on Women in Combat," *New York Times*, January 23, 2013, accessed January 24, 2013, <http://www.nytimes.com/2013/01/24/us/pentagon-says-it-is-lifting-ban-on-omen-in-combat.html>.
2. Bumiller and Shanker, "Pentagon Lifts Ban."

Bumiller, Elisabeth, and Thom Shanker. "Pentagon Lifts Ban on Women in Combat." *New York Times*, January 23, 2013. Accessed January 24, 2013. <http://www.nytimes.com/2013/01/24/us/pentagon-says-it-is-lifting-ban-on-women-in-combat.html>.

SACRED WORKS:

--Cite the Bible and other sacred works in notes but not in the bibliography. Cite the Bible by giving the abbreviated name of the book, the chapter number, and the verse number. Do not give a page number.

--Since versions of the Bible differ, identify the version you are using in the first citation.

--Adapt this general format for works of other religious traditions.

N:

1. 2 Kings 11:8 (New American Bible).
2. 2 Kings 11:10-12.

WEB PUBLICATIONS: Web sites, blogs, other postings

Material unique to the online medium (Web pages, blogs, mailing lists, online videos, podcasts, and so on) often lack standard facts of publication. For these sources, include as much of the following information as is available, **following the standard order of elements**:

- Author
- Title of the page or work (enclosed in quotation marks)
- Title or owner of website
- Publication or revision date
- Date you accessed the page
- URL

N:

##. Author, "Title of the web page," Owner or sponsor of the website (if different from author), date of publication or revision, accessed Date of access, URL.

B:

Author, "Title of the web page," Owner or sponsor of the website (if different from author). Publication or update date. Accessed Date of access. URL .

1. Google, "Privacy Policy," Google Policies & Principles, last modified July 27, 2012, accessed January 3, 2013, <http://www.google.com/policies/privacy/>.
2. Google, "Privacy Policy."

Google. "Privacy Policy." Google Policies & Principles. Last modified July 27, 2012. Accessed January 3, 2013. <http://www.google.com/policies/privacy/>.

FILM:

Unless you watched the movie in a theatre, include information about the medium (e.g., DVD, Videocassette)

N:

##. *Title of Movie*, directed by Name of Director (Name of Production Company or Distributor, Year of Release), Medium (Distributor, Year of Release).

B:

Title of Movie, directed by Name of Director. Name of Production Company or Distributor, Year of Release. Medium. Distributor, Year of Release.

N:

12. *Crumb*. Directed by Terry Zwigoff (Superior Pictures, 1994). DVD (Sony Pictures, 2006).

B:

Crumb, directed by Terry Zwigoff. Superior Pictures, 1994. DVD. Sony Pictures, 2006.

Some citation examples used in this document are taken from the following:

-- Kate L. Turabian's *Manual for Writers of Research Papers, Theses, and Dissertations*, 8th edition.

--*Turabian Quick Guide* http://www.press.uchicago.edu/books/turabian/turabian_citationguide.html

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