PREPARING FOOTNOTES AND BIBLIOGRAPHY
TURABIAN - CHICAGO FORMAT

The following guidelines and examples are based on Kate Turabian’s *A Manual for Writers of Term Papers, Theses, and Dissertations: Chicago Style for Students and Researchers*, 7th edition (2007), which is shelved in Ready Reference (near the Reference Desk) by the call number is R 378.242 T849M6.

WHAT SHOULD BE CITED?

In conducting your research, you will be using materials that have been created and published by other authors. To avoid plagiarizing, you must cite any information that you obtain and use from another source, including facts, statistics, ideas, opinions, direct quotations, paraphrased material, illustrations, and any other information written or created by someone else. However, common knowledge (information which any adult ought to know - such as “the sun rises in the east”) should not be cited.

Turabian’s *Manual for Writers* offers the following advice about when to cite a source:

Here is the best way to think about this: If the person whose work you used read your report, would she recognize any of it as hers, including paraphrases and summaries, or even general ideas or methods? If so, you must cite that source and enclose any sequence of her exact words in quotation marks or set them off in a block quotation.¹

Conscientious citing gives credit to the person (or group) responsible for the ideas or opinions and indicates your integrity as an author. *When you fail to cite any material that is not your own, you are plagiarizing.*

FORMAT OF CITATIONS

Writers should determine which style of documentation is required by their professor, department, or academic discipline. In addition to the Turabian - Chicago style, other popular styles include the MLA format (Modern Language Association) and the APA format (American Psychological Association). There are also styles that are preferred for scientific or medical writing. These study guides may not answer all of your questions about citations. In that case, you should refer to the current edition of the appropriate style manual, located in the Ready Reference area of the Library, or consult a Reference Librarian.

Note: This guide explains the note/bibliography citation style, which is the style used most often in the humanities (history, philosophy, religion, literature, language study, etc.) If you are instructed to use the author/date method (also known as parenthetical citations), see page 11 of this guide for a description and examples. For greater detail, consult Chapter 18 of the Turabian manual, or Study Guide #15, which covers the MLA format.

WHAT ARE FOOTNOTES or ENDNOTES?

A footnote is a note of reference, explanation, or comment that is placed at the bottom of a page. It serves as an appendage to the text, usually explaining a passage in greater detail, citing authority for a statement, or providing illustrations to clarify the text.

An endnote is similar to a footnote, and the same format is used for both, but the list of notes is placed at the end of the paper, just before the Bibliography or Works Cited list.

Besides providing the source of a quotation or the authority for a statement of fact or opinion, notes (whether footnotes or endnotes) may also include helpful information that might otherwise interfere with the flow of the main body of text. Notes should be numbered consecutively starting from Arabic numeral 1. Each numeral indicating a note appears in two places in your paper. The first numeral is placed in the text at the end of material cited and slightly above the line (a “superscript”). The second is just before the note as shown below. (Modern word processing programs are designed to automatically insert and number footnotes.)

Spacing: Footnotes and endnotes are usually single-spaced, with double-spaces between notes. Notes are to be indented the same amount as the text, usually five spaces. The number of spaces is not mandated, but it is important to be consistent. The entries in the bibliography are also single-spaced with a double space separating entries. They are to be written with a hanging indent.

WHAT IS A BIBLIOGRAPHY?

A bibliography is an alphabetical list of sources that are cited in a paper. The list may also include sources that were consulted but not cited. The examples below illustrate the differences in the formats for notes, whether footnotes or endnotes, and entries in bibliographies.

NOTE FORM

<table>
<thead>
<tr>
<th>indent 5 spaces</th>
<th>comma</th>
<th>main title (italicized)</th>
<th>publishing data in parentheses</th>
</tr>
</thead>
</table>

BIBLIOGRAPHY FORM

<table>
<thead>
<tr>
<th>order reversed for alphabetizing</th>
<th>author</th>
<th>title</th>
<th>publishing data</th>
</tr>
</thead>
</table>

2Turabian, 147.
CITING THE SAME SOURCE MORE THAN ONCE

When citing the same work the second or third time, cite it in shortened form. Repeat the author's last name (or if the work is unsigned, a shortened form of the title) and the page number you are citing. If you have used more than one book or article by the same author, repeat the author's last name and a short form of the title, plus the page number, to be certain the reader can recognize which work is cited. “A shortened note should include enough information for readers to find the full citation in the bibliography or in an earlier note.”

Using “Ibid.” offers another option for writing a shortened note. Since “Ibid. is an abbreviation for “ibidem,” Latin for “in the same place,” use it only when the same source is cited as in the immediately previous note. Include the page number when it differs from the previous note. Be sure to ask your professor’s preference about using just the author shortened form alone or including the additional option of “Ibid.”

FIRST REFERENCE TO A BOOK


SECOND REFERENCE IF ONE BOOK BY AN AUTHOR IS CITED

2Frye, 76.

OR - if the same work is cited in the next note, and the option is allowed,

2Ibid., 76.

SECOND REFERENCE IF SEVERAL BOOKS BY AN AUTHOR ARE CITED

3Frye, Anatomy, 76.

FIRST REFERENCE TO PERIODICAL ARTICLE


SECOND REFERENCE IF ONLY ONE ARTICLE BY AUTHOR IS CITED

5Morrissey, 224.

SECOND REFERENCE IF CITING MORE THAN ONE ARTICLE BY AN AUTHOR


SAMPLE NOTE AND BIBLIOGRAPHY FORMATS

BOOK BY ONE AUTHOR

NOTE


BIBLIOGRAPHY

BOOK BY ONE AUTHOR (later edition)

NOTE

BIBLIOGRAPHY


BOOK BY TWO AUTHORS

NOTE

BIBLIOGRAPHY


BOOK BY THREE AUTHORS

NOTE
10 J. R. Schubel, A. D. Williams, and W. M. Wise, *Suspended Sediment in the Chesapeake and Delaware Canal* (Stony Brook: Marine Sciences Research Center, State University of New York, 1977), 72.

BIBLIOGRAPHY


BOOK WITH AN EDITOR OR COMPILER AS AUTHOR

NOTE

BIBLIOGRAPHY


TRANSLATED BOOK

NOTE

BIBLIOGRAPHY

A CHAPTER OR ESSAY BY ONE AUTHOR IN A BOOK EDITED BY ANOTHER

NOTE


BIBLIOGRAPHY


A BOOK WITH A SOCIETY, ASSOCIATION, OR INSTITUTION AS AUTHOR

NOTE


BIBLIOGRAPHY


A MULTIVOLUME WORK WITH EACH VOLUME INDIVIDUALLY TITLED

NOTE


BIBLIOGRAPHY


A MULTIVOLUME WORK NOT INDIVIDUALLY TITLED

NOTE*


*In the note, the volume number is given immediately before the page number (without vol.), separated by a colon with no intervening spaces.

BIBLIOGRAPHY


A SIGNED ARTICLE IN A JOURNAL WITH CONTINUOUS PAGINATION

NOTE


BIBLIOGRAPHY

A SIGNED ARTICLE IN A JOURNAL THAT PAGES EACH ISSUE SEPARATELY

NOTE

BIBLIOGRAPHY

A SIGNED ARTICLE IN A MAGAZINE OF GENERAL INTEREST

NOTE

BIBLIOGRAPHY

AN UNSIGNED ARTICLE IN A MAGAZINE OF GENERAL INTEREST

NOTE

BIBLIOGRAPHY

A BOOK REVIEW

NOTE

BIBLIOGRAPHY

A MOVIE REVIEW

NOTE

BIBLIOGRAPHY
A SIGNED ENCYCLOPEDIA ARTICLE

NOTE

BIBLIOGRAPHY

AN UNSIGNED ENCYCLOPEDIA ARTICLE

NOTE

BIBLIOGRAPHY

SIGNED NEWSPAPER ARTICLE

NOTE

BIBLIOGRAPHY

AN UNSIGNED NEWSPAPER ARTICLE

NOTE

BIBLIOGRAPHY

GOVERNMENT DOCUMENTS

HEARINGS

NOTE

BIBLIOGRAPHY
EXECUTIVE DEPARTMENT DOCUMENTS

NOTE

BIBLIOGRAPHY

MICROFORM PUBLICATIONS

NOTE

BIBLIOGRAPHY

ELECTRONIC DOCUMENTS

For online books and journal articles, follow the guidelines for print sources. In addition to the basic format, include the URL and the date you accessed the material.

When a URL has to be broken at the end of a line, the manual states “...insert the break after a colon, a slash (or double slash), or the symbol @ but before a period or any other punctuation or symbols. Hyphens are frequently included as a part of a URL or e-mail address, so to avoid confusion, never add a hyphen to indicate the break, or break a URL or address at an existing hyphen.”

ONLINE FULL-TEXT DATABASE

NOTE

BIBLIOGRAPHY

ONLINE and OTHER ELECTRONIC BOOKS

For online books, full publication information must be provided in addition to the URL to enable a reader to find the book even if the URL changes. If page numbers are unavailable, you may identify the location of a cited passage in a note by adding “under” and including a descriptive locator (such as a subheading that precedes the cited information) before writing the URL and access date.
NOTE

BIBLIOGRAPHY

“When you cite books published in other electronic formats, such as those available for download or other delivery from a bookseller or library, identify the format (CD-ROM, Microsoft Reader e-book).”

NOTE

BIBLIOGRAPHY

ONLINE JOURNAL ARTICLE
When writing notes for online journal articles, if page numbers are not available, you may identify the location of the cited passage by writing “under” and including a descriptive term, such as a preceding subheading, before the URL and access date, as shown in the example below.

NOTE

BIBLIOGRAPHY

ONLINE NEWSPAPER
In general, newspaper articles are cited only in notes. A bibliography entry usually isn’t necessary. If an article is frequently cited, or is crucial to your argument, you may choose to include it in the bibliography. Omit page numbers, but include the designation for the specific edition, if there is one.

NOTE

BIBLIOGRAPHY
WEBLOG (Blog) ENTRY

“To cite an entry posted on a Weblog (or “blog”) by the author of the site, follow the basic pattern for websites. Include the author’s name and the date of the posting. Such items should usually be cited only in a note.”

NOTE


WEBLOG COMMENT

Follow the basic pattern for Weblog entries, but identify the item as a comment, and include the date that the comment (not the entry) was posted. If the name of the comment’s author is incomplete or is a pseudonym, add pseud. in brackets after the posted name.

NOTE


ONLINE REFERENCE WORK

“Well known reference works, such as major dictionaries and encyclopedias, should usually be cited only in notes…Within the note, you may omit the facts of publication, but you must specify the edition (if not the first). For an alphabetically arranged work such as an encyclopedia, cite the item (not the volume or page number) preceded by s.v. (sub verbo, “under the word”; pl. s.vv.).”

“Online versions of encyclopedias are regularly updated, so include both the URL and the date you accessed the material…Note that some reference works will indicate the appropriate URL to cite for a specific entry; use this rather than the less stable URL generated by search engines.”

NOTE


A WEB SITE WITH A SPECIFIC AUTHOR

NOTE


BIBLIOGRAPHY

A WEB SITE WITH A GROUP AUTHOR

NOTE


BIBLIOGRAPHY


PARENTHETICAL CITATIONS with a REFERENCE LIST

This study guide has focused on the footnotes or endnotes/bibliography style of citing, but students should be aware that the Turabian and Chicago manuals also include information about the parenthetical citation/reference list style, similar to the MLA format (Study Guide #15), which is often used in the natural and physical sciences, as well as in some social sciences.

In a parenthetical reference, the citation appears in parentheses in the running text, rather than at the foot of the page on which the cited material appears. The information enclosed in parentheses includes the author’s last name, the publication date, and relevant page numbers. The complete citation information for these works appears alphabetically in a reference list at the end of the document.

The entries in a reference list differ slightly from the entries in a bibliography. In a reference list, the publication date follows the author’s name; in a bibliography, the date appears at the end of the citation, before page numbers.

PARENTHETICAL REFERENCES/REFERENCE LIST EXAMPLES

PRINT SOURCE WITH AN AUTHOR

PARENTHETICAL CITATION

According to one scholar, “The railroads had made Chicago the most important meeting place between the East and the West” (Cronan 1991, 92-93).

REFERENCE LIST ENTRY


PRINT SOURCE WITH NO AUTHOR

PARENTHETICAL CITATION

When no author is given, use up to four distinctive words from the title; omit the preceding articles a, an, or the: … measurement of the meridianal arc (Great Trigonometrical Survey 1863, 26).

REFERENCE LIST ENTRY


If you need further assistance with citing your sources, or you would like information about other citation styles, please speak with a Reference Librarian. The study guides listed below are available in the Library’s Ready Reference area; they may also be accessed online at http://departments.kings.edu/library/inst.htm.

- Study Guide # 15 – MLA (Modern Language Association) Citation Style
- Study Guide # 19 – APA (American Psychological Association) Citation Style
- Study Guide # 23 – ACS (American Chemical Society) Citation Style
- Study Guide # 24 – CSE (Council of Science Editors) Citation Style