

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.

¹Kate Turabian, *A Manual for Writers of Term Papers, Theses, and Dissertations: Chicago Style for Students and Researchers*, 7th ed. (Chicago, IL: University of Chicago, 2007), 80.

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.

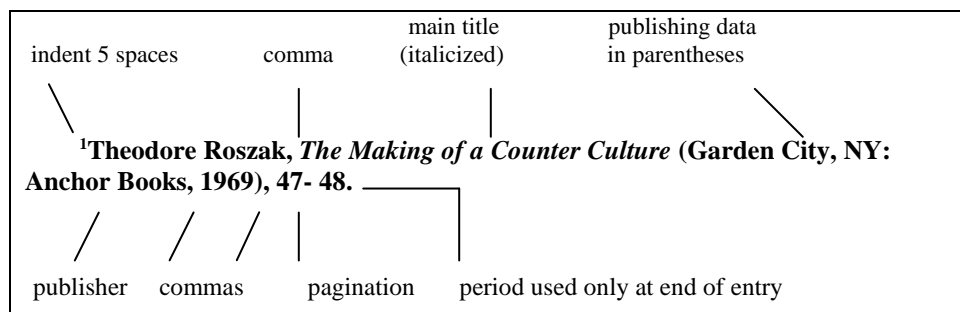
Besides providing the source of a quotation or the authority for a statement of fact or opinion, notes (whether footnotes or endnotes) may also include helpful information that might otherwise interfere with the flow of the main body of text. Notes should be numbered consecutively starting from Arabic 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.

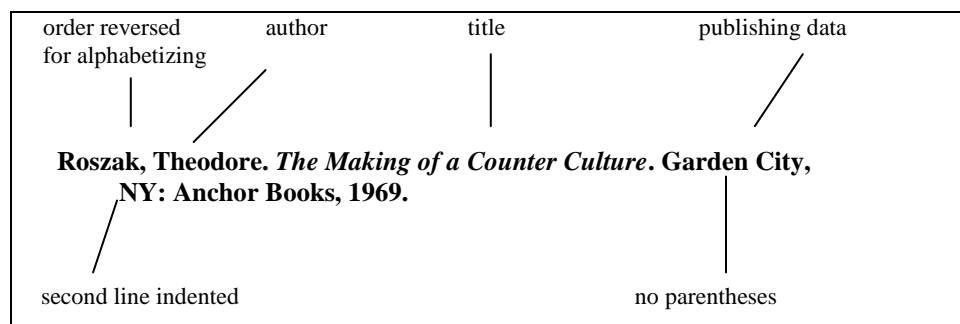
WHAT IS A BIBLIOGRAPHY?

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.² The examples below illustrate the differences in the formats for notes, whether footnotes or endnotes, and entries in bibliographies.

NOTE FORM



BIBLIOGRAPHY FORM



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

¹Northrop Frye, *Anatomy of Criticism: Four Essays* (Princeton, NJ: Princeton University Press, 1957), 52.

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

⁴L. J. Morrissey, "Anonymous Ballad Opera," *Notes and Queries* 19 (June 1972): 223.

SECOND REFERENCE IF ONLY ONE ARTICLE BY AUTHOR IS CITED

⁵Morrissey, 224.

SECOND REFERENCE IF CITING MORE THAN ONE ARTICLE BY AN AUTHOR

⁶Morrissey, "Anonymous Ballad," 224.

SAMPLE NOTE AND BIBLIOGRAPHY FORMATS

BOOK BY ONE AUTHOR

NOTE

⁷Theodore Roszak, *The Making of a Counter Culture* (Garden City, NY: Anchor Books, 1969), 47-8.

BIBLIOGRAPHY

Roszak, Theodore. *The Making of a Counter Culture*. Garden City, NY: Anchor Books, 1969.

BOOK BY ONE AUTHOR (later edition)

NOTE

⁸Mary Anne Ferguson, *Images of Women in Literature*, 2nd ed. (Boston: Houghton Mifflin, 1975), 268.

BIBLIOGRAPHY

Ferguson, Mary Anne. *Images of Women in Literature*. 2nd ed. Boston: Houghton Mifflin, 1975.

BOOK BY TWO AUTHORS

NOTE

⁹Margaret B. Bryan and Boyd H. Davis, *Writing about Literature and Film* (New York: Harcourt Brace Jovanovich, 1975), 37-38.

BIBLIOGRAPHY

Bryan, Margaret B., and Boyd H. Davis. *Writing about Literature and Film*. New York: Harcourt Brace Jovanovich, 1975.

BOOK BY THREE AUTHORS

NOTE

¹⁰J. 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

Schubel, J. R., 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.

BOOK WITH AN EDITOR OR COMPILER AS AUTHOR

NOTE

¹¹Michael Timko, ed., *Twenty-Nine Short Stories* (New York: Alfred A. Knopf, 1975), ix.

BIBLIOGRAPHY

Timko, Michael, ed. *Twenty-Nine Short Stories*. New York: Alfred A. Knopf, 1975.

TRANSLATED BOOK

NOTE

¹²Helmut Thielicke, *Man in God's World*, trans. John W. Doberstein (New York: Harper & Row, 1963), 43.

BIBLIOGRAPHY

Thielicke, Helmut. *Man in God's World*. Translated by John W. Doberstein. New York: Harper & Row, 1963.

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

NOTE

¹³Richard Wright, "Bright and Morning Star," in *Short Stories: A Critical Anthology*, ed. Ensaf Thune and Ruth Prigozy (New York: Macmillan, 1973), 387-88.

BIBLIOGRAPHY

Wright, Richard. "Bright and Morning Star." In *Short Stories: A Critical Anthology*, Edited by Ensaf Thune and Ruth Prigozy, 368-94. New York: Macmillan, 1973.

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

NOTE

¹⁴Antioch College, *Educating for Democracy: A Symposium* (Yellow Springs, OH: Antioch Press, 1937), 45.

BIBLIOGRAPHY

Antioch College. *Educating for Democracy: A Symposium*. Yellow Springs, OH: Antioch Press, 1937.

A MULTIVOLUME WORK WITH EACH VOLUME INDIVIDUALLY TITLED

NOTE

¹⁵Jaroslav Pelikan, *Christian Doctrine and Modern Culture (Since 1700)*, vol. 5 of *The Christian Tradition: A History of the Development of Doctrine* (Chicago: University of Chicago Press, 1989), 16.

BIBLIOGRAPHY

Pelikan, Jaroslav. *Christian Doctrine and Modern Culture (since 1700)*. Vol. 5 of *The Christian Tradition: A History of the Development of Doctrine*. Chicago: University of Chicago Press, 1989.

A MULTIVOLUME WORK NOT INDIVIDUALLY TITLED

NOTE*

¹⁶Muriel St. Clare Byrne, ed., *The Lisle Letters* (Chicago: University of Chicago Press, 1981), 4:243.

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

BIBLIOGRAPHY

Byrne, Muriel St. Clare, ed. *The Lisle Letters*, Vol. 4. Chicago: University of Chicago Press, 1981.

A SIGNED ARTICLE IN A JOURNAL WITH CONTINUOUS PAGINATION

NOTE

¹⁷Gary S. Humble, "Evidentiary Admissions of Defense Counsel in Federal Criminal Cases," *American Criminal Law Review* 24 (Summer 1986): 97-98.

BIBLIOGRAPHY

Humble, Gary S. "Evidentiary Admissions of Defense Counsel in Federal Criminal Cases." *American Criminal Law Review* 24 (Summer 1986): 93-124.

A SIGNED ARTICLE IN A JOURNAL THAT PAGES EACH ISSUE SEPARATELY

NOTE

¹⁸Brian Wilkie, "The Romantic Ideal of Unity," *Studies in the Literary Imagination* 19, no. 2 (Fall 1986): 5-6.

BIBLIOGRAPHY

Wilkie, Brian. "The Romantic Ideal of Unity." *Studies in the Literary Imagination* 19, no. 2 (Fall 1986): 5-21.

A SIGNED ARTICLE IN A MAGAZINE OF GENERAL INTEREST

NOTE

¹⁹John D. Hull, "Evan Mecham, Please Go Home," *Time*, November 9, 1987, 61.

BIBLIOGRAPHY

Hull, John D. "Evan Mecham, Please Go Home." *Time*, November 9, 1987, 61.

AN UNSIGNED ARTICLE IN A MAGAZINE OF GENERAL INTEREST

NOTE

²⁰"High-Tech Shopping Moscow Style," *U.S. News & World Report*, November 2, 1987, 12.

BIBLIOGRAPHY

"High-Tech Shopping Moscow Style." *U.S. News & World Report*, November 2, 1987, 12.

A BOOK REVIEW

NOTE

²¹Peter Conrad, "Embraceable Them," review of *Singers and the Song*, by Gene Lees, *New York Times Book Review*, November 15, 1987, 1.

BIBLIOGRAPHY

Conrad, Peter. "Embraceable Them." Review of *Singers and the Song*, by Gene Lees. *New York Times Book Review*, November 15, 1987, 1.

A MOVIE REVIEW

NOTE

²²Richard Schickel, "Making a Memoir Memorable," review of *Biloxi Blues*, directed by Mike Nichols, screenplay by Neil Simon, *Time*, April 4, 1988, 77.

BIBLIOGRAPHY

Schickel, Richard. "Making a Memoir Memorable." Review of *Biloxi Blues*. Directed by Mike Nichols, screenplay by Neil Simon. *Time*, April 4, 1988, 77.

A SIGNED ENCYCLOPEDIA ARTICLE

NOTE

²³*The New Encyclopaedia Britannica: Macropaedia*, 15th ed., s.v. "Ethics," by Peter Singer.

BIBLIOGRAPHY

The New Encyclopaedia Britannica: Macropaedia, 15th ed. s.v. "Ethics," by Peter Singer.

AN UNSIGNED ENCYCLOPEDIA ARTICLE

NOTE

²⁴*The New Encyclopaedia Britannica: Micropaedia*, 15th ed., s.v. "University."

BIBLIOGRAPHY

The New Encyclopaedia Britannica: Micropaedia, 15th ed. s.v. "University."

SIGNED NEWSPAPER ARTICLE

NOTE

²⁵Nathaniel Sheppard, Jr., "Tombs Closes as Last of Its Inmates Depart," *New York Times*, December 21, 1974, 1.

BIBLIOGRAPHY

Sheppard, Nathaniel, Jr. "Tombs Closes as Last of Its Inmates Depart." *New York Times*, December 21, 1974, 1.

AN UNSIGNED NEWSPAPER ARTICLE

NOTE

²⁶"President Arrives in China for Talks," *New York Times*, December 1, 1975, 1.

BIBLIOGRAPHY

"President Arrives in China for Talks." *New York Times*, December 1, 1975, 1.

GOVERNMENT DOCUMENTS

HEARINGS

NOTE

²⁷House Committee on Banking and Currency, *Bretton woods Agreements Act: Hearings on H.R. 3314*, 79th Cong., 1st sess., 1945, 12-14.

BIBLIOGRAPHY

U.S. House. Committee on Banking and Currency. *Bretton Woods Agreement Act: Hearings on H.R. 3314*. 79th Cong., 1st sess., 1945.

EXECUTIVE DEPARTMENT DOCUMENTS

NOTE

²⁸Department of Justice, Federal Bureau of Investigation, *Uniform Crime Reports for the United States* (Washington, DC: U.S. Department of Justice, Federal Bureau of Investigation, 1986), 14.

BIBLIOGRAPHY

U.S. Department of Justice. Federal Bureau of Investigation. *Uniform Crime Reports for the United States*. Washington, DC: U.S. Department of Justice, Federal Bureau of Investigation, 1986.

MICROFORM PUBLICATIONS

NOTE

²⁹Abraham Tauber, *Spelling Reform in the United States*, (Ann Arbor, MI: University Microfilms, 1958), Microfilm, p. 67.

BIBLIOGRAPHY

Tauber, Abraham. *Spelling Reform in the United States*. Ann Arbor, MI: University Microfilms, 1958. Microfilm.

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

³⁰Lawrence A. Shapiro, "Multiple Realizations," *Journal of Philosophy* 97, no.12 (December 2000): 642, <http://web.ebscohost.com/> (accessed June 27, 2006).

BIBLIOGRAPHY

Shapiro, Lawrence A. "Multiple Realizations." *Journal of Philosophy* 97, no. 12 (December 2000): 635-54. <http://web.ebscohost.com/> (accessed June 27, 2006).

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

³¹Julian Samora and Patricia Vandel Simon, *A History of the Mexican-American People*, rev. ed. (East Lansing, MI: Julian Samora Research Institute, Michigan State University, 2000), under “Civil War in Mexico,” <http://www.jsri.msu.edu/museum/pubs/MexAmHist/chapter14html#six> (accessed December 19, 2005).

BIBLIOGRAPHY

Samora Julian, and Patricia Vandel Simon. *A History of the Mexican-American People*. Rev. ed. East Lansing, MI: Julian Samora Research Institute, Michigan State University, 2000. <http://www.jsri.msu.edu/museum/pubs/MexAmHist/chapter14html#six> (accessed December 19, 2005).

“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

³²Hal Hellman, *Great Feuds in Technology: Ten of the Liveliest Disputes Ever* (New York: John Wiley, 2004), Rocket e-book.

BIBLIOGRAPHY

Hellman, Hal. *Great Feuds in Technology: Ten of the Liveliest Disputes Ever*. New York: John Wiley, 2004. Rocket e-book.

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

³³Brian Uzzi and Jarrett Spiro, “Collaboration and Creativity: The Small World Problem,” *American Journal of Sociology* 111, no. 2 (September 2005), under “Milgram’s Small World Theory,” <http://www.journals.uchicago.edu/AJS/journal/issues/v111n2/090090/090090.html> (accessed December 19, 2005).

BIBLIOGRAPHY

Uzzi, Brian, and Jarrett Spiro. “Collaboration and Creativity: The Small World Problem.” *American Journal of Sociology* 111, no. 2 (September 2005). <http://www.journals.uchicago.edu/AJS/journal/issues/v111n2/090090/090090.html> (accessed December 19, 2005).

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

³⁴Dave Hoekstra, “Restoring a Legacy,” *Chicago Sun-Times*, December 19, 2005, under “Home Away from Home,” <http://www.suntimes.com/output/hurricane/cst-frm-nola19.html> (accessed December 19, 2005).

BIBLIOGRAPHY

Hoekstra, Dave. “Restoring a Legacy.” *Chicago Sun-Times*, December 19, 2005. <http://www.suntimes.com/output/hurricane/cst-frm-nola19.html> (accessed December 19, 2005).

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

³⁵Gary Becker, “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 (accessed March 28, 2006).

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

³⁶Bill (pseud.), comment on “The New American Dilemma: Illegal Immigration,” The Becker-Posner Blog, comment posted March 10, 2006, http://www.becker-posner-blog.com/archives/2006/03/the_new_america.html#c080149 (accessed March 28, 2006).

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

³⁷*Encyclopaedia Britannica online*, s.v. “Sibelius, Jean,” <http://www.brittanica.com/ebc/article?tocId=9378608> (accessed June 1, 2005)

A WEB SITE WITH A SPECIFIC AUTHOR

NOTE

³⁸Dee Jones. “deGrummond Children’s Literature Collection.” 26 July 1999. <http://avatar.lib.usm/~degrum/> (accessed Feb. 24, 2000).

BIBLIOGRAPHY

Jones, Dee. “deGrummond Children’s Literature Collection.” 26 July 1999. <http://avatar.lib.usm/~degrum/> (accessed Feb. 24, 2000).

A WEB SITE WITH A GROUP AUTHOR

NOTE

³⁹Evanston 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 July 18, 2002).

BIBLIOGRAPHY

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 July 18, 2002).

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

Cronon, William. 1991. *Nature's Metropolis: Chicago and the Great West*. New York: W. W. Norton & Company.

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 meridional arc (Great Trigonometrical Survey 1863, 26).

REFERENCE LIST ENTRY

Great Trigonometrical Survey of India. 1863. *The Calcutta Review* 38: 26-62.

For more complete information about parenthetical citations, see *A Manual for Writers of Research Papers, Theses, and Dissertations* - 7th Edition, by Kate Turabian, pages 216-226, or consult the *MLA Handbook for Writers of Research Papers*, 7th Edition.

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

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