Chicago Manual of Style (CMS)/Turabian: An Overview

Chicago Style, or Chicago Manual of Style (CMS), is a research and documentation style favored by many disciplines. Users often refer to it as “Turabian” in honor of Kate Turabian, the originator of an authoritative student resource, A Manual for Writers of Research Papers, Theses, and Dissertations. CMS consists of two styles of citation that make it an appealing choice for writers: notes-bibliography style and parenthetical citations-reference list style. This handout, based on the 7th edition of Kate Turabian’s guide and the 16th edition of The Chicago Manual of Style (CMS), provides a beginning look at both of these styles.

Source Citation in General

Why cite?
Some students may wonder why they must cite sources. Citing sources is important for several reasons: we cite to give proper credit to the researcher(s), to assure readers that our facts are accurate, to show the research tradition that informs our work, and to help readers who are interested in learning more about our topic begin or continue their research.

And, when we use CMS correctly, we demonstrate to others in the field that we know and understand their values and practices, and we establish ourselves as valuable members of the academic community.

When to cite?
Cite in the following situations:

- When you quote exact words from a source
- When you paraphrase ideas that you learned from that source, even if you don’t use exact words
- When you use any idea, data or method you learned about by reading a particular source

Which version of CMS do I use?
Notes-bibliography style (often shortened to bibliography style) is used widely in the humanities and some social sciences. Parenthetical citations-reference list style (or simply reference list style) is generally used in the social sciences and the natural and physical sciences.

If you are not sure which style to use, consult your instructor. When you make your choice, follow that style consistently.

Using this Handout
On the following pages, each style is given its own section. First, an overview of notes-bibliography style is provided, followed by a list of key examples. This is followed by an overview of parenthetical citations-references page style and its key examples.
Notes-Bibliography Style

Overview
In this style, let readers know that you have used a source by placing a superscript at the end of the sentence containing the source:

Ball argues that “for as long as painters have fashioned their visions and dreams into images, they have relied on technical knowledge and skill to supply their materials.”

Then, cite the source in either a footnote or endnote. Footnotes are printed at the bottom of the page; endnotes are listed together after the end of the text/any appendices but before the bibliography (view a sample footnote below). Both are numbered consecutively. Whether you used footnotes or endnotes, all notes are formatted in the same basic way and include the same basic information:


[Note Number. First Name Last Name. Title: Subtitle (City of Publication: Publisher, Year), Page Number.]

Subsequent citations of the same source in text can be abbreviated in the footnote/endnote:

6. Ball, Bright Earth, 159-60.

[Note Number. Last Name, Title, Page Number(s).]

Or, when the same source is cited back-to-back and will be footnoted on the same page, the Latin term ibid. (“in the same place”) can be used. Capitalize ibid. but do not write it in italics. And, do not use ibid. after a note that contains more than one source reference.

30. Buchan, Advice to Mothers, 71.
31. Ibid., 95.
32. Ibid.

Your sources are then collected into a bibliography, positioned at the end of your essay. All sources cited within the text and sometimes even sources only consulted while writing the text are included in the bibliography (ask your professor if you are unsure). Sources should be alphabetized and entries should include all of the information included in the full note, but in a slightly different form:


[Last Name, First Name. Title: Subtitle. City of Publication: Publisher, Year.]

Usually, the list is labeled Bibliography or Sources Consulted. (For more options, see p. 147.) Sources that fill more than one line should be formatted with a hanging indent.

1 You can form the footnote superscript by going to the References tab and selecting Insert Footnote.
Notes-Bibliography Key Examples

In the following examples, observe the basic pattern for notes-bibliography style. Nearly all citations will include the same type of information in the same order. For variations and further examples, consult Turabian’s guide or CMS.

N: Footnote/Endnote; B: Bibliography

By convention, the following source types may be omitted from a bibliography. They are, however, included in-text through footnotes/endnotes. A page number is included after each item on the list; consult this page in Turabian’s A Manual for Writers to learn how to assemble a footnote/endnote for these source types and to view any exceptions to this convention.

✓ Newspaper articles (186)
✓ Classical, medieval, and early English literary works (189)
✓ The Bible and other sacred works (190)
✓ Well-known reference works, such as major dictionaries and encyclopedias (191)
✓ Brief published items, such as reviews of published works or performances (192), abstracts (192), and pamphlets and reports (193)
✓ Unpublished interviews and personal communications (195), blog entries and comments (199), and postings to electronic mailing lists (199)
✓ Individual documents in unpublished manuscript collections (196)
✓ Many sources in the visual and performing arts, including artworks and other visual sources (200), live performances (201), and television and other broadcast programs (202)
✓ The U.S. Constitution (209), legal cases (210), and some other public documents (205)

Patterns for Book Citations

Book with one author or editor

One author:


Editor (use the author pattern, adapted as follows):


Book with multiple authors

Two authors:


Three authors (use the two author pattern, adapted as follows):

N: 9. Joyce Appleby, Lynn Hunt, and Margaret Jacob, Telling the Truth about History . . .

B: Appleby, Joyce, Lynn Hunt, and Margaret Jacob. Telling the Truth about History . . .
Four or more authors:

- N:  Jacquelyn Dowd Hall et al., *Like a Family* . . .
- B:  Hall, Jacquelyn Dowd et al. *Like a Family* . . .

**Book with author(s) plus editor or translator**


In case of a translator (instead of an editor), substitute trans. for ed. and Translated by for Edited by.

**Book with an edition number**


**Single chapter in an edited book**


**Patterns for Journal Article Citations**

Both print and online examples are included below.

**Journal Article in Print**


**Journal Article Online**


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2 This component is a descriptive locator paired with the word “under,” directing the reader to a particular location on the Web site.
**Pattern for Web Sites (Informally Published Electronic Sources)**

Material that is informally published (“posted”) online will often lack basic publication facts. Even if you cannot determine all publication facts, you must still include more than just the URL, as this is the most unstable portion of the citation, and, if it changes, the citation will become obsolete. If there is no publication date listed, include the date the website is updated and/or is accessed. For more information on this, consult *The Chicago Manual of Style*, section 14.7.

**Web Sites: Named Author**


**Web Sites: No Named Author**


**Web Sites: Informally Presented Information**

Use descriptive phrases to help guide readers to information from sites lacking formal titles.


**Patterns for Select Miscellaneous Sources**

The patterns for many other source types are available in Turabian’s guide or CMS. A few commonly used sources are detailed below and are listed in alphabetical order by source type.

**One Source Quoted in Another**

Researchers should avoid repeating quotations they have not seen in their original form. If you have a source that uses a useful quotation, seek out the original version of the quoted source if you can. That way, you can verify that the quoted source has been represented accurately and fairly. If the original source is unavailable, you can cite the source as “quoted in” by following the examples below.


Publications of Government Departments and Agencies
Executive departments, bureaus, and agencies issue reports, bulletins, circulars, and other materials. Include the name of an identified author after the title.


Theses and Dissertations
If you consult an unpublished thesis or dissertation in print form, treat it as an unpublished manuscript. Abbreviate dissertation as *diss.* In the case of a master’s thesis, replace *diss.* with *master’s thesis.* The word *unpublished* is unnecessary.


To cite a dissertation consulted in an online database, add the name of the database, the URL, and the access date following the institutional information.

http://proquest.umi.com/pqdweb?did=727710781&sid=2&Fmt=2&clientId=13392&RQT=309&VName=PQD.
Parenthetical Citations-Reference List Style

For a more in-depth look at parenthetical citations-reference list style, consult chapters 18 and 19 of Turabian’s *A Manual for Writers, 7th ed.*, beginning on pages 216 and 227, respectively.

Overview

In this style, let readers know that you have used a source by placing a parenthetical citation (including author, date, and relevant page numbers) next to your reference to that source:

He argues that “for as long as painters have fashioned their visions and dreams into images, they have relied on technical knowledge and skill to supply their materials” (Ball 2001, 140).

Place parentheses around the citation and place the period for the sentence after the closing parenthesis.

Then, at the end of your paper, sources are collected in a reference list. The reference list includes all of the sources cited within your paper and can sometimes include the sources that you consulted but did not cite in the text (ask your professor if you are unsure which sources to include). All entries have the same basic form and contain the same basic information:


[Last Name, First Name. Publication Date. *Title.* City of Publication: Publishing Company.]

Label the list References and arrange the sources alphabetically by author (and then chronologically if an author has more than one entry). Sources that fill more than one line should be formatted with a hanging indent.

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3 In parenthetical citation/reference list style, capitalize most titles **sentence style**, but capitalize the titles of journals, magazines, and newspapers **headline style**.

In **sentence style**, capitalize only the first letter of the first word of the title (and subtitle, if there is one) and any proper nouns or adjectives.

- Seeing and selling late-nineteenth-century Japan
  - Natural crisis: Symbol and imagination in the mid-American farm crisis

In **headline style**, capitalize the first and last word of the title and subtitle, an all other words except articles, coordinating conjunctions, *to, as*, prepositions (unless they are emphasized words), and the second word in a hyphenated compound (unless it is a proper noun/adj.), and the second word in a hyphenated compound (unless it is a proper noun/adj.).

- The Economic Effects of the Civil War in the Mid-Atlantic States
Parenthetical Citation-Reference List Key Examples

In the following examples, observe the basic pattern for parenthetical citation-reference list style. Nearly all citations will include the same type of information in the same order. For variations and further examples, see chapter 19, which begins on p. 227 of Turabian’s guide.

P: Parenthetical Citation; R: Reference List

By convention, the following source types may be omitted from a reference list. They are, however, included in-text through parenthetical citations. A page number is included after each item on the list; consult this page in Turabian’s A Manual for Writers to learn how to assemble a parenthetical citation for these source types and to view any exceptions to this convention.

- Classical, medieval, and early English literary works (254) and (in some cases) well-known English-language plays (270)
- The Bible and other sacred works (256)
- Well-known reference works, such as major dictionaries and encyclopedias (257)
- Anonymous unpublished interviews and personal communications (261), blog entries and comment (264), and postings to electronic mailing lists (264)
- Many sources in the visual and performing arts, including artworks and other visual sources (265), live performances (266), and television and other broadcast programs (267)
- The U.S. Constitution (275) and some other public documents (271)

Patterns for Book Citations

Book with one author or editor

One author:

P: (Diamond 1997, 47-48)

Editor (use the author pattern, adapted as follows):

P: (Noll 1990, 75-80)

Book with multiple authors

Two authors:

P: (Bird and Sherwin 2005, 52)

Three authors (use the two author pattern, adapted as follows):

P: (Appleby, Hunt, and Jacob 1994, 135-36)
R: Appleby, Joyce, Lynn Hunt, and Margaret Jacob. 1994. . . .

Four or more authors:

Adapt the parenthetical citation only as in the example below. Follow the three-author pattern for the reference page citation.

P: (Hall et al. 1987, 114-15)
Book with author(s) plus editor or translator
P:  (Harley 2002, 132-33)

In case of a translator (instead of an editor), substitute Trans. and the translator’s name for the editor data in the reference list entry.

Book with an edition number
P:  (Daniels 2002, 84)

Single chapter in an edited book
P:  (Spirn 1996, 101)

Patterns for Journal Article Citations
Both print and online examples are included below.

Journal Article in Print
P:  (Nayar 2005, 213)

Journal Article Online
P:  (McFarland 2004)

Pattern for Web Sites (Informally Published Electronic Sources)
Material that is informally published (“posted”) online will often lack basic publication facts. Even if you cannot determine all publication facts, you must still include more than just the URL, as this is the most unstable portion of the citation and, if it changes, the citation will become obsolete.

Web Sites: Named Author

Web Sites: No Named Author
If there is no named author, give the name of the owner of the site.

**Web Sites: Informally Presented Information**

Use descriptive phrases to help guide readers to information from sites lacking formal titles.


To cite a web site without a formal publication date in text, give the name of the author or site owner or the descriptive phrase used in the reference list entry. Include this information either in parentheses or in the text:

\[ \text{P:} \] As indicated on the Evanston Public Library Board of Trustees’ Web site . . .

or

\[ \text{P:} \] During the 2005 fiscal year, the library had a record number of new borrowers (Evanston Public Library Board of Trustees).

**Patterns for Select Miscellaneous Sources**

The patterns for many other source types are available in Turabian’s guide. A few commonly used sources are detailed below and are listed in alphabetical order by source type.

**One Source Quoted in Another**

Researchers should avoid repeating quotations they have not seen in their original form. If you have a source that contains a useful quotation, seek out the original version of the quoted source if you can. That way, you can verify that the quoted source has been represented accurately and fairly. If the original source is unavailable, you can cite the source as “quoted in” by following the examples below.

\[ \text{P:} \] (Zukofsky 1931, 269)

**Publications of Government Departments and Agencies**

Executive departments, bureaus, and agencies issue reports, bulletins, circulars, and other materials. Include the name of an identified author after the title.

\[ \text{P:} \] (U.S. Department of the Interior 1984, 3)
**Theses and Dissertations**

If you consult an unpublished thesis or dissertation in print form, treat it as an unpublished manuscript. Abbreviate dissertation as diss. The word unpublished is unnecessary.

P:  (Murphy 2000)  

To cite a dissertation consulted in an online database, add the name of the database, the URL, and the access date following the institutional information.


Source texts:  