Chicago- and Turabian-Style Citations:
The Least You Need to Know

Chicago style is a widely-used standard for scholarly writing and documentation. The University of Chicago Press publishes two manuals for Chicago style. The first, *The Chicago Manual of Style* (*CMOS* or *CMS*), is “aimed more at scholars who are preparing journal articles and book manuscripts for publication.” ¹ On the other hand, the second guide, *A Manual for Writers of Research Papers, Theses, and Dissertations: Chicago Style for Students and Researchers*, by Kate Turabian, provides specific guidelines for students submitting papers for course work. Because there are differences in the two manuals, students who are required to use Chicago style should ask their instructors which manual they should follow.

In addition to publishing the print guides, the University of Chicago Press publishes separate websites for both *CMOS* and Turabian styles. Each of these websites has a “quick guide” for its respective style.² These guides provide examples illustrating how to cite common types of sources.

## TWO SYSTEMS OF SOURCE CITATION

Chicago style (both *CMOS* and Turabian) includes two distinct citation systems: the **notes and bibliography** system and the **author-date** system. Your instructor may specify which system you should use. In general, the **notes and bibliography** system is used when writing about history, literature, and the arts, while the **author-date** system is preferred in most social sciences and in the natural and physical sciences (*CMOS* 14.2; Turabian 15.3).

Note that both the “Chicago-Style Citation Quick Guide” and the “Turabian Quick Guide” websites have a separate tab for each of the two citation systems. The tabs are easy to overlook, so be careful to select the appropriate one for your subject or assignment.

### THE NOTES AND BIBLIOGRAPHY SYSTEM

In the notes and bibliography system, writers insert superscript roman numbers after quotations and other borrowed material. These numbers correspond to consecutively-numbered **footnotes**, at the bottom of the page, or **endnotes**, at the end of the paper. These notes provide information about the source, including author, title, publication facts, and page number; therefore, they are called “bibliographic notes.”


2. The web address for the “Turabian Quick Guide” is http://press.uchicago.edu/books/turabian/turabian_citationguide.html; the address for the “Chicago-Style Citation Quick Guide” is http://www.chicagomanualofstyle.org/tools_citationguide.html.
Normally, sources used are also listed in a **bibliography** at the end of the paper (*CMOS* 14.14; *Turabian* 15.3.1).

Both *CMOS* and *Turabian* provide for two versions of bibliographic notes: full and shortened. A full note provides the same publication information as its corresponding entry in the bibliography, but adds a page reference or other locator information.

**EXAMPLE CITATION FROM A BOOK:**

According to Brinkley, audience members at Shakespearean performances in Antebellum America occasionally “climbed on stage and joined the performance, mingling with the actors during a battle scene and charging across the stage like soldiers.”

**Full note:**


**Shortened note:**


**Bibliographic entry:**


[As can be seen in the above examples, commas are used to separate elements in the notes, while periods are used in the bibliography. Also, in the full note, but not in the bibliography, publication facts of books are enclosed in parentheses.]

**NOTES**

**Full Notes or Shortened Notes?** For papers using the notes and bibliography system, Chicago Style (both *CMOS* and *Turabian*) includes guidelines for both full notes and shortened notes. Full notes contain all the information that is required for a bibliography entry, but the shortened notes include, for most types of sources, only the author’s last name, key words from the title, and page number(s).

**Use the following guidelines to determine whether to use full notes or shortened notes:**

**CMOS:** Chicago-style papers may have a full bibliography, a selected bibliography, or even no bibliography. If every work cited in the paper is listed in the bibliography, shortened notes may be used for every citation. A full note must be provided the first time any work is cited in the paper if the writer has opted to provide a selected bibliography or omit the bibliography altogether. The second and each subsequent time a work is cited, the shortened form is used (14.14). The shortened note includes the last name of the author (or authors), key words from the title, and page number(s). Writers following *CMOS* guidelines should use regular paragraph indentation and double spacing for all text, including notes and bibliographies.

**Turabian:** In most cases, provide a full note the first time you cite a source, and use a shortened note the second and each subsequent time you cite the same source. However, check with your instructor, who may require a full note for every citation, or allow shortened notes even the first time you cite a source (16.4). Shortened notes may be *author-title* notes (e.g., Brinkley, *Unfinished Nation*, 242) or
author-only notes (e.g., Brinkley, 242). Do not use the author-only notes if you cite more than one work by the same author. Notes should be single spaced, with a blank line between notes on the same page. Indent each note using regular paragraph indentation.

Authors

In shortened notes, provide the last name of the author(s), but for full notes, provide the full names of the authors, and do not invert any of the names. For more than three authors, provide the last name of the first author, followed by et al. Follow the same procedure for works with editors instead of authors. Do not add ed. or eds. (CMOS 14.14–15, 18, 27; Turabian 16.4)

Titles

Capitalize the first word and last word of every title and subtitle and all major words (CMOS 8.155–158; Turabian 17.1.2). Italicize the titles of books and periodicals (CMOS 8.166; Turabian 17.1.2). Use quotation marks around the titles of periodicals, short stories, essays, and chapters (CMOS 8.175; Turabian 17.2.2).

Shortening Titles

In shortened notes, titles that are more than four words long are shortened to key words from the main title. An initial A or The is omitted (CMOS 14.28; Turabian 16.4.1).

Full title: *The Immortal Life of Henrietta Lacks*

Shortened title: *Henrietta Lacks*


Shortened title: “Legends and Revolutionaries”

Full title: *The Internal Enemy: Slavery and War in Virginia, 1772-1832*

Shortened title: *Internal Enemy*

Ibid.

*Ibid.* is the abbreviation of *ibidem*, which is Latin for “in the same place.” Use *ibid.* in a note when citing the same source as in the previous note. It replaces the names of the author(s) or editor(s), title, and any other identical information. When used at the beginning of a note, it is capitalized. Do not italicize it in the notes. Since it is an abbreviation, it is always followed by a period. Include the page reference after *ibid.* if different than in the preceding citation (CMOS 14.29; Turabian 16.4.2). If following Turabian, use *ibid.* only to refer to notes on the same page (16.4.2).

Block Quotations

Use block quotations for five or more lines of prose and for two or more lines of poetry or drama.
BIBLIOGRAPHIES

Note: The following is a brief overview only, with emphasis on rules that differ from MLA or APA rules. Please consult the websites and manuals listed above for more details and examples.

A Turabian- or Chicago-style bibliography shows your readers the extent of your research. Normally, you will list all sources that you cite in your paper. You may also list other sources that you consulted. Turabian and CMOS also have provisions for other kinds of bibliographies, including selected, single-author bibliographies, and annotated bibliographies. See Turabian 16.2 and CMOS 14.59.

Type the title “Bibliography” (without quotation marks) at the top of the page, centered. Arrange entries by the first word in each entry (usually the first author’s last name). If you use more than one work by an author, or a group of authors in the same order, list them alphabetically by title.

Authors, Editors, and Translators

Begin each bibliographic entry with the author’s name. Give the name exactly as it is on the title page, but invert it so that the author’s last name is first.

If a work has more than one author, invert only the first author’s name (that is, “last name first,” e.g., Anderson, Todd M.) (CMOS 14.75-76; Turabian 17.1.1). Include all the authors of a given work, up to ten. For a work with 11 or more authors, list only the first seven, followed by et al. (CMOS 14.76). For editors and translators, see CMOS 14.87-90 or Turabian 17.1.1.1–17.1.1.2.

For more than one work by the same author, after the first entry, replace the author’s name with a 3-em dash (a dash that is composed of 3 em dashes). You may do this for works by multiple authors only if all the authors are the same and are listed in the same order.

If the author is unknown, begin the entry with the title.

Titles, Editions, and Volumes

Capitalize the first word and last word of every title and subtitle and all major words (CMOS 8.155–158; Turabian 17.1.2). Italicize the titles of books and periodicals (CMOS 8.166; Turabian 17.1.2). Use quotation marks around the titles of periodicals, short stories, essays, and chapters (CMOS 8.175; Turabian 17.2.2).

List the edition number after the title, if other than the first edition; then list the volume number, if any. If the volume has its own title, list the title of the multivolume work, followed by the volume number, and the volume title. Italicize both titles. Example: The Longman Anthology of British Literature. 4th ed. Vol. 2C. The Twentieth Century and Beyond.

Publication Facts

Include the city but not the state. Provide the publisher’s name as given on the title page, but an initial The and abbreviations like Co. and Inc. may be omitted (Turabian 17.1.6.2 CMOS 14.139–14.140).

For more information and examples showing how to cite common types of sources, see “Turabian Quick Guide” at http://www.press.uchicago.edu/books/turabian/turabian_citationguide.html or “Chicago-Style Citation Quick Guide” at http://www.chicagomanualofstyle.org/tools_citationguide.html.
AUTHOR-DATE SYSTEM

The author-date system of Chicago style is used in most social sciences and in the natural and physical sciences. Like APA style, the author-date system is an in-text, parenthetical citation system with a reference list at the end of the paper. Chicago-style citations include the author and year of the work being cited; in reference entries, the year is the second component list, immediately after the author(s).

PARENTHETICAL CITATIONS

Chicago-style parenthetical citations identify the source of a quotation or other borrowed material and include the last name(s) of the author(s), the year of publication, and a page reference; e.g., (Williams 2009, 245). For more than three authors, provide the last name of the first author, followed by et al.

Place the parenthetical citation at the end of the sentence or clause containing the cited material; e.g., “Written language, in all its varieties, is a marvelous human achievement” (Goodman 2012, 14). However, if the author’s name is mentioned in the text, put the year and page reference (in parentheses) immediately after the author’s name; e.g., Goodman (2012, 14) writes, “Written language, in all its varieties, is a marvelous human achievement.” (See Turabian 18.3.1 and CMOS 15.24–15.25.)

If using a block quote, place the parenthetical citation after the quotation even if mentioning the author in the text, as in the following example:

Goodman explains,

There is too little understanding in the Western World of the nature of non-alphabetic writing systems, how they work, what their history is, and why hundreds of millions of literate people continue to use them. Partly this is due to long-standing views among Europeans of Asian cultures as mysterious and inscrutable. And partly it is due to a Darwinian view of the development of writing systems. (Goodman 2012, 4)

When the author of a work is unidentified, use a shortened version of the title in place of the author’s last name.

REFERENCE LIST

A Turabian- or Chicago-style reference list includes all the sources that you cite in your paper. If you use the author-date system, you must include a reference list in your paper. In Turabian (but not CMOS), you may also list other sources that were “important to your thinking” (Turabian 18.2).

Type the title “References” (without quotation marks) at the top of the page, centered. Arrange entries by the first word in each entry (usually the first author’s last name). If you use more than one work by an author or a group of authors in the same order, list them by publication date, from oldest to most recent.

In an author-date reference entry, the year of publication follows the author. The month and day of publication, when required (such as with newspapers, magazines), is placed after the title element.


Format other elements—author, title, and publication facts—as described above for bibliographies (p. 4).

For more information and examples showing how to cite common types of sources, see “Turabian Quick Guide” at http://www.press.uchicago.edu/books/turabian/turabian_citationguide.html or “Chicago-Style Citation Quick Guide” at http://www.chicagomanualofstyle.org/tools_citationguide.html. Be sure to click on the author-date tab to see the appropriate examples.
Sources Which May Be Omitted from Bibliographies and Reference Lists

Some types of works, such as newspaper articles, may be omitted from bibliographies (even in “complete” bibliographies) and reference lists and documented only in the notes or the text itself. It is usually unnecessary to list personal communications, blog entries, or similar sources. Document these works in the footnotes or in the text itself (Turabian 16.2.3, 18.2.2 and CMOS 14.206, 14.219). Often, you may also omit classical, medieval, and early English literary works, sacred literature, and standard reference works from the bibliography since these works are widely available, often from multiple publishers. In these cases, you should consult your instructor or the manuals (Turabian 17.5; CMOS 14.247-270) on whether to list them in your bibliography.

Documenting Sources Accessed Online

Document most types of sources accessed online as you would an equivalent print version, and append the electronic information to any full notes (but not to shortened notes) and to the bibliographic or reference entry. Turabian: For journal articles, first add an access date, then a digital object identifier (DOI), a database name, or a URL (Turabian 17.2 and 19.2). CMOS: add an access date only if required by your instructor, and then list the DOI if there is one provided by your source, or the URL if it does not provide a DOI (CMOS 14.184 and 15.9).

Turabian3 Full Note with DOI:

Turabian3 Bibliographic Entry with DOI:

Document electronic books by adding the version you use (i.e., Kindle Edition) to the bibliographic or reference entry, and to any full notes. For books accessed online, add the database name (for Turabian only) or the URL.

Documenting Websites

Websites, if used, can often be documented in the text itself, or in footnotes, and omitted from the bibliography or reference list. If a bibliographic or reference entry is desired, provide the author (person or organization), article title, web site, last modified date, date of access, and URL.

Bibliographic entry:


Author-date reference entry:


For more on citing Internet sources see CMOS 14.242–14.246 and 15.51; Turabian 14.8, 17.7 and 19.7.

3. If using CMOS, use “doi:” instead of “http://dx.doi.org/” before the DOI. Type doi in lower case in both the full note and in the bibliography or reference entry.

4. For an undated web site, use your date of access (year only) in the year position.