

Chicago Manual of Style (CMS) Turabian Style Notes and Bibliography System

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The information in this handout is meant to be helpful, but it is not a substitute for *The Chicago Manual of Style 17th Edition.* Additional help may be found at https://www.chicagomanualofstyle.org/home.html

FORMATTING GUIDELINES

Margins: no less than 1" and no greater than 1.5".

Font: The recommended typeface is something readable, such as Times New Roman or Arial. Use 11-12 pt. font.

Spacing: Double-space the paper, with the following exceptions:

- Single-space block quotations, table titles, and figure captions.
- Single-space notes and bibliography entries, but double space between entries.

Title Pages: If you use a title page, the title should be centered a third of the way down the page, and your name, class information, and date should follow several lines later.

When subtitles apply, end the title with a colon, and place the subtitle on the line below the title. If you do not have a title page, include the title, your name, class information, and date,



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centered and double spaced at the top of the page. The title should be bold and in a larger font.

Title Page Example	
A Complicated Rienory of Hate: The South Rises Again in the 21 ^{er} <u>Century</u>	No Title Page Example A Complicated History of Hate: The South Rises Again in the 21 ^{se} <u>Century</u> Stephanie Derrell Hist 342: History of the Southern States of America March 8, 2021
	The tegt stars here
Stephanie Derrell Hist 342: History of the Southern States of America March 8, 2021	

Sections: Longer papers may require sections or subheadings. Chicago allows you to devise your own format but be consistent. Put an extra line space before and after subheads, and avoid ending subheads with periods.



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CITING SOURCES

What is a citation? If you use words or ideas that are not your own, you must cite (or state) where you found this information. To help your reader find information quickly, your sources must follow a specific citation system. Failure to cite sources correctly can lead to plagiarism.

Chicago-style source citations come in two varieties or systems:

- 1. Author-date and references or works cited (used in the sciences and social sciences)
- 2. Footnotes or endnotes and bibliography (used in humanities such as literature, history, and the arts)

Different instructors may have different requirements. Students should check with their instructors about their preferred documentation style for specific courses.

NOTES AND BIBLIOGRAPHY SYSTEM (HUMANITIES)

The **notes and bibliography** system is preferred by many working in the humanities, such as literature, history, and the arts. The sources are cited in either **numbered footnotes** (at the bottom of the page) or **endnotes** (at the end of the essay), but not both. In Microsoft Word, the "insert footnote" or "insert endnote" tool in the references tab helps keep notes numbered and organized.

- **Notes:** The notes and bibliography system provides citation information in either footnotes or endnotes, which may be supplemented by a bibliography.
- **Bibliography:** When a bibliography is used, notes may use a shortened citation, giving only enough information (typically the author's last name, shortened title, and locator information, such as a page or chapter number if necessary) to point readers to the corresponding entry in the bibliography. When no bibliography is given, the notes must include full citation information at the first mention of the work, with shorten citation allowed thereafter.



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NOTES FAQS

- What goes in a note and how is it formatted? In the footnote or endnote, the elements are separated by commas. Publication information is enclosed in parentheses, and the author's name is not inverted. The note ends with a period.
- How to I format note numbers in the text? In the text, the corresponding note number is superscripted.
- Where do the notes in the text go? Note numbers appear at the end of the sentence or clause. They follow all punctuation except the dash, which they precede. Except in rare cases, note numbers generally follow closing parentheses.
- What else can go in notes? Notes may also be used to provide additional commentary or peripheral discussion, but such substantive notes should be carefully regulated to avoid overloading the text.

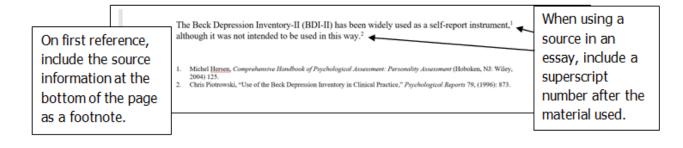
BIBLIOGRAPHY

- Where does a Bibliography go? The source entries appear on a separate page at the end of the work and is typically titled Bibliography.
- What is in an entry? Entries include full publication information. City of publication should always be given; state, province, or country should be added if there are multiple citations with the same name. If the city is well known or the publisher name includes the state, the state abbreviation is not necessary. The date appears either at the end of the entry or near the end, depending on the type of source.
- **How are entries formatted?** The elements of each entry are separated by periods, and publication information is not in parentheses. Organization of the bibliography follows the same rules as the reference list in the author-date system, including the use of the 3-em dash to replace author's names when there are several entries by the same author.

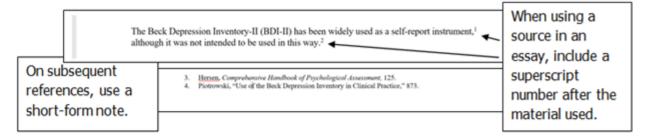


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FOOTNOTE EXAMPLE



ENDNOTE EXAMPLE

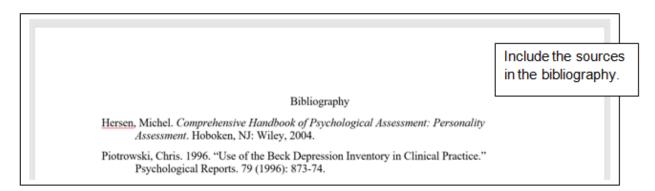


On first reference, include the source information on a separate page at the end of the essay.	Endnotes
On subsequent	1. Michel Hersen, Comprehensive Handbook of Psychological Assessment: Personality
references, use a	Assessment (Hoboken, NJ: Wiley, 2004) 125. 2. Chris Piotrowski, "Use of the Beck Depression Inventory in Clinical Practice,"
short-form note.	 Psychological Reports 79, (1996): 873. Hersen, Comprehensive Handbook of Psychological Assessment, 125. Piotrowski, "Use of the Beck Depression Inventory in Clinical Practice," 873.



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BIBLIOGRAPHY EXAMPLE



NOTES & BIBLIOGRAPHY SYSTEM EXAMPLES

In this system, either use footnotes or endnotes (but not both) and a bibliography.

	BOOKS				
	Note (first reference)	Short-Form Note (subsequent references)	Bibliography		
Si	ngle-author book				
	First and last name, <i>Title</i> , (City published: Publisher, year), page number.	Last name, <i>Shortened</i> <i>Title</i> , page number.	Last name, first name. <i>Title</i> . City published: Publisher, year.		
1.	Steven T. Brown, <i>Tokyo</i> <i>Cyberpunk: Posthumanism in</i> <i>Japanese Visual Culture</i> (New York: Palgrave MacMillian, 2010), 124.	2. Brown, <i>Tokyo Cyberpunk,</i> 11.	Brown, Steven T. <i>Tokyo Cyberpunk:</i> <i>Posthumanism in Japanese</i> <i>Visual Culture.</i> New York: Palgrave MacMillian, 2010.		
M	Multi-author book				
	First name last name, first name last name, first name, and first name last name,	Last name, last name, and last name, <i>Shortened Title</i> , page number.			



	<i>Title</i> , (City published: Publisher, year), page number.				published: Publisher, year.
1.	Clayton M. Christensen, Erik A. Roth, and Scott D. Anthony, <i>Seeing What's</i> <i>Next: Using the Theories of</i> <i>Innovation to Predict</i> <i>Industry Change.</i> (Boston: Harvard Business School Press, 2004), 112–21.	2.	Christensen, Roth, and Anthony, <i>Seeing What's</i> <i>Next</i> , 120.	Christe	ensen, Clayton M., Erik A. Roth, and Scott D. Anthony. <i>Seeing What's Next: Using</i> <i>the Theories of Innovation to</i> <i>Predict Industry Change.</i> Boston: Harvard Business School Press, 2004.
Ed	lited book	•			
	First name last name and first name last name, eds., <i>Title</i> , (City published: Publisher, year), page number.		Last name and last name, <i>Shortened Title</i> , page number.	Last na	ame, first name and first name last name, eds. <i>Title</i> . City published: Publisher, year.
1.	Amy Kaplan and Donald E. Pease, eds. <i>Cultures of</i> <i>United States Imperialism</i> (Durham, NC: Duke University Press), 1993.	2.	Kaplan and Pease, eds. <i>Cultures of United States</i> <i>Imperialism.</i> University Press), 1993.	Kaplan	, Amy, and Donald E. Pease, eds. <i>Cultures of United</i> <i>States Imperialism.</i> Durham, NC: Duke University Press, 1993.
Ch	apter in an edited book			,	
	First name last name, "Chapter Title," in <i>Book Title</i> , eds. first name last name and first name last name, (City published: Publisher, year), page number.		Last name, "Chapter Title," page number.	Last na	ame, first name. "Chapter Title." In <i>Book Title</i> , edited by first name last name and first name last name, page numbers. City published: Publisher, year.
1.	Donald E. Pease, "José Martí, Alexis de Tocqueville, and the Politics of Displacement,"	2.	Pease, "José Martí," 43.	Pease,	Donald E. "José Martí, Alexis de Tocqueville, and the Politics of Displacement." In



F	in José Martí's "Our America": From National to Hemispheric Cultural Studies, eds. Jeffery Belnap and Raúl Fernandez (Durham, NC: Duke University Press, 1998), 29.		José Martí's "Our America": From National to Hemispheric Cultural Studies, edited by Jeffery Belnap and Raúl Fernandez, 27–57. Durham, NC: Duke University Press, 1998.
	First and last name, <i>Title</i> , (City published: Publisher, year), page number. Format.	Last name, <i>Shortened</i> <i>Title</i> , page number.	Last name, first name. <i>Title</i> . City published: Publisher, year. Format.
1.	Lisa Cron, <i>Wired for Story</i> (New York: Ten Speed Press, 2012), chap. 3, Kindle.	2. Cron, <i>Wired for Story</i> , chap. 4.	Cron, Lisa. <i>Wired for Story</i> . New York: Ten Speed Press, 2012. Kindle.

PERIODICALS/REPORTS			
Note (first reference)	Short-Form Note (subsequent references)	Bibliography	
Journal, news, magazine, or	database article		
First name last name, "Article Title," <i>Journal Title</i> issue, volume number (year or full date): page number.	Last name, "Shortened Article Title," page number.	Last name, first name. "Article Title." <i>Journal Title</i> issue, volume number (year or full date): page numbers.	
 Turkka Keinonen, "Design in Business: Views for the Nucleus and the Periphery," <i>Design</i> <i>Management Review</i> 19, no. 3 (2008): 33. 	2. Keinonen, "Design in Business," 31.	Keinonen, Turkka. "Design in Business: Views for the Nucleus and the Periphery." <i>Design Management Review</i> 19, no. 3 (2008): 30–36.	



Report from an organization				
Organization, <i>Title</i> , document number (City published: Publisher, year or full date), page number.	Organization, <i>Shortene</i> d <i>Title</i> , page number.	Organization. <i>Title</i> . document number:date. City published: Publisher, year or full date.		
1. ISO, Information and Documentation—Rules for the Abbreviation of Title Words and Titles of Publications. (ISO 4:1997. Paris: ISO, 1997), 14.	2. ISO, <i>Information and Documentation</i> , 12.	ISO (International Organization for Standardization). Information and Documentation—Rules for the Abbreviation of Title Words and Titles of Publications. ISO 4:1997. Paris: ISO, 1997.		

INTERNET SOURCES			
Note (first reference)	Short-Form Note (subsequent references)	Bibliography	
Journal article			
First name last name, "Article Title," <i>Journal Title</i> issue, volume number (year or full date): page number, doi address.	Last name, "Shortened Article Title," page number.	Last name, first name. "Article Title." <i>Journal Title</i> issue, volume number (year or full date): page numbers. doi address	
 Turkka Keinonen, "Design in Business: Views for the Nucleus and the Periphery," <i>Design Management Review</i> 19, no. 3 (2008): 33. https://doi.org/10.1111/j.19 48-7169.2008.tb00126. 	 Keinonen, "Design in Business," 31. 	Keinonen, Turkka. "Design in Business: Views for the Nucleus and the Periphery." <i>Design Management Review</i> 19, no. 3 (2008): 30–36. https://doi.org/10.1111/j.19 48-7169.2008.tb00126.	
Article from website			



1.	First name last name, "Article Title," <i>Magazine</i> <i>Title</i> , full date, url. Kathryn Schulz, "The Really Big One," <i>New Yorker</i> , July 20, 2015, https://www.newyorker.co m/magazine/2015/07/20/th e-really-big-one.	Last name, "Article Title." 2. Schulz, "The Really Big One."	Last name, first name. "Article Title." <i>Magazine Title</i> , full date. url. Schulz, Kathryn. "The Really Big One," <i>New Yorker</i> , July 20, 2015. https://www.newyorker.com /magazine/2015/07/20/the- really-big-one.
W	ebsite (entire)		
	"Page/Article Title," Website, accessed full date, url.	Same as note	Website. "Page/Article Title." Accessed full date. url.
1.	"About Portland State University," Portland State University, accessed October 10, 2017, https://www.pdx.edu/about -portland-state-univerisity.	Same as note	Portland State University. "About Portland State University." Accessed October 10, 2017. https://www.pdx.edu/about- portland-state-univerisity.
Bl	og		
	First name last name, "Post Title," <i>Website</i> . Full date, url.	Same as note.	Last name, first name. "Post Title." <i>Website</i> . Full date. url.
1.	Kristen Brown, "An FDA Panel Just Greenlit a Breakthrough Gene Therapy to Cure Blindness," <i>Gizmodo.</i> October 12, 2017, https://gizmodo.com/an- fda-panel-just-greenlit-a- breakthrough-gene- therapy-1819412787.	Same as note.	Brown, Kristen. "An FDA Panel Just Greenlit a Breakthrough Gene Therapy to Cure Blindness." <i>Gizmodo.</i> October 12, 2017. https://gizmodo.com/an-fda- panel-just-greenlit-a- breakthrough-gene-therapy- 1819412787.



Soci	Social media				
w	First name last name, Post." Platform, full date. ırl.	Same as note.	Last name, first name (screen name if different). "Post." Platform, full date. url.		
s I n tl u F h jı	unot Daiz, "Always surprises my students when tell them that the 'real' nedieval was more diverse han the fake ones most of is consume," Facebook, February 24, 2016, https://www.facebook.com/ unotdiaz.writer/posts/9724 05572815454.	Same as note.	Daiz, Junot. "Always surprises my students when I tell them that the 'real' medieval was more diverse than the fake ones most of us consume." Facebook, February 24, 2016. https://www.facebook.com/j unotdiaz.writer/posts/97249 5572815454.		
Twit	Twitter				
(First name last name screen name), "Post," Fwitter, full date, time, url.	Same as note.	Last name, first name (screen name). "Post." Twitter, full date, time. url.		
tt T y c f c f t 2	Elon Musk (@elonmusk), Wanted to say thanks to all hat own or ordered a Tesla. It matters to us that you took a risk on a new car company. We won't orget," Twitter, July 3, 2017, 3:44 p.m., https://twitter.com/elonmus c/status/88200704347272	Same as note.	Musk, Elon (@elonmusk). "Wanted to say thanks to all that own or ordered a Tesla. It matters to us that you took a risk on a new car company. We won't forget." Twitter, July 3, 2017, 3:44 p.m. https://twitter.com/elonmus k/status/8820070434727280		
You	Tube				
Y	Screen name, "Video Title." 'ouTube Video, time stamp. Full date, url.	Same as note.	Screen name. "Video Title." YouTube Video, time stamp. Full date. url.		



1.	shapirolibrary, "Interview	Same as note.	shapirolibrary. 2017. "Interview with
	with Professor David Gou—		Professor David Gou—3D
	3D Printer Gripper,"		Printer Gripper." YouTube
	YouTube Video,		Video, 1:10. December 19,
	1:10. December 19,		2017. https://youtu.be/SfsZj
	2017, https://youtu.be/SfsZ		oD2Frk.
	joD2Frk.		

OTHER SOURCES			
	Note (first reference)	Short-Form Note (subsequent references)	Bibliography
Government source			
	Government Department, <i>Title.</i> (Publisher, year), page number.	Government Department, <i>Title,</i> page number.	Government Department. <i>Title.</i> Publisher, year.
1.	Human Rights Commission of Pakistan, <i>The Upheaval</i> <i>in AJK Judiciary: Report of</i> <i>an HRCP Fact-Finding</i> <i>Mission</i> (Human Rights Commission of Pakistan, 2010), 11.	2. Human Rights Commission of Pakistan, <i>Upheaval in AJK</i> <i>Judiciary</i> , 11–12.	Human Rights Commission of Pakistan. <i>The Upheaval in</i> <i>AJK Judiciary: Report of an</i> <i>HRCP Fact-Finding Mission.</i> Human Rights Commission of Pakistan, 2010.
Unpublished interview or personal communication			
	First name last name, type of communication, full date.	Same as note.	Not needed.
1.	Julie Cantor, email message to author, April 23, 2017.	Same as note.	Not needed.
1.	Interview with health care worker, July 31, 2017.		