Chicago Style (Turabian) v.8.10.16

This Guide is based on the 16th (2010) edition of The Chicago Manual of Style AND the 8th (2013) edition of A Manual for Writers of Research Papers, Theses, and Dissertations. The Bibliography Style is presented. (The Chicago Manual also describes the Author-Date Style, which is not as commonly used and is not covered here in this Guide. See the book directly for information on that style and for more detailed information not provided in this simplified Guide.)

If you need information on something not covered here, please visit the AC Library to ask for the full book. If your instructor requires you to do something not indicated in this guide, always comply with your instructor’s specifications.

General Information about the Chicago Style’s Use of In-Text Superscripts and Footnotes

- Within the text of your paper, indicate that you are quoting or paraphrasing a source by inserting a superscript number at the end of the quote or what you paraphrased.
- The first instance of a cited source in your paper should be noted with number 1, and then each time you need to cite a source after that, you will use the next number, progressing in consecutive order.
- Even if you re-cite the same article, the footnotes continue going in order throughout the paper, so you might have one article listed as footnotes 1, 5, and 7.
- If you use more than one source to compose a sentence, do NOT list multiple superscripted numbers at the same location; instead, use complex footnotes (see the “Complex Footnotes” section of this guide for more information).

Sample of How a Superscript Number Will Look within the Text

Although trying to protect the rights of minorities or less privileged groups, social movements actually resulted in the reinforcement of the victimization of these groups.¹

Footnotes

- After referencing a source in your paper using the superscripted numbers, at the bottom of that page, include a footnote for each numbered source referenced on that page of your paper.
- Insert these Footnotes in the “Footer” section of the document.
- Begin the footnote section with a line extending approximately ¼ across the page. On the next line, provide the citation information.
- Indent the first line of the citation information and allow all subsequent lines to flush left. Provide the footnote number, and then the citation information, including the relevant page number(s). (The Bibliography will begin each entry flush left, indenting all subsequent lines.)
- Author information is given with the author’s first name and then last name. (In the Bibliography, the last name is given first, followed by a comma, and then the first name.)
• In footnotes, if available, provide the page numbers, but only those pages that you used. In the Bibliography, the full range of page numbers of the entire source is given, except for with entire books (the full range of pages is not noted in those cases).
• If you reference more than one source on the page, separate each Footnote entry with a blank line.
• The first time you cite a source, the full citation information must be given in the footnote, but subsequently, you can provide an abbreviated note (examples are provided throughout this guide).
  o As long as you do not use multiple sources from the same author, you can simply list the author’s (or authors’) last name (or names) and the page number(s) you used for each subsequent entry.
• If you reference the same source consecutively two or more times, in the Footnotes section, you can use the abbreviation “Ibid.” and only provide the unique page number of where you found the information. Essentially, “Ibid.” is like saying “ditto” or “see above.” If you used the same page numbers for more than one footnote, you can simply list “Ibid.”

Examples of Footnotes, at the bottom of the page, the first time you mention each of these sources


Examples of Footnotes, at the bottom of the page, the 2nd and any additional times you mention each of these sources

5. Dean, 33.


7. Stefanoni, Ramirez, and Swampa, 225.

Note: the page number(s) where you found the information may change the next time(s) you mention a source.
If you use more than one source written by Dean, you should use the Author-Title-Page Number(s) Style, and add the titles to all of your shortened Footnotes:

5. Dean, *Democracy and Other Neoliberal Fantasies*, 33.


Examples of Footnotes, at the bottom of the page, the 1st, 2nd and additional, consecutive times you mention a source on this page


5. Dean, 33.

8. Dean, 32.

9. Ibid., 35-41.

10. Ibid.

11. Ibid., 48.

Note: After citing a source other than Dean’s *Democracy and Other Neoliberal Fantasies*, the next time you reference that source by Dean, you can use an abbreviated form, as seen in #s 5 and 8 above (Footnotes 2-4 and 6-7 are for other sources and are omitted from the example above).

This example tells you that footnotes 1, 5, and 8-11 all reference the same source (by Dean), but that you found the information for each citation on different page numbers in that source (except for #10, which uses the exact same page range of 35-41, as cited in the immediately preceding footnote, #9).

If you plan to use more than one source written by Dean, you should follow the Author-Title-Page Number(s) Style, which would require you to also add a shortened form of the title to all Footnotes referring to sources written by Jodi Dean.

5. Dean, *Democracy and Other Neoliberal Fantasies*, 33.

Complex Footnotes

If you need to cite several sources to make a single point, list them all within the one footnote. In your text, you will only need a single superscripted number to refer to all of the sources. List them in the order in which you refer to them in your sentence. Separate the citations with semicolons.


Bibliography

- Even though you list citation information at the bottoms of each of your pages in the footer section, it is still recommended to provide a full bibliography at the end of your paper, listing all of the sources you used.
- Entries should be listed alphabetically by author, with the author’s last name, followed by a comma, and then the first name (which is a different order than with the Footnotes).
  - If there is more than one author, only the first author is listed in the order of his/her last name first. The second and any additional authors are listed in the order of first name last name.
- Capitalize each important word of titles, according to the headline style (words like “a, an,” or “the” do not need to be capitalized, unless they appear as the first word in the title)
- For online sources, include the URL exactly as it appears (capitalizing as necessary, including all characters and any ending slashes)
- If an author’s name includes more than one initial, separate these with spaces. Example: Smith, M. S.
- For the publication information, if the source was published in a well-known city (such as London, or New York) no state information is necessary. For cities that readers might not be able to readily identify, include the state as well: Durham, NC.
- Single-space the Bibliography, inserting a blank line between entries
- Provide the full range of page numbers of the source, except with full-length books (which do not require the full page ranges to be noted). This is different from the Footnotes, in which you only list those page numbers you used.
- Unlike the Footnotes, the entries begin flush left, and all subsequent lines are indented.
  - An easy way to get the lines to indent is to highlight the line(s) to be indented, place the cursor at the start of the first line, and then hit Ctrl-T.
- If you use more than one source that was written (or edited) by the same author, rather than listing the same author repeatedly, you may use a dash for repeated entries in place of the author’s name. You may do this even if the publication formats are different (journal articles and books, for example).


Note: In the above example, Bruno Latour authored both the article, “From Realpolitik to Dingpolitik or How to Make Things Public” and the book, Reassembling the Social: An Introduction to Actor-Network Theory. The article is listed first, because its title falls first in alphabetical order.

If you use multiple sources edited or translated by the same person, after the line, rather than inserting a period, insert a comma, and the indication “ed.” or “trans.”, as appropriate. For example, if Bruno Latour had actually edited (rather than authored) the book listed above, that entry would appear as:


If he had translated the book, it would appear as:


**Formatting**

- Font: Times New Roman is standard, but you can also use Courier or Helvetica
- 12-point font is preferred, but it should at least be 10-point
- 1 inch margins, double-spaced except for block quotations, table titles, figure captions, and lists in appendices, which should be single-spaced
- The bulk of the paper is double-sided; however,
  - Footnotes and Bibliography lists should be single-spaced but with a blank line between entries
- Only insert 1 space (not 2) between sentences (after the period of the first sentence and before the first word of the second sentence)
- Number the pages of your paper, but if you use a title page, do not number that page, and on your first page of full text, start with the number 1. Your instructor will determine whether or not you use a title page.
  - Most often, page numbers are placed in the top right of each page, using the Header section. Instructors may also ask you to include your name in the header, along with the page number.
- Footnotes can be shortened the next time(s) they are used
- Even though Footnotes are included on each page, you should also create a Bibliography
- Alphabeticize the Bibliography
- Capitalize each important word of titles, following the headline style (words like “a, an,” or “the” do not need to be capitalized, unless they are the first word in the title)
• For online sources, include the URL exactly as it appears (capitalizing as necessary, including all characters and any ending slashes)
• If an author has more than one initial, separate each initial with spaces: Smith, M. S.
• For the publication information, if the source was published in a well-known city (such as London, or New York) no state information is necessary. For cities readers might not be able to readily identify, include the state as well: Durham, NC.
• You may omit a leading “The” in the names of publishers or magazine/journal/newspaper titles: MIT Press, New Yorker (instead of the full names: The MIT Press and The New Yorker)
• Ranges of page numbers can be abbreviated. For example, if you used pages 100 through 120, you may list this as: 100-20.
• Foreign-language words appearing in titles are italicized

Journal Articles

Journal Article Online
Include an access date (the date that you accessed the article online) and either the name of the online database you used to find the article or a URL. Some articles include DOI numbers. The DOI is a “digital object identifier,” which provides a persistent, unique link to that specific article. In those cases, instead of using the URL, add the DOI number of the article to the end of the following: http://dx.doi.org/

Example: http://dx.doi.org/10.1086/658052

If there is no DOI number, try to find a “stable URL.” Some databases will provide stable URLs, meaning that these URLs will not change over time. Or, again, if you accessed the article online, you may simply provide the name of the online database you used to find it.

Footnote
Footnote #. Author’s First and Last Names, “Title of Article: Subtitle of Article,” Title of Journal Volume #, no. Issue # (Date of Publication): page number(s) where the information appears, accessed Date of Access, Name of Online Database Used to Find the Article or the URL.


**Shortened Footnotes**

17. Bargu, 714-17.

18. Kessler-Harris, 725.


**Bibliography**

Author’s Last Name, First Name. “Title of Article: Subtitle of Article.” *Title of Journal* Volume #, no. Issue # (Date of Publication): full span of page numbers of the article. Accessed Date of Access. Name of Online Database Used to Find the Article or the URL.


**Journal Article in Print**

**Footnote**

Footnote #. Author’s First and Last Names, “Title of Article: Subtitle of Article,” *Title of Journal* Volume #, no. Issue # (Date of Publication): page number(s) where the information appears.

**Shortened Footnote**

24. Thomas, 163.

**Bibliography**

Author’s Last Name, First Name. “Title of Article: Subtitle of Article.” *Title of Journal* Volume #, no. Issue # (Date of Publication): full span of page numbers of the article.


**Magazine Articles**

**Magazine Article Found Online**

Magazines are different from journals in that they are intended for the general public, while journals are typically more academic in nature and are peer-reviewed (evaluated for accuracy by experts in the field). When citing magazine articles, you follow the general format for journal articles but do not include volume and issue numbers, even when they are given. Do not enclose the date in parentheses in the Footnote. If the magazine title begins with “a, an” or “the,” you may drop that word from the title altogether (*The New Yorker* would become *New Yorker*.) Do not worry about page numbers, since typically, online magazines do not include numbers.

**Footnote**

Footnote #. Author’s First and Last Names, “Title of Article: Subtitle of Article,” *Title of Magazine*, Date of Publication, accessed Date of Access, Name of Online Database Used to Find the Article or the URL.


Magazine Article in Print
For print magazine articles, in the Bibliography, you do not have to include the range of pages of the article, since magazine articles often contain advertisements and other information not pertinent to the article. You can include the specific page number(s) you used in the Footnote, however.

Footnote
Footnote #. Author’s First and Last Names, “Title of Article: Subtitle of Article,” *Title of Magazine*, Date of Publication, page number(s) where the information appears.


Shortened Footnote
28. Lepore, 52.

Bibliography
Author’s Last Name, First Name. “Title of Article: Subtitle of Article.” *Title of Magazine*, Date of Publication.


Websites
Sometimes, websites include page titles, author names, the owner of the site, and date of the page’s publication or revision, but this is not always the case. Include as much of this as you can, in addition to the date that you accessed the page and the page’s URL. If there is no author given, start the Bibliography entry with the title of the page (if available) or the name of the organization/owner/sponsor of the site. If there is no date of the page itself (not a revision date of the entire website, but of the page you are accessing), simply omit the date. You do not need to include anything indicating the omission.

Footnote
Footnote #. Author’s First and Last Names, “Title of Article: Subtitle of Article,” Name of the Website’s Owner or Sponsor, Date of the Page’s Publication or Revision, accessed Date that You Accessed the Page, URL.


Shortened Footnote

30. “Statement of ABA President.”


Bibliography
Author’s Last Name, First Name. “Title of Article: Subtitle of Article.” Name of the Website’s Owner or Sponsor, Date of the Page’s Publication or Revision. Accessed Date that You Accessed the Page. URL.


Newspapers

Newspaper Articles Found Online
Newspaper articles are treated in much the same way as magazines. Even if page numbers are available, you do not need to include the range of pages of the article, since newspapers may publish different versions of the article with different page numbers (such as a more complete/longer version appearing in the print version of the paper). If an edition number is given, provide that. When accessing newspaper articles online, include the date that you accessed the article and either the URL or the name of the online database you used. If the name of the newspaper does not already include the city in which it is published, and if the newspaper is not well-known, add the city surrounded by parentheses at the end of the title (but do not italicize the name of the city). If the name of the newspaper begins with “The,” omit that from the title. The Hill would be listed as Hill.
Footnote

Footnote #. Author’s First and Last Names, “Title of Article: Subtitle of Article,” Title of Newspaper, Date of Publication, Accessed Date that You Accessed the Article, Name of Online Database Used to Find the Article or URL.


Shortened Footnote

34. Bloomfield.

35. Witzel.

Bibliography

Author’s Last Name, First Name. “Title of Article: Subtitle of Article.” Title of Newspaper, Date of Publication. Accessed Date That You Accessed the Article. Name of Online Database Used to Find the Article or URL.


Newspaper Articles in Print

Print newspaper articles are treated in much the same way as magazines. Even if page numbers are available, you not need to include the range of pages of the article, since newspapers may publish different versions of the article with different page numbers (such as an abbreviated version appearing in the online version for the paper). If an edition number is given, provide that.

Footnote

Footnote #. Author’s First and Last Names, “Title of Article: Subtitle of Article,” Title of Newspaper, Date of Publication.


**Books - Single Author or Editor**

**Footnote**

Footnote #. Author’s First and Last Names, *Title of the Book: Subtitle of the Book* (Place of Publication: Publisher’s Name, publication year), page number(s) where the information appears.


**Shortened Footnote**

5. Dean, 33.

**Bibliography**

Author’s First and Last Names. *Title of the Book: Subtitle of the Book*. Place of Publication: Publisher’s Name, publication year.


**For a book with an editor, simply add “ed.” surrounded by commas, just after the editor’s name.**

**Footnote**

Footnote #. Editor’s First and Last Names, ed., *Title of the Book: Subtitle of the Book* (Place of Publication: Publisher’s Name, publication year), page number(s) where the information appears.


**Shortened Footnote**

**Bibliography**

Editor’s Last Name, First Name, ed. *Title of the Book: Subtitle of the Book*. Place of Publication: Publisher’s Name, publication year.


**Books - Multiple Authors**

**For a book with two-three authors**
If there is a third author, simply delete the word “and” between authors one and two, add a comma after the second author’s last name, the word “and,” and the third author’s first and last names.

**Footnote**

Footnote #. Author #1’s First and Last Names, and Author #2’s First and Last Names, *Title of the Book: Subtitle of the Book* (Place of Publication: Publisher’s Name, publication year), page number(s) where the information appears.


**Shortened Footnote**

7. Stefanoni, Ramirez, and Swampa, 225.

**Bibliography**

Author #1’s Last Name, First Name, and Author #2’s First and Last Names. *Title of the Book: Subtitle of the Book*. Place of Publication: Publisher’s Name, publication year.


**For a book with four or more authors**
The phrase “et al.” is used in place of multiple author names in the Footnote. Make sure to only place a period after the “al.” “Et al.” is only used in the Footnotes; in the Bibliography, full entries are provided, listing all authors.

**Footnote**

Footnote #. Author #1’s First and Last Names, et al., *Title of the Book: Subtitle of the Book* (Place of Publication: Publisher’s Name, publication year), page number(s) where the information appears.


**Shortened Footnote**

40. Bellah, 52.

**Books - Author(s) Plus Editor or Translator**

If the book has a translator instead of an editor, substitute the word “trans.” for “ed.” but otherwise follow the style here. In the Footnote, if two individuals served as editors, only “ed.” should be used (NOT “eds.”), because in this case, this stands for “edited by” not “editor.” If the book has a translator instead of an editor, substitute the words “Translated by” for “Edited by” in the Bibliography, but otherwise follow the style here.

**Footnote**

   Footnote #. Author’s First and Last Names, *Title of the Book: Subtitle of the Book*, ed. Editor’s First and Last Names (Place of Publication: Publisher’s Name, publication year), page number(s) where the information appears.

   __________


**Shortened Footnote**

   __________

   43. Lyotard, 128.

**Bibliography**

Author’s Last Name, First Name. *Title of the Book: Subtitle of the Book*. Edited by Editor’s First and Last Names. Place of Publication: Publisher’s Name, publication year.


**Books - Edition or Volume Number**

When giving the edition number for books, note that the “nd” after the edition number “2” in 2nd is not in superscript form, which Word often does automatically. In some cases, a new edition may be designated “Revised Edition,” rather than giving a specific edition number. In those cases, in place of “2nd ed.” above, you would list “rev. ed.” The same format can be followed if a book has a volume number: “vol. 2.”
Footnote
Footnote #. Author’s First and Last Names, *Title of the Book: Subtitle of the Book*, Edition # ed. (Place of Publication: Publisher’s Name, publication year), page number(s) where the information appears.


Shortened Footnote

44. Robbins, 103.

Bibliography

Author’s Last Name, First Name. *Title of the Book: Subtitle of the Book*. Edition # ed. Place of Publication: Publisher’s Name, publication year.


Single Chapter in an Edited Book

Even if two individuals served as editors, only “ed.” should be used in the Footnote, because in this case, this stands for “edited by” not “editor.” In the Bibliography, “edited by” is used. In the Bibliography, you include the page numbers of the complete chapter (not only the portions you are using – in the Footnote, you include only those page numbers that you are using, but full information is required for bibliography entries). In the example below, note that the foreign-language words in the title are italicized.

Footnote
Footnote #. Chapter Author’s First and Last Names, “Title of Chapter: Subtitle of Chapter,” in *Title of the Book: Subtitle of the Book*, ed. Editor’s First and Last Names (Place of Publication: Publisher’s Name, publication year), page number(s) where the information appears.


Shortened Footnote

47. Latour, 35.

Bibliography

Chapter Author’s Last Name, First Name. “Title of Chapter: Subtitle of Chapter.” In *Title of the Book: Subtitle of the Book*, edited by Editor’s First and Last Names, full span of page numbers in the chapter. Place of Publication: Publisher’s Name, publication year.

**eBooks**

Ebooks are cited like books but with some additional information regarding how you accessed them. If you read the book online, include a URL (or, a recommended or stable URL, if given, is preferable to the URL you see in the browser’s address line) and the most recent date that you accessed it.

Some eBooks include DOI numbers. The DOI is a “digital object identifier,” which provides a persistent, unique link to that specific article. In those cases, instead of using the URL, add the DOI number of the eBook to the end of the following:  http://dx.doi.org/

Example:  http://dx.doi.org/10.1086/658052

If there is no DOI number, try to find a “stable URL.” Some databases will provide stable URLs, meaning that these URLs will not change over time. If you accessed the eBook through an online database, you can include the name of the database instead.

**Footnote**

Footnote #. Author’s First and Last Names, *Title of the Book: Subtitle of the Book* (Place of Publication: Publisher’s Name, publication year), page number(s) where the information appears, Most Recent Date that You Accessed the eBook, Name of the Online Database You Used to Find the Book or the URL.


**Shortened Footnote**


51. Steinlight, and Rieder, 35.

**Bibliography**

Author’s First and Last Names. *Title of the Book: Subtitle of the Book*. Place of Publication: Publisher’s Name, publication year. Most Recent Date that You Accessed the eBook. Name of the Online Database You Used to Find the eBook or URL.


**Missing Information**

**No Author but an Editor or Translator**

If there is no author but there is an editor or translator, treat that person as if he/she were the author, but add “ed.” or “trans.” immediately after the name. In the shortened form of Footnotes, you do not need to include the “ed.” designation for editor or “trans.” for translator. If there were two or more editors, you would pluralize to “eds.” because in this case, when treating an editor(s) as an author, the abbreviation stands for “editor” or “editors.”

**Footnote**

Footnote #: Editor’s First and Last Names, ed., *Title of the Book: Subtitle of the Book* (Place of Publication: Publisher’s Name, publication year), page number(s) where the information appears.


If Randy Martin had instead been the translator of this source instead of the editor, the entry would appear as follows:


**Shortened Footnote**

52. Martin, 35-45.

**Bibliography**

Editor’s Last Name, First Name, ed. *Title of the Book: Subtitle of the Book*. Place of Publication: Publisher’s Name, publication year.


If Randy Martin had been the translator of the work instead of the editor, the entry would appear as follows:

Organization Served as the Author
If an organization served as the author, use its name as if it is the author, simply as it normally appears (without worrying about the last name, first name order used with individual people in the Bibliography). Do this even if the organization also published the material.

This rule applies more often to books than with articles or websites. See those sections in this guide for more specific information about how to cite information when no author information is provided for those formats.

Footnote
Footnote #. Name of the Organization, Title of the Book: Subtitle of the Book (Place of Publication: Publisher’s Name, publication year), page number(s) where the information appears.


Shortened Footnote

Bibliography
Name of the Organization. Title of the Book: Subtitle of the Book. Place of Publication: Publisher’s Name, publication year.


No Author, Editor, Translator, or Organization
If there is no author, editor, or translator, begin with the title. In the Bibliography, place the source in alphabetical order using the first word in the title. When alphabetizing, ignore articles, such as “a, an,” or “the.” You will still include the “A” in the example below, but when placing it alphabetically in the Bibliography, you will use the word “True.” For books published before the twentieth century, the publisher may be omitted. Or, if no publisher information is provided, you simply need to list the place of publication.

Footnote
Footnote #. Title of the Book: Subtitle of the Book (Place of Publication: Publisher’s Name, publication year), page number(s) where the information appears.

54. A True and Sincere Declaration of the Purpose and Ends of the Plantation Begun in Virginia, of the Degrees Which It Hath Received, and Means by Which It Hath Been Advanced (London, 1610), 12.

Shortened Footnote
56. A True and Sincere Declaration, 9-10.
Bibliography
*Title of the Book: Subtitle of the Book.* Place of Publication: Publisher’s Name, publication year.

*A True and Sincere Declaration of the Purpose and Ends of the Plantation Begun in Virginia, of the Degrees Which It Hath Received, and Means by Which It Hath Been Advanced.* London, 1610.

**No Publishing Location**
When the location of the publication is not known, you can use “n.p.” in place of the location in the Footnote or “N.p.” in the Bibliography.

**Footnote**
_________________________

**Bibliography**

**No Publisher**
If you cannot identify a publisher, simply list the location (if available). For books published before the twentieth century, the publisher’s name may be omitted, even if available. You do not need to mark the omission of a publisher in any way – it simply will not appear.

**No Date**
If you cannot find the date when a print source was published, you can use “n.d.” in place of the date.

Many times, no clear date can be found for online resources; simply omit the date for those sources and list as much information as you are able to find, including the URL. There is no need to indicate that the date is unknown – it is simply omitted.

**Footnote**
_________________________


**Bibliography**

In the example immediately above, this American Bar Association website is listed differently in the footnote and the Bibliography. In the footnote, the title of the webpage is listed first. In the Bibliography, the organization (American Bar Association) can be used in place of the author (unknown) and is listed first. This format is followed for webpages; however, if you were citing a book, you would use the organization (American Bar Association) as the author and list it first in both the footnote and the Bibliography entries.

**No Volume or Issue Number in a Journal Article**

Not all journal articles will have an issue number, and occasionally, journals only use issue numbers without volume numbers. Simply omit whichever element is missing, following the standard guidelines. There is no need to place any type of abbreviation indicating that there is missing information. (See the section on “Journal Articles” in this Guide.) If only an issue number is available, a comma is placed after the journal title and before the “no.” and the issue number.

**Footnote**


**Bibliography**
