

Citation Guide: Chicago/Turabian Style



The Chicago Manual of Style,
(15th ed., 2003)

- Copies are available at SFU Library
- Call number: **Z 253 U69 2003**
- Copies may also be purchased from the SFU Bookstore

General Notes on Chicago Style

- **Chicago style** is sometimes referred to as **Turabian style**, which is a modified version of Chicago style, and which is outlined in *A Manual for Writers of Term Papers, Theses, and Dissertations* by Kate L. Turabian. Copies of this style manual (7th ed.) are also available at SFU Library.
- **Chicago style outlines two distinct citation styles**, and this guide covers only the Humanities style:
 - **Notes/bibliography style**, also known as "**Humanities style**." Sources are cited through *footnotes* (or *endnotes*) and a *bibliography*
 - **Author/date style**, also known as "**Scientific/Social Sciences style**." Sources are cited through *parenthetical author/date references* in the text and a *reference list*
- Your paper must be double-spaced. It is conventional to single-space footnotes and bibliographies, leaving a blank line between entries.
- Every page of the paper must be assigned a page number, including blank pages, appendices, and bibliography. Arabic numerals are centered or flush right at the top of the page.
- You need to cite and document any sources that you have consulted, even if you presented the ideas from these sources in your own words. You need to cite:
 - to identify other people's ideas and information used within your essay
 - to inform the reader of your paper where they should look if they want to find the same sources
- A citation must appear in two places in your essay:
 - in the body of your text ('in-text citations')
 - in the Reference List (at the end of your paper)
- To introduce other people's ideas in text, use the following examples:
Richardson *argues, refers to, explains, hypothesizes, compares, concludes*;
As Littlewood and Sherwin *demonstrated, proved*, ... etc.
- Webster's Third New International Dictionary and Merriam-Webster's Collegiate Dictionary are the standard **spelling** references for all Chicago citations (7.1)
- You are responsible for the **accuracy** of all information in your bibliography.

References in Text: Footnotes and Endnotes (16.19-16.35; 16.59-16.65)

- In Chicago notes/bibliography style, **footnotes** or **endnotes** are used to cite quotes, paraphrases, and other in-text references
 - **Footnotes** are numbered citations listed at the bottom of each page in the research paper
 - **Endnotes** are numbered citations listed on a single page at the end of the research paper
- To cite a source, a small **superscript (raised) number** is placed after each in-text reference (16.25). Throughout the paper, these **in-text references** are numbered in sequential order. For example:

Mooney found that "domestic violence has, since the 1970s, been increasingly recognized as a social problem."¹

- Each numbered reference then corresponds to a **numbered citation** in the footnote or endnote that provides author, date, and publication information for each source. The numbers in the notes are full size, not raised, and followed by a period. The older style is to use superscript numerals, like footnote numbers in the text. They are placed at the beginning of a footnote, without punctuation.
- Citations in notes are **single-spaced** (unless otherwise instructed), but there is a double space between entries. The **first** line is **indented**.

References in Text: Shortened Citations (16.41-16.50)

- The **first in text reference** to a given source must be cited in full with the name of the author/s, title of the work, place of publication, name of the publisher, and page number/s of the cited reference (16.9-16.18). For example:

1. Jayne Mooney, *Gender, Violence and the Social Order*, (London: Macmillan, 2000), 2.

- **Subsequent notes** for sources that have already been cited may be shortened to the author's last name, abbreviated title, and the appropriate page reference (16.41 - 16.46). For example:

2. Mooney, *Gender*, 131-32.

- **Immediately following notes** that refer to the same source may be shortened even further to '**ibid.**' (short for 'ibidem' - the Latin word for "in the same place") and the appropriate page reference (16.47-16.48). For example:

3. Ibid., 341.

Bibliography (16.71-16.83)

- The list of sources **at the end of the paper** is called the bibliography. This list must include all references cited in the text of your paper
- In the bibliography, entries are listed in **alphabetical order** according to the authors' last names. If no author or editor is provided, the work's title may be used instead
- Entries are **double-spaced**, but **single-spacing** is used within each entry. The **second and subsequent** lines are **indented**.
- When the bibliography includes multiple entries by the same author listed together, a **3-em dash** may be used to replace the author's name after the first entry (16.84 - 16.89). For example:

Squire, Larry R. "The Hippocampus and the Neuropsychology of Memory." In *Neurobiology the Hippocampus*, edited by W. Seifert, 491-511. New York: Oxford University Press, 1983.

---. *Memory and Brain*. New York: Oxford University Press, 1987.

- For more information about how to format your bibliography, see sections 16.71 - 16.89

Common Abbreviations

- When books have editors, translators, or compilers, the following abbreviations are used (17.41, 17.42):
 - one editor - **ed.**
 - two or more editors - **eds.**
 - translators - **trans**
 - compilers - **comp.**
- For editions of books other than the first, the edition number (or description) and the abbreviation "ed." are placed after the book's title in all notes and bibliographic citations (17.79 - 17.82). For example:
 - second edition - **2nd ed.**
 - revised edition - **rev. ed.**

How to cite...

Book - Single Author (17.26)	
In Text	"[T]he moment of death occurs while we're still alive. Life marches right up to the wall of that final darkness, one extreme state of being butting against the other. Not even a breath separates them. Not even a blink of the eye." ¹
Note	1. Carol Shields, <i>The Stone Diaries</i> (Toronto: Random House of Canada, 1993), 342.
Bibliography	Shields, Carol. <i>The Stone Diaries</i> . Toronto: Random House of Canada, 1993.
Comments	<ul style="list-style-type: none"> • In a note, the author's name is given in the normal order (first name first). • In a bibliography, the author's name is inverted (last name first).

Book - Two Authors (17.27)	
Note	2. Sandra M. Gilbert and Susan Gubar, <i>The Madwoman in the Attic: The Woman Writer and the Nineteenth-Century Literary Imagination</i> , 2nd ed. (New Haven: Yale University Press, 2000), 103.
Bibliography	Gilbert, Sandra M., and Susan Gubar. <i>The Madwoman in the Attic: The Woman Writer and the Nineteenth-Century Literary Imagination</i> . 2nd ed. New Haven: Yale University Press, 2000.
Comments	<ul style="list-style-type: none"> • In the bibliography, if two authors are listed, only the first author's name is inverted • Use 'and', not an ampersand '&'

Book - Three or More Authors (17.28 - 17.30)

Note	3. Mitchell L. Eisen, Jodi A. Quas, and Gail S. Goodman, eds., <i>Memory and Suggestibility in the Forensic Interview</i> (Mahwah, NJ: L. Erlbaum Associates, 2002), 66.
Bibliography	Eisen, Mitchell L., Jodi A. Quas and Gail S. Goodman, eds. <i>Memory and Suggestibility in the Forensic Interview</i> . Mahwah, N.J.: L. Erlbaum Associates, 2002.
Comments	<ul style="list-style-type: none"> • For books with more than three, and less than ten authors, all names should be fully cited in the bibliography. • In the footnote or endnote, however, only the first author's name needs to be fully cited; the rest of the names can be replaced by either the phrase 'and others' or, especially in science, 'et al.' (17.29). For example: 4. Bob Evans and others, <i>Governing Sustainable Cities</i> (London: Earthscan, 2005), 12. • For works with more than ten authors (e.g. in the natural sciences), only the first seven need to be fully cited in the bibliography; the rest of the names can be replaced by the phrase 'et al.' (17.30)

Book - Corporate Author (17.47)

Note	5. Institute of Medicine (U.S.). Committee on Prevention of Obesity in Children and Youth, <i>Preventing Childhood Obesity: Health in the Balance</i> (Washington, D.C.: National Academies Press, 2005), 57.
Bibliography	Institute of Medicine (U.S.). Committee on Prevention of Obesity in Children and Youth. <i>Preventing Childhood Obesity: Health in the Balance</i> . Washington, D.C.: National Academies Press, 2005.
Comments	A 'corporate author' may be an organization, association, corporation, committee, city, etc. There is no personal author's name on the title page.

Book - Editor, Translator, or Compiler in place of author (17.41)

Note	6. Marcia McClintock Folsom, ed., <i>Approaches to Teaching Austen's Emma</i> (New York: Modern Language Association of America, 2004), 135.
Bibliography	Folsom, Marcia McClintock, ed. <i>Approaches to Teaching Austen's Emma</i> . New York: Modern Language Association of America, 2004.
Comments	<ul style="list-style-type: none"> • When no author appears on the title page, a work is listed by the name(s) of the editor (ed. or eds.), compiler (comp. or comps.), or translator (trans.) • The abbreviated forms appear in notes as well as in the bibliography.

Book - Editor, Translator, Compiler in addition to author (17.42)

Note	66. Clara Schumann, <i>The Complete Correspondence of Clara and Robert Schumann</i> , ed. Eva Weissweiler, trans. Hildegard Fritsch (New York: P. Lang, 1994), 189.
Bibliography	Schumann, Clara, <i>The Complete Correspondence of Clara and Robert Schumann</i> . Edited by Eva Weissweiler. Translated by Hildegard Fritsch. New York: P. Lang, 1994.
Comments	<ul style="list-style-type: none"> • The author's name appears first. In addition, the name(s) of the editor(s), compiler(s) or translator(s) appear after the title. • In the bibliography, a spelled-out version is used: 'edited by', 'translated by', 'compiled by'. However, the abbreviations are used in notes. • In notes, use the abbreviation 'ed.' (not 'eds.') and 'comp.' (not 'comps.') even if there is more than one editor or compiler.

Book - No Author, Editor, Translator, or Compiler (17.32)

Note	7. <i>Holy Bible: Contemporary English Version</i> (New York: American Bible Society, 1995), 5.
Bibliography	<i>Holy Bible: Contemporary English Version</i> . New York: American Bible Society, 1995.
Comments	<ul style="list-style-type: none"> • If the author or editor is unknown, the entry begins with the title, unless the author is listed as 'Anonymous' (17.33).

Book Chapter - Anthology or Compilation (17.69)

Note	8. Leonie Arthur, "Popular Culture: Views of Parents and Educators," in <i>Popular Culture, New Media, and Digital Literacy in Early Childhood</i> , ed. Jackie Marsh, 173 (London: RoutledgeFalmer, 2005).
Bibliography	Arthur, Leonie. "Popular Culture: Views of Parents and Educators." In <i>Popular Culture, New Media, and Digital Literacy in Early Childhood</i> , edited by Jackie Marsh, 165-182. London: RoutledgeFalmer, 2005.
Comments	<ul style="list-style-type: none"> • Start with the Author of the Chapter. Continue with the Chapter Title in quotes, followed by 'in' ('In'), followed by the Title of the whole book and the Editor.

Journal Article - Print Version (17.154 -17.179)

Note	9. S. R. Slings, "Written and Spoken Language: An Exercise in the Pragmatics of the Greek Sentence," <i>Classical Philology</i> 87, no. 2 (1992): 98.
Bibliography	Slings, S. R. "Written and Spoken Language: An Exercise in the Pragmatics of the Greek Sentence." <i>Classical Philology</i> 87, no. 2 (April 1992): 95-109.
Comments	<ul style="list-style-type: none"> • In notes, only the page number(s), where the cited reference appears, is given • For the bibliography, the page numbers for the entire article (i.e. from the first to the last page) are given (17.168) • The year may be used alone, or preceded by a month, or a season (17.164), e.g. (April 1999), (Spring 1992), (March-April 1997).

Journal Article - Online Version (17.359; 17.180)

Retrieved from a database (e.g. JSTOR, PsycInfo, Academic Search Elite)

Note	10. Mauri J. Palomaki and Allen G. Noble, "Greenhouse Horticulture and Economic Transition," <i>Geographical Review</i> 85, no. 2 (1995), http://www.jstor.org/ .
Bibliography	Palomaki, Mauri J., and Allen G. Noble. "Greenhouse Horticulture and Economic Transition." <i>Geographical Review</i> 85, no. 2 (1995): 173-184. http://www.jstor.org/ .
Comments	<ul style="list-style-type: none"> • You may want to include the full URL to the article if it appears to be stable and not too long. End the URL with a period. • If you provide a shorter version of the URL (as in the example above), note that the URL ends with a 'slash' before a period. • Although Chicago does not recommend that access dates be cited for electronic sources (17.12), certain publishers or disciplines may require this information. In these cases, the date of retrieval should be placed in parentheses directly after the URL, for example: http://www.apa.org/psycinfo/ (accessed June 24, 2005).

Journal Article - Internet-Only Publication (17.180)

Note	11. Robert L. Nix, "Preschool Intervention Programs and the Process of Changing Children's Lives," <i>Prevention and Treatment</i> 6, Article 33 (2003), http://journals.apa.org/prevention/volume6/pre0060033c.html .
Bibliography	Nix, Robert L. "Preschool Intervention Programs and the Process of Changing Children's Lives." <i>Prevention and Treatment</i> 6, Article 33 (2003), http://journals.apa.org/prevention/volume6/pre0060033c.html .

Magazine Article - Print Version (17.183 - 17.186)	
Note	12. Charles Q. Choi, "Brain-Destroying Algae?," <i>Scientific American</i> , June 2005, 34.
Bibliography	Choi, Charles Q. "Brain-Destroying Algae?" <i>Scientific American</i> , June 2005, 34-37.
Comments	<ul style="list-style-type: none"> • Weekly or monthly magazines are cited by date only, even if there is a volume/issue number. • Note that there is a comma, not a colon, after the date.

Magazine Article - Online Version (17.187)	
Note	13. Bill Saporito, "When to Give Up a Source," <i>Time</i> , July 11, 2005, http://www.time.com/time/magazine/article/0,9171,1079501-2,00.html .
Bibliography	Saporito, Bill. "When to Give Up a Source." <i>Time</i> , July 11, 2005. http://www.time.com/time/magazine/article/0,9171,1079501-2,00.html .
Comments	<ul style="list-style-type: none"> • Although Chicago does not recommend that access dates be cited for electronic sources (17.12), certain publishers or disciplines may require this information. In these cases, the access date should be placed in parentheses directly after the URL, for example: http://www.time.com/time/magazine/article/0,9171,1079501-2,00.html (accessed July 24, 2005).

Newspaper Article (17.188 - 17.198)	
In Text	In an article on rampage killers, Laurie Goodstein and William Glaberson describe the warning signs either missed or unreported by colleagues, friends, family members or teachers. ¹⁴
Note	<p>14. Laurie Goodstein and William Glaberson, "The well-Marked Roads to Homicidal Rage," <i>New York Times</i>, April 10, 2000, national edition.</p> <p>24. Richard Spencer, "Panda Flees Roof to Roof in China," <i>Vancouver Sun</i>, July 19, 2005, A9.</p>
Bibliography	<p>Goodstein, Laurie, and William Glaberson. "The well-Marked Roads to Homicidal Rage." <i>New York Times</i>, April 10, 2000, national edition.</p> <p>Spencer, Richard. "Panda Flees Roof to Roof in China." <i>Vancouver Sun</i>. July 19, 2005, A9.</p>
Comments	<ul style="list-style-type: none"> • If no author is provided, the name of the newspaper should be used in the bibliography instead (17.192). For example: <i>Vancouver Sun</i>. "All Four Pillars Needed to Combat Drug Scourge." May 15 2004, C6.

Web Site (17.234 - 17.237)

Note	<p>15. International Federation of Library Associations and Institutions, "Style Guides and Resources," IFLANET, http://www.ifla.org/I/training/citation/citing.htm.</p> <p>25. Donald Scott, "Mormonism and the American Mainstream," National Humanities Center, http://www.nhc.rtp.nc.us:8080/tserve/nineteen/nkeyinfo/nmormon.htm.</p>
Bibliography	<p>International Federation of Library Associations and Institutions. "Style Guides and Resources." IFLANET, http://www.ifla.org/I/training/citation/citing.htm.</p> <p>Scott, Donald. "Mormonism and the American Mainstream." National Humanities Center, http://www.nhc.rtp.nc.us:8080/tserve/nineteen/nkeyinfo/nmormon.htm.</p>
Comments	<ul style="list-style-type: none"> • Include as much of the information as you can: author of the content, title of the page, title or owner of the site, URL. • If no individual author information is available, the owner of the site may be used (17.237) • Although Chicago does not recommend that access dates be included for electronic sources (17.12), certain disciplines may require this information. Include the access date in parentheses right after the URL (there is no comma) if the data on the webpage is time-sensitive, e.g. http://www.----- (accessed May 18, 2005).

Encyclopedia Entry, Print / Online (17.238 - 17.239)

In Text	You may want to include the full information in the body of your text. E.g. In his article on <i>Nebo</i> in the eleventh edition of the <i>Encyclopedia Britannica</i> , Morris Jastrow noted that...
Note Print Encyclopedia	<p>(Unsigned / Signed article)</p> <p>16. <i>Encyclopedia Britannica</i>, 15th ed., s.v. "Ovid."</p> <p>26. Vincent J. Cornell, "Islam," in <i>World Book Encyclopedia</i>, 2006.</p>
Note Online Encyclopedia	<p>17. <i>Encyclopedia Britannica Online</i>, s.v. "Ovid," http://search.eb.com/bol/topic?eu=69347&sctn=1 (accessed May 2, 2006).</p> <p>27. <i>Grove Music Online</i>, s.v. "Sibelius, Jean" (by James Hepokoski), http://www.grovemusic.com/ (accessed January 3, 2005).</p> <p>28. <i>Dictionary.com</i>, s.v. "Anorexia nervosa," http://dictionary.reference.com/ (accessed March 3, 2005).</p>
Comments	<ul style="list-style-type: none"> • Well-known reference works are usually cited only in notes, with the edition specified but not the publication facts. It is not necessary to list them in bibliographies. Other encyclopedias and dictionaries may be listed with their publication details and in both places. • The abbreviation 's.v.' (<i>sub verbo</i>, Latin for "under the word") is used to identify the

	<p>article's title that is not signed.</p> <ul style="list-style-type: none"> • It may be appropriate to include the author of an entry if the entry is signed. • If you cite an online encyclopedia or dictionary, always include an access date in addition to the URL. This is because online versions of encyclopedias are subject to continuous updates.
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Film / Film Scene (17.273)	
Note	19. <i>Biodemocracy: Making a Difference</i> , VHS, directed by Charles Kassatly (Montreal: National Film Board of Canada/No One to Blame Productions, 2002).
Bibliography	<i>Biodemocracy: Making a Difference</i> . VHS. Directed by Charles Kassatly. Montreal: National Film Board of Canada/No One to Blame Productions, 2002.
Comments	<ul style="list-style-type: none"> • Film Scenes (individually accessible in DVDs, e.g. "Conversation with Annette") are treated as chapters and cited by title or by number (17.273), e.g. 22. John Travolta, "Conversation with Annette," <i>Saturday Night Fever</i>, special ed., DVD, directed by William Golding (1977; Culver City, CA: Columbia Tristar Home Entertainment, 1998). <p>Travolta, John. "Conversation with Annette." <i>Saturday Night Fever</i>, special ed. DVD. Directed by William Golding. 1977. Culver City, CA: Columbia Tristar Home Entertainment, 1998.</p>

Secondary Source (17.274)	
Note	<p>Beauvoir's book is referenced in Butler's journal article:</p> <p>18. Simone de Beauvoir, <i>The Second Sex</i> (New York: Vintage, 1974), 38, quoted in Judith Butler, "Performative Acts and Gender Constitution: An Essay in Phenomenology and Feminist Theory," <i>Theatre Journal</i> 40, no. 4 (December 1988): 519.</p> <p>Zukofsky's article is referenced in Costello's book:</p> <p>28. Louis Zukofsky, "Sincerity and Objectification," <i>Poetry</i> 37 (February 1931): 269, quoted in Bonnie Costello, <i>Marianne Moore: Imaginary Possessions</i> (Cambridge: Harvard University Press, 1981), 78.</p>
Bibliography	<p>Beauvoir, Simone. <i>The Second Sex</i>. New York: Vintage, 1974. Quoted in Butler, Judith. "Performative Acts and Gender Constitution: An Essay in Phenomenology and Feminist Theory." <i>Theatre Journal</i> 40, no. 4 (December 1988): 519-531.</p> <p>Butler, Judith. "Performative Acts and Gender Constitution: An Essay in Phenomenology and Feminist Theory." <i>Theatre Journal</i> 40, no. 4 (December 1988), 519-531.</p>
Comments	<ul style="list-style-type: none"> • As the style manual notes, citing sources from a secondary source is not a recommended practice. Whenever possible, the original source should be located and fully cited. • In the footnote, start with the author of original work. Add the text 'quoted in', and then add the author of the secondary source, the source you consulted. Make sure you use the correct format for a book or for an article (e.g. Note 18 vs. Note 28)

Custom Courseware

Custom Courseware packages are compilations of journal articles, book chapters and other materials selected by your instructor. The Chicago/Turabian manual does not give specific advice about citing these materials, so you will have to use your judgment and come up with your own solution.

If you need to cite a source from a Custom Courseware package, here are two suggestions. However, our strong recommendation is to first check with your instructor.

1. Find the full citation where the article, chapter, etc. was originally published, and cite accordingly. The full citations may be included on the first page of the coursepack. If not, search a relevant database or the library catalogue, or ask a librarian.
2. Treat the Courseware package as an anthology, and the instructor who did the compilation as a book editor/compiler. Therefore, treat the article, chapter, etc. as if it was part of an anthology, or edited book. Most probably you will not have the page numbers, since the Custom Courseware is not a true publication and is not paginated throughout. You will also have to include the name of the compiler, the title of the Courseware, the name of the course (e.g. CMNS 210), the semester (e.g. Spring 2006) and the publisher (Simon Fraser University). Bear in mind that someone trying to find the article/chapter from a coursepack you cited might not have access to the same coursepack.

Using RefWorks

- Chicago/Turabian styles often require that writers enter page numbers to a citation. However, **RefWorks** does not know which **page number** to use and automatically enters the page numbers stored in your RefWorks account - usually the starting page and/or a page range
- RefWorks will allow you to use "**switches**" to alter your citations to include a specific page

/s - Cite a specific page in-text or in a footnote or endnote:

The **/s** switch is an override for the page numbers stored in the database record. By applying this switch, you can cite specific page numbers in an in-text citation and in a generated footnote or endnote. Your citation should look like **{{1 Smith 2003/s43}}**. After formatting, it would be **(Smith 2003, 43)** for an in-text citation. A footnote would include p. 43 instead of the page numbers stored in your RefWorks account.

- See RefWorks documentation for **full details** on switches:
http://www.refworks.com/refworks/help/Overview_Output.htm

Additional Web Resources

- SFU Department of Political Science. [Guidelines for Writing Essays and Research Papers | Guidelines for Citing Electronic Source Material](#).
- [The Chicago Manual of Style - Q & A](#). A searchable index of answered questions
- [The Chicago Manual of Style: Examples of Chicago-Style Documentation](#): This authoritative guide, produced by the University of Chicago Press, provides examples in both Chicago notes/bibliography and author/date styles
- [Chicago \(CMS\) Research Paper](#): This document, from Diana Hacker's site, is a helpfully annotated example of a research paper written and cited in Chicago notes/bibliography style
- [Using Chicago Style to Cite and Document Sources](#): This chapter from [Online!: A Reference Guide to Using Internet Sources](#), is a comprehensive guide to citing Internet sources using both Chicago notes/bibliography and author/date styles

This guide is located at: http://www.lib.sfu.ca/researchhelp/writing/citing_guides/chicago.htm

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