

This handout provides the basic examples of the “Turabian” and “Chicago” manuals of style for a works cited list for many papers in the Humanities and History fields. The Turabian guide is based on the *Chicago Manual of Style* and has few minor differences. “Turabian,” as it is commonly referred to, is a simplified version of the rules most important for student papers and research not intended for publication. Your professors may have specific guidelines for how to format your paper; this guide is a general overview. For complete information, consult the following resources:

*The Chicago Manual of Style*, 15<sup>th</sup> ed. Chicago: The University of Chicago Press, 2003.

Turabian, Kate L. *A Manual for Writers of Research Papers, Theses, and Dissertations*, 7th ed. Chicago: The University of Chicago Press, 2007.

Hacker, Diana. *A Pocket Style Manual*. 5th ed. Boston: Bedford Books, 2008. (This source has an accompanying website at <http://dianahacker.com/pocket/>.)

University of California Berkley Library. “Turabian and Chicago Styles Citations.” <http://www.lib.berkeley.edu/instruct/guides/chicago-turabianstyle.pdf> (accessed 25 September 2009).

### **References in the text of your paper** (See pages 133 - 227 in the Turabian)

Turabian Style requires that you identify the precise location of a reference in the text of your paper, most often utilizing footnotes or endnotes for all types of sources. Notes cite the authority of statements, provide cross-references, give credit, and elaborate on the discussion in a way that will not interrupt the flow of the paper. Notes are easy to add in Microsoft Word using the Insert function.

**A word on citation software:** While there are plenty of programs that format notes for all bibliographic styles, they save time at the cost of understanding the style. Additionally, the software also varies in quality, increasing the chance that the notes in your paper are wrong. Always review the citations for accuracy (Turabian 2007, 140).

### **List of works cited at the end of the paper** (See pages 147-150, 401, 404 in the Turabian)

Rarely does the bibliography list everything that has been written on a given topic. Therefore centered heading titles can include “Selected Bibliography,” “Works Cited,” or “Sources Consulted.” Each page should be numbered, continuing the pagination of the text with subsequent source entries beginning at the left margin. If a citation exceeds one line, each succeeding line of the source should be indented one - half inch or five (5) spaces. Double space the entire list between entries, but not within entries. The easiest way to create the works cited is alphabetical by the author’s last name. However, you can assemble the list according to source type (primary, published primary, secondary, etc.), then alphabetical by author within each category. If no author is provided, start with the title. In titles, capitalize the first, last, and all principal words. Italicize titles, but not the period following the title.

### **Citation System** (See pages 141-226 in the Turabian)

Both the Turabian and Chicago Styles provide for parenthetical citations similar to the MLA style, but many instructors prefer footnotes or endnotes. Always ask your professor for his/her preference. Whatever citation style you chose, remember to be consistent.

Note: <sup>1</sup> Author’s First and Last Name, *Title of Book: Subtitle of Book* (Place of Publication: Publisher’s Name, Date of Publication), page numbers.

(In the Turabian Style, the note numbers are superscript. Regular numbers followed by a period and a space are preferred in Chicago (see first example below). Consult your professor on their preferred style.)

Bibliography: Author's Last Name, Author's First Name. *Title of Book: Subtitle of Book*. Place of Publication: Publisher's Name, Date of Publication.

The following examples are based on the 7<sup>th</sup> edition of the *A Manual for Writers of Research Papers, Theses, and Dissertations* and from the University of California, Berkley Library's handout.

<b>Books</b>	
<b>Footnote or Endnote Reference</b>	<b>Corresponding Entry in the Bibliography</b>
<b>Single author</b>	
<p><b>Turabian Style:</b>  <sup>1</sup>Roy Jenkins, <i>Gladstone: A Biography</i> (New York: Random House, 1997), 54.</p> <p><b>Chicago Style:</b>            1. Roy Jenkins, <i>Gladstone: A Biography</i> (New York: Random House, 1997), 54.</p>	Jenkins, Roy. <i>Gladstone: A Biography</i> . New York: Random House, 1997.
<b>Two or more authors</b>	
<p><sup>1</sup>Robert Lynd and Helen Lynd, <i>Middletown: A Study in American Culture</i> (New York: Harcourt, Brace and World, 1929), 67.</p>	Lynd, Robert, and Helen Lynd. <i>Middletown: A Study in American Culture</i> . New York: Harcourt, Brace and World, 1929.
<b>Three authors</b>	
<p><sup>1</sup>Mary Lyon, Bryce Lyon, and Henry S. Lucas, <i>The Wardrobe Book of William de Norwell, 12 July 1338 to 27 May 1340</i>, with the collaboration of Jean de Sturler (Brussels: Commission Royale d'Historie de Belgique, 1983), 42.</p>	Lyon, Mary, Bruce Lyon, and Henry S. Lucas. <i>The Wardrobe Book of William de Norwell, 12 July 1338 to 27 May 1340</i> , with the collaboration of Jean de Strurler. Brussels: Commission Royale d'Histoire de Belgique, 1983.
<b>Four or more authors</b>	
<p><sup>1</sup>Barbara Fawcett and others, eds. <i>Practice and Research in Social Work: Postmodern Feminist Perspectives</i>, (London: Routledge, 2000), 65-66.</p>	Fawcett, Barbara and others, eds. <i>Practice and Research in Social Work: Postmodern Feminist Perspectives</i> . London: Routledge, 2000.
<b>Corporate author</b>	
<p><sup>1</sup>American Library Association, Young Adult Services Division, Services Statement Development Committee, <i>Directions for Library Service to Young Adults</i> (Chicago: American Library Association, 1978), 25.</p>	American Library Association. Young Adult Services Division. Services Statement Development Committee. <i>Directions for Library Service to Young Adults</i> . Chicago: American Library Association, 1978.

<b>Books</b>	
<b>Footnote or Endnote Reference</b>	<b>Corresponding Entry in the Bibliography</b>
<b>Editor or compiler as author</b>	
<sup>1</sup> Robert von Hallberg, ed., <i>Cannons</i> (Chicago: University of Chicago Press, 1984), 225	Von Hallberg, Robert, ed. <i>Cannons</i> . Chicago: University of Chicago Press, 1984.
<b>Multivolume Work</b>	
<sup>1</sup> Churchill, Winston, <i>Sir, Winston S. Churchill: His Complete Speeches, 1867-1963</i> , ed. Robert Rhodes James, vol. 2. (New York: Chelsea House Publishers, 1974), 225.	Churchill, Winston, Sir. <i>Winston S. Churchill: His Complete Speeches, 1867-1963</i> , ed. Robert Rhodes James. 8 vols. New York: Chelsea House Publishers, 1974.
<b>Book with no author or editor</b>	
<sup>1</sup> <i>The Post Victorians</i> (Freeport, N.Y.: Books for Libraries Press, 1972), 25-38.	<i>The Post Victorians</i> . Freeport, N.Y.: Books for Libraries Press, 1972.
<b>Subsequent editions of a book</b>	
<sup>1</sup> Andrew F. Rolle, <i>California: A History</i> , 5th ed. (Wheeling, IL: Harlan Davidson, 1998), 243.	Rolle, Andrew F. <i>California: A History</i> . 5th ed. Wheeling, IL: Harlan Davidson, 1998.
<b>Articles in a reference book</b>	
<sup>1</sup> <i>Encyclopedia Britannica</i> , 15 <sup>th</sup> ed., s.v. "Monroe Doctrine."  The abbreviation "s.v." is for the Latin <i>sub verbo</i> ("under the word").	Reference works are usually not cited in the bibliography.
<b>Government Documents:</b> Citations are similar to notes for books. Documents are written by an agency and printed, not published, by the Government Printing Office (GPO). They do not follow the standard publishing arrangement of books. The below examples are for U.S. Federal Documents. For state and international examples, see 205-215 in the Turabian manual.	
<b>Single Agency:</b>  <sup>1</sup> U.S. Department of State, <i>Foreign Relations of the United States: Diplomatic Papers, 1944</i> , vol. 3, (Washington, D.C.: Government Printing Office, 1965), 621.	U.S. Department of State. <i>Foreign Relations of the United States: Diplomatic Papers, 1944</i> . Washington, D.C.: Government Printing Office, 1965.  (Here the bibliographic citation differs from books, if you use the entire run of FRUS for 1944 (8 vols.), only put the year. If you only used one volume, put just that volume number after the year.)
<b>Single Agency with an Identified Author:</b>  <sup>1</sup> U.S. Army, Center of Military History, <i>Staff Guide Ride: Battle of Antietam</i> , by Ted Ballard (Washington, D.C.: Government Printing Office, 2007), 53.	U.S. Army. Center of Military History. <i>Staff Guide Ride: Battle of Antietam</i> , by Ted Ballard. Washington D.C.: Government Printing Office, 2007.

<b>Books-Government Documents</b>	
<b>Footnote or Endnote Reference</b>	<b>Corresponding Entry in the Bibliography</b>
<p><b>Multilevel Agencies:</b> Use the parent agency, and the lowest level given as the author. If the lower level agency is well known, like the FBI, the single agency entry will work.</p> <p><sup>2</sup>U.S. Department of Health and Human Services, National Center for Health Statistics, <i>Disability Among Older Persons: United States and Canada</i>, (Washington, D.C.: Government Printing Office, 1995), 61.</p>	<p>U.S. Department of Health and Human Services. National Center for Health Statistics. <i>Disability Among Older Persons: United States and Canada</i>. Washington, D.C.: Government Printing Office, 1995.</p>
<p><b>Congressional Hearings and Prints:</b></p> <p><sup>3</sup>Senate Committee on Foreign Relations, <i>The Iraq Transition: Obstacles and Opportunities, Part III</i>, 108<sup>th</sup> Cong., 2d sess., 2004, 49.</p>	<p>U. S. Congress. Senate. Committee on Foreign Relations. <i>The Iraq Transition: Obstacles and Opportunities, Part III: Hearing before the Committee on Foreign Relations</i>. 108<sup>th</sup> Cong., 2d sess., 22 April 2004.</p>

<b>Articles in Periodicals (journals, magazines, and newspapers)</b>	
<b>Footnote or Endnote Reference</b>	<b>Corresponding Entry in the Bibliography</b>
<b>Article in a journal</b>	
<p><sup>1</sup>J. S. A. Adamson, "Eminent Victorians: S.R. Gardiner and the Liberal as Hero," <i>The Historical Journal</i> 33, no. 3 (September 1990), 645.</p>	<p>Adamson, J. S. A. "Eminent Victorians: S.R. Gardiner and the Liberal as Hero." <i>The Historical Journal</i> 33, no. 3 (September 1990): 641-657.</p>
<b>Article in a journal, online version, from a database service</b> (The format shown below works for magazine and newspaper articles accessed through a database as well.)	
<p><sup>1</sup>J. S. A. Adamson, "Eminent Victorians: S.R. Gardiner and the Liberal as Hero," <i>The Historical Journal</i> 33, no. 3 (September 1990), 645, <a href="http://links.jstor.org/sici?sici=0018-246X%28199009%2933%3A3%3C641%3AEVSRGA%3E2.0.CO%3B2-R">http://links.jstor.org/sici?sici=0018-246X%28199009%2933%3A3%3C641%3AEVSRGA%3E2.0.CO%3B2-R</a> (accessed 9 January 2007).</p>	<p>Adamson, J. S. A. "Eminent Victorians: S.R. Gardiner and the Liberal as Hero." <i>The Historical Journal</i> 33, no. 3 (September 1990), 641-657, <a href="http://links.jstor.org/sici?sici=0018-246x%28199009%2933%3a3%3C641%3AEVSRGA%3E2.0.CO%3B2-R">http://links.jstor.org/sici?sici=0018-246x%28199009%2933%3a3%3C641%3AEVSRGA%3E2.0.CO%3B2-R</a> (accessed 9 January 2007).</p>

**Articles in Periodicals (journals, magazines, and newspapers)**

Footnote or Endnote Reference	Corresponding Entry in the Bibliography
<b>Article in a magazine</b>	
<sup>1</sup> Joy Williams, "One Acre," <i>Harper's Magazine</i> , February 2001, 62.	Williams, Joy. "One Acre." <i>Harper's Magazine</i> , February 2001, 59-66.
<b>Articles in a newspaper:</b> For newspaper articles, a page number is not necessary. A section letter or number is sufficient. However, supplying a page number is strongly encouraged.	
<sup>1</sup> Kenneth Chang, "The Melting (Freezing) of Antarctica," <i>New York Times</i> , 2 April 2002, F1.	News items from daily newspapers are rarely listed in the bibliography unless the newspaper is referred to several times. The more common entries are the following:  <i>New York Times</i> . April - May 2002.  <i>New York Times</i> . 2001-2002.

**Electronic Publications**

Citations for Internet publications are ever changing as websites and URL's evolve. The *Turabian Manual*, 7<sup>th</sup> ed., has several examples for citing online information. We have already looked at how to cite articles accessed online. Notes for books are the same. The key is to include as much information as possible about the electronic access, particularly the URL. For more information, consult the *Turabian Manual* and the University of California Berkley Library's Guide.

Footnote or Endnote Reference	Corresponding Entry in the Bibliography
<b>Online reproduction of a previously published book</b>	
<sup>1</sup> Ernest Ingersoll, <i>Knocking Around the Rockies</i> (New York: Harper and Brothers, 1883): 57, Making of America Collection, <a href="http://name.umdl.umich.edu/ABA1338.0001.001">http://name.umdl.umich.edu/ABA1338.0001.001</a> (accessed 10 January 2007).	Ingersoll, Ernest. <i>Knocking Around the Rockies</i> . New York: Harper and Brothers, 1883. Making of America Collection, <a href="http://name.umdl.umich.edu/ABA1338.0001.001">http://name.umdl.umich.edu/ABA1338.0001.001</a> (accessed 10 January 2007).
<b>Website with authors, title, series, publisher, and date (no page numbers)</b>	
<sup>8</sup> Eleanor Roosevelt, "To Undo a Mistake is Always Harder Than Not to Create One Originally," Chapter 2 ("Essay") in <i>Confinement and Ethnicity: An Overview of World War II Japanese American Relocation Sites</i> (U.S. Department of the Interior, National Parks Service, Western Archeological and Conservation Center, 1999, revised 2000), <a href="http://www.cr.nps.gov/history/online_books/anthropology74/ce2.htm">http://www.cr.nps.gov/history/online_books/anthropology74/ce2.htm</a> (accessed 22 March 2004).	Roosevelt, Eleanor. "To Undo a Mistake is Always Harder Than Not to Create One Originally." Chapter 2 ("Essay") in <i>Confinement and Ethnicity: An Overview of World War II Japanese American Relocation Sites</i> , by J. Burton and others, Publications in Anthropology 74. U.S. Department of the Interior, National Parks Service, Western Archeological and Conservation Center, 1999, (revised 2000), <a href="http://www.cr.nps.gov/history/online_books/anthropology74/ce2.htm">http://www.cr.nps.gov/history/online_books/anthropology74/ce2.htm</a> (accessed 22 March 2004).

**Electronic Publications**

**Websites:** For sources other than books and periodicals, include as much information as possible. If there is no author, provide the owner of the site.

<b>Footnote or Endnote Reference</b>	<b>Corresponding Entry in the Bibliography</b>
<p><sup>1</sup>Cornell University, ILR School, “The Story of the Fire: Sweatshops and Strikes,” The Triangle Factory Fire, <a href="http://www.ilr.cornell.edu/trianglefire/narrative2.html">http://www.ilr.cornell.edu/trianglefire/narrative2.html</a> (accessed 28 September 2009).</p>	<p>Cornell University. ILR School. “The Story of the Fire: Sweatshops and Strikes.” The Triangle Factory Fire. <a href="http://www.ilr.cornell.edu/trianglefire/narrative2.html">http://www.ilr.cornell.edu/trianglefire/narrative2.html</a> (accessed 28 September 2009)</p>