Turabian Bibliography Format (Footnotes see Chs. 16-17; Typically History)

This handout covers basic Turabian style guidelines for class papers as adapted from the 9th edition of *A Manual for Writers of Research Papers, Theses, and Dissertations: Chicago Styles for Students & Researchers* by Kate L. Turabian (2017). For more information regarding the Turabian guidelines for class papers, dissertations, and theses, refer to the aforementioned manual. Refer to page numbers included in this guide for reference to specific manual sections. **Writers should adhere to current guidelines set by professors, universities, disciplines or departments over general guidelines provided from the manual (xiv).**

Note: The format of this handout does not represent Turabian format guidelines.

General Format (384-386)

- Margins – Use at least 1 inch margins on all sides.
- Font type and size – Use a single, readable serif font, such as the equivalent of 12 pt. Times New Roman, or the equivalent of 10 pt. Arial. The former is preferred.
- Spacing – Double-space everything except block quotations, table titles, figure captions, and lists in appendices.
   - The following should be single-spaced internally but with a blank line between items: table of contents, footnotes or endnotes, bibliography lists, and lists of figures, tables, and abbreviations.
- Numbering –For class papers, choose to place page numbers centered or flushed right in header or footer and follow it consistently.
   - Use lowercase Roman numerals (iii, iv, v) for front matter pages (ex.Table of Contents). Do not number the title page if it is the only front matter page.
   - Use Arabic numerals (2, 3, 4) for all other pages, starting with the first page of body text (numbered page 2 if you are counting the title page).

Title Page (388)

- Center the title of the paper about 1/3 of the way down the page.
- Use "headline" capitalization in title matter, capitalizing all main words.
- If the paper has a subtitle, place a colon after the main title and enter the subtitle on the next line.
- Several lines below the title, include your name and any other information requested by the instructor.
- Unless otherwise specified, the title page counts as page *i,* but the number is not shown (376).

Abstract (389)

An abstract briefly summarizes the thesis and contents of the paper. Center the title "Abstract" at the top of the page and leave two blank lines between the title and the first line of text. Double-space text. Number the abstract page(s) with lower roman numerals.

Subheadings (405)

Unless you are given guidelines for subheads, you may use your own system as long as you are consistent (see Figure 1 for example headings and subheadings). There should be at least two subheads at any level. Two consecutive subhead levels may appear together without

First Level: Centered, Bold or Italic type, Headline-Style Capitalization
Second Level: Centered, Regular Type, Headline-Style Capitalization
Third Level: Flush Left, Bold or Italic Type, Headline Style Capitalization
Fourth Level: Flush left, regular type, sentence-style capitalization
Fifth level: Sentence-style capitalization, run in at beginning of paragraph (no blank line after), bold or italic type, end heading with a period.

Figure 1: Sample headings and subheadings

intervening text. Put two blank lines before and one after subheads, and do not end a subhead with a period (except for lower-level, sentence-style headings). Never end a page with a subhead.

Bibliographic Style

Use a superscript number at the end of a sentence to signify that you have used a source. These numbers refer to notes printed at the bottom of the page (footnotes) or at the end of the paper (endnotes). Single space each footnote. Leave a space after the text preceding the footnote and between footnotes if there are multiple footnotes per page. Indent notes as you do normal paragraphs, with subsequent lines flush left. At the end of the paper, include a "Bibliography", or list of all sources referred to with notes and, in some cases, any sources consulted but not cited. The format for note and bibliography entries differs.

Notes:

Below are formats to follow for common source types followed by examples.

This is an example of what a footnote should look like in a paper. According to the Turabian manual, the superscript number should appear at the end of the sentence to signify that you have used a source.[1] To insert a footnote in a Word document, click on the References tab and click the Insert Footnote icon while the cursor is in the desired location. Do this for each reference you use in your paper. Do not forget to indent the footnotes at the bottom of the page: right click on the footnote, then on Paragraph tab, then choose the First Line option on the Indentation section. Also, remember to single space and check the font of the footnotes.

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1., Kate L. Turabian, *A Manual for Writers of Research Papers, Theses, and Dissertations*, 9th ed., revised by Wayne C. Booth, Gregory G. Colomb, Joseph M. Williams, Joseph Bizup, William T. Fitzgerald, and The University of Chicago Press Editorial Staff. (Chicago: The University of Chicago Press, 2018), 149-150.

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Figure 2: Example of text with footnotes

Book:

Note Number. Author's First and Last Names, *Title of Book: Subtitle of Book* (Place of Publication: Publisher's Name, Date of Publication), XX-XX.

1. George C. Edwards III, *The Public Presidency: The Pursuit of Popular Support* (New York: St. Martin's, 1983), 256-291.

Book Chapter:

Note Number. Author's first and last names, "Title of Chapter: Subtitle of Chapter," in *Title of Book: Subtitle of Book,* ed. Editor's first and last names (Place of Publication: Publisher's name, Date of Publication), XX-XX.

2. Anne Whiston Spirn, "Constructing Nature: The Legacy of Frederick Law Olmsted," in *Uncommon Ground: Rethinking the Human Place in Nature,* ed. William Cronon (New York: W. W. Norton and Company, 1996), 101.

Online Journal Article:

Note Number. Author's First and Last Names, "Title of Article: Subtitle of Article," *Title of Journal* Volume Number, Issue Number (Date of Publication): XX-XX. https://doi.org/[insert doi].

3. Penelope Sheets, David S. Domke, and Anthony G. Greenwald, "God and Country: The Partisan Psychology of the Presidency, Religion and Nation," *Political Psychology* 32, no. 3 (June 2011): 459-484. https://doi.org/10.1111/j.1467-9221.2010.00820.x

Webpage:

Note Number. Author's First and Last Names, "Title of the Page," Title or Owner of the Site, publication or revision date (if frequently revised), accessed date (if no revision date), URL.

4. Susannah Brooks, "Longtime Library Director Reflects on a Career at the Cross-roads," University of Wisconsin-Madison News, September 1, 2011, http://www.news.wisc.edu/19704.

Multiple Authors:

Two authors: Author 1 first and last name and Author 2 first and last name
   Ex: Mary Jones and Patrick Smith, *Title of Book*
Three authors: Author 1 first and last name, author 2 first and last name, author 3 first and last name
   Ex: Mary Jones, Patrick Smith, and Shelley Shields, *Title of Book*
Four or more: Author 1 first and last name et al.
   Ex: Mary Jones et al., *Title of Book*

Shortened Notes: The first time a source is used, use the format above to cite it. For subsequent citations of that source in the paper, use a shortened form of the notes, either in *author-only* or *author-title* formats. The latter is preferred. For *author-title* notes, format the shortened title appropriately according to its source type. Ex: "Article Title," "Webpage Title," *Book Title,* etc. For two-three authors in shortened notes, list all last names. For four or more authors, use the first author's last name followed by et al.

Author-only:
Note Number. Author's last name, XX-XX.
1. Edwards, 79.
Author-title:
Note Number. Author's Last Name, *Shortened Title,* XX-XX.
2. Edwards, *The Public Presidency,* 65-72.

Previously Chicago encouraged the use of *Ibid.* to shorten notes further, but this is now discouraged in favor of author-only short notes when a citation is repeated often.

Bibliography

Brooks, Susannah. "Longtime Library Director Reflects on a Career at the Cross-roads." *University of Wisconsin-Madison News*, September 1, 2011. http://www.news.wisc.edu/19704.

Edwards, George C. III. *The Public Presidency: The Pursuit of Popular Support.* New York: St. Martin's, 1983.

Sheets, Penelope, David S. Domke, and Anthony G. Greenwald. 2011. "God and Country: The Partisan Psychology of the Presidency, Religion and Nation." *Political Psychology* 32, no. 3 (June): 459-484. https://doi.org/10.1111/j.1467-9221.2010.00820.x

Bibliography:

Center the title "Bibliography" at the top of the page and leave two blank lines between the title and the first source. The bibliography is arranged alphabetically by author. If there are multiple works by the same author, arrange them alphabetically by title and, for all entries after the first, replace the author's name with a long dash followed by the appropriate punctuation (comma or period). For works with multiple authors, invert the first author's name but write the names of all the other authors in "First Name Last Name" format.

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

Edwards, George C. III. *The Public Presidency: The Pursuit of Popular Support.* New York: St. Martin's, 1983.

Book Chapter:
Chapter Author's Last Name, Chapter Author's First name. "Title of Chapter: Subtitle of Chapter." In *Title of Book: Subtitle of Book*, edited by Editors' First and Last Names, XX-XX. Place of Publication: Publisher's Name, Date of Publication.

Spirn, Anne Whiston. "Constructing Nature: The Legacy of Frederick Law Olmsted." In *Uncommon Ground: Rethinking the Human Place in Nature*, edited by William Cronon, 91-113. New York: W. W. Norton and Company, 1996.

Online Journal Article:
Author's Last Name, Author's First Name. "Title of Article: Subtitle of Article." *Title of Journal* Volume Number, Issue Number (Date of Publication): XX-XX. https://doi.org/[insert doi].

Sheets, Penelope, David S. Domke, and Anthony G. Greenwald. "God and Country: The Partisan Psychology of the Presidency, Religion and Nation." *Political Psychology* 32, no. 3 (June 2011): 459-484. https://doi.org/10.1111/j.1467-9221.2010.00820.x

Webpage:
Generally, web sources can just be mentioned in the notes. However, if the source is critical to your argument or frequently cited, you should include it in the bibliography. If no author is listed, the source should be listed under the title of website or the name of its owner or sponsor. See example below:

Brooks, Susannah. "Longtime Library Director Reflects on a Career at the Cross-roads." *University of Wisconsin-Madison News*, September 1, 2011. http://www.news.wisc.edu/19704.