

PREPARING FOOTNOTES AND BIBLIOGRAPHY

TURABIAN - CHICAGO FORMAT

The following guidelines and examples are based on Kate Turabian's *A Manual for Writers of Term Papers, Theses, and Dissertations: Chicago Style for Students and Researchers*, 7th edition (2007), shelved in the Ready Reference area of the library; the call number R 378.242 T849M6.

WHAT SHOULD BE CITED?

In conducting your research for term papers and projects, you will be using materials that have been created and published by other authors. Whenever you include ideas or direct quotations from the sources you consulted, you must cite them in your paper. That is, you must give credit to the original author(s) of the information.

The *Oxford English Dictionary* defines **plagiarism** as “*The action or practice of taking someone else's work, idea, etc., and passing it off as one's own; literary theft.*” The standards of scholarship require that any information (statements, concepts, statistics, graphics, etc.) that you use from another source should be cited. This includes facts, ideas, opinions, direct quotations, paraphrased material, illustrations, and any other material written or produced by someone else. However, common knowledge (information which any adult ought to know - such as “the sun rises in the east”) should not be cited.

Conscientious citing gives credit to the person (or group) responsible for the ideas or opinions and indicates your integrity as an author. ***When you fail to cite any material that is not your own, you are plagiarizing.***

FORMAT OF CITATIONS

There are numerous styles for citing information. Some schools have developed their own format, and certain disciplines prefer a special style of citation. This study guide provides guidelines and examples for using the Turabian - Chicago format to cite commonly used types of resources.

Writers should determine which style of documentation is required by their professor, department, or academic discipline. In addition to the **Turabian - Chicago** style, other popular styles include the **MLA format** (Modern Language Association) and the **APA format** (American Psychological Association). There are also styles that are preferred for scientific or medical writing. Refer to the last paragraph of this guide for information about other study guides that are available in the library or on the library's web site for specific disciplines. These study guides may not answer all of your questions about citations. In that case, you should refer to the current edition of the appropriate style manual, located behind the Reference Desk, or consult a Reference Librarian.

Note: This guide focuses primarily on the “footnote/ bibliography” method of citing. If you are using the “parenthetical citation/ reference list” style (also known as author/date style), a description and examples are provided on page 11 of this guide.

WHAT ARE FOOTNOTES or ENDNOTES?

A **footnote** is a note of reference, explanation, or comment that is placed at the bottom of a page of text. It serves as an appendage to material in the text, usually explaining a passage in greater detail, citing authority for a statement, or providing illustrations to clarify the text.

An **endnote** is similar to a footnote, and the same format is used for both, but the list of notes is placed at the end of the paper, just before the **Bibliography** or **Works Cited** list.

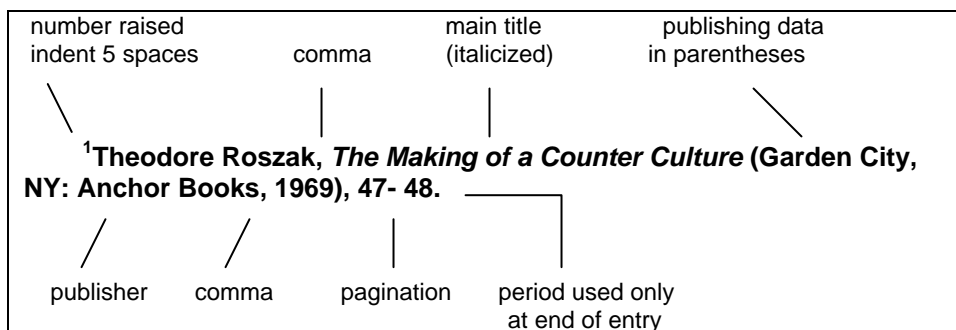
Besides providing the source of a quotation or the authority for a statement of fact or opinion, footnotes (or endnotes) may also include additional helpful information that might otherwise interfere with the flow of the main body of your text. Notes should be numbered consecutively starting from Arabic numeral 1. Each numeral indicating a note appears in two places in your paper. The first numeral is placed in the text at the end of material cited and slightly above the line. The second is just before and slightly above the beginning of the note, as shown in the examples in this guide. (The raised numerals used in citations are called *superscripts*.)

Spacing: Footnotes and endnotes are usually single-spaced, with double-spaces between notes. Notes are to be indented the same amount as the text, usually five spaces. The number of spaces is not mandated, but it is important to be consistent. The entries in the bibliography are also single-spaced with a double space separating entries. They are to be written with a hanging indent.

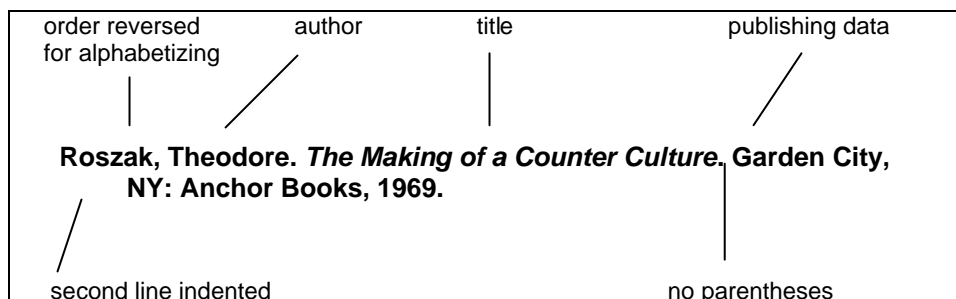
WHAT IS A BIBLIOGRAPHY?

A **bibliography** is an alphabetical list of sources that are cited in a paper. The list may also include sources that were consulted but not cited. (Turabian, 147). The examples below illustrate the differences in the formats for footnotes (or endnotes) and entries in bibliographies.

NOTE FORM



BIBLIOGRAPHY FORM



SAMPLE NOTE AND BIBLIOGRAPHY FORMATS

BOOK BY ONE AUTHOR

NOTE

¹Theodore Roszak, *The Making of a Counter Culture* (Garden City, NY: Anchor Books, 1969), 47-48.

BIBLIOGRAPHY

Roszak, Theodore. *The Making of a Counter Culture*. Garden City, NY: Anchor Books, 1969.

BOOK BY ONE AUTHOR (later edition)

NOTE

²Mary Anne Ferguson, *Images of Women in Literature*, 2nd ed. (Boston: Houghton Mifflin, 1975), 268.

BIBLIOGRAPHY

Ferguson, Mary Anne. *Images of Women in Literature*. 2nd ed. Boston: Houghton Mifflin, 1975.

BOOK BY TWO AUTHORS

NOTE

³Margaret B. Bryan and Boyd H. Davis, *Writing about Literature and Film* (New York: Harcourt Brace Jovanovich, 1975), 37-38.

BIBLIOGRAPHY

Bryan, Margaret B., and Boyd H. Davis. *Writing about Literature and Film*. New York: Harcourt Brace Jovanovich, 1975.

BOOK BY THREE AUTHORS

NOTE

⁴J. R. Schubel, A. D. Williams, and W. M. Wise, *Suspended Sediment in the Chesapeake and Delaware Canal* (Stony Brook: Marine Sciences Research Center, State University of New York, 1977), 72.

BIBLIOGRAPHY

Schubel, J. R., A. D. Williams, and W. M. Wise. *Suspended Sediment in the Chesapeake and Delaware Canal*. Stony Brook: Marine Sciences Research Center, State University of New York, 1977.

BOOK WITH AN EDITOR OR COMPILER AS AUTHOR

NOTE

⁵Michael Timko, ed., *Twenty-Nine Short Stories* (New York: Alfred A. Knopf, 1975), ix.

BIBLIOGRAPHY

Timko, Michael, ed. *Twenty-Nine Short Stories*. New York: Alfred A. Knopf, 1975.

TRANSLATED BOOK

NOTE

⁶Helmut Thielicke, *Man in God's World*, trans. John W. Doberstein (New York: Harper & Row, 1963), 43.

BIBLIOGRAPHY

Thielicke, Helmut. *Man in God's World*. Translated by John W. Doberstein. New York: Harper & Row, 1963.

A CHAPTER OR ESSAY BY ONE AUTHOR IN A BOOK EDITED BY ANOTHER

NOTE

⁷Richard Wright, "Bright and Morning Star," in *Short Stories: A Critical Anthology*, ed. Ensaf Thune and Ruth Prigozy (New York: Macmillan, 1973), 387-88.

BIBLIOGRAPHY

Wright, Richard. "Bright and Morning Star." In *Short Stories: A Critical Anthology*, Edited by Ensaf Thune and Ruth Prigozy, 368-94. New York: Macmillan, 1973.

A BOOK WITH A SOCIETY, ASSOCIATION, OR INSTITUTION AS AUTHOR

NOTE

⁸Antioch College, *Educating for Democracy: A Symposium* (Yellow Springs, OH: Antioch Press, 1937), 45.

BIBLIOGRAPHY

Antioch College. *Educating for Democracy: A Symposium*. Yellow Springs, OH: Antioch Press, 1937.

A SIGNED ARTICLE IN A JOURNAL WITH CONTINUOUS PAGINATION

NOTE

⁹Gary S. Humble, "Evidentiary Admissions of Defense Counsel in Federal Criminal Cases," *American Criminal Law Review* 24 (Summer 1986): 97-98.

BIBLIOGRAPHY

Humble, Gary S. "Evidentiary Admissions of Defense Counsel in Federal Criminal Cases." *American Criminal Law Review* 24 (Summer 1986): 93-124.

A SIGNED ARTICLE IN A JOURNAL THAT PAGES EACH ISSUE SEPARATELY

NOTE

¹⁰Brian Wilkie, "The Romantic Ideal of Unity," *Studies in the Literary Imagination* 19, no. 2 (Fall 1986): 5-6.

BIBLIOGRAPHY

Wilkie, Brian. "The Romantic Ideal of Unity." *Studies in the Literary Imagination* 19, no. 2 (Fall 1986): 5-21.

A SIGNED ARTICLE IN A MAGAZINE OF GENERAL INTEREST

NOTE

¹¹John D. Hull, "Evan Mecham, Please Go Home," *Time*, November 9, 1987, 61.

BIBLIOGRAPHY

Hull, John D. "Evan Mecham, Please Go Home." *Time*, November 9, 1987, 61.

AN UNSIGNED ARTICLE IN A MAGAZINE OF GENERAL INTEREST

NOTE

¹²"High-Tech Shopping Moscow Style," *U.S. News & World Report*, November 2, 1987, 12.

BIBLIOGRAPHY

"High-Tech Shopping Moscow Style." *U.S. News & World Report*, November 2, 1987, 12.

A BOOK REVIEW

NOTE

¹³Peter Conrad, "Embraceable Them," review of *Singers and the Song*, by Gene Lees, *New York Times Book Review*, November 15, 1987, 1.

BIBLIOGRAPHY

Conrad, Peter. "Embraceable Them." Review of *Singers and the Song*, by Gene Lees. *New York Times Book Review*, November 15, 1987, 1.

A MOVIE REVIEW

NOTE

¹⁴Richard Schickel, "Making a Memoir Memorable," review of *Biloxi Blues*, directed by Mike Nichols, screenplay by Neil Simon, *Time*, April 4, 1988, 77.

BIBLIOGRAPHY

Schickel, Richard. "Making a Memoir Memorable." Review of *Biloxi Blues*. Directed by Mike Nichols, screenplay by Neil Simon. *Time*, April 4, 1988, 77.

A SIGNED ENCYCLOPEDIA ARTICLE

NOTE

¹⁵*The New Encyclopaedia Britannica: Macropaedia*, 15th ed., s.v. "Ethics," by Peter Singer.

BIBLIOGRAPHY

The New Encyclopaedia Britannica: Macropaedia, 15th ed. s.v. "Ethics," by Peter Singer.

AN UNSIGNED ENCYCLOPEDIA ARTICLE

NOTE

¹⁶*The New Encyclopaedia Britannica: Micropaedia*, 15th ed., s.v. "University."

BIBLIOGRAPHY

The New Encyclopaedia Britannica: Micropaedia, 15th ed. s.v. "University."

SIGNED NEWSPAPER ARTICLE

NOTE

¹⁷Nathaniel Sheppard, Jr., "Tombs Closes as Last of Its Inmates Depart," *New York Times*, December 21, 1974, 1.

BIBLIOGRAPHY

Sheppard, Nathaniel, Jr. "Tombs Closes as Last of Its Inmates Depart." *New York Times*, December 21, 1974, 1.

AN UNSIGNED NEWSPAPER ARTICLE

NOTE

¹⁸"President Arrives in China for Talks," *New York Times*, December 1, 1975, 1.

BIBLIOGRAPHY

"President Arrives in China for Talks." *New York Times*, December 1, 1975, 1.

GOVERNMENT DOCUMENTS

HEARINGS

NOTE

¹⁹House Committee on Banking and Currency, *Bretton Woods Agreements Act: Hearings on H.R. 3314*, 79th Cong., 1st sess., 1945, 12-14.

BIBLIOGRAPHY

U.S. House. Committee on Banking and Currency. *Bretton Woods Agreement Act: Hearings on H.R. 3314*. 79th Cong., 1st sess., 1945.

EXECUTIVE DEPARTMENT DOCUMENTS

NOTE

²⁰Department of Justice, Federal Bureau of Investigation, *Uniform Crime Reports for the United States* (Washington, DC: U.S. Department of Justice, Federal Bureau of Investigation, 1986), 14.

BIBLIOGRAPHY

U.S. Department of Justice. Federal Bureau of Investigation. *Uniform Crime Reports for the United States*. Washington, DC: U.S. Department of Justice, Federal Bureau of Investigation, 1986.

MICROFORM PUBLICATIONS

NOTE

²¹Abraham Tauber, *Spelling Reform in the United States*, (Ann Arbor, MI: University Microfilms, 1958), Microfilm, p. 67.

BIBLIOGRAPHY

Tauber, Abraham. *Spelling Reform in the United States*. Ann Arbor, MI: University Microfilms, 1958. Microfilm.

ELECTRONIC DOCUMENTS

For online books and journal articles, follow the guidelines for print sources. In addition to the basic format, include the URL and the date you accessed the material.

When a URL has to be broken at the end of a line, the manual states "...insert the break after a colon, a slash (or double slash), or the symbol @ but before a period or any other punctuation or symbols. Hyphens are frequently included as a part of a URL or e-mail address, so to avoid confusion, never add a hyphen to indicate the break, or break a URL or address at an existing hyphen." (Turabian 294)

ONLINE FULL-TEXT DATABASE

NOTE

²²Lawrence A. Shapiro, "Multiple Realizations," *Journal of Philosophy* 97, no.12 (December 2000): 642, <http://web.ebscohost.com/> (accessed June 27, 2006).

BIBLIOGRAPHY

Shapiro, Lawrence A. "Multiple Realizations." *Journal of Philosophy* 97, no. 12 (December 2000): 635-54. <http://web.ebscohost.com/> (accessed June 27, 2006).

ONLINE and OTHER ELECTRONIC BOOKS

For online books, full publication information must be provided in addition to the URL to enable a reader to find the book even if the URL changes. If page numbers are unavailable, you may identify the location of a cited passage in a note by adding “under” and including a descriptive locator (such as a subheading that precedes the cited information) before writing the URL and access date. (Turabian, 181)

NOTE

²³ Julian Samora and Patricia Vandel Simon, *A History of the Mexican-American People*, rev. ed. (East Lansing, MI: Julian Samora Research Institute, Michigan State University, 2000), under “Civil War in Mexico,” <http://www.jsri.msu.edu/museum/pubs/MexAmHist/chapter14html#six> (accessed December 19, 2005).

BIBLIOGRAPHY

Samora Julian, and Patricia Vandel Simon. *A History of the Mexican-American People*. Rev. ed. East Lansing, MI: Julian Samora Research Institute, Michigan State University, 2000. <http://www.jsri.msu.edu/museum/pubs/MexAmHist/chapter14html#six> (accessed December 19, 2005).

“When you cite books published in other electronic formats, such as those available for download or other delivery from a bookseller or library, identify the format (CD-ROM, Microsoft Reader e-book).” (Turabian, 181)

NOTE

²⁴ Hal Hellman, *Great Feuds in Technology: Ten of the Liveliest Disputes Ever* (New York: John Wiley, 2004), Rocket e-book.

BIBLIOGRAPHY

Hellman, Hal. *Great Feuds in Technology: Ten of the Liveliest Disputes Ever*. New York: John Wiley, 2004. Rocket e-book.

ONLINE JOURNAL ARTICLE

When writing notes for online journal articles, if page numbers are not available, you may identify the location of the cited passage by writing “under” and including a descriptive term, such as a subheading, before the URL and access date, as shown in the example below.

NOTE

²⁵ Brian Uzzi and Jarrett Spiro, “Collaboration and Creativity: The Small World Problem,” *American Journal of Sociology* 111, no. 2 (September 2005), under “Milgram’s Small World Theory,” <http://www.journals.uchicago.edu/AJS/journal/issues/v111n2/090090/090090.html> (accessed December 19, 2005).

BIBLIOGRAPHY

Uzzi, Brian, and Jarrett Spiro. “Collaboration and Creativity: The Small World Problem.” *American Journal of Sociology* 111, no. 2 (September 2005). <http://www.journals.uchicago.edu/AJS/journal/issues/v111n2/090090/090090.html> (accessed December 19, 2005).

ONLINE NEWSPAPER

In general, newspaper articles are cited only in notes. A bibliography entry usually isn't necessary. If an article is frequently cited, or is crucial to your argument, you may choose to include it in the bibliography. Omit page numbers, but include the designation for the specific edition, if there is one.

NOTE

²⁶Dave Hoekstra, "Restoring a Legacy," *Chicago Sun-Times*, December 19, 2005, under "Home Away from Home," <http://www.suntimes.com/output/hurricane/cst-fts-nola19.html> (accessed December 19, 2005).

BIBLIOGRAPHY

Hoekstra, Dave. "Restoring a Legacy." *Chicago Sun-Times*, December 19, 2005. <http://www.suntimes.com/output/hurricane/cst-fts-nola19.html> (accessed December 19, 2005).

WEBLOG (Blog) ENTRY

"To cite an entry posted on a Weblog (or "blog") by the author of the site, follow the basic pattern for websites. Include the author's name and the date of the posting. Such items should usually be cited only in a note." (Turabian, 199)

NOTE

²⁷Gary Becker, "The New American Dilemma: Illegal Immigration," The Becker- Posner Blog, entry posted March 6, 2006, http://www.becker-posner-blog.com/archives/2006/03/the_new_america.html (accessed March 28, 2006).

WEBLOG COMMENT

Follow the basic pattern for Weblog entries, but identify the item as a comment, and include the date that the comment (not the entry) was posted. If the name of the comment's author is incomplete or is a pseudonym, add *pseud.* in brackets after the posted name. (Turabian, 199)

NOTE

²⁸Bill (*pseud.*), comment on "The New American Dilemma: Illegal Immigration," The Becker-Posner Blog, comment posted March 10, 2006, http://www.becker-posner-blog.com/archives/2006/03/the_new_america.htm#c080149 (accessed March 28, 2006).

ONLINE REFERENCE WORK

"Well known reference works, such as major dictionaries and encyclopedias, should usually be cited only in notes...Within the note, you may omit the facts of publication, but you must specify the edition (if not the first). For an alphabetically arranged work such as an encyclopedia, cite the item (not the volume or page number) preceded by *s.v.* (*sub verbo*, "under the word"; pl. *s.vv.*)" (Turabian 191)

"Online versions of encyclopedias are regularly updated, so include both the URL and the date you accessed the material...Note that some reference works will indicate the appropriate URL to cite for a specific entry; use this rather than the less stable URL generated by search engines." (Turabian 191)

NOTE

²⁹*Encyclopaedia Britannica online*, s.v. "Sibelius, Jean," <http://www.brittanica.com/ebc/article?tocId=9378608> (accessed June 1, 2005)

A WEB SITE WITH A SPECIFIC AUTHOR

NOTE

³⁰Dee Jones. "deGrummond Children's Literature Collection." 26 July 1999. <http://avatar.lib.usm/~degrum/> (accessed Feb. 24, 2000).

BIBLIOGRAPHY

Jones, Dee. "deGrummond Children's Literature Collection." 26 July 1999. <http://avatar.lib.usm/~degrum/> (accessed Feb. 24, 2000).

A WEB SITE WITH A GROUP AUTHOR

NOTE

³¹Evanston Public Library Board of Trustees, "Evanston Public Library Strategic Plan, 2000-2010: A Decade of Outreach," Evanston Public Library, <http://www.epl.org/library/strategic-plan-00.html> (accessed July 18, 2002).

BIBLIOGRAPHY

Evanston Public Library Board of Trustees. "Evanston Public Library Strategic Plan, 2000-2010: A Decade of Outreach." Evanston Public Library. <http://www.epl.org/library/strategic-plan-00.html> (accessed July 18, 2002).

CITING THE SAME SOURCE MORE THAN ONCE

When citing the same work the second or third time, simply cite it in shortened form. Repeat the author's last name (or if it is unsigned, a shortened form of the title) and the page number you are citing. If you have used more than one book or article by the same author, repeat the author's last name and a short form of the title, plus the page number, to be certain the reader can recognize which work is cited.

EXAMPLE FOR FIRST REFERENCE TO A BOOK

³²Northrop Frye, *Anatomy of Criticism: Four Essays* (Princeton: Princeton University Press, 1957), 52.

SECOND REFERENCE IF ONE BOOK BY AUTHOR CITED

³³Frye, 76.

SECOND REFERENCE IF SEVERAL BOOKS BY AUTHOR CITED

³⁴Frye, *Anatomy*, 76.

FIRST REFERENCE TO PERIODICAL ARTICLE

³⁵L. J. Morrissey, "Anonymous Ballad Opera," *Notes and Queries* 19 (June 1972): 223.

SECOND REFERENCE IF ONLY ONE ARTICLE BY AUTHOR CITED

³⁶Morrissey, 224.

SECOND REFERENCE IF CITING MORE THAN ONE ARTICLE BY AUTHOR

³⁷Morrissey, "Anonymous Ballad," 224.

PARENTHETICAL CITATIONS with a REFERENCE LIST

This study guide has focused on the **footnotes or endnotes/ bibliography** style of citing, but students should be aware that the Turabian and Chicago manuals also include information about the **parenthetical citation/ reference list style**, which is often used in the natural and social sciences.

In a **parenthetical reference**, the citation appears in parentheses in the running text, rather than at the foot of the page on which the cited material appears. The information enclosed in parentheses includes the **author's last name**, the **publication date**, and **relevant page numbers**. The complete citation information for these works appears in a **reference list** at the end of the document.

The entries in a reference list differ slightly from the entries in a bibliography. In a reference list, the publication date follows the author's name; in a bibliography, the date appears at the end of the citation, before page numbers (if page numbers are given).

PARENTHETICAL REFERENCES and the REFERENCE LIST ENTRY:

PRINT SOURCE WITH AN AUTHOR

According to one scholar, "The railroads had made Chicago the most important meeting place between the East and the West" (Cronan 1991, 92-93).

Reference List Entry

Cronon, William. 1991. *Nature's metropolis: Chicago and the Great West*. New York: W. W. Norton & Company.

PRINT SOURCE WITH NO AUTHOR

Use up to four distinctive words from the title without the preceding articles a, an, or the:

(Great Trigonometrical Survey 1863, 26)

Reference List Entry

Great Trigonometrical Survey of India. 1863. *The Calcutta Review* 38: 26-62.

For more complete information about parenthetical citations, see *A Manual for Writers of Research Papers, Theses, and Dissertations* - 7th Edition, by Kate Turabian, pages 216-226.

Other commonly used style manuals are available in the Library's Ready Reference area, and study guides are available for basic information about the following formats:

- Study Guide # 15 – MLA (Modern Language Association) Citation Style
- Study Guide # 19 – APA (American Psychological Association) Citation Style
- Study Guide # 23 – ACS (American Chemical Society) Citation Style
- Study Guide # 24 – CSE (Council of Science Editors) Citation Style

If you need any assistance with documenting sources, please consult a reference librarian.

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