

Chicago/Turabian Style Quick Guide

The Chicago Manual of Style is often associated with the “Turabian Style”. There is little difference between them. There are two Chicago/Turabian Styles: Author-Date and Footnote/Endnote. The former is used for social sciences and natural and physical sciences; the latter in the humanities—literature, history, and the arts. We only outline the footnote system here.

With this system, each source **is identified by a superscript number in the text** like this: ¹ This number appears after any punctuation in the text. See the example below.

<p>cost.¹ However, Lee reported a contrary result,² along with other studies.³ This supports the contention that the original data was</p>	<p>¹ Breen, “An Empirical Test.” ² Lee, <i>Credit Risk</i>, p. 24. ³ Keen, <i>Strategy, Structure</i>; Dorgan, <i>Future Funds</i>.</p>
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The full reference details appear in the footnotes. In addition, an alphabetically-ordered list of references, containing full reference details, is provided at the end of the text titled ‘Bibliography’ (not ‘Reference List’).

Note: There is some variation in the formatting of citations even within a particular referencing style. **Always check your own faculty/department’s guidelines and be consistent in whatever format you use.** This helpsheet provides a quick guide to this style. For further details, see: <http://studyskills.federation.edu.au/how-to-reference-chicago-note-citation-style/>.

Citations

- The citations appear as footnotes and are in 9 or 10 pt font. An example of a book citation is provided here (see below).²
- Note that the author’s given name appears before the surname (these would be reversed in the Bibliography).
- The place of publication appears before the publisher separated by a colon. These items appear in parentheses (...)
- All words are capitalised except prepositions (to, by, in, at, etc) and conjunctions (and/but).
- Normal conventions for italicising book titles and journal titles are used. Book titles are italicised (e.g., *Harry Potter and the Philosopher’s Stone*) and journal names are italicised (e.g., *Journal of Art History*).
- Here is an example of how a journal article would appear.³ Note that: a) the title is in double inverted commas (“...”) and the comma appears within these; b) the issue number is prefaced “no.” (number); c) the year of publication is in parentheses (...); any page number(s) identifying cited material follows the year of publication.
- Footnote numbering should be **consecutive** (1, 2, 3, 4) throughout the chapter or paper, and can start at “1” again each chapter in a book/report of multiple chapters.
- If a source is cited more than once in succession, and the same page is used, only the word “Ibid.” (*Latin*: ‘in the same place’) is given as indicated below.⁴ (i.e., Stockhausen and Conrick are cited again and the same page is used.)
- If a different page is used from the same source, “Ibid, [new page no]” is given as it is below.⁵ (In this

¹ Footnotes can be used to add extra information not provided in the text (as they are here) as well as used for providing citation details.

² Kate L. Turabian, *A Manual for Writers of Term Papers, Theses, and Dissertations* (Chicago: University of Chicago Press, 1996).

³ Lynette Stockhausen and Moya Conrick, “Making Sense of Research: A Guide for Critiquing a Paper,” *Contemporary Nurse* 14, no. 1 (2002).

⁴ Ibid.

⁵ Ibid., 45.

case, Stockhausen and Conrick are cited again but it is a different page number: 45, not 38.)

- In contrast to books and journal articles, here is how a newspaper article is cited.⁶ Note that the exact date of publication is provided, not just the year. Here is how a book chapter is cited using Turabian.⁷ Note that the page numbers are not provided in the in-text reference, but are in the bibliography entry. Here is how an electronic article is cited using Turabian.⁸
- When the same source is cited more than once but it does not appear immediately after the first citation of the same source, the **surname** and a **shortened title** can be cited as indicated below.⁹ (Here the Turabian book is cited again, but as the McMillan/Ennis/Albrechtsen citations appear between the first Turabian citation and the fourth Turabian citation, the surname "Turabian" is repeated along with a shortened book title—and a page number if necessary).
- Citations in footnotes are given for quotes as well as paraphrases. When a quote is longer than five lines it can be placed offset from the left-hand margin of text as a "block quote". No inverted commas are used for block quotes. Citations are provided in footnotes as normal.

Bibliographic citations

These are listed in alphabetical order by surname on a new page titled 'Bibliography'. Here is an example of each of the major publication types mentioned earlier (electronic article, book chapter, newspaper article, journal article). Notice the following:

- The entries are ordered alphabetically by surname with a hanging indentation.
- There is a double space between entries.
- Double inverted commas ("...") are used for article titles, and *italics* for book titles/journal titles.
- Publication date appears at the end of the entries.
- In Turabian/Chicago all entries use *Title Case*. All words are capitalized except prepositions (or/by/to/between/among, etc) and conjunctions (and/but).

Bibliography

- Albrechtsen, Janet. "In a World of Strife We Must Look, Learn, Vote with Care." *The Australian*, 29 June (Opinion 2016). Accessed 30 June. <http://www.theaustralian.com.au/opinion/columnists/janet-albrechtsen/in-a-world-of-strife-we-must-look-learn-vote-with-care/news-story/60df447b4419373ab8979b0f34142b87>.
- Ennis, Robert H. "Critical Thinking: A Streamlined Conception." In *Palgrave Handbook of Critical Thinking in Higher Education*, edited by M. Davies and R. Barnett, 31-48. New York: Palgrave MacMillan, 2015.
- McMillan, Liz. "Gender-Bending Hyenas." *Chronicle of Higher Education*. 3 May, 1996.
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⁶ Liz McMillan, "Gender-Bending Hyenas," *Chronicle of Higher Education*, 3 May, 1996.

⁷ Robert H. Ennis, "Critical Thinking: A Streamlined Conception," in *Palgrave Handbook of Critical Thinking in Higher Education*, ed. M. Davies and R. Barnett (New York: Palgrave MacMillan, 2015).

⁸ Janet Albrechtsen, "In a World of Strife We Must Look, Learn, Vote with Care," *The Australian*, 29 June (Opinion 2016), accessed 30 June, <http://www.theaustralian.com.au/opinion/columnists/janet-albrechtsen/in-a-world-of-strife-we-must-look-learn-vote-with-care/news-story/60df447b4419373ab8979b0f34142b87>.

⁹ Turabian, *A Manual*, 569.