Citing Your Sources–Chicago/Turabian Style

Q u i n e b a u g   V a l l e y · C o m m u n i t y   C o l l e g e · L i b r a r y

What's in this guide? Most history and political science research papers give credit to sources following the Chicago/Turabian style. This guide provides a brief overview of the basic formatting patterns used in this citation style and provides examples from types of sources most commonly used by college students. If you need to cite a source for which there is no example in this guide, ask a librarian for assistance or see the entry for that type of source in Kate Turabian's *A Manual for Writers of Research Papers, Theses, and Dissertations*, available in the reference collection of the QVCC Library (REF LB2369 T8 2013). Note: if your instructor has any special style requirements that differ from the standard Chicago/Turabian style, be sure to follow your instructor's expectations.

What is Chicago/Turabian Style? Chicago/Turabian citation style uses **footnotes** at the bottom of each page to give credit to sources within the body of the paper, and a **bibliography** to list all of the cited sources at the end of the paper. The way you cite a source in a footnote differs slightly from the format you use when listing the source in the bibliography.

- In **footnotes**, list author names in standard order (first name last name). Indent the first line of footnotes, including the footnote number, by ½ inch. Include at the end of each footnote the page number or page range where the cited information can be found. Notes should be single-spaced, with an extra blank line between notes.

- In **bibliography** citations, reverse the first author name (last name, first name) only; the names of any additional authors should not be reversed. Indent the second line and any subsequent lines (use a hanging indent to format quickly) by ½ inch. Page numbers or page ranges are only included in bibliography entries if the source is a smaller work within a larger one (e.g. a single chapter of a book or a single article within a journal). Bibliography citations should be single-spaced, with an extra space between entries on the bibliography page.

Each example below demonstrates how to cite a source in a **Footnote (N)** and in a **Bibliography (B)**.

Citing Books

Citing a book by a single author:

(N)   1. Howard Zinn, *A People's History of the United States* (New York: HarperPerennial, 1990), 140-48.

(B) Zinn, Howard. *A People's History of the United States*. New York: HarperPerennial, 1990.

Citing a book by two or three authors:

(N)   2. Joyce Appleby, Lynn Hunt, and Margaret Jacob, *Telling the Truth about History* (New York: W.W. Norton & Company, 1994), 48.

(B) Appleby, Joyce, Lynn Hunt, and Margaret Jacob. *Telling the Truth about History.* New York:
W.W. Norton & Company, 1994.

Citing a book by more than three authors:

(N) 6. Chris R. Calladine and others, *Understanding DNA: The Molecule and How It Works,* 3d ed. (Boston: Elsevier Academic Press, 2004), 203-208.

(B) Calladine, Chris R., Horace R. Drew, Ben F. Luisi, and Andrew A. Travers. *Understanding DNA: The Molecule and How It Works.* 3d ed. Boston: Elsevier Academic Press, 2004.

Citing a chapter or article in a book with an editor:

(N) 1. David H. Bennett, "Was the Ku Klux Klan of the 1920s an Extremist Movement?" in *Taking Sides: Clashing Views on Controversial Issues in 20th Century American History*, ed. Larry Madaras (Dubuque, IA: McGraw-Hill/Dushkin, 2006), 98-100.

(B) Bennett, David H. "Was the Ku Klux Klan of the 1920s an Extremist Movement?" In *Taking Sides: Clashing Views on Controversial Issues in 20th Century American History*, ed. Larry Madaras, 98-107. Dubuque, IA: McGraw-Hill/Dushkin, 2006.

Citing an Ebrary ebook:

(N) 9. Paul Howard Carlson, *The Buffalo Soldier Tragedy of 1877* (College Station, TX: A&M University Press, 2003), 51-53, accessed January 21, 2013, ProQuest Ebrary.

(B) Carlson, Paul Howard. *The Buffalo Soldier Tragedy of 1877*. College Station, TX: A&M University Press, 2003. Accessed January 21, 2013. ProQuest Ebrary.

Citing an Ebsco ebook:

(N) 4. Paul Howard Carlson, *The Buffalo Soldier Tragedy of 1877* (College Station, TX: A&M University Press, 2003), 51-53, accessed January 21, 2013, EBSCO eBook Collection.

(B) Carlson, Paul Howard. *The Buffalo Soldier Tragedy of 1877*. College Station, TX: A&M University Press, 2003. Accessed January 21, 2013. EBSCO eBook Collection.

Citing a Gale Virtual Reference Library ebook:

(N) 11. Boris B. Gorshkov, "Serfdom: Eastern Europe," in *Encyclopedia of European Social History*, vol. 2, *Processes of Change/Population/Cities/Rural Life/State & Society*, ed. Peter N. Stearns (Detroit: Charles Scribner's Sons, 2001), 379-388, accessed January 21, 2013, Gale Virtual Reference Library.

(B) Gorshkov, Boris B. "Serfdom: Eastern Europe." In *Encyclopedia of European Social History*, vol. 2, *Processes of Change/Population/Cities/Rural Life/State & Society*, edited by Peter N. Stearns (Detroit: Charles Scribner's Sons, 2001), 379-388. Accessed January 21, 2013, Gale Virtual Reference Library.

Citing Magazine and Journal Articles

Magazine articles:

Citing a magazine article in print:

(N)   4. Mark Schapiro, "New Power for Old Europe," *The Nation*, December 27, 2004, 12-13.

(B) Schapiro, Mark. "New Power for Old Europe." *The Nation*, December 27, 2004.

Citing a magazine article from MasterFile Premier or any Ebsco article database:

(N)   1. Mark Schapiro, "New Power for Old Europe," *The Nation*, December 27, 2004, 12-13, accessed January 24, 2008, http://web.ebscohost.com/.

(B) Schapiro, Mark. "New Power for Old Europe." *The Nation*, December 27, 2004. Accessed January 24, 2008. http://web.ebscohost.com/.

Citing a magazine article from Academic OneFile or any Gale article database:

(N)   1. Mark Schapiro, "New Power for Old Europe," *The Nation*, December 27, 2004, 12-13, accessed January 24, 2008, http://find.galegroup.com/.

(B) Schapiro, Mark. "New Power for Old Europe." *The Nation*, December 27, 2004. Accessed January 24, 2008. http://find.galegroup.com/.

Journal articles:

Citing a journal article in print:

(N)   8. Jane D. McLeod and Danielle L. Fettes, "Trajectories of Failure: The Educational Careers of Children with Mental Health Problems," *American Journal of Sociology* 113, no. 5 (November 2007): 655-56.

(B) McLeod, Jane D. and Danielle L. Fettes. "Trajectories of Failure: The Educational Careers of Children with Mental Health Problems." *American Journal of Sociology* 113, no.5 (November 2007): 655-56.

Citing a journal article from MasterFile Premier or any Ebsco article database:

(N)   1. Dennis Showater, "European Power Projection," *MHQ: Quarterly Journal of Military History* 20, no.1 (Winter 2008): 46-55, accessed January 28, 2013, http://web.ebscohost.com/.

(B) Showater, Dennis. "European Power Projection." *MHQ: Quarterly Journal of Military History* 20, no.1 (Winter 2008): 46-55. Accessed January 28, 2008, http://web.ebscohost.com/.

Citing a journal article from Academic OneFile or any Gale article database:

(N)   3. Joseph Roch, Chris Clarke, and Emily Brown, "Cottage Industries: The Art of Making Puppets as Objects in Lowell, MA 1765-1800," *New England Journal of Social History* 65, no.2 (December 2007): 72-89, accessed January 28, 2014, http://find.galegroup.com/.

(B) Roch, Joseph, Chris Clarke, and Emily Brown. "Cottage Industries: The Art of Making Puppets as Objects in   Lowell, MA 1765-1800." *New England Journal of Social History* 65, no.2 (December 2007): 72-89. Accessed   January 28, 2014, http://find.galegroup.com/.

Citing Newspaper Articles

Newspaper articles are cited only in notes. Do <u>not</u> include newspaper citations in your bibliography.

Citing a newspaper article in print:

(N)   4. James Schembari, "And, Don't Call Me Connecticuter, Either," *New York Times,* December 17, 2006.

Citing a newspaper article from the Internet:

(N)   4. James Schembari, "And, Don't Call Me Connecticuter, Either," *New York Times*, December 17, 2006, accessed January 29, 2014, http://www.nytimes.com/.

Citing a newspaper article from Newspaper Source:

(N)   4. James Schembari, "And, Don't Call Me Connecticuter, Either," *New York Times*, December 17, 2006, accessed January 29, 2014, Newspaper Source.

Citing a newspaper article from one of the ProQuest Newspapers:

(N)   4. James Schembari, "And, Don't Call Me Connecticuter, Either," *New York Times*, December 17, 2006, accessed January 29, 2014, ProQuest Newspapers.

Citing Internet Sources

Citing an Internet article that has an author, date, article title, and website title:

(N)   7. Bahram Rajaee, "The Effect of 'In Your Face' Political Television on Democracy," The American Political Science Association, June 5, 2010, accessed March 7, 2013, http://www.apsanet.org/content_48884.cfm/.

(B) Rajaee, Bahram. "The Effect of 'In Your Face' Political Television on Democracy." The American Political Science Association. June 5, 2010. Accessed March 7, 2013. http://www.apsanet.org/content_48884.cfm/.

Citing an Internet article with no named author. Use the article title in the footnote and the owner of the site in the bibliography:

(N)   3. "Privacy Policy," Google Privacy Center, last modified October 3, 2010, accessed March 5,2011, http://www.google.com/intl/en/privacypolicy.html.

(B) Google. "Privacy Policy." Google Privacy Center. Last modified October 2, 2010. Accessed March 5, 2011. http://www.google.com/intl/en/privacypolicy.html.

Citing YouTube:

(N)   6. Luiz L. Stockler, "Vovo," (video), posted August 9, 2011, accessed August 23, 2011, http://www.youtube.com/watch?v=Pt_tppIGGm8&feature=spotlight/.

(B) Stockler, Luiz L. 2011. "Vovo" (video). Posted August 9, 2011. Accessed August 23, 2011.
        http://www.youtube.com/watch?v=Pt_tppIGGm8&feature=spotlight/ (accessed August 23, 2011).

Citing Films on Demand:

(N)   1. *In Dogon Country: Marcel Griaule's Journeys through Africa*, Films On Demand, 1997, accessed August 20, 2012, http://digital.films.com/PortalPlaylists.aspx?aid=12459&xtid=48991.

(B) *In Dogon Country: Marcel Griaule's Journeys through Africa*. Films on Demand, 1997. Accessed August 20, 2012.
        http://digital.films.com/PortalPlaylists.aspx?aid=12459&xtid=48991.

Citing Other Sources

This handout provides a brief overview of the basic pattern used in Chicago/Turabian style citation. If you need to cite a source for which there is no example in this guide, the QVCC Library has copies of Kate Turabian's *A Manual for Writers of Research Papers, Theses, and Dissertations*, available in the reference collection of the QVCC Library (REF LB2369 T8 2013) in both Danielson and Willimantic.

Contact any QVCC Librarian for help:
- Email Library@qvcc.edu
- Phone: 860-932=4007

Use the QVCC Library's online citation resources:
- http://www.qvcc.commnet.edu/Library/handouts/Chicago.pdf

Use a free, online citation generator as a guide – always check the results and edit as necessary for accurate formatting:
- http://www.calvin.edu/library/knightcite/index.php?standard=Chicago
- Use the link, or just search for "KnightCite" using the Google search engine

The Mechanics of Using Footnotes and Bibliography

Footnotes

Historians and political scientists use footnotes because of the level of detail they allow for in source citation. A reader, such as your instructor, has the ability to glance at the bottom of the page to learn more about when a book was published or the URL of a website for quick reference. Microsoft Word makes it easy to insert footnotes into your paper.[1]

However, if you plan to cite a source more than once in the paper, you do not have to write the full citation every time. There are shortcuts in the Chicago/Turabian style of citation.

Every time you cite a source for the first time, you use a full footnote.[2] If you are citing information from the same source that you used in the immediately previous footnote, you can use *Ibid.*, which means "in the same place." Please see the footnotes at the bottom of this page as an example.[3] When you cite a source for which you already provided a full footnote somewhere earlier in the paper, you may simply use the last name of the author(s) followed by the correct punctuation and the page number.[4]

Footnoting also allows you to add comments, when you have a point that you want to make that doesn't seem relevant in the body your paper. You may create a "see" reference in your footnote.[5]

Formatting is important. Pay close attention to the following details:
- Each footnote begins with a reference number, ordered sequentially. While this number appears in superscript in the body of the paper, it should appear in normal font style here.
- Indent only the first line of each footnote by ½ inch.
- Single space within footnotes.
- Leave a blank line between footnotes.
- Closely follow guides and examples for formatting and punctuation. Most elements are separated by commas.

Bibliography

The bibliography is the last page (or pages) of your research paper. It offers your reader an alphabetized list of cited sources for easy reference. An example is provided on page 8 of this handout. Formatting is important. Pay close attention to the following details:

- Label the first page of the bibliography, Bibliography, at the top, center of the page.
- Leave two blank lines between the label and the first entry.
- Single space lines within entries.
- Use a hanging indent so that run-over lines within an entry are indented by ½ inch.
- Within any entry, list authors in the order their names appear in the source.
- Invert only the name of the first listed author for each entry (last name, first name).
- Leave one blank line between entries.
- Alphabetize entire list of entries by the last name of each entry's first author (or first significant word if no author)
- Closing follow guides and examples for formatting and punctuation. Most elements are separated by periods.

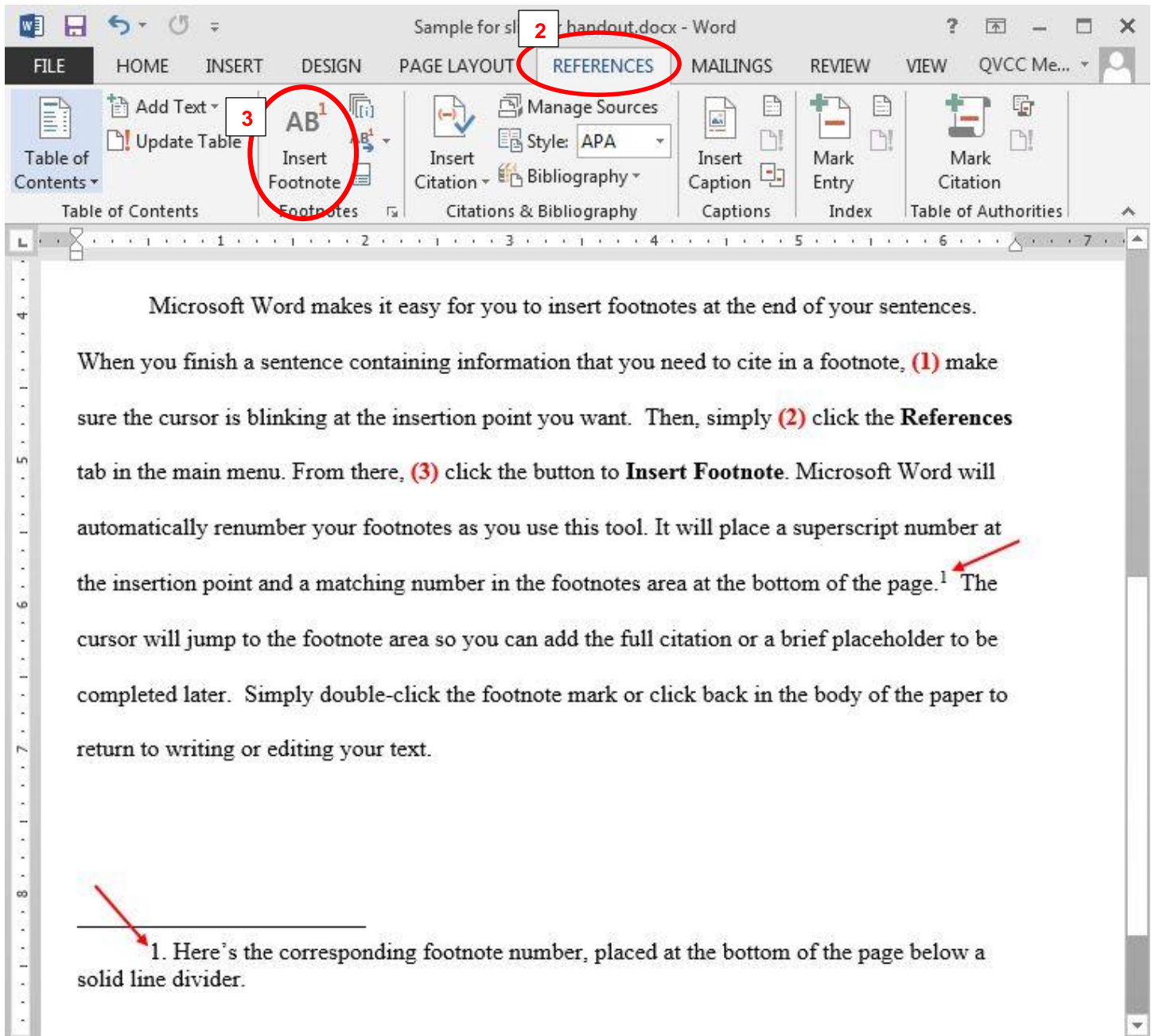1. Amy Barlow, "Teaching QV Students How to Cite Their Sources," *Library Handouts* (Fall 2011): 5-8.

2. Lyle Green, *Footnoting Is Easy If You Learn It* (New York: Publishing House, 2012): 34.

3. Ibid., 7.

4. Barlow, 11.

5. The author makes interesting comparisons between different styles of citation, including MLA, APA, and Chicago/Turabian. For further reading, see, Green, 5-13.

Inserting Footnotes with Microsoft Word

Note: you will need to correct footnote formatting:

- Microsoft word will insert a superscript number in the footnote area. Change this to normal style and then match the font and size of the footnote to that of the body of the paper (or follow your instructor's requirements for font type and size).

- Add a period after the number.

- Indent only the first-line of each footnote.

- Add a single blank line between footnotes.

Sample Bibliography Page

Bibliography

Appleby, Joyce, Lynn Hunt, and Margaret Jacob. *Telling the Truth about History.* New York: W.W. Norton & Company, 1994.

Bennett, David H. "Was the Ku Klux Klan of the 1920s an Extremist Movement?" In *Taking Sides: Clashing Views on Controversial Issues in 20ᵗʰ Century American History*, ed. Larry Madaras, 98-107. Dubuque, IA: McGraw-Hill/Dushkin, 2006.

Carlson, Paul Howard. *The Buffalo Soldier Tragedy of 1877*. College Station, TX: A&M University Press, 2003. Accessed January 21, 2013. ProQuest Ebrary.

Gorshkov, Boris B. "Serfdom: Eastern Europe." In *Encyclopedia of European Social History*, vol. 2, *Processes of Change/Population/Cities/Rural Life/State & Society*, edited by Peter N. Stearns (Detroit: Charles Scribner's Sons, 2001), 379-388. Accessed January 21, 2013, Gale Virtual Reference Library.

Rajaee, Bahram. "The Effect of 'In Your Face' Political Television on Democracy." The American Political Science Association. June 5, 2010. Accessed March 7, 2013. http://www.apsanet.org/content_48884.cfm/.

Roch, Joseph, Chris Clarke, and Emily Brown. "Cottage Industries: The Art of Making Puppets as Objects in Lowell, MA 1765-1800." *New England Journal of Social History* 65, no.2 (December 2007): 72-89. Accessed January 28, 2014, http://find.galegroup.com/.

Showater, Dennis. "European Power Projection." *MHQ: Quarterly Journal of Military History* 20, no.1 (Winter 2008): 46-55. Accessed January 28, 2008, http://web.ebscohost.com/.

------. *Gang of Eight: Economies and Politics.* New York: Columbia University Press, 2013.

Stockler, Luiz L. 2011. "Vovo" (video). Posted August 9, 2011. Accessed August 23, 2011. http://www.youtube.com/watch?v=Pt_tppIGGm8&feature=spotlight/ (accessed August 23, 2011).

Zinn, Howard. *A People's History of the United States*. New York: HarperPerennial, 1990.