

Smarthinking Guide to Chicago/Turabian Style

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Introduction

Chicago/Turabian Style has a long history; to avoid confusion, it's important to understand a bit about its origin and why some instructors use the name Chicago while others refer to it as Turabian.

Two Books, One Style

First published in 1906, *The Chicago Manual of Style*, hereafter referred to as *CMOS*, is commonly used in the publishing industry. Academic editors use it when formatting a scholarly monograph with many citations, trade publishers use it when formatting a copyright page, and writers use it when formatting their manuscripts for submission. While these uses don't apply to the average college student, *CMOS* does include guidelines for documenting sources, and some instructors ask students to use this style, usually called Chicago Style, for their essays.

In 1937, Kate L. Turabian worked at the University of Chicago as the graduate dissertation secretary and published the first edition of her style guide, *A Manual for Writers of Research Papers, Theses, and Dissertations*. The *Manual's* intent was to provide students and researchers with Chicago Style guidelines applicable to researching, writing, and formatting their essays, dissertations, and other academic papers. The *Manual* is currently in its ninth edition, revised and updated to reflect changes made in the 17th edition of *CMOS* and changes to the ways students are researching and writing papers in the 21st century. Since *CMOS* primarily provides guidance for publishing books and articles, Turabian's *Manual* has become the primary source for students looking to format their essays using Chicago style. Instructors and students often refer to this as Turabian Style.

Both Chicago and Turabian Styles use the same systems for source citation, so this discussion will refer to Chicago/Turabian Style. Minor differences sometimes exist, and, where necessary, this discussion will highlight these differences, clarifying what *CMOS* prefers versus what the Turabian *Manual* prefers.

One Style, Two Systems

In Chicago/Turabian Style, you always need to provide source citation when you quote exact words from a source, paraphrase ideas that are associated with a particular source, or use ideas, data, or methods attributable to a particular source. Use the most authoritative source in its most reliable version. If you want to cite a source that's mentioned in another source you're reading, try to find the original source and consult that. You must cite all sources used in your writing, but you can also list sources consulted but not cited or sources to identify as further reading for your audience. Such sources are often provided in a specialized bibliography.

Chicago/Turabian Style offers two systems of source citation: the [notes system](#) and the [author-date system](#).

The notes system uses footnotes or endnotes, often with a bibliography, to cite sources. Superscript numbers in-text correspond to notes at the bottom of the page (footnotes) or notes at the end of the document (endnotes). These superscript numbers help readers connect an idea, fact, or quotation in

your writing with the corresponding source in your footnotes or endnotes. This system often lists all sources in a bibliography since it provides a way for readers to see an alphabetized list of the sources in one place. To see examples, take a look at [Notes System Sample Pages](#).

In contrast, the author-date system uses parenthetical in-text citations to help readers connect an idea, fact, or quotation in your writing with the corresponding source in your references list, which is placed at the end of the document. View [Author-Date System: Sample Pages](#) for samples.

While the author-date system is common in the physical and social sciences, the notes system is common in humanities essays. This discussion details the guidelines for both systems, and it provides respective sections with examples of citations for each system.

Formatting Your Document

If you're using Chicago/Turabian Style, you should first understand how to format your document, including elements like the title page and margins, all of which are discussed below. For a deeper discussion of essay formatting, check out Turabian's *Manual* (ninth edition, copyright 2018), which should be available in your school's library.

Title Page

Class papers should begin with a title page, but some instructors permit placing the title on the essay's first page. Below is a title page formatted according to Turabian Style; consult with your instructor before using it, however, as course guidelines always take precedence over Turabian's.

Center your title about 1/3 of the way down the page in bold typeface. Use headline style capitalization, leaving conjunctions, prepositions, and articles in lower case.

Lowering the Drinking Age: ←

Preparing Teenagers for the Responsibilities of Adulthood

Several lines below the title, type your name and any other information requested by your instructor, such as course title and date. Place each item on a separate line in plain typeface.

Peter Smithers

English Composition 101

May 29, 2018

If the title includes a main title and a subtitle, place a colon after the main title and place the subtitle on the next line

Margins and Page Numbers

Student papers should be formatted with 1-inch margins on all four sides (top, bottom, left, and right) and letter-sized layout.

Page numbers are typically placed at the top or bottom of the page, either at the center or far right and at least ½ inch from the page's edge. Instructors may also require header material with the page number, such as a shortened essay title, draft number, or student's name. Please consult your instructor for any formatting guidelines for this material. The title page and other material before the first page of the essay generally will not need page numbers. Use Arabic numerals (1, 2, 3) and begin placing page numbers on the first page of the essay. For example, if there is a title page, the first page of the essay will start with 2, and a page number won't appear on the title page.

Spacing and Indentation

All text in student papers should be double-spaced except for the following components, which should be single-spaced:

- Block quotations
- Table titles and figure captions
- Lists in appendices

The following components should be single-spaced internally but double-spaced between items:

- Footnotes or endnotes
- Bibliography or references entries
- Certain elements that come before the essay, including table of contents and any lists of figures, tables, or abbreviations

Please include only one space between the end of one sentence and the beginning of the next. For each new paragraph, use your word-processor's tab or indent function rather than the space bar to create consistently spaced indents. The first line of a new paragraph should be indented using the same method you used in the previous paragraph to create a consistent look.

All block quotations should be indented the same amount as the start of a paragraph. Indent and single-space each line of the block quotation.

For footnotes and endnotes, indent the first line of each note the same as the first line of a paragraph with all subsequent lines flush with the essay's left margin.

For bibliography or references entries, leave the first line of each entry flush with the left margin, indenting all subsequent lines of the entry as you would a new paragraph. This is referred to as a hanging indent.

Fonts

Turabian recommends that students use a single, consistent font and size throughout the essay and choose a font that's easily readable and widely available. Some popular fonts include Times New Roman, Helvetica, and Arial. The size should be 10- or 12-point so as to be easily readable and accessible in print or digital format. Font size may vary for footnotes, endnotes, or headings, depending on the essay guidelines.

Headings

When formatting headings and essay titles, Turabian describes two styles: headline style and sentence style.

Headline Style

This is the preferred style for all major headings including essay titles, chapter headings, and headings for all major essay components, such as an abstract, bibliography, and appendix. In this style, capitalize the first letter of the first and last words of the title and subtitle and all other words except

- Articles (a, an, the)
- Coordinating conjunctions (for, and, nor, but, or, yet, so)
- The word *to* or the word *as* except when either one appears as the first word of the title

- Prepositions (of, in, at, above, under, etc.) unless they're used as adverbs (*under* in the heading Look Under) or adjectives (*in* in the heading The In Box)
- The second part of a species name, such as *vulgata* in *Patella vulgata*, even if it's the last word in the title
- Parts of proper nouns that are normally lowercase, such as Ludwig van Beethoven

For a more detailed list of what to capitalize (or not) in this style, please see Turabian's *Manual*, 22.3.1.1.

Sentence Style

This style is less distinct and generally reserved for lower-level headings. Capitalize only the first word of the title and subtitle and any proper nouns or adjectives, as you would in a standard sentence.

If you prefer to divide your essay into sections with headings, Turabian suggests the following formatting for five levels of subheadings:

Heading Level	Format
1	Centered, Bold or Italic Type, Headline-Style Capitalization
2	Centered, Regular Type, Headline-Style Capitalization
3	Flush left, Bold or Italic Type, Headline-Style Capitalization
4	Flush left, Regular Type, Headline-Style Capitalization
5	Flush left, bold or italic type, sentence-style capitalization ending with a period on the same line of text as the beginning of the paragraph.

Turabian recommends that headings always be attached to the paragraphs that follow them. Therefore, never end a page with a heading or subheading.

Tables and Figures

Tables and figures are effective ways to present data or visual information. Ideally, both tables and figures should be presented within the body of the text just after their mention in the essay. For spacing purposes, it may be better to place larger tables or figures on their own pages. However, keep these graphics within a page of their first mention in the text.

All tables and figures should be clearly labeled with titles above every table and captions below each figure. Tables and figures should also be numbered individually based on when a table or figure is mentioned in the text. Titles and captions should use sentence-style capitalization, meaning the first word of the title/caption or a subtitle and any proper nouns should be capitalized. If a caption or title includes a complete sentence or sentences, end it with a period; otherwise, periods aren't required. Place the title for a table flush left on the line preceding the table, and place a caption for a figure just below it, including the word Table or Figure before the number, as in the following examples:

Table 13. Unemployment rates for Americans by region, 1930-1940

Figure 9. Queen Elizabeth I at her coronation

When citing sources for tables or figures in the notes system, format the source line as you would a footnote, only including it in the bibliography if you also cite the source elsewhere in the paper. Place this credit line at the end of the caption for a figure or underneath a table.

When citing the source for a table, begin the line with *Source:* in italics. If you're using the author-date system, cite the source as you would in a parenthetical citation, only without the parentheses and after *Source:* in italics. Complete source information should also be included in the references list at the end of your document.

Notes System

Source: Data adapted from US Department of Labor, Bureau of Labor Statistics, *Databases, Tables & Calculators by Subject*, Data extracted on July 8, 2018, <https://data.bls.gov/timeseries/LNS14000000>.

Author-Date System

Source: US Department of Labor, Bureau of Labor Statistics 2018.

Sources for figures should also follow the format of a full note or parenthetical citation, and they may appear at the end of any figure's caption.

Notes System

Figure 9. Queen Elizabeth I at her coronation. Clarke Hulse, *Elizabeth: Ruler and Legend* (Chicago: University of Illinois Press, 2003), plate 6.

Author-Date System

Figure 9. Queen Elizabeth I at her coronation. Hulse 2003, plate 6.

For further information on formatting tables, figures, and other graphics such as maps and infographics, see Turabian's *Manual*, Chapter 26.

Numbers

If you need to use numbers in your essay, such as when describing a group of characters in a scene or when discussing time periods, both *CMOS* and Turabian's *Manual* recommend spelling out numbers zero through one hundred as well as round numbers followed by the words hundred, thousand, hundred thousand, million, etc., as seen in these examples:

- All four members of the chorus spoke out at once.
- Even twenty-five years later, they were still best friends.
- The shocking result was that four million people were left without health insurance.

However, Chicago/Turabian Style acknowledges that writers of works that rely heavily on numerical data will often be expected to spell numbers zero through nine and use numerals for 10 and above. Writers in the sciences may find they're expected to use numerals for all numbers except those that begin a sentence. Therefore, ultimately rely on your instructor's preference when including numbers in your writing.

Appendices

Place any marginally relevant, very large figures or tables, or other materials related to your essay, such as forms used to collect data, case studies, and so on, in an appendix at the end of the entire essay or document. Place the title Appendix at the top of the first page of each separate appended item, centered, and two lines above the beginning of the text or image. If you're including different types of documents, label each one separately using Arabic numerals (1, 2, 3), spelled numbers (One, Two), or single capitalized letters (A, B, C): Appendix 1, Appendix One, or Appendix A. You may refer to this material within the body of the text using the appropriate title.

Formatting Quotations

There are two primary ways to include quoted source material in your text:

- Place four or fewer quoted lines of text into the body of your essay using quotation marks.
- Set off five or more quoted lines of prose and two or more quoted lines of poetry and dramas as an indented block without quotation marks.

Include the quoted material, whether in the essay's body or an indented block, by either introducing the speaker or source of the quote or by weaving the quote logically and grammatically into your own sentence. Avoid simply beginning a new sentence with a quote as this will break up the flow of your essay. When you introduce an author's name in your text, include both first name and last name for the first mention of the name, and afterward refer to the author by the last name only:

According to Jayne Elizabeth Lewis (1999, 8), after the death of Queen Mary Tudor, Elizabeth had to "contend with a shadow even more menacing than that of Anne Boleyn."

When this same source is mentioned later in the paper, the author can simply be referred to as Lewis.

As shown above, all direct wording from an outside source should be surrounded by double quotation

marks (""). Also, insert the parenthetical citation for the author-date citation system directly after the author's name. If the author's name doesn't appear in your sentence, include the complete citation between the closing quotation marks and the final period of the sentence or at the end of the clause where the quote appears:

After the death of Queen Mary Tudor, Elizabeth had to "contend with a shadow even more menacing than that of Anne Boleyn" (Lewis 1999, 8).

After the death of Queen Mary Tudor, Elizabeth had to "contend with a shadow even more menacing than that of Anne Boleyn" (Lewis 1999, 8), yet she was able to overcome.

If you're using footnotes or endnotes, the period goes inside the closing quotation marks with the superscript footnote number just after the same quotation marks:

According to Jayne Elizabeth Lewis, after the death of Queen Mary Tudor, Elizabeth had to "contend with a shadow even more menacing than that of Anne Boleyn."⁵

You should include the footnote superscript at the end of the clause with your quote, if this clause doesn't end the sentence:

After the death of Queen Mary Tudor, Elizabeth had to "contend with a shadow even more menacing than that of Anne Boleyn,"⁵ yet she was able to overcome.

If you need to alter the quotation to shorten it and/or fit it within the grammar of your sentence, use square brackets [] around any words you need to add or modify and three dots (ellipsis) where you remove words, as seen here:

Abrams (1993, 66) defined "figurative language [as] a departure from what users of the language apprehend[ed] as the standard meaning of words . . . in order to achieve some special meaning or effect."

In this quote, the writer has replaced the word *is* with the word *as* and added an *-ed* to the word *apprehend* to change the passage to the past tense. All changes appear in square brackets. The ellipsis marks the place where words were removed from the quote to shorten the sentence.

Block Quotes for Prose

When quoting five or more lines of prose, use an indented block quotation so readers can easily distinguish the quoted material from your text. For prose quotations, the entire quotation should be indented five spaces or ½ inch (the same as the first indent in a new paragraph) and single-spaced. You should leave one blank line before and after the quotation. Do not use quotation marks around block quotations, but retain any quotation marks within the quote itself. Below is an example of a block quotation in which the source is introduced in the final line before the quote, and the writer is using the notes system citation style:

Most people think that consumption of alcohol or tobacco leads to drug usage. Hanson explains,

The popular gateway theory holds that using one substance, such as alcohol or tobacco, leads to the use of drugs. However, years of government research have failed to produce any evidence that using one substance causes the use of another. Again, young people realize from observation that those who consume alcohol don't usually, much less inevitably, go on to use drugs.³

Government research over several years has failed to create evidence that this theory may be true.

If you're using the author-date citation system, place the parenthetical citation *after* the final punctuation of the block quotation. When quoting a specific passage from a source, always strive to include a page number or other locator, such as paragraph number, if paragraphs are specifically numbered, or even section header information to help guide readers to the location of your passage: (Smith 2015, under "The First Proof"). For many online sources, such a locator may not exist, so it may be left out, as in the example below:

He concludes with the following determination:

In essence, *Winning Arguments* claims that a state of argument is inevitable. But Fish takes his own argument a bit further than that might suggest. In the opening pages of the book, he writes that he believes that "the state of agreement that would render argument unnecessary—a universal agreement brought about by facts so clear that no rational being could deny them—is not something we mortals will ever achieve." (Dean 2016)

Block Quotes for Poetry and Drama

When quoting two or more lines of poetry or drama, indent the entire quotation five spaces or ½ inch and leave a blank line before and after the quote as you would for prose, retaining the formatting and spacing of the work. If lines are numbered in the text of the poem, cite the line numbers, indicated with the word *line* or *lines* before the applicable number(s): (lines 3-5). If there are no line numbers indicated in the text, don't include line, lines, or numerals indicating line numbers in citations since including them would require readers to count the lines themselves. When a line of poetry runs over the end of your line of text, indent the rest of the line a few spaces on the next line to indicate that this text is part of the previous line, as seen in this notes-system example:

C. K. Williams describes the fleeting intimacies strangers can share between stops as they negotiate their spaces:

On the metro, I have to ask a young woman to move the packages beside her to make room
for me;
she's reading, her foot propped on the seat in front of her, and barely looks up as she pulls
them to her.
I sit, take out my own book—Cioran, *The Temptation to Exist*—and notice her glancing up from
hers
to take in the title of mine, and then, as Gombrowicz puts it, she "affirms herself physically,"
that is.²

Special Punctuation

For a quotation within a quotation, use single quotation marks for the inner quote. When space or context within your essay requires that two or more lines of poetry be included within the text, rather than as a block quotation, use a slash (/) to indicate line breaks and include a space before and after the slash.

Shakespeare challenges time and claims to hold the key to immortality at the sonnet's close: "Yet, do thy worst, old Time: despite thy wrong. / My love shall in my verse ever live young."⁶

Modifying Quotations

There may be times when you need to alter the capitalization or formatting of quoted material. If so, consider the following guidelines for some common situations.

Spelling, Capitalization, and Punctuation

If a source contains an obvious typographical error, you're permitted to correct it without noting the change. If, however, a spelling error is intentional or significant, indicate that with the word *sic* italicized and enclosed in square brackets immediately after the spelling error:

Smith summarized the most common spelling errors in student papers, emphasizing that instructors “shouldn’t loose [*sic*] sleep over them.”¹

In most disciplines, it’s permissible to change the first letter of a quoted passage from a capital to a lowercase and vice versa to fit with the grammar of your sentence without noting the change. It’s also permissible to change punctuation marks such as commas and periods to fit the structure of your sentence without noting the change. However, you have the option to keep a question mark or exclamation point from the original if it still applies to the quote you’re using. In literary fields, where the structure of words and sentences may be more significant, writers should put the altered letter in square brackets to indicate the change:

Camus explains that “[w]hat is more exceptional in our town is the difficulty one may experience there in dying.”⁶

If you’re quoting from a text that contains a superscript number referring to a footnote that you don’t quote in your work, this number can be deleted. However, if the text you’re quoting contains a parenthetical citation, retain it in your writing.

Adding Emphasis

You can add emphasis to certain words or phrases in a quotation by placing them in italics and including the notation *italics mine* or *emphasis added*, either within the quotation itself or within its citation. If you’re adding the note within the quotation, place it in square brackets immediately following the italicized word or phrase:

Lewis notes how Elizabeth was “relieved to have escaped Mary Tudor’s *oppressive* [emphasis added] yoke and determined never again to suffer under Catholic rule.”¹²

If you’re adding the note into a citation, include it after the page number, preceded by a semicolon:

Lewis notes how Elizabeth was “relieved to have escaped Mary Tudor’s *oppressive* yoke and determined never again to suffer under Catholic rule” (12; emphasis added).

Formatting Source Titles

Source titles will appear in italics, within double quotation marks, or in plain type depending on the type of source, as shown in this table:

Italics	Quotation Marks
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<ul style="list-style-type: none"> • Books • Plays and very long poems (Milton's <i>Paradise Lost</i>) • Fairy tales or folklore published as a book or play • Journals, magazines, newspapers, and blogs • Long musical compositions • Titles of albums (Bon Jovi's <i>Slippery When Wet</i>) • Paintings, sculptures, photographs, and other works of art • Movies, television shows, and radio programs • Video games • Maps, if referred to by a formal title 	<ul style="list-style-type: none"> • Chapters or parts of books • Short stories, short poems, essays, folktales, fables, fairy tales, and nursery rhymes • Articles or other features in magazines, newspapers, websites, or blogs • Individual episodes of television shows • Online videos • Short musical compositions and recordings • Unpublished works, including <ul style="list-style-type: none"> ○ Theses and dissertations ○ Lectures and papers presented at meetings ○ Titled documents in manuscript collections
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Capitalize, but *Do Not* Use Italics or Quotation Marks

- Book series (Studies in Elizabethan Poetry)
- Manuscript collections
- Scriptures, including versions of the Bible and its books (Genesis; the King James Version)
- Musical works referred to by their genre (Symphony no. 41)
- Websites (Facebook; WebMD), though exceptions can be made for sites that are digital versions of a type of work listed above (*The Chicago Manual of Style Online*; *New York Times*)
- Apps, Operating Systems, and Electronic Devices
- Government or other titled forms (Form 1098-E)

Source Citation Elements

While the notes and author-date systems place citation components in different places at times, the general components necessary for a complete footnote, endnote, bibliography, or references entry are the same. The section below reviews the basic format for a note, bibliography, or references entry and covers some important points to consider when working with different kinds of sources. Once you understand these components and know which citation system you're required to use, you can turn to the appropriate sections below for more detailed information and examples.

Information Required in Citations

The exact information you'll use for citations may vary greatly depending on the kind of source you're citing, but the primary purpose of citations remains the same: to provide readers with the information they need to find your sources on their own, when possible.

Turabian's *Manual* (15.2.2) provides a list of five crucial questions to ask yourself when considering what information to include for a source:

- Who wrote, edited, or translated the text? (Sometimes all three should be included.)
- What data identify the text? This can include the text's title, subtitle, chapter title, volume number, edition number, page numbers, title of series, and any other information necessary to simplify finding this text.
- Who published the text? This includes a publisher's name and the title of a journal, collection, or series in which the work appears. You may indicate that the text has not been published.
- When was the text published? This may include a year of publication or further information on the day, month, season, or specific time depending on the kind of work. For online sources missing this information, a date you accessed the source may be included.
- Where can the text be found? For printed works, the above information is usually sufficient for readers to locate a book or journal in their library. However, you'll need more information for online sources, including the URL of the source or its DOI (a digital object identifier assigned to many books and articles published in digital format for easy retrieval) and the format of the source if it's an e-book, for instance.

The general order of where to place these elements in notes and bibliography entries is as follows:

Author. Title. Facts of Publication.

When formatting notes, separate these elements with commas rather than periods. For reference entries in the author-date system, the year of publication is placed after the author to highlight this information:

Author. Year of Publication. Title. Facts of Publication.

Determining the Author

In your citations, always include the author's name exactly as it appears within your text, even if it's a

screen name such as guru386. If an author's name includes middle initials or initials instead of a first or last name, include those initials as written with a space between each one.

Editor or Translator

If a work has an editor and/or translator in addition to the author, include those names after the title of the work and following the abbreviations *ed.* or *trans.* in the notes and the words *Edited by* or *Translated by* in the bibliography or references entry. See the following examples:

Notes System

Note

3. Victor Hugo, *Les Misérables*, trans. Lee Fahnestock and Norman MacAfee (New York: Signet, 1987), 304.

Author-Date System

References

Hugo, Victor. 1987. *Les Misérables*. Translated by Lee Fahnestock and Norman MacAfee. New York: Signet.

Please note that when you're citing a source contained within another source, such as a chapter within a larger book, you'll need to use *edited by* or *translated by* (lowercase) in your bibliography or references entries. Also, these words will follow a comma and *not* a period, as seen in these examples:

Notes System

Millward, Celia. "Pronominal Case in Shakespearean Imperatives." In *Reader in the Language of Shakespearean Drama*, edited by V. Salmon and E. Burness, 301-8. Philadelphia: John Benjamins, 1987.

Author-Date System

Millward, Celia. 1987. "Pronominal Case in Shakespearean Imperatives." In *Reader in the Language of Shakespearean Drama*, edited by V. Salmon and E. Burness, 301-8. Philadelphia: John Benjamins.

If the editor's or translator's name is listed on the title page of the work instead of an author, then use that person's name in place of the author's, and add an abbreviated *ed.* or *trans.* following the name.

Notes System

Note

4. Seamus Heaney, trans. *Beowulf: A New Verse Translation* . . .

Bibliography

Heaney, Seamus, trans. *Beowulf: A New Verse Translation* . . .

Author-Date System

Parenthetical Citation

(Heaney 2000, 76)

References

Heaney, Seamus, trans. 2000. *Beowulf: A New Verse Translation* . . .

Pseudonym

If the author uses a pseudonym and is widely recognized by that pseudonym (such as Mark Twain or George Eliot), use the pseudonym as if it were the author's real name. CMOS further permits you to include the author's real name in square brackets following the pseudonym in notes, the bibliography, or references entries if the real name is important to your work:

Twain, Mark [Samuel Clemens].

If you encounter a name you know to be a pseudonym, but the author's real name is unknown, place [pseud.] directly after the author's name in your note, bibliography, or reference entry:

Lone Wolf [pseud.]

If you're using the author-date system, [pseud.] should be left out of parenthetical citations. (Lone Wolf 2016)

Author Uncertainty

If you can't find the author's name listed on a source's title page, as a byline underneath an article's title, or at the end of an article, but you can guess who the author is, place the name in square brackets and include a question mark:

[Elizabeth Cromwell?]

Organizational Author

Sometimes the author isn't a person but an organization, such as the American Psychological Association or the New York Bar Association. Use the organization's name in place of the author's, even if it's also used as the publisher:

Notes System

1. World Health Organization (WHO), *World Health Statistics 2017: Monitoring Health for the SDGs, Sustainable Development Goals*, CC BY-NC-SA 3.0 IGO, (France: WHO, 2017), <http://apps.who.int/iris/bitstream/handle/10665/255336/9789241565486-eng.pdf;jsessionid=12981627942ACE506AD50E3B415885C2?sequence=1>.

Author-Date System

(WHO 2017)

You can abbreviate the name of an organization in the parenthetical citation to shorten the citation. CMOS specifies that a writer should use the abbreviation at least five times or more in a single document to merit the abbreviation. If you need an abbreviation, use it for alphabetization purposes in the corresponding references entry:

WHO (World Health Organization). 2017. *World Health Statistics 2017: Monitoring Health for the SDGs, Sustainable Development Goals*. CC BY-NC-SA 3.0 IGO. France: WHO. <http://apps.who.int/iris/bitstream/handle/10665/255336/9789241565486-eng.pdf;jsessionid=12981627942ACE506AD50E3B415885C2?sequence=1>.

No Author

If you can't determine the author, use the title of the book, article, or chapter in place of the author in most citations. Titles of books or periodicals should be italicized, while article or chapter titles should appear in double quotation marks.

Notes System

"Drinking While Young." *State Legislatures* 34, no. 4 (June 2008): 11. <http://connection.ebscohost.com/c/articles/32548045/drinking-while-young>.

Author-Date System

("Drinking While Young" 2008)

For unsigned newspaper or magazine articles, however, place the title of the newspaper in the author position for author-date citations and references entries as well as for bibliography entries using Chicago and *not* Turabian style.

Bibliography

Chicago

New York Times. "America Isolated." Editorial. June 11, 2018. <https://www.nytimes.com/2018/06/11/opinion/america-isolated-g7-canada.html>.

Anonymous Author

If an author is explicitly named as Anonymous on a source's title page, use Anonymous in place of the

author's name.

Notes System

Note

5. Anonymous, *Go Ask Alice* (New York: Simon & Schuster, 1971), 56.

Bibliography

Anonymous. *Go Ask Alice*. New York: Simon & Schuster, 1971

Author-Date System

Parenthetical Citations (Anonymous 1971, 14)

References

Anonymous. 1971. *Go Ask Alice*. New York: Simon & Schuster.

Determining the Components That Identify a Text

Titles

Include titles just as they appear in your source, and, if applicable, the complete subtitle separated from the main title with a colon. If there are two subtitles, then use a colon before the first and a semicolon before the second:

Ahmed, Leila. *A Border Passage: From Cairo to America; A Woman's Journey*.

Use headline-style capitalization for titles (capitalize the first word, last word, and all other major words), unless the title of the work isn't in English. For these titles, use sentence-style capitalization (capitalize only the first word of the title and any proper nouns). If it's a stand-alone work such as a book, television series, journal, movie, etc., use italics. For titles of works that are part of a greater whole, such as a book chapter or journal or newspaper article, use quotation marks around the title. For more information, see the above section on [Formatting Source Titles](#). For a more comprehensive list of ways to format different kinds of titles, please see Turabian's *Manual* 17.1.2 for the notes system and 19.1.3 for the author-date system.

You can shorten longer titles within your text to four or fewer words. However, when shortening a title in an in-text citation, keep the title's first word (unless it is an article like *a*, *the*) so that your readers can easily find the work in the alphabetized references list.

For titles of works that appear within another title, italicize the main title and place quotation marks around the title of the other work:

McMillan, Scott. *The Elizabethan Theatre & "The Book of Sir Thomas More."*

If the entire title consists of a quote or title of another source, don't use quotation marks, but italicize the title as you would other titles. If italicized terms such as species names are part of a title, then these items are NOT italicized within the title but should remain in regular type:

3. Mary Higby Schweitzer et al., *Analyses of Soft Tissue from Tyrannosaurus rex Suggest the Presence of Protein, . . .*

Editions

Some works are printed in more than one edition; always cite the edition you consulted. If it's the first edition of a source, then nothing needs to be noted. However, for later editions, place the number with the abbreviation *ed.* after the title with a comma for notes and no comma for bibliography and references entries.

Notes System

Note

1. Joseph Gibaldi, *MLA Handbook for Writers of Research Papers*, 6th ed. (New York: The Modern Language Association of America, 2003), 49-50.

Bibliography

Gibaldi, Joseph. *MLA Handbook for Writers of Research Papers*. 6th ed. New York: The Modern Language Association of America, 2003.

Author-Date System

References

Gibaldi, Joseph. 2003. *MLA Handbook for Writers of Research Papers*. 6th ed. New York: The Modern Language Association of America.

If the work is listed as a revised edition or revised and enlarged edition, include *rev. ed.* after the title.

Reprints

If you're citing a reprint or remake of a source, such as a contemporary edition of a Joseph Conrad novel or a contemporary copy of an Alfred Hitchcock movie, you can use your note or bibliography entry to include details about the original, such as the publication date or release date, if you think doing so is relevant. *CMOS* further explains that if page numbers differ from the original to the reprint or newer edition, clarify which edition you're citing, writing *Citations refer to . . .* or *Page references are to . . .* However, if you're required to use Turabian style, you don't need to include this information.

This example illustrates a book that has been reprinted:

Notes System

Note

1. Joseph Conrad, *Lord Jim* (1900; repr., New York: Bantam Books, 1965), 108.

Bibliography

Conrad, Joseph. *Lord Jim*. 1900. Reprint, New York: Bantam Books, 1965.

Author-Date System

Parenthetical Citations (Conrad [1900] 1965, 108)

References

Chicago changes the brackets from the parenthetical citation to parentheses in the references entry for the author-date system.

Conrad, Joseph. (1900) 1965. *Lord Jim*. Reprint, New York: Bantam Books.

Unlike Chicago, Turabian retains the square brackets in the references entry and leaves out the word Reprint.

Conrad, Joseph. [1900] 1965. *Lord Jim*. New York: Bantam Books.

The following example illustrates the DVD edition of a feature film:

Notes System

Note

3. *The Hurt Locker*, directed by Kathryn Bigelow (2008; Universal City, CA: Summit Entertainment, 2010), DVD.

Bibliography

For a bibliography entry in *CMOS*, the abbreviation *dir.* follows the director's name:

Bigelow, Kathryn, dir. *The Hurt Locker*. 2008; Universal City, CA: Summit Entertainment, 2010. DVD.

However, for a bibliography entry in Turabian, the word *director* is spelled in full:

Bigelow, Kathryn, director. *The Hurt Locker*. 2008; Universal City, CA: Summit Entertainment, 2010. DVD.

Author-Date System
Parenthetical Citations
(Bigelow [2008] 2010)

References
Bigelow, Kathryn, director. 2008. *The Hurt Locker*. Universal City, CA: Summit Entertainment, 2010. DVD.

Volumes

When your source is part of a larger multivolume work, standards for citing it depend on whether each volume is titled separately. If there is no separate title for the volume, then also include the volume number in the notes or parenthetical citations with the page number, using a colon to separate volume and page number. For a multivolume work in which each volume shares the same title, follow these examples:

Notes System

Note

3. Edgar Allan Poe, *The Works of Edgar Allan Poe* (New York: John Hovendon, 1845), 10:9.

Bibliography

Poe, Edgar Allan. *The Works of Edgar Allan Poe*. Vol. 10. New York: John Hovendon, 1845.

Author-Date System Parenthetical Citations(Poe 1845, 10:9)

References

Poe, Edgar Allan. 1845. *The Works of Edgar Allan Poe*. Vol. 10. New York: John Hovendon.

For a multivolume work in which each volume has a different title, follow the examples below. If each volume has its own separate title, include that title after the general title and volume number. Note that in the references entry for such a work, *CMOS* asks that you include the date range of the whole multivolume work at the end of the entry. For a deeper discussion, see *CMOS*, sections 14.116 - 14.122, and 15.41.

Notes System

Note

1. P. B. Waite, *The Lives of Dalhousie University*, vol. 2, *The Old College Transformed* (Montreal: McGill-Queen's University Press, 1997), 45.

The example above illustrates how a note based on a multivolume work should include the abbreviation vol. with the Arabic number (1,2,3) associated with that volume after the title of the entire work.

Bibliography

Waite, P. B. *The Lives of Dalhousie University*. Vol. 2, *The Old College Transformed*. Montreal: McGill-Queens University Press, 1997.

Author-Date System
Parenthetical Citations
(Waite 1997, 45)

References

Waite, P. B. 1997. *The Lives of Dalhousie University*. Vol. 2, *The Old College Transformed*. Montreal: McGill-Queens University Press, 1994-97.

If you're citing the entire multivolume work, your notes, bibliography, or references entries should include the total number of volumes after the work's title and year (or years if publication spanned multiple years).

Notes System

Note

4. William Shakespeare, *The Riverside Shakespeare*, ed. G. Blakemore Evans, 2 vols., (Boston: Houghton Mifflin Company, 1997).

Bibliography

Shakespeare, William. *The Riverside Shakespeare*. Edited by G. Blakemore Evans. 2 vols. Boston: Houghton Mifflin Company, 1997.

Author-Date System

References

Shakespeare, William. 1997. *The Riverside Shakespeare*. Edited by G. Blakemore Evans. 2 vols. Boston: Houghton Mifflin Company.

Chapters Within a Larger Work

When you're citing a specific chapter or article in a larger edited volume, first cite the title of the chapter in quotation marks after the author's name, and then indicate the larger work where that chapter appears, preceded by the word *in/In* and followed by the editor's or editors' names. For a note, use the abbreviations *ed.* or *trans.* However, for bibliography and references entries, follow the entire work with a comma and use *edited by* or *translated by* in all lowercase, as seen in these examples:

Notes System

Note

1. Celia Millward, "Pronominal Case in Shakespearean Imperatives," in *Reader in the Language of Shakespearean Drama*, ed. V. Salmon and E. Burness (Philadelphia: John Benjamins, 1987), 302.

Bibliography

Millward, Celia. "Pronominal Case in Shakespearean Imperatives." In *Reader in the Language of Shakespearean Drama*, edited by V. Salmon and E. Burness, 301-8. Philadelphia: John Benjamins, 1987.

Author-Date System

References

Millward, Celia. 1987. "Pronominal Case in Shakespearean Imperatives." In *Reader in the Language of Shakespearean Drama*, edited by V. Salmon and E. Burness, 301-8. Philadelphia: John Benjamins.

Journal Articles

You'll need to cite the volume number, issue number, month or season, and page numbers when citing articles in journals. For both citation systems, include the article title in quotation marks, followed by the italicized journal title, volume number, issue number (noted by no.), month or season and year in parentheses, and range of page numbers for the article. In a note, separate these items with commas:

1. James F. Moore, "The Amazing Mr. Jesus," *Shofar* 28, no. 3 (Spring 2010): 36.

In a bibliography or references entry, the items would be separated by periods:

Moore, James F. "The Amazing Mr. Jesus." *Shofar* 28, no. 3 (Spring 2010): 33-44.

CMOS explains that if a journal has no issue number or month or season, then simply leave that element out, following the volume number with a colon and then the page number reference instead.

Note

1. Christopher Baron, "The Use and Abuse of Historians: Polybios' Book XII and Our Evidence for Timaios," *Ancient Society* 39 (2002):5, <http://www.jstor.org/stable/44079916>.

Bibliography

Baron, Christopher. "The Use and Abuse of Historians: Polybios' Book XII and Our Evidence for Timaios." *Ancient Society* 39 (2002): 1-34. <http://www.jstor.org/stable/44079916>.

References

Baron, Christopher. 2002. "The Use and Abuse of Historians: Polybios' Book XII and Our Evidence for Timaios." *Ancient Society* 39:1-34. <http://www.jstor.org/stable/44079916>.

Determining the Place of Publication, Publisher, and Date

For books in print, the primary facts of publication to use with each citation include the place (city) of publication, the publisher's name, and the year. In the notes system, these items are placed in parentheses for footnotes but not for bibliography entries. For the author-date system, the year of publication appears with the author's name in the parenthetical citations and just after the author's name in the references entries. Consider these examples:

Notes System

Note

1. Robie W. Tufts, *Some Common Birds of Nova Scotia* (Kentville, NS: Kentville Publishing Company, 1934), 35.

Bibliography

Tufts, Robie W. *Some Common Birds of Nova Scotia*. Kentville, NS: Kentville Publishing Company, 1934.

Author-Date System

Parenthetical Citations

(Tufts 1934, 35)

References

Tufts, Robie W. 1934. *Some Common Birds of Nova Scotia*. Kentville, NS: Kentville Publishing Company.

Notice from these examples that when readers can't easily identify where the city is located (as in New York, Los Angeles, London), you should also include the name of the state, province, or country. Names of U.S. states should be abbreviated according to the U.S. Postal Service's two-letter abbreviations (e.g., California = CA; Missouri = MO). Canadian provinces can also be shortened with two-letter abbreviations. For a complete listing, please see Turabian's *Manual* 24.3.1.

Print Books

For books, you should only include the year of publication. This is the same as the most recent year of copyright printed on one of the opening pages of the work. If you can't determine the date of publication for a printed work, use the notation *n.d.* to indicate no date in the same place you would normally include the year of publication. If you're unsure of the date but believe you know it, include it in square brackets with a question mark: [1765?]. If a book hasn't yet been published, include the word *forthcoming* in place of the year within the footnote, parenthetical citation, or references entry. For more information, see 14.146 in *CMOS* and 17.1.6.3 and 19.1.2 in Turabian's *Manual*.

Electronic Books

When you access a published book in an electronic format, you should cite the work the same as you would a printed work with the addition of information about the format you consulted. At the end of the citation, include the URL for a book you accessed online, the name of a database where you consulted the book, or the e-book format if you downloaded the book as a dedicated e-book:

Steinbeck, John. 2002. *East of Eden*. New York: Penguin Classics. Kindle.

In this author-date example, the writer has included all the same information he or she would for the print version with the format Kindle added to the end of the entry.

Journal Articles

For journal articles, you don't need to include the place or publisher; instead, simply include the date along with journal title, volume, issue number, and month or season, [as discussed earlier](#). You can follow this example of a bibliography entry in the notes system:

Moore, James F. "The Amazing Mr. Jesus." *Shofar* 28, no. 3 (Spring 2010): 33-44.

For the author-date system, include only the year of publication after the author's name in the parenthetical citation, and place any information about the season or month in parentheses after the volume and issue numbers in the references entry:

Moore, James F. 2010. "The Amazing Mr. Jesus." *Shofar* 28, no. 3 (Spring): 33-44.

When page numbers are available, they should be included at the end of the bibliography or references entry after a colon as seen above.

Publication Information for Digital Sources

Since many students are doing most of their research using online sources, Chicago/Turabian has added certain elements for inclusion in all citations for online sources. With the exception of e-books that are essentially published books in digital formats (addressed above), most other online resources will not include places of publication, so this information can simply be left out of the citations.

Finding the exact date or year an item was published online can be challenging. When trying to determine a publication date for an online source, don't use the date from "this page was last modified on [date]" or a copyright date that might appear as a running footer throughout the whole website because that date usually refers to the most recent (and sometimes rather minor) modification of the site or to the copyright of the entire website—it may not represent the actual publication date for the particular document you're referencing. For the author-date system, if you can't determine the date a source was published, simply include *n.d.* in place of the year of publication in all parenthetical citations. Please note that *CMOS* requires a comma between the author's last name and *n.d.*, but Turabian includes only a space:

Author-Date System

Chicago (Silver, n.d.)

Turabian (Silver n.d.)

For references entries, include an access date (month, day, and year when you accessed the page):

References

Silver, Kate. n.d. "The Truth About Parenting: Blogs Every Parent Should Read." *Parenting*. Accessed May 4, 2018. <https://www.parenting.com/article/truth-about-parenting-blogs-every-parent-should-read>.

For the notes system, simply include an access date (month, day, and year when you accessed the page) in place of a publication date that is unknown:

Notes System

Notes

1. Kate Silver, "The Truth About Parenting: Blogs Every Parent Should Read," *Parenting*, accessed May 4, 2018, <https://www.parenting.com/article/truth-about-parenting-blogs-every-parent-should-read>.

Bibliography

Silver, Kate. "The Truth About Parenting: Blogs Every Parent Should Read." *Parenting*. Accessed May 4, 2018. <https://www.parenting.com/article/truth-about-parenting-blogs-every-parent-should-read>.

Dates for Online Newspaper Articles, Magazines, Interviews, etc.

For many online articles and sources *not* published in journals, include the date of publication directly after the name of the newspaper, magazine, or source title. Follow this notes-system example:

Franzen, Jonathan. "A Conversation with Jonathan Franzen." Interview by Susan Lerner. *Booth*, February 13, 2015. <http://booth.butler.edu/2015/02/13/a-conversation-with-jonathan-franzen/>.

For the author-date system, the year of publication would appear after the author's name, with all other information appearing the same. Please note that for sources like this that include a month, day, and year of publication, the year of publication appears after the author's name and then the month, day, and year appear after the source's title to eliminate confusion:

Franzen, Jonathan. 2015. "A Conversation with Jonathan Franzen." Interview by Susan Lerner. *Booth*, February 13, 2015. <http://booth.butler.edu/2015/02/13/a-conversation-with-jonathen-franzen/>.

URL or DOI

The final component of a citation for an internet source includes the exact URL where the source can be located or the DOI associated with that source. As stated in *CMOS*, 14.8, "a DOI is a unique and permanent string assigned to a piece of intellectual property such as a journal article or book." DOIs are used for sources published online and can be found along with the title page material of the source. For sources that include DOIs, append the DOI to the following text: <https://doi.org/> . . .

Notes System

Winchell, Mark Royden. "The Southernness of Robert Frost." *Sewanee Review* 119, no. 1 (Winter 2011): 91-106. <https://doi.org/10.1353/sew.2011.0027>.

For sources that don't include DOIs, URLs should appear exactly as they do online without any changes to case, spacing, etc. For URLs that are extremely long, running over a line or more of text, a shorter version can be used. For example, a DOI or permalink (a permanent URL) should be used if available. If either is unavailable, try to relink to the source using your browser's navigation tools.

If a URL is longer than a complete line, and you need to break it up, *CMOS* has specific guidelines for how to do so. For example, some breaks come *after* specific elements in the URL:

- a colon (:)
- a double slash (//)

Breaks also come *before* the following elements:

- a single slash (/)
- a tilde (~)
- a period (.)
- a comma (,)
- a hyphen (-)
- an underline (_)
- a question mark (?)
- a number sign (#)
- a percent symbol (%)

Additionally, breaks may come *before* or *after* these elements:

- an equals sign (=)
- an ampersand (&)

Always include a period at the end of the URL or DOI as it is the end of the citation information. The example below shows this closing period as well as a break before a hyphen:

Notes System

1. Sarah Maslin Nir, "The Price of Nice Nails," *New York Times*, May 7, 2015, <http://www.nytimes.com/2015/05/10/nyregion/at-nail-salons-in-nyc-manicurists-are-underpaid-and-unprotected.html>.

If you find that an online source you're using is no longer available, *CMOS* states that its absence should be noted at the end of the source with (site discontinued), as seen in this example:

5. "Lowering the Drinking Age," Students for Sensible Drug Policy, accessed May 10, 2015, <http://ssdp.org/campaigns/lowering-drinking-age/> (site discontinued).

Source Citation Using the Notes System

The notes system is a flexible system. A note can include a citation, a comment, or both. A note can also include citations for several sources. In the notes system, superscript numbers in the text refer the reader to corresponding notes—either footnotes at the bottom of the page or endnotes at the end of the piece of writing. Under the notes system, an essay often also contains a bibliography. A bibliography is a list of sources cited in the notes, although a bibliography can also contain additional sources, such as recommended reading. This flexibility is what makes the notes system so appealing to writers in the humanities.

The Need for a Bibliography

Both *CMOS* and Turabian's *Manual* specify that a bibliography is preferred but isn't always required or necessary if full source details are given in the first note referencing the source. However, Turabian also explains the importance of including both notes and bibliographies because readers use these parts of a paper for different reasons when seeking to consult your sources. Please check with your instructor if you're unsure whether you need a bibliography. There may be times when you don't need to list all cited sources in the bibliography, especially if you include many minor sources, such as newspaper articles, well-known reference works, personal communications, sacred works such as the Bible, and others. Please check with your instructor for permission to leave items off the bibliography.

Footnotes or Endnotes

When deciding between using footnotes or endnotes, first consult your instructor. If either is acceptable, choose footnotes as they're easier to find and read. If the footnotes become lengthy or are so numerous that the text on the page is significantly reduced, then endnotes are preferred.

Using Superscripts

Note numbers in superscript are raised, smaller numbers that help readers coordinate information in your essay with your footnotes or endnotes. These note numbers should always follow punctuation if it's a period, comma, or quotation mark:

Tufts describes the shifting colors of herring gulls, noting that "they do not get the blue-gray mantle and white breast, the grown-up coloring, until they are three years old."⁵

However, when a note refers to a clause before a dash, place the note number before the dash: James Coburn describes in detail the different themes used in the pageant⁷—themes that would make even a 21st century viewer blush.

Avoid placing a note number on a title or subtitle. If a note refers to an entire chapter or section of your work, simply include it at the top of the footnotes as an unnumbered note before the first numbered note. You may put a note number on a subheading. Notes should be numbered consecutively throughout the document. In a longer work consisting of chapters, start numbering at

the beginning of each new chapter.

Formatting Notes

Footnotes and endnotes should be single-spaced within the note, with a blank space between notes. For each note, indent the first line as you would a regular paragraph indent (5 spaces or ½ inch is common), and place all other lines of the note flush with the left margin. Begin each note with its note number that matches the superscript number placed in the text of your essay. A note's number should be regular size and not superscript, followed by a period and space before the citation or other note content. If your instructions, instead, call for superscript numbers for notes, you should only include a space and not an accompanying period after the superscript number and before beginning the content of the note. A footnote should always appear on the bottom of the same page where the note is referenced in the text. Endnotes should appear after the end of the essay or chapter and after any appendices but before the bibliography page. Place the title Notes at the top of this page. For a sample footnote/endnote, see First Note below.

First Note

The first citation for a source should provide complete information about the source, as in the following example:

1. Robie W. Tufts, *Some Common Birds of Nova Scotia* (Kentville, NS: Kentville Publishing Company, 1934), 35.

In the notes system, the author's name appears with the first name first, items in the citation are separated by commas, and a period should be at the end of the note. The publication year falls toward the end of the entry, enclosed in parentheses, along with the place of publication and the name of the publisher.

Subsequent Notes

Any subsequent citations for a source should provide the author's last name, a shortened version of the source title, and the page number being cited, if available.

2. Tufts, *Common Birds*, 27.

It may be permissible to shorten a note further, only including the author's name or title. Please check with your instructor and consider the needs of your particular work to decide how best to shorten subsequent notes.

Shortened titles should be based on key words from the title and can include up to four words, with all words in the shortened version appearing in the same order as in the original. An initial *A* or *The* from the original should be omitted in the shortened version. If the complete title is four or fewer words, shortening it isn't necessary.

In earlier editions, *CMOS* recommended the use of *ibid.* when citing the same work in multiple notes one right after the other. The 17th edition of *CMOS* now discourages the use of *ibid.* in favor of repeating the same shortened form of the note or including only the author's last name and removing the title, as in the examples below:

2. Tufts, *Common Birds*, 27.

3. Tufts, 29.

If you cite several sources to make a point, put them all in the same footnote to avoid cluttering the text with multiple notes. If you choose to use *ibid.* or your essay guidelines require it, don't use it after a note that contains more than one citation, and don't use it in reference to a note on the previous page. These examples illustrate how to use *ibid.*:

2. Tufts, *Common Birds*, 27.

3. *Ibid.*, 35.

4. Ibid.

Complete Information in the Bibliography

When you include a bibliography, each bibliography entry should provide complete source information:

Tufts, Robie W. *Some Common Birds of Nova Scotia*. Kentville, NS: Kentville Publishing Company, 1934.

Review important differences between the bibliography entry and a complete note citation for a source. In the bibliography entry, the author's name is inverted, and items are separated by periods rather than commas. The place of publication, the name of the publisher, and the year of publication aren't set in parentheses. Also, in this system, verb phrases such as *edited by* and *translated by* are spelled out. Finally, for bibliography entries, the second and later lines of an entry are indented like a paragraph whereas notes indent only the first line.

Complete Information in the Notes

If you're using Turabian's *Manual*, your first note citation should provide complete information about the source. First notes and subsequent notes follow the same formatting guidelines mentioned above. The first citation would read:

1. Robie W. Tufts, *Some Common Birds of Nova Scotia* (Kentville, NS: Kentville Publishing Company, 1934), 35.

Any subsequent citations for a source should provide the author's last name, a shortened version of the source title if it's more than four words in length, and the page number being cited:

2. Tufts, *Some Common Birds*, 27.

Turabian's *Manual* explains that the purpose of these shortened notes is to provide enough information to guide readers to your source either in the bibliography or in an earlier note. You may include only the author's name and any page number, or the author, title, and page number as demonstrated above. If there is no author, then simply include the title and page number, where relevant. If you're citing multiple versions of a source, include information on each specific version in the shortened note to distinguish each source.

5. *Minecraft*, v. 1.2.3.

Commentary

Although a note can provide a citation for a source, a note doesn't always need to contain a citation. Instead, a note may provide commentary on your writing. For example, a note can share a brief explanation about an idea in your writing, or it can share recommendations for further reading. A note can even include both a citation and a comment if appropriate. When including both a citation and a comment in a note, place the citation information first, followed by a period before the comment:

1. M.H. Abrams and Geoffrey Galt Harpham, *A Glossary of Literary Terms*, 9th ed. (Boston: Wadsworth Cengage Learning, 2009), 155. Abrams's detailed discussion of commonly used literary terms is still very useful for any undergraduate student who needs to write literary analyses.

When including a quotation in a note, place the quotation first, and follow the period and closing quotation marks with the citation information:

1. Thoreau didn't write only about the land, as some might assume. He found the sea equally inspiring: "The waves broken on the bars at some distance from the shore, and curving green or yellow as if over so many unseen dams, ten or twelve feet high, like a thousand waterfalls, rolled in foam on the sand." Henry David Thoreau, *Cape Cod* (Hyannis, MA: Parnassus Imprints, 1995), 64.

Parenthetical Citations

Parenthetical citations aren't usually part of the notes system. However, both *CMOS* and Turabian's *Manual* allow them under the notes system if you need to cite one source many times and don't want to clutter your notes with the same entry repeatedly. You can use parenthetical citations to identify

which part of the source you're referring to. That said, when using parenthetical notes (primarily in

studies of language and literature), don't format them like author-date parenthetical citations. Instead, a full parenthetical citation under the notes system should provide the author's last name, title of the source, and page number:

Darkness and light is a theme not only of Marlow's trip up the river but also of the narrator's commentary on Marlow's story: "It had become so pitch dark that we listeners could hardly see one another. For a long time already he, sitting apart, had been no more to us than a voice" (Conrad, *Heart of Darkness*, 33).

If the author and title of the source are readily apparent to readers, either because one or both are the main object(s) of your study or because you specifically mention the author and/or title in your text, only the page number is necessary:

Darkness and light is a theme not only of Marlow's trip up the river, but also of the narrator's commentary on Marlow's story: "It had become so pitch dark that we listeners could hardly see one another. For a long time already he, sitting apart, had been no more to us than a voice" (33).

If the author is readily apparent to readers but you cite more than one source from the author, cite the title of the source and the page number, as in the following example:

For Conrad, darkness and light is a theme not only of Marlow's trip up the river, but also of the narrator's commentary on Marlow's story: "It had become so pitch dark that we listeners could hardly see one another. For a long time already he, sitting apart, had been no more to us than a voice" (*Heart of Darkness*, 33).

Exceptions

As you create your notes and bibliography entries, you're likely to encounter sources that require exceptions. Some exceptions are noted below. In other instances, you might need to document an unusual source, or you might encounter a situation that Chicago/Turabian Style doesn't cover. In such cases, make a reasonable choice about what information the reader needs to know, and include it in your citation. A few final points will help you use the notes system in a versatile way.

Multiple-Source Citations

If you cite several sources to make a point, put them all in the same note to avoid cluttering the text with multiple notes. Separate the citations in the note using semicolons, and mirror the order used in your discussion. Also, include the word *and* after the last semicolon and before the final source in a note with multiple sources.

1. Haskin, "Divorce as a Path to Union with God in *Samson Agonistes*," *ELH* 38, no. 3 (September 1971): 358-76; and Heller, "Opposites of Wifehood: Eve and Dalila," *Milton Studies* 24 (1988): 187-202.

Unknown Authorship

If the source doesn't identify an author, the note or bibliography entry should begin with the title of the source unless it's a newspaper or magazine article. [If you're citing a newspaper article with unknown authorship](#), the title of the newspaper should be placed before the article's title. For any of these sources, articles (a, an, the) don't affect the alphabetization of the title within a bibliography.

"Drinking While Young." *State Legislatures* 34, no. 4 (June 2008): 11.

<http://connection.ebscohost.com/c/articles/32548045/drinking-while-young>.

Multiple Sources by One Author

If you're citing multiple sources by one author in a bibliography, use the 3-em dash for all subsequent citations of the same author. An em-dash is a long dash that looks like this: —. It's shorter than an en-dash, which looks like this: –, or a hyphen, which looks like this: -. In many kinds of writing, em-dashes are used to indicate interjections or to set off phrases or clauses in a sentence. For help creating an em-dash, see your word processor's help function. The 3-em dash indicates the use of three em-dashes right after each other to create the longer dash below:

—————.

For an edited or translated work, place a comma after the 3-em dash and indicate *ed.* or *trans.* as appropriate.

In a bibliography, multiple sources by the same author should be organized alphabetically by the title of the source. Articles (*a*, *an*, *the*) don't affect the alphabetization of the title within a bibliography.

Three or Fewer Authors

For sources with three or fewer authors, list all authors in the original note and in any subsequent shortened notes:

2. Ford and Wilson, 899-921.
3. Smith, Johnson, and Rupert, 878.

Four or More Authors

For sources with four or more authors, list all authors in the bibliography entry, but use the first author's name with the abbreviation *et al.* in all notes:

6. Smith et al., 878.

CMOS adds that for sources with more than 10 authors or editors, you should only include the first seven in the bibliography entry, followed by *et al.*

Authors With the Same Last Name

If you're citing works for which two or more authors have the same last name, distinguish them by including first names or initials of first names in all notes.

4. J. Smith, 3.
5. D. Smith, 23.

Organizational Author

If a source is published by an organization, association, or corporation, list it as the author, even if it's also the publisher.

Modern Language Association. *MLA Handbook*. 8th ed. New York: The Modern Language Association of America, 2016.

Sources Without Pagination

If a source doesn't include pagination, citations can indicate a locator such as a chapter name, section name, heading name, etc.:

1. John Steinbeck, *East of Eden* (New York: Penguin Classics, 2002), chap. 3, Kindle.

No Publisher

Turabian's *Manual* explains that if the publisher is unknown, then leave that element out, including only the place and date of publication (if known).

No Date

If a print source lists no publication date, list *n.d.* instead, which stands for no date:

1. Canadian Hostelling Association, *Hiking Trails of Nova Scotia* (Halifax, NS: Canadian Hostelling Association, n.d.), 12.

If the publication lists no publication date, and you don't know the date but think you can make an educated guess, list the date in brackets with a question mark or with the abbreviation ca. for circa:

1. Canadian Hostelling Association, *Hiking Trails of Nova Scotia* (Halifax, NS: Canadian Hostelling Association, [1970?]), 12.

1. Canadian Hostelling Association, *Hiking Trails of Nova Scotia* (Halifax, NS: Canadian Hostelling Association, n.d., ca. 1970), 12.

If a book isn't yet printed but is under contract with a publisher, you can use the word forthcoming in place of the date in the note and bibliography entry for the notes system:

1. Avrum Bluming, *Estrogen Matters: Why Taking Hormones in Menopause Can Improve Women's Well-Being and Lengthen Their Lives—Without Raising the Risk of Breast Cancer* (New York: Little, Brown Spark, forthcoming).

Bluming, Avrum. *Estrogen Matters: Why Taking Hormones in Menopause Can Improve Women's Well-Being and Lengthen Their Lives—Without Raising the Risk of Breast Cancer*. New York: Little, Brown Spark, forthcoming.

Reprints

If you're citing a reprint of a source, such as a contemporary edition of a Joseph Conrad novel or a contemporary copy of an Alfred Hitchcock movie, use your note or bibliography entry to include details about the original, such as the publication date or release date, if relevant:

1. Joseph Conrad, *Lord Jim* (1900; repr., New York: Bantam Books, 1965), 108.

Conrad, Joseph. *Lord Jim*. 1900. Reprint, New York: Bantam Books, 1965.

Line Numbers

If you're citing poetry, indicate the line numbers when they're included with the poem, rather than the page number of the poem within a book. If a poem doesn't include line numbers, don't include them in your note as this would force your reader to count lines.

1. Robert Frost, "Snow," in *The Poetry of Robert Frost* (New York: Holt, Rinehart and Winston, 1967), lines 288-91.

Sources Quoted Within Other Sources

If you want to cite a source you found within another source (secondary source), Chicago/Turabian style recommends first trying to find the original source to quote it. CMOS discourages the use of secondary sources, explaining that writers should be expected to have read the sources they want to cite. If it's nonetheless necessary to do so or the original source is unavailable, both the secondary source and the original source must be listed. The easiest way to do this is to include the original source in a note and list the secondary source in the same note or in your bibliography. This approach places both the original source and the secondary source in one note:

1. Thomas Merton, "Monastic Education," September 17, 1968, Thomas Merton Center, Bellarmine University, Conference Tape 306B, quoted in Thomas Del Prete, *Thomas Merton and the Education of the Whole Person* (Birmingham, AL: Religious Education Press, 1990), 151.

Notes System Examples

Footnote and Bibliography Entry Examples

If needed, you may refer to the types of examples below in the [author-date system](#).

Print Books, Reference Books, and Book Chapters	
Book With One Author Book With Two Authors Book With Author and Editor Book With Author and Translator Book With Editor or Translator in Place of Author Self-Published Work in Print Book With Author Listed as Anonymous Article or Chapter From an Edited Book or Anthology	Book, Edition Other Than the First Multivolume Work: Citing a Single Volume Multivolume Work: Citing a Single Volume With Separate Title Multivolume Work as a Whole Introduction, Preface, Foreword, or Afterword Dictionary or Reference Source Source Quoted in Another Source Sacred Work

Print Periodicals, Reports, and Legal Documents	
Print Journal Article Poem in Print Journal Magazine Article in Print Newspaper Article in Print	Government Document Government Document for Countries Outside of the United States U.S. Constitution U.S. Supreme Court Decision Pamphlet, Report, or Brochure

Digital Books, Documents, Periodicals, and Reports	
Electronic Book Self-Published Work Online Thesis or Dissertation Document From a Website With Date Document From a Website With No Date Book Review Journal Article With DOI Journal Article Without DOI Retrieved From Database Journal Article Without Volume Number Journal Article With Volume, Without Issue Number, Month, or Season	Dictionary or Reference Source Online Government Document Online Professional Organization Report Online Newspaper Article With Author Online Newspaper Article With No Author Online Magazine Article Online Article With No Author Published Interview

Audiovisual Sources	Miscellaneous Print and Electronic Sources
Conference Paper/Presentation Live Performance DVD or Other Audiovisual Item Video or Film Recording YouTube Video Blog Post Podcast Musical Recording	Multimedia App Social Media Post Comment on Social Media Post Tweet Post to Online Discussion Forum Artwork Personal Communication

The following examples illustrate the notes system of source citation. They show how you might craft a first note, a subsequent note, and a bibliography entry for various types of sources.

Book With One Author

First Note

1. Aria Aber, *Hard Damage* (Lincoln, NE: University of Nebraska Press, 2019), 35.

Subsequent Notes

2. Aber, *Hard Damage*, 27.

Bibliography

Aber, Aria. *Hard Damage*. Lincoln, NE: University of Nebraska Press, 2019.

Book With Two Authors**First Note**

1. M.H. Abrams and Geoffrey Galt Harpham, *A Glossary of Literary Terms*, 9th ed. (Boston: Wadsworth Cengage Learning, 2009), 155.

Subsequent Notes

2. Abrams and Harpham, *Glossary*, 200.

Bibliography

Abrams, M.H., and Geoffrey Galt Harpham. *A Glossary of Literary Terms*. 9th ed. Boston: Wadsworth Cengage Learning, 2009.

Book With Author and Editor**First Note**

1. James Baldwin, *Collected Essays*, ed. Toni Morrison (New York: Library of America, 1998), 15.

Subsequent Notes

2. Baldwin, *Collected Essays*, 27.

Bibliography

Baldwin, James. *Collected Essays*. Edited by Toni Morrison. New York: Library of America, 1998.

Book With Author and Translator**First Note**

1. Leïla Slimani, *Lullaby*, trans. Sam Taylor (London: Faber & Faber, 2018), 17.

Subsequent Notes

2. Slimani, *Lullaby*, 45.

Bibliography

Slimani, Leïla. *Lullaby*. Translated by Sam Taylor. London: Faber & Faber, 2018.

Book With Editor or Translator in Place of Author

If the editor's or translator's name is listed on the title of the work in place of an author's name, then use that name, and add an abbreviated *ed.* or *trans.* following the name.

First Note

1. Seamus Heaney, trans., *Beowulf: A New Verse Translation* (New York: W.W. Norton, 2000), 76.

Subsequent Notes

2. Heaney, *Beowulf*, 82.

Bibliography

Heaney, Seamus, trans. *Beowulf: A New Verse Translation*. New York: W.W. Norton, 2000.

Self-Published Work in Print

Works published by their authors should be noted in the publication information by *self-pub.*, *self-published*, or *printed by the author*.

First Note

1. Louis W. Collins, *In Halifax Town* (Halifax, NS: printed by the author, 1975).

Subsequent Notes

2. Collins, *In Halifax Town*, 49.

Bibliography

Collins, Louis W. *In Halifax Town*. Halifax, NS: printed by the author, 1975.

Book With Author Listed as Anonymous**First Note**

5. Anonymous, *Go Ask Alice* (New York: Simon & Schuster, 1971), 56.

Subsequent Notes

6. Anonymous, *Go Ask Alice*, 75.

Bibliography

Anonymous. *Go Ask Alice*. New York: Simon & Schuster, 1971.

Article or Chapter From an Edited Book or Anthology**First Note**

1. Celia Millward, "Pronominal Case in Shakespearean Imperatives," in *Reader in the Language of Shakespearean Drama*, ed. V. Salmon and E. Burness (Philadelphia: John Benjamins, 1987), 302.

Subsequent Notes

2. Millward, "Pronominal Case," 307.

Bibliography

Millward, Celia. "Pronominal Case in Shakespearean Imperatives." In *Reader in the Language of Shakespearean Drama*, edited by V. Salmon and E. Burness, 301-8. Philadelphia: John Benjamins, 1987.

Book, Edition Other Than the First**First Note**

1. Joseph Gibaldi, *MLA Handbook for Writers of Research Papers*, 6th ed. (New York: The Modern Language Association of America, 2003), 49-50.

Subsequent Notes

2. Gibaldi, *MLA Handbook*, 52.

Bibliography

Gibaldi, Joseph. *MLA Handbook for Writers of Research Papers*. 6th ed. New York: The Modern Language Association of America, 2003.

Multivolume Work: Citing a Single Volume**First Note**

4. Edgar Allan Poe, *The Works of Edgar Allan Poe* (New York: John Hovendon, 1845), 10:9.

Subsequent Notes

5. Poe, *Works*, 10:57.

Bibliography

Poe, Edgar Allan. *The Works of Edgar Allan Poe*. Vol. 10. New York: John Hovendon, 1845.

Multivolume Work: Citing a Single Volume With Separate Title**First Note**

1. P. B. Waite, *The Lives of Dalhousie University*, vol. 2, *The Old College Transformed* (Montreal: McGill-Queen's University Press, 1997), 45.

Subsequent Notes

2. Waite, *The Old College Transformed*, 75.

Bibliography

Waite, P. B. *The Lives of Dalhousie University*. Vol. 2, *The Old College Transformed*. Montreal: McGill-Queens University Press, 1997.

Multivolume Work as a Whole

First Note

1. P. B. Waite, *The Lives of Dalhousie University*, 2 vols. (Montreal: McGill-Queen's University Press, 1994–97).

Subsequent Notes

2. Waite, *Dalhousie University*.

Bibliography

Waite, P. B. *The Lives of Dalhousie University*. 2 vols. Montreal: McGill-Queen's University Press, 1994–97.

Introduction, Preface, Foreword, or Afterword

When citing one of these parts of a book, use the generic title such as Introduction or Afterword. If the author of the part is different from the author of the work itself, give the author of the part's name first with the main author after the title of the book.

First Note

1. M. K. Joseph, introduction to *Frankenstein, or The Modern Prometheus*, by Mary Shelley (New York: Oxford University Press, 1998), vii.

Subsequent Notes

2. Joseph, introduction to *Frankenstein*, vi.

Bibliography

If the author of the introduction, preface, foreword, or afterword is the same as the author of the entire work, then only include a bibliography entry for the complete work. Otherwise, the entry should look like this:

Joseph, M. K. Introduction to *Frankenstein, or The Modern Prometheus*, by Mary Shelley, v-xiii. New York: Oxford University Press, 1998.

Dictionary or Reference Source

Under the notes system, well-known dictionaries and other reference sources are usually cited in notes rather than in a bibliography. Indicate the title of the source, any edition number, and a locator. For online reference sources without a publication date, include an access date indicating the date you accessed the source, including month, day, and year. Citations for alphabetically arranged sources need to include the abbreviation *s.v.* which stands for *sub verbo*, a Latin phrase for under the word.

First Note

Print Source

1. Canadian Oxford Dictionary, 2nd ed. (2004), *s.v.* "toque."

Online Source

2. Dictionary.com, *s.v.* "LMAO," accessed May 9, 2018, <http://www.dictionary.com/browse/lmao?s=t>.

Bibliography

An entry is only required if you use a more specialized or less common reference source.

Biedermann, Hans. *Dictionary of Symbolism: Cultural Icons and the Meaning Behind Them*. Translated by James Hulbert. New York: Meridian, 1994.

Source Quoted in Another Source

First Note

1. Thomas Merton, "Monastic Education," September 17, 1968, Thomas Merton Center, Bellarmine University, Conference Tape 306B, 41:47, quoted in Thomas Del Prete, *Thomas Merton and the Education of the Whole Person* (Birmingham, AL: Religious Education Press, 1990), 151.

Subsequent Notes

2. Merton, "Monastic Education."

Bibliography

Merton, Thomas. "Monastic Education." Thomas Merton Center, Bellarmine University, Conference Tape 306B, September 17, 1968. 41 min., 47 sec. Quoted in Thomas Del Prete, *Thomas Merton and the Education of the Whole Person* (Birmingham, AL: Religious Education Press, 1990).

Sacred Work

When citing sacred works such as the Bible, cite your source in the footnotes, endnotes, or parenthetical citations. Bibliography entries aren't required. Use abbreviated names for the different books and specify the version or translation you're using in the first note. This information can be either spelled in full or written with an accepted abbreviation. See *CMOS* 10.45-10.48 and/or *Turabian's Manual* 24.6. In the examples below, the first number before the colon refers to the chapter number and the number after the colon refers to the verse number. Page numbers are never required for notes based on sacred works. Also, if you need to cite multiple verses or passages in each note, separate them with a comma, as seen in the *Subsequent Notes* example below.

First Note

The first example includes the version spelled in full, and the second example is the accepted abbreviated form. Choose one or the other for your first note:

1. Matt. 5:18 (New American Standard Bible).
1. Matt. 5:18 (NASB).

Subsequent Notes

2. 2 Kings 9:1-3, 10:5.

Bibliography

No bibliography entry is required.

Print Journal Article

First Note

Here, the volume number, 14, precedes a comma. The issue number, 4, follows the no. indicator.

1. Peter W. Wood, "Thoreau on Ice," *The Claremont Review* 14, no. 4 (Fall 2014): 92.

Subsequent Notes

2. Wood, "Thoreau on Ice," 93.

Bibliography

Wood, Peter W. "Thoreau on Ice." *The Claremont Review* 14, no. 4 (Fall 2014): 90-94.

Poem in Print Journal

First Note

Since this publication uses only issue numbers, not volume numbers, a volume number is not present; otherwise, it would appear after the publication title, separated from the title by a space:

1. Rachel Long, "Communion," *Granta*, no. 152 (Summer 2020): 248.

Subsequent Notes

2. Long, "Communion," 248.

Bibliography

Long, Rachel. "Communion." *Granta*, no. 152 (Summer 2020): 248-49.

Magazine Article in Print

Since magazine articles often contain many extra pages that don't include the text of the article, you don't need to include the page numbers in the bibliography entry. If, however, you choose to include page numbers, use a comma and not a colon to separate them from the previous element.

First Note

1. Ruth Scurr, "Rods and Lines," *Times Literary Supplement*, February 28, 2014, 5.

Subsequent Notes

2. Scurr, "Rods and Lines," 5.

Bibliography

Scurr, Ruth. "Rods and Lines." *Times Literary Supplement*, February 28, 2014.

Newspaper Article in Print

Because a newspaper issue on a single day may include several editions with items in different locations or even omitted items, CMOS says page numbers usually aren't needed in notes. If you decide to include page numbers, refer to a specific page rather than a range of numbers because of extra material often included in such a range.

First Note

1. Katie Ingram, "A Glimpse into Halifax's History," *Halifax Citizen*, July 7, 2015.

Subsequent Notes

2. Ingram, "Halifax's History."

Bibliography

Ingram, Katie. "A Glimpse into Halifax's History." *Halifax Citizen*, July 7, 2015.

Government Document

Since there are a variety of different kinds of government documents, and they don't contain identical citation information, the elements you should include in notes and bibliography entries are identified below. Include them in the following order, but feel free to leave out any element not available.

1. Name of government and government body that issued the document (such as US Congress or US Department of Homeland Security)
2. Title of the document or collection exactly as it appears in the source
3. Name of individual author, editor, or compiler
4. Report number or other identifying information
5. Date of publication
6. Page numbers or other locators, if relevant
7. URL or database name if the document was found online

First Note

1. Environmental Protection Agency (EPA), *Climate Change in the United States: Benefits of Global Action*, EPA Document 430-R-15-001, (2015), 4, <https://www.epa.gov/sites/production/files/2015-06/documents/cirareport.pdf>.

Subsequent Notes

2. EPA, *Climate Change*, 6.

Bibliography

Environmental Protection Agency (EPA). *Climate Change in the United States: Benefits of Global Action*. EPA Document 430-R-15-001, 2015. <https://www.epa.gov/sites/production/files/2015-06/documents/cirareport.pdf>.

Government Documents for Countries Outside of the United States

Turabian's *Manual* (17.11.9-10) specifies that for British and Canadian government documents, you should create citations similar to the one above for United States documents but include the name of the country in parentheses at the end of the citation unless the country name is stated within the citation itself, using Canada for Canadian documents and United Kingdom for British documents. *CMOS* (14.293-14.303) diverges a bit on this matter, requesting (Can.) or (Eng.) at the end of a citation to specify the country.

First Note

1. Department of National Defence, *Assessment to the Access to Information and Privacy Program*, 1259-3-0027 (ADM(RS)), (October 2017), Background (Canada).

Subsequent Notes

2. Department of National Defence, *Information and Privacy Program*, Summary of Findings.

Bibliography

Department of National Defence. *Assessment to the Access to Information and Privacy Program*. 1259-3-0027 (ADM(RS)), October 2017. <http://www.forces.gc.ca/en/about-reports-pubs-audit-eval/287p1259-3-027.page> (Canada).

U.S. Constitution

The articles and amendments of the U.S. Constitution only need to be cited in the notes or within the body of the text. Writers should cite the article or amendment number, section number, and clause number, when relevant. *CMOS* specifies that the article and amendment numbers should appear in roman numerals (I, II, III), with any other subdivision numbers in Arabic (1, 2, 3). There is a minor discrepancy between the ways *CMOS* and Turabian's *Manual* format citations for the U.S. Constitution. *CMOS* abbreviates Constitution and uses a section symbol [§], and in all legal citations, it also abbreviates United States to U.S. *CMOS* explains that this abbreviation follows *Bluebook* style for using periods in abbreviations. In contrast, Turabian's *Manual* spells out Constitution, uses sec. rather than the section symbol, and doesn't use periods in US. These differences are illustrated below.

First Note and Subsequent Notes

Turabian

4. US Constitution, art. 2, sec. 2.

Chicago

4. U.S. Const. art. II, § 2.

Identifying Information Included in the Text (No Note Required)

For both *CMOS* and Turabian, the use of US as an adjective is permissible in the text, as seen below.

The US Constitution, in article 2, section 2, outlines the President's responsibilities as commander-in-chief of the military.

Bibliography

No bibliography entry required.

U.S. Supreme Court Decision

For all legal cases, notes should contain the following, as applicable:

1. Full case name in italics (with the abbreviation v. between the two litigants' names)
2. Volume number in Arabic numerals (1, 2, 3)
3. Name of the reporter abbreviated

4. Ordinal series number
5. Opening page number of the decision
6. Abbreviated name of the court and date in parentheses
7. Other relevant information depending on the court

For the U.S. Supreme Court, the name of the reporter is US for published decisions and S. Ct. for decisions not yet published. CMOS uses periods between U.S. here to align with *Bluebook* style.

First Note

Turabian

36. *Horne v. Flores*, 557 US 433 (2009).

Chicago

36. *Horne v. Flores*, 557 U.S. 433 (2009).

Subsequent Notes

CMOS specifies that a case name shouldn't be in italics in the first note, but in subsequent notes when the case name is shortened to one word, it should be placed in italics. Additionally, full case names written in the text of your essay should be in italics.

Turabian

36. *Horne*, 435.

Chicago

37. *Horne*, 557 U.S. at 434.

Bibliography

No bibliography entry required.

Pamphlet, Report, or Brochure

First Note

1. University of King's College Library, *General Information* (Halifax, NS: University of King's College Library, 2008).

Subsequent Notes

2. University of King's College Library, *General Information*.

Bibliography

University of King's College Library. *General Information*. Halifax, NS: University of King's College Library, 2008.

Electronic Book

First Note

1. John Steinbeck, *East of Eden* (New York: Penguin Classics, 2002), chap. 3, Kindle.

Subsequent Notes

2. Steinbeck, *East of Eden*, chap. 2.

Bibliography

Steinbeck, John. *East of Eden*. New York: Penguin Classics, 2002. Kindle.

Self-Published Work Online

To cite contemporary self-published works, CMOS uses the shortened *self-pub.* in a note but *self-published* in a bibliography entry. By contrast, Turabian's *Manual* spells out *self-published* in both notes and bibliography entries. Examples below demonstrate CMOS format:

First Note

1. Jennifer Tress, *You're Not Pretty Enough: Extraordinary Stories from an (Un)ordinary Life* (self-pub., CreateSpace, 2013).

Subsequent Notes

2. Tress, *You're Not Pretty Enough*.

Bibliography

Tress, Jennifer. *You're Not Pretty Enough: Extraordinary Stories from an (Un)ordinary Life*. Self-published, CreateSpace, 2013.

Thesis or Dissertation

For online theses and dissertations, include the URL for the site where you viewed the source or, if it's housed in a commercial database, include its name, such as ProQuest, followed by the identification number given to the thesis or dissertation.

First Note

Online

1. Shawn Apostel, "An 'Army of One' to 'Army Strong': Visual Media and U.S. Army Recruitment During Bush's 'War on Terror'" (PhD diss., Michigan Technological University, 2011), 16, <http://digitalcommons.mtu.edu/etds/80/>.

Database

1. Shawn Apostel, "An 'Army of One' to 'Army Strong': Visual Media and U.S. Army Recruitment During Bush's 'War on Terror'" (PhD diss., Michigan Technological University, 2011), 16, ProQuest (UMI 349978).

Subsequent Notes

2. Apostel, "Visual Media," 18.

Bibliography

Online

Apostel, Shawn. "An 'Army of One' to 'Army Strong': Visual Media and U.S. Army Recruitment During Bush's 'War on Terror.'" PhD diss., Michigan Technological University, 2011. <http://digitalcommons.mtu.edu/cgi/viewcontent.cgi?article=1079&context=etds>.

Database

Apostel, Shawn. "An 'Army of One' to 'Army Strong': Visual Media and U.S. Army Recruitment During Bush's 'War on Terror.'" PhD diss., Michigan Technological University, 2011. ProQuest (UMI 3493978).

If you're strictly using Turabian, the format for ProQuest differs slightly at the end of the first note and bibliography entry. Rather than listing the UMI number, Turabian's *Manual* includes ProQuest Dissertations and Theses Global as the final element.

Document From a Website With Date

First Note

1. Corinne Purtill, "Vermont Will Pay You \$10,000 to Move There and Work Remotely," Quartz at Work, May 31, 2018, <https://work.qz.com/1289727/vermont-will-pay-you-10000-to-move-there-and-work-remotely/>.

Subsequent Notes

2. Purtill, "Vermont Will Pay."

Bibliography

Purtill, Corinne. "Vermont Will Pay You \$10,000 to Move There and Work Remotely." Quartz at Work. May 31, 2018. <https://work.qz.com/1289727/vermont-will-pay-you-10000-to-move-there-and-work-remotely/>.

Document From a Website With No Date

For material posted or shared on websites, blogs, social networks, etc., citation information can

generally be limited to the notes. Unless your instructor's guidelines say otherwise, no bibliography entries are required unless the source is critical to your argument or is cited frequently in the text.

First Note

When a date is not listed for the publication of a webpage or other document from a website, include an access date in applicable notes and the bibliography entry.

1. "A Day in the Country," Criterion Collection, accessed May 5, 2015, <http://www.criterion.com/films/28072-a-day-in-the-country>.

Subsequent Notes

2. "A Day in the Country," Criterion Collection.

Bibliography

For the bibliography entry of a website that doesn't have an author, list the website's title or the name of the site's owner or sponsor in the author position. Below, the website's title is listed in this position.

Criterion Collection. "A Day in the Country." Accessed May 5, 2015.
<http://www.criterion.com/films/28072-a-day-in-the-country>.

Book Review

Although this book review was published in *The New Yorker*, Chicago/Turabian Style omits an initial *The* in magazine and newspaper titles for notes and bibliography entries.

First Note

1. Laura Miller, "The System," review of *The Cartel*, by Don Winslow, *New Yorker*, July 6, 2015, 84.

Subsequent Notes

2. Miller, "The System," 85.

Bibliography

Miller, Laura. "The System." Review of *The Cartel*, by Don Winslow. *New Yorker*. July 6, 2015, 84-86.

Journal Article With DOI**First Note**

Here, the volume number, 119, stands on its own, preceding a comma. The issue number, 1, follows the no. indicator.

1. Mark Royden Winchell, "The Southernness of Robert Frost," *Sewanee Review* 119, no. 1 (Winter 2011): 95, <https://doi.org/10.1353/sew.2011.0027>.

Subsequent Notes

2. Winchell, "Southernness," 100.

Bibliography

Winchell, Mark Royden. "The Southernness of Robert Frost." *Sewanee Review* 119, no. 1 (Winter 2011): 91-106. <https://doi.org/10.1353/sew.2011.0027>.

Journal Article Without DOI Retrieved From Database**First Note**

Here, the volume number, 63, stands on its own, preceding a comma. The issue number, 1, follows the no. indicator.

1. Priscilla Paton, "Apologizing for Robert Frost," *South Atlantic Review* 63, no. 1 (Winter 1998): 76, <http://www.jstor.org/stable/3201392>.

Subsequent Notes

2. Paton, "Apologizing," 75.

Bibliography

Paton, Priscilla. "Apologizing for Robert Frost." *South Atlantic Review* 63, no. 1 (Winter 1998): 72-89.
<http://www.jstor.org/stable/3201392>.

Journal Article Without Volume Number

First Note

1. John Fines and Jon Nichol, "Domesday Book: Past and Present," *Teaching History*, no. 44 (February 1986): 5, <http://www.jstor.org/stable/43256404>.

Subsequent Notes

2. Fines and Nichol, "Domesday Book," 5.

Bibliography

Fines, John, and Jon Nichol. "Domesday Book: Past and Present." *Teaching History*, no. 44 (February 1986): 5-9. <http://www.jstor.org/stable/43256404>.

Journal Article With Volume, Without Issue Number, Month, or Season

When a journal is listed only by its volume number with no issue number, month, or season, *CMOS* requires the volume number to be followed by a colon and the applicable page numbers for the article.

First Note

1. Christopher Baron, "The Use and Abuse of Historians: Polybios' Book XII and Our Evidence for Timaios," *Ancient Society* 39 (2002):5, <http://www.jstor.org/stable/44079916>.

Subsequent Notes

2. Baron, "Use and Abuse," 17.

Bibliography

Baron, Christopher. "The Use and Abuse of Historians: Polybios' Book XII and Our Evidence for Timaios." *Ancient Society* 39 (2002): 1-34. <http://www.jstor.org/stable/44079916>.

Journal Article With Volume and Issue, Without Month or Season

First Note

1. Aileen Mullis, "Jane Eyre's Sisters: How Women Live and Write the Heroine's Story," *Brontë Studies* 43, no. 2 (2018): 166-67, <https://doi.org/10.1080/14748932.2018.1425043>.

Subsequent Notes

2. Mullis, "Jane Eyre's Sisters," 167.

Bibliography

Mullis, Aileen. "Jane Eyre's Sisters: How Women Live and Write the Heroine's Story." *Brontë Studies* 43, no. 2 (2018): 166-67. <https://doi.org/10.1080/14748932.2018.1425043>.

Online Government Document

First Note

1. Environmental Protection Agency (EPA), *Climate Change in the United States: Benefits of Global Action*, EPA Document 430-R-15-001, (2015), 4, <https://www.epa.gov/sites/production/files/2015-06/documents/cirareport.pdf>.

Subsequent Notes

13. EPA, *Climate Change*, 9.

Bibliography

Environmental Protection Agency (EPA). *Climate Change in the United States: Benefits of Global Action*. EPA Document 430-R-15-001, 2015. <https://www.epa.gov/sites/production/files/2015-06/documents/cirareport.pdf>.

Online Professional Organization Report

First Note

1. World Health Organization, *World Health Statistics 2017: Monitoring Health for the SDGs, Sustainable Development Goals*, (France: WHO, 2017), <http://apps.who.int/iris/bitstream/handle/10665/255336/9789241565486-eng.pdf;jsessionid>

=8C5B20A1364138F71BB46D02AF72559B?sequence=1.

Subsequent Notes

4. World Health Organization, *World Health Statistics 2017*.

Bibliography

World Health Organization. *World Health Statistics 2017: Monitoring Health for the SDGs, Sustainable Development Goals*. France: WHO, 2017.

<http://apps.who.int/iris/bitstream/handle/10665/255336/9789241565486-eng.pdf;jsessionid=8C5B20A1364138F71BB46D02AF72559B?sequence=1>.

Online Newspaper Article With Author

First Note

1. Sarah Maslin Nir, "The Price of Nice Nails," *New York Times*, May 7, 2015, <http://www.nytimes.com/2015/05/10/nyregion/at-nail-salons-in-nyc-manicurists-are-underpaid-and-unprotected.html>.

Subsequent Notes

2. Nir, "Nice Nails."

Bibliography

References to newspapers are usually reserved for notes and parenthetical citations in the text of an essay, and no accompanying bibliography entry is needed. If your instructor requires a bibliography entry for a newspaper article, follow the example below. Otherwise, consider including the necessary information in a parenthetical citation in the essay.

The New York Times explored the poor living conditions of many salon workers: "Beds crowded the living room, each cordoned off by shower curtains hung from the ceiling. When lights flicked on in the kitchen, cockroaches skittered across the countertops" ("The Price of Nice Nails," Sarah Maslin Nir, May 7, 2015).

Nir, Sarah Maslin. "The Price of Nice Nails." *New York Times*, May 7, 2015. <http://www.nytimes.com/2015/05/10/nyregion/at-nail-salons-in-nyc-manicurists-are-underpaid-and-unprotected.html>.

Online Newspaper Article With No Author

If the unsigned article is an editorial or is from a regularly printed, named column, add this element to the note and bibliography entry. If the unsigned article isn't from a regularly printed, named column, you can simply leave this element out. While Turabian's *Manual* places this word after the newspaper title and before the date, as illustrated below, CMOS places *editorial* after the article title and before the newspaper title.

First Note

Turabian

1. "America Isolated," *New York Times*, editorial, June 11, 2018, <https://www.nytimes.com/2018/06/11/opinion/america-isolated-g7-canada.html>.

Chicago

1. "America Isolated," editorial, *New York Times*, June 11, 2018, <https://www.nytimes.com/2018/06/11/opinion/america-isolated-g7-canada.html>.

Subsequent Notes

2. "America Isolated."

Turabian's *Manual* recommends citing this type of source the same way you would cite a magazine or journal article with no author, placing the title in the author position in the bibliography entry. However, CMOS requires placing the newspaper title in the author position. Both options are

demonstrated below.

Bibliography

Turabian

"America Isolated." *New York Times*. Editorial. June 11, 2018. <https://www.nytimes.com/2018/06/11/opinion/america-isolated-g7-canada.html>.

Chicago

New York Times. "America Isolated." Editorial. June 11, 2018. <https://www.nytimes.com/2018/06/11/opinion/america-isolated-g7-canada.html>.

Online Magazine Article

First Note

1. Elif Batuman, "Get a Real Degree," *London Review of Books*, September 23, 2010, <http://www.lrb.co.uk/v32/n18/elif-batuman/get-a-real-degree>.

Subsequent Notes

2. Batuman, "Get a Real Degree."

Bibliography

Batuman, Elif. "Get a Real Degree." *London Review of Books*, September 23, 2010. <http://www.lrb.co.uk/v32/n18/elif-batuman/get-a-real-degree>.

Online Article With No Author

Here, the volume number, 34, stands on its own, preceding a comma. The issue number, 4, follows the no. indicator.

First Note

1. "Drinking While Young," *State Legislatures* 34, no. 4 (June 2008): 11, <http://connection.ebscohost.com/c/articles/32548045/drinking-while-young>.

Subsequent Notes

2. "Drinking While Young," 11.

Bibliography

"Drinking While Young." *State Legislatures* 34, no. 4 (June 2008): 11. <http://connection.ebscohost.com/c/articles/32548045/drinking-while-young>.

Published Interview

Chicago/Turabian Style places the interviewee's name in the author position in both the notes and bibliography entry. However, when the interviewee's name is clear from the title of the interview, then that name can be left off of the note, which will begin with the title. The name should remain in the author position of the bibliography entry as seen below.

First Note

1. "A Conversation with Jonathan Franzen," interview by Susan Lerner, *Booth*, February 13, 2015, <http://booth.butler.edu/2015/02/13/a-conversation-with-jonathan-franzen/>.

Subsequent Notes

2. Franzen, "Conversation."

Bibliography

Franzen, Jonathan. "A Conversation with Jonathan Franzen." Interview by Susan Lerner. *Booth*, February 13, 2015. <http://booth.butler.edu/2015/02/13/a-conversation-with-jonathan-franzen>.

Conference Paper/Presentation

First Note

1. Kristi Apostel et al., "Welcome to the U.S.A.: The Rhetoric of Technical Communication in Housing Information Designed for Recent Immigrants" (conference presentation, University of

Louisville, Louisville, KY, October 20, 2016).

Subsequent Notes

2. Apostel et al., "Welcome to the U.S.A."

Bibliography

Apostel, Kristi, Shawn Apostel, Kate Chawansky, Corey McGalliard, Rebecca Waskevich, Jimmy Wright, and Shakir Ali. "Welcome to the U.S.A.: The Rhetoric of Technical Communication in Housing Information Designed for Recent Immigrants." Presented at the 20th Anniversary Thomas R. Watson Conference, Louisville, KY, October 20, 2016.

Live Performance

Because live performances can't be easily consulted by your readers, *CMOS* notes that you can mention all necessary source information in the text of your writing: In a performance of Steph DeFerie's *Nick Tickle, Fairy Tale Detective* at the Brown School Auditorium on November 10, 2017 . . . However, if a note is necessary, follow the format below and note that while Turabian's *Manual* includes *directed by* before the name of the director, *CMOS* uses the shortened form *dir.*

First Note

Turabian

1. *Nick Tickle, Fairy Tale Detective*, by Steph DeFerie, directed by Terrilyn Fleming, Brown School Auditorium, Louisville, KY, November 10, 2017.

Chicago

1. *Nick Tickle, Fairy Tale Detective*, by Steph DeFerie, dir. Terrilyn Fleming, Brown School Auditorium, Louisville, KY, November 10, 2017.

Subsequent Notes

2. *Nick Tickle*.

Bibliography

No entry required.

DVD or Other Audiovisual Item

First Note

1. *The Hurt Locker*, directed by Kathryn Bigelow (2008; Universal City, CA: Summit Entertainment, 2010), DVD.

Subsequent Notes

2. *The Hurt Locker*.

Bibliography

Bigelow, Kathryn, dir. *The Hurt Locker*. 2008; Universal City, CA: Summit Entertainment, 2010. DVD
The Hurt Locker. Directed by Kathryn Bigelow. 2008; Universal City, CA: Summit Entertainment, 2010. DVD.

CMOS offers the above options for citing a DVD. Note that Turabian's standard for including the director in the bibliography entry is slightly different: Bigelow, Kathryn, director.

Video or Film Recording

First Note

1. *The Roosevelts: An Intimate History*, season 1, episode 3, "The Fire of Life," directed by Ken Burns, aired September 16, 2014, on PBS, <https://www.netflix.com/title/80013283?s=i>.

Subsequent Notes

2. *The Roosevelts*.

Bibliography

Turabian

Roosevelts, The: An Intimate History. Season 1, episode 3, "The Fire of Life." Directed by Ken Burns.

Aired September 16, 2014, on PBS. <https://www.netflix.com/title/80013283?s=i>.

Chicago

Burns, Ken, dir. *The Roosevelts: An Intimate History*. Season 1, episode 3, "The Fire of Life." Aired September 16, 2014, on PBS. <https://www.netflix.com/title/80013283?s=i>.

YouTube Video

This kind of source can usually be limited to your notes, but if the source is critical to the focus of your paper, or you're required to include a bibliography entry, see the example below. In the example, *Kairos* is the name of a journal and normally should be italicized. However, in this instance, it is also the name of the YouTube channel posting this video, and YouTube channels are left in plain font.

First Note

1. Shawn Apostel, "Working with Images," *Kairos: A Journal of Rhetoric, Technology, and Pedagogy*, July 31, 2013, video, 0:17, <https://www.youtube.com/watch?v=iXmSZqUgu5s>.

Subsequent Notes

2. Apostel, "Working with Images."

Bibliography

Apostel, Shawn. "Working with Images." *Kairos: A Journal of Rhetoric, Technology, and Pedagogy*. June 6, 2017. Video, 0:17. <https://www.youtube.com/watch?v=iXmSZqUgu5s>.

Blog Post

Both Turabian's *Manual* and *CMOS* explain that blog posts can be introduced within the body of the text or cited in a note without a corresponding bibliography entry. The example below shows how to format a bibliography entry for a blog post if you desire it or it's required by your instructor.

First Note

1. Eugene Volokh, "The Law of 'Friending,'" *The Volokh Conspiracy* (blog), *Washington Post*, January 30, 2014, <http://www.washingtonpost.com/news/volokh-conspiracy/wp/2014/01/30/the-law-of-friending>.

Subsequent Notes

2. Volokh, "'Friending.'"

Bibliography

Volokh, Eugene. "The Law of 'Friending.'" *The Volokh Conspiracy* (blog). *Washington Post*, January 30, 2014. <http://www.washingtonpost.com/news/volokh-conspiracy/wp/2014/01/30/the-law-of-friending>.

Podcast

A podcast can usually be limited to your notes, but if it's critical to the focus of your paper, or you're required to include a bibliography entry, follow the model below.

First Note

1. Sarah Koenig, "The Alibi," October 3, 2014, in *Serial*, produced by Julie Snyder and Dana Chivvis, podcast, 54:44, <http://serialpodcast.org/season-one/1/the-alibi>.

Subsequent Notes

2. Koenig, "The Alibi."

Bibliography

Koenig, Sarah. "The Alibi." Produced by Julie Snyder and Dana Chivvis. *Serial*, October 3, 2014. Podcast, 54:44. <http://serialpodcast.org/season-one/1/the-alibi>.

Musical Recording

When citing from a music streaming service like Spotify, Turabian's *Manual* includes the words *streaming audio* as well as the speed of the song you listened to, whereas *CMOS* requires only the name, such as Spotify, as seen below.

First Note*Turabian*

1. Leonard Cohen, "Closing Time," track 4 on *The Future*, Columbia, 1992, Spotify streaming audio, 320 kbps.

Chicago

1. Leonard Cohen, "Closing Time," Spotify, track 4 on *The Future*, Columbia, 1992.

Subsequent Notes

2. Cohen, "Closing Time."

Bibliography*Turabian*

Cohen, Leonard. "Closing Time." Track 4. *The Future*. Recorded 1992. Columbia. Spotify streaming audio. 320 kbps.

Chicago

Cohen, Leonard. "Closing Time." Track 4. *The Future*. Recorded 1992. Columbia. Spotify.

Multimedia App**First Note**

1. *Minecraft*, iPad ed., v. 1.2.3 (Mojang AB, 2017), iOS 8.0 or later.

Subsequent Notes

If you cite only one version of an app, then listing the title alone in all subsequent notes should be sufficient, as shown below. However, if you're referring to multiple versions and/or editions of the app, include that information in subsequent notes as well, separating all parts with commas so readers know which version you're referencing.

2. *Minecraft*.

Bibliography

Mojang AB. *Minecraft*. iPad ed., v. 1.2.3. Mojang AB, 2017. iOS 8.0 or later.

Social Media Post

Chicago/Turabian Style suggests that any social media post that enters your text frequently should be cited in a bibliography entry; otherwise, citations for social media can often appear only in the text of your essay. Alternatively, consult your instructor to determine if you should include a bibliography entry for a social media post.

First Note

1. Growing Organic, Eating Organic, "The truth about canola oil is finally coming out in the mainstream media," Facebook, January 18, 2018, <https://www.facebook.com/GrowingOrganicEatingOrganic/posts/1585760838160063>.

Subsequent Notes

2. Growing Organic, Eating Organic, "The truth."

Bibliography

Growing Organic, Eating Organic. "The truth about canola oil is finally coming out in the mainstream media." Facebook, January 18, 2018. <https://www.facebook.com/GrowingOrganicEatingOrganic/posts/1585760838160063>.

Comment on Social Media Post

CMOS notes that a URL for a comment on a social media post may be included if necessary but is optional. Ask your instructor's preference to determine if you need to cite such a URL. *CMOS* also requires that you include the full text of the comment itself within your note, whereas *Turabian's Manual* provides a shortened form that leaves out the text of the comment and the URL as long as both pieces of information are included elsewhere in your text or notes. Both options appear below.

First Note**Turabian**

1. Gillian Bourne, January 18, 2018, comment on Growing Organic, Eating Organic, "The truth."

Chicago

1. Gillian Bourne, "It's pure poison," January 18, 2018, comment on Growing Organic, Eating Organic, "The truth," https://www.facebook.com/GrowingOrganicEatingOrganic/posts/1585760838160063?comment_id=1586142944788519&comment_tracking=%7B%22tn%22%3A%22R%22%7D.

Subsequent Notes

2. Bourne, "It's pure poison."

Bibliography

No entry required unless the comment is cited frequently in your writing and/or your professor requires it.

Tweet**First Note**

1. Barack Obama (@POTUS44), "Thank you for everything. My last ask is the same as my first. I'm asking you to believe—not in my ability to create change, but in yours," Twitter, January 10, 2017, 8:52 p.m., <https://twitter.com/potus44/status/81904419637800065?lang=en>.

Subsequent Notes

2. Obama, "Thank you."

Bibliography

Obama, Barack (@POTUS44). "Thank you for everything. My last ask is the same as my first. I'm asking you to believe—not in my ability to create change, but in yours." Twitter, January 10, 2017, 8:52 p.m. <https://twitter.com/potus44/status/81904419637800065?lang=en>.

Post to Online Discussion Forum**First Note**

1. Mary Ann Corbett, "A. E. Stallings for Oxford Professor of Poetry," Eratosphere forum, Able Muse, May 5, 2015, <http://www.ablemuse.com/erato/showthread.php?t=24630>.

Subsequent Notes

2. Corbett, "A. E. Stallings."

Bibliography

No entry required unless the post is cited frequently in your writing and/or your professor requires it.

Artwork

Both Turabian's *Manual* and *CMOS* recommend citing paintings, sculptures, photographs, drawings, and other forms of visual art within the text of the essay and/or within a note. No bibliography entry is required although one is below in case your instructor requires it. After the medium, which is listed as painting in the examples below, you may also include the measurements of the artwork if known, such as 195 x 240 cm. When citing the name of the institution housing the artwork, only include the location name (i.e., the name of the city) if it isn't already included in the institution's title, as seen below.

First Note

1. Balthus, *The Street*, 1933, painting, Museum of Modern Art, New York.

Subsequent Notes

2. Balthus, *The Street*.

Bibliography

Balthus. *The Street*. 1933. Painting. Museum of Modern Art. New York.

If you source artwork online, the manner of citation differs slightly.

First Note

1. Vincent van Gogh, *The Starry Night*, 1889, oil on canvas, Museum of Modern Art, New York, <https://www.moma.org/collection/works/79802>.

Subsequent Notes

2. van Gogh, *The Starry Night*.

Bibliography

van Gogh, Vincent. *The Starry Night*. 1889. Oil on canvas. Museum of Modern Art, New York. <https://www.moma.org/collection/works/79802>.

Personal Communication

Communication such as face-to-face conversations, emails, text messages, letters, private messages received via social media, and so on are usually mentioned in the text.

John Smith, a local business owner, described the town's economy in an email sent May 14, 2015 . . .

In a Facebook direct message to the author sent on September 1, 2010, Leah Smith noted that, when finding a monarch chrysalis, most people know it should be kept out of direct sunlight, but few know that "you can slow down the butterfly when it is ready to emerge by putting it in the fridge."

First and Subsequent Notes

If the information about the author and date of the personal communication isn't in the text, it can be cited in a note.

John Smith, email message to author, May 14, 2015.

Leah Smith, Facebook direct message to author, September 1, 2010.

Bibliography

No entry required.

Source Citation Using the Author-Date System

Chicago/Turabian Style offers a second system, author-date, which involves in-text parenthetical citations that identify the author and date (and sometimes the page number), as well as a list of references at the end of the document. More rigid than the notes system, the author-date system always requires in-text parenthetical citations and a references list. There are no choices to make about footnotes, endnotes, or bibliographies. Organizing by author and publication year is appealing to the sciences and social sciences since research is often more time-sensitive in these disciplines.

Parenthetical Citations

Format

In the author-date system, the in-text parenthetical citation for a source provides the author and publication year and often the page number if available and when quoting or referencing a specific passage within a source. Other locator information may also be used to cite specific information from a source that doesn't contain numbered pages. A space separates the publication year from the author's name, and a comma and space separate the page number (if cited) from the publication year.

(Tufts 1934)

(Tufts 1934, 27)

Placement

Normally, parenthetical citations are placed at the end of the clause or sentence and before the final punctuation mark except when the author is introduced in the body of the sentence; then, the citation appears just after the author's name.

According to Jefferson (2006, 98), elderly people would benefit from caring for pets.

CMOS allows some variation when directly quoting a source. Writers have the option to place the citation before or after the quotation, and either is acceptable.

Smith found that "over 60% of the bats have disappeared from the county area" (2015, 67). Smith (2015, 67) found that "over 60% of the bats have disappeared from the county area."

If you're including a [block quotation](#) in the author-date system, the parenthetical citation should fall after the final punctuation mark in the block quotation, and an additional period shouldn't be placed after the parenthetical citation.

When you're citing the same page or page range from the same source repeatedly within a single paragraph, you can place a single citation at the end of the last reference to that source within the paragraph. In addition, if you use the same source repeatedly with different page numbers, include only the new page numbers in the subsequent citations until you introduce a new source. For instance, if you initially include (Smith 2015, 67) as a citation, thereafter, you could include only (69), (101), and so on until you introduce a new source into that paragraph or begin a new paragraph.

References List

The references list includes complete bibliographic information for all sources cited within the text and may also include works that were not directly cited but that influenced your thinking on the subject. The references entry for a given source provides complete information for the source.

Tufts, Robie W. 1934. *Some Common Birds of Nova Scotia*. Kentville, NS: Kentville Publishing Company.

In a references entry, the publication year falls immediately after the author's name. Also, verb phrases such as *edited by* and *translated by* are spelled out while nouns such as *editor* and *translator* are abbreviated to *ed.* and *trans.* Additionally, volume, edition, and number are always abbreviated: *vol.*, *ed.*, and *no.* Most items in a references entry are separated by periods rather than by commas.

Exceptions

As you create parenthetical citations and references, you'll likely encounter sources that require exceptions. Some of these exceptions are noted below. In other instances, you might need to document an unusual source, or you might encounter a situation that Chicago/Turabian doesn't cover. In such cases, make a reasonable choice about what information the reader needs to know, and include it in your citation, using the author-date system in a versatile way, as needed.

Unknown Authorship

If the source doesn't identify an author, the references entry should begin with the title of the source. Use quotation marks or italics depending on the type of source (refer to [Formatting Source Titles](#)). In parenthetical citations, use a shortened title that consists of up to the first four words of the title. You must include the first word but should omit any initial articles, such as a, an, or the. For example, an article titled "The Bat Migration in Canada" that doesn't provide an author might be cited as:

("Bat Migration" 2015)

Newspaper Article With No Author

If you're citing a newspaper or magazine article that has no named author, such as an editorial, both the parenthetical citation and the references entry should begin with the name of the newspaper, rather than the title of the source.

(*New York Times* 2018)

New York Times. 2018. "America Isolated." Editorial. June 11, 2018. <https://www.nytimes.com/2018/06/11/opinion/america-isolated-g7-canada.html>.

Multiple Sources by One Author

If you're citing multiple sources by one author in a references list, use the 3-em dash for all subsequent references to the same author.

_____.

While *CMOS* discourages writers from using the 3-em dash, Turabian encourages it; therefore, consult your instructor before implementing it in your references list. If the 3-em dash is permissible and you're citing multiple sources by one author in a references list, place them in ascending chronological order by publication year. This means that if you use three articles from the same author, one published in 1986, one in 1987, and one in 1988, the 1986 article would be listed first. Below that would come the 1987 article, and below that, the 1988 article.

Multiple Sources by One Author, Same Year

If you're citing multiple sources by one author in a references list and the sources also share the same publication year, alphabetize by title and then place a differentiating letter (*a*, *b*) after the publication year in the references entries and in any parenthetical citations.

References

Smith, John. 2015a. *Finding Purpose in the Later Years*.

_____. 2015b. *Pets Caring for People*.

Parenthetical Citations

(Smith 2015a, 41)

(Smith 2015b, 43)

Three or Fewer Authors

For sources with three or fewer authors, list all authors in the parenthetical citation.

(Smith, Johnson, and Rupert 2013, 878)

Four or More Authors

For sources with four or more authors, list all authors in the references list. *CMOS* adds that for works with more than 10 authors or editors, the references entry should only list the first seven names with the abbreviation *et al.* added at the end of the list. In parenthetical citations, however, use only the first author's name with the abbreviation *et al.*

(Smith et al. 2013, 878)

Multiple Authors, Same Last Name

When citing multiple authors with the same last name, include the first initial of each first name or two initials if applicable in the citation, even when the dates are different.

(J. Smith 2011, 98)

(D. Smith 2013, 12)

If the initials are the same, spell the first names.

(Jonah Smith 2011, 98)

(Josiah Smith 2017, 107)

Organizational Author

If a source is published by an organization, association, or corporation, it should be listed as the author, even if it's also the publisher. In parenthetical citations, an organization may be shortened to an abbreviation; if so, use this abbreviation for alphabetization purposes in the corresponding references entry. For example, the parenthetical citation might read as follows:

(WHO 2017)

The references entry would then read:

WHO (World Health Organization). 2017. *World Health Statistics 2017: Monitoring Health for the SDGs, Sustainable Development Goals*. CC BY-NC-SA 3.0 IGO. France: WHO.
http://www.who.int/entity/immunization/monitoring_surveillance/global_immunization_data.pdf?ua=1.

Multiple-Source Citations

When citing several sources in a single parenthetical citation, list them alphabetically, chronologically, or in order of importance (depending on context). Separate them with semicolons.

(Smith 2003; Johnson and Fredericks 2014; Howards 1999)

Sources Without Pagination

If a source isn't paginated, parenthetical citations for the source can indicate a locator such as a paragraph number, chapter name, section name, heading name, etc.

(Smith 2015, para. 5)

(Jones 2014, sec. 13)

(Brown 2013, under "Discussion")

No Publisher

Such sources are fairly rare but might include broadsheets, poetry chapbooks, postcards, and casually published material. You likely won't need to document this type of material for a college essay, but if you need to document a source for which a publisher isn't listed or is unknown, simply list the place and date of publication, as usual.

No Date

If a source has no publication date, list *n.d.* instead, which stands for no date. Use *n.d.* in both the

parenthetical citations and references. According to Turabian's *Manual*, the parenthetical citation doesn't require a comma to separate the author's name from n.d.:

(Smith n.d.)

In contrast, in the parenthetical citation, *CMOS* requires that you use a comma to separate the author's name from n.d.

(Smith, n.d.)

For references entries for electronic sources with no date, list *n.d.* after the author's name but include an access date (month, day, year) before the site's URL to note the date you accessed the source.

Silver, Kate. n.d. "The Truth About Parenting: Blogs Every Parent Should Read." *Parenting*. Accessed May 4, 2018. <https://www.parenting.com/article/truth-about-parenting-blogs-every-parent-should-read>.

Reprints

If you're citing a reprint of a source, such as a contemporary edition of a Joseph Conrad novel or a contemporary copy of an Alfred Hitchcock movie, you can use your parenthetical citation and references entry to include details about the original source, such as the original publication year or release year, if you think it's relevant.

Parenthetical Citations

(Conrad [1900] 1965, 108)

References

Turabian

Turabian leaves out the word *Reprint* and places square brackets around the original year of publication.

Conrad, Joseph. [1900] 1965. *Lord Jim*. New York: Bantam Books.

Chicago

Conrad, Joseph. (1900) 1965. *Lord Jim*. Reprint, New York: Bantam Books.

Quoting a Source Found Within Another Source

Chicago/Turabian Style discourages the use of secondary sources, explaining that authors should be expected to have read the sources they want to cite. If quoting from a secondary source is necessary or if the original source is unavailable, *CMOS* asks that you mention the original source (author and date) in the text and cite the secondary source in the references list.

Parenthetical Citations

In his 1968 lecture titled "Monastic Education," Thomas Merton told his students that "education should be something broad and deep . . . a consistent broadening and deepening process to give us not only knowledge but also wisdom; it should be an opening up and a developing of the human capacities of each one of us" (quoted in Del Prete 1990, 151).

References

Del Prete, Thomas. 1990. *Thomas Merton and the Education of the Whole Person*. Birmingham, AL: Religious Education Press.

Turabian's *Manual* provides different guidance when it comes to citing secondary sources. When you need to use a quote that was published in a secondary source, add *Quoted in* to the references entry,

but only include the original source in the parenthetical citation.

Parenthetical Citations

In *The Interpretation of Dreams*, Sigmund Freud (1900, 265) offers a powerful reading of

Shakespeare’s Hamlet: “Hamlet is able to do anything—except take vengeance on the man who did away with his father and took that father’s place with his mother, the man who shows him the repressed wishes of childhood realized.”

References

Freud, Sigmund. 1900. *The Interpretation of Dreams*. In *The Standard Edition of the Complete Works of Sigmund Freud*. 24 vols. Edited by J. Strachey. London: Hogarth Press and the Institute of Psycho-Analysis, 1953-74. Quoted in Marjorie Garber, *Shakespeare After All* (New York: Pantheon Books, 2004).

Line Numbers

If you’re citing poetry, indicating specific line numbers from the poem can be more helpful than noting the page numbers from a book: (Frost 1967, lines 288-91). You should only include line numbers, however, when the poem itself includes them so that your reader isn’t forced to count lines.

Comment

If you wish to make a detailed comment on the text, do so in a footnote and not a parenthetical citation. Use the same footnote format (superscript number next to the end of a clause or sentence) as in the notes system. Place any citation information within that footnote in the author-date system.

3. As Marjorie Garber (2004, 3) explains, “Every age creates its own Shakespeare.”If you wish, a very brief comment can be included in a parenthetical citation.

(Miller 2015; used Pearson’s correlation coefficient).

Author-Date System Examples

Parenthetical Citations and References List Examples

The following examples illustrate the author-date system of documentation. They show how you might craft a parenthetical citation and a corresponding references entry for various types of sources. If needed, you may refer to the examples above which use the [notes citation system](#).

Print Books, Reference Books, and Book Chapters	
Book With One Author Book With Two Authors Book With Author and Editor Book With Author and Translator Book With Editor or Translator in Place of Author Self-Published Work in Print Book With Author Listed as Anonymous Article or Chapter From an Edited Book or Anthology	Book, Edition Other Than the First Multivolume Work: Citing a Single Volume Multivolume Work: Citing a Single Volume With Separate Title Multivolume Work as a Whole Introduction, Preface, Foreword, or Afterword Dictionary or Reference Source Source Quoted in Another Source Sacred Work

Print Periodicals, Reports, and Legal Documents

Print Journal Article Poem in Print Journal Magazine Article in Print Newspaper Article in Print Government Document	Government Document for Countries Outside of the United States U.S. Constitution U.S. Supreme Court Decision Pamphlet, Report, or Brochure
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Digital Books, Documents, Periodicals, and Reports	
Electronic Book Self-Published Work Online Thesis or Dissertation Document From a Website With Date Document From a Website With No Date Book Review Journal Article With DOI Journal Article Without DOI Retrieved From Database Journal Article Without Volume Number Journal Article With Volume, Without Issue Number, Month, or Season	Dictionary or Reference Work Online Government Document Online Professional Organization Report Online Newspaper Article With Author Online Newspaper Article With No Author Online Magazine Article Online Article With No Author Published Interview

Audiovisual Sources	Miscellaneous Print and Electronic Sources
Conference Paper/Presentation Live Performance DVD or Other Audiovisual Item Video or Film Recording YouTube Video Blog Post Podcast Musical Recording	Multimedia App Social Media Post Comment on Social Media Post Tweet Post to Online Discussion Forum Artwork Personal Communication

Book With One Author

Parenthetical Citations

Tufts (1934, 25) describes the shifting colors of herring gulls, noting that “they do not get the blue-gray mantle and white breast, the grown-up coloring, until they are three years old.”

References

Tufts, Robie W. 1934. *Some Common Birds of Nova Scotia*. Kentville, NS: Kentville Publishing Company.

Book With Two Authors

Parenthetical Citations

Abrams and Harpham (2009, 129) say that some new formalists see form as a protection against outside influences, both mundane and philosophical.

References

Abrams, M.H., and Geoffrey Galt Harpham. 2009. *A Glossary of Literary Terms*. 9th ed. Boston, MA: Wadsworth Cengage Learning.

Book With Author and Editor

Parenthetical Citations

Baldwin calls *Uncle Tom’s Cabin* “that cornerstone of American social protest fiction” (Baldwin 1998, 11).

References

Baldwin, James. 1998. *Collected Essays*. Edited by Toni Morrison. New York: Library of America.

Book With Author and Translator

Parenthetical Citations

Lullaby, though inspired by a true story, reimagines the horror of reality and reformulates it into a contemporary literary thriller (Slimani 2018).

References

Slimani, Leïla. 2018. *Lullaby*. Translated by Sam Taylor. London: Faber & Faber.

Book With Editor or Translator in Place of Author

If the editor's or translator's name is listed on the title of the work in place of an author's name, use that name and add *ed.* or *trans.* (in plain font) following the name in the references entry.

Parenthetical Citations

When citing a work of poetry that lists line numbers within the work, you can cite the specific lines being quoted rather than a page number, as this gives your reader more exact guidance on the location of the quote. If no line numbers are included in the text, cite the page number to avoid requiring your readers to count lines.

Beowulf's advice on mourning may no longer be appropriate for today's readers: "Wise sir, do not grieve. It is always better / to avenge dear ones than to indulge in mourning" (Heaney 2000, lines 1384-85).

References

Heaney, Seamus, trans. 2000. *Beowulf: A New Verse Translation*. New York: W.W. Norton.

Self-Published Work in Print

Parenthetical Citations

Pointing out a nearly disappeared feature of early city planning at the corner of Bishop and Barrington streets, Collins (1975, 97) recognizes "the cannon mounted in the ground near the edge of the steps to ward off the wheels of wagons."

References

Works published by their authors should be noted in the publication information by self-published or printed by the author.

Collins, Louis W. 1975. *In Halifax Town*. Halifax, NS: printed by the author.

Book With Author Listed as Anonymous

Parenthetical Citations

One diarist expresses a relatable feeling when she states that "even now I'm not really sure which parts of myself are real and which parts are things I've gotten from books" (Anonymous 1971, 11).

References

Anonymous. 1971. *Go Ask Alice*. New York: Simon & Schuster.

Article or Chapter From an Edited Book or Anthology

Parenthetical Citations

Millward (1987, 301) analyzes the technical features of pronouns in Shakespeare, noting that there is no connection between pronouns used in the imperative mood and the demographic of the speaker.

References

Millward, Celia. 1987. "Pronominal Case in Shakespearean Imperatives." In *Reader in the Language of Shakespearean Drama*, edited by V. Salmon and E. Burness, 301-8. Philadelphia: John Benjamins.

Book, Edition Other Than the First

Parenthetical Citations

Joseph Gibaldi (2003, 5) explains that "skills derived from preparing research papers are by no means just academic. Many reports and proposals required in business, government, and other professions similarly rely on secondary research."

References

Gibaldi, Joseph. 2003. *MLA Handbook for Writers of Research Papers*. 6th ed. New York: The Modern Language Association of America.

Multivolume Work: Citing a Single Volume

To indicate the volume number in the parenthetical citations, include the Arabic numeral (1, 2, 3) after the comma and separate it with a colon from the page number.

Parenthetical Citations

"The Raven" has become a seminal part of American education that a reader's heart will begin to race at the words "Once upon a midnight dreary, while I pondered, weak and weary" (Poe 1845, 10:9).

References

Poe, Edgar Allan. 1845. *The Works of Edgar Allan Poe*. Vol. 10. New York: John Hovendon.

Multivolume Work: Citing a Single Volume With Separate Title

Parenthetical Citations

Describing the city, Waite (1997, 2:4) notes that it had become modern in "the way it lived, did its business, developed its institutions and its mores."

References

Waite, P. B. 1994-97. *The Lives of Dalhousie University*. Vol. 2, *The Old College Transformed*. Montreal: McGill-Queens University Press, 1994-97.

Multivolume Work as a Whole

Parenthetical Citations

Although his history of Dalhousie was left unfinished at two volumes, it still provides valuable information about early life at the college (Waite 1994).

References

Waite, P. B. 1994-97. *The Lives of Dalhousie University*. 2 vols. Montreal: McGill-Queen's University Press.

Introduction, Preface, Foreword, or Afterword

Use the generic title such as *Introduction* or *Afterword* when citing this part of a book. If the person who contributes this section is different from the author of the work itself, list the contributor's name first and place the main author's name after the title of the work. However, if the contributor is the same as the author of the entire work, then only include a references entry for the complete work.

Parenthetical Citations

In his introduction to the novel, M. K. Joseph (1998, v) describes *Frankenstein's* success as "bizarre" and "due to one of those lucky accidents."

References

Joseph, M. K. 1998. Introduction to *Frankenstein, or The Modern Prometheus*, by Mary Shelley, v-xiii. New York: Oxford University Press.

Dictionary or Reference Source

CMOS doesn't provide guidelines under the author-date system for documenting reference sources such as dictionaries. However, if it's necessary to do so, use the following approach.

Parenthetical Citations

Cite the title, the publication year of the source, and a locator (a page number or otherwise). Citations for alphabetically arranged sources, such as words in a dictionary or topics in an encyclopedia, need to include the abbreviation *s.v.* which stands for *sub verbo*, a Latin phrase for under the word. Turabian's *Manual* explains that for most common dictionaries and reference works, you should place all information in a parenthetical citation, and no references entries are required, as in the example below. When there is no publication date, or the date last updated isn't available for online reference works, include an access date (month, day, and year) to note when you last viewed the material.

More evidence that language is evolving and changing is the simplicity in finding common

abbreviations such as *LMAO* in popular dictionaries (*Merriam-Webster*, *s.v.* "LMAO," accessed May 12, 2018, <https://www.merriam-webster.com/dictionary/LMAO>).

References

You only need a references entry if the dictionary or reference source is vital to your essay's focus or argument or if it's a more specialized, lesser-known source.

Biederman, Hans. 1994. *Dictionary of Symbolism: Cultural Icons and the Meaning Behind Them*.

Translated by James Hulbert. New York: Meridian.

Source Quoted in Another Source

CMOS and Turabian guidelines differ for citing secondary sources, so examples from both works are included below.

Parenthetical Citations

Turabian

When you need to use a quote that was published in a secondary source, only include the name of the original source in the parenthetical citation. When your sentence already introduces the author and year into the text, no parenthetical citation is required.

In his 1968 lecture titled "Monastic Education," Thomas Merton told his students that "education should be something broad and deep . . . a consistent broadening and deepening process to give us not only knowledge but also wisdom."

Chicago

In his 1968 lecture titled "Monastic Education," Thomas Merton told his students that "education should be something broad and deep . . . a consistent broadening and deepening process to give us not only knowledge but also wisdom" (quoted in Del Prete 1990, 151).

References

Turabian

When you've included a quote that was published in a secondary source, add *Quoted in* to the

references entry.

Merton, Thomas. 1968. "Monastic Education." Thomas Merton Center, Bellarmine University, Conference Tape 306B, 41 min., 47 secs. Quoted in Thomas Del Prete, *Thomas Merton and the Education of the Whole Person* (Birmingham, AL: Religious Education Press, 1990).

Chicago

For the author-date system, only the secondary source and not the original source should be included in the references entry.

Del Prete, Thomas. 1990. *Thomas Merton and the Education of the Whole Person*. Birmingham, AL: Religious Education Press.

Sacred Work

When citing sacred works such as the Bible, cite your source in parenthetical citations only. References entries aren't required. Use abbreviated names for the different books and use square brackets within the first citation to specify the version or translation you're using. Thereafter, the version can be either spelled in full or noted with an accepted abbreviation. (See *CMOS* 10.45-10.48 and/or *Turabian's Manual* 24.6). Below, a colon separates the chapter number from the verse number.

First Parenthetical Citation

The earliest description of the holy Sabbath comes from the Bible with these words: "[t]hen God blessed the seventh day and sanctified it, because in it He rested from all His work which God had created and made" (Gen. 2:3 [New American Standard Bible]).

Subsequent Citations

The first book of the Bible goes on to describe the punishment for eating from the tree of the knowledge of good and evil (Gen. 2:17 [NASB]).

References

No references entry required.

Print Journal Article

Parenthetical Citations

Wood (2015, 94), perhaps surprisingly, finds genesis for current EPA regulations in Thoreau's *Walden*, taking a dim view of both.

References

Here, the volume number, 14, stands on its own, preceding a comma. The issue number, 4, follows the no. indicator.

Wood, Peter W. 2014. "Thoreau on Ice." *The Claremont Review* 14, no. 4 (Fall): 90-94.

Poem in Print Journal

Parenthetical Citations

The poem uses the first person to imagine things the speaker has never seen: "before my father became my father" (2020, 316).

References

Here, the volume number, 216, stands on its own, preceding a comma. The issue number, 4, follows the no. indicator:

Liu, Patricia. 2020. "Translation." *Poetry* 216, no. 4 (Summer): 316.

Magazine Article in Print

Parenthetical Citations

Scurr (2014, 5) suggests that the enduring success of *The Compleat Angler* is the way that Walton “interleaved his fishing instructions with poems, songs, illustrations, recipes, and other diversions.”

References

For sources like newspaper articles published in daily newspapers that include month, day, and year of publication, include the year of publication both after the author’s name and with the month and day later in the entry.

Scurr, Ruth. 2014. “Rods and Lines.” *Times Literary Supplement*, February 28, 2014, 5.

Newspaper Article in Print

Parenthetical Citations

In a recent newspaper article, Katie Ingram (2015) describes some of the features of the city courthouse, including structural features of the attic.

References

For sources like newspaper articles published in daily newspapers that include month, day, and year of publication, include the year of publication *both* after the author’s name and with the month and day later in the entry.

Ingram, Katie. 2015. “A Glimpse into Halifax’s History.” *Halifax Citizen*, July 7, 2015.

Government Document

There are a variety of different kinds of government reports and not all of them contain identical citation information, so consider the elements below as you prepare references entries. Include them in the following order, but feel free to leave out any element not present in your source material.

1. Name of government and government body that issued the document (i.e., US Congress, US Department of Homeland Security)
2. Date of publication
3. Title of the document or collection
4. Name of individual author, editor, or compiler
5. Report number or other identifying information
6. Page numbers or other locators, if relevant
7. URL or database name if the document was found online

Parenthetical Citations

The Environmental Protection Agency (EPA) (2015, 8) reports that with greenhouse gas mitigation, by the year 2100, there should be 57,000 fewer deaths in the United States due to poor air quality.

References

There is discrepancy here between *CMOS* and *Turabian’s Manual*, so examples from each are included.

Turabian

US Environmental Protection Agency (EPA). 2015. *Climate Change in the United States: Benefits of Global Action*. EPA Document 430-R-15-001. Washington, DC.

Chicago

EPA (Environmental Protection Agency). 2015. *Climate Change in the United States: Benefits of Global Action*. EPA 430-R-15-001. Washington, DC: EPA.

Government Document for Countries Outside of the United States

Turabian’s Manual (19.11.9-10) explains that Canadian and British government documents should be

cited the same as American government documents, only adding (Canada) or (United Kingdom) in

parentheses at the end of the entry if the country is not already in the entry itself. *CMOS* strongly urges writers to use the notes system rather than author-date when citing multiple legal documents.

Parenthetical Citations

The government ensures fair privacy laws governing military information through regular assessments measuring both policy efficacy and efficiency (Department of National Defence 2017 [Canada]).

References

Department of National Defence. 2017. *Assessment to the Access to Information and Privacy Program*. 1259-3-0027 (ADM(RS)). (October). <http://www.forces.gc.ca/en/about-reports-pubs-audit-eval/287p1259-3-027.page> (Canada).

U.S. Constitution

When citing specific articles or amendments in the U.S. Constitution, writers should only include either parenthetical citations or citation information within the body of the sentence; no references entries are required. *CMOS* specifies that the article and amendment numbers should appear in roman numerals (I, II, III), with any other subdivision numbers in Arabic numerals (1, 2, 3). There is a minor discrepancy between the ways *CMOS* and *Turabian's Manual* format citations for the U.S. Constitution. *CMOS* abbreviates Constitution to Const. and uses a section symbol [§], and in all legal citations, it also abbreviates United States to U.S. *CMOS* explains that these abbreviations follow *Bluebook* style for using periods in abbreviations. In contrast, *Turabian's Manual* spells out *Constitution* and uses *sec.* rather than the section symbol. *Turabian's Manual* doesn't use periods in US. Since *CMOS* highly recommends using the [notes system](#) for works that cite these kinds of legal sources and further recommends using a supplementary footnote or endnote for writers using the author-date system, all examples below follow *Turabian's Manual*.

Parenthetical Citations

Since its founding, all American Presidents have been limited to four-year terms (US Constitution, art. 2, sec. 1).

Citation Information Included in the Body of the Sentence

In the U.S. Constitution, the second amendment is frequently quoted as protecting the rights of Americans to own firearms.

References

No references entry required.

U.S. Supreme Court Decision

For all legal cases, references entries should contain the following, as applicable:

1. Full case name in italics (with the abbreviation *v.* between the two litigants' names)
2. Volume number in Arabic numerals (1, 2, 3)
3. Abbreviated name of the reporter
4. Ordinal series number
5. Opening page number of the decision
6. Abbreviated name of the court and date in parentheses
7. Other relevant information depending on the court

For the U.S. Supreme Court, the name of the reporter is U.S. for published decisions and S. Ct. for decisions not yet published. *CMOS* uses periods between U.S. here to align with *Bluebook* style. This information is included in the references entry only.

Parenthetical Citations

Turabian

In the case of *Horne v. Flores* (2009), a group of "English language-learner (ELL) students and their

parents" sued the state of Arizona for failing to provide adequate language instruction.

Chicago

CMOS recommends that, because placing parentheses within parentheses creates an awkward construction, writers frequently citing court cases should do so with footnotes or endnotes. However, if your instructor prefers the author-date system, follow the example below.

In the case of *Horne v. Flores* (557 U.S. 433 (2009)), a group of “English language-learner (ELL) students and their parents” sued the state of Arizona for failing to provide adequate language instruction.

References

Turabian

Horne v. Flores. 557 US 433 (2009).

Chicago

Horne v. Flores. 557 U.S. 433 (2009).

Pamphlet, Report, or Brochure

Parenthetical Citations

Among the library’s collections are medieval and renaissance manuscripts and incunabula, along with a substantial collection of pottery and porcelain (University of King’s College Library 2008).

References

University of King’s College Library. 2008. *General Information*. Halifax, NS: University of King’s College Library.

Electronic Book

Parenthetical Citations

Steinbeck’s (2002, chap. 1) novel begins by establishing setting in great detail. The narrator describes much about the place where the novel is set, which is where he also grew up: “I remember my childhood names for grasses and secret flowers.”

References

Steinbeck, John. 2002. *East of Eden*. New York: Penguin Classics. Kindle.

Self-Published Work Online

Parenthetical Citations

Through her book and website, Tress (2013) has sought to turn body shaming into a movement to empower ordinary women to embrace and accept themselves.

References

Tress, Jennifer. 2013. *You’re Not Pretty Enough: Extraordinary Stories from an (Un)ordinary Life*. Self-published, CreateSpace.

Thesis or Dissertation

Parenthetical Citations

As television advertisements lost their effectiveness, Apostel (2011, 16) reported that “the launch of the video game America’s Army enabled the Army to reach and instruct a predominately young male market, but by 2006 the ‘Army of One’ slogan was no longer speaking to America’s youth.”

References

For online theses and dissertations, include the URL for the site where you viewed the source or, if it's

housed in a commercial database, include its name, such as ProQuest, followed by the identification number given to the thesis or dissertation.

Online

Apostel, Shawn. 2011. "An 'Army of One' to 'Army Strong': Visual Media and U.S. Army Recruitment During Bush's 'War on Terror.'" PhD diss., Michigan Technological University. <https://digitalcommons.mtu.edu/etds/80/>.

Database

Apostel, Shawn. 2011. "An 'Army of One' to 'Army Strong': Visual Media and U.S. Army Recruitment During Bush's 'War on Terror.'" PhD diss., Michigan Technological University. ProQuest (UMI 3493978).

If you're strictly using Turabian, the format for ProQuest differs slightly at the end of the references entry. Rather than listing the UMI number, Turabian's *Manual* includes ProQuest Dissertations and Theses Global as the final element.

Document From a Website With Date

Parenthetical Citations

Before making a hasty decision about moving to Vermont due to recent state legislation promising to pay remote workers to relocate there, people should "schedule a visit in the winter first" (Purtill 2018).

References

For sources like website articles that include month, day, and year of publication, include the year of publication *both* after the author's name and with the month and day later in the entry.

Purtill, Corinne. 2018. "Vermont Will Pay You \$10,000 to Move There and Work Remotely." Quartz at Work. May 31, 2018. <https://work.qz.com/1289727/vermont-will-pay-you-10000-to-move-there-and-work-remotely/>.

Document From a Website With No Date

Parenthetical Citations

CMOS and Turabian's *Manual* provide different guidance when including a parenthetical citation for an online work without a known date of publication. *CMOS* places a comma between the author's last name and the abbreviation n.d., and Turabian places only a space.

Turabian

Renoir had moved to Hollywood before shooting finished, and his team was left to compile something from the footage (Criterion Collection n.d.).

Chicago

Renoir had moved to Hollywood before shooting finished, and his team was left to compile something from the footage (Criterion Collection, n.d.).

References

When the date of publication is unknown, you should include n.d. in place of the year after the author's name and include an access date after the title of the source with month, day, and year.

Criterion Collection. n.d. "A Day in the Country." Accessed May 5, 2015. <http://www.criterion.com/films/28072-a-day-in-the-country>.

Book Review

Parenthetical Citations

Commenting on the author's abilities, Miller (2015, 85) notes that "all of Winslow's novels have been crime fiction, but their stylistic range betrays a restive sensibility."

References

For sources like book reviews published in daily newspapers that include month, day, and year of publication, include the year of publication *both* after the author's name and with the month and day later in the entry. Although this book review was published in *The New Yorker*, Chicago/Turabian Style omits the initial *The* in magazine and newspaper titles for references entries.

Miller, Laura. 2015. "The System." Review of *The Cartel*, by Don Winslow. *New Yorker*, July 6, 2015, 84-86.

Journal Article With DOI

Parenthetical Citations

Winchell describes some of the publicity surrounding Robert Frost at his readings, noting that at a 1952 reading in Belle Meade, Tennessee, the hostess "fix[ed] herself on the floor in front of Frost so that no one else could come near or speak to him across the barrier" (2011, 92).

References

Here, the volume number, 119, stands on its own, preceding a comma. The issue number, 1, follows the no. indicator.

Winchell, Mark Royden. 2011. "The Southernness of Robert Frost." *Sewanee Review* 119, no. 1 (Winter): 91-106. <https://doi.org/10.1353/sew.2011.0027>.

Journal Article Without DOI Retrieved From Database

Parenthetical Citations

Paton (1998, 73) highlights the varying ways that critics have defined and understood the poet, noting that there is more than one Robert Frost from the perspective of scholars.

References

Here, the volume number, 63, stands on its own, preceding a comma. The issue number, 1, follows the no. indicator.

Paton, Priscilla. 1998. "Apologizing for Robert Frost." *South Atlantic Review* 63, no. 1 (Winter): 72-89. <http://www.jstor.org/stable/3201392>.

Journal Article Without Volume Number

Parenthetical Citations

Fines and Nichols (1986, 6) explore the possibilities of a historical teaching method that helps children understand their current society through the lens of a past society: "Our task is to capture the child's imagination and harness their powers of reasoning to telling the story of both past and present, and to develop an understanding of their significance."

References

When there is no volume number for a journal, but there is an issue number, the issue number is set off in the references entry with a comma between the journal title and the issue number.

Fines, John, and Jon Nichol. 1986. "Domesday Book: Past and Present." *Teaching History*, no. 44 (February): 5-9. <http://www.jstor.org/stable/43256404>.

Journal Article With Volume, Without Issue Number, Month, or Season

CMOS notes that when a journal is listed only by its volume number with no issue number, month, or season, the volume number is followed by a colon and the applicable page numbers for the article.

Parenthetical Citations

Christopher Baron (2002, 5) claims that, among ancient historians, Polybios recorded history with an ulterior motive in mind: "in putting down Timaios, Polybios elevates his own standing . . . because he wished to supplant Timaios as the Greek historian of Rome."

References

Baron, Christopher. 2002. "The Use and Abuse of Historians: Polybios' Book XII and Our Evidence for Timaios." *Ancient Society* 39:1-34. <http://www.jstor.org/stable/44079916>.

Journal Article With Volume and Issue, Without Month or Season

When a journal doesn't record a month or season with its publication information, the issue number is placed in parentheses after the volume number.

Parenthetical Citations

Considering the heroine who finds herself in the course of a narrative, Aileen Mullis (2018, 166) asks telling questions during her analysis: "The hero on a quest is a common archetype in world literature, but what of the heroine's journey? Can or should a heroine simply be pasted into the derring-do of defeating the villain and returning home in triumph?"

References

Mullis, Aileen. 2018. "Jane Eyre's Sisters: How Women Live and Write the Heroine's Story." *Brontë Studies* 43 (2): 166-67. <https://doi.org/10.1080/14748932.2018.1425043>.

Online Government Document

Parenthetical Citations

Referring to the necessary mitigation of greenhouse gases, the EPA (2015, 6) has stated that "decisions we make today can have long-term effects, and delaying action will likely increase the risks of significant and costly impacts in the future."

References

Turabian

US Environmental Protection Agency (EPA). 2015. *Climate Change in the United States: Benefits of Global Action*. EPA Document 430-R-15-001. <http://www2.epa.gov/sites/production/files/2015-06/documents/cirareport.pdf>.

Chicago

EPA (Environmental Protection Agency). 2015. *Climate Change in the United States: Benefits of Global Action*. EPA 430-R-15-001. <http://www2.epa.gov/sites/production/files/2015-06/documents/cirareport.pdf>.

Online Professional Organization Report

If a source is published by an organization, association, or corporation, it should be listed as the author, even if it's also the publisher. An organization may be listed under an abbreviation in the parenthetical citation to allow for shortened parenthetical citations; if so, use this abbreviation for alphabetization purposes in the corresponding references entry.

Parenthetical Citations

In their recent report on Sustainable Development Goals, WHO (2017) cited air pollution, unsafewater, unsafe sanitation, and a lack of hygiene as significant causes of death.

References

WHO (World Health Organization). 2017. *World Health Statistics 2017: Monitoring Health for theSDGs, Sustainable Development Goals*. France: WHO.
<http://apps.who.int/iris/bitstream/handle/10665/255336/9789241565486-eng.pdf;jsessionid=8C5B20A1364138F71BB46D02AF72559B?sequence=1>.

Online Newspaper Article With Author

Parenthetical Citations

Nir (2015, para. 14) describes the poor living conditions of many salon workers: "Beds crowded the living room, each cordoned off by shower curtains hung from the ceiling. When lights flicked on in the kitchen, cockroaches skittered across the countertops."

Alternatively, when citing newspaper articles in text, you can provide information on the month, day, and year of publication in parentheses as well as the author's name and the publication name.

In a *New York Times* article on the nail salon industry (May 7, 2015), Sarah Nir found that . . .

You might want to provide the complete date for a newspaper article in parentheses if it's somehow immediately relevant to the reader. For example, if you're discussing media reaction to a particular issue or event, and in turn citing a number of different articles from a narrow timeframe, citing the full date for each article in a parenthetical citation rather than the references entry can give your reader a sense of how the media response to the event unfolded.

References

For sources like newspaper articles published in daily newspapers that include month, day, and year of publication, include the year of publication *both* after the author's name and with the month and day later in the entry.

Nir, Sarah Maslin. 2015. "The Price of Nice Nails." *New York Times*, May 7, 2015.
<http://www.nytimes.com/2015/05/10/nyregion/at-nail-salons-in-nyc-manicurists-are-underpaid-and-unprotected.html>.

Online Newspaper Article With No Author

When citing an unsigned article in a newspaper, such as an editorial, use the name of the newspaper in the place of the author.

Parenthetical Citations

Trump's demeanor at the recent G7 meeting in Canada shows that "for Americans, it's past time to recognize that this president has transformed 'America First' to 'America Alone,' and that is the last place a great and powerful nation wants to be" (*New York Times* 2018).

References

If the unsigned article is an editorial or is from a regularly printed, named column, add that element to the references entry. If the unsigned article isn't from a regularly printed, named column, you can simply leave this element out.

New York Times. 2018. "America Isolated." Editorial. June 11, 2018.
<https://www.nytimes.com/2018/06/11/opinion/america-isolated-g7-canada.html>.

Online Magazine Article

Parenthetical Citations

Batuman (2010) admits that her opinion on MFAs is already set, stating unambiguously that she does

not take any enjoyment from the fiction produced by writers from MFA programs.

References

For sources like newspaper articles published in daily newspapers that include month, day, and year of publication, include the year of publication *both* after the author's name and with the month and day later in the entry.

Batuman, Elif. 2010. "Get a Real Degree." *London Review of Books*, September 23, 2010.
<http://www.lrb.co.uk/v32/n18/elif-batuman/get-a-real-degree>.

Online Article With No Author

Parenthetical Citations

Underage students feel as if it is "cool" to binge because it is illegal, something that is not allowed.

Binge drinking will be reduced if it is legal to drink at a younger age ("Drinking While Young" 2008).

References

"Drinking While Young." 2008. *State Legislatures* 34, no. 4 (June): 11.
<http://connection.ebscohost.com/c/articles/32548045/drinking-while-young>.

Published Interview

Parenthetical Citations

In an interview with Susan Lerner (2015), Franzen is equally critical of young adult literature as he is of popular literature, saying that both are morally simple.

References

For sources like newspaper articles published in daily newspapers that include month, day, and year of publication, include the year of publication *both* after the author's name and with the month and day later in the entry.

Franzen, Jonathan. 2015. "A Conversation with Jonathan Franzen." Interview by Susan Lerner. *Booth*, February 13, 2015. <http://booth.butler.edu/2015/02/13/a-conversation-with-jonathen-franzen/>.

Conference Paper/Presentation

Parenthetical Citations

Recent housing information designed for immigrants revealed that a traditional image for an American home may not resonate as a home for an Arab immigrant due to rooftop variations among these cultures (Apostel et al. 2016).

References

For sources like conference presentations that include month, day, and year of publication, include the year of publication *both* after the author's name and with the month and day later in the entry.

Apostel, Kristi, Shawn Apostel, Kate Chawansky, Corey McGalliard, Rebecca Waskevich, Jimmy Wright, and Shakir Ali. 2016. "Welcome to the U.S.A.: The Rhetoric of Technical Communication in Housing Information Designed for Recent Immigrants." Presented at the 20th Anniversary Thomas R. Watson Conference, Louisville, KY, October 20, 2016.

Live Performance

Parenthetical Citations

In a performance of Steph DeFerie's *Nick Tickle, Fairy Tale Detective* at the Brown School Auditorium on November 10, 2017 . . .

References

No entry required.

DVD or Other Audiovisual Item

Parenthetical Citations

In one of the most memorable scenes in *The Hurt Locker*, the protagonist aimlessly navigates an American grocery store after returning from Iraq, trying to pick out a breakfast cereal from among the aisles of choices (Bigelow [2008] 2010).

References

Bigelow, Kathryn, director. 2008. *The Hurt Locker*. Universal City, CA: Summit Entertainment, 2010. DVD.

Video or Film Recording

When citing a video or film recording, such as a television show viewed on an online streaming service, *CMOS* places the name of the director in the author position in both parenthetical citations as well as references entries. Turabian's *Manual* places the title of the TV show, film, or video in the author position. Both options are demonstrated below.

Parenthetical Citations

Turabian

Both Teddy Roosevelt and Franklin Delano Roosevelt wanted to enlist in WWI; for different reasons, neither was permitted to do so (The Roosevelts 2014).

Chicago

Both Teddy Roosevelt and Franklin Delano Roosevelt wanted to enlist in WWI; for different reasons, neither was permitted to do so (Burns 2014).

References

Turabian

Roosevelts, The: An Intimate History. 2014. Season 1, episode 3. "The Fire of Life." Directed by Ken Burns. <https://www.netflix.com/title/80013283?s=i>.

Chicago

Burns, Ken, director. 2014. "The Fire of Life." Season 1, episode 3, *The Roosevelts: An Intimate History*, 1 hr., 55 min. <https://www.netflix.com/title/80013283?s=i>.

YouTube Video

Parenthetical Citations

Turabian's *Manual* explains that, if relevant, you can include the specific time within the video where your reference appears. By contrast, *CMOS* would include (Apostel 2013) for the parenthetical citation.

Comparing the process of teaching PowerPoint to teaching Prezi, "Working with Images" shows that the former is more linear (Apostel 2013, at 0:12).

References

For sources like online videos that include month, day, and year of publication, include the year of publication *both* after the author's name and with the month and day later in the entry. In this example, *Kairos* is the name of a journal and normally would be italicized. However, in this instance, it is also the name of the YouTube channel posting this video, and YouTube channels are in plain font.

Apostel, Shawn. 2017. "Working with Images." *Kairos: A Journal of Rhetoric, Technology, and Pedagogy*. June 6, 2017. Video, 0:17. <https://www.youtube.com/watch?v=iXmSZqUgu5s>.

Blog Post

Most blog posts, like newspaper and magazine articles, can usually be cited only within the essay text.

If you need a references entry, repeat the year of publication along with the month and day.

Parenthetical Citations

In a blog post, Eugene Volokh (2014) quotes from a series of decisions on whether judges should be challenged if they are Facebook friends with a lawyer.

References

Volokh, Eugene. 2014. "The Law of 'Friending.'" *The Volokh Conspiracy* (blog). *Washington Post*, January 30, 2014. <http://www.washingtonpost.com/news/volokh-conspiracy/wp/2014/01/30/the-law-of-friending/>.

Podcast

Parenthetical Citations

In a recent podcast series, Sarah Koenig (2014) explores the murder of Hae Min Lee and the trial of her convicted killer, Adnan Syed.

References

For sources that include month, day, and year of publication, include the year of publication *both* after the author's name and with the month and day later in the entry.

Koenig, Sarah. 2014. "The Alibi." October 3, 2014. In *Serial*. Podcast, 54:44. <http://serialpodcast.org/season-one/1/the-alibi>.

Musical Recording

Parenthetical Citations

In his song "Closing Time," Cohen (1992) intersperses the language of popular culture with personal yearnings and suffering to bring together the notions of individual struggle and collective anxiety.

References

When citing from a music streaming service like Spotify, Turabian's *Manual* includes the words *streaming audio* as well as the speed of the song you listened to, whereas *CMOS* requires only the name, such as Spotify, as seen below.

Turabian

Cohen, Leonard. 1992. "Closing Time." Track 4 on *The Future*, Columbia. Spotify streaming audio, 320kbps.

Chicago

Cohen, Leonard. 1992. "Closing Time." Track 4 on *The Future*, Columbia. Spotify.

Multimedia App

Parenthetical Citations

Fall Fest, Land's End, and SkyFair were popular new worlds in the 1.2.3 update for *Minecraft* (Mojang AB 2017).

References

Mojang AB. 2017. *Minecraft*. V. 1.2.3. Mojang AB. iOS 8.0 or later. Soundtrack by Gareth Coker.

Social Media Post

Any social media posts cited frequently in the text should be in your references. If a post isn't featured frequently in your text, its citation can be limited to the text, as illustrated in the example below.

Parenthetical Citations

Growing Organic, Eating Organic (2018) readily noted their support of the dangers of using and eating

canola oil in a recent Facebook post.

References

For sources that include month, day, and year of publication, include the year of publication *both* after the author's name and with the month and day later in the entry.

Growing Organic, Eating Organic. 2018. "The truth about canola oil is finally coming out in the mainstream media." Facebook, January 18, 2018. <https://www.facebook.com/GrowingOrganicEatingOrganic/posts/1585760838160063>.

Comment on Social Media Post

Parenthetical Citations

Gillian Bourne concurred, succinctly remarking that canola oil is "pure poison" (January 18, 2018, comment on Growing Organic, Eating Organic 2018).

References

No entry required.

Tweet

Parenthetical Citations

Ever a proponent of change, President Barack Obama (2017) used one of his final Tweets while in office to pass the baton: "I'm asking you to believe—not in my ability to create change, but in yours."

References

In a divergence from *CMOS*, Turabian uses square brackets, such as [@POTUS44], rather than parentheses around the screen name. For sources like tweets that include month, day, and year of publication, include the year of publication *both* after the author's name and with the month and day later in the entry.

Obama, Barack (@POTUS44). 2017. "Thank you for everything. My last ask is the same as my first. I'm asking you to believe—not in my ability to create change, but in yours." Twitter, January 10, 2017, 8:52 p.m. <https://twitter.com/potus44/status/819044196371800065?lang=en>.

Post to Online Discussion Forum

Parenthetical Citations

Turabian

To cite a discussion post based on Turabian's *Manual*, include the author's name, name of the forum or list, title of the subject or thread, date of the post, and URL in a parenthetical citation or within the text of your sentence.

In a May 5, 2015 forum post, Mary Ann Corbett revealed that there has been a grassroots movement to elect A. E. Stallings as the next Oxford Professor of Poetry (<https://www.ablemuse.com/erato/showthread.php?t=24630>).

Chicago

CMOS notes that all applicable information, including date and author, can usually be included in the text rather than in a parenthetical citation.

In a May 5, 2015 forum post, Mary Ann Corbett revealed that there has been a grassroots movement to elect A. E. Stallings as the next Oxford Professor of Poetry.

References

CMOS states that citations of discussion posts can usually be limited to the parenthetical citation, so no references entry is required. If your instructor requires one, refer to Turabian's *Manual* 19.5.4.

Artwork

Parenthetical Citations

While *CMOS* doesn't specify citing artwork viewed in a museum or gallery differently than one viewed in print or online, Turabian does. Turabian's *Manual* explains that when you're citing artwork you viewed in a museum or gallery, you should provide all source information, including the artist's name, name of the work, year of creation, and location of the museum or gallery, within the body of your sentence or in a parenthetical citation.

In *The Street*, pedestrians appear oblivious to a sexual assault happening among them (Balthus 1933, Museum of Modern Art, New York).

If you viewed the artwork in a published or online source, you can cite it both parenthetically and with a reference entry.

The Starry Night has inspired so much emotion from viewers over the century as to become permanently etched into the modern consciousness (van Gogh 1889).

References

After the medium, which is listed in the example below as *Oil on canvas*, you may also include the measurements of the artwork if known, such as 195 x 240 cm.

van Gogh, Vincent. 1889. *The Starry Night*. Oil on canvas. Museum of Modern Art, New York.
<https://www.moma.org/collection/works/79802>.

Personal Communication

Parenthetical Citations

For personal communication such as conversations, letters, emails, text messages, and direct or private messages shared through social media, cite the person's name with an identifying phrase such as personal communication or pers. comm.

A local business owner described the town's economy in an email sent May 14, 2015 (John Smith, pers. comm.).

If finding a monarch chrysalis, most people know it should be kept out of direct sunlight, but few know that "you can slow down the butterfly when it is ready to emerge by putting it in the fridge" (Leah Smith, Facebook direct message to author, September 1, 2010).

Even when parenthetically cited, your text must fully identify the person cited and any relevant context about the communication. Therefore, this information is often presented with more ease in the body of the sentence with no citation required.

John Smith, a local business owner, described the town's economy in an email sent May 14, 2015 . . .

If the writer of the personal communication needs to remain anonymous, cite a descriptive phrase about him or her. Alternatively, simply describe this information in text.

Some of the policies at the hospital might actually conflict with state guidelines (interview with a health care worker, April 12, 2013).

In an April 12, 2013 interview, a local healthcare worker, who must remain anonymous, discussed . . .

References

No entry required.

Notes System Sample Pages

When your essay has a title page, start the essay with the number 2 in the upper right corner.

2

Binge drinking is a very popular act of underage drinkers. In fact, more than 90% of all alcohol consumed by underage drinkers is consumed during binge drinking.¹ A number of reasons can lead underage adolescents to binge drink such as rebellion of authorities or because it is the cool thing to do. Many college students are influenced by the older well. The large parties thrown on occasions are an open doorway for young and begin their binge drinking, knowing it is the only chance they may get if the drinking age was lowered, fewer college students would choose to binge drink. Binge drinking would reduce as students would no longer have to participate in “underground drinking,” all be of drinking age, would be able to drink whenever they wanted, and would no longer feel the need to rebel. If the drinking age were lowered, college students would not drink in large quantities nearly as often.

Using the notes system, cite the source by placing a superscript footnote number at the end of the sentence or clause where the source is cited.

One kind of binge drinking that would be reduced, would be the need for “underground drinking.” Many college students that are underage face the need to dispose of all alcohol from parties before someone gets caught. Many underage college students will binge drink so there is no worry of excess alcohol to hide. Lowering the drinking age will prevent students from worrying about getting caught and will lead them to drink less of what is left over. Gabrielle Glaser shares her impression of underage drinkers’ minds by explaining that “in speakeasies and bling pigs, the goal was to drink as much and as soon as possible, because you never knew when

The complete bibliographic information should be included in the footnote at the bottom of the page. Here, number 1 is listed in regular size (not superscript), with the first line indented the same as a new paragraph. Place a single space between the number and the first word of the note.

When a source is produced by an organization or government entity, use the organization’s name in place of the author.

1. National Research Council and Institute of Medicine of the National Academies, “Reducing Underage Drinking: A Collective Responsibility,” September 9, 2003, <https://www.nap.edu/resource/10729/ReducingUnderageDrinking.pdf>.

When listing bibliographic information in the footnote, separate items with commas.

Gabrielle Glaser, “Return the Drinking Age to 18, and Enforce it,” *New York Times*, February 10, 2015, <http://www.nytimes.com/roomfordebate/2015/02/10/you-must-be-21-to-drink/return-the-age-to-18-and-enforce-it>.

The footnote material is single-spaced within the note but double-spaced between notes.

drinking before entering clubs or bars that restrict their drinking inside. Students binge due to the fact that they will not be able to drink for the rest of the night in the club or party.³ Lowering the drinking age will also stop college students from suffering from traffic fatalities due to drunk driving. Since underage students need to drink before attending parties, most of the students are already drunk when driving to the club or party of choice. This leads to many more problems than bingeing such as DUI's, wrecks, and even deaths. In 2013, alcohol-impaired driving fatalities accounted for 10,076 deaths, which was 30.8% of overall driving fatalities.⁴ Lowering the drinking age will prevent binge drinking among college students, as they will no longer have to hide their consumption of alcohol.

The age gap of legal drinking age students and underage students bring younger students to want to drink more out of admiration of legal drinkers. Our current alcohol age level problem is age segregation. Areas of entertainment are strictly encouraged to deny entrance to adults who are not of drinking age, which restricts the activities of younger adults.⁵ Younger students will want to fit in with the older crowd by proving that they can handle large amounts of alcohol, thus binge drinking. Older students who host parties allow younger ones to binge drink since underage drinking is not allowed in areas such as clubs and bars. Older students let it slide realizing that this may be a younger one's only chance to drink. Not only do younger students

For the second and subsequent notes for a source you've already introduced, use a shortened note form that includes only the author's last name, title of the source, and page number or other locator (as needed).

When a source doesn't include an author, use the title in its place at the start of the note.

Always include the date you accessed an online source when there is no publication date.

3. Glaser, "Return the Drinking Age."

4. U.S. Department of Transportation. "2013 Motor Vehicle Crashes: Overview," National Highway Traffic Safety Administration, (December 2014), <http://www.nrd.nhtsa.dot.gov/Pubs/812101.pdf>.

5. "Lowering the Drinking Age," Students for Sensible Drug Policy, accessed May 10, 2015, <http://ssdp.org/campaigns/lowering-drinking-age/> (site discontinued).

Center the title Bibliography, and set it in bold typeface. Leave a blank space before the first entry.

Continue the page numbers from the body of the essay.

11

Bibliography

Aguirre, Alexis. "National Drinking Age Should Be Lowered to 18." *University Star*. Accessed May 10, 2015. <https://star.txstate.edu/node/1704>.

"Drinking while young." *Connecticut State Journal* (June 2008): 11. <http://connecticutstatejournal.com/2008/06/05/548045/drinking-while-young>.

Glaser, Gabrielle. "Return the Drinking Age to 18, and Enforce It." *New York Times*, February 10, 2015. <http://www.nytimes.com/roomfordebate/2015/02/10/you-must-be-21-to-drink/return-the-drinking-age-to-18-and-enforce-it>.

Hanson, David. "Effective Alcohol Education: What Works with Underage Youths." *Alcohol Problems and Solutions*. Accessed May 10, 2015. http://www2.potsdam.edu/alcohol/YouthIssues/1116635269.html#.VU_2sdNVhBc.

The first line of the entry should be flush with the left margin and all other lines indented five spaces like the beginning of a paragraph.

National Research Council and Institute of Medicine of the National Academies. "Underage Drinking: A Collective Responsibility." September 9, 2003. <https://www.iom.edu/Reports/2003/Reducing-Underage-Drinking-Responsibility.aspx>.

If you can't find the date of publication for an online source, include the date you accessed the material.

Students for Sensible Drug Policy. "Lowering the Drinking Age." *Students for Sensible Drug Policy*. Accessed May 10, 2015. <http://ssdp.org/campaigns/lowering-drinking-age/>.

Nugent, S. Georgia. "Raising the Drinking Age to 21 has been a Disastrous 30-Year Experiment." *New York Times*, February 10, 2015. <http://www.nytimes.com/roomfordebate/2015/02/10/you-must-be-21-to-drink/raising-the-drinking-age-to-21-has-been-a-disasterous-30-year-experiment>.

Single-space each entry.

U.S. Department of Transportation. "2013 Motor Vehicle Crashes: Overview." National Highway Traffic Safety Administration. December, 2014. <http://www.nhtsa.dot.gov/Pubs/812101.pdf>.

Leave a blank space between source entries.

Author-Date System Sample Pages

to drink" ("Drinking While Young" 2008). Underage students feel as if it is "cool" to binge because it is illegal, something that is not allowed. Binge drinking will be reduced significantly if it is legal to drink at a younger age.

When there is no author listed for a source, place a shortened title (four words or fewer) in place of the author.

Some people may say that lowering the drinking age will not solve binge drinking, claiming it will cause excess problems. Many individuals argue that there will be an increase in traffic fatalities. Some people may feel as if younger adults are not responsible enough to not drink and that it may arise from a lower drinking age is the effect it may have on everyone. That the drinking age is closer to their age provokes them to begin even earlier. Younger high school students will see older ones drinking and want to follow in their footsteps. Other opponents claim students will use alcohol as a gateway to drugs and other harmful substances. David Hanson (n.d.), a speaker on underage youth alcohol education, argues otherwise. He explains,

When you introduce the author's name into the text of the sentence, include the complete parenthetical citation directly after the name.

The popular gateway theory holds that using one substance, such as alcohol, leads to the use of drugs. However, years of government research have found no evidence that using one substance causes the use of another. We can realize from observation that those who consume alcohol don't inevitably, go on to use drugs. (Hanson n.d.)

When inserting a block quotation, the parenthetical citation is placed after the final period.

Government research over several years has failed to create any evidence that this theory may be true (Institutes of Medicine 2003). Many students are discouraged that they can make decisions such as dying for their country, but not whether to consume an alcoholic beverage. A columnist for *The University Star* points out that at the age of 18, an American citizen can vote, defend their country, smoke, and get tattoos but are yet to make their own adult decisions with alcohol

(Hanson n.d.). Students are responsible for making these decisions. They should be allowed to make that decision.

When there is no publication date available, use n.d. in place of the year. If you are using Chicago (and not Turabian) style, you should place a comma between the name and the n.d.

Students are responsible for making these bigger decisions than drinking, and they should be allowed to make that decision. The age of 18.

Center the title References and set it in bold typeface. Leave a blank space before the first entry.

Continue the page numbers from the body of the essay.

11

References

Aguirre, Alexis. n.d. "National Drinking Age Should Be Lowered to 18." *University Star*. Accessed May 10, 2015. <https://star.txstate.edu/node/1704>.

"Drinking while young." *Connecticut State Journal* 34, no. 4 (June): 11. <http://connecticutstatejournal.com/2015/06/04/32548045/drinking-while-young>.

Glaser, Gabrielle. 2015. "Age to 18, and Enforce It." *New York Times*, February 10. <http://www.nytimes.com/2015/02/10/roomfordebate/2015/02/10/you-must-be-21-to-drink/return-the-drinking-age-to-18-and-enforce-it>.

Hanson, David. n.d. "Effective Alcohol Education: What Works with Underage Youths." *Alcohol Problems and Solutions*. Accessed May 10, 2015. http://www2.potsdam.edu/alcohol/YouthIssues/1116635269.html#VU_2sdNVhBc.

The first line of an entry should be flush with the left margin, and all other lines should be indented five spaces like the beginning of a paragraph.

when listing the publication date later in an entry, leave out the year, unless the source includes a day, month, and year of publication. Then, include the year in both places.

of the National Academy of Sciences. "Underage Drinking-Age Responsibility." September 2014. <http://www.nationalacademies.org/underage-drinking-age-responsibility>.

If you can't find a date of publication for an online source, include an access date.

Lowering the Drinking Age: Evidence for Sensible Drug Policy. Accessed May 10, 2015. <http://ssdp.org/campaigns/lowering-drinking-age/>.

Nugent, S. Georgia. 2015. "Raising the Drinking Age to 21 has been a Disastrous 30-Year Experiment." *New York Times*, February 10, 2015. <http://www.nytimes.com/2015/02/10/roomfordebate/2015/02/10/you-must-be-21-to-drink/raising-the-drinking-age-been-a-disasterous-30-year-experiment>.

Single-space each entry and leave a blank space between entries.

U.S. Department of Transportation. 2014. "2013 Motor Vehicle Crashes: Overview." National Highway Traffic Safety Administration. December. <http://www-nrd.nhtsa.dot.gov/Pubs/812101.pdf>.

For the author-date system, place the year of publication after the author's name followed by a period.