Chicago and Turabian Style
Quick Guide

When using Chicago style (CMS)*,* you should first establish the type of documentation style to use because choosing between **Footnotes/Endnotes** and **Author-date references** depends upon your subject matter. For the purposes of this Quick Guide, we will focus on Footnotes/Endnotes and Bibliographies, but consult the *Chicago Manual of Style, The Turabian Manual for Writers,* or *A Writer's Help* with further questions.

Notes

> ➢ A **footnote** is placed at the *bottom* of a page of text to further explain, expand, or cite a source as indicated by a superscript.
> ➢ An **endnote** is found at the *end* of the paper in a single list after the heading of "Notes."

The basic format for Chicago-style notes is as follows:

[1] First name Last name, *Title in Italics* (State of publication: Publisher, Year of publication), pg.-pg.

A note entry of a book with a single author looks like this:

[1]Gordon MacKenzie, *Orbiting the Giant Hairball: A Corporate Fool's Guide to Surviving with Grace* (New York: Penguin, 1998), 73-77.

> ➢ The first line of a note is indented; subsequent lines are flush with the left margin.

[2]Ibid., 78-79.

> ➢ The word Ibid may take the place of all the identical material in a note; different page numbers may be added. This abbreviation cannot be used if more than one work is in the previous citation. If a work is cited again later in the footnote or endnote, you may simply use the last name of the author, an abbreviated title, and the page number, omitting publication information (see Footnote #15 below).

[15] MacKenzie, *Orbiting the Giant Hairball*, 79.

> ➢ A shortened footnote, like example 15 above, is unlike Ibid in that it may not come immediately after a previous MacKenzie note. Users may use shortened notes if the source has previously been used and noted.
> *Notice* that there is no comma between the author's last name and the year, and no "p" for page number.

Bibliography

Remember that a Bibliography is used with the footnote/endnote format of CMS while a References Page is used for the author-date format. This is because a References Page *only* includes sources cited directly in the paper, while a Bibliography can include sources that are not necessarily cited but have had an influence on the research. However, it is always important to check with your professor or editor.

Book with One Author

Fielding, Henry. *The History of Tom Jones, A Foundling*. New York: Penguin, 2005.

Article in Print

MacKay, Christopher S. "Lactantius and the Succession to Diocletian." *Classical Philology* 94, no. 2 (1999): 205-25.

Government Document

U.S. Department of State. *Foreign Relations of the United States: Diplomatic Papers, 1943*. Washington, DC: GPO, 1965.