Preparing Notes & a Bibliography in Chicago/Turabian Style
(History, Literature & the Arts)

General Formatting
• Each time you refer to one of your sources in the text of your paper, place a superscript number at the end of the sentence after the punctuation. Include a footnote (at the bottom of the page) or an endnote (at the end of your paper) of the citation for that source. If using endnotes, start the list on a separate page at the end of your paper under the label Notes. Endnotes and footnotes are numbered corresponding to the appropriate superscript number in the text of your paper.
• Indent the first line of each endnote or footnote one-half inch. Subsequent lines are flush with the margin. Single-space all notes, with double-spacing between notes.
• In addition to your notes, include a bibliography of all your sources. Start the bibliography on a separate page at the end of your paper (after the endnotes, if using endnotes) under the label Bibliography.
• Alphabetize the bibliography by the first word in each entry (usually the author’s last name.) Single-space all entries, with double-spacing between entries. Make the first line of each entry flush with the margin. Subsequent lines in each entry should be indented one-half inch.
• In notes, elements are separated by commas. In the bibliography, most elements are separated by periods.
• Capitalize all major words in titles of articles, journals, books and Web sites.
• For sources with more than one author, invert (last name first) only the first author’s name in the bibliography entry. In the notes, names are not inverted.
• If a reference has more than 3 authors, include only the name of the first author followed by “and others” in the notes. In the bibliography, list all authors.
• Access dates for online sources are not required, but you should include an access date after the URL if the source is time-sensitive (like a news site) and/or if your instructor requires it.

Basic Formats & Examples

Articles
For an article accessed through a library database or through the Web, include a URL. If the article is paginated, include a page number in the note and a page range in the bibliography. For unpaginated articles, you may include a "locator," such as a numbered paragraph, instead of a page number.
Scholarly Articles:

Basic Format for Note:

1. Author, "Title of Article," Title of Journal Volume, no. (Year): Page, URL.

Example of Note:


Basic Format for Bibliography:

Author. "Title of Article." Title of Journal Volume, no. (Year): Pages. URL.

Example of Bibliography:


Newspaper & Magazine Articles:
Page numbers are not necessary for newspaper articles. Use a section letter or number, if available.

Basic Format for Note:

2. Author, "Title of Article," Title of Magazine, Month Day, Year, Page, URL.

Example of Note:


Basic Format for Bibliography:

Author. "Title of Article." Title of Magazine, Month Day, Year, Pages. URL.

Example of Bibliography:


Book Reviews
For a review accessed through a library database or through the Web, include a URL. If the review is paginated, include a page number in the note and a page range in the bibliography. For unpaginated reviews, you may include a "locator," such as a numbered paragraph, instead of a page number.
(Book Reviews, continued)

Basic Format for Note:


Example of Note:


Basic format for Bibliography:


Example of Bibliography:


Books

Basic Format for Note:

4. Author, Title of Book (Place of Publication: Publisher, Year), Page.

Example of Note:


Basic Format for Bibliography:

Author. Title of Book. Place of Publication: Publisher, Year.

Example of Bibliography:

Part of a Book (Such as an Essay in a Collection)

Basic Format for Note:

5. Author, “Title of Essay,” in Title of Collection, ed. Editor Name (Place of Publication: Publisher, Year), Page.

Example of Note:


Basic Format for Bibliography:

Author. “Title of Essay.” In Title of Collection, ed. Editor Name, Pages of Essay. Publication Place: Publisher, Year.

Example of Bibliography:


Web Site (Entire Site)

Basic Format for Note:

6. Author, “Title of Web Site,” Publishing Organization or Name of Web Site, Publication Date, URL.

Example of Note:


Basic Format for Bibliography:

Author. “Title of Web Site.” Publishing Organization or Name of Web Site. Publication Date. URL.

Example of Bibliography:

Part of a Web Site (Such as One Document Within the Site)

Basic Format for Note:

7. Author, “Title of Document,” Title of Web Site, Publishing or Sponsoring Organization, URL.

Example of Note:


Basic Format for Bibliography:

Author. “Title of Document.” Title of Web Site. Publishing or Sponsoring Organization. URL.

Example of Bibliography:


For more help, including citing sources not listed here, in-text citations, using footnotes, and formatting your entire document, please see the following or ask your librarian:

Diana Hacker Research & Documentation Online: http://www.dianahacker.com/resdoc/p04_c10_s1.html

Purdue Online Writing Lab (OWL): http://owl.english.purdue.edu/owl/resource/717/01/


A Manual for Writers of Research Papers, Theses, and Dissertations: Chicago Style for Students and Researchers / Kate L. Turabian, 7th Edition: 1 copy available at reference desk and 1 copy available in the reference stacks.

Library Reference Desk
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Text: 708-689-9524
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