

Gabriele Library, Immaculata University

CHICAGO STYLE

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Disclaimer

The information in this document is based on guidelines put forth in the *Chicago Manual of Style* (15th ed.) and *A Manual for Writers of Research Papers, Theses, and Dissertations* by Kate L. Turabian (7th ed.). It is **not** all-inclusive. For complex research manuscripts or for more in-depth information, please consult the *Chicago Manual of Style* or your instructor.

Note

Page numbers or figures from the Kate L. Turabian's *Manual for Writers* will be prefaced by "**Turabian.**" All other numbers in parentheses denote sections in the *Chicago Manual of Style* (15th ed.).

MANUSCRIPT FORMAT

See **figures 16.1 and 16.3** in the *Chicago Manual of Style* (15th ed.) for **visual examples** of manuscript and bibliography format.

See the **Appendix** in **Turabian** for examples of **title pages and other matter**.

General manuscript format

- Avoid sans serif fonts such as Arial, Calibri, or Verdana (2.11).
- Double-space all parts of the manuscript (2.12).
- Use 1 inch margins on the top, bottom, right, and left of every page and Left justify your paper (2.13).
- Always capitalize the first and last words both in titles and subtitles and all other major words; leave *the*, *a*, and *an* lowercase (8.167).
- Number each page, starting with the title page, in the top right corner next to the running head (1.100).
- Space once after punctuation at the end of a sentence (2.12)
- Indent the first line of each paragraph with the Tab key (2.14).
- Indent each line of a long quotation more than a paragraph (or at least 100 words or 8 lines) with no quotation marks. Short quotations are included within the text and are enclosed in quotation marks (11.23-26).

Title page format (Turabian Fig. A.1; 386)

- Center the title between the right and left margins one third down the page.
- Several lines below enter your name along with other information requested by your instructor.
- Consult departmental or university guidelines for theses and dissertations.

Bibliography format

- The bibliography includes all works cited, in text or notes. It should be titled Works Cited unless it includes material consulted but not explicitly cited, in which case it should be titled Bibliography (16.75).

- Single-space the entire references list including the entries themselves (Fig. 16.3).
 - The first line of a reference should start at the left margin. Do not use the Tab key to indent runover lines. Either let each entry wrap normally or use the hanging-indentation function in Word (under Paragraph) (2.29).
 - Alphabetize entries by author or editor. If there is neither, alphabetize by title (16.93).
-

GENERAL GUIDELINES FOR A BIBLIOGRAPHY

1) Author name(s) (16.11, 17.20, .27, .28, .42)

For works by a single author, invert the author's name. For works by **two or more authors**, invert the first author's name only, and use the conjunction *and* before the last author's name. List all authors' names up to ten authors (17.28). To avoid confusion, use the first name and middle initial when known. Degrees and affiliations should be omitted (17.20). For works with two or more authors, list them in the order used on the title page (17.27). If a book is **edited and there is no author named**, type the editor's name where the author normally goes followed by *ed.* or *eds.*. If a book is **edited and an author is named** (as in the case of a **book chapter**), include the editor's name after the title, preceded by *edited by* or *ed.* followed by the publication information (17.42). Do not invert the editor's name in this case since it is not in the author position. **If there is no author or editor**, start with the title.

2) Publication date (16.12)

If there is **no date**, use n.d. in place of the year (17.119). Use the year only except in the case of articles that lack an issue number or articles from weekly or monthly **magazines, newsletters, and newspaper** articles in which case include the year, month, and day (or year and season) if available (17.164).

3) Title(s) (17.49-75, 17.156)

You may have more than one title depending on whether you are **referencing an entire work** (e.g. a book, in which case you will include the title of the book only) or you are **referencing an entry within a work** (e.g. a chapter within a book, in which case you will include both the title of the chapter and the title of the book). **Italicize** the title of an entire work (e.g. a book or journal name) **but not** an entry within that work (e.g. a chapter in a book or an article within a journal). For entire books, book chapters, articles, entries within a larger work, and journal names, **capitalize the first word and the last word in the title and subtitle** as well as **proper names**. Use lowercase for *the, a, an, and, but, for, or, nor*, and prepositions except when stressed or important (8.167, 16.17).

4) Publication information

For **periodicals**, include the **volume number** followed by the **issue number** separated by a comma. Precede each by *no.*. Then give the article's **page number(s)**. **Do not** precede page numbers with p. or pp. (17.168).

For **books**, include the **city and** (if a reader may confuse it with another city of the same name) **the state, province, or country abbreviation** followed by a colon (17.99-102). (For

abbreviations see section 15.29-30.). If two or more cities are listed, only include the first location. Then give the **name of the publisher**, omitting unnecessary words (such as *the*, *Inc.*, *Ltd.*, *Co.* etc.) (17.103-4). Include specific **editions** (nth ed.) and **volumes** (vol. n) (17.114). Include **non-routine information** such as e-book or CD-ROM after the date (17.145).

5) **Electronic retrieval information [Turabian 15.4.1]**

Whenever available use the DOI. Otherwise include the full URL, and always include the access date.

BIBLIOGRAPHY AND NOTE EXAMPLES

Examples are specific to print and electronic sources as indicated in parentheses.

Note: The first example in each case below is the bibliography form and the second example in each case is the note form (footnote or endnote). Take notice of the differences between the two forms in word order, punctuation, spacing, and format.

Book

Basic format for print books:

Author's last name, First name. *Book Title*. Location: Publisher, Year.

¹ Author First Name Last Name, *Book Title* (Location: Publisher, Year), pagenumber(s).

Basic format for electronic books:

Author's last name, First name. *Book Title*. Location: Publisher, Year. <http://www.url.com> (accessed date).

¹ Author First Name Last Name, *Book Title* (Location: Publisher, Year), <http://www.url.com> (accessed date).

1) Specific edition (print), note cites page number:

Badke, William B. *Research Strategies: Finding your Way through the Information Fog* 3rd ed. New York: IUniverse, 2004.

¹ William B. Badke, *Research Strategies: Finding your Way through the Information Fog*, 3rd ed. (New York: IUniverse, 2004), 102.

2) Multiple editors, no author (print):

Brown, Joel and Kenneth S. Goodman eds. *Studies in miscue analysis: An annotated bibliography*. Newark, DE: International Reading Association, 1996.

¹ Joel Brown and Kenneth S. Goodman eds., *Studies in Miscue Analysis: an annotated bibliography* (Newark, DE: International Reading Association, 1996), 34.

3) Group author (print):

Renal Dietitians Dietetic Practice Group of the American Dietetic Association. *National Renal Diet: Professional Guide*. Chicago: American Dietetic Association, 1993.

¹ Renal Dietitians Dietetic Practice Group of the American Dietetic Association, *National Renal Diet: Professional Guide* (Chicago: American Dietetic Association, 1993), 15.

4) Book chapter (print) (17.69):

Tannenbaum, Anthony J. "The Meaning and Making of Giftedness." In *Handbook of Gifted Education*, edited by Nicholas Colangelo and Gary A. Davis, 27-42. 2nd ed. Boston: Allyn and Bacon, 1997.

¹ Anthony J. Tannenbaum, "The Meaning and Making of Giftedness," in *Handbook of Gifted Education*, ed. Nicholas Colangelo and Gary A. Davis, 2nd ed. (Boston: Allyn and Bacon, 1997), 27-42.

5) Book (electronic, from online) (17.146):

Mackay, Judith and Eriksen, Michael P. *The Tobacco Atlas*. World Health Organization, 2002.
http://www.who.int/tobacco/resources/publications/tobacco_atlas/en/

¹ Judith Mackay and Michael P. Eriksen, *The Tobacco Atlas* (World Health Organization, 2002), http://www.who.int/tobacco/resources/publications/tobacco_atlas/en/.

6) Book (electronic, from bookseller or library) (17.145):

Champion, Karen. *Nursing Notes the Easy Way*. Nursethings, 2007. Kindle e-book.

¹ Karen Champion, *Nursing Notes the Easy Way* (Nursethings, 2007), Kindle e-book.

7) Dissertation (17.214):

Nepps, Marilyn T. "Assessment data: An analysis of the impact on informed reading instruction." PhD diss., Immaculata University, 2007.

¹ Marilyn T. Nepps, "Assessment data: An Analysis of the Impact on Informed Reading Instruction" (PhD diss., Immaculata University, 2007), 31-42.

Reference book

Well-known reference books are normally cited in notes rather than in bibliographies. The facts of publication (date, location, publisher) are omitted, but the edition must be cited. Cite the entry title preceded by s.v.

Basic note format for well-known print reference books (17.238):

¹ *Publication Title*, Nth ed., s.v. "Entry title."

Publication Title. Vols. Nth ed. City: Publisher, Year.

If there is no author, start with the title of the book.

8) Encyclopedia, no author (print) (17.238):

Kondansha Encyclopedia of Japan. 9 vols. Tokyo: Kondansha, 1983.

¹ *Kondansha Encyclopedia of Japan*, 9 vols. (Tokyo: Kondansha, 1983), s.v. "samurai."

With electronic reference sources, always include an access date. These are normally cited in the notes, rather than the bibliography. When given, use the specific URL for the entry used.

9) Encyclopedia entry note (electronic) (17.239):

1. *Oxford Companion to Medicine*. s.v. "Diabetes mellitus" (by Giorgio Alberti and Roger B. Tattersall), <http://www.oxfordreference.com> (accessed November 15, 2009).

Periodical

Basic format for print periodicals (17.154-166):

Author's last name, First Name. "Article Title." *Periodical Title* volume, no. N (year): page-numbers.

¹ Author Name Last Name, "Article Title," *Periodical Title* volume, no. N (year): page number.

Basic format for electronic periodicals (17.180-181, 17.187. Turabian 17.2.7):

Author's Last Name, First Name. "Article Title." *Periodical Title*, volume, no. N (Month *(optional)* Year), DOI or URL (accessed date if URL).

¹ Author's First Name Last Name, "Article Title," *Periodical Title* volume, no. N (Month *(optional)* Year), DOI or URL, (accessed date if URL).

-OR-

Author's Last Name, First Name. "Article Title." *Periodical Title*, volume, no. N (Month *(optional)* Year): page numbers. <http://www.url.com> (accessed date *[optional]*).

¹ Author's First Name Last Name, "Article Title," *Periodical Title* volume, no. N (Month *(optional)* Year), <http://www.url.com> (accessed date *[optional]*).

- *Include year only for journal articles; including the month or season is unnecessary but not incorrect when the issue number is given (17.164).*
- *When a year appears instead of a volume number it should not be in parentheses. Insert a comma after the journal title and put the year there (17.166).*
- *For newspaper articles, include month, day, and year. Page numbers are best omitted. Section number or name may be given. Online newspapers should add a URL if a direct URL is available (17.188-203).*

10) Scholarly journal article (print):

Rong, Xue Lan. and Preissle, Judith. "The Continuing Decline in Asian American Teachers." *American Educational Research Journal*, 34, no. 2 (1997): 267-293.

¹ Xue Lan Rong and Judith Preissle, "The Continuing Decline in Asian American Teachers," *American Educational Research Journal* 34, no. 2, (1997): 267-293.

11) Magazine article (print) (17.182-186):

Dokoupil, Tony. "Polarizing Bears No More." *Newsweek*, October 22, 2007, 16.

¹ Tony Dokoupil, "Polarizing Bears No More," *Newsweek*, October 22, 2007, 16.

12) Newspaper article (print) (17.188-203):

Henry, Cynthia. "N.J. Bill Would Require Coverage for Autism." *The Philadelphia Inquirer* (Philadelphia, PA), May 19, 2009, A1, A4.

¹ Cynthia Henry, "N.J. Bill Would Require Coverage for Autism." *The Philadelphia Inquirer* (Philadelphia, PA), May 19, 2009, A1, A4.

13) Newspaper article (electronic) (17.198):

Krauss, Carl. "Seeing Sugar's Future in Fuel." *New York Times*, October 18, 2007, <http://www.nytimes.com/>.

¹ Carl Krauss, "Seeing Sugar's Future in Fuel," *New York Times*, October 18, 2007, <http://www.nytimes.com/>.

Or if it's from a library database:

Weng Kin, Kwan. "Ties that Bind Japanese to Whales." *Straits Times* February 7, 2008, <http://www.lexis-nexis.com/>.

¹ Kwan Weng Kin, "Ties that Bind Japanese to Whales," *Straits Times*, February 7, 2008, <http://www.lexis-nexis.com/>.

14) Journal article with DOI (electronic):

Langford, Simone E., Ananworanich, Jintanat, and Cooper, David A. "Predictors of disease progression in HIV infection: A review." *AIDS Research and Therapy*, 4, no. 11 (2007), doi: 10.1186/1742-6405-4-11, <http://www.biomedcentral.com/content/pdf/1742-6405-4-11.pdf>.

¹ Simone E. Langford, Jintanat Ananworanich, and David A. Cooper, "Predictors of disease progression in HIV infection: A review," *AIDS Research and Therapy* 4, no. 11 (2007), doi: 10.1186/1742-6405-4-11. <http://www.biomedcentral.com/content/pdf/1742-6405-4-11.pdf>.

15) Journal article without DOI (electronic) from a library database (17.359):

Prelinger, Catherine M. "Benjamin Franklin and the American Prisoners of War in England during the American Revolution." *William and Mary Quarterly* 32, no. 2 (1975): 261-294. <http://www.jstor.org/>.

¹ Catherine M. Prelinger, "Benjamin Franklin and the American Prisoners of War in England during the American Revolution," *William and Mary Quarterly* 32, no. 2 (1975): 261-294. <http://www.jstor.org/>.

Audiovisual Media

16) Motion picture (17.273; Turabian 17.8.5)

Scenes are treated as chapters and cited by number or title. Extras, such as commentary, are cited by author and title. Movies are cited like a book, with the addition of VHS or DVD. If you are citing commentaries or extras, cite the date of the DVD, not the original release date. For performances cite the publishing date and include the author or composer.

Basic AV format:

Title. Medium. Director. Medium. Original Year; City: Studio, Release Year.

¹ “Chapter or Extra Title,” Chapter or Extra Authors, *Title*, Medium, directed by First LastName (City: Publisher, Release Year).

Curtiz, Michael. *Casablanca*. VHS. Directed by Michael Curtiz. 1943; Culver City, CA: MGM/UA Home Video, 1989.

¹ “La Marseillaise,” *Casablanca*, VHS, directed by Michael Curtiz, (1943; Culver City, CA: MGM/UA Home Video, 1989).

Handel, George Frederic. *Messiah*. VHS. Atlanta Symphony Orchestra and Chamber Chorus. Conducted by Rober Shaw. Batavia, OH: Video Treasures, 1988.

¹ George Frederic Handel, “Chorus: Hallelujah,” *Messiah*, VHS, conducted by Robert Shaw, (Batavia, OH: Video Treasures, 1988).

17) Music recording [17.268-17.269; online 17.270; Turabian 17.8.4]
Treat recordings of drama, lectures, audio books as musical recordings.

Basic format:

Writer’s last name, First name. *Album Title*. Label identifying number. Medium. Year.

¹ Firstname Lastname, *Album Title*, Label identifying number, Medium, Year.

Joel, Billy. *Greatest Hits*. Columbia C2K 69391. CD. 1998.

¹ Billy Joel, *Greatest Hits*, Columbia C2K 69391, CD, 1998.

Beethoven, Ludwig van. *9 Symphonies*. EMI CDS 7 49852 2. CD. 1989.

¹ Ludwig van Beethoven, *9 Symphonies*, “Eroica,” EMI CDS 7 49852 2, 1989.

Online Resources

Basic format for online communications such as email or electronic mailing lists. Indicate it is an email with “personal email” or a list serve with the listserv or newsgroup address:

Author’s last name, First name, <email address> “Email Subject Line,” Sent Date. Personal Email, (Access Date).

¹ First Name Author Last Name, <email address> “Email Subject Line,” Sent Date, Personal Email, (Access Date).

18) Email [17.208]

Walters, John W. <jww2789@harvard.edu> “Meeting of the Minds,” January 25, 2010. Personal Email, (January 26, 2010).

¹ John W. Walters, <jww2789@harvard.edu> “Meeting of the Minds,” January 25, 2010, Personal Email, (January 26, 2010).

19) Government report (electronic): [17.356]

National Institutes of Health, Office of Dietary Supplements. "Dietary Supplement Fact Sheet: Calcium." 2009. <http://ods.od.nih.gov/factsheets/calcium.asp>.

¹ National Institutes of Health, Office of Dietary Supplements, "Dietary Supplement Fact Sheet: Calcium," 2009, <http://ods.od.nih.gov/factsheets/calcium.asp>.

*Include the **publisher** as part of the retrieval element if the publisher does not already appear as the author.*

20) Website (17.237):

Philadelphia Museum of Art. "Visitor Information." Philadelphia Museum of Art. <http://www.philamuseum.org/visit/12-270.html> (accessed January 27, 2010).

¹ Philadelphia Museum of Art, "Visitor Information," Philadelphia Museum of Art, <http://www.philamuseum.org/visit/12-270.html>, (accessed January 27, 2010).

21) Online Video (Turabian pp. 203-4):

CNN. "Genetic Cause for Early Labor?" CNN.com. <http://cnn.com/video/?/video/health/2010/02/04/paul.a.genetic.cause.study.cnn> (accessed February 4, 2010).

¹ CNN, "Genetic Cause for Early Labor?" CNN.com, <http://cnn.com/video/?/video/health/2010/02/04/paul.a.genetic.cause.study.cnn>, (accessed February 4, 2010).

GENERAL GUIDELINES FOR IN-TEXT CITATIONS

Within the text of your paper itself, you need to tell your readers where you have found your information by referring them to a source in your bibliography. To do this, you will use a *foot- or endnote*. Every note should correspond to an entry in the bibliography with two exceptions: classical works such as the Bible [see Turabian, 17.5.2] and personal communications such as a personal interview. These require in-text citations but do not appear in the bibliography [see Turabian, 17.6.3].

Bibliography

Chicago Manual of Style. 15th ed. Chicago: University of Chicago Press, 2003.

College of William & Mary. "Documentation Rules." College of William and Mary.

<http://www.wm.edu/as/history/undergraduateprogram/historywritingresourcecenter/handouts/documentationrules/index.php> (accessed February 18, 2010).

Turabian, Kate L. *A Manual for Writers of Research Papers, Theses, and Dissertations: Chicago Style for Students and Researchers*. 7th ed. Chicago: University of Chicago Press, 2007.