Chicago Style for Students and Researchers
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At TCC many course requirements include the writing of reports and term papers. As you advance in college, you will be expected to write an increasing number of papers, some requiring extensive research. It is hard to write successfully without knowledge of and practice in the use of library tools and materials. This handout is to be used as a guide and does not preclude using the style manuals cited above.

**PLAGIARISM**

To submit a paper to an instructor that is not truly the product of your own mind and skill is to commit plagiarism. Bluntly put, plagiarism is the act of stealing ideas and the words of another and representing them as your own. It is a form of cheating and a kind of academic dishonesty which can incur severe penalties. Accurate and honest quotation and footnoting is the mark of a good writer. Professional writers always give credit where credit is due. Plagiarism. TCC English Department.

**CITING REFERENCES**

A research paper which is based on facts and opinions derived from sources outside the writer’s experience—books, magazines, personal interviews, films, television, newspapers, pamphlets, etc.—must identify those sources within the text and in a list, or bibliography, at the end of the paper. These citations give authority to the writer of the paper and also indicate possible sources of any errors. Both courtesy and honesty require them. Turabian, Chapter 15 Citation Practices.

15.1 Reasons for Citing Your Sources:
- To give credit—recognition to the original author and guard against charges of plagiarism
- To assure readers about the accuracy of your facts
- To show readers how your research connects to other research conducted in the field
- To help readers follow or extend your research

15.2 Requirements of Citation
- When you quote exact words from a source
- When you paraphrase ideas, even if you don’t quote exact words from it
- When you use any idea, data, or method attributable to any source you consulted

15.3 Two Citation Styles
- Bibliography Style: uses notes [either footnotes or endnotes] and a bibliography
- Reference List Style: use parenthetical citations and a bibliography

If you are not certain which style to follow, consult with your instructor prior to writing your paper.

**HOW TO QUOTE PROSE**

A direct quotation is an exact restatement of a writer’s or a speaker’s words. A direct quotation is always documented to its source, usually by means of a footnote—unless it is a common proverb or a saying that is considered public property. Short direct quotations are always enclosed in double quotation marks and are in the text. Longer direct quotations, longer than four typed lines, are indented four spaces from the left margin and typed single-space (no quotation marks unless they were in the original). The Arabic numeral used as the note number follows the punctuation of the last sentence in the quote.

Paraphrased material is run into the text and is never enclosed in quotation marks. Paraphrasing means completely rephrasing a quotation so that only the core, the central idea, of the original is retained. It is not enough to just change a word here or there. Note that even when paraphrasing, a footnote is required.

Term papers, essays and themes should reflect your ideas based on your research and reading. When you have thought through these ideas in terms of your own experience, you can develop on paper a product of your own mind.
Quote, Paraphrase, Summarize

Examples are from Chapters 7 and 25 of Turabian 8th edition

**Summarize:** when details are irrelevant or a source isn’t important enough to warrant more space

**Paraphrase:** when you can state what a source says more clearly or concisely then the source

**Quote:** when the words constitute evidence that backs up your reasons

A passage states a view you disagree with, and to be fair you want to state it exactly

the quoted words are from an authority who backs up your view

the words or phrases are strikingly original

they express key concepts so compellingly that the quotation can frame the rest of your paper

**Avoid “Inadvertent Plagiarism”**

Intentional or Deliberate Plagiarism: Putting your name on a paper you didn’t write!

Accidental or Inadvertent Plagiarism: failure to cite sources properly

- You used exact words without quotation marks
- You cited a paraphrase that reads almost identical to the original
- You used ideas or methods from a source but failed to cite it

**Run-in Quotations:** two examples of incorporating same quote in text

“Scores of newly freed slaves viewed movement as vital expression of their emancipation,”
according to Litwack.4

Or

Litwack argues that “scores of newly freed slaves viewed movement as a vital expression of the emancipation,”4 and he proceeds to prove this assertion.

**Block Quotations:** five or more lines of text [single space, indented, with blank line before and after]

Vandiver examines the changing attitude towards lynching in Florida during the 1920s:

Editors of major papers began to criticize lynching, not only because it brought bad publicity but also because, in the words of the Tampa Daily Times, “the mob is wrong, shocking to the sense of justice which men and women should maintain.” The old values of white supremacy and communal punishment had not been abandoned, but newer values were beginning to compete with them. Lynching had become an embarrassment and an obstacle to progress; for some whites, it also raised disturbing issues of justice and fairness.5

**Omissions in Quotations:** use ellipsis - three periods with spaces between them (four when complete sentences used)

Original: When a nation is wrong, it should say so and apologize to the wronged party. It should conduct itself according to the standards of international diplomacy. It should also take steps to change the situation.

“When a nation is wrong, it should say so... . It should also take steps to change the situation.”6

**Quotation within a Quotation:** use single quotation marks for the inner set of quoted words.

Harding avoided public disgrace over Teapot Dome, writes Tindall, “but he knew enough to give the appearance of being troubled. ‘My God, this is a hell of a job!’ he confided to a journalist.”7

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The examples show forms of notes and bibliographic entries. Abbreviation "note" is for foot or end notes; "bib" is for the bibliography example. Use the Turabian style manual as needed for additional examples. Capitalize the titles and subtitles HEADLINE STYLE; that is, capitalize the first letter of the first and last words of the title and subtitle, and all major words. Follow citations and footnote examples to determine what information concerning print, and non-print materials should be included. Also notice spacing, indention of lines, and punctuation.
Footnotes vs Endnotes

Check with your instructor to determine their citation preference for either Footnotes or Endnotes. Examples of both styles are covered in this guide. You will type two lists, a numerical list of either Footnotes or Endnotes, and an alphabetical list called a Bibliography. Unlike APA or MLA, footnotes and endnotes can be used by the author / writer to insert commentary or explanatory notes. See examples.

Footnotes are found at the bottom, or “foot” of the page. Several citations can be combined into one note. “Readers of scholarly works prefer footnotes for ease of reference.”

Double-space the text and allow a double-space after the last line of text before beginning footnotes. Beginning at the left margin, type a twenty-space line which separates the text from the footnotes. Double-space between the line and first footnote.

Indent the first line of each footnote the same as a paragraph indentation in the text (the indentions can be any number of spaces as long as the number is consistent). Any additional lines in the footnote are begun at the margin. Single-space lines within the footnote but double-space between footnotes.

Note numbers, inserted in your text, follow the passages to which they refer and are typed just above the line (word processing font “SUPERSCRIPT”) and no punctuation is used. The in-text numerals must be in numerical order and a footnote must appear at the bottom of the page on which it refers to material in the text, unless an endnotes page is used. Note numbers precede the footnotes or endnotes using regular text (1. not superscript).

Put a period and a space line which separates the text and first footnote. Double-space each footnote.

Footnotes are numbered continuously throughout your essay pages. “Ibid” foot/end notes are given subsequent or consecutive numbers - see the example at right.

Do not re-use note numbers!!

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Fulbright’s investigation in 1969 revealed the extensive public relations campaign conducted by the Pentagon to ‘sell’ the Vietnam war to the public.1 In a counter-move, students, Madison Avenue professionals, and political activists joined forces to create the Unsell project.2 CBS questioned the impact on a democratic society and free press of a vast military information system that portrayed violence as glamorous, advertised expensive weapons like cars, and presented biased opinion as fact.3 Daily briefings to the national press yielded only carefully selected information.


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2. Ibid.
3. Ibid., 64.

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If a work has been cited in full form but different references follow it, then a shortened version, not “Ibid,” is used. An example is the following:

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Page 1

Page 2
Underline & Italics. For titles of whole published works, italicize titles with adjacent punctuation & put titles of parts of works (i.e.: articles) in quotation marks. Underlining can represent URLs and hypertext links.

COMPLEX NOTES

Commentary Footnotes. Unlike APA or MLA, footnotes (and endnotes) allow the author to include commentary on the topic. First example is from the first paragraph of the A. D. Harvey article:

EX: “And ever since it has been become something of a cliché that the American Civil War was essentially unlike any earlier wars . . . to all intents and purposes [it] was a forerunner of the First World War.”


EX: “As a woman alone in the rural South during the Great Depression, Rawlings overcame great economic and social obstacles to run her own business and thrive as a writer”.

1. A more exhaustive analysis of Rawling’s ability to manage a household and grove while developing her literary career remains to be done. Gordon Bigelow touched upon the topic in the chapter entitled “The Long Road Up”, in Frontier Eden, The Literary Career of Marjorie Kinnan Rawlings (Gainesville: University of Florida Press, 1966), 1-22.

from:


Multiple Sources Within a Single Footnote. If you cite several sources to make a single point, you may avoid cluttering your text with note numbers by grouping them together in a single note. Or, when two or more of your sources contain the same information, and you actually read all the sources, you may cite multiple sources in one note. List the citations in the same order that the references appear in your text, separated by semicolons. There is no limit to how many sources may be referenced in a single footnote, but avoid “padding”. In this example, a book and a chapter within another book are cited.

EX: "The avoidance of sexual relationships between full siblings is generally held as a universal social custom, and numerous theories like the so-called ‘indifference theory’ have been proposed to explain this phenomenon."


from:


doi or http://dx.doi.org? A DOI is a permanent ID that becomes a link to the publisher when http://dx.doi.org is added. Either form is correct, just choose one and be consistent in your paper. CMOS 14.6

All note examples on this page are copied directly from the journals indicated, using long-form citation format. Note: It is not unusual to find footnote sections of equal or greater length than the actual text it references. See CMOS 14.32-14.34 Commentary & Quotations in Notes.
Short or Long Form Footnotes & Endnotes

Turabian / CMOS [Chicago Manual of Style] allows for several options in formatting citations. “Conventions for documentation vary according to scholarly discipline, the preferences of publishers and authors, and the needs of a particular work.” CMOS 14, p. 655. In 2009, TCC History faculty have chosen to accept Short Form notes for student research projects. At university, you will use the Full Note form.

Databases: Turabian (7th) requires inclusion of a URL as well as an accessed date. CMOS: an access date is unnecessary in database citations. CMOS: include DOI: if a DOI is not evident, then use a stable/persistent URL. Include the name of the database and in ( ) parens any identification number provided with the source 14.271. Web citations will include URLs and dates. A persistent link is not in the browser address bar.

FULL FOOTNOTES + FULLBIBLIOGRAPHY
The option most frequently seen in Historical writing is to compose full footnotes (complete description of source) along with including a comprehensive bibliography, which can include sources consulted but not quoted from. This does result in duplication of information, but is helpful to the reader by providing immediate reference to the source in context. A number of resources may be cited only in notes: i.e., classical, medieval, and early English literary works, reference works, newspapers, works of art, journal abstracts, statutes, radio & tv programs, personal interviews, blog entries, online video clips, e-mails. . . for these items inclusion in a bibliography is not necessary unless the item is frequently cited or considered critical to your argument or presentation.

FULL FOOTNOTES - NOBIBLIOGRAPHY
Another option, sometimes seen in historical writing for journals, is composing full footnotes and omitting the bibliography. All publication and relevant information of each source is included in the footnote. This is primarily a space issue, as an exhaustive bibliography may require several pages.

SHORTENED FORMS FOR FOOT OR END NOTES + FULL BIBLIOGRAPHY
Shortened notes include just enough information for the reader to locate the complete entry in the bibliography. In most cases this will include last name of author/s, part of the title, and a page number. When using short forms, all items must be included in the bibliography, as the short form note will not include enough information to locate the item. Every source must have a bibliographic entry. This is the style used at TCC.

Examples of the various citation formats using database stable URLs or database identification numbers:

TURABIAN 8TH NOTE FORMAT


CMOS 16TH NOTE FORMAT

| note | 5. Rivers, "Slavery in Microcosm." 340. ID(THE SHORT FORM - ACCEPTED AT TCC) |

CMOS 16TH BIB FORMAT (using stable URL or database ID)

ENDNOTES

Most word processing programs have “footnote” features which automatically insert the footnote on the correct page and spaces the text. Your instructor may allow the option to use an endnotes page. Type the text of the paper, including footnote numerals inserted where appropriate. Following the last page of the text, on a page headed ENDNOTES, list in numerical order the footnote entries for citations from your text. A BIBLIOGRAPHY page is the last section attached to the paper, following the ENDNOTES page if endnotes are used.

THE FOLLOWING ARE SAMPLE ENDNOTES PAGES - NOTICE - THEY ARE ALWAYS IN NUMERICAL ORDER

<table>
<thead>
<tr>
<th>SHORT FORM EXAMPLE</th>
<th>STANDARD / LONG FORM EXAMPLE</th>
</tr>
</thead>
</table>
| ENDNOTES
1. *The Louisiana Purchase*, 121.
3. Witkoski, “Vespasian.”

| ENDNOTES

BIBLIOGRAPHY

The bibliography is an alphabetical listing of the sources used in writing the paper. In addition to the generic heading of BIBLIOGRAPHY, either WORKS CITED or SOURCES CONSULTED may be used. See examples given for bibliographic citations and the sample bibliography to determine spacing, indentation of lines, and punctuation. You will notice the differences between the footnotes and citations for the bibliography also include a different arrangement of the information when using long-form notes.

If two or more items are written by the same author(s) or institution, the name(s) is written for the first entry and an eight space dash with a period at the end replaces the author’s name. Entries are arranged alphabetically by title.


The example Bibliography list is found on page 18.
ARTICLES
JOURNALS, MAGAZINES, NEWSPAPERS & ENCYCLOPEDIAS
PRINT, ONLINE, & SUBSCRIPTION DATABASE EXAMPLES

**PRINT - i.e., you had a paper copy in your hands**


**ONLINE - i.e., you used a WWWebsite**

For online journals, follow the guidelines for articles in print journals. In addition, include the URL and the date you accessed the material . . . A URL alone is not sufficient; you must provide the full facts of publication, as far as they can be determined, so that a reader can search for the source even if the URL changes . . . If page numbers are not available, add a descriptive locator following the word under before the URL and access date in the note.

Florida Historical Quarterly website


**DATABASE - i.e., you use a subscription program**

TCC will follow CMOS rather than Turabian format: Cite original publication information (required). For any database content subject to change, or which does not have a publication date, include an access date [date is not necessary for published articles reprinted in a database] and identify database by name, followed by DOI or stable URL. If neither DOI or stable URL evident, include, in parentheses, any identification number provided with the source.

Gale PowerSearch Database


Humanities Full Text


JSTOR


Ancient & Medieval Eras database

7. "Mycenaean Culture."


Business Source Complete database


MAGAZINES

Magazines of general interest are best identified by date alone, without volume number or parentheses. Include page numbers in notes, but may omit in bibliography. If you include page numbers, use a comma, not a colon.

PRINT - i.e., you had a printed copy in hand


ONLINE - i.e., you used a WWWsite


DATABASE - i.e., you use a subscription program

Sources in U.S. History Onine database


CQ Researcher database


NEWSPAPERS - PRINT - ONLINE - SUBSCRIPTION DATABASE


NOTE: Omit page numbers as a newspaper may have several editions on same day issue. You may clarify which edition by adding final edition, Midwest edition, or some such identifier. Bibliography entries are OPTIONAL: in most cases cite items from daily newspapers only in notes.


17. “In Mexico, Gulf Oil Spill.”

In Mexico, Gulf Oil Spill Draws Parallels to Worst Case Ever.” Tehran Times (Iran), May 27, 2010. Access World News (fa14515dc9f2c8e3ad92abeb961cad7fe271dc3).


22. Senate Committee, Joint Resolution on Nuclear Weapons Freeze and Reductions, 3832-34.


26. House Committee, Articles of Impeachment Against Nixon.


27. Anderson, interview.


Following citations are copied from Florida Historical Quarterly articles


31. Rayson, letter “to my dear wife.”


Dupont v. Hemming, 1860, St. Johns County Court Records, box 127, folder 13, St. Augustine Historical Society.
BOOKS

ONE AUTHOR / EDITOR - PRINT BOOK

33. Dupris, *Barack Obama*, 75-76.


ONE AUTHOR / EDITOR - ONLINE BOOK

We will follow the CMOS guidelines for online books. In addition to all the usual book elements, include the DOI or URL and any e-reader format if applicable. . . . if page numbers are not available, identify the location of a cited passage in a note by adding a descriptive locator following the word *under*. An access date is unnecessary.

34. Lincoln, *Political Debates*, under “Mr. Lincoln’s rejoinder”, sixth joint debate at Quincy.


35. Sharpless, *Cooking in Other Women’s Kitchens*.


A database citation (any format) will include all information as for the print format, and include the name of the database. An access date is unnecessary. In the absence of an ID, DOI or stable URL, use a short form of the URL.

ONLINE BOOK IN SUBSCRIPTION DATABASE

ABC-CLIO eBook Collection


TWO or THREE AUTHORS / EDITORS


FOUR or MORE AUTHORS / EDITORS


NO AUTHOR SPECIFIED


ORGANIZATION OR INSTITUTION AS AUTHOR


42. Stuart, *The New Deal in South Florida*, 175.


44. Frugoni, *A Day in a Medieval City*, 190-192.


MEDIA / AUDIO VISUAL MATERIALS

BLACKBOARD

51. Goldman, “Unit 1 Overview.”


DVD, VIDEO or FILM - SUBSCRIPTION DATABASE

FMG Films on Demand database

52. Anthony Thomas, The Tank Man: Tiananmen Square.


World History: The Modern Era database

53. “People’s Republic of China joins the Korean conflict.”


RADIO or TELEVISION SHOW


CARTOONS, MAPS, PAINTINGS, SCULPTURES, PHOTOGRAPHS, AND OTHER ARTWORKS

55. Rosenquist, Images of the Sunshine State.


With shortened note use, include in bibliography with full information on the work (examples). If using full note format, cite paintings, sculptures, photographs, and other artworks only in notes. Include name of artist, title of work, date of its creation, and name of the institution that houses it. Instead of a note, you can cite elements of artworks in your text.

SOUND RECORDING

58. Dostoyevsky, The Brothers Karamazov.

Dostoyevsky, Fyodor. The Brothers Karamazov. CD. Read by Frederick Davidson. Ashland, OR: Blackstone Audio, 2008.
NONBOOK SOURCES

Course Handout

59. Oliver, Techniques of Research, 2


PAMPHLET

60. Sutton, The Supreme Court.


PERSONAL INTERVIEW

61. Perkins, interview by author


ELECTRONIC SOURCES

World Wide Web Sites

In addition to as much publication information as given in a standard citation [author, title, publisher, date], web citations include either the DOI, or the access date and the URL for a Web site at the end of the citation. URLs become obsolete or change, hence a URL alone is not a complete citation.

Access Date. Web content changes. Always provide the date you last viewed the resource you are citing.

DOIs. If a source uses Digital Object Identifiers (DOIs) or a similar system (persistent link) include that in citation.

URLs. Avoid breaking URLs and e-mail addresses over lines. If you have to break one, insert the break after a colon, a slash (or double slash), or the symbol @ but before a period or any other punctuation or symbols. Never add a hyphen to indicate a break, or break a URL at an existing hyphen. Capitalize the internal components of a URL exactly as they appear on the screen. Do not enclose the URL in brackets.


64. Gavin, “Child Labor in America, 1908-1912.”


MEDIA / VIDEO CLIP / YOU-TUBE


note 68. Saturday Night Live, “Governor Palin and Senator Clinton.”


INTERNATIONAL BODIES

note 70. UN General Assembly, “Human Rights and Terrorism.”


E-MAIL / BULLETIN BOARDS

note 72. Chornik, e-mail, “News from Seattle.”


note 73. Ponomarenko, “Presidential Power of Pardon.”

Formatting a class paper for Turabian / Chicago Style

**Title page** - centered a down the page (3 ½ “ from top)
- main title:
- subtitle
- bottom a, 7” from top Your name
- any information requested date

**Margins:** 1 inch on all four edges

**Typeface:** use at least 10 point, preferable 12 point type.

**Spacing:** Double space all text in papers except for
the following items which should be single spaced:
- table of contents
- footnotes or endnotes
- block quotations
- bibliographies or reference lists

**Pagination:** Front matter, i.e. title page, table of contents, are numbered with lowercase roman numbers (i, ii, iii, etc). Number pages in the body of the paper and back matter (endnotes, bibliography) with arabic numerals, 1, 2, 3. . . Three options for

**Placement of page numbers:** centered in footer or centered in header or flush right in header

**Running titles:** [running heads] are not required by Turabian / CMOS. Both texts suggest the writer “consult your local guidelines.” Check with your instructor as to their preferences. As a running title must fit into the header shorten the title as needed, but you must include key terms in the title: ex. ‘Crop Circles’.

**Footnotes** See example on page 5. Allow a double-space after the last line of text before beginning footnotes. Beginning at the left margin, type a twenty-space line which separates the text from the footnotes. Double-space between the line and first footnote. Indent the first line of each footnote the same as a paragraph indent. Single space footnotes, double space between footnotes.

Word processing programs have insert features
- for headers
- for footnotes, even endnotes
- page numbers

**Locating DOI numbers:** DOI numbers may be in the citation, or at the top or bottom of a journal page - note: the citation also includes the persistent link
BIBLIOGRAPHY


A REFERENCE LIBRARIAN IS ALWAYS ON DUTY TO PROVIDE REFERENCE SERVICE AND INSTRUCTION TO ALL LIBRARY USERS.

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Reference & Information Services
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