



Chicago/CMS/Turabian Quick Guide

For more information, see *The Chicago Manual of Style*, 15th ed. (2003) or Kate L. Turabian, *A Manual for Writers of Term Papers, Theses, and Dissertations*, 6th ed. (1996).

Writers throughout the humanities indicate the sources of ideas and quotations according to the conventions of *The Chicago Manual of Style* (CMS), summarized in Kate Turabian's *A Manual for Writers of Term Papers, Theses, and Dissertations*. In CMS/Turabian style, source information appears in two places: in a footnote or endnote within the paper and in an (optional) bibliography at the end.

Notes

Whenever you derive information from an outside source—whether or not you quote directly from it—follow the sentence that contains the information with a superscript number, after the period:

Among the ancient Germans, the Saxons were a confederacy of tribes rather than a distinct ethnic group.¹

Provide publication details about the source in a footnote (at the bottom of the page) or an endnote (at the end of the paper). MicroSoft Word includes an automatic footnoting feature that can be set to include citations either as footnotes or endnotes (choose “Reference” and then “Footnote” from the “Insert” menu).

The basic CMS format for citing a **book** is

italics for book and journal titles
¹ Author/s, *Title* (Place of Publication: Publisher, Date of Publication), page number(s).

A citation for the example sentence above would be

¹Malcolm Todd, *The Ancient Germans*, 2nd ed. (Malden: Blackwell, 2004), 139.

The basic CMS format for citing an **article** is

¹ Author/s, “Title of Article,” *Title of Journal* Volume number (Year): page range.

Bibliography Entries

References to sources in the bibliography include the same information as notes but observe slightly different conventions. Authors are listed in alphabetical order by last name first, periods replace commas between items, and publication information is not enclosed in parentheses:

Freeman, Elizabeth. “The Whole(y) Family: Economies of Kinship in the Progressive Era.” *American Literary History* 16 (2004): 619-47.

Todd, Malcolm. *The Ancient Germans*. 2nd ed. Malden: Blackwell, 2004.

Multiple Citations

If you need to cite more than one source in the same sentence, include each footnote right after the relevant part of the sentence:

The Franks were likewise a loose affiliation of peoples,² and the Goths “a very heterogeneous gathering.”³

If you cite the same source in different footnotes, include the full bibliographic reference only the first time. Later footnotes include only the author’s name and page number (see the next page).

⁴Elizabeth Freeman, “The Whole(y) Family: Economies of Kinship in the Progressive Era,” *American Literary History* 16 (2004): 619-47.

⁵Freeman, 632.

OR

⁵*Ibid.*, 632.

↖
Latin for “in the same place,” used right after a complete citation.

Articles or Documents from a Database

When citing an article or document that you obtain electronically, include information for the database after the publication information for the printed original. In CMS style, database information includes the name of the database itself, the online service that provides access to it, and the date you accessed the document.

Online Database

Footnote:

⁶Peter Hoehne, “A Short History of the Amana Society, 1714-2002” *Yearbook of German American Studies* 37 (2002): 13-23. *America: History and Life*, ABC-CLIO History Online (30 October 2007).

↖
name of database

↖
name of online service

Bibliography:

Hoehne, Peter. “A Short History of the Amana Society, 1714-2002.” *Yearbook of German American Studies* 37 (2002): 13-23. *America: History and Life*, ABC-CLIO History Online (30 October 2007).

CD-ROM Database

Footnote:

⁷Federal Bureau of Investigation, *Andy Warhol; [censored]; Unsub, aka Viva; Andy Warhol Films, Inc.*, Field Office File PX 145-230 (Phoenix, 1968). *Andy Warhol: FBI Files*, CD-ROM, Paperless Archives, 2006.

Bibliography:

Federal Bureau of Investigation. *Andy Warhol; [censored]; Unsub, aka Viva; Andy Warhol Films, Inc.* Field Office File PX 145-230 (Phoenix, 1968). *Andy Warhol: FBI File*. CD-ROM. Paperless Archives, 2006.