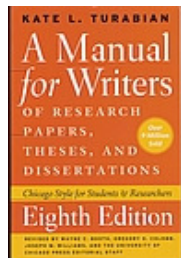


# CMS BASIC FOR RESEARCH PAPERS



The **Chicago Manual of Style** website advises the "CMS is primarily a reference for manuscripts that will be published as books. For a master's thesis [and similar papers], you would find Kate L. Turabian, *A Manual for Writers* . . . much more useful."



**Turabian's *Manual for Writers of Research Papers*** has evolved from a "booklet of guidelines" applying Chicago style to dissertations into a 448 page text. A third of the text is a beginner's guide to the process of doing research. About 60% of what's left is devoted to documentation—citations and references—and 40% to style, use of abbreviations, numbers, quotations, and so on. The section on endnotes and footnotes can try your patience.

**CMS Basic** is a concise guide for applying Chicago style to research papers. Chicago style is mostly used for endnotes and footnotes, the author-date system is not covered. Colleges often impose local guidelines theses and dissertations. The Turabian manual defers to these, often leaving instructions vague. *CMS Basic* follows conventions broadly shared with other styles.

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**CMS Basic** is abridged for this PDF version. Sections on compound words, tables and figures, and lists have been omitted to reduce this size of this version. The number of sample notes in the endnotes/footnotes section have been reduced, even more so in the bibliography section. The basic forms are not difficult to follow. If you improvise do so consistently.

**References** are to the Chicago Manual of Style 16th edition (CMS 2010) and the Turabian manual (Turabian, 2013). The Chicago manual devotes hundreds of pages to grammar and usage; it is too tedious to master everything. When in doubt, follow your own preference, consistent with the general sense of this guide, but be consistent with your usage once you have made your choice!

## 1.0 CHICAGO TEXT RULES

■ **The English language** has no firm usage on a variety of things. Those most likely to catch a knowledgeable reader's eye include the use of abbreviations, capitalization of titles and places, adding emphasis words and highlighting terms, and when to write numbers as words and when to use numerals. Styles vary in their preferences, especially in the presentation of numbers

### 1.1 ABBREVIATIONS

**Abbreviations**--other than acronyms--are rarely used in the text, except in tables, figure captions, notes and references, or within parentheses. Follow these general rules:


1. *Beginning a sentence.* Never begin a sentence with a lowercase abbreviation. Begin a sentence with an acronym only if there is no reasonable way to rewrite it.
2. *Traditional forms.* A number of traditional honorifics and initials continue to be used, such as *Mr.*, *Mrs.*, *Ms.*, *Dr.*, *A.M.*, *Inc.*, *Ltd.*, and *J. S. Bach*, *E. E. Cummings*, *C. S. Lewis*.
3. *Scholarly abbreviations.* Abbreviations such as *etc.*, *e.g.*, and *i.e.* may only be used in parenthetical comments injected into your text. For example—"various authorities support this rule (e.g., the *Chicago Manual of Style* and the *APA Publication Manual*)." They are **not** used outside parentheses; spell them out instead. For *e.g.* (exempli gratia) use *for example*; for *etc.* (et cetera) use *and so forth* for *i.e.* (id est) use *that is*.

**Acronyms.** When first used in the text, an acronym must be introduced. This is done by placing the acronym--or its source phrase--in parentheses, and thereafter using just the acronym.

- The American Sociological Association (ASA) publishes several journals. The ASA also publishes a newsletter.
- The CDC (Centers for Disease Control and Prevention in Atlanta, Georgia) monitors the nation for emerging infectious diseases. A special notification system was established by the CDC after the hantavirus outbreak in 1993.
- *Plurals.* Write the plural form of an acronym without an apostrophe. For example, write "the Master of Business Administration (MBA) program is popular at the university because MBAs command high starting salaries."

**Geographical Terms: Places & States.** "In text, always spell out and capitalize the names of countries, states, counties, provinces, territories, bodies of water, mountains, and the like" (Turabian 2013, 336).

1. *Prefixes.* Most prefixes to places, such as *Fort*, *North*, *Port*, *South*, are spelled out in the text; as are suffixes such as *Peak* or *Fork*. Write: North Platte, Fort Collins, Port Huron, South Bend, Long's Peak.
2. *Postal Abbreviations.* Use postal and other abbreviations for place names in *references and notes*. But spell out these, and other address abbreviations, in the text. Write: Martin Luther King Boulevard (not Martin Luther King Blvd.) William Bruce Randolph III Avenue (not W. B. Randolph Ave.), Monaco Parkway (not Monaco Pkwy.)
3. *Adjectives.* The abbreviation *U.S.* or *US* may be used as an adjective in running text, but not as a noun. Either form is acceptable, but be consistent throughout your text.

 "In most papers, use abbreviations only sparingly in text because they can make your writing seem either too informal or too technical" (Turabian, 2013, 331).

## 1.2 CAPITALIZATION

■ **Definitions.** Capitalization may follow three forms: *full caps*, *heading caps*, or *sentence caps*. Full caps capitalizes every character of every word. These are used only in major headings. *Headline or heading caps* capitalize the first character of each word, subject to exceptions listed below.

*Heading caps* capitalize "the first letter of the first and last words of the title and subtitle and all other words" (Turabian 2013, 312-313). Also capitalize the first character after a colon in a title or heading. Otherwise, *do not capitalize*:

- Articles: *a*, *an*, *the*.
- Prepositions, including: *against*, *between*, *in*, *of*.
- Conjunctions: *and*, *but*, *for*, *nor*, *or*, *so*, *yet*.
- Infinitive: *to*.

*Sentence caps* capitalize the first word of a title or heading, the first word after a colon, and proper nouns.

**Books and Articles.** Titles of books and the names of journals always use heading caps in the text, titles of articles and documents generally do so too, and are placed in quotes.

*Other languages.* "Chicago recommends following a simple rule: capitalize only the words that would be capitalized in normal prose—first word of the title and of the subtitle and all proper nouns [sentence caps]" (CMS 2010, 320).

**Ethnic/Racial Groups.** "[Formal] names of ethnic or national groups are capitalized. Adjectives associated with these names are also capitalized" (CMS 2010, 401). Do not insert a hyphen in compound names even if used as an adjective. "Common designations of ethnic groups by color are usually lower-cased," but follow your own preference (CMS 2010, 402). Be consistent! Some color terms may have disparaging connotations: red, yellow, brown. Do not use these terms.

**Geographical Names.** Capitalize place names when these terms are accepted as proper nouns. When a name applies to a well-recognized specific place, it should be capitalized as a proper noun.

1. *Geographical terms.* Lowercase terms for abstract geographical measures, such as equator, equatorial Africa, prime meridian, tropic of Cancer, west, east, south, north.
2. *Regions.* Capitalize *Central America*, but not central Europe, or central Asia. Capitalize *North Africa*, *West Africa*, and *East Africa*, but not western, eastern, central, or southern Africa. Capitalize *Midwest*, *West*, *South* or *Southwest*, but generally write westerner, midwesterner, southerner.
3. *Compounds.* "Leave open [do not hyphenate] most compounds that include proper nouns" (Turabian, 2013, 288). Do not hyphenate: Middle Eastern journey, North Atlantic fog, . . . , Gulf of Mexico oil spill.

**Internet Terminology.** Usage in this area has moved past many style manuals. Most web terms are now lowercased, no longer hyphenated. Be consistent!

- *e-mail [email]*. The hyphenated form is found in the AMA, APA, CMS, and MLA style manuals!
- *website*, *webpage*, *web*. . . Most web terms are spelled lowercased and closed (without a hyphen): *webcam*, *webcast*, *webhead*, *webmail*, *webzine*, etc.
- *Internet* is still a proper noun and capitalized.

## 1.4 EMPHASIS: ITALIC & QUOTATION MARKS

■ **Italics and quotation marks** are used in the text to highlight words, note and translate words in a language foreign to a reader, indicate irony (scare quotes), or mark words and letters that are referred to as words, not to the meaning they convey. Special formatting is appropriate only the first time it is applied to a word a phrase. Thereafter, the word or phrase is presented in plain text unless clarity demands the continued use of italics.

**Italics.** "Use italics for emphasis only as an occasional adjunct to efficient sentence structure. Overused, italics quickly lose their force" (CMS 2010, 363). *Add italics to a word or phrase only the first time it is used, thereafter use plain text.*

1. **Keywords.** Emphasize a keyword or phrase in your text by placing it in italics. The next time the term or phrase is used it should be in plain text.
2. **Titles.** The titles of books and the names of periodicals are placed in italics in your text and references.
3. **Words as words.** Words and letters that are referred to as words or letters are set in italics. For example, "the term *American Indian* is inclusive of over 500 ethnic communities."
4. **Foreign terms.** Non-English words or terms used in your text are set in italics. For example, "*Ya-te-hay* is a form of greeting in the Diné (Navajo) language." This practice excludes those words that have become incorporated in the English language, such as *laissez-faire*, or *arroyo*.

**Quotation marks.** Use quotation marks other than for quotes only in the following circumstances:

- Use quotation marks for a word or phrase to give it a special sense or indicate it is purposefully misused. For example, The Population Council criticized the "outrageous" position of the Church on birth control. Chicago calls these "scare quotes."
- Use quotation marks to enclose a translation of a non-English term in your text. *Addis Ababa*, the name of the capital of Ethiopia, is literally translated "new flower."

**Within quotations.** Emphasis may be added to a word or phrase in a quotation by placing it in italics. When this is done the note [emphasis added] or [italics added] in brackets must follow the word or phrase in italics.

## 1.5 NUMBERS & DATES

■ "If you use numerical data only occasionally, spell out numbers from one through one hundred. If the number has two words use a hyphen (fifty-five). Also spell out round numbers followed by hundred, thousand, . . . million, . . . and so on. Use arabic numerals . . . for numbers that are part of physical quantities (distances, lengths, temperatures, etc.) and do not use abbreviations for units" (Turabian 2013, 318-319).

"If your topic relies heavily on numerical data . . . spell out only single-digit numbers and use numerals for all others" (Turabian 2013, 319).

1. **Round numbers.** By virtue of their rounding, these numbers are imprecise. They are written out. For example, write "The federal deficit was increased by two hundred billion dollars," or "San Francisco is about twelve hundred miles from Denver." But also write, "The race followed a straight course from Denver to San Francisco, a distance of 1,255.6 miles."
2. **Beginning a sentence.** When numbers or a date are required to open a sentence, write them out. For example: "One hundred five girls and sixteen boys tried out for the varsity soccer team." If you can, rewrite the sentence so it does not begin with a number.
3. **Mixed numbers?** Do not mix numerals with written numbers when they refer to similar things. Write: "Only 10 of the 150 tourists were willing to visit the city after the riot." Do not write: "Only ten of the 150 tourists . . ."
4. **Mixed sets of numbers.** Sometimes two sets of numbers are embedded in a single sentence. For clarity, present one set written out, the other as numerals. For example, write "There were eighty-three contestants who dropped out before covering 50 miles, and one hundred thirty-five before covering 250 miles."
5. **Numbers & units.** Generally, do not mix numbers that are spelled out with symbols, write out the term for the symbols as well. For example, write: the temperature was *45 °*, or *forty-five degrees*; *\$20* or *twenty dollars*. Chicago style makes an exception for percentages: it is OK to write *45 percent* and even *45 %* when you have many such numbers to present (Turabian 2013, 320).
6. **Decimal fractions.** Put a zero in front of a decimal fraction unless the number can never be greater than one (as with probabilities). Write 0.45 and  $p < .05$ .
7. **Compound numbers.** Hyphenate compound numbers from twenty-one to ninety-nine, compounds with a number as the first element, and the written form of fractions.
8. **Ordinal numbers.** Follow the general rules as for other numbers. For example, write: "The window for applications was the third to twenty-third of August." But use numerals with ordinal numbers above one hundred. For example, write: "Haile Sellassie I was the 225th Emperor of Ethiopia."
9. **Centuries.** Write out references to centuries, the eighteenth century, the twenty-first century, in lowercased letters.

**Calendar dates.** Chicago now recommends using the standard American format--Month Day, Year (e.g., April 1, 2018)--for all full dates, both in the text and in end/footnotes, references, and bibliographies.

## 2.0 PAGE LAYOUT

The Turabian manual is vague when it comes to the page format of a research paper. The examples provided are all for a dissertation, with one exception—a skimpy title page. "Class papers should begin with a title page (but some put the title on the first page of the text)" (Turabian, 2013, 376).

### 2.1 TITLE/FIRST TEXT PAGE

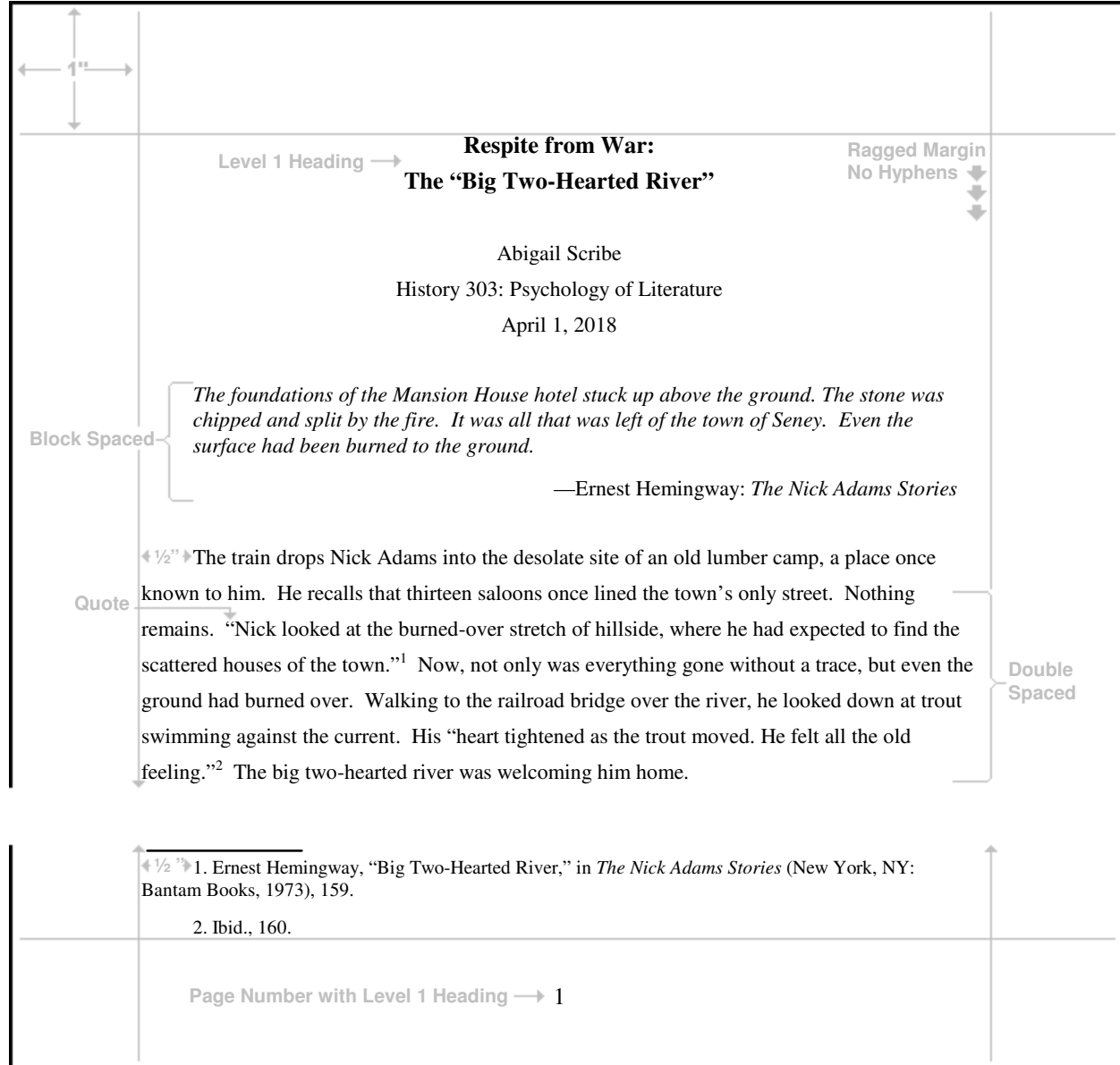


Figure 1. Title Page for Chicago Style Research Papers. When there is a level one heading (the title) the page number goes to the bottom center of the page in the margin space; other pages upper right. Note the line spacing and indents. Quotes follow fairly elaborate rules, as do the use of numbers, and words used as terms distinct from the text.

### Page Format

**Block spacing.** Chicago's Turabian style applies block paragraph spacing, single-spacing block quotes and references with a blank space before and after each text block. Tables and figure captions are also single-spaced (Turabian, 2013, 373). There are minor exceptions (e.g., lists in appendixes). *CMS Basic* follows this general rule.

1. *Margins.* "Leave a margin of at least one inch on all four edges of the page. For a thesis or dissertation intended to be bound, you may need to leave a larger margin on the left side—usually 1½ inches" (Turabian 2013, 372).
2. *Fonts.* "Choose a single, readable, and widely available typeface (also called a font), such as Times New Roman [*CMS Basic* illustrations mostly use this font], Courier, or Helvetica" (Turabian 2013, 372). "In general use at least ten-point and preferably twelve-point type for the body of the text" (Turabian 2013, 373). A smaller font may be used for footnotes, table titles, and figure captions.

3. *Indents.* The standard indent is one-half inch. This applies to all indents: paragraphs, hanging indents in references, and block quotes.
4. *Justification.* "Set your word processor to align text flush left (with a 'ragged' right margin), and do not use its automated hyphenation feature" (Turabian 2013, 290). Only regular compound words should be hyphenated. Words hyphenated to wrap lines can be confusing, and are proscribed by research journals.
5. *Spacing.* "Put only one space, not two, following the terminal punctuation of a sentence" (Turabian, 2013, 373). This is just plain silly!
6. *Page numbers* for each page beginning a major section of a paper (the first text page, bibliography, notes, appendix) are placed at the bottom center of the page. Page numbers on other pages go in the upper right corner double spaced above the text midway from the margin to the top of the page.
7. *Page header.* The current Turabian manual no longer features the use of a page header other than the page number. If you wish, a short title may be placed before the page number (above, "Big Two-Hearted" would work).

## Footnotes

**Footnotes** must be placed, or at least must begin, on the page where they are referred to [indicated by a superscript numeral in the text]. The text and footnotes are separated by a short rule, or separator. If a footnote runs over to the following page, a separator should be inserted on that page. Each footnote must begin on a new line, indented the same amount as paragraphs in the text. Footnotes are usually single-spaced, with a blank line between notes.<sup>1</sup>

**Separator.** The text and footnotes are separated by a short rule, or separator. If a footnote runs over to the following page, a separator should be inserted on that page.

**Note numbers.** The use of superscript numbers with footnotes is no longer encouraged. "Begin each note with its reference number, formatted not as a superscript but as regular text. Put a period and a space between the number and the text of the note" (Turabian, 2013, 156). If you use superscript numbers with footnotes there is no punctuation or spacing between the superscript and the note text.

1. Kate L. Turabian, *A Manual for Writers of Term Papers, Theses, and Dissertations*, 8th ed. (Chicago: University of Chicago Press 2013), 156-57.

<sup>2</sup>Kate L. Turabian, *A Manual for Writers of Term Papers, Theses, and Dissertations*, 8th ed. (Chicago: University of Chicago Press

Footnotes can create a bewildering maze for the reader to unravel. The use of cryptic phrases such as *ibid.*, *idem*, *op. cit.* and *loc. cit.* in a footnote refer a reader to a previous citation, anywhere in the text. As a consequence, "avoid all Latin citation terms except one—*ibid.*, from *ibidem* or "in the same place" (Turabian 2013, 155). Use this *only* when citing a page immediately after the first full reference and *only* if it falls on the same page as the first full reference.


2. *Ibid.*, 156.

Subsequent citations to the same footnote on following pages use a shortened note in this form:

2. Turabian, *A Manual for Writers*, 161.

**Multiple sources.** If several sources are cited in a single sentence, or you wish to add a comment, combine them in a single footnote or endnote. Separate each reference or comment with a semicolon.

**Comment (substantive) notes.** Footnotes may carry a reference to a source cited in your text or a comment on the text. Rules change when your source notes/references are endnotes. Comment notes go in the footnote space at the bottom of the page but are identified with symbols, not numbers. The available symbols are \*, †, ‡, §, in that order.


 Clarity is required in research writing. Never confuse your reader. Add a bibliography to the paper when using footnotes. This allows the reader to readily find a source.

## 2.2 HEADINGS

**Five level of headings** are provided in the Turabian manual (2013, 393). Only three are typically used, here labeled Level 1 to Level 3. This style is shared by other styles and may be considered conventional.

**The style of capitalization** varies with the level of the heading. The Level 1 heading may also be in a larger font than the text.

- *Headline/Heading Caps* capitalize "the first letter of the first and last words of the title and subtitle and all other words" (Turabian 2013, 312-313). Also capitalize the first character after a colon in a title or heading. Otherwise, *do not capitalize*: articles, *a, an, the*; prepositions such as *against, between, in, of*; conjunctions *and, but, for, nor, or, so, yet*; or the infinitive *to*.
- *Sentence caps* capitalize the first word of a title or heading, the first word after a colon, and proper nouns. When there is one subheading in a text a second *must* follow at the same level.

 When there is one subheading in a text a second **must** follow at the same level.

<p><b>Respite from War:</b></p> <p><b>The “Big Two-Hearted River”</b></p> <p>Headings and subheadings help to organize major themes in a paper. Three levels of headings are commonly used in research papers. The first level is the title, also used for major sections of the papers: <i>references, bibliography, endnotes, appendix</i>. These are centered, with a bold font in heading caps and begin a new page.</p> <p><b>Level Two Subheading</b></p> <p>This form is referred to as a <i>sidehead</i>. It is aligned with the margin, set in heading (or <i>headline</i>) capitalization, in a bold font.</p> <p><b>Third level heading.</b> This is a <i>run-in heading</i>. It is indented at the start of a paragraph, set in sentence caps, in a bold font, and need not be a complete sentence. If there is one level two or three heading, there must at least be a second following at that level.</p>
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Figure 2. *Chicago Style Headings & Subheadings*. The title is a Level 1 heading. It is centered on the page, in headline caps, and bold font, which is larger than the text font. *Notes* and *Bibliography* pages follow the same style.

## 2.3 QUOTATIONS

■ **A Tale of Two Two's?** Quotations may be included in your text as (a) *run-in quotes*, quotes incorporated directly within sentences or paragraphs, or as (b) *block quotes*, longer quotes indented, set off from your text.

4
<p>The story follows Nick as he walks a road to the edge of the burned-over country. “He hiked along the road, sweating in the sun,”<sup>3</sup> seeking to leave the desolation for the forested plain ahead.</p> <p>The road ran on, dipping occasionally, but always climbing. Nick went on up. Finally the road . . . reached the top. Nick leaned back against a stump and slipped out of the pack harness. Ahead of him, as far as he could see, was the pine plain. The burned country stopped off at the left with the range of hills. On ahead islands of dark pine trees rose out of the plain. Far off to the left was the line of the river.</p> <p>There was nothing but the pine plain ahead of him, until the far blue hills that marked the Lake Superior height of land. He could hardly see them, faint and far away in the heat-light over the plain. If he looked too steadily they were gone. But if he only half-looked they were there, the far-off hills of the height of land.<sup>4</sup></p> <p>He worked his way north, guided by the sun. “He know [<i>sic</i>] where he wanted to strike the river and he kept on through the pine plain.”<sup>5</sup> He headed for one of the big islands of pine, where he paused for a nap. It was nearly sunset when he awoke to continue the hike to the river. “Nick was glad to get to the river,” and camped nearby.<sup>6</sup></p>

Figure 4. *Quotations*. Block quotes and run-in quotations as they might appear in a paper. The figure shows the second paragraph in the block quote preceded by a blank line (double-spaced), and a paragraph indent of the first line. The Turabian manual allows only the indent, the Chicago manual either, with preference to just the indent.

**Second two.** Quotations may be used to (1) complement your text or lend authority, or (2) be the focus of your work as a textual analysis, for example, an analysis of the writing style of Hemingway in the “Big Two-Hearted River” short story. When the latter, more elaborate rules must be followed when editing quotes to fit your text (see, Turabian 2013, “25.3.2.3 Textual Studies Method for Ellipses”, 356).

**Run-in or block quotes?** Every style has its own rule as to when to use block quotes with length the governing factor. Even the Chicago manual differs ("at least six to eight lines of text") from the Turabian rule of five or more lines of text (CMS 2010, 623; Turabian 2013, 349). The Turabian standard probably works best for class papers. Run-in quotations must be placed in quotation marks.

**Block quotes** are continuously indented from the left margin the same distance as a paragraph indent; required with longer quotations, five or more lines in *your* text.

**Accuracy.** It is unethical to misrepresent the original intent of quoted material. All quotations must include a citation, a note or parenthetical citation, referring the reader to the source document. Quotes in languages that use diacritical marks must replicate those marks exactly as they appear in the original (e.g., école, pietà, tête, leçon, Fähre, año).

For an unusual word choice, concept, term, or spelling it may be appropriate to emphasize the original is being quoted faithfully. This is done by inserting the Latin term *sic* (thus), in italics inside brackets within the quotation immediately following the term, or in parentheses at the end of a quote.

For example, write: "The ship struck an iceberg and floundered [*sic*], with the loss of all on board." Or write: "The ship struck an iceberg and floundered" (*sic*). Note, to *flounder* is to thrash about wildly. To *founder* is to fill with water and sink.

The example in figure three above uses this technique to note a spelling error in the original: *know* should have been written *knew*. This sort of error can be corrected without making a note, while the example of *flounder* versus *founder* may reflect a deliberate word choice. If you are uncomfortable both in making a correction and not making a correction you can always paraphrase the quote, putting it in your own words with appropriate citation.

**Minor changes.** As a matter of form quotations should flow with your text, and may be edited to match your syntax. Simple changes may be made by following these rules:

- **Quotation marks.** Double quotes can be changed to single quotes, and vice versa, for merging the quote with the rest of the text.
- **Initial capital.** If a capital letter begins a quote in the original, that letter should be changed to lowercase when run-in to your text, and vice versa (capitalize the first letter if the quote begins a sentence in your text, but is lowercased in the original). If it is essential to alert the reader to this change (e.g., to help them find the original quote), place the altered letter in brackets.
- **Punctuation.** The final period in a quote may be changed to a comma (and vice versa) to merge with your text.
- **Citation in original.** If you quote material that contains a citation to another work, that citation may be ignored.
- **Typographic errors.** Obvious typographical errors should be corrected unless you suspect they were intentional, then add [*sic*] [*thus*, or *so*] after the word to indicate the error is not yours. Archaic spellings in older works should also be preserved unless it is made clear to the reader that the spelling has been updated.
- **Emphasis in original.** If there are italics or bold font already in the original text for emphasis, then a note should added to let the reader know *the quote is faithful* [emphasis in original] to the original.


**Major changes** may be made to weave the quote into your text:

- **Added words.** Brackets are required to indicate material or emphasis added to a quote. For example: "They [the Irish Republican Army] initiated a cease fire."
- **Added emphasis.** Italics may be used to add emphasis to words or phrases within a quotation, or to the entire quotation. This is indicated by (1) adding a note immediately after the change in brackets, or (2) by appending a note to the end of the quote in parentheses. For example, write: "He *claimed* [emphasis added] he was innocent" or write: "He *claimed* he was innocent" (emphasis added).

**Editing quotations.** Three *ellipsis points* (periods with a single space before, between, and after each period) indicate material has been omitted within a sentence. Punctuation may be altered as appropriate.

Text example: "Man's capacities have never been measured; nor are we to judge of what he can do by any precedents, so little has been tried" (Thoreau 1979, 11)

- **Original punctuation retained (semicolon) and deleted (comma before so).** "Man's capacities have never been measured; . . . so little has been tried" (Thoreau 1979, 11).
- **Original punctuation retained.** If punctuation comes at the end of a portion of a quote replaced with an ellipsis that punctuation is retained. "Man's capacities have never been measured; nor are we to judge of what he can do . . . , so little has been tried" (Thoreau 1979, 11). The phrase "by any precedents" has been omitted, but the comma after the phrase is retained.
- **End of a sentence deleted.** When the quoted material is a complete sentence once edited it is not necessary to add ellipsis points even if the sentence continues in the original. "Man's capacities have never been measured; nor are we to judge of what he can do by any precedents" (Thoreau 1993, 11).

 **Ellipsis points are not required** when omitting the first or last part of the original material quoted, or before or after a fragment of text quoted.

## 3.0 CHICAGO ENDNOTES & FOOTNOTES

**Chicago Notes** are arranged in the order cited. Notes are commonly single spaced. To indicate a citation in your text place a superscript number after punctuation, preferably at the end of a sentence, one citation only per sentence. Multiple references may be combined in the endnote or footnote. Do not note or cite headings, subheadings, or titles.

### 3.1 PAGE LAYOUT

	<p><b>Notes</b></p> <p>1. Ernest Hemingway, "The Big Two-Hearted River," in <i>The Nick Adams Stories</i>, ed., Philip Young (New York: Bantam Books, 1973), 159-80.</p> <p>#. Kate L. Turabian, <i>A Manual for Writers of Research Papers, Theses, and Dissertations: Chicago Style for Students &amp; Researchers</i>, 8th ed. (Chicago, IL: University of Chicago Press, 2013).</p> <p>#. University of Chicago Press, <i>The Chicago Manual of Style</i>, 16th ed. (Chicago, IL: University of Chicago Press, 2010).</p> <p>#. Martin A Makary and Michael Daniel, "Medical Error—The Third Leading Cause of Death in the US," <i>BMJ</i> 353 (May 3, 2016), accessed May 5, 2016, doi: 10.1136/bmj.i2139.</p> <p>#. Andrew Galperin and Martie Haselton. "Predictors of How Often and When People Fall in Love." <i>Evolutionary Psychology</i> 8, no.1 (2010): 5-28.</p> <p>#. Henry David Thoreau, "Life Without Principle," in <i>The Thoreau Reader: The Works of Henry David Thoreau, 1817-1862</i>, ed Richard Lenat (Seattle: University of Washington, 2002), accessed April 1, 2017, <a href="http://www.eserver.org">http://www.eserver.org</a>.</p> <p>#. Hannah Arendt, <i>The Human Condition</i> (1958; repr., Chicago: University of Chicago Press, 1998).</p> <p>#. Howard Schuman et al., <i>Racial Attitudes in America: Trends and Interpretations</i>, rev. ed. (Cambridge, MA: Harvard University Press, 1997).</p>	
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Figure 7. *Chicago Style Endnotes*. This format is the same for footnotes. The Turabian manual does not encourage the use of superscript numbers with footnotes and definitely not before an endnote. Word processors may disagree.

**Start a new page** for endnotes, with the title *Notes* formatted as a Level 1 heading similar to the first page title, centered at the top of the page; page number at the bottom center of the page. Notes are block spaced—single-spaced within each note, double-spaced between notes.

**Endnotes** are listed in the order cited in the text.

**Format notes** starting with the number corresponding to the citation in the text. The Turabian manual frowns on the use of superscript numbers before footnotes—use regular text numbers—but tolerates them (2013, 156). Indent the first line, followed by the number.

### General Rules

- **Authors.** Give authors' and editors' full names in normal order. If there is no author use the title. List up to three co-authors to a work; four or more the first followed by *et al.* or *and others* (Turabian 2013, 147).
- **Multiple works** by the same author in different notes list the full reference. With a subsequent citation to the same source give the lead author, a short title, and page: 2. Turabian, *A Manual for Writers*, 123.
- **Titles.** All titles require heading capitalization. Titles of journal papers, chapters in edited volumes or anthologies, reports, and newspaper articles are placed within quotes. Titles of books and the names of journals are placed in italics.
- **Date.** Chicago style now prefers full dates American style, in *month day, year* format.
- **Indent notes like a paragraph.**
- **Internet sources** are referenced like their print counterparts, with an added URL, or digital object identifier.



- *Digital Object Identifier*. The Turabian manual is out of date in the manner of referencing DOIs by placing the DOI in a URL: <http://dx.doi.org/doi#>. The DOI is embedded in the document which can be retrieved, sometimes from multiple sources, by simply searching for the DOI on the Internet. That's why they were invented.
- *Electronic sources* on media other than the Internet require a note to that effect, for example, CD ROM, DVD, video tape, film, and so on.
- *Access date*. The Turabian manual wants you to include the date you last accessed an online source in a reference. "If the source is revised or deleted, readers (and your instructor) will want to know when the source was last available to you" (Turabian 2013, 141).

**Why?** The standard of scholarship among peer-reviewed research journals requires all online sources to be active and verified before publication. If a source cannot be found it is not a source and the reference must be deleted. Listing a date you *claim* to have accessed a source does not confer legitimacy to your note or reference.

## Quality of Sources

The *Publication Manual of the American Psychological Association* considers only peer-reviewed articles and other peer-reviewed documents as credible sources for research (2009, 205). Other sources, such as technical reports, even census data, is part of a world of "Gray Literature." Something to keep in mind in this era of "Fake News."

## 3.2 BOOKS - COMPILATIONS - REFERENCE WORKS

### One to Three Authors - Reprint

1. Pierre Bourdieu and Jean-Claude Passeron, *Reproduction in Education, Society, and Culture* (London: Sage, 1977), 123-34.
2. Hannah Arendt, *The Human Condition* (1958; repr., Chicago: University of Chicago Press, 1998), 123.
3. Diana Hacker, *Research and Documentation in the Electronic Age* (Boston: Bedford Books, 1997), 123-24, accessed October 8, 1998, <http://www.bedfordbooks.com>.
4. Wayne C. Booth, Gregory G. Colomb, and Joseph M. Williams, *The Craft of Research* (Chicago: University of Chicago Press, 1995), 123.

### Four to Ten Authors

- #. Howard Schuman and others, *Racial Attitudes in America: Trends and Interpretations*, rev. ed. (Cambridge, MA: Harvard University Press, 1997).

### Corporate Author

- #. Congressional Budget Office, *Changes in Living Arrangements of the Elderly: 1960-2030* (Washington, DC: U.S. Government Printing Office, 1988).

### Editor as Author

- #. Howard S. Friedman, ed., *Personality and Disease* (New York: Wiley, 1990).

### Anthology - Compilation - Edited Book

- #. Walt Whitman, *Complete Poetry and Selected Prose*, ed., James E. Miller, Jr. (Boston: Houghton Mifflin Company, 1959).
- #. The Turabian manual wants you leave off the word *Company* and similar terms in notes and references.
- #. Ernest Hemingway, "The Big Two-Hearted River," in *The Nick Adams Stories*, ed., Philip Young (New York: Bantam Books, 1973), 159-80.

### Edition Other Than the First

- #. Thomas S. Kuhn, *The Structure of Scientific Revolutions*, 2nd ed. (Chicago: University of Chicago Press, 1970).

### Translation

- #. Nikos Kazantzakis, *Zorba the Greek*, trans., Carl Wildman (New York: Simon & Schuster, 1952).

### Reference Works

- #. *American Heritage Dictionary of the English Language*, 3rd ed. (Boston, MA: Houghton Mifflin, 1992).
- #. *Britannica On-line*, 1995 ed., s.v. "stock market crash in 1929," accessed July 1, 1998, <http://www.eb.com/>.
- #. *Compton's Interactive Encyclopedia*, ver. 2.0, s.v. "genetic engineering," CD-ROM (Carlsbad, CA: Compton's NewMedia, Inc., 1994).
- #. The s.v. in this note stands for *sub verbo* (Latin for "under the word").

### Statistical Abstract

- #. Bureau of the Census, "Higher Education Price Indexes: 1965-1991," in *Statistical Abstract of the United States: 1993*, 113th ed. (Washington, DC: US GPO, 1993), table 277.

### 3.3 JOURNALS - MAGAZINES - NEWSPAPERS

#### Annual Review

#. John D. Kelly and Martha Kaplan, "Ritual Studies," *Annual Review of Research in Anthropology* 19 (1990): 119-50.

#### Journal Article (Paged by Volume)

#. Michael Dietler, "Our Ancestors the Gauls": Archaeology, Ethnic Nationalism, and the Manipulation of Celtic Identity in Modern Europe," *American Anthropologist* 96 (1994): 584-605.

#### Journal Article (Two Authors, DOI)

#. Martin A Makary and Michael Daniel, "Medical Error—The Third Leading Cause of Death in the US," *BMJ* 353 (May 3, 2016), accessed May 5, 2016, doi: 10.1136/bmj.i2139.

#. The Turabian manual is confused about the Digital Object Identifier (DOI). These are embedded in the document, not necessarily hosted on a website. A search engine will locate the document for you without a URL. Nonetheless, the Turabian manual wants you to write: <http://dx.doi.org/10.1136/bmj.i2139>.

#### Journal Article (More Than Four Authors, DOI)

#. Malte Meinshausen, et al., "Greenhouse-Gas Emission Targets for Limiting Global Warming to 2 °C," *Nature* 458 (April 30, 2009): 1158-63, accessed February 16, 2013, doi: 10.1038/nature08017.

#### Journal Article (Paged by Volume, URL)

#. Mark Wheelis, "Biological Warfare at the 1346 Siege of Caffa," *Emerging Infectious Diseases* 8, no. 9 (September 2002): 971–975, accessed December 9, 2003, <http://www.cdc.gov/ncidod/eid/vol8no9>.

#### Journal Paged by Issue

#. Michael Dumper, "Israeli Settlement in the Old City of Jerusalem," *Journal of Palestine Studies* 21, no. 4 (1992): 32-53.

#. Most journals page continuously through a volume, each new issue starting where the last issue left off. Other journals start each new issue at page one; unless you know the issue number you can't find the source. In the example above the volume is 21, issue number is 4.

#### Magazine Article (No Author)

#. "Taking the Business Cycle's Pulse," *Economist*, October 28, 1995, 89-90.

#### Magazine Article (Online, Print)

#. Noah Smith, "The American Debt Trap," *Bloomberg*, January 20, 2017, accessed January 20, 2017, <https://www.bloomberg.com/view/articles/2017-01-20/the-american-debt-trap>.

#. Ferris Jabr, "Why Your Brain Needs More Downtime," *Scientific American*, October 15, 2013.

#### Newspaper Articles (Book Review, No Author, Online)

#. Leslie Camhi, "Art of the City," review of *New York Modern: The Arts and the City*, by William B. Scott, and Peter M. Rutkoff, *Village Voice*, June 15, 1999, 154.

#. John Markoff, "Voluntary Rules Proposed to Help Insure Privacy for Internet Users," *New York Times*, June 5, 1996, accessed June 10, 1996, <http://www.nytimes.com/.../yo5dat.htm>.

### 3.4 DOCUMENTS & REPORTS

#### Conference Papers

#. Maggie McFadden, "Weaving the Cloth of International Sisterhood" (paper presented at the National Women's Studies Association conference, Minneapolis, June 1988).

#### Research Report

#. Richard Fry, "A Record One-in-Five Households Now Owe Student Loan Debt" (Washington, D.C: Pew Social & Demographic Trends, September 26, 2012).

#### Webpage

#. "Documenting Sources from the World Wide Web," Modern Language Association, February 3, 2000, accessed February 17, 2000, <http://www.mla.org/style/sources.htm>.

#. "Using American Psychological Association (APA) Format," updated to 5th ed., Purdue University Online Writing Lab, 2003, accessed February 18, 2003, [http://owl.english.purdue.edu/handouts/print/research/r\\_apa.html](http://owl.english.purdue.edu/handouts/print/research/r_apa.html).

#. The Turabian manual suggests a generic format for referencing websites, albeit with some confusion. This takes the form: Author (if there is one), "Website Title," Publisher, date, access date, URL.

## 4.0 Chicago Bibliographies

**Bibliographies** complement endnotes or footnotes by replicating those sources in alphabetical order. They may also include sources that were useful but were not cited in your text, and not all cited material need be included.

**Hanging indent.** The first line of a reference starts flush with the left margin, subsequent lines are indented one-half inch, the standard indent for paragraphs.

### 4.1 PAGE LAYOUT

<b>Bibliography</b>	
Arendt, Hannah. <i>The Human Condition</i> . 1958. Reprint, Chicago: University of Chicago Press, 1998.	
Dumper, Michael. "Israeli Settlement in the Old City of Jerusalem." <i>Journal of Palestine Studies</i> 21, no. 4 (1992): 32-53.	
Hemingway, Ernest. "Big Two-Hearted River." In <i>The Nick Adams Stories</i> , edited by Philip Young, 159-80. New York: Bantam Books, 1973.	
Kuhn, Thomas S. <i>The Structure of Scientific Revolutions</i> . 2nd ed. Chicago: University of Chicago Press, 1970.	
Makary, Martin A, and Michael Daniel. "Medical Error—The Third Leading Cause of Death in the US." <i>BMJ</i> 353 (May 3, 2016). Accessed May 5, 2016. doi: 10.1136/bmj.i2139.	
Turabian, Kate L. <i>A Manual for Writers of Research Papers, Theses, and Dissertations: Chicago Style for Students &amp; Researchers</i> . 8th ed. Chicago, IL: University of Chicago Press, 2013.	
University of Chicago Press. <i>The Chicago Manual of Style</i> . 16th ed. Chicago, IL: University of Chicago Press, 2010.	
Whitman, Walt. <i>Complete Poetry and Selected Prose</i> . edited by James E. Miller Jr. 1855. Reprint, Boston: Houghton Mifflin Company, 1959.	
Wilson, Edward. O. "Back from Chaos." <i>Atlantic Monthly</i> , March 1998, 41-62.	

Figure 8. *Chicago Bibliography Style*. The style is similar to the footnote/endnote format but with a more formal cast. Each element in a reference—author, title, publication information—ends with a period, not a comma. The lead author's name goes Last Name, First, and the references are listed alphabetically.

### 4.2 Books - Compilations - Reference Works

#### **One to Three Authors - Reprint**

- Arendt, Hannah. *The Human Condition*. 1958. Reprint, Chicago: University of Chicago Press, 1998.
- Booth, Wayne C., Gregory G. Colomb, and Joseph M. Williams. *The Craft of Research*. Chicago: University of Chicago Press, 1995.
- Bourdieu, Pierre, and Jean-Claude Passeron. *Reproduction in Education, Society, and Culture*. London: Sage, 1977.
- Friedman, Howard S., ed. *Personality and Disease*. New York: Wiley, 1990.
- Hacker, Diana. *Research and Documentation in the Electronic Age*. Boston: Bedford Books, 1997. Accessed October 8, 1998, <http://www.bedfordbooks.com>.

#### **Four to Ten Authors**

- Schuman, Howard, et al. *Racial Attitudes in America: Trends and Interpretations*. Rev. ed. Cambridge, MA: Harvard University Press, 1997.

#### **Corporate Author**

- Congressional Budget Office, *Changes in Living Arrangements of the Elderly: 1960-2030*. Washington, DC: U.S. Government Printing Office, 1988.

**Anthology - Edited Book**

Whitman, Walt. *Complete Poetry and Selected Prose*, edited by James E. Miller, Jr. Boston: Houghton Mifflin Company, 1959.

*Note:* The Turabian manual wants you leave off the word *Company* and similar terms in references.

Hemingway, Ernest. "The Big Two-Hearted River." In *The Nick Adams Stories*, edited by Philip Young, 158-80. New York: Bantam Books, 1973.

**Edition Other Than the First**

Kuhn, Thomas S. *The Structure of Scientific Revolutions*. 2nd ed. Chicago: University of Chicago Press, 1970.

**Translation**

Kazantzakis, Nikos. *Zorba the Greek*, translated by Carl Wildman. New York: Simon & Schuster, 1952.

**Reference Works**

*American Heritage Dictionary of the English Language*. 3rd ed. Boston, MA: Houghton Mifflin, 1992.

*Britannica On-line*, 1995 ed., s.v. "stock market crash in 1929," accessed July 1, 1998, <http://www.eb.com/>.

*Note:* The s.v. in this reference stands for *sub verbo* (Latin for "under the word").

**4.3 Journals - Magazines****Annual Review**

Kelly, John D., and Martha Kaplan. "Ritual Studies." *Annual Review of Research in Anthropology* 19 (1990): 119-50.

**Journal Article (Paged by Volume)**

Dietler, Michael. "Our Ancestors the Gauls!: Archaeology, Ethnic Nationalism, and the Manipulation of Celtic Identity in Modern Europe." *American Anthropologist* 96 (1994): 584-605.

Wheelis, Mark. "Biological Warfare at the 1346 Siege of Caffa." *Emerging Infectious Diseases* 8 (September 2002): 971-975. Accessed December 9, 2003. <http://www.cdc.gov/ncidod/eid/vol8no9>.

**Journal Article (Two Authors, DOI)**

Makary, Martin A., and Michael Daniel. "Medical Error—The Third Leading Cause of Death in the US." *BMJ* 353 (May 3, 2016): 5 pp. Accessed May 5, 2016. doi: 10.1136/bmj.i2139.

*Note:* The Digital Object Identifier (DOI) is embedded in the document, not necessarily hosted on a particular website. A search engine will locate the document for you without a URL. Nonetheless, the Turabian manual wants you to write: <http://dx.doi.org/10.1136/bmj.i2139>.

**Journal Article (More Than Four Authors, DOI)**

Meinshausen, Malte, et al. "Greenhouse-Gas Emission Targets for Limiting Global Warming to 2 °C." *Nature* 458 (April 30, 2009): 1158-63. Accessed February 16, 2013. doi: 10.1038/nature08017.

**Journal Paged by Issue**

Dumper, Michael. "Israeli Settlement in the Old City of Jerusalem." *Journal of Palestine Studies* 21, no. 4 (1992): 32-53.

*Note:* Some journals start each issue at page one; the number in the volume is essential to find the source.

**Magazine Article**

"Taking the Business Cycle's Pulse." *Economist*, October 28, 1995, 89-90.

Smith, Noah. "The American Debt Trap." *Bloomberg*, January 20, 2017. Accessed January 20, 2017. <https://www.bloomberg.com/view/articles/2017-01-20/the-american-debt-trap>.

Jabr, Ferris. "Why Your Brain Needs More Downtime." *Scientific American*, October 15, 2013.

**4.4 Documents & Reports****Research Report**

Fry, Richard. "A Record One-in-Five Households Now Owe Student Loan Debt." Washington, D.C: Pew Social & Demographic Trends, September 26, 2012.

**Webpage**

"Documenting Sources from the World Wide Web." Modern Language Association, February 3, 2000. Accessed February 17, 2000. <http://www.mla.org/style/sources.htm>.

"Using American Psychological Association (APA) Format." Updated to 5th ed. Purdue University Online Writing Lab, 2003. Accessed February 18, 2003. [http://owl.english.purdue.edu/handouts/print/research/r\\_apa.html](http://owl.english.purdue.edu/handouts/print/research/r_apa.html).