

## CMS/TURABIAN DOCUMENTATION HANDOUT

### Endnotes and Footnotes

#### JCCC Writing Center (LIB 308)

Each discipline has its own form for publication including a unique style of documenting sources cited in reference materials. Like the MLA (Modern Language Association) and APA (American Psychological Association) handouts provided in the JCCC Writing Center, this handout is intended to simplify the documentation system used by historians. The style is generally called the *Chicago Manual of Style* (CMS), but it is also referred to as the Turabian style named for Kate Turabian, who was an administrative secretary at the University of Chicago. Although subtle differences exist between the two styles, they are predominantly the same. When differences have arisen, we have chosen the CMS guidelines (15<sup>th</sup> edition) as the final word and have interpreted it as well as we could.

**Note:** The differences in the bibliographic and note formats are subtle. Be careful with punctuation.

As with any documentation style used, writers must be consistent, accurate, and forthright in accrediting sources used to support their thesis. Students must always clarify with their instructors what style and format should be used in the preparation of the assigned paper.

While both MLA and APA styles are parenthetical references (in-text citations) and the CMS style is a documentary note system (footnotes or endnotes), all of these styles and any others that students have encountered must have bibliographies at the end of the paper. For MLA this list is called the Works Cited. For APA the list is named References

Cited. For CMS the list is the Bibliography. The Bibliography, like the Works Cited and References Cited, is an alphabetized listing of the sources referenced in the paper. The form for these citations follows later in this handout.

Footnotes or endnotes refer to the references used in the text of the paper. They are used to advise the reader of additional information relating to the text, and like MLA and APA in-text parenthetical citations they reference the sources of the information. Students should clarify with their instructors which form to use. Regardless, the note is referenced in-text with a superscript Arabic number following the passage. The writer should number the references consecutively. If footnotes are used, they are arranged numerically at the foot of the page corresponding with the in-text superscript number. If endnotes are used, they are arranged numerically at the end of the paper and correspond with the in-text superscript numbers with the Bibliography following on a separate page. The form for the note system accompanies the bibliographic form which can be found in this handout.

**NOTE: THE ORDER OF THE REFERENCE NOTES WILL BE NUMERICAL, AND THE ORDER OF THE BIBLIOGRAPHY CITATIONS WILL BE ALPHABETICAL.** Subsequent references to sources already cited in a numbered note need only list the author's last name and the page number.

*Example:*

17. Jones, 156.

If there is no author, use the title and the page number.

18. *A History of Johnson County*, 254.

If the author has more than one source referenced in the paper, the writer must include author's last name, the title, and the page number.

19. Jones, *A History of Chicago*, 581.

**Caveat:** The guidelines for using the CMS documentation follow. We have attempted to include most references; however, we know other sources may be used. Always make sure that the source you are citing is appropriate. If you encounter a source you are not sure of, talk to your instructor, visit the Writing Center, and/or check the online web site of the CMS association. <http://www.press.uchicago.edu/Misc/Chicago/cmosfaq/>

#### **BOOK, ONE AUTHOR**

##### **Bibliography Form:**

Allen, William Sheridan. *The Nazi Seizure of Power: The Experience of a Single German Town, 1922-1945*. New York: Franklin Watts, 1984.

##### **Note Form:**

1. William Sheridan Allen. *The Nazi Seizure of Power: The Experience of a Single German Town, 1922-1945*. (New York: Franklin Watts, 1984), 45.

#### **BOOK, TWO AUTHORS**

##### **Bibliography Form:**

Houghton, Walter E., and G. Robert Strange. *Victorian Poetry and Poetics*. Cambridge: Harvard University Press, 1959.

##### **Note Form:**

2. Walter E. Houghton and G. Robert Strange, *Victorian Poetry and Poetics* (Cambridge: Harvard University Press, 1959), 27.

## BOOK, MULTIPLE AUTHORS

### Bibliography Form:

Roark, James L., Michael P. Johnson, Patricia Cline Cohen, Sarah Stage, Alan Lawson, and Susan M. Hartmann, *The American Promise: A History of the United States from 1865*. vol. II, Boston: Bedford Press, 1998.

### Note Form:

3. James L. Roark, Michael P. Johnson, Patricia Cline Cohen, Sarah Stage, Alan Lawson, and Susan M. Hartmann, *The American Promise: A History of the United States from 1865*. vol. II, (Boston: Bedford Press, 1998), 860-61.

## BOOK, NO AUTHOR GIVEN

### Bibliography Form:

*New Life Options: The Working Women's Resource Book*. New York: McGraw-Hill, 1976.

### Note Form:

4. *New Life Options: The Working Women's Resource Book* (New York: McGraw-Hill, 1976), 42.

## INSTITUTION, ASSOCIATION , OR ORGANIZATION AS THE AUTHOR

### Bibliography Form:

American Library Association. *ALA Handbook of Organization and 1995/1996 Membership Directory*. Chicago: American Library Association, 1995.

### Note Form:

5. American Library Association, *ALA Handbook of Organization and 1995/1996 Membership Directory* (Chicago: American Library Association, 1995), MD586.

### EDITOR OR COMPILER AS “AUTHOR”

#### **Bibliography Form:**

Anderson, J. N. D., ed., *The World’s Religions*. London: Inter-Varsity Fellowship, 1950.

#### **Note Form:**

6. J. N. D. Anderson, ed., *The World’s Religions* (London: Inter-Varsity Fellowship, 1950), 143.

### EDITION OTHER THAN THE FIRST

#### **Bibliography Form:**

Shepherd, William R. *Historical Atlas*, 8<sup>th</sup> ed. New York: Barnes & Noble, 1956.

#### **Note Form:**

7. William R. Shepherd, *Historical Atlas*, 8<sup>th</sup> ed. (New York: Barnes & Noble, 1956), 62.

### REPRINT EDITION

#### **Bibliography Form:**

Myrdal, Gunnar. *Population: A Problem for Democracy*. Cambridge: Harvard University Press, 1940. Reprint, Gloucester, MA: Peter Smith, 1956.

#### **Note Form:**

8. Gunnar Myrdal, *Population: A Problem for Democracy* (Cambridge: Harvard University Press, 1940; reprint, Gloucester, MA: Peter Smith, 1956), 9.

### COMPONENT PART BY ONE AUTHOR IN A WORK BY ANOTHER

#### **Bibliography Form:**

Tillich, Paul. “Being and Love.” In *Moral Principles of Action*, ed. Ruth N. Anshen, 661-72. New York: Harper & Bros., 1952.

**Note Form:**

9. Paul Tillich, "Being and Love," in *Moral Principles of Action*, ed. Ruth N. Anshen (New York: Harper & Bros., 1952), 663.

**BOOK – TRANSLATION**

**Bibliography Form:**

Lefebvre, Georges. *The Coming of the French Revolution*. Translated by R. R. Palmer. Princeton: Princeton University Press, 1976.

**Note Form:**

10. Georges Lefebvre. *The Coming of the French Revolution*. trans. R. R. Palmer. (Princeton: Princeton University Press, 1976.) 87.

**ARTICLE IN A JOURNAL**

**Bibliography Form:**

Watson, George J. "Cultural Imperialism: An Irish View." *The Yale Review* 75, no. 4 (Summer 1986): 503-16.

**Note Form:**

11. George J. Watson. "Cultural Imperialism: An Irish View." *The Yale Review* 75, no. 4 (Summer 1986): 508.

**ARTICLE IN A MAGAZINE**

**Bibliography Form:**

Savalis, Telly. "Crime Story." *Variety*, 24 September 1986, 74.

**Note Form:**

12. Telly Savalis. "Crime Story," *Variety*, 24 September 1986, 74.

**ARTICLE IN A MAGAZINE PUBLISHED WEEKLY (OR OF GENERAL INTEREST)**

**Bibliography Form:**

Knight, Robin. "Poland's Feud in the Family." *U.S. News and World Report*, 10 September 1990, 52-53, 56.

**Note Form:**

13. Robin Knight, "Poland's Feud in the Family," *U.S. News and World Report*, 10 September 1990, 52.

**ARTICLE IN A NEWSPAPER**

For daily newspapers, the footnote or endnote reference in the text is sufficient if the article is cited once or twice. If it must be cited, use the following format:

**Bibliography Form:**

Rosenthal, Phil. "Last Spin for Michael J. Fox." *Chicago Sun-Times*, Late Sports Final Edition, 23 May 1999, Section 2 (Features), 31.

**Note Form:**

14. Phil Rosenthal. "Last Spin for Michael J. Fox." *Chicago Sun-Times*, Late Sports Final Edition, 23 May 1999, Section 2 (Features), 31.

If the newspaper or several of its issues are used frequently, note only the newspaper name plus the dates:

**Note Form: or Bibliography Form:**

*New York Times*. 2, 3, 5, 16 August; 9,12, 13 September 1998.

### NEWSPAPER ARTICLE, UNSIGNED

As noted in the previous entry, a newspaper article is generally not cited in the Bibliography. If it must be cited, use the following format:

#### **Bibliography Form:**

“Marriage,” *DELAWARE COUNTY REPUBLICAN*, September 14, 1866. (Accessible Archives, ITEM #19010).

#### **Note Form:**

15. “Marriage,” *DELAWARE COUNTY REPUBLICAN*, September 14, 1866. (Accessible Archives, ITEM #19010).

### PUBLIC RECORDS

#### **Bibliography Form:**

Chester Co. PA, *VILLAGE RECORD*, December 27, 1870. (Accessible Archives, ITEM #25111).

#### **Note Form:**

16. Chester Co. PA, *VILLAGE RECORD*, December 27, 1870. (Accessible Archives, ITEM #25111).

Well-known reference books are generally not listed in bibliographies. In notes the facts of publication are usually omitted, but the edition, if not the first, must be specified.

### ARTICLE - UNSIGNED IN REFERENCE WORK

#### **Bibliography Form:**

*Encyclopedia Americana*, 1975 ed. s.v. “Karl Marx.”

**Note Form:**

17. *Encyclopedia Americana*, 1975 ed., s.v. "Karl Marx."

**ARTICLE - SIGNED IN REFERENCE WORK**

**Bibliography Form:**

Holman, C. Hugh. "Romanticism," in *Encyclopedia American*, 1988 ed.

**Note Form:**

19. C. Hugh Holman, "Romanticism," in *Encyclopedia American*, 1988 ed.

**BOOK REVIEW IN A JOURNAL**

**Bibliography Form:**

Lubove, Roy. Review of *America's Armories: Architecture, Society and Public Order*, by Robert M. Fogelson. In *Journal of Social History* 25 no.1 (Fall 1991): 182-185.

**Note Form:**

19. Roy Lubove, review of *America's Armories: Architecture, Society and Public Order*, by Robert M. Fogelson, in *Journal of Social History* 25 no.1 (Fall 1991): 182.

**THESIS OR DISSERTATION**

**Bibliography Form:**

Phillips, O.C., Jr. "The Influence of Ovid on Lucan's *Bellum Civile*." Ph.D. diss., University of Chicago, 1962.

**Note Form:**

20. O.C. Phillips, Jr., "The Influence of Ovid on Lucan's *Bellum Civile*" (Ph.D. diss., University of Chicago, 1962), 14.

## NOVELS

### **Bibliography Form:**

Bell, Thomas. *Out of This Furnace*. University of Pittsburgh Press. 1976.

### **Note Form:**

21. Thomas, Bell. *Out of This Furnace*. (University of Pittsburgh Press, 1976.) 126.

OR

21. Thomas, Bell. *Out of This Furnace*. (University of Pittsburgh Press, 1976.)

Chapter 3.

## LETTER

### **Bibliography Form:**

Gardner, Lloyd, to William Pemberton, 5 October 1990. Letter in possession of William Pemberton.

### **Note Form:**

22. Lloyd Gardner to William Pemberton, 5 October 1990, in possession of William Pemberton.

THE FOLLOWING IS TAKEN FROM:

<http://www.lib.uwaterloo.ca/discipline/SpecColl/primary.html>

A citation to a letter should include the names of the sender and the recipient, followed by the date of the letter and the collection to which it belongs. It is not necessary to use the word “letter.”

23. Joseph Smith to Louis Jacob Breithaupt, 25 September 1918,  
Breithaupt Hewetson Clark Collection, University of Waterloo Library.

Subsequent references to the same collection may be abbreviated.

24. Smith to Breithaupt, 1 November 1919.

Other examples:

25. Elizabeth Smith Shortt, diary entry, 5 May 1912, Elizabeth  
Smith Shortt fonds, University of Waterloo Library.

Sample bibliography entries:

Bibliography entries should include the name of the author of the  
collection or the title of the collection and the name of the repository  
where the collection is kept.

Breithaupt, Louis Jacob. Correspondence. Breithaupt Hewetson Clark  
Collection. University of Waterloo Library.

Dorothea Palmer Collection. University of Waterloo Library.

Shortt, Elizabeth Smith. Diary. Elizabeth Smith Shortt fonds. University  
of Waterloo Library.

## Personal Interview

### Bibliography Form:

McCartney, Paul. Interview by author. Tape recording. Kansas City, Mo., 15 January 2003.

### Note Form:

26. Paul McCartney, interview by author, tape recording, Kansas City, Mo., 15 January 2003.

## Published Interview

### Bibliography Form:

Brooks, Gwendolyn. Interview by George Stravos. *Contemporary Literature* 11, no. 1 (winter 1970): 1-20.

### Note Form:

27. Gwendolyn Brooks, interview by George Stravos, *Contemporary Literature* 11, no. 1 (winter 1970): 12.

## ERIC DOCUMENT

### Bibliography Form:

Robson, Barbara. *The Cubans: Their History and Culture*. Washington, D.C.: Center for Applied Linguistics, Refugee Service Center, 1996. ERIC, ED 398322.

### Note Form:

28. Barbara Robson. *The Cubans: Their History and Culture*, Washington, D.C.: Center for Applied Linguistics, Refugee Service Center, 1996. ERIC, ED 398322.

## PUBLISHED PROCEEDINGS

### Bibliography Form:

Winger, D. "Society in an Industrial Revolution." In *Immigrants in Industrial America, 1850-1920: Proceedings of the National Immigration Society Held in Philadelphia, PA 1-3 November 1973*, edited by Richard L. Ehrlich, 22-34. Oxford: Oxford University Press, 1997.

### Note Form:

29. Winger, D. "Society in an Industrial Revolution," In *Immigrants in Industrial America, 1850-1920: Proceedings of the National Immigration Society Held in Philadelphia, PA 1-3 November 1973*, edited by Richard L. Ehrlich, 22-34. Oxford: Oxford University Press, 1997.

## GOVERNMENT PUBLICATIONS

The following is cited from the University of Memphis's "Uncle Sam - Brief Guide to Citing Government Publications" (<http://www.lib.memphis.edu/gpo/citeweb.htm>). More examples and information can be found at that site.

The general format for government publications is as follows:

Author (or agency). *Title (edition, or statement - if any)*. Place of publication: Publisher,

Date.

Tennessee. State Data Center. *Tennessee Selected Social Characteristics: 1990 (1990 Census of Population and Housing: Summary Tape File #A)*. Nashville, 1992.

THE FOLLOWING IS TAKEN FROM:

<http://www.library.wvu.edu/ref/refhome/chicago.html>

## GOVERNMENT DOCUMENT

### **Bibliography Form:**

U. S. Congress. Senate. Committee on Commerce, Science, and Transportation.

*Oversight of the Professional Boxing Industry*. 105<sup>th</sup> Cong., 1<sup>st</sup> sess., 22 May 1997.

### **Note Form:**

30. U.S. Congress. Senate. Committee on Commerce, Science, and Transportation, *Oversight of the Professional Boxing Industry*, 105<sup>th</sup> Cong., 1<sup>st</sup> sess., 22 May 1997, 14.

## CITING AUDIOVISUAL WORKS

Note: *The Chicago Manual of Style* 15<sup>th</sup> Edition states: “The many varieties of visual (and audiovisual) materials now available render futile any attempt at universal rule making. The nature of the material, its use to the researcher listing it, and the facts necessary to find (retrieve) it should govern the substance of any note or bibliography citation.”

## VIDEO/DOCUMENTARY

### **Bibliography Form:** (FROM TURABIAN PG. 211.)

*Baseball*. Produced and directed by Ken Burns. 1140 minutes. Du Art Film Laboratories Inc., 1994. DVD.

### **Note Form:**

31. *Baseball*, prod. and dir. Ken Burns, 1140 min., Du Art Film Laboratories, Inc., 1994, DVD.

## VIDEO/FILM

### **Bibliography Form:**

*Best Years of Our Lives*. Produced by Samuel Goldwyn and directed by William Wyler.

Samuel Goldwyn Productions, Inc., 1946. Videocassette.

### **Note Form:**

32. *Best Years of Our Lives*, prod. by Samuel Goldwyn, dir. by William Wyler, Samuel Goldwyn Productions, Inc., 1946, videocassette.

## TELEVISION SHOW

### **Bibliography:**

*Friends*. Episode no. 153, first broadcast 16 November 2000 by NBC. Directed by David Schwimmer and written by Scott Silveri.

### **Note Form:**

31. *Friends*. Episode no. 153, first broadcast 16 November 2003.

## CITING ELECTRONIC WORKS

When citing electronic sources, CMS advises citing the information as if it were a printed source and then add the URL and the date accessed.

- 1.) The URL of the site;
- 2.) The access date (the date in which you accessed the material). The access date is the last thing listed in the citation, especially time-sensitive material.

**FULL-TEXT DATABASE (I.E., BOOK, JOURNAL/MAGAZINE, OR NEWSPAPER ARTICLE)**

**Bibliography Form:**

Rees, Alan M. "National AIDS Information Clearinghouse." In *The Consumer Health Information Source Book*. 4<sup>th</sup> ed. Phoenix: Oryx Press, 1994. 21. Database on-line. Available from EBSCOhost, Health Source Plus  
<http://www.epnet.com/ehost/login.html> (accessed April 1, 1996).

"U.S.-German Relations and the Challenge of a New Europe." *Dispatch* 5, no. 37 (12 September 94): 597-99. U.S. Foreign Affairs on CD-ROM (January 1993-March 1998). Available from U.S. Dept. of State, Bureau of Public Affairs, Washington, D.C. (accessed June 12, 2000).

Rosenthal, Phil. "Last Spin for Michael J. Fox." *Chicago Sun-Times*, Late SportsFinal Edition, 23 May 1999, Section 2 (Features), 31. Database on-line. Available from NewsBank/Infoweb <http://infoweb.newsbank.com>. (accessed April, 23 2000).

**Note Form:**

32. Alan Rees, "National AIDS Information Clearinghouse," in *The Consumer Health Information Source Book* 4<sup>th</sup> ed. , (Phoenix: Oryx Press, 1994) (database online); available from EBSCOhost, Health Source Plus (cited 1 April 1996).

<http://www.epnet.com/ehost/login.html>.

**WEB ITEM: ENTIRE WORK**

**Bibliography Form:**

King, Martin Luther, Jr. *I Have a Dream*. August 1963. Internet on-line. Available from <http://www.queens.lib.ny.us/mlk/> (accessed July 4, 1999).

Sometimes authors are not identified, and there is no date or “last updated” showing for the document. Date website was accessed should be used and efforts should be made to identify the sponsoring author/organization of the website. If none is found, do not list an author.

National Consumers League. *Helping Seniors Targeted for Telemarketing Fraud*. 1997.

Internet on-line. <http://www.fraud.org/elderfraud/helpsen.htm> (accessed February 2, 1999).

#### **PART OF A WORK**

##### **Bibliography Form:**

“Norway.” *World Factbook*. 1999. Internet on-line. Available from Central Intelligence

Agency, Office of Public Affairs

<http://www.cia.gov/cia/publications/factbook/index.html> (accessed May 2, 1995).

##### **Note Form:**

33. “Norway,” in *World Factbook* (1999) (internet on-line); available from Central Intelligence Agency, Office of Public Affairs

<http://www.cia.gov/cia/publications/factbook/index.html> (accessed May 2, 1995)

#### **ELECTRONIC JOURNAL (E-JOURNAL)**

##### **Bibliography Form:**

Kawasaki, Jodee L., and Matt R. Raven. “Computer-Administered Surveys in Extension.” *Journal of Extension* 33 (June 1995). E-Journal on-line. Available from <http://www.joe.org/june33/95.html> (accessed June 17, 2000).

**Note Form:**

34. Jodee L. Kawasaki and Matt R. Raven, "Computer-Administered Surveys in Extension." *Journal of Extension* 33 (June 1995): (e-journal online) available from <http://www.joe.org/june33/95.html> (accessed June, 17 2000).

**E-MAIL**

Turabian offers no guidance for citing e-mail. However, the *Chicago Style Manual* (15<sup>th</sup> edition) does give some advice.

The style for citing personal correspondence is detailed in *CMS 17.204*. There is no need to give an e-mail address in citing a letter delivered by computer, just as there is no need to give a street address when citing a letter delivered by the U.S. mail. If there is a reason you need to identify the letter as an electronic one, simply say so, for example:

Bill Gates, electronic letter (or e-mail message) to author, April 10, 1998.

**ELECTRONIC DOCUMENT: FROM INTERNET**

**Bibliography Form:**

Mitchell, William J. *City of Bits: Space, Place, and the Infobahn* (book online). Cambridge, MA: MIT Press, 1995, available from [http://www-mitpress.mit.edu:80/City\\_of\\_Bits/Pulling\\_Glass/index.html](http://www-mitpress.mit.edu:80/City_of_Bits/Pulling_Glass/index.html) (accessed September 29, 1995).

**Note Form:**

William J. Mitchell, *City of Bits: Space, Place, and the Infobahn* (book on-line)  
(Cambridge, MA: MIT Press, 1995, available from [http://www-mitpress.mit.edu:80/City\\_of\\_Bits/Pulling\\_Glass/index.html](http://www-mitpress.mit.edu:80/City_of_Bits/Pulling_Glass/index.html) (accessed 29 September 1995) .

THE FOLLOWING INFORMATION IS TAKEN FROM THE CMS WEBSITE:

*Pamphlets, brochures, etc.* Pamphlets, corporate reports, and other free-standing publications are treated essentially as books. Data on author and publisher may not fit the normal pattern, but sufficient information should be given to identify the document. So,

Dean, James, and Brenda Starr. *High- and Low-Density Lipoproteins*. NIH  
Advisory Panel, Executive Summary, June 2001.

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In an epigraph, just the name of the author of the quotation is generally sufficient. Membership in *Bartlett's* guarantees such status. Add the date, if it is interesting, and the work from which the quotation is drawn, if that seems interesting as well. In text, you also need only credit the name of the speaker, but if you feel a reader might benefit from knowing more, it is appropriate to cite the work as well in the bibliographic apparatus. You can either cite *Bartlett's*, along these lines

13. From William Shakespeare, *A Midsummer Night's Dream*. Quoted in  
*Familiar Quotations: Being an Attempt to Trace to Their Sources Passages and Phrases in Common Use*, by John Bartlett (Boston: Little, Brown, 1886), 44.

Or, you can track down the original source in order to check accuracy and cite the full publication facts of that source. It's really a matter of which source information you, as an author or an editor, feel would be more relevant given the context of the work in question.

The Writing Center (LIB 308) has provided this simplified handout of references in the CMS/Turabian style for your convenience. If your source is not listed, please come to the Writing Center for further assistance or visit the web sites noted earlier in this handout and below:

<http://www.library.wvu.edu/ref/Refhome/chicago.html>

<http://www.bedfordsmartins.com/online/cite7.html>

<http://www.lib.usm.edu/~instruct/guides/turabian.html>