

## JCCC Writing Center (LIB 308)

### CMS/TURABIAN DOCUMENTATION HANDOUT

#### Endnotes and Footnotes

Each discipline has its own form for publication including a unique style of documenting sources cited in reference materials. Like 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 (16<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; generally, the **bibliography/works cited** page uses **periods** between major elements, while end/foot-**notes** use **commas**.

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

#### **Block Quotes**

A quotation spanning five or more lines should be “blocked.” The block quotation is singled-spaced and takes no quotation marks, but you should leave an extra line space

immediately before and after. Indent the entire quotation .5” (the same as you would the start of a new paragraph). Do not include quotation marks.

### **IBID. notation**

“Ibid.” is an abbreviation meaning “in the same place.” Use *ibid.* when the note repeats citation information of the immediately preceding note. For example, “Ibid. 01” indicates the same source but different page number(s). CMS suggests you avoid a succession of *Ibid.* notes when possible. Minimalism is the name of the game, so combine notes or use one of Chicago’s alternative note systems:

(1) use footnotes for discursive or “substantive” notes and cite sources as endnotes or

(2) use author-date parenthetical style citation for documenting sources in-text and footnotes for substantive comments.

While both MLA and APA styles use parenthetical references (in-text citations) and the CMS style is a documentary note system (footnotes or endnotes), all of these styles and any others must have bibliographies (works cited/reference page) at the end of the paper. For MLA this list is titled Works Cited. For APA the list is titled References. For CMS, the list is titled Works Cited, use Bibliography only when including all sources that contribute to your research but may not all be cited in the work. The cited sources referenced in the paper are presented in alphabetical order. The form for these citations follows later in this handout.

Footnotes or endnotes refer to the references used in the text of your paper; Footnotes appear at the “foot” of the page. Chicago also allows for a system of “endnotes.”

Endnotes appear at the end of a paper, article, or chapter—after your text and appendices

but before the bibliography—with a page title of **Notes** centered at the top of the page. Footnotes are generally preferred, but endnotes become useful when footnotes consume an excessive amount of space and/or extend beyond the page to which they refer. In some cases, a combination of footnotes and endnotes may prove useful. Students should clarify with their instructors which form to use. Either note style is referenced in-text with a superscript Arabic number following the passage. References should be numbered 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. Your computer should be able to help you with insertion and tracking of either kind of notes. The form for the note system accompanies the bibliographic form which can be found in this handout.

**NOTE: THE ORDER OF THE REFERENCED NOTES WILL BE NUMERICAL, AND THE ORDER OF THE BIBLIOGRAPHIC 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:*

1. Jones, 156.

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

2. *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.

3. 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 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),

**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:**

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

**Note Form:**

12. Telly Savalas. "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:**

15. *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:**

16. "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:**

17. 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:**

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

#### ARTICLE - AUTHORED 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:**

20. 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:**

21. 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:**

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

**OR**

22. 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:**

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

\*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." From: <http://www.lib.uwaterloo.ca/discipline/SpecColl/primary.html>

24. 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. Example:

25. Smith to Breithaupt, 1 November 1919.

Other examples:

26. Elizabeth Smith Shortt, diary entry, 5 May 1912, Elizabeth Smith Shortt  
Fonds, University of Waterloo Library.

## Bibliography Collection Entries

Entries for Bibliography 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:**

27. 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:**

28. 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:**

29. 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:**

30. 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.

**Example:**

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

THE FOLLOWING 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:**

31. 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:**

32. *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:**

33. *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:**

34. *Friends*. Episode no. 153, first broadcast 16 November 2000.

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### **\*\*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** **FOR NOTE FORM ONLY**.

- 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.

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### **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.

"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).

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

**Note Form:**

35. 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.ccom/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

**Note Form:**

36. "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(June1995).

### **Note Form:**

37. 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, e-mail message to Steve Jobs, 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:**

35. William J. Mitchell, *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 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.

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 your 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:

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.

#### **SOME HELPFUL NOTES ON BASIC CMS STYLE:**

- Margins should be set at no less than 1" and no greater than 1.5". Margins in this sample paper have been set at 1.0 and 1.25" to accommodate explanations and examples.
- The recommended typeface is something readable, such as Times New Roman or Palatino. Use no less than 10pt type, but the preference is for 12pt font. Most importantly, be consistent! Please note: The example paper is set at 10pt font to accommodate space.
- SPACING: Double-space the paper, with the following exceptions:
  - Single-space block quotations, table titles, and figure captions.

- Single-space notes and bibliography entries, but double space between entries.
- Title Pages: Consult with your instructor (it's acceptable to include the title on the first page of text). If you use a title page, the title should be centered a third of the way down the page, and your name and class information should follow several lines later. When subtitles apply, end the title with a colon and place the subtitle on the line below the title. Different practices apply for Theses and Dissertations (see Kate L. Turabian's *A Manual for Writers of Research Papers, Theses, and Dissertations* [7th ed.], 373-408).
- When an editor's or translator's name appears in addition to an author's, the former appears after the latter in notes and bibliography. Bibliographic "Edited by" or "Translated by" should be shortened to "ed." and "trans." in notes. The plural form "eds.," is never used.
- Longer papers may require sections, or subheadings. Chicago allows you to devise your own format but privileges consistency. Put an extra line space before and after subheads and avoid ending with periods.
- Aside from "Ibid.," Chicago style offers cross-referencing for multiple notes with repeated content (especially for longer, discursive notes). Remember: a note number should never appear out of order.
- Use square brackets to add clarifying words, phrases, or punctuation to direct quotations when necessary, but, before altering a direct quotation, ask yourself if you might just as easily paraphrase or weave one or more shorter quotations into the text.
- Use italics to indicate a foreign word the reader is unlikely to know. If the word is repeated several times (made known to the reader), then it needs to be italicized only upon its first occurrence
- When you use italics for emphasis within a quotation, you have to let the reader know the italics were not a part of the original quotation. Phrases such as "emphasis added," "emphasis mine," "italics added," or "italics mine" are all acceptable. The phrase should be placed either in the note or in parentheses following the quotation in the text itself.
- When a footnote contains both source documentation and commentary, commentary should follow the source documentation. Citation and commentary are usually separated by a period, but such comments as "emphasis added" are usually enclosed in parentheses. Also notice that when a page range is cited, the hundreds digit need not be repeated if it does not change from the beginning to the end of the range.
- The first line of a footnote is indented .5" from the left margin. Subsequent lines within a note should be formatted flush left. Leave an extra line space between notes.
- For electronic journal articles and other web sources, DOIs (Digital Object Identifiers) are preferred to URLs (Uniform resource Locators). DOIs are to be

prefaced with the letters “doi” and a colon. While DOIs are assigned to journal articles in any medium, you only need include a DOI when you accessed the electronic version of the source. If you must use a URL, look for the “stable” version assigned by the journal.

Example:

doi:10.1002/0470841559.023

THE NEXT PAGE HAS AN EXAMPLE PAPER FOR VISUAL LEARNERS

## A Day in the Life: Fulvia Flacca Bambula

Fulvia Flacca Bambula awakened on the morning of December 7, 43 B.C.E. having no idea that, before sundown, she would exact a measure of revenge against her hated enemy, Marcus Tullius Cicero. In the 8 months' time since the assassination of Gaius Julius Caesar, the resulting political upset had upended daily life in Rome, and Fulvia, third wife of Marcus Antonius, was in the thick of the upheaval. Some might – and would – say she wielded more power than he, and Fulvia surely must have taken a perverse pleasure in the extent of her reach and the strength of her grasp. In spite of her gender, Fulvia was no stranger to Republican politics: as a daughter of the Flacci branch of the Fulvius *gens*, her family, though plebian, was wealthy and well-placed among Rome's elite, championing the *populares*' in the Senate. Upon the death of her mother, Fulvia inherited the vast sums of the Gracchus clan, and it was well-known she had funded much of the political ambitions of her first husband, Publius Clodius Pulcher, as well as those of her second husband, Gaius Scribonius Curio. Like Antony, both men had been well-placed within the Caesarian inner circle, and Fulvia's family, marital connections and her personal wealth were enough to politically negate her gender, allowing her a central and surprisingly public role in the chaos of Rome following Caesar's assassination.

Days filled with the typical domestic arts of yarn-work and household management which were expected of the Roman woman held little to no interest for Fulvia. While others of her rank and position might content themselves to spin and weave their days away, amusing themselves with gossip about the goings-on in Rome, Fulvia was fully, firmly and unapologetically a part of politics, taking it upon herself to embark on a public relations campaign on behalf of Antony by reminding both senators and soldiers of their loyalties to her husband. Later historians would claim she assumed Antony's role in the Second Triumvirate when he was away, as well as usurping Publius Servilius and functioning as *de facto* co-consul with her brother-in-law, Lucius Antonius.<sup>1</sup> On this day, however, she may well have checked in with her daughter (from her first marriage to Publius Clodius,) who had been recently and hurriedly married to Octavian as a way of further solidifying the relationship between Antony and Octavian. But politics and power were her main interest: while Fulvia's day would have been typical for her, her actions and activities were atypical for someone of her gender.

On this early December day, the proscriptions of the Second Triumvirate would yield sweet fruit, particularly for Fulvia and Antony: Cicero, who had fled Rome to avoid assassination, had been discovered at his villa in Formiae. Herennius, a centurion, killed the former consul, and cleaved Cicero's head from his shoulders in three exacting blows. While Antony wished for the hands that had written such words of condemnation, Fulvia had other plans – and a vendetta against Cicero that burned brightly for years.<sup>2</sup> More recently, in the months following Caesar's assassination, the famed orator had made *fourteen*

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<sup>1</sup> Cassius Dio, Roman History, 48.4.1.

<sup>2</sup> Cicero had refuted Clodius' alibi during the *Bona Dea* scandal, wherein Clodius had been found in Caesar's house, dressed as a woman, and in violation of women's religious ceremony. After Clodius was found not guilty by a heavily-bribed jury, Clodius was instrumental in sending Cicero into exile – a turn of events Cicero saw as Fulvia's handiwork.

separate speeches, ostensibly decrying Antony, but attacking Fulvia's family, and Fulvia, herself. Cicero claimed that, because he was often in debt, Antony had married Fulvia only for her money, reducing their marriage to nothing more than a mere loveless "convenience," effectively ignoring their two children and questioning Fulvia's attractiveness. Paradoxically, Cicero alleged that Antony had shirked his duty by sneaking away from battle to deliver a lover letter and tryst with Fulvia, calling her morals into question and painting her as sexually aggressive.<sup>3</sup> <sup>4</sup> Continuing to paint Fulvia as a significant ill plaguing Rome, he alleged her grandfather was a madman with little respect for money or position, declaring he dressed in theater costumes and threw coins to the crowd from the *rostra*. Cicero saved his most scathing condemnations for Fulvia herself: in an effort to reduce her sway in Rome and with the respectable men of the Senate, he portrayed her as "unmatronly" at best, and as a *virago* at worst.<sup>5</sup> Thus, when news reached Fulvia that Herennius had delivered the proof of Cicero's murder to Antony, Fulvia rushed to the *Forum Romanum*.

While Antony crowned the centurion and rewarded him with 250,000 Attic Drachmas, Fulvia lifted Cicero's head and placed it gently into her lap, staring at the face of the man who had been so vocal in his criticisms of herself and those she loved. Slowly, she turned his face upward, as if to look more deeply into his lightless eyes, she spat first upon the severed head of this hated man, and began quietly murmuring insults and curses. As Cicero had used her womanhood against her, she would now use its trapping against him. Reaching back into her hair, she removed a single, golden hairpin. Opening his mouth, she spied the tongue that had addressed the Roman Senate in eloquent denunciation of her family and herself. Drawing her hand back, she stabbed the pin into his tongue repeatedly with the force of her anger, laughing all the while.<sup>6</sup> This display of vengeance in light of her gender was shocking, and one must then wonder if Cicero's estimations of her character were far off the mark. Her cold, calculated abuse of Cicero's decapitated head was masculine in its viciousness, and we can speculate that Fulvia sets the "gender stage" for the women of the coming Empire. In light of her political scheming and involvement, we see a greater measure of political participation from later women. Within scant years of Fulvia, it will be alleged that Augustus's wife, Livia, is an active partner in policies with her husband. Though women in any era of Rome never attain true political parity with men, Fulvia offers an example of a woman working

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<sup>3</sup> Cicero, *Phillipics*, 2.48, <http://www.perseus.tufts.edu/hopper/text?doc=Perseus%3Atext%3A1999.02.0021%3Aspeech%3D2%3Asection%3D48> (accessed November 21, 2014).

<sup>4</sup> Cicero, *Phil.* 2.77.8 <http://www.perseus.tufts.edu/hopper/text?doc=Perseus%3Atext%3A1999.02.0021%3Aspeech%3D2%3Asection%3D48> (accessed November 21, 2014).

<sup>5</sup> While the term is generally taken to mean a shrew or a controlling wife, "virago" has an auxiliary definition of a "woman of masculine spirit," complimentary in a way Cicero, in his hatred of Fulvia, never intended.

<sup>6</sup> Cassius Dio, *Roman History* 8.4.

within the strictures of the culture in way that relies on something other than mere private or clandestine influence through womanly spheres.

In the tradition of Marius and Sulla, by Antony's orders, Cicero's head and arms would be nailed to *rostra* at the Forum to serve as a reminder of the Second Triumvirates' wrath and reach. It is said that Antony liked to gaze upon Cicero's head before taking his meals until its rotting flesh and the smell grew too putrid to be too much.<sup>7</sup> Fulvia herself continued to function brazenly within the political realm, raising eight legions on her own when the relations between the members Second Triumvirate deteriorated and Octavian had moved upon Antony and his brother, Lucius in the Perusine War. Despite her gender, Fulvia's marital and familial connections, along with her wealth, enabled her to function within the hyper-masculine political climate of Rome. The women of the Roman Empire would perhaps equal her in daring and machinations, but Fulvia is singular among the women of the later Republic.

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<sup>7</sup> Appian, *The Civil Wars*, 4.20

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