



# WRITING CENTER

## Chicago Manual of Style (CMS) Turabian Style Notes and Bibliography System

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The information in this handout is meant to be helpful, but it is not a substitute for *The Chicago Manual of Style 17th Edition*. Additional help may be found at <https://www.chicagomanualofstyle.org/home.html>

### FORMATTING GUIDELINES

**Margins:** no less than 1" and no greater than 1.5".

**Font:** The recommended typeface is something readable, such as Times New Roman or Arial. Use 11-12 pt. font.

**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:** If you use a title page, the title should be centered a third of the way down the page, and your name, class information, and date should follow several lines later.

When subtitles apply, end the title with a colon, and place the subtitle on the line below the title. If you do not have a title page, include the title, your name, class information, and date,



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centered and double spaced at the top of the page. The title should be bold and in a larger font.

The image shows two side-by-side examples of title page formatting. The left example, labeled "Title Page Example", shows a title page with the title "A Complicated History of Hate: The South Rises Again in the 21<sup>st</sup> Century" centered at the top, the author's name "Stephanie Derrell" centered below it, and the course and date "Hist 142: History of the Southern States of America March 8, 2021" centered at the bottom. The right example, labeled "No Title Page Example", shows the same title and author information centered at the top, but with the course and date "Hist 142: History of the Southern States of America March 8, 2021" centered below it. The text "The text starts here..." is centered below the course and date information.

**Sections:** Longer papers may require sections or subheadings. Chicago allows you to devise your own format but be consistent. Put an extra line space before and after subheads, and avoid ending subheads with periods.



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### CITING SOURCES

**What is a citation?** If you use words or ideas that are not your own, you must cite (or state) where you found this information. To help your reader find information quickly, your sources must follow a specific citation system. Failure to cite sources correctly can lead to plagiarism.

Chicago-style source citations come in two varieties or systems:

1. Author-date and references or works cited (used in the sciences and social sciences)
2. Footnotes or endnotes and bibliography (used in humanities such as literature, history, and the arts)

**Different instructors may have different requirements. Students should check with their instructors about their preferred documentation style for specific courses.**

### NOTES AND BIBLIOGRAPHY SYSTEM (HUMANITIES)

The **notes and bibliography** system is preferred by many working in the humanities, such as literature, history, and the arts. The sources are cited in either **numbered footnotes** (at the bottom of the page) or **endnotes** (at the end of the essay), but not both. In Microsoft Word, the “insert footnote” or “insert endnote” tool in the references tab helps keep notes numbered and organized.

- **Notes:** The notes and bibliography system provides citation information in either footnotes or endnotes, which may be supplemented by a bibliography.
- **Bibliography:** When a bibliography is used, notes may use a shortened citation, giving only enough information (typically the author’s last name, shortened title, and locator information, such as a page or chapter number if necessary) to point readers to the corresponding entry in the bibliography. When no bibliography is given, the notes must include full citation information at the first mention of the work, with shorten citation allowed thereafter.



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### NOTES FAQs

- **What goes in a note and how is it formatted?** In the footnote or endnote, the elements are separated by commas. Publication information is enclosed in parentheses, and the author's name is not inverted. The note ends with a period.
- **How to I format note numbers in the text?** In the text, the corresponding note number is superscripted.
- **Where do the notes in the text go?** Note numbers appear at the end of the sentence or clause. They follow all punctuation except the dash, which they precede. Except in rare cases, note numbers generally follow closing parentheses.
- **What else can go in notes?** Notes may also be used to provide additional commentary or peripheral discussion, but such substantive notes should be carefully regulated to avoid overloading the text.

### BIBLIOGRAPHY

- **Where does a Bibliography go?** The source entries appear on a separate page at the end of the work and is typically titled Bibliography.
- **What is in an entry?** Entries include full publication information. City of publication should always be given; state, province, or country should be added if there are multiple citations with the same name. If the city is well known or the publisher name includes the state, the state abbreviation is not necessary. The date appears either at the end of the entry or near the end, depending on the type of source.
- **How are entries formatted?** The elements of each entry are separated by periods, and publication information is not in parentheses. Organization of the bibliography follows the same rules as the reference list in the author-date system, including the use of the 3-em dash to replace author's names when there are several entries by the same author.



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### FOOTNOTE EXAMPLE

On first reference, include the source information at the bottom of the page as a footnote.

The Beck Depression Inventory-II (BDI-II) has been widely used as a self-report instrument,<sup>1</sup> although it was not intended to be used in this way.<sup>2</sup>

1. Michel Hersen, *Comprehensive Handbook of Psychological Assessment: Personality Assessment* (Hoboken, NJ: Wiley, 2004) 125.
2. Chris Piotrowski, "Use of the Beck Depression Inventory in Clinical Practice," *Psychological Reports* 79, (1996): 873.

When using a source in an essay, include a superscript number after the material used.

### ENDNOTE EXAMPLE

On subsequent references, use a short-form note.

The Beck Depression Inventory-II (BDI-II) has been widely used as a self-report instrument,<sup>1</sup> although it was not intended to be used in this way.<sup>2</sup>

3. Hersen, *Comprehensive Handbook of Psychological Assessment*, 125.
4. Piotrowski, "Use of the Beck Depression Inventory in Clinical Practice," 873.

When using a source in an essay, include a superscript number after the material used.

On first reference, include the source information on a separate page at the end of the essay. On subsequent references, use a short-form note.

Endnotes

1. Michel Hersen, *Comprehensive Handbook of Psychological Assessment: Personality Assessment* (Hoboken, NJ: Wiley, 2004) 125.
2. Chris Piotrowski, "Use of the Beck Depression Inventory in Clinical Practice," *Psychological Reports* 79, (1996): 873.
3. Hersen, *Comprehensive Handbook of Psychological Assessment*, 125.
4. Piotrowski, "Use of the Beck Depression Inventory in Clinical Practice," 873.



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### BIBLIOGRAPHY EXAMPLE

Include the sources  
in the bibliography.

Bibliography

Hersen, Michel. *Comprehensive Handbook of Psychological Assessment: Personality Assessment*. Hoboken, NJ: Wiley, 2004.

Piotrowski, Chris. 1996. "Use of the Beck Depression Inventory in Clinical Practice." *Psychological Reports*. 79 (1996): 873-74.

### NOTES & BIBLIOGRAPHY SYSTEM EXAMPLES

In this system, either use footnotes or endnotes (but not both) and a bibliography.

BOOKS		
Note (first reference)	Short-Form Note (subsequent references)	Bibliography
<b>Single-author book</b>		
First and last name, <i>Title</i> , (City published: Publisher, year), page number.	Last name, <i>Shortened Title</i> , page number.	Last name, first name. <i>Title</i> . City published: Publisher, year.
1. Steven T. Brown, <i>Tokyo Cyberpunk: Posthumanism in Japanese Visual Culture</i> (New York: Palgrave MacMillian, 2010), 124.	2. Brown, <i>Tokyo Cyberpunk</i> , 11.	Brown, Steven T. <i>Tokyo Cyberpunk: Posthumanism in Japanese Visual Culture</i> . New York: Palgrave MacMillian, 2010.
<b>Multi-author book</b>		
First name last name, first name last name, first name, and first name last name,	Last name, last name, and last name, <i>Shortened Title</i> , page number.	Last name, first name, first name last name, and first name last name. <i>Title</i> . City



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<i>Title</i> , (City published: Publisher, year), page number.		published: Publisher, year.
1. Clayton M. Christensen, Erik A. Roth, and Scott D. Anthony, <i>Seeing What's Next: Using the Theories of Innovation to Predict Industry Change</i> . (Boston: Harvard Business School Press, 2004), 112–21.	2. Christensen, Roth, and Anthony, <i>Seeing What's Next</i> , 120.	Christensen, Clayton M., Erik A. Roth, and Scott D. Anthony. <i>Seeing What's Next: Using the Theories of Innovation to Predict Industry Change</i> . Boston: Harvard Business School Press, 2004.
<b>Edited book</b>		
First name last name and first name last name, eds., <i>Title</i> , (City published: Publisher, year), page number.	Last name and last name, <i>Shortened Title</i> , page number.	Last name, first name and first name last name, eds. <i>Title</i> . City published: Publisher, year.
1. Amy Kaplan and Donald E. Pease, eds. <i>Cultures of United States Imperialism</i> (Durham, NC: Duke University Press), 1993.	2. Kaplan and Pease, eds. <i>Cultures of United States Imperialism</i> . University Press), 1993.	Kaplan, Amy, and Donald E. Pease, eds. <i>Cultures of United States Imperialism</i> . Durham, NC: Duke University Press, 1993.
<b>Chapter in an edited book</b>		
First name last name, "Chapter Title," in <i>Book Title</i> , eds. first name last name and first name last name, (City published: Publisher, year), page number.	Last name, "Chapter Title," page number.	Last name, first name. "Chapter Title." In <i>Book Title</i> , edited by first name last name and first name last name, page numbers. City published: Publisher, year.
1. Donald E. Pease, "José Martí, Alexis de Tocqueville, and the Politics of Displacement,"	2. Pease, "José Martí," 43.	Pease, Donald E. "José Martí, Alexis de Tocqueville, and the Politics of Displacement." In



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in <i>José Martí's "Our America": From National to Hemispheric Cultural Studies</i> , eds. Jeffery Belnap and Raúl Fernandez (Durham, NC: Duke University Press, 1998), 29.		<i>José Martí's "Our America": From National to Hemispheric Cultural Studies</i> , edited by Jeffery Belnap and Raúl Fernandez, 27–57. Durham, NC: Duke University Press, 1998.
<b>E-book</b>		
First and last name, <i>Title</i> , (City published: Publisher, year), page number. Format.	Last name, <i>Shortened Title</i> , page number.	Last name, first name. <i>Title</i> . City published: Publisher, year. Format.
1. Lisa Cron, <i>Wired for Story</i> (New York: Ten Speed Press, 2012), chap. 3, Kindle.	2. Cron, <i>Wired for Story</i> , chap. 4.	Cron, Lisa. <i>Wired for Story</i> . New York: Ten Speed Press, 2012. Kindle.

PERIODICALS/REPORTS		
Note (first reference)	Short-Form Note (subsequent references)	Bibliography
<b>Journal, news, magazine, or database article</b>		
First name last name, "Article Title," <i>Journal Title</i> issue, volume number (year or full date): page number.	Last name, "Shortened Article Title," page number.	Last name, first name. "Article Title." <i>Journal Title</i> issue, volume number (year or full date): page numbers.
1. Turkka Keinonen, "Design in Business: Views for the Nucleus and the Periphery," <i>Design Management Review</i> 19, no. 3 (2008): 33.	2. Keinonen, "Design in Business," 31.	Keinonen, Turkka. "Design in Business: Views for the Nucleus and the Periphery." <i>Design Management Review</i> 19, no. 3 (2008): 30–36.



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Report from an organization		
Organization, <i>Title</i> , document number (City published: Publisher, year or full date), page number.	Organization, <i>Shortened Title</i> , page number.	Organization. <i>Title</i> . document number:date. City published: Publisher, year or full date.
1. ISO, <i>Information and Documentation—Rules for the Abbreviation of Title Words and Titles of Publications</i> . (ISO 4:1997. Paris: ISO, 1997), 14.	2. ISO, <i>Information and Documentation</i> , 12.	ISO (International Organization for Standardization). <i>Information and Documentation—Rules for the Abbreviation of Title Words and Titles of Publications</i> . ISO 4:1997. Paris: ISO, 1997.

INTERNET SOURCES		
Note (first reference)	Short-Form Note (subsequent references)	Bibliography
<b>Journal article</b>		
First name last name, "Article Title," <i>Journal Title</i> issue, volume number (year or full date): page number, doi address.	Last name, "Shortened Article Title," page number.	Last name, first name. "Article Title." <i>Journal Title</i> issue, volume number (year or full date): page numbers. doi address
1. Turkka Keinonen, "Design in Business: Views for the Nucleus and the Periphery," <i>Design Management Review</i> 19, no. 3 (2008): 33. <a href="https://doi.org/10.1111/j.1948-7169.2008.tb00126">https://doi.org/10.1111/j.1948-7169.2008.tb00126</a> .	2. Keinonen, "Design in Business," 31.	Keinonen, Turkka. "Design in Business: Views for the Nucleus and the Periphery." <i>Design Management Review</i> 19, no. 3 (2008): 30–36. <a href="https://doi.org/10.1111/j.1948-7169.2008.tb00126">https://doi.org/10.1111/j.1948-7169.2008.tb00126</a> .
<b>Article from website</b>		



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First name last name, "Article Title," <i>Magazine Title</i> , full date, url.	Last name, "Article Title."	Last name, first name. "Article Title." <i>Magazine Title</i> , full date. url.
1. Kathryn Schulz, "The Really Big One," <i>New Yorker</i> , July 20, 2015, <a href="https://www.newyorker.com/magazine/2015/07/20/the-really-big-one">https://www.newyorker.com/magazine/2015/07/20/the-really-big-one</a> .	2. Schulz, "The Really Big One."	Schulz, Kathryn. "The Really Big One," <i>New Yorker</i> , July 20, 2015. <a href="https://www.newyorker.com/magazine/2015/07/20/the-really-big-one">https://www.newyorker.com/magazine/2015/07/20/the-really-big-one</a> .
<b>Website (entire)</b>		
"Page/Article Title," Website, accessed full date, url.	Same as note	Website. "Page/Article Title." Accessed full date. url.
1. "About Portland State University," Portland State University, accessed October 10, 2017, <a href="https://www.pdx.edu/about-portland-state-univerisity">https://www.pdx.edu/about-portland-state-univerisity</a> .	Same as note	Portland State University. "About Portland State University." Accessed October 10, 2017. <a href="https://www.pdx.edu/about-portland-state-univerisity">https://www.pdx.edu/about-portland-state-univerisity</a> .
<b>Blog</b>		
First name last name, "Post Title," <i>Website</i> . Full date, url.	Same as note.	Last name, first name. "Post Title." <i>Website</i> . Full date. url.
1. Kristen Brown, "An FDA Panel Just Greenlit a Breakthrough Gene Therapy to Cure Blindness," <i>Gizmodo</i> . October 12, 2017, <a href="https://gizmodo.com/an-fda-panel-just-greenlit-a-breakthrough-gene-therapy-1819412787">https://gizmodo.com/an-fda-panel-just-greenlit-a-breakthrough-gene-therapy-1819412787</a> .	Same as note.	Brown, Kristen. "An FDA Panel Just Greenlit a Breakthrough Gene Therapy to Cure Blindness." <i>Gizmodo</i> . October 12, 2017. <a href="https://gizmodo.com/an-fda-panel-just-greenlit-a-breakthrough-gene-therapy-1819412787">https://gizmodo.com/an-fda-panel-just-greenlit-a-breakthrough-gene-therapy-1819412787</a> .



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<b>Social media</b>		
First name last name, "Post." Platform, full date. url.	Same as note.	Last name, first name (screen name if different). "Post." Platform, full date. url.
1. Junot Daiz, "Always surprises my students when I tell them that the 'real' medieval was more diverse than the fake ones most of us consume," Facebook, February 24, 2016, <a href="https://www.facebook.com/junotdiaz.writer/posts/972495572815454">https://www.facebook.com/junotdiaz.writer/posts/972495572815454</a> .	Same as note.	Daiz, Junot. "Always surprises my students when I tell them that the 'real' medieval was more diverse than the fake ones most of us consume." Facebook, February 24, 2016. <a href="https://www.facebook.com/junotdiaz.writer/posts/972495572815454">https://www.facebook.com/junotdiaz.writer/posts/972495572815454</a> .
<b>Twitter</b>		
First name last name (screen name), "Post," Twitter, full date, time, url.	Same as note.	Last name, first name (screen name). "Post." Twitter, full date, time. url.
1. Elon Musk (@elonmusk), "Wanted to say thanks to all that own or ordered a Tesla. It matters to us that you took a risk on a new car company. We won't forget," Twitter, July 3, 2017, 3:44 p.m., <a href="https://twitter.com/elonmusk/status/88200704347272">https://twitter.com/elonmusk/status/88200704347272</a>	Same as note.	Musk, Elon (@elonmusk). "Wanted to say thanks to all that own or ordered a Tesla. It matters to us that you took a risk on a new car company. We won't forget." Twitter, July 3, 2017, 3:44 p.m. <a href="https://twitter.com/elonmusk/status/8820070434727280">https://twitter.com/elonmusk/status/8820070434727280</a>
<b>YouTube</b>		
Screen name, "Video Title." YouTube Video, time stamp. Full date, url.	Same as note.	Screen name. "Video Title." YouTube Video, time stamp. Full date. url.



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<p>1. shapirolibrary, "Interview with Professor David Gou—3D Printer Gripper," YouTube Video, 1:10. December 19, 2017, <a href="https://youtu.be/SfsZjoD2Frk">https://youtu.be/SfsZjoD2Frk</a>.</p>	<p>Same as note.</p>	<p>shapirolibrary. 2017. "Interview with Professor David Gou—3D Printer Gripper." YouTube Video, 1:10. December 19, 2017. <a href="https://youtu.be/SfsZjoD2Frk">https://youtu.be/SfsZjoD2Frk</a>.</p>
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OTHER SOURCES		
Note (first reference)	Short-Form Note (subsequent references)	Bibliography
<b>Government source</b>		
<p>Government Department, <i>Title</i>. (Publisher, year), page number.</p>	<p>Government Department, <i>Title</i>, page number.</p>	<p>Government Department. <i>Title</i>. Publisher, year.</p>
<p>1. Human Rights Commission of Pakistan, <i>The Upheaval in AJK Judiciary: Report of an HRCF Fact-Finding Mission</i> (Human Rights Commission of Pakistan, 2010), 11.</p>	<p>2. Human Rights Commission of Pakistan, <i>Upheaval in AJK Judiciary</i>, 11–12.</p>	<p>Human Rights Commission of Pakistan. <i>The Upheaval in AJK Judiciary: Report of an HRCF Fact-Finding Mission</i>. Human Rights Commission of Pakistan, 2010.</p>
<b>Unpublished interview or personal communication</b>		
<p>First name last name, type of communication, full date.</p>	<p>Same as note.</p>	<p>Not needed.</p>
<p>1. Julie Cantor, email message to author, April 23, 2017.</p>	<p>Same as note.</p>	<p>Not needed.</p>
<p>1. Interview with health care worker, July 31, 2017.</p>		