

Chicago Manual of Style (CMS) Turabian Style

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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:

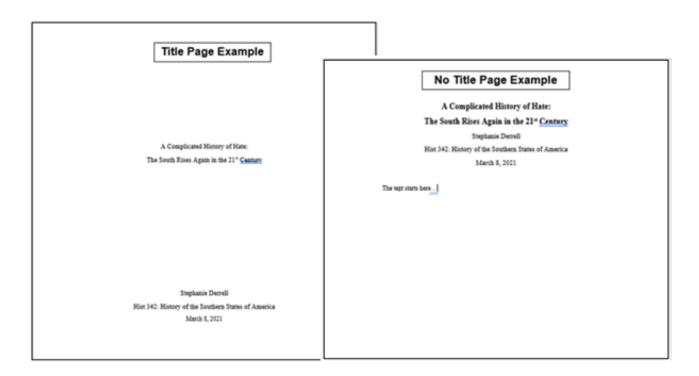
- Single-space block quotations, table titles, and figure captions.
- Single-space notes and bibliography entries, but double space between entries.



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



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.



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AUTHOR-DATE SYSTEM (SCIENCES AND SOCIAL SCIENCES)

The author-date system is used more commonly in the sciences and social sciences, such as biology, geology, and economics. This system includes:

- **In-text parenthetical citations:** Sources are briefly cited in the text, usually in parentheses, by author's last name and year of publication.
- **References or Works Cited:** Each parenthetical citation matches up with an entry in the References or Works Cited list, where full bibliographic information is provided.

IN-TEXT PARENTHETICAL CITATIONS FAQS

- Where do I put in-text parenthetical citations in the text? A parenthetical
 citation immediately follows quotes or cited material. It includes only the last name of
 the author(s) and the year of publication with no internal punctuation. If the citation is
 to a direct quotation, the parenthetical note may also include a comma just after the
 year, followed by a page number or other locator. The end punctuation of a sentence
 generally goes AFTER the parenthetical.
- What if my source has more than three authors? For up to three authors, all authors' last names are included in the citation. For four or more authors, the first author's last name is included, followed by *et. al.* and the year of publication.
- **How do I cite works by the same author in a sentence?** To cite additional works by the same author, do not repeat the author's name; simply separate the years with a comma.
- **How do I cite multiple works by different authors in one sentence?** Multiple references may be included in a single parenthetical citation. They should be separated by semicolons and may be ordered either alphabetically or chronologically as long as the ordering is consistent throughout the work.

REFERENCES OR WORKS CITED LIST FAQS

• Where does the References or Works Cited list go? The source entries appear on a separate page at the end of the work and is titled References or Works Cited.



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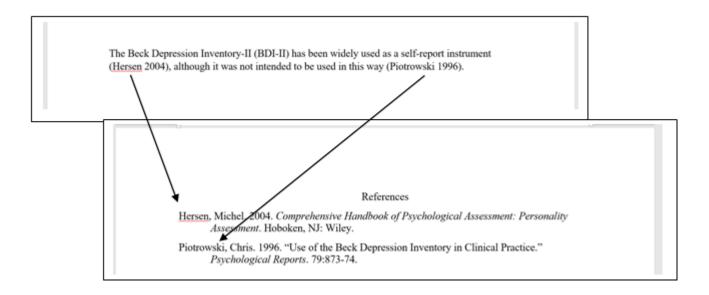
- **How are entries formatted?** Each entry begins on a new line and is formatted with a hanging indent (first line is flush with the left margin, subsequent lines are indented five spaces).
- What is included in an entry? Entries include full publication information with the year immediately following the author's name. 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.
- How do I format titles? Titles of works are capitalized headline-style, which means
 the first word and important words are capitalized. Titles of complete, self-contained
 works such as books and journals are italicized. Titles of shorter works inside the selfcontained works such as articles and chapters are in quotation marks.
- How do I format authors' names? Authors' names should match how they appear
 on the title page of the work or at the head of the article or chapter. Only the first
 author's name is inverted.
- **How do I list entries?** Reference entries are alphabetized by the author's last name. Multiple entries for the same year are differentiated by the addition of *a*, *b*, etc. to the year of publication. Multiple entries by the same author or team of authors are organized by date of publication, from earliest to latest. After the first entry, the author's name is replaced by a 3-em dash:

Woodward,	David. The All-American Map: Wax Engraving and Its Influence on Cartography.
Chie	cago: University of Chicago Press, 1977.
, ed.	Art and Cartography: Six Historical Essays. Chicago: University of Chicago Press,
198′	7.
——. Cat	talogue of Watermarks in Italian Printed Maps, ca. 15400-1600. Chicago: University
of C	Chicago Press, 1996.



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IN-TEXT PARENTHETICAL EXAMPLE, WITH CORRESPONDING REFERENCE OR WORKS CITED ENTRIES



AUTHOR-DATE SYSTEM EXAMPLES

In this system, use in-text citations and a reference or works cited list.

BOOKS			
In-text citation References and Works Cited			
Single-author book			
(Last name year, page number)	Last name, first name. <i>Title</i> . City published: Publisher, year.		
(Brown 2010, 7)	Brown, Steven T. <i>Tokyo Cyberpunk: Posthumanism in Japanese Visual Culture.</i> New York: Palgrave MacMillian, 2010.		
Multi-author book			
(Last name, last name, and last name year, page number)	Last name, first name, first name last name, and first name last name. <i>Title</i> . City published: Publisher, year.		



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BOOKS			
In-text citation	References and Works Cited		
(Christiensen, Roth, and Anthony 2004, 45)	Christensen, Clayton M., Erik A. Roth, and Scott D. Anthony. Seeing What's Next: Using the Theories of Innovation to Predict Industry Change. Boston: Harvard Business School Press, 2004.		
Edited book			
(Last name and last name year, page number)	Last name, first name and first name last name, eds. <i>Title</i> . City published: Publisher, year.		
(Kaplan and Pease 1993, 78)	Kaplan, Amy, and Donald E. Pease, eds. <i>Cultures of United States Imperialism.</i> Durham, NC: Duke University Press, 1993.		
Chapter in an edited book			
(Last name year, page number)	Last name, first name. Year. "Chapter Title." In <i>Title,</i> edited by first name last name, page numbers. City published: Publisher.		
(Pease 1998, 54)	Pease, Donald E. 1998. "José Martí, Alexis de Tocqueville, and the Politics of Displacement." In <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.		
E-book			
(Last name year, page number)	Last name, first name. Year. <i>Title</i> . City published: Publisher. Format.		
(Cron 2012, chap. 3)	Cron, Lisa. 2012. <i>Wired for Story</i> . New York: Ten Speed Press. Kindle.		

	PERIODICALS AND REPORTS		
In-text citation	References and Works Cited		
Journal, news, magazine, or database article			
(Last name year, page number)	Last name, first name. "Article Title." <i>Journal Title</i> issue, volume number (year or full date): page numbers.		



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(Keinonen 2008, 35)	Keinonen, Turkka. 2008. "Design in Business: Views for the Nucleus and the Periphery." <i>Design Management Review</i> 19 (3):30–36.		
Report from an organization			
(Organization year, page number)	Organization. <i>Title</i> . document number:date. City published: Publisher, year or full date.		
(ISO 1997, 9	ISO (International Organization for Standardization). 1997. **Information and Documentation—Rules for the Abbreviation of Title Words and Titles of Publications. ISO 4:1997. Paris: ISO.		

INTERNET SOURCES			
In-text citation	References and Works Cited		
News or magazine article			
(Last name year, page number)	Last name, first name. Year. "Article Title." <i>Magazine Title</i> , full date. url.		
(Schulz 2015)	Schulz, Kathryn. 2015. "The Really Big One," <i>New Yorker</i> , July 20, 2015. https://www.newyorker.com/magazine/2015/07/20/the-really-big-one.		
Website			
(Site name year)	Website. Year. "Page/Article Title." Accessed full date. url.		
(Portland State University n.d.)	Portland State University. n.d. "About Portland State University." Accessed October 10, 2017. https://www.pdx.edu/about-portland-state-university.		
Blog			
(Last name year)	Last name, first name. Year. "Post Title." Website. Date. url.		
(Brown 2017)	Brown, Kristen. 2017. "An FDA Panel Just Greenlit a Breakthrough Gene Therapy to Cure Blindness." <i>Gizmodo.</i> October 12, 2017. https://gizmodo.com/an-fda-panel-just-greenlit-a-breakthrough-gene-therapy-1819412787.		



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Social media			
(Last name year)	Last name, first name (screen name if different). Year. "Post." Platform, full date. url.		
(Junot 2016)	Daiz, Junot. 2016. "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. https://www.facebook.com/junotdiaz.writer/posts/9724955 72815454.		
Twitter			
(Last name year)	Last name, first name (screen name). Year. "Post." Twitter, full date, time. url.		
(Musk 2017)	Musk, Elon (@elonmusk). 2017. "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. https://twitter.com/elonmusk/status/882007043472728064		
YouTube			
(Screen name year)	Screen name. Year. "Video Title." YouTube Video, time stamp. Full date. url.		
	Note: A "time stamp" is the minute and second in the video that is cited and appears as "mm:ss".		
(shapirolibrary 2017)	shapirolibrary. 2017. "Interview with Professor David Gou – 3D Printer Gripper." YouTube Video, 1:10. December 19, 2017. https://youtu.be/SfsZjoD2Frk.		

OTHER SOURCES			
In-text citation References and Works Cited			
Government source			
(Government department year)	Government department. Year. Title. Publisher.		
(Human Rights Commission of Pakistan 2010)	Human Rights Commission of Pakistan. 2010. <i>The Upheaval in AJK Judiciary: Report of an HRCP Fact-Finding Mission.</i> Human		



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	Rights Commission of Pakistan.		
Unpublished interview or personal communication			
(Full name, communication type, full date)	Not needed.		
(Julie Cantor, pers. comm.)			
(health care worker, interview, July 31, 2017)			



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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.

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.

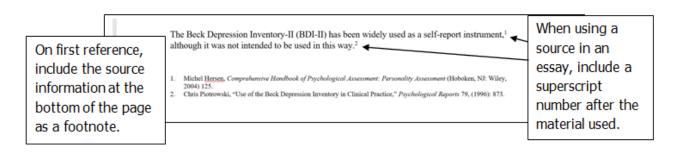


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BIBLIOGRAPHY

- 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.

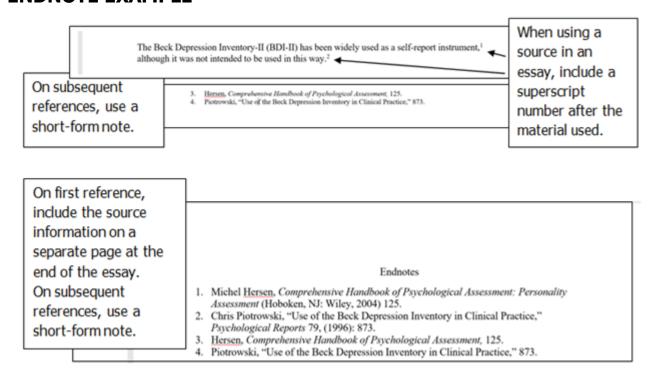
FOOTNOTE EXAMPLE



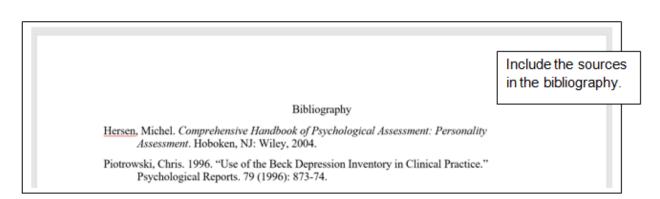


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ENDNOTE EXAMPLE



BIBLIOGRAPHY EXAMPLE





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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	
Single-author book			
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.	
Multi-author book			
First name last name, first name last name, first name, and first name last name, <i>Title</i> , (City published: Publisher, year), page number.	Last name, last name, and last name, Shortened Title, page number.	Last name, first name, first name last name, and first name last name. <i>Title</i> . City published: Publisher, year.	
1. Clayton M. Christensen, Erik A. Roth, and Scott D. Anthony, Seeing What's Next: Using the Theories of Innovation to Predict Industry Change. (Boston: Harvard Business School Press, 2004), 112–21.	2. Christensen, Roth, and Anthony, <i>Seeing</i> What's Next, 120.	Christensen, Clayton M., Erik A. Roth, and Scott D. Anthony. Seeing What's Next: Using the Theories of Innovation to Predict Industry Change. Boston: Harvard Business School Press, 2004.	
Edited book			
First name last name and first	Last name and last	Last name, first name and first name	



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				,
	name last name, eds., <i>Title</i> , (City published: Publisher, year), page number.		name, <i>Shortened Title</i> , page number.	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. Cultures of United States Imperialism. University Press), 1993.	Kaplan, Amy, and Donald E. Pease, eds. <i>Cultures of United States Imperialism.</i> Durham, NC: Duke University Press, 1993.
Ch	apter in an edited book			
	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," in <i>José</i> <i>Martí's</i> " <i>Our America": From</i> <i>National to Hemispheric Cultural</i> <i>Studies</i> , eds. Jeffery Belnap and Raúl Fernandez (Durham, NC: Duke University Press, 1998), 29.	2.	Pease, "José Martí," 43.	Pease, Donald E. "José Martí, Alexis de Tocqueville, and the Politics of Displacement." In José Martí's "Our America": From National to Hemispheric Cultural Studies, edited by Jeffery Belnap and Raúl Fernandez, 27–57. Durham, NC: Duke University Press, 1998.
E-	E-book			
	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, Wired for Story, chap. 4.	Cron, Lisa. <i>Wired for Story</i> . New York: Ten Speed Press, 2012. Kindle.



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PERIODICALS AND REPORTS			
Note (first reference)	Short-Form Note (subsequent references)	Bibliography	
Journal, news, magazine, or dat	Journal, news, magazine, or database article		
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." Journal Title issue, volume number (year or full date): page numbers.	
1. Turkka Keinonen, "Design in Business: Views for the Nucleus and the Periphery," <i>Design</i> <i>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." Design Management Review 19, no. 3 (2008): 30–36.	
Report from an organization			
Organization, <i>Title</i> , document number (City published: Publisher, year or full date), page number.	Organization, Shortened Title, page number.	Organization. <i>Title</i> . document number:date. City published: Publisher, year or full date.	
1. ISO, Information and Documentation—Rules for the Abbreviation of Title Words and Titles of Publications. (ISO 4:1997. Paris: ISO, 1997), 14.	2. ISO, <i>Information and Documentation,</i> 12.	ISO (International Organization for Standardization). Information and Documentation—Rules for the Abbreviation of Title Words and Titles of Publications. ISO 4:1997. Paris: ISO, 1997.	



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INTERNET SOURCES			
Note (first reference)	Short-Form Note (subsequent references)	Bibliography	
Journal article			
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." Journal Title issue, volume number (year or full date): page numbers. doi address	
1. Turkka Keinonen, "Design in Business: Views for the Nucleus and the Periphery," Design Management Review 19, no. 3 (2008): 33. https://doi.org/10.1111/j.1948 -7169.2008.tb00126.	2. Keinonen, "Design in Business," 31.	Keinonen, Turkka. "Design in Business: Views for the Nucleus and the Periphery." Design Management Review 19, no. 3 (2008): 30–36. https://doi.org/10.1111/j.19 48-7169.2008.tb00126.	
Article from website	,		
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, https://www.newyorker.com/magazine/2015/07/20/the-really-big-one.	2. Schulz, "The Really Big One."	Schulz, Kathryn. "The Really Big One," <i>New Yorker</i> , July 20, 2015. https://www.newyorker.com /magazine/2015/07/20/the- really-big-one.	
Website (entire)			
"Page/Article Title," Website, accessed full date, url.	Same as note	Website. "Page/Article Title." Accessed full date. url.	
1. "About Portland State	Same as note	Portland State University. "About	



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University, "Portland State University, accessed October 10, 2017, https://www.pdx.edu/about- portland-state-univerisity. Blog First name last name, "Post Title," Website. Full date, url. Portland State University. Accessed October 10, 201 https://www.pdx.edu/about- portland-state-univerisity. Portland State University. Accessed October 10, 201 https://www.pdx.edu/abou- portland-state-univerisity. Last name, first name. "Post Title Website. Full date. url.		
First name last name, "Post Same as note. Last name, first name. "Post Title		
1. Kristen Brown, "An FDA Panel Just Greenlit a Breakthrough Gene Therapy to Cure Blindness," Gizmodo. October 12, 2017, https://gizmodo.com/an-fdapanel-just-greenlit-abreakthrough-gene-therapy 1819412787. Same as note. Brown, Kristen. "An FDA Panel Just-Greenlit a Breakthrough Gene Therapy to Cure Blindness." Gizmodo. October 12, 2017. https://gizmodo.com/an-fdapanel-just-greenlit-abreakthrough-gene-therapy breakthrough-gene-therapy 1819412787.		
Social media		
First name last name, "Post." Platform, full date. url. Same as note. Last name, first name (screen na 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, https://www.facebook.com/ju notdiaz.writer/posts/97249557 2815454. 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. https://www.facebook.com/ju notdiaz.writer/posts/97249557 2815454.		
Twitter		



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	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., https://twitter.com/elonmusk/ status/88200704347272	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. https://twitter.com/elonmus k/status/8820070434727280	
Yo	YouTube			
	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.	
1.	shapirolibrary, "Interview with Professor David Gou—3D Printer Gripper," YouTube Video, 1:10. December 19, 2017, https://youtu.be/SfsZjo D2Frk.	Same as note.	shapirolibrary. 2017. "Interview with Professor David Gou—3D Printer Gripper." YouTube Video, 1:10. December 19, 2017. https://youtu.be/SfsZj oD2Frk.	

	OTHER SOURCES	
Note (first reference)	Short-Form Note (subsequent references)	Bibliography
Government source		
Government Department, <i>Title.</i> (Publisher, year), page number.	Government Department, <i>Title,</i> page number.	Government Department. <i>Title.</i> Publisher, year.



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Pak <i>Jud</i> <i>Fad</i> Rig	man Rights Commission of cistan, <i>The Upheaval in AJK liciary: Report of an HRCP et-Finding Mission</i> (Human hts Commission of cistan, 2010), 11.	2. Human Rights Commission of Pakistan, <i>Upheaval in AJK Judiciary</i> , 11–12.	Human Rights Commission of Pakistan. <i>The Upheaval in AJK Judiciary: Report of an HRCP Fact-Finding Mission.</i> Human Rights Commission of Pakistan, 2010.
Unpublished interview or personal communication			
	t name last name, type of nmunication, full date.	Same as note.	Not needed.
	e Cantor, email message to hor, April 23, 2017.	Same as note.	Not needed.
	erview with health care ker, July 31, 2017.		