

*The Chicago Manual of Style, 18th Edition* presents a citation and format style, often referred to as *Chicago*, that is primarily used in professional publications and academic writing, including history and the humanities. Turabian style, outlined in *A Manual for Writers of Research Papers, Theses, and Dissertations*, is a simplified version of Chicago designed for undergraduate academic writing. *Note: This handout will be updated upon the release of the new Turabian manual.*

There are two primary Chicago and Turabian in-text citation styles: **notes and bibliography** and author-date. The difference between these two styles involves how to cite specific sources: **notes and bibliography** uses a system of notes (footnotes or endnotes), which contains the citation information in the notes, paired with a full bibliography at the end. Author-date indicates the source of cited material using in-text parentheses and a corresponding reference list (like APA).

This handout provides a basic outline of the **notes and bibliography** citation style and format. Throughout the handout, Chicago and Turabian are cited (by the letters *C* and *T*, respectively, along with applicable section numbers), so readers can refer to the manuals for more information. While this handout covers general concepts, always work with your audience and assignment in mind.

## General Format

### **Page Numbers** (*C 1.6, T A.1.4.1–2*)

Page numbers should be included and placed consistently, generally in one of four locations: (1) centered in the footer, (2) centered in the header, (3) flush right in the footer, or (4) flush right in the header.

### **Font** (*C 2.9, T A.1.2*)

For the body of the paper, use a standard font such as 12-point Times New Roman or 10-point Arial. In general, use a smaller size font (10- or 11-point) for notes.

### **Spacing and Margins** (*C 2.10, 2.12; T A.1.1, A.1.3*)

Double-space the text and leave a one-inch margin on all sides of the document. Indent the first line of each paragraph. For student papers, Turabian recommends single-spaced footnotes, endnotes, block quotes, and bibliographies. Professional publications may adhere to different Chicago formatting guidelines.

### **Section Headings** (*C 1.61–62, T A.2.2.4*)

Section headings or subheadings can be used to title different sections of a paper. Organizing a paper with titled sections helps readers understand the structure of your argument, especially for longer papers. Indicate higher or lower-level headings with boldface, italics, centering, and title caps, though Chicago is flexible with this format. Here is a possible example:

|                                                     |                                                         |
|-----------------------------------------------------|---------------------------------------------------------|
| First Level: centered, bold or italics, title caps  | <b>The Problem of Universals in Medieval Philosophy</b> |
| Second Level: centered, regular type, title caps    | William of Ockham's View of Universals                  |
| Third Level: left-aligned, regular type, title caps | Universals in Ockham's Political Philosophy             |

### **Block Quote** (*C 12.9–10, 12.22–24, 12.81; T 25.2.2*)

Longer quotations (e.g., multi-paragraph quotations or 100+ word quotations) should be formatted as block quotes. Block quotes are indented from the left, generally by 0.5 inches (the same as a regular paragraph indent) with no extra first-line paragraph indent. In Turabian, block quotes are single-spaced and start on

their own line with no quotation marks. Include a blank line before and after the block quote. In notes and bibliography format, a footnote reference should follow the final punctuation mark of the block quote. Text following a block quote should not be indented unless it begins a new paragraph.

### **Figures or Illustrations** (C 3.8–13, 3.30–37; T 26.1.1–3, 26.3)

Figures or illustrations can be placed in the body of the text to convey information in a more graphical manner or to reproduce an image for the reader's convenience. Figures should be referenced in-text by the phrase *Figure X* (e.g., "Figure 3 shows that . . ."). Figures should be positioned close to their in-text reference. They should also be captioned, generally flush left beneath the image, with the word *Figure* and a number corresponding consecutively to the figures in the paper. This is followed by a short description of the figure (see Figure 1).

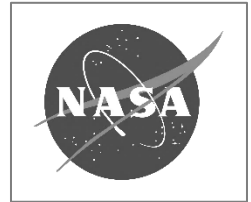


Figure 1. *NASA Insignia*.  
Design by James  
Modarelli, 1959. NASA.

In general, information about artwork (e.g., photographs, paintings, etc.) is included in the text but may also appear in the reference list. Artwork can be cited by the source (like a book or website) in which they were found or by the museum in which they are housed (see C 14.133).

## **Notes and Bibliography Formatting**

Regardless of citation style, citing sources is a necessary and important part of academic writing because it allows writers to distinguish between their own work and the work of other authors. If writers do not acknowledge another author's work, they commit plagiarism, which may have serious consequences.

### **Footnotes or Endnotes** (C 13.27)

The notes and bibliography system uses footnotes or endnotes to indicate the source of a particular quote, idea, or piece of information. These notes employ a superscripted number corresponding to an associated note at either the bottom of the page (footnote) or immediately preceding the bibliography (endnote). They can be inserted into your text with an "insert footnote" or "insert endnote" button available in most word processors. The number typically appears after the final punctuation of the sentence in which material is referenced.

dramatically different. Yet because the information unveiled was so critical, the cryptanalysts literally saved the day.<sup>3</sup>

The ability to decipher the code of the enemy enabled the allies to get the upper hand in WWII. American historian Thomas Powers wrote the following:

The American ability to read Japanese cables, code-named Magic, was one of the small advantages that helped the Allies win time and then the war. Another was the British ability to read the German military communications enciphered with the Enigma machine, code-named Ultra.<sup>4</sup>

<sup>3</sup> Alan Cutler, *Codes in Abodes* (Houghton Mifflin, 1943), 110.

<sup>4</sup> Thomas Powers, *The Enigma Machine* (Dewie Brothers, 1977), 22.

### **What is in a Note?** (C 13.18, 13.20, 13.31, 13.40–42)

The note contains the **citation information** of the source (author, title, publisher, etc.) as well as optional commentary, such as further analysis or comparison with other sources. You may also cite multiple sources or multiple pages within the same source.

### **Formatting of Notes** (C 13.18)

The citational information of the note is formatted differently than that same information contained on the bibliography page. In general, the note format substitutes periods for commas and uses the order of first name then last name.

### **Shortened Notes (C 13.32–33)**

After the first use of a complete citation, notes and bibliography permits the note citation to be shortened, so only necessary information like the author, title, and page number are present in the shortened note.

<sup>1</sup> Pauline Schmitt-Pantel, “Sacrificial Meal and Symposium: Two Models of Civic Institutions in the Archaic City?,” in *Symptotica: A Symposium on the Somposion*, ed. Oswyn Murray (Clarendon Press, 1990), 25.

<sup>2</sup> Schmitt-Pantel, “Sacrificial Meal and Symposium,” 32.

### **Missing Information (C 13.81, 14.44; T 16.2.2.1, 17.1.1.5, 17.1.6.3, 17.5.1)**

Sometimes sources are missing information, such as the author’s name or the publication date. With **missing authors**, use the title of the source in its place. With a **missing publication date**, use the acronym *n.d.* (no date) in place of the date. Otherwise, **the general rule** is to skip missing information.

### **Citing Secondary Sources (C 14.160, T 19.9.3)**

Chicago discourages citing secondary or indirect sources, which occurs when material from one source is quoted in another source. However, if unable to locate the original source, provide a full citation of the secondary source in the bibliography, and include the original source as part of the note.

<sup>5</sup> Rose Burke, “Skyscraper Limits,” *Architectural Innovations* 24 (February 1892): 19, quoted in Gerald Abbot, *New Design in Chicago Riverscape* (Harvard University Press, 1930), 78.

### **Citing Personal Interviews or Communication (C 14.111, T 19.6)**

Unpublished personal communication or interviews should be cited in text and accompanied by context and speaker information. Notes include the interviewee name, form of communication, and date. A full bibliography citation is generally not required.

<sup>6</sup> Jac Wright, email message to author, January 7, 2024.

### **Citing AI-generated Content (C 14.112)**

When citing AI-generated content, provide information about the AI program (including version number and developer), how the program was used, the date the content was generated, and (if applicable) the prompt used to generate content. This information can be clarified in the text or in a note, as demonstrated in the following example.

<sup>7</sup> Lesson plan generated by ChatGPT-4.0, OpenAI, April 12, 2025.

AI conversations do not typically need a bibliography or reference citation, as they are usually considered personal communications. However, student writing may require more formal citations depending on instructor or assignment guidelines. If a formal bibliography citation is required, use a publicly available URL. Cite bibliography entries under the name of the publisher or developer instead of the name of the tool.

OpenAI. Response to “What are some activities to teach verb tenses?” ChatGPT 4.0, April 12, 2025. <https://chatgpt.com/share/6a7cb8af-f744-83e8-bf40-dd49a80309c0>.

### **Bibliography Format** (C 13.66–13.69; T A.2.3.5)

The notes and bibliography system uses a bibliography at the end of the paper where the information for the various sources used throughout the paper is contained. Format the bibliography as follows:

- ☐ Center the word *Bibliography* at the top of its own page
- ☐ Add two lines under *Bibliography* before the first citation entry
- ☐ Alphabetize each source by last name
- ☐ Single-space each entry
- ☐ Add a blank line between each entry
- ☐ Apply a hanging indent to each entry

| Bibliography                                                                                                                                                                                                     |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Bynum, Anna. <i>Medieval Food and Fasting Traditions</i> . University of California Press, 1999.                                                                                                                 |
| Gupta, Devi. "Sticking Points: Understanding Childhood Retention Patterns." <i>Journal of Education</i> 35, no. 2 (2011): 197-221. <a href="https://doi.org/10.1086/347855">https://doi.org/10.1086/347855</a> . |
| Murray, Oswyn. "The Greek Symposium in History." In <i>Tria Corda: Scritti in onore di Arnaldo Momigliano</i> , edited by Emilio Gabba. Edizioni New Press, 1983.                                                |
| Sahlins, Marshall, and David Graeber. <i>On Kings</i> . Hau Books, 2017.                                                                                                                                         |

### **Citation Format for Notes and Bibliography**

Since the notes and bibliography system conveys the citation information of a source both in the note and in the bibliography, there are two distinct formats for writing a citation in notes and bibliography format as shown in the following examples. *Note: In 18th Edition, Chicago has advised against the inclusion of publisher location unless contextually necessary for readers.*

#### **Book by a Single Author** (C 13.22)

**Note:** First Name Last Name, *Title* (Publisher, Year), page.

**Note:** Anna Bynum, *Medieval Food and Fasting Traditions* (University of California Press, 1999), 153-52.

**Bibliography:** Last Name, First Name. *Title*. Publisher, Year.

**Bibliography:** Bynum, Anna. *Medieval Food and Fasting Traditions*. University of California Press, 1987.

#### **Book by Two Authors** (C 13.23, 13.78)

**Note:** First Name Last Name and First Name Last Name, *Title* (Publisher, Year), page.

**Note:** Marshall Sahlins and David Graeber, *On Kings* (Hau Books, 2017), 15.

**Bibliography:** Last Name, First Name, and First Name Last Name. *Title*. Publisher, Year.

**Bibliography:** Sahlins, Marshall, and David Graeber. *On Kings*. Hau Books, 2017.

#### **Book by Three–Six Authors** (C 13.23, 13.78)

**Note:** First Name Last Name et al., *Title* (Publisher, Year), page.

**Note:** Anne Grieg et al., *Doing Research with Children: A Practical Guide* (SAGE Publications, 2013), 33.

**Bibliography:** Last Name, First Name, First Name Last Name, First Name Last Name, First Name Last Name, First Name Last Name, and First Name Last Name. *Title*. Publisher, Year.

**Bibliography:** Greig, Anne, Jayne Taylor, and Tommy MacKay. *Doing Research with Children: A Practical Guide*. SAGE Publications, 2013.

**Book by Seven or More Authors (C 13.23, 13.78)**

**Note:** First Name Last Name et al., *Title* (Publisher, Year), page.

**Note:** Agatha Christie et al., *The Floating Admiral* (Hodder & Stoughton, 1931), 9.

**Bibliography:** Last Name, First Name, First Name Last Name, First Name Last Name, et al. *Title*. Publisher, Year.

**Bibliography:** Christie, Agatha, Dorothy L. Sayers, G. K. Chesterton, et al. *The Floating Admiral*. Hodder & Stoughton, 1931.

**Translated Book (C 14.6)**

**Note:** First Name Last Name, *Title*, trans. First Name Last Name (Publisher, Year), page.

**Note:** Sergio Gomez, *Folklore Traditions of Bogota*, trans. Alec Starr (UC Press, 2003), 9.

**Bibliography:** Last Name, First Name. *Title*. Translated by First Name Last Name. Publisher, Year.

**Bibliography:** Gomez, Sergio. *Folklore Traditions of Bogota*. Translated by Alec Starr. UC Press, 2003.

**Chapter in an Edited Book (C 14.9)**

**Note:** First Name Last Name, "Title of Text," in *Title of Collected Works*, ed. Editor's First Name Last Name (Publisher, Year), page.

**Note:** Oswyn Murray, "The Greek Symposium in History," in *Tria Corda: Scritti in onore di Arnaldo Momigliano*, ed. Emilio Gabba (Edizioni New Press, 1983), 265.

**Bibliography:** Last Name, First Name. "Title of Text." In *Title of Collected Works*, edited by First Name Last Name. Publisher, Year.

**Bibliography:** Murray, Oswyn. "The Greek Symposium in History." In *Tria Corda: Scritti in onore di Arnaldo Momigliano*, edited by Emilio Gabba. Edizioni New Press, 1983.

**Journal Article (C 13.26)**

**Note:** First Name Last Name, "Article Title," *Journal Title* volume#, no. issue# (Month or Season year): page, DOI, URL, or database.

**Note:** Dipesh Chakrabarty, "The Climate of History: Four Theses," *Critical Inquiry* 35, no. 2 (Winter 2009): 102, <https://doi.org/10.1086/596640>.

**Bibliography:** Last Name, First Name. "Article Title." *Journal Title* volume#, no. issue# (year): pages. DOI, URL, or database.

**Bibliography:** Chakrabarty, Dipesh. "The Climate of History: Four Theses." *Critical Inquiry* 35, no. 2 (2009): 197–222. <https://doi.org/10.1086/596640>.

**Article in a Newspaper or Magazine (C 14.89, T 17.4.2)**

**Note:** First Name Last Name, "Title of Article," *Title of Newspaper*, Month Day, year, URL.

**Note:** Logan Johnson, "Browns Sweep the Playoffs," *Local Herald*, May 30, 1996, <https://www.localherald.com/news/1996/may/30/browns-sweep-the-playoffs/>.

**Bibliography:** Last Name, First Name. "Title." *Title of Newspaper*, Month Day, year, URL.

**Bibliography:** Johnson, Logan. "Browns Sweep the Playoffs." *Local Herald*, May 30, 1996. <https://www.localherald.com/news/1996/may/30/browns-sweep-the-playoffs/>.

### ***Webpage and Website (C 14.104–105, T 17.5.1)***

While Chicago notes that webpage and website citation information may be primarily included in text or in a note, a formal citation may be included in the bibliography, if required.

**Note:** “Title of the Page,” Website, Publisher, date published or updated [or accessed, if no publication date is available], URL.

**Note:** “About Utah Valley State College,” Utah Valley University, accessed July 7, 2023, <https://www.uvu.edu/about/history/utah-valley-state-college/>.

**Bibliography:** Author or Organization Name. “Title of the Page.” Date published or updated [or accessed, if no publication date is available], URL.

**Bibliography:** Utah Valley University. “About Utah Valley State College.” Accessed July 7, 2023, <https://www.uvu.edu/about/history/utah-valley-state-college>.

### ***Published Interviews & Oral Histories (C 14.110, 14.164, 14.167; T 17.6.1)***

When citing a published interview, the name of the person being interviewed is listed first. The source or publication type also impacts the elements included and the order of those elements in each citation.

**Note:** Interviewee First Name Last Name, “Title of the Interview,” interview by Interviewer First Name Last Name, *Source*, Publisher, date published, URL or database.

**Note:** Joni Montes, “Representations of College in Cinema,” interview by Jesse Berg, *University Review*, November 1, 2018, EBSCO.

**Bibliography:** Interviewee Last Name, First Name. “Title of Interview.” Interview by Interviewer First Name Last Name. *Source*, Publisher. Date published, URL or database.

**Bibliography:** Montes, Joni. “Representations of College in Cinema.” Interview by Jesse Berg. *University Review*, November 1, 2018, EBSCO.