Chicago/Turabian Style (CMS)
What is Chicago/Turabian?

- Chicago is just another name for Turabian
- It is used mostly in humanities papers and history papers
- It is characterized by its use of **footnotes** or **endnotes** in addition to a **bibliography**.
- Chicago/Turabian is used where the information is the most important aspect and citations can sit well beside extra comments or notes that are relevant but might not fit into your paper.
- There are a couple of different variations that are all correct! Choosing between them will be up to you so **always ask your instructors if they have any preference**.
Before You Begin

1. 1-inch margins

2. Font is Times New Roman, pt. 12

3. Double spacing
   a. Set “Before” and “After” to 0.
   b. Set “Line spacing:” to Double.
   c. Select “Don’t add space between paragraphs of the same style”
Title Page or No Title Page

- In Chicago/Turabian, it is optional to do a title page.
- Title pages can make your paper look more professional, but also adds an extra sheet to your document.
- You should always ask your instructors if they want a title page or not.
- If you choose to omit the title page, then format your document heading like you would for MLA.
About 2-3 inches down the page:
  - Title of paper, centered
  - If it has a subtitle, put it on the next line

About 5-6 inches down the page:
  - Student’s Name

In the last three lines of the page:
  - Course Name
  - Instructor’s Name
  - Date

No Page Number on First Page, but the next page begins with 2.
If you choose not to have a title page, format your work as you would in MLA

- Left Justified, no indent:
  - Student’s Name
  - Instructor’s Name
  - Course Title
  - Paper’s Due date
    (Day Month Year)

- Center justified, no indent:
  - Title

- Page Number with the student’s last name at the top right of the page.
The Header

- If you have a Title Page, be sure to double click the upper inch of the document to edit the header → Select Different First Page

1. Insert → Page Number → Top of Page → Plain Number 3
2. Type Student’s Last Name on the Left side of the Page Number
3. Make sure the font is still Times New Roman, pt. 12
There are three ways to set your indentations, either using the Paragraph Settings, using the Ruler, or using the Tab key.

Using the Paragraph Settings

Using the Ruler

Tab Key:
At the start of each paragraph, press Tab.
Paragraph Settings

1. Set your cursor on the line directly beneath the Title, justified to the left.
2. On the Home Tab, locate the Paragraph Box and then click the small icon in the very most bottom, right corner.
3. After the Paragraph Settings Box appears, find the Indentation Section. Then click the drop down labeled Special. Then click First Line.
4. Beside Special, in the box labeled By, set the indent to 0.5”.
5. Click OK to set the Indent.

Ruler

1. Set your cursor on the line directly beneath the Title, justified to the left.
2. On the View tab, locate the Show Box and check the box beside Ruler.
3. Now a Ruler has appeared along the top and left side of the document.
4. On the top ruler, click the upper triangle of the hourglass-like icon between the grey and white sections.
5. Drag the upper Triangle to right until it rests on the 4th measurement marker.
Footnotes vs. Endnotes

Footnotes

- Footnotes occur at the bottom of the page where the citation is used.
- In Word, this is done automatically, but it can make your paper look cluttered if you have too many citations on one page.
- To make a footnote, go to Reference ➔ Insert Footnote
- See slide 12 for more instructions on footnotes

Endnotes

- Endnotes occur on a separate page at the end of your essay but before the bibliography.
- Word does have an Endnote tab, but it does not format the paper correctly.
- Instead, where you want your endnote, type the applicable number after the period and then highlight and right-click the number. Go to the Font setting and check the box beside Superscript.
- Then, on a separate page, write the corresponding number and citation, single spaced, with a 0.5 indent and a space between each citation.
- See slide 11 for more instructions on endnotes

The citations themselves are the same; they are just presented differently.
Endnotes Continued

1. Number after the period – Superscript
2. Insert ➔ Page Break
3. “Notes” – Centered, no indent
   - Number – indented ½ inch
   - Single-spaced with space between citations

Less accessible, requiring that readers turn to the end of the paper to refer to each note.¹⁴

Notes


2. Ibid., 86.

Footnotes
Continued

At the end of the period of the borrowed text, go to

1. References ➔ Insert Footnote.

2. At the bottom of the page, enter in your citation information.
   1. The font should match your paper but be either size 10 or 11, depending on your instructor’s preferences.

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A Union soldier, Jacob Thompson, claimed to have seen Forrest order the killing, but when asked to describe the six-foot-two general, he called him “a little bit of a man.”  


Using the Same Source More than Once

When you use a source for the first time in your paper, you need to write the full in-text citation. However, when you use that source again, you should not repeat all of the information.

First Time Source Cited
Entry #. Author’s Name, Source Title (Publication Information, Year), page number(s).

Example:

Subsequent Reference to Same Source
Entry #. Author Last Name, Shortened Title, page number(s).

Example:

Two Consecutive Citations from Same Source
Entry #. Author Name, Source Title (Publication Information, Year), page number(s).
Entry #. Ibid., page number(s).

Example:
6. Ibid., 174.
Citations: In-text vs. Bibliography

- Though your in-text citations will present all of the information you would need to find the source and give the author full credit, you still need a bibliography of collected works at the end.

- Your initial in-text citation has subtle variations from the bibliography citations.

- Remember, your bibliography citations should always be
  - single-spaced with an extra space between sources
  - in Alphabetical order
  - as complete as possible

- Be sure to be aware of these variations so that you cite correctly.
Creating Your Bibliography Page

1. Once you have finished your essay, press enter to go down to a new line.
2. Insert ➔ Pages ➔ Page Break
3. Remove any indentations using either the Paragraph Settings or the Ruler.
4. Home ➔ Paragraph ➔ Center Justify
5. Type Bibliography
6. On the next line, Left Justify
Hanging Indent

Paragraph Settings
1. Open the Paragraph Settings box.
2. Everything remains the same except for under the dropdown labeled Special, change it from First Line to Hanging.

Ruler
1. At the top of the document, move the upper triangle back to its original placement.
2. Click and drag the hourglass to the 4th measurement marker.
3. Move the upper triangle only back to its original place.

Hanging indents are used only in your Bibliography page.
Instead of indenting the first line with the rest of the paragraph Left justified, the Hanging Indents keep the first line left justified, and the lines after it are indented by 0.5 inches.
When creating your Bibliography page,

- Copy down citations as exactly as possible.
- If you are unsure of what to cite, remember this: “If you didn’t write it, you have to cite it!”
- Avoid automatic citation creators like EasyBib or Database Sample Citations. While tempting, they can be outdated, incomplete or incorrect.
- Fill in as much information as you can find. For example, if there is no publisher information, write “n.p.” for no publisher. If you cannot find an author’s name, skip it and move to the next piece you can find.
- Always double check your citations with the Chicago/Turabian handbook or your professor’s guidelines.
Citations: Book

Entry #: Author First and Last name, Book Title in Italic (Place of Publication: Publisher, Year), Page number.

Example:

Bibliography

Author’s Last Name, First Name. Book Title in Italic. Place of Publication: Publisher, Year.

Example:
Citations: Articles from a Database

In-Text

Entry #. Author’s First and Last Name, “Article Title in Quotes,” Journal Title in Italics Volume, Issue (Year): Page Number, DOI or URL if available.

Example:
doi:10.1016/j.linged.2006.01.004.

Bibliography

Author’s Last Name, First Name. “Article Title in Quotes.” Journal Title in Italics Volume, Issue (Year): Page Numbers the Article Appears on. doi or URL if available.

Example:
doi:10.1016/j.linged.2006.01.004.
Citations: Webpages

**In-Text**

Entry #. Name of the Website, Sponsor, last modified Month Day, Year, URL.

**Example:**

**Bibliography**

Name of Website. Sponsor. Last modified Month Day, Year. URL.

**Example:**

Fill in as much information as you can. If you can find no Author information, skip it and start your citation with the Article's Title. If you cannot find publisher information, write n.p. for “no publisher”.
Citations: Articles from a Website

In-Text
Entry #. Author’s First and Last Name, “Article Title in Quotes,” Website Name, last modified Month Day, Year, URL.

Example:

Bibliography
Author’s Last Name, First Name. “Article Title in Quotes.” Sponsor. Last modified Month Day, Year. URL.

Example:
Citations: Dictionary/Encyclopedia

s.v. is for the Latin sub verbo, which means “under the word.”

In-Text
Entry #. Author’s First and Last name, Title of the Book in Italics (Place of Publication: Publisher, Year), s.v. “Word/Article Entry in Quotes.”

Example:

Bibliography
Author’s Last Name, First Name. Book Title in Italics. Place of Publication: Publisher, Year.

Example:
Congratulations!

For additional help, please visit the EFSC Writing Center.

**Things to Remember:**

- Ask your instructor if he or she prefers a cover page or endnotes/footnotes.
- Endnotes need to be on their own page, separate from the paper before the Bibliography.
- Remember, in-text citations and bibliography citations are slightly differently formatted.
- Use Ibid. to show repeated citations that occur one immediately after and are the same.
- Citations are single-spaced with an extra space between citations.