

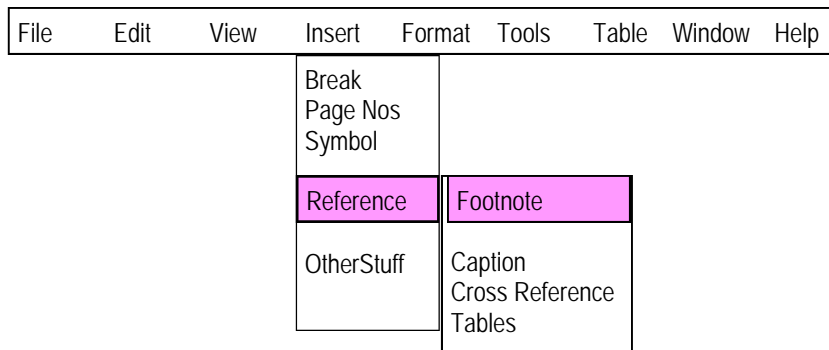
Web Page, General Format

Format: List as much as can be found: author, title of the page; title or owner of the Web site, Web address; date of access (if required).

- B** Umbach, Ken. "California's Velcro Crop Under Challenge (1993)".
<http://home.inreach.com/kumbach/velcro.html>.
- N** ²⁸Ken Umbach, "California's Velcro Crop Under Challenge (1993)," <http://home.inreach.com/kumbach/velcro.html>.

Caveat Lector: If the author of a site is not a well-respected authority on the subject, if the site is not peer-reviewed, or if you just don't know much about the author, then it is not a good idea to base your research on the content of such a site.

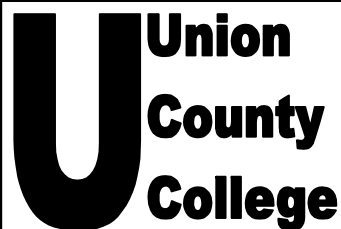
Making Footnotes on the Computer



Microsoft Word has taken the work out of creating footnotes. When you come to the point that you need to cite paraphrased or quoted information in your report,

- Place the cursor in the place where a footnote should go.
- Click **Insert** on the toolbar.
- Then click **Reference** and select **Footnote**.
- A box will pop up, and you can type the information (use the N forms in this booklet).

The computer will automatically insert a superscript numeral at the point where the footnote is needed, and will number each footnote at the bottom of the page. You can even revise your paper and add additional footnotes in the middle of a paragraph. The computer will automatically renumber all the footnotes in your document. Your finished document will look rather like the footnote examples on pages 2 and 3.



UCC LIBRARIES

Citation Guide

Documenting Sources Using Turabian/Chicago

A sample bibliography in the style of Kate Turabian's
*Manual for Writers of Term papers, Theses, and
Dissertations*. 6th ed., 1996.

Updated and compared with the
Chicago Manual of Style, 15th ed, 2003.

Susan J. C. Bissett
August, 2004

A Few Basic Rules

Here are a few basic rules to guide you in citing the publications used for your research paper. To create such a list you will have to have full citations prepared for each source used. These citations should be prepared as you use each source so that you do not have to retrace the steps followed in researching your paper.

Bibliography

Turabian allows either a bibliography and notes reference style citation or a reference list with parenthetical citations. Prof. Damerow requires a **Bibliography** and **Footnotes**, so that is the part of Turabian covered in this booklet.

The **bibliography**,¹ found at the end of a research paper, lists all the sources used in writing the paper in full bibliographic detail (author, title, volume, year of publication, page numbers, etc.). To find the correct form for your bibliography, follow the examples in this booklet marked with a **B**.

Arrangement of the Bibliography

List your sources alphabetically by the first element in the bibliography, using a hanging indent. "Works by the same author are arranged first by date, then alphabetically by title."²

Footnotes

Foot notes (or Endnotes) tell the reader exactly where the ideas or quotes used in the paper can be found. Footnotes use a paragraph indent. The first note indicating use of a source will give full bibliographic information for that source; additional references to the same source immediately following can be noted with *ibid* (meaning in the same place).³ To cite a source you have cited before, but not immediately before, state the author's name and the page number; if several sources by the same author are used, also include the title of the work cited.⁴ To find the correct form for notes in the Turabian style in this booklet, follow the examples marked N.

Plagiarism:

Footnotes have four basic uses: (1) to give the source for statements in your text – "specific facts or opinions as well as exact quotations; ... (2) to make cross-references; ... (3) to provide a place for material ... (you think) worthwhile to include but that might interrupt the flow of thought if introduced.

1. Kate L. Turabian. *A Manual for Writers of Term Papers, Theses, and Dissertations*. (Chicago: University of Chicago Press, 1996), 165.
2. *Ibid.* 279.
3. *Ibid.* 138-39.
4. *Ibid.* 139-41.

An Online International Document (United Nations)

B Elsen, Diane, and Hande Keklik. United Nations Development Fund for Women. *Progress of the World's Women 2002: Gender Equality and the Millennium Development Goals*. http://www.unifem.org/index.php?f_page_pid=10.

N ³⁶Elsen, Diane, and Hande Keklik. United Nations Development Fund for Women, *Progress of the World's Women 2002: Gender Equality and the Millennium Development Goals*, http://www.unifem.org/index.php?f_page_pid=10 (accessed September 28, 2004).

Note: Elements to be listed, when available, include the authoring body, the author or editor, title of the paper, date series or publication numbers, place of publication, page reference, Web address, and access date (when required).

An Online Public Document (U. S. Congress)

B United States Congress. Committee on Education and the Workforce. *Hearing on H. R. 1119, Family Time Flexibility Act*. Serial No. 108-7. March 12, 2003. <http://edworkforce.house.gov/hearings/108th/wp/wphearings.htm>.

N United States Congress, Committee on Education and the Workforce, *Hearing on H. R. 1119, Family Time Flexibility Act*, Serial No. 108-7, March 12, 2003, <http://edworkforce.house.gov/hearings/108th/wp/wphearings.htm>.

Follow the format for a document in print found on page 7, then add the Web address and access date (if required).

An Organizational Web Page

B Alan Guttmacher Institute. "The Benefits of Investing in Sexual and Reproductive Health." *The Guttmacher Report on Public Policy*. March 2004. <http://www.agi-usa.org/pubs/ib2004no4.pdf>.

N ⁶⁹Alan Guttmacher Institute, "The Benefits of Investing in Sexual and Reproductive Health," *The Guttmacher Report on Public Policy*, March 2004, <http://www.agi-usa.org/pubs/ib2004no4.pdf>.

Note: List as much as can be found: author, title of the page; title or owner of the Web site, Web address; date of access (if required).

An Article from an Online Magazine

B Berkhoff, Todd S. "Bloody Battle for the Black Hats." *America's Civil War*. September 2004. <http://www.historynet.com/acw/blblackhats/>.

N ⁷ Todd S. Berkhoff, "Bloody Battle for the Black Hats." *America's Civil War*, September 2004, <http://www.historynet.com/acw/blblackhats/> (accessed September 27, 2004).

A Journal Article from a Subscription Database

B Purkiss, Diane. "Desire and Its Deformities: Fantasies of Witchcraft in the English Civil War." *Journal of Medieval & Early Modern Studies* 27 no.1 (1997): 103-132. <http://search.epnet.com>.

N ⁶⁷ Diane Purkiss, "Desire and Its Deformities: Fantasies of Witchcraft in the English Civil War," *Journal of Medieval & Early Modern Studies* 27 no.1 (1997), 103-132, <http://search.epnet.com>.

A Magazine Article from a Subscription Database

B Klein, Joe. "Bush's Iraq: A Powerful Fantasy." *Time*. September 27, 2004, 23. <http://search.epnet.com> (accessed September 28, 2004).

N ³ Joe Klein, "Bush's Iraq: A Powerful Fantasy," *Time*, September 27, 2004, 23, <http://search.epnet.com> (accessed September 28, 2004).

A Newspaper Article from a Subscription Database

B "Contesting the Vote: Text of the Supreme Court Ruling on Bush v. Gore Florida Recount Case." *New York Times*. (December 13, 2000) Late edition: A27. <http://web.lexis-nexis.com/universe>.

N ¹⁷ "Contesting the Vote: Text of the Supreme Court Ruling on Bush v. Gore Florida Recount Case," *New York Times*, (December 13, 2000) Late edition, A27, <http://web.lexis-nexis.com/universe>.

Note: Whenever, as in this example, there is no author; the citation begins with the title of the article.

into the text;..." (4) to give credit for help or aid in producing a portion of the paper.⁵ Failure to credit ideas or words to the source where you found them is plagiarism, a serious academic offense. At UCC, this could involve a hearing with the Dean of Students, failure of the assignment, failure of the course, or even expulsion from the college.

Capitalization:

"In giving titles of published works in text, notes, reference list, or bibliography, the spelling of the original should be retained but capitalization and punctuation may be altered to conform to the style used in the paper....In the humanities ..., it is customary to capitalize titles headline style(:)...capitalize the first and last words and all other words except ..." ⁶ Articles (*a, an, the* as in *Civilizations of the Ancient Near East*)
Prepositions (e.g. *against, between, in, of, to* as in *Egypt: Land of the Pharaohs* and "Living Faces from the Sands of Time")
Coordinating conjunctions (*and, but, for, nor, or, so, yet* as in "Tradition and Major Projects of the Fourteenth Century")
The *to* in infinitives (as in *How to Err*)

Punctuation:

Italics and quotation marks for titles follow a general rule: "italicize the titles of *whole* published works and ... put the titles of *parts* of these works in quotation marks....Italicize the titles of books, pamphlets, bulletins, periodicals (magazines, journals, newspapers), and long poems (such as *Paradise Lost*)....(W)ords that are italicized ...may be underlined if italics are not available on the computer system or typewriter being used."⁷ You should use quotation marks for the titles of works published within larger works. Such titles include the names of articles, essays, short stories, short poems, chapters of books, individual episodes of television and radio programs, and short musical compositions (e.g. songs). Quotation marks should also be used for unpublished works, such as lectures and speeches. If a publisher has marked a work, "it should be treated as published; that is, the title should be italicized wherever it appears."⁸

Be sure to use a colon and a space to separate a title from a subtitle, unless the title ends in a question mark, an exclamation point, or a dash. Also include other punctuation only if it is part of the title.

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5. Ibid. 118.
 6. Ibid. 65.
 7. Ibid. 68.
 8. Ibid.

Sample Entries in the Turabian Style

B= Entry for a Bibliography N=Entry for a Note

A Book by a Single Author

B North, John. *Stonehenge: A New Interpretation of Prehistoric Man and the Cosmos*. New York: The Free Press, 1996.

N ¹John North, *Stonehenge: A New Interpretation of Prehistoric Man and the Cosmos* (New York: The Free Press, 1996), 54.

A Book with More Than One Author or Editor

B Winter, Jay, and Blaine Baggett. *The Great War and the Shaping of the 20th Century*. New York: Penguin Books, 1996.

N ¹Jay Winter and Blaine Baggett, *The Great War and the Shaping of the 20th Century* (New York: Penguin Books USA, 1996), 54.

A Book with No Author

B *Internships 2005*. Lawrenceville, NJ: Thomson and Peterson's, 2004.

N ¹“Smithsonian Institute Press,” *Internships 2005*, (Lawrenceville, NJ: Thomson and Peterson's 2004), 381.

A Reprinted, or Paperback Edition of a Book

B Dunbar, Paul Laurence. *Poems of Cabin and Field*. New York: Dodd, Mead & Co., 1896, 1899; Reprint, Salem, N. H.: Ayer, 1991.

N ¹Paul Laurence Dunbar, *Poems of Cabin and Field* (New York: Dodd, Mead & Co., 1896, 1899; reprint, Salem, N.H.: Ayer, 1991) 39 (page citations are to the reprint edition).

Note: State reprint before the original edition when citing a reprint.

A Book Review from a Journal

B Fox, Charlie. Review of *Textile Town: Spartanburg, South Carolina*, by Betsy Wakefield Teter, *Labor History* 45 (August 2004): 399-401.

N ⁶Charlie Fox, Review of *Textile Town: Spartanburg, South Carolina* by Betsy Wakefield Teter, *Labor History* 45 (August 2004), 400.

Online Sources (Chicago Format)

Turabian's *Manual for Writers* does not list many examples of citation from online sources. The following examples follow the *Chicago Manual of Style*, (2003), Chapter 17.

An Online Book (Older Works)

B Bacon, Francis. *The Advancement of Learning*. Project Gutenberg, 2004. <http://www.gutenberg.net/etext/5500>.

N ⁶Francis Bacon, *The Advancement of Learning*, (1893; Project Gutenberg, 2004), <http://www.gutenberg.net/etext/5500>.

Note: the publication date for the source from which this electronic version was transcribed is listed, when available, in the footnote.

Also note: Periods separate the elements of citation in the Bibliography form. Commas are used in the Note form.

An Article from an Online Journal

B Williams, Mary Frances. “The *Sidus Iulium*, the Divinity of Men, and the Golden Age in Virgil's *Aeneid*.” *Leeds International Classical Studies* 2, no. 1 (2003) <http://www.leeds.ac.uk/classics/lics/2003/200301.pdf>.

N ¹³Mary Frances Williams, “The *Sidus Iulium*, the Divinity of Men, and the Golden Age in Virgil's *Aeneid*,” *Leeds International Classical Studies* 2, no. 1 (2003), <http://www.leeds.ac.uk/classics/lics/2003/200301.pdf>. (accessed September 27, 2004).

Note: Page numbers, if available, should be listed before the Web address for the article.

Also note: When required, the date of access follows the citation.

An Article from a Magazine

B Cox, Craig. "The Radical Middle." *Utne Reader*, September-October 2004, 80-85.

N ⁴Craig Cox, "The Radical Middle," *Utne Reader*, September-October 2004, 84-85.

An Article from a Scholarly Journal

B Igler, David. "Diseased Goods: Global Exchanges in the Eastern Pacific Basin, 1770-1850." *American Historical Review* 109 (June 2004): 693-719.

N ⁴³ David Igler, "Diseased Goods: Global Exchanges in the Eastern Pacific Basin, 1770-1850," *American Historical Review* 109 (June 2004): 694-5.

Note: In the example above, the journal uses continuous pagination throughout the year. Therefore, we do not list the issue number. In the example below, each issue of the journal is paginated beginning with page one. In this case the issue number is indicated after the volume.

B Martin, Waldo E. "The Black Freedom Struggle and the Enduring Dilemma of Brown." *Black Scholar* 34, no.2 (2004): 14-20.

N ²Waldo E. Martin, "The Black Freedom Struggle and the Enduring Dilemma of Brown," *Black Scholar* 34, no.2 (2004): 17-18.

An Article from a Newspaper

Note: In section 11.44, Turabian states that "News items from daily papers are rarely listed separately in a bibliography or reference list." However students required to list a newspaper could follow this format:

B Woolley, Wayne. "Relax, Mom, There Are No Plans to Reinstate the Draft." *Star Ledger* (Newark) 24 September 2004, 1.

N ⁵Wayne Woolley, "Relax, Mom, There Are No Plans to Reinstate the Draft," *Star Ledger* (Newark) 24 September 2004, 1.

A book with an Organization as Author

B Congressional Quarterly Inc. *The CQ 2003 Almanac Plus: 108th Congress, 1st Session, Vol.LIX, 2004*. Washington, D.C.: Congressional Quarterly, Inc. 1996.

N ¹Congressional Quarterly Inc., "Congress Restricts Junk E-Mail," *The CQ Almanac Plus: 108th Congress, 1st Session, Vol.LIX, 2004: January-December*, (Washington, D.C.: Congressional Quarterly Inc., 2004), 18-6 —18-8.

An organization, Congressional Quarterly, Inc., is listed both as the author (first element of citation) and as the publisher of the book above.

An Article in a Well-Known Encyclopedia

N ¹*New Encyclopedia Britannica: Macropedia*, 15th ed., s. v. "Calvin and Calvinism," by William J. Bouwsma.

Alternate Form

N ¹Bouwsma, William J. "Calvin and Calvinism." in *New Encyclopedia Britannica: Macropedia*, 15th ed.

Note: s. v. means sub verba, or "look under the word."

Also note: "Well-known reference books are generally not listed in bibliographies."⁹ The example below is intended to show students who are required to list such articles an acceptable way of doing so.

B Bouwsma, William J. "Calvin and Calvinism." *New Encyclopedia Britannica: Macropedia*, 15th ed.

Note: In many encyclopedias, the author of each article is listed either at the beginning or the end of the article. **If no author is listed, begin the entry with the title of the article.** In *Britannica*, the author's initials only are listed at the end of each article. To determine the author of the article you are reading, consult the list of authors and initials in the back of the *Propedia* volume.

An Article from an Almanac

B "Ireland." *World Almanac and Book of Facts*, 2004.

N ⁷"Ireland," *World Almanac and Book of Facts*, 2004.

Note: Normally, an almanac, like an encyclopedia, would be cited in a note, but not listed in a bibliography.

9. *ibid.* p. 146.

An Article from a Multi-Volume Reference Book or a Part of an Anthology

- B** Cragin, Thomas. "Printing and Publishing." In *The Encyclopedia of European Social History from 1350 to 2000*, ed. Peter Stearns. Detroit: Gale, 2001, 5.377-406.
- N** ¹Thomas Cragin, "Printing and Publishing," In *The Encyclopedia of European Social History from 1350 to 2000*, ed. Peter Stearns, (Detroit: Gale, 2001), 5.378.

Note: In this case, all volumes of the book have the same title. The volume number is indicated right before the page range (5.377-406).

- B** Ogilvie, R. M. "Caesar." In *The Cambridge History of Classical Literature, Vol.2, Latin Literature*, ed. E. J. Kenney and W. V. Clausen. Cambridge: Cambridge University Press, 1982, 281-85.
- N** ³R. M.,Ogilvie, "Caesar," In *The Cambridge History of Classical Literature, Vol. 2, Latin Literature*, ed. E. J. Kenney and W. V. Clausen, (Cambridge: Cambridge University Press, 1982), 283.

Note: In this case, each volume has a different subtitle. The volume number is indicated between the title and the subtitle. Had either example been a single-volume work, no volume number would be indicated.

Citing the Bible (or Any Religious or Classic Text)

- N** ³³Exod. 20:1-17 (New Revised Standard Version).

Familiar religious texts are usually referred to in text, listing the abbreviated name of the book of the Bible (in Roman type, not Italic, not underlined). Chapter and verse are separated by a colon. Never cite a page number. Indicate the version of the Bible in parentheses. Religious texts are included in bibliographies only when information from a modern commentator is referred to. The usual bibliographic citation is the first one below:

- B** *The New Oxford Annotated Bible*, 3rd ed. Edited by Michael D. Coogan. Oxford: Oxford University Press, 2001.
- B** Exodus 20:1-17. In *The New Oxford Annotated Bible*, 3rd ed. Edited by Michael D. Coogan. Oxford: Oxford University Press, 2001. References are to commentary.

US Government Publication (Executive Branch)

Format: Country, state, city, county or other government division; legislative body, executive department, court or other government agency; subsidiary division; title of document; individual author, editor or compiler; report number; publisher; date; page range.

- B** U. S. Dept. of Education. Office for Civil Rights. *Achieving Diversity: Race-Neutral Alternatives in American Education*. Washington, D. C.: GPO, 2004.
- N** ¹U. S. Dept. of Education. Office for Civil Rights. *Achieving Diversity: Race-Neutral Alternatives in American Education*, (Washington, D. C.: GPO, 2004), 55.

Note: Turabian's *Manual for Writers* contains an extensive set of examples of citation of Government documents, on pages 214-238. This example, for an executive branch agency in the federal government, could be followed for a similar agency in a state government as well.

As in the example above, list the largest government agency first (in this case, U. S.; then list the Department level, then list the office or bureau within the department.

US Government Publication (Congressional)

- B** U. S. Congress. Senate, Committee on the Judiciary, *Complete Transcripts of the Clarence Thomas –Anita Hill Hearings*. 102nd Cong., 1st sess., October 11-13 , 1991. Chicago: Academy Chicago Publishers, 1994.
- N** ¹U. S. Congress. Senate, Committee on the Judiciary, *Complete Transcripts of the Clarence Thomas –Anita Hill Hearings*, 102nd Cong., 1st sess., October 11-13 , 1991, (Chicago: Academy Chicago Publishers, 1994),145.

Note: The Congressional Committee on the Judiciary is considered to be the author of the hearings. However, you would alphabetize this under United States.

Also note:

In this case, the government document was reprinted by a non-government publisher for sale, so that information is added at the end of the citation. Very often, the publisher of official government documents is the Government Printing Office (GPO) in Washington, D. C.