Read the notes below (in blue) on how to format your paper.

1. **Paper, Spacing, Font, Margins** Your paper should be typed, double-spaced, on 8 ½ x 11 inch paper, 12 pt. font. Choose a font like **Courier** or **Times New Roman**. Paper will have one-inch margins all around, except on the first page. On the first page, put **title** of text one-inch down from the top (centered), then start **text** about another half-inch below that. Double spacing does not apply to footnotes or bibliography.

TURABIAN / CHICAGO DOCUMENTATION STYLE

FAIRVIEW HIGH SCHOOL SOCIAL STUDIES DEPARTMENT

BESSETT’S TURABIAN GUIDESHEET

IB UNITED STATES HISTORY

DARREN BESSETT

JANUARY, 2011
(last update)

2. **Presentation** Do not use a folder or plastic sheets. Do include a **Title Page** (does not count as a page when numbering the document), which has the following in all CAPS:
   - TITLE OF DOCUMENT
   - CLASS TITLE / OCCASION FOR PAPER
   - (e.g. HISTORY DAY, 2011)
   - YOUR NAME
   - DATE

3. **Page numbers** Page numbers should be in the same font as the rest of the paper. Do not put a page number on the Title Page (it does not count as page 1). On the first page of the body of the paper, put the number “1” on the center of the bottom of the page; on subsequent pages, numbers go on the upper right hand corner, accompanied by a short title.
The Chicago or Turabian style, sometimes called documentary note or humanities style, places bibliographic citations at the bottom of a page or at the end of a paper. Although the 14th edition of *The Chicago Manual of Style* (1993) and the 5th edition of *Turabian's Manual for Writers* (1987) also offer guidelines for parenthetical documentation and reference lists, the Chicago and Turabian styles are most commonly thought of as note systems.

**General Information about Notes**

Notes come at the bottom of each page, separated from the text with a typed line, 1 and 1/2 inches long. Some instructors will allow you to place notes, instead, as endnotes on a separate page (titled Notes) at the end of your paper, after any appendices. To acknowledge a source in your paper, place a superscript number (raised slightly above the line) immediately after the end punctuation of a sentence containing the quotation, paraphrase, or summary—as, for example, at the end of this sentence.\(^1\) Do not put any punctuation after the number.

In the footnote or endnote itself, use the same number, but do not raise or superscript it; put a period and two spaces after the number. The notes themselves are single-spaced, and the first line of each note is indented five spaces from the left margin. Double-space between notes.

If a single paragraph of your paper contains several references from the same author, it is permissible to use one number after the last quotation, paraphrase, or summary to indicate the source for all of the material used in that paragraph.

Generally there is no need to use the abbreviations "p." and "pp." before page numbers; simply list the appropriate numbers.

**How to cite an electronic document** –

**Footnote:**


**Bibliography:**

Sample Footnotes / End Notes (the first time they are referenced)
The first references to secondary sources should be highly detailed. The rules are different depending on what kind of source you are referring to.

Books
Book by a Single Author, First Edition:

Book by a Single Author, Later Edition:

Book by Two or Three Authors:
   [If there is a third author, follow this example: James Smith, Donald Marc, and Jack Jones.]

Book by More than Three Authors:

Book by an Unknown Author:

Book with Both an Author and an Editor or Translator:

An Anthology:

Chapter in an Edited Collection:

Reprinted Book:
Articles

Article in a Journal:

Book Review:

Newspaper Article:
12. Tyler Marshall, "200th Birthday of Grimms Celebrated," *Los Angeles Times*, 15 March 1985, sec. 1A, p. 3. ["p." is used to make clear the difference between the page and section numbers.]

Encyclopedia Entry:

Government Document:

Unpublished Material (Dissertation or Thesis):

Interview by Writer of Research Paper:

Performances and Video Cassettes

Performance:

Videocassette:

Material Obtained Through an Information Service
Secondary Source

Sample Notes (the second or subsequent reference)
When a source is used a second time, its reference is given in a shorter form. The *Chicago Manual* and Turabian suggest two ways to shorten second references, the *Shortened Form* and *Latin Abbreviations*. The Social Studies Department here at Fairview recommends you use Latin Abbreviations. (See below.)

Latin Abbreviations
When referring to the same work as in the citation immediately preceding, use the abbreviation "Ibid." for the second reference. This is acceptable even if several pages of text separate the first and second references. The abbreviation "Ibid." is followed by a page number if the page from which the second reference is taken is different from the first. If the pages are the same, no number is necessary.
The first reference would look like this:

If everything stays the same, the next reference would look like this:
2. Ibid.
[Be sure to use roman, not italic, type.]

If the book remains the same, but the page changes, the next reference would look like this:
3. Ibid., 13.

Selected Bibliography / References
The bibliography, placed at the end of your paper, is an alphabetized list of books, articles, and other sources used in writing the paper. Since the word bibliography technically means all the works written on a particular subject, a more accurate heading for this section of the paper would be, for example, *Selected Bibliography* if you list all of the sources you consulted in writing your paper; use the term *Reference* for the items you actually cited in your paper.

While bibliographies and notes contain basically the same information, bibliographic form differs from note form in these ways:
1. Notes are numbered; sources are alphabetized. The author's last name appears first (Smith, Betty) in a bibliography.

2. Notes use commas and parentheses to separate items; a bibliography uses periods.

3. Notes indicate specific pages from which you took information; a bibliography lists entire books or a complete chapter to which you referred.

4. The first line of each note is indented 5 spaces, and subsequent lines return to the left margin. The first line of a bibliographic entry begins at the left margin and all the other lines are indented five spaces.

In either note or bibliographic form, if the author's name or the title (or other item) is missing, simply go on to the next item as it should appear. When alphabetizing, use the author's last name for your entry; if it is not given, simply go on to the next item in order (the title of the book or article, for example) and use that to alphabetize the entry.

Sample bibliographic entries follow. Notice their punctuation and arrangement. The entries are the same as those used in the notes.

**Book**


**Translation**


**Edited book**

Edition


Article


[Inclusive page numbers are optional in a bibliographical entry for a chapter in an edited collection.]

Magazine Article

Encyclopedia Entry

Dissertation

Reprint

Government Documents

Paper Presented at Conferences
Kupisch, Susan J. "Stepping In." Paper presented as part of the symposium Disrupted and Reorganized Families at the annual meeting of the Southeastern Psychological Association, Atlanta, Ga., 23-26 March 1983. Dialog, ERIC, ED 233276.
Performances

Videocassette Recording

Interview

Secondary Source
Sample

The following is a guideline of how to format Turabian footnotes. The sample is an excerpt from Kate Turabian, *A manual for Writers of Term Papers, Theses, and Dissertations* (1996), p. 274.

Revision of Song of Myself

Whitman divided his poem Song of Myself into fifty-two sections. They are used for such structural and thematic analyses as those of Carl F. Strauch, James E. Miller Jr., Roy H. Pearch, and Gay Wilson Allen,¹ or for such textual discussions as those of Frederick Schyberg, Floyd Stovall, Roger Asselineau, and William Sloan Kennedy.² Even those studies based on the 1855 edition, such as Jean Catel’s psychological interpretation, Ivan Marki’s textual study of the first edition,³ or Malcolm Cowley’s introduction to that edition, use the 1891 divisions to identify passages that in the 1855 text were divided only by spaces between line groups. Interpretations that strive to show Whitman’s reliance on Hindu texts, such as those of T. R. Raj.

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Sample Annotated Bibliography

Annotation means a comment about the bibliographic entry. It is not a review or complete summary of what you read. The annotation should not be longer than three to five sentences, but indeed be longer than a single sentence or phrase.

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Annotated Bibliography
Title of Your Research Topic


This is a pamphlet prepared by two UCC librarians and available at the UCC Library. This pamphlet was specifically produced for my courses and thus may qualify as an original source. It really belongs in the category of "pamphlet."


This is a 956 page tome that tells you more than the ordinary person would ever want to know about formatting a book for publication. The chapters on documentation explain how to do bibliographies. It seems to me that Web citations are still not fully integrated even in this 2003 edition. One would expect that Turabian will soon follow with an updated version of her briefer book.


This web site provides additional examples of how to do bibliography in the Turabian format. There are many formats for citing web sites, unfortunately.


Turabian’s Manual, 6th ed., is based on the fourteenth edition of the Chicago Manual of Style (1993). Turabian is an abbreviated condensation of the more comprehensive University of Chicago Manual. Turabian is available at most town libraries, and can be bought at most bookstores.

---------- End Document ----------