

TURABIAN DOCUMENTATION

You will use the words or ideas of others for your research paper, so you will need to document, or give credit to, the original information sources. Use quotation marks if you use the exact words of the original source. You do not need quotation marks if you paraphrase or restate the idea in your own words, but you still need to cite the source.

Kate Turabian, the dissertation secretary at the University of Chicago for over 30 years, created a guide for students and researchers, based on *The Chicago Manual of Style*. The Turabian manual describes two forms of citation:

- the **bibliography style**
- the **reference list style**

This guide will cover the **bibliography style**. Identify each information source in the text of your paper, using a superscript number at the end of the sentence in which you refer to that source. (15.3.1). For example:

According to Fruchtman, Thomas Paine was hailed as a champion of individual liberties in England after the publication of Paine's pamphlet, *Common Sense*.¹

Cite each information source in a numbered note. Type the number of each note, followed by a period. Use a new number each time you include a new quote or paraphrase, even if you use only one or two sources. Notes are arranged in numerical order, either at the bottom of the page as **footnotes** or in a list at the end of your paper as **endnotes**. Indent the first line of the note five spaces, or the same number of spaces that you use to indent paragraphs. If you use the same information source again in your paper, you can use a short form of the note citation. "A shortened note should include enough information for readers to find the full citation in your bibliography or in an earlier note." (16.4.1). Use the Latin abbreviation *ibid.* (for *ibidem*, "in the same place") to cite a work immediately after a previous note citing that same work. "In notes, *ibid.* should be capitalized but not italicized. Since *ibid.* is an abbreviation, it must end with a period; if the citation includes a page number, put a comma after *ibid.* If the page number is the same as in the previous note, do not include a page number after *ibid.*" (16.4.2)

"Reference works, such as well-known "dictionaries and encyclopedias, should usually be cited only in notes" and not included in your bibliography. Cite the item you used in an alphabetically arranged reference work like a dictionary or encyclopedia. You do not need to cite the volume or page numbers, but put the Latin abbreviation *s.v.* (for *sub verbo*, meaning "under the word") before the item you used (17.5.3). Examples of notes are shown below. Note 8 is an example of the use of *s.v.*

Each example shows the Note version, then the Bibliography version of the citation and includes the section and page number in *A Manual for Writers of Research Papers, Theses, and Dissertations: Chicago Style for Students and Researchers*, 7th ed. If you have a type of source not covered by these examples, ask a librarian for assistance.

Note and Bibliography Examples

(Note examples appear first and are numbered.)

Type of Source	Example
<i>Book with one author</i>	1. David L. Holmes, <i>The Faiths of the Founding Fathers</i> (New York: Oxford University Press, 2006), 64.
<i>Bibliography example</i>	Holmes, David L. <i>The Faiths of the Founding Fathers</i> . New York: Oxford University Press, 2006.
<i>Preceding work, same page</i>	2. <i>Ibid.</i>
<i>Preceding work, different page</i>	3. <i>Ibid.</i> , 81.
<i>Shortened form of work already mentioned</i>	4. Holmes, <i>The Faiths of the Founding Fathers</i> , 80.
<i>Book with an editor</i>	5. Jack Goldstone, ed., <i>Who's Who in Political Revolutions</i> (Washington D.C.: Congressional Quarterly, 1999), 119-120.
<i>Bibliography example</i>	Goldstone, Jack, ed. <i>Who's Who in Political Revolutions</i> . Washington D.C.: Congressional Quarterly, 1999.
<i>Magazine article from an online database</i>	6. Stuart Andrews, "Paine's American Pamphlets," <i>History Today</i> , July 1981, 7-11, http://search.ebscohost.com (accessed April 18, 2008).

Bibliography example	Andrews, Stuart. "Paine's American Pamphlets." <i>History Today</i> , July 1981, 7-11. http://search.ebscohost.com (accessed April 18, 2008).
Journal article with two authors	7. Carla H. Hay and Jay E. Smith, "Thomas Paine and the Religion of Nature," <i>Historian</i> 58 (Spring 1996): 642.
Bibliography example	Hay, Carla H. and Jay E. Smith. "Thomas Paine and the Religion of Nature." <i>Historian</i> 58 (Spring 1996): 642.
Work already fully cited (book and article titles may be shortened)	8. Fruchtman, <i>Thomas Paine: Apostle of Freedom</i> , 125.
Online encyclopedia article - General encyclopedia—usually cited in Notes only	9. <i>Encyclopaedia Britannica Online</i> , s.v. "Paine, Thomas," http://search.eb.com/eb/article-9058012 (accessed April 18, 2008).
Web page (with author)	10. Steven Kreis, "Thomas Paine, 1737-1809," The History Guide, http://www.historyguide.org .
Bibliography example	Kreis, Steven. "Thomas Paine, 1737-1809." The History Guide. http://www.historyguide.org (accessed April 18, 2008).
Work within a larger work	11. George Spater, "American Revolutionary, 1774-89," in <i>Citizen of the World: Essays on Thomas Paine</i> , ed. Ian Dyke (New York: St. Martin's Press, 1988), 37.
Bibliography example	Spater, George. "American Revolutionary, 1774-89." In <i>Citizen of the World: Essays on Thomas Paine</i> , ed. Ian Dyke, 24-49. New York: St. Martin's Press, 1988.

Notes are numbered as they appear in the text of your paper. The following is an Endnote example. Endnotes are placed on a separate page at the end of your paper, just before your bibliography.

If you use footnotes, do not try to place them on the page by using the "footer" option of your word processor. (The content in the "footer" will appear at the bottom of each printed page and will be the same on each page. That is not what you will want.) Instead, estimate the amount of space you will need at the end of the text on the page to list the footnotes in the text.

"Put a short rule between the last line of your text and the first footnote on each page. If a footnote runs over to the next page, break it in midsentence, so that readers do not think the note is finished and overlook the part on the next page" (Section 16.3.4, p. 152).

Endnotes

1. David L. Holmes, *The Faiths of the Founding Fathers* (New York: Oxford University Press, 2006), 64.
2. Ibid.
3. Ibid., 81.
4. Jack Fruchtman, *Thomas Paine: Apostle of Freedom* (New York: Four Walls Eight Windows, 1996), 450-54, EBooks on EBSCOhost.
5. Dorothy Denneen Volo and James M. Volo, *Daily Life during the American Revolution* (Westport, Conn: Greenwood Press, 2003), 42.
6. Jacquelyn Dowd Hall et al., *Like a Family: The Making of a Southern Cotton Mill World* (Chapel Hill: University of North Carolina Press, 2000), 23-25.
7. Fruchtman, *Thomas Paine: Apostle of Freedom*, 125.
8. Barbara Ehrenreich, "Real Patriots Speak Their Minds," *Time*, July 8, 1991, 66, <http://search.ebscohost.com/> (accessed December 2, 2009).
9. George Spater, "American Revolutionary, 1774-89," in *Citizen of the World: Essays on Thomas Paine*, ed. Ian Dyke (New York: St. Martin's Press, 1988), 37.
10. *An Act to Authorize the Construction of a Monument in the District of Columbia or Its Environs to Honor Thomas Paine, and for Other Purposes*, Public Law 102-407, 102d Cong., 2d sess. (October 7, 1992), The Library of Congress Thomas, <http://thomas.loc.gov/cgi-bin/query/z?c102:S.3364.CPS>: (accessed December 3, 2009).

Bibliographies

There are several types of bibliographies. Please see Section 16.2, pp.147-8 for discussion of the various types:

- Bibliography of sources consulted
- Selected bibliography
- Single-author bibliography
- Annotated bibliography

Create a bibliography entry for each source. A bibliography is a list of all the sources you used to get ideas and information for your paper. It should be on a separate page at the end. Type the heading, **Bibliography**, and center it at the top of the page. Arrange your sources in alphabetical order by the first word in the reference, whether it is a person's last name, an organization name, or the first word of a title (ignore the articles, A, An, and The and alphabetize by the next word). Information from well-known dictionaries and encyclopedias are normally cited only in notes and do not appear in bibliographies, but you may want to include entries from subject-specific encyclopedias.

Single-space the bibliography, leaving one blank line between entries. Use a "hanging indent" style: The first line should be flush left and all other lines should be indented at least five spaces.

The following is an example of a bibliography of sources consulted. It lists all the sources cited in the notes in alphabetical order.

<p>Bibliography</p> <p>Andrews, Stuart. "Paine's American Pamphlets." <i>History Today</i>, July 1981, 7-11. http://search.ebscohost.com (accessed April 18, 2008).</p> <p>Goldstone, Jack, ed. <i>Who's Who in Political Revolutions</i>. Washington D.C.: Congressional Quarterly, 1999.</p> <p>Hay, Carla H. and Jay E. Smith. "Thomas Paine and the Religion of Nature." <i>Historian</i> 58 (Spring 1996): 642.</p> <p>Holmes, David L. <i>The Faiths of the Founding Fathers</i>. New York: Oxford University Press, 2006.</p> <p>Kreis, Steven. "Thomas Paine, 1737-1809." The History Guide. http://www.historyguide.org (accessed April 18, 2008).</p> <p>Spater, George. "American Revolutionary, 1774-89." In <i>Citizen of the World: Essays on Thomas Paine</i>, ed. Ian Dyke, 24-49. New York: St. Martin's Press, 1988.</p> <p>_____. "The Early Years, 1737-74." In <i>Citizen of the World: Essays on Thomas Paine</i>, ed. Ian Dyke, 17-23. New York: St. Martin's Press, 1988.</p>
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If you have a type of source not covered in the examples given, ask the librarian to show you the Turabian manual or see the online guide for more examples: <http://library.austincc.edu/help/TURABIAN/>.

Turabian, Kate L. *A Manual for Writers of Term Papers, Theses, and Dissertations*. 7th ed. Revised by Wayne C. Booth, Gregory G. Colomb, Joseph M. Williams, and University of Chicago Press Editorial Staff. Chicago: University of Chicago Press, 2007.

These are available at all campus libraries. Call number: LB2369 .T88 2007.

You can find an example of a history paper using Chicago/Turabian-style endnotes and bibliography at *Research and Documentation Online*, 5th ed., http://bcs.bedfordstmartins.com/resdoc5e/RES5e_ch10_s1-0007.html.