How to use this guide: This guide has been created for use when inserting foot or end notes into a paper, and then compiling a bibliography from those notes. N represents how to format your citations for notes, while B details how to format your citation for use within the bibliography.


Books
One Author:
N: Note number. Author’s First and Last Names, Title of Book: Subtitle of Book (Place of Publication: Publisher’s Name, Date of Publication), page-page.

B: Author’s Last Name, First Name. Title of Book: Subtitle of Book. Place of Publication: Publisher’s Name, Date of Publication.

Two Authors: List both authors, separated by the word and.

Three Authors: Include all authors in note and bib, using the word and before the last author.

Four or More Authors: List first author in note, then follow with et al. In bibliography, list each author.

Editor instead of Author: include the abbreviation ed., after editor names. For multiple editors, follow rules for multiple authors.

Editor in addition to Author: Include the editor information after the title of the book.
Article from a print journal*

N: Note Number. Author First and Last Name, “Title of Article: Subtitle,” Title of Journal Volume, no. # (Date of Publication): Page-page.


B: Author Last Name, First Name. “Title of Article: Subtitle.” Title of Journal Volume, no. # (Date of Publication): Page-page.


Online Article*

N: Note Number. Author First and Last Name, “Title of Article: Subtitle,” Title of Journal Volume, no. # (Date of publication), Page number (if available) or under “Subheading or Other Locator,” URL (accessed Date).


B: Author Last Name, First Name. “Title of Article: Subtitle.” Title of Journal Volume, no. # (Date of publication). URL (accessed date).


Article From a Database* Follow Online Article instructions, but include full URL which should include database name.

N: Note Number. Author First and Last Name, “Title of Article: Subtitle,” Title of Journal Volume, no. # (Date of publication), Page number (if available) or under “Subheading or Other Locator,” URL (accessed Date).


B: Author Last Name, First Name. “Title of Article: Subtitle.” Title of Journal Volume, no. # (Date of publication). URL (accessed date).


* A note about articles: If there is no issue number, remove the comma following the volume number. Volume (Date): ...

Chapter in an Edited Book

N: Note number. Chapter Author First and Last Name, “Title of Chapter: Subtitle,” in Title of Book: Subtitle, ed. Editor First and Last Name (Place of Publication: Publisher Name, Date of publication), page-page (of information cited).


B: Chapter Author Last Name, First Name. “Title of Chapter: Subtitle.” In Title of Book: Subtitle, edited by Editor First and Last Name, page-page (of chapter). Place of Publication: Publisher, Date of Publication.


Omitted Sources: Chicago/Turabian Style does not accommodate the citation of the Bible, newspaper articles, dictionaries, encyclopedias, or many other well-known sources within citation lists. See page 150 of A Manual For Writers of Research Papers, Theses and Dissertations for an extensive list of other sources that may be omitted from lists, or for more directions on how to cite these sources within the notes of your paper.

Indentation: Notes are always indented according to the format of other paragraphs within the text of the paper, following lines are aligned left. Bibliographies have a hanging indentation: the first line is flush left while remaining lines are indented the same space as the paragraphs within the text of the paper. For example:

Paragraph text paragraph text paragraph text paragraph text paragraph text paragraph text paragraph text paragraph text paragraph text paragraph text paragraph text paragraph.
