

Turabian/Chicago Humanities Style Citation Manual



I. Definitions	1
II. When Do I Cite?	1
III. How Do I Insert Footnotes?	1
IV. What Do Footnote Citations Look Like Within the Text?	2
V. What Information Do I Include in a Citation?	3
VI. Footnote and Bibliographic Styles	3
A. Formatting Citations for Secondary Sources	3
B. Formatting Citations for Primary Sources	10
VII. Bibliography	13

I. Definitions

In your history courses, you will be expected to use the Turabian/Chicago style for your citations, which differs from MLA and APA in terms of both content and organization. The primary distinction between the two names (Turabian and Chicago) is audience—the *Chicago Manual of Style* is intended for those in publishing and is more comprehensive, while Kate Turabian's *A Manual for Writers* is specifically geared for students. Although there are a few differences, most instructors will use these terms interchangeably.

Within the Turabian/Chicago style, there are two sub styles: the author-date system used in the social sciences, and the notes-bibliography system used in the humanities. The notes-bibliography system explained here uses citations within the text (superscript numbers that correspond to footnotes or endnotes) and bibliographic data at the end of the text. Most professors will expect you to use footnotes, which appear at the bottom of the page. Bibliographies and footnotes or endnotes contain the same information albeit in a slightly different format, and it is important for you to notice these differences.

II. When do I cite?

You must cite in text (i.e. footnote) every quote, paraphrase, or idea that is not your own. All direct quotations must have a citation that gives the *exact* location, usually a page number or web address. Unless it is a block quotation, it must also include quotation marks. Also, if you paraphrase a section of text, at the end of that paraphrase include a footnote citing where you obtained your information. Since it is not a direct quotation, you would only include a footnote and not quotation marks. It is *very* important that you pay attention to your citations, because failing to cite sources (or citing them inappropriately) is considered **plagiarism or academic misconduct**. Your professor may also expect you to include a bibliography, which includes all of the sources you cite in the essay *as well as* other sources you consulted in your research.

III. How do I insert footnotes?

Step #1: Put the computer cursor after the period and quotation mark of the quote or section you are citing (the footnote number should be last, after punctuation).

Step #2: Now you will need to add the footnote. The procedure differs slightly depending on your word processor. In some versions of Microsoft Word for PCs and Macs, go to Insert ▶ Reference ▶ Footnote (on some computers it will go from Insert directly to Footnote). The box that pops up should have the correct formatting already, so hit Insert. Other versions of Word that use “tabs” will have you go to References ▶ Add Footnote. In that version, don't use the Add Citation button, even if you select Chicago or Turabian, because the Microsoft programmers didn't set up their algorithms correctly.

Step #3: Your cursor will then appear at the bottom of the page, where you enter the citation information. Do not rely on EasyBib or BibMe because they can be incorrect! Copying and pasting the information directly from Amazon, JSTOR, etc. will also lead to errors. The best way to avoid trouble is to input the data yourself and proofread your work.

That is what this guide is for, but you can also use the Turabian Quick Guide online (see the bibliography on p. 13).

Step #4: Once you enter the source's information into your footnote, you can click your cursor back within the paper text to resume typing. The corresponding number for the footnote will appear where you had initially placed your cursor. To delete a footnote, delete that number in the main text and the entire citation is removed.

Do not try to manually insert footnotes into the footer of the document; the method outlined above is the *only* way to correctly insert citations. Most word processors will have an automatic setting that puts your footnotes in 10-point font with the number in superscript (numbered consecutively starting at 1). If your program *does not* do this automatically (e.g. your notes are in 12-point font, or are numbered with Roman numerals), you will need to adjust it manually or change your default settings. You may also need to change the font style so it matches the main text of your paper. If you put your cursor in the footnotes, you can "select all" and change the font style and size. Footnotes are always in a smaller font than the main text, so if your paper is written in 12-point Times New Roman, your notes should be in 10-point Times New Roman, as one example.

It's really quite simple once you get used to it, because the computer does all the hard stuff for you!

IV. What do footnote citations look like within the text?

The corresponding footnotes appear at the bottom of the page.

Example #1: Quotation from a Secondary Source

In fact, as Nancy Cott has noted, "another allied but more impalpable element of continuity in women's work (as in their lives) was its constant orientation toward the needs of others, especially men."¹

Example #2: Paraphrase from a Secondary Source

According to Michael Fellman, radical abolitionists divided into two factions—non-resistant radicals and militant abolitionists—over the issue of violent means.²

Example #3: Quotation from a Primary Source

In his testimony before the investigation into the My Lai massacre, Harry Stanley stated that Captain Ernest Medina "ordered us to 'kill everything in the village.'"³

V. What information do I include in a citation?

¹ Nancy Cott, *The Bonds of Womanhood: "Woman's Sphere" in New England, 1780-1835* (New Haven: Yale University Press, 1977), 22.

² Michael Fellman, "Theodore Parker and the Abolitionist Role in the 1850s," *Journal of American History* 61, no. 3 (December 1974): 666.

³ Harry Stanley, "Testimony to U.S. Army CID," in *My Lai: A Brief History with Documents*, ed. James S. Olson and Randy Roberts (Boston: Bedford St. Martins, 1998), 65.

The first time you cite a work, you include the full citation with correct punctuation, which generally includes the author's name, title, publication information, and page number. Thereafter—for all subsequent citations *from that same source*—you should only give the short citation. Short citations normally include only the author's last name and the page number. When you introduce a new source into your paper, you would follow the same procedure: first citation is full, subsequent citations are short. The use of "Ibid" (meaning "in the same place") has fallen out of favor since the advent of word processing makes it easy for an "Ibid" citation to lose its original reference. You should check with your instructor before using "Ibid."

The following examples demonstrate the correct formatting for typical primary and secondary source materials. Simply match up the kind of source you are citing with one of these examples. If you do not see an example that fits with the source you are planning to cite, consult one of the more detailed writing guides listed in the bibliography or speak with your instructor. Keep this by your side while you are writing, follow it carefully, and you will have no problem!

VI. Footnote and Bibliographic Styles

A. Formatting Citations for Secondary Sources

From a textbook

Full citation:

¹ James Henretta and David Brody, eds., *America: A Concise History*, 4th ed., vol. 1 (Boston: Bedford St. Martins, 2009), 374.

Short citation:

² Henretta and Brody, 374.

Bibliography:

Henretta, James, and David Brody, eds. *America: A Concise History*. 4th ed. Vol. 1. Boston: Bedford St. Martins, 2009.

From a book (with one author)

Full citation:

³ Adrian Burgos Jr., *Playing America's Game: Baseball, Latinos, and the Color Line* (Berkeley: University of California Press, 2007), 198.

Short citation:

⁴ Burgos, 198.

Bibliography:

Burgos, Adrian, Jr. *Playing America's Game: Baseball, Latinos, and the Color Line*. Berkeley: University of California Press, 2007.

From a specific edition of a book (with one author)*Full citation:*

⁵ Rebecca Edwards, *New Spirits: Americans in the "Gilded Age," 1865-1905*, 2nd ed. (New York: Oxford University Press, 2011), 43.

Short citation:

⁶ Edwards, 43.

Bibliography:

Edwards, Rebecca. *New Spirits: Americans in the "Gilded Age," 1865-1905*. 2nd ed. New York: Oxford University Press, 2011.

From a book (with two or three authors)*Full citation:*

⁷ Stanley L. Engerman and Robert W. Fogel, *Time on the Cross: The Economics of American Negro Slavery* (New York: W. W. Norton, 1989), 165.

Short citation:

⁸ Engerman and Fogel, 165.

Bibliography:

Engerman, Stanley L., and Robert W. Fogel. *Time on the Cross: The Economics of American Negro Slavery*. New York: W. W. Norton, 1989.

From a book (with four or more authors)*Full citation:*

⁹ Edward O. Laumann et al., *The Social Organization of Sexuality: Sexual Practices in the United States* (Chicago: University of Chicago Press, 1994), 262.

Short citation:

¹⁰ Laumann et al., 262.

Bibliography:

Laumann, Edward O., John H. Gagnon, Robert T. Michael, and Stuart Michaels. *The Social Organization of Sexuality: Sexual Practices in the United States*. Chicago: University of Chicago Press, 1994.

From a book with an author and an editor/translator*Full citation:*

¹¹ Rigoberta Menchu, *Crossing Borders*, trans. and ed. Ann Wright (New York: Verso, 1999), 41.

Short citation:

¹² Menchu, 41.

Bibliography:

Menchu, Rigoberta. *Crossing Borders*. Translated and edited by Ann Wright. New York: Verso, 1999.

From a published course reader*Full citation:*

¹³ Patricia Bonomi, "'The Hosannas of the Multitude': The Great Awakening in America," in *Taking Sides: Clashing Views on Controversial Issues in American History*, 11th ed., vol. 1, ed. Larry Madaras and James M. SoRelle (New York: McGraw-Hill, 2005), 96.

Short citation:

¹⁴ Bonomi, 96.

Bibliography:

Bonomi, Patricia. "'The Hosannas of the Multitude': The Great Awakening in America." In *Taking Sides: Clashing Views on Controversial Issues in American History*, 11th ed., vol. 1, edited by Larry Madaras and James M. SoRelle, 95-114. New York: McGraw-Hill, 2005.

From an article in an edited collection or anthology*Full citation:*

¹⁵ Bryant Simon, "Race Reactions: African American Organizing, Liberalism, and White Working-Class Politics in Postwar South Carolina," in *Jumpin' Jim Crow: Southern Politics from Civil War to Civil Rights*, ed. Jane Dailey, Glenda Elizabeth Gilmore, and Bryant Simon (Princeton: Princeton University Press, 2000), 244.

Short citation:

¹⁶ Simon, 244.

Bibliography:

Simon, Bryant. "Race Reactions: African American Organizing, Liberalism, and White Working-Class Politics in Postwar South Carolina." In *Jumpin' Jim Crow: Southern Politics from Civil War to Civil Rights*, edited by Jane Dailey, Glenda Elizabeth Gilmore, and Bryant Simon, 239-259. Princeton: Princeton University Press, 2000.

From a scholarly journal article accessed online

Full citation:

¹⁷ Lawrence Delbert Cress, "'Cool and Serious Reflection': Federalist Attitudes toward War in 1812" *Journal of the Early Republic* 7, no. 2 (Summer 1987): 138, accessed January 12, 2008, <http://www.jstor.org/stable/3123456>.

Short citation:

¹⁸ Cress, 138.

Bibliography:

Cress, Lawrence Delbert. "'Cool and Serious Reflection': Federalist Attitudes toward War in 1812." *Journal of the Early Republic* 7, no. 2 (Summer 1987): 123-145. Accessed January 12, 2008. <http://www.jstor.org/stable/3123456>.

From a master's thesis

Full citation:

¹⁹ Justin G. Horton, "The Second Lost Cause: Post-National Confederate Imperialism in the Americas" (master's thesis, East Tennessee State University, 2007), 85, accessed September 20, 2011, ProQuest Dissertations & Theses.

Short citation:

²⁰ Horton, 85.

Bibliography:

Horton, Justin G. "The Second Lost Cause: Post-National Confederate Imperialism in the Americas." M.A. thesis, East Tennessee State University, 2007. Accessed September 20, 2011. ProQuest Dissertations & Theses.

From a doctoral dissertation

Full citation:

²¹ Tai Edwards, "Osage Gender: Continuity, Change, and Colonization, 1720s to 1870s" (PhD diss., University of Kansas, 2010), 125, accessed July 11, 2012, ProQuest Dissertations & Theses.

Short citation:

²² Edwards, 125.

Bibliography:

Edwards, Tai. "Osage Gender: Continuity, Change, and Colonization, 1720s to 1870s." PhD diss., University of Kansas, 2010. Accessed July 11, 2012. ProQuest Dissertations & Theses.

From a magazine

Full citation:

²³ Jill Lepore, "Just the Facts, Ma'am: Fake Memoirs, Factual Fictions, and the History of History," *New Yorker*, March 24, 2008, 81.

Short citation:

²⁴ Lepore, 81.

Bibliography:

Lepore, Jill. "Just the Facts, Ma'am: Fake Memoirs, Factual Fictions, and the History of History." *New Yorker*, March 24, 2008.

From a book published electronically

Full citation:

²⁵ James T. Patterson, *Restless Giant: The United States from Watergate to Bush v. Gore* (New York: Oxford University Press, 2005), 213, accessed February 28, 2010, ProQuest Ebrary.

Short citation:

²⁶ Patterson, 213.

Bibliography:

Patterson, James T. *Restless Giant: The United States from Watergate to Bush v. Gore*. New York: Oxford University Press, 2005. Accessed February 28, 2010. ProQuest Ebrary.

From a website*Full citation:*

²⁷ “The Great Depression and the Arts: A Unit of Study for Grades 8-12,” New Deal Network, accessed June 25, 2014, <http://newdeal.feri.org/nchs/index.htm>.

Short citation:

²⁸ “Great Depression,” June 25, 2014.

Bibliography:

Websites may not need to be listed in your bibliography. Check with your instructor.

From an online dictionary*Full citation:*

²⁹ *The Free Dictionary*, s.v. “ethnocentrism,” accessed July 26, 2007, <http://www.thefreedictionary.com/ethnocentrism>.

Short citation:

³⁰ *The Free Dictionary*, s.v. “ethnocentrism.”

Bibliography:

Dictionaries are not normally listed in bibliographies. Check with your instructor about their preference.

From a blog entry*Full citation:*

³¹ Vikki Bynum, “The Jones County Home of William Harrison Mauldin: A Civil War Memory,” *Renegade South: Histories of Unconventional Southerners*, January 16, 2015, accessed January 30, 2015, <https://renegadesouth.wordpress.com/2015/01/16/the-jones-county-home-of-william-harrison-mauldin-a-civil-war-memory/>.

Short citation:

³² Bynum, “Jones County Home,” January 16, 2015.

Bibliography:

Bynum, Vikki. “The Jones County Home of William Harrison Mauldin: A Civil War Memory.” *Renegade South: Histories of Unconventional Southerners*, January 16, 2015. Accessed January 30, 2015. <https://renegadesouth.wordpress.com/2015/01/16/the-jones-county-home-of-william-harrison-mauldin-a-civil-war-memory/>.

From a book review

Full citation:

³³ James W. Oberly, review of *Wounded Knee: Party Politics and the Road to an American Massacre*, by Heather Cox Richardson, *The American Historical Review* 116, no. 4 (October 2011): 1138.

Short citation:

³⁴ Oberly, 1138.

Bibliography:

Oberly, James W. Review of *Wounded Knee: Party Politics and the Road to an American Massacre*, by Heather Cox Richardson. *The American Historical Review* 116, no. 4 (October 2011): 1138-1139. doi:10.1086/ahr.113.2.449.

From a lecture or paper presentation

Full citation:

³⁵ Kristen Epps, "When Kansas Bled: The Coming of the Civil War" (public lecture, Pikes Peak Genealogical Society, Colorado Springs, March 26, 2012).

Short citation:

³⁶ Kristen Epps, "When Kansas Bled," March 26, 2012.

Bibliography:

Epps, Kristen. "When Kansas Bled: The Coming of the Civil War." Pikes Peak Genealogical Society, Colorado Springs, March 26, 2012.

From a podcast interview

Full citation:

³⁷ Nell Irvin Painter, interview by Marshall Poe, *New Books in History*, podcast audio, January 14, 2011, <http://newbooksinhistory.com/2011/01/14/nell-irvin-painter-the-history-of-white-people-norton-2010/>.

Short citation:

³⁸ Painter interview, 2011.

Bibliography:

Painter, Nell Irvin. Interview by Marshall Poe, *New Books in History*. Podcast audio, January 14, 2011, <http://newbooksinhistory.com/2011/01/14/nell-irvin-painter-the-history-of-white-people-norton-2010/>.

From a documentary or movie*Full citation:*

³⁹ *Iron Jawed Angels*, directed by Katja von Garnier (HBO Studios, 2004), DVD (HBO Video, 2004).

Short citation:

⁴⁰ *Iron Jawed Angels*, DVD.

Bibliography:

Iron Jawed Angels. Directed by Katja von Garnier. HBO Studios, 2004. DVD. HBO Video, 2004.

B. Formatting Citations for Primary Sources**From a document reader or course pack***Full citation:*

⁴¹ John Smith, "A True Relation of Virginia (1608)," in *Documents to Accompany America's History*, 5th ed., vol. 1, ed. Melvin Yazawa (Boston: Bedford St. Martins, 2004), 29.

Short citation:

⁴² Smith, 29.

Bibliography:

Smith, John. "A True Relation of Virginia (1608)." In *Documents to Accompany America's History*, 5th ed., vol. 1, edited by Melvin Yazawa, 29-30. Boston: Bedford St. Martins, 2004.

From a published primary source (with an editor)*Full citation:*

⁴³ Benjamin Franklin, *The Autobiography of Benjamin Franklin with Related Documents*, 2nd ed., ed. Louis P. Masur (Boston: Bedford St. Martins, 2003), 72.

Short citation:

⁴⁴ Franklin, 72.

Bibliography:

Franklin, Benjamin. *The Autobiography of Benjamin Franklin with Related Documents*. 2nd ed. Edited by Louis P. Masur. Boston: Bedford St. Martins, 2003.

From a website of primary sources*Full citation:*

⁴⁵ Daniel Foster, "Appeal for the Kansas Sufferers, 1860," Kansas Memory, accessed August 28, 2009, <http://www.kansasmemory.org/item/90484>.

Short citation:

⁴⁶ Foster, "Appeal," August 28, 2009.

Bibliography:

Consult your instructor; websites do not generally appear in bibliographies.

From a newspaper article (with author)*Full citation:*

⁴⁷ S. M. Barrett, "A Brave Mother's Story of Terror in War Days on Missouri Border," *Kansas City Times*, January 21, 1941.

Short citation:

⁴⁸ Barrett, "A Brave Mother's Story," January 21, 1941.

Bibliography:

Newspapers are not normally listed in bibliographies. Check with your instructor about their preference.

From a newspaper article (with no author)*Full citation:*

⁴⁹ "Contrabands," Leavenworth *Daily Conservative*, September 19, 1861.

Short citation:

⁵⁰ "Contrabands," September 19, 1861.

Bibliography:

Newspapers are not normally listed in bibliographies. Check with your instructor about their preference.

From a religious text*Full citation:*

⁵¹ 2 Thessalonians 4:2 (New International Version).

Short citation:

⁵² 2 Thess. 4:2.

Bibliography:

You do not need to include religious texts (the Bible, Koran, etc.) in your bibliography, unless your instructor specifies.

From a titled manuscript, document, or map, in an archival collection*Full citation:*

⁵³ George Allen Root, "George Ellis Reminiscence," c. 1943, in George Allen Root Collection, Library and Archives Division, Kansas Historical Society, Topeka, Kansas.

Short citation:

You can shorten the citation by abbreviating the name of the archive (i.e. "KHS") and leaving off the city and state where the archive is located. Don't leave out the collection name.

Bibliography:

George Allen Root Collection. Kansas Historical Society, Topeka, Kansas.

From a letter in an archival collection*Full citation:*

⁵⁴ Benjamin Hambright to Willard Hall, July 18, 1862, in Willard Hall Family Letters, Jackson County Historical Society, Independence, Missouri.

Short citation:

You can shorten the citation by abbreviating the name of the archive (i.e. "JCHS") and leaving off the city and state where the archive is located. Don't leave out the collection name.

Bibliography:

Willard Hall Family Letters, 1835-1868. Jackson County Historical Society, Independence Missouri.

From a musical recording*Full citation:*

⁵⁵ Richard Strauss, *Don Quixote*, with Emanuel Feuermann (violoncello) and the Philadelphia Orchestra, conducted by Eugene Ormandy, recorded February 24, 1940, Biddulph LAB 042, 1991, CD.

Short citation:

⁵⁶ *Don Quixote*, 1991, CD.

Bibliography:

Strauss, Richard. *Don Quixote*. Conducted by Eugene Ormandy. Recorded February 24, 1940. Biddulph LAB 042, 1991, CD.

VII. Bibliography

Benjamin, Jules R. *A Student's Guide to History*. 12th ed. Boston: Bedford St. Martins, 2013.

The Chicago Manual of Style. 16th ed. Chicago: University of Chicago Press, 2010.

Chicago Manual of Style Online. "Chicago-Style Citation Quick Guide." Accessed April 25, 2010. http://www.chicagomanualofstyle.org/tools_citationguide.html.

Marius, Richard, and Melvin E. Page. *A Short Guide to Writing about History*. 9th ed. New York: Pearson Longman, 2014.

Rampolla, Mary Lynn. *A Pocket Guide to Writing in History*. 7th ed. Boston: Bedford St. Martins, 2012.

Turabian, Kate. *A Manual for Writers of Research Papers, Theses and Dissertations: Chicago Style for Students and Researchers*. 8th ed. Chicago: University of Chicago Press, 2010.

University of Chicago Press. "Turabian Quick Guide." Accessed January 19, 2010. http://www.press.uchicago.edu/books/turabian/turabian_citationguide.html.