

Chicago/Turabian 18th Edition Format and Documentation

This handout covers the most common elements of Chicago/Turabian 18 formatting and documentation in Bibliography style. For further information, consult the Chicago Manual, 18th edition, available at the Chester Fritz Library, or visit the Chicago/Turabian website:

<https://www.chicagomanualofstyle.org/home.html>

Formatting Your Paper

- ✓ **Margins:** All margins (top, bottom, and sides) should be set at 1 inch.
- ✓ **Font and Typeface:** Times New Roman (TNR) and 12-point font.
- ✓ **Page Numbering:** Provide page numbers in the top right header by selecting Insert > Page Numbers.
- ✓ **Spacing:** Unless otherwise indicated, the entire document should be double-spaced (not including the Bibliography and footnotes/endnotes). Adjust Microsoft Word's default line spacing: Home > Paragraph > Line Spacing Options > Spacing > After > 0 pt.
- ✓ **Title Page:** Title page not required; instead, the first four lines of the page should be double-spaced, indicating your name, course instructor's name, course name, and the due date (in this order).

Source Documentation

Chicago/Turabian allows for two source documentation styles: *notes & bibliography style* and *author date style*. For most undergraduate work with Chicago/Turabian, you will be expected to use the bibliography style. If you are unsure of which to use, ask your teacher for guidance. If author date style is required, please consult the site given at the top of this handout.

Creating the Bibliography

- ✓ **Page Numbering:** Continue the page numbering from the main body of your paper.
- ✓ **Title:** "Bibliography" should be centered and one inch from the top of the page.
- ✓ **Spacing:** The bibliography page has the same line spacing as the rest of the paper. Additionally, there are two blank lines between "Bibliography" and the first entry, and a single blank line between entries.
- ✓ **Indenting:** Use a hanging indentation. This means only lines of the citation that need to be indented are those beyond the first line, if the citation is multiple lines long.
- ✓ **Organization:** Sources should be listed alphabetically by the author's last name. If there is no author, use the first word in the title of the source other than *A*, *An*, or *The*.

Citing Sources in Your Paper: Bibliography Style

The bibliography style, rather than identifying sources within the text itself, uses superscript numbers (placed after the final punctuation in the sentence) to refer the reader to *notes* that give the bibliographical information for the source used in the text. Here's an example of an in-text citation using a superscript number:

Barbara Belford, in her 1996 biography of Stoker, describes the student as "clever" doing "passable" work, though his "temperament was not in tune with intellectual work."¹

**In the case of a block quotation (A prose quotation of five or more lines, or more than 100 words), the superscript number will go directly after the final punctuation, as block quotes do not require quotation marks.*

The corresponding numbered bibliographical notes appear either at the bottom of the page (*footnotes*) or after the end of the body of the paper (*endnotes*). Regardless of location, bibliographical notes should have the same line spacing as the rest of the paper.

- ✓ *Footnotes* are placed in numerical order at the bottom of the page on which their corresponding superscript references appear. The numbers will run consecutively throughout the paper. To insert a footnote, go to References > Insert footnote.
- ✓ *Endnotes* are arranged at the end of the text, before the bibliography. To insert an endnote, go to References > Insert endnote.

If you need to cite a source more than once, only include the full note the first time you reference that particular source. The subsequent times that a source is referenced in the notes, use a shortened citation. This typically consists of the author's last name or the first few words of a title, followed by a comma and page number.

- ✓ *First time the source is cited*
11. Harold Nicholson, *The Evolution of Diplomacy* (New York: Collier Books, 1962), 35.
- ✓ *Second time the source is cited:*
12. Nicholson, 35.

Sample of Most Common Bibliography & Notes Entries

Each example is given in bibliography style (a note [N], followed by a bibliographic entry [B]).

Print Book

N: 1. Jack Kerouac, *The Dharma Bums* (New York: Viking Press, 1958), 128.

B: Kerouac, Jack. *The Dharma Bums*. New York: Viking Press, 1958.

Contributions from an Edited Collection with Various Authored Chapters

N: 5. Phillip Appleman, "O Karma, Dharma, Pudding and Pie," in *Good Poems*, ed. Garrison Keillor (New York: Penguin, 2002), 12.

B: Appleman, Phillip. "O Karma, Dharma, Pudding and Pie." In *Good Poems*, edited by Garrison Keillor, New York: Penguin, 2002.

Book with Author and Editor or Translator

N: 4. Edward B. Tylor, *Research into Early Development of Mankind and the Development of Civilization*, ed. Paul Bohannan (Chicago: University of Chicago Press, 1964), 194.

B: Tylor, Edward B. *Research into Early Development of Mankind and the Development of Civilization*, Edited by Paul Bohannan. Chicago: University of Chicago Press, 1964.

Article in a Print Journal

N: 1. Susan Peck MacDonald, "The Erasure of Language," *College Composition and Communication* 58, no. 4 (2007): 619.

B: MacDonald, Susan Peck. "The Erasure of Language." *College Composition and Communication* 58, no. 4 (2007): 585-625.

Electronic Books & Books Consulted Online

N: 1. Donald Davidson, *Essays on Actions and Events* (Oxford: Clarendon, 2001), <https://bibliotecamathom.files.wordpress.com/2012/10/essays-on-actions-and-events.pdf>.

B: Davidson, Donald, *Essays on Actions and Events*. Oxford: Clarendon, 2001. <https://bibliotecamathom.files.wordpress.com/2012/10/essays-on-actions-and-events.pdf>

Online Periodicals (Journal, Magazine, and Newspaper Articles)

Online periodicals are cited exactly as their print counterparts with the addition of a DOI or URL at the end of the citation. Also, note that newspaper articles are almost never cited in the bibliography, but should rather be carefully documented within the text.

N: 1. Kirsi Peltonen et al. "Parental Violence and Adolescent Mental Health," *European Child & Adolescent Psychiatry* 19, no. 11 (2010): 813-822, doi: 10.1007/s00787-010-0130-8.

B: Peltonen, Kirsi, Noora Ellonen, Helmer B. Larsen, and Karin Helweg-Larsen. "Parental Violence and Adolescent Mental Health." *European Child & Adolescent Psychiatry* 19, no. 11 (2010): 813-822. doi: 10.1007/s00787-010-0130-8.

Web Page

N: 7. "UND LEADS Strategic Plan," University of North Dakota, accessed October 28, 2024, <https://und.edu/about/strategic-plan/index.html>

B: University of North Dakota. "UND LEADS Strategic Plan." Accessed October 28, 2024. <https://und.edu/about/strategic-plan/index.html>

AI Generated Content

N: 1. Response to "What is a confidence interval at the 90 percentile?," ChatGPT-4o mini, Open AI, November 35, 2024, <https://chatgpt.com/c/6744e357-2610-8003-b6a4-f68356ff7094>

B: Open AI. Response to "What is a confidence interval at the 90 percentile?" ChatGPT-4o mini, November 35, 2024. <https://chatgpt.com/c/6744e357-2610-8003-b6a4-f68356ff7094>

For Multiple Author Entries

- ✓ For two authors, write their names out in the order that they appear within the source.
- ✓ Use "and," not an ampersand, "&," for multi-author entries.
- ✓ For three to 6 authors, use all of their names in the bibliography. In the notes, just use the name of the first author followed by "et al."
- ✓ For sources with more than six authors, list the first three in the bibliography, followed by "et al." In the notes, only list the first author, followed by "et al."