



OU Writing Center

The University of Oklahoma

OU Writing Center Chicago Style Guide

The Chicago Manual of Style was first developed in 1891 by the University of Chicago Press to standardize manuscripts submitted for print publication.¹ Although it began as a one-page document guiding typesetters and editors through the publication process, the manual grew into a book, which has adapted to changes in the printing and publication process throughout the years. Today, these detailed specifications for formatting and publishing papers, journals, and books are used extensively by professionals in the publishing industry, as well as professional and student authors. The guidelines found in *The Chicago Manual of Style* are essential for formatting books, journals, and articles. However, students writing in Chicago style will often follow another set of guidelines, focused specifically on academic papers, called Turabian style.

Turabian style was developed by Kate Turabian, a dissertation secretary for the University of Chicago, in 1937, who wrote “a small pamphlet describing the university’s required style for writing college dissertations.”² This pamphlet would be published later that same year as a booklet titled *A Manual for Writers of Papers, Theses, and Dissertations*, which

¹“About the Chicago Manual of Style,” Chicago Manual of Style Online, University of Chicago, last modified 2017, <https://www.chicagomanualofstyle.org/help-tools/about.html>.

²“A History of Kate Turabian’s *A Manual for Writers*,” Chicago Manual of Style Online, University of Chicago, accessed July 13, 2022, <https://www.chicagomanualofstyle.org/turabian/about/history.html>.

is still being updated alongside *The Chicago Manual of Style* to this day. This booklet provides student writers with specific guidance for formatting academic papers, citing sources, and writing in Chicago style. Since Turabian's death in 1987, the editorial staff of the University of Chicago Press have revised *A Manual for Writers* to also include information about effectively conducting research and evaluating information found online.³

In any field, the purpose of writing in a specific style is the same—to emphasize the content of a document over its formatting and to consistently identify important information, findings, and sources. This guide will provide you with instructions and resources for formatting student papers in Chicago Style by drawing on both *The Chicago Manual of Style* (17th ed.) and *A Manual for Writers* (9th ed.). First, there is information about how to consistently format your paper's text, paragraphs, and pages so that your writing is easy to read and understand. Next, important elements of papers in Chicago Style are described in detail. The final section of this guide is concerned with the two citation systems used in Chicago style: author-date citations with a reference list or notes with a bibliography.

³ University of Chicago, "History of Turabian's *Manual*."

Formatting Your Paper in Chicago Style

Chicago and Turabian styles both provide guidance about how the pages, paragraphs, and text of your paper should be formatted. In addition to *The Chicago Manual of Style*'s general recommendations for formatting these elements, *A Manual for Writers* provides more detailed instructions for student papers. However, any specific guidance from your professor about how your paper should be formatted will overrule any of these guidelines in particular. Using consistent formatting for all of these elements of your paper will make your writing more accessible to readers in physical or digital formats and clearly demonstrate your paper's structure and organization.

Page Margins and Numbers

Every page in your paper should have a one-inch margin on each side.⁴ In Microsoft Word you can change the margins of your document by opening the "Layout" tab and selecting "Margins. In Pages, you can do the same by selecting the Document tab at the top of the sidebar. In Microsoft Word and Google Docs, you can also change the margins of your document using the sliders on the top and left edges of the page. These margins will not apply to your header and footers, which is where you will insert page numbers for your document.

In Chicago style, page numbers may be located in the top-right corner of the page or the center of the bottom of the page—in either case, they should be half of an inch from the edge of the page.⁵ In the header or footer of your document, use your word processor's default page numbering tool to insert the page number and align it appropriately. If your paper has elements

⁴ "Turabian: Margins and Page Numbers," Chicago Manual of Style Online, University of Chicago, last modified 2018, <https://www.chicagomanualofstyle.org/dam/jcr:548e7c6f-41fa-4e5f-a2b3-08c6716b8589/Turabian-Tip-Sheet-1.pdf>.

⁵ University of Chicago, "Turabian: Margins and Page Numbers."

that come before the main text, such as a table of contents or list of tables and figures, these pages in particular should be numbered using lowercase roman numerals (e.g., i, ii, iii, iv, v...) instead of Latin numbers (e.g., 1, 2, 3, 4, 5...).⁶ The title page should not be numbered, but it should be counted in the total number of pages.⁷ You can remove the header from the title page by selecting “Different First Page” in the “Header and Footer” tab in Microsoft Word or in the header editor panel in Google Docs, or by selecting “Hide on first page of section” in the “Section” tab of the sidebar in Pages.

Paragraph Formatting

In general, the text of papers written in Chicago style should be double spaced, and the first line of each paragraph should be indented half of an inch.⁸ Double-spacing the text in your paper will increase its legibility in both physical and digital formats by emphasizing the spaces between lines of text and providing the eye a guide as it moves from one line to the next. When beginning a new paragraph, you won’t need to add any extra space between the last line of the preceding paragraph and the first line of the paragraph following, since double-spaced text already provides adequate spacing in these cases. In most word processing programs, you can add a half-inch indentation by pressing the “Tab” key on your keyboard. The text of your paper should also be left-aligned, with a “ragged” right edge.⁹ This means that the left edge of text on a

⁶ University of Chicago, *Chicago Manual of Style* (17th ed.) (Chicago: University of Chicago Press, 2017), sec. 1.7, <https://www.chicagomanualofstyle.org/book/ed17/part1/ch01/psec007.html>.

⁷ University of Chicago, “Turabian: Margins and Page Numbers.”

⁸ University of Chicago, “Turabian: Main Text.”

⁹ University of Chicago, “Turabian: Main Text.”

page should form a straight line, while the opposite edge of each line of text ends at different points of the page.

There are a few exceptions to these guidelines, however. In the main text of your paper, quotations that are five lines or longer should be formatted as a block quotation or extract, which is single-spaced and begins on a new line, with every line of the quotation indented half of an inch.¹⁰ You should leave a blank line before and after the block quotation, to clearly define it as an extract, separate from the rest of the text. Like block quotes, the captions of figures¹¹ in your paper and entries in your bibliography or reference list¹² should be single-spaced, rather than double-spaced. In the table below, you will find brief descriptions of the different guidelines for spacing and aligning the elements of your paper in Chicago style. While section headings will generally be double-spaced like the rest of the text in your paper, their alignment will differ based on the level of heading. This topic is discussed in-depth in the section of this guide titled “Levels of Headings.”

¹⁰ University of Chicago, *Chicago Manual of Style*, sec. 13.9, <https://www.chicagomanualofstyle.org/book/ed17/part2/ch13/psec009.html>.

¹¹ “Turabian: Figure and Figure Captions,” Chicago Manual of Style Online, University of Chicago, last modified 2018, <https://www.chicagomanualofstyle.org/dam/jcr:05ce58b0-afeb-49eb-ab54-3bfc416862a8/Turabian-Tip-Sheet-9.pdf>.

¹² “Turabian: Bibliography,” Chicago Manual of Style Online, University of Chicago, last modified 2018, <https://www.chicagomanualofstyle.org/dam/jcr:833bbf11-9066-46ba-bc11-aa4727ee8bbb/Turabian-Tip-Sheet-10.pdf>; “Turabian: Reference List,” Chicago Manual of Style Online, University of Chicago, last modified 2018, <https://www.chicagomanualofstyle.org/dam/jcr:a9c0aa5d-0e45-4b6e-9db4-2a336208f5fa/Turabian-Tip-Sheet-14.pdf>.

Table 1. Alignment, Spacing, and Indentation Rules and Exceptions

General Text	<ul style="list-style-type: none">● Left-aligned● Double-spaced● First line of paragraph indented .5”
Title Page	<ul style="list-style-type: none">● Centered● Double-spaced● No indentation for new lines
Figure and Table Titles/Captions	<ul style="list-style-type: none">● Left-aligned● Single-spaced● No indentation for new lines
Section Labels and Headings	<ul style="list-style-type: none">● Centered or left-aligned● Double-spaced● Sometimes indented (Note: The section on Levels of Headings addresses these in particular.)
Block Quotations	<ul style="list-style-type: none">● Left-aligned● Single-spaced● Entire paragraph indented .5” (Note: If a block quote spans multiple paragraphs, the first line of each new paragraph after the first should be indented a further .5”.)
References List Entries	<ul style="list-style-type: none">● Left-aligned● Single-spaced● Hanging indent of .5” (Note: For more information on creating a hanging indent in Microsoft Word or Google Docs, see this page from the CCSU Elihu Burritt Library.)

Text Formatting

When selecting a typeface for your paper, it’s important to consider the font’s legibility, availability, and versatility. A legible font is one without distracting stylistic qualities, like calligraphic or novelty fonts might have. Custom or third-party fonts might not be available to a wide selection of your audience, nor are they typically as versatile as the more developed standard font families, which include special characters and symbols beyond the Latin alphabet. While *The Chicago Manual of Style* does not make specific recommendations for appropriate fonts, Turabian style suggests using Times New Roman or Calibri (12pt) or Arial (11pt), due to

their wide availability and legibility.¹³ The text of your paper should be consistently formatted in a regular style font, except for the titles of books, periodicals, plays, or long poems, which should be italicized.¹⁴ Additionally, the headings and subheadings you use throughout your paper will need to be formatted to reflect the organization of your writing, based on guidance from *A Manual for Writers*.

Levels of Headings

Section headings are used to divide your paper's content into meaningful groupings of information. When writing a section heading, keep in mind that these should be both descriptive and concise. The goal of a well-constructed heading is to guide your reader between the different topics covered in your paper in a way that's easy to understand and logically organized. Chicago provides general guidance on formatting headings and subheadings, while Turabian provides more detailed information about how to format this text. *The Chicago Manual of Style* says that all headings should start on a new line, and each level of heading should be easily identified by size or formatting.¹⁵ *A Manual for Writers* goes a step further, encouraging writers to use bold and italic text to show levels of headings in combination with alignment.¹⁶ Table 2 provides an example of five levels of headings that will clearly illustrate the structure of your writing.

¹³ University of Chicago, "Turabian: Main Text."

¹⁴ University of Chicago, *Chicago Manual of Style*, sec. 8.163, <https://www.chicagomanualofstyle.org/book/ed17/part2/ch08/psec163.html>.

¹⁵ University of Chicago, *Chicago Manual of Style*, sec. 2.18, <https://www.chicagomanualofstyle.org/book/ed17/part1/ch02/psec018.html>.

¹⁶ "Turabian: Sections and Subheads," Chicago Manual of Style Online, University of Chicago, last modified 2018, <https://www.chicagomanualofstyle.org/dam/jcr:88808d3a-e6af-44d1-bfd7-95df508bec59/Turabian-Tip-Sheet-7.pdf>.

Table 2. Heading Level Formatting

Heading Level	Alignment	Font Style	Capitalization	Text Begins
Level 1	Centered	Bold	Title Case	As new paragraph
Level 2	Centered	Italic	Title Case	As new paragraph
Level 3	Left-aligned	Bold	Title Case	As new paragraph
Level 4	Left-aligned	Italic	Title Case	As new paragraph
Level 5	Left-aligned, indented .5”	Bold	Sentence Case	Directly following heading punctuation

Depending on your paper’s length and complexity, you might use a single level of heading throughout the document or all five.¹⁷ The levels of headings are not consecutive; rather, they represent smaller subtopics within a larger topic. If your paper is divided into major sections, for example, you might use only Level 1 Headings to mark these sections as distinct but equal in importance. If any of those sections, however, included multiple topics within the section that need to be labeled, you would use Level 1 Headings for the main sections, and Level 2 Headings for any subsections included in them. Figure 1 provides an example of the five levels of heading being used in a sample text:

¹⁷ University of Chicago, *Chicago Manual of Style*, sec. 1.56, <https://www.chicagomanualofstyle.org/book/ed17/part1/ch01/psec056.html>.

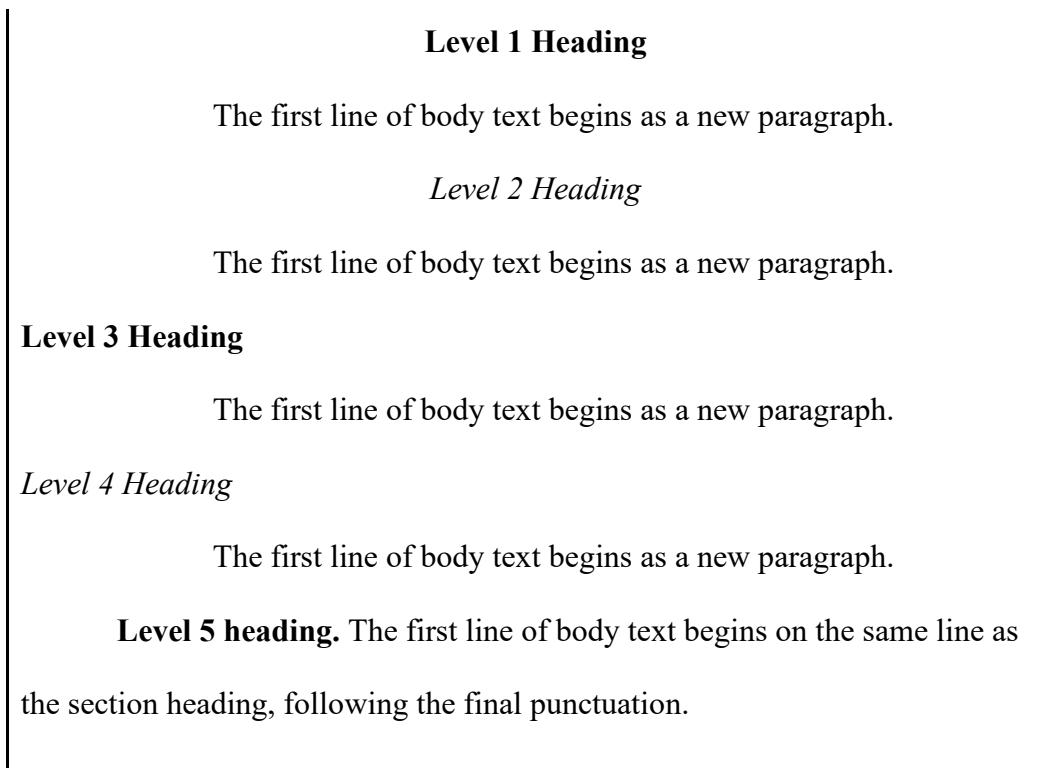


Figure 1. Example levels of headings in Chicago/Turabian style.

Instead of formatting each heading individually, you can use your word processing program's style function to make your document more accessible to readers using assistive technology to access digital text. To ensure people using screen reader technology can easily understand the organization of your paper, you should use your word processing program's style tool to format these headings. This will allow screen reader programs to read headings aloud in a way that clearly defines the content and level of heading. [Microsoft Word](#), [Pages](#), and [Google Docs](#) all have built in style features that you can edit to replicate Chicago style levels of headings in your writing.

Elements of Papers in Chicago Style

At a minimum, student papers in Chicago Style require a title page, the main text, and a bibliography or reference list, unless your professor gives you specific instructions otherwise. If your professor asks you to include additional elements, such as a table of contents or a list of tables and figures, these elements should follow the title page and come before the main text of the paper. This kind of material is often referred to as the “front matter” in Chicago style, while elements of papers in Chicago style that follow the main text are called the “back matter.” Endnotes, bibliographies, and reference lists are all examples of back matter. Chicago and Turabian styles provide guidance about how these elements of papers should be formatted. Student papers most often only require a title page as their front matter and a bibliography or reference list as their back matter. In addition to discussing these two elements, this section will also provide instructions for formatting introduction and conclusion sections in the main text, as well as illustrations and tables.

Title Page

The very first page of your document should be a title page, which provides essential information about the paper, the author, and the course. The text on this page will use the same font as the main text of your paper, and it should be double-spaced.¹⁸ In the example below, you can see that the text of your title page should be centered and begin about one third of the way down the page. The title of your paper should be bolded and capitalized in title case, with a colon separating the title and subtitle, if necessary.¹⁹ The information below the title will depend on your professor’s specific requirements. Typically, title pages will include your name, the course

¹⁸ “Turabian: Title Page,” Chicago Manual of Style Online, University of Chicago, last modified 2018, <https://www.chicagomanualofstyle.org/dam/jcr:b7955915-8c3c-499f-a250-a6f03114c98c/Turabian-Tip-Sheet-2.pdf>.

¹⁹ University of Chicago, “Turabian: Title Page.”

number and title, and the paper's due date, at a minimum. Keep in mind that this page of your paper will not be numbered like the rest, although it should be counted in the document's page numbering (see section "Formatting Your Paper: Page Margins and Numbers" for more detail).

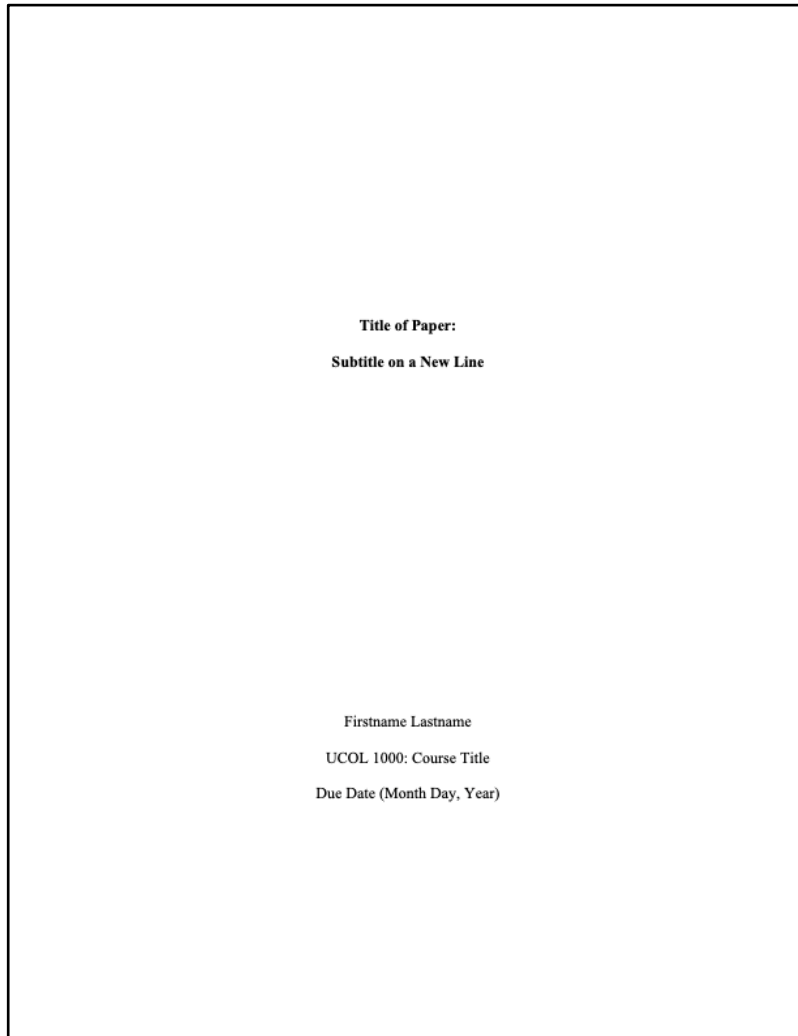


Figure 2. Example title page in Chicago/Turabian style.

Introductions and Conclusions

In some papers, especially theses and dissertations, a paper's introduction or conclusion may include a great deal of information referencing the paper as a whole. When these sections are long and distinct enough, some writers will divide them from the rest of their paper as separate elements, as if they were chapters of a book. Most student papers will not require

separate sections for these elements, especially if the content of your introduction or conclusion is directly related to the content of your paper's main text. If your paper's introduction or conclusion must be separated from the main text, *A Manual for Writers* provides guidance on formatting these sections to be clearly recognizable as distinct elements in your paper. The title, "Introduction" or "Conclusion," should be centered and bolded at the top of a new page, with two blank lines between the title and the first paragraph.²⁰ The text of these sections should otherwise match the main text of your paper: left-aligned and double-spaced, with the first line of each new paragraph indented half of an inch.²¹

Illustrations and Tables

Illustrations, also called figures, are images presented in your text, which can include content ranging from photographs to musical scores.²² Tables present data referenced in the text using vertical columns and horizontal rows.²³ Illustrations and tables share a common purpose: to visually represent information that is relevant to a paper's text. While these elements of papers share a similar purpose, they are formatted slightly differently from one another in Chicago and Turabian styles.

²⁰ "Turabian: Introduction or Conclusion," Chicago Manual of Style Online, University of Chicago, last modified 2018, <https://www.chicagomanualofstyle.org/dam/jcr:42b38161-ec68-4006-b2e5-e0d56df1aa84/Turabian-Tip-Sheet-5.pdf>.

²¹ University of Chicago, "Turabian: Main Text."

²² University of Chicago, *Chicago Manual of Style*, sec. 3.1, <https://www.chicagomanualofstyle.org/book/ed17/part1/ch03/psec001.html>.

²³ University of Chicago, *Chicago Manual of Style*, sec. 3.2, <https://www.chicagomanualofstyle.org/book/ed17/part1/ch03/psec002.html>.

Illustrations

Illustrations should be placed as close as possible to their first mention in the text—either immediately following the paragraph in which they are mentioned or immediately before them—on the same page or the page following.²⁴ Illustrations should be labeled and captioned below the image, with a single blank line of space between the image and its caption and one or two blank lines of space following the caption. These captions should be single-spaced and left-aligned, using the same typeface as your paper’s main text with either the same or a slightly smaller font size.²⁵ Figure 3 shows an example illustration with a full caption, including a description of the image and credit line.



Figure 1. Edifice of Auckland Ferry Building, Photograph by Engineering New Zealand, "Auckland Ferry Terminal from the Corner of Queens Street," from Engineering New Zealand, "Auckland Ferry Terminal Building," Our Work, accessed July 3, 2019. <https://www.engineeringnz.org/our-work/heritage/heritage-records/auckland-ferry-terminal-building/>.

Figure 3. Example figure and caption. Unitec Library, “Referencing Images & Tables,” Referencing Guides, Unitec Institute of Technology, last updated May 2022. <https://guides.unitec.ac.nz/chicagoreferencing/images>.

²⁴ University of Chicago, “Turabian: Figure and Figure Captions.”

²⁵ University of Chicago, “Turabian: Figure and Figure Captions.”

In your captions, all of the illustrations in your paper should be labeled as figures and numbered sequentially in the order in which they are referenced in your text, separately from your tables.²⁶ For example, the first illustration in your paper would be labeled “Figure 1” and referenced in the text as “figure 1.” The next illustration referenced in your paper’s text would be labeled “Figure 2” even if there are tables between them, since these are numbered separately. On the same line as the label, you may also include a brief description of the illustration, ranging from a few words to several sentences.²⁷ If the illustration or the information included in it comes from an outside source, you must include information about that source in the caption, known as a “credit line.” The credit line for your illustration should directly follow the label or description in the caption in parentheses or a smaller font size.²⁸ If you provide no description of the illustration, then the caption can simply include the label and credit line.

Tables

Like illustrations, tables should be placed as near to their first mention in the text as possible, usually at either the top or bottom of a page.²⁹ Unlike illustrations, the label and title of your tables should be placed above the table in your text.³⁰ They should be numbered sequentially in the order in which they are referenced in your paper, separately from the

²⁶ University of Chicago, *Chicago Manual of Style*, sec. 3.10, <https://www.chicagomanualofstyle.org/book/ed17/part1/ch03/psec010.html>.

²⁷ University of Chicago, *Chicago Manual of Style*, sec. 3.21, <https://www.chicagomanualofstyle.org/book/ed17/part1/ch03/psec021.html>.

²⁸ University of Chicago, *Chicago Manual of Style*, sec. 3.30, <https://www.chicagomanualofstyle.org/book/ed17/part1/ch03/psec030.html>.

²⁹ University of Chicago, *Chicago Manual of Style*, sec. 3.51, <https://www.chicagomanualofstyle.org/book/ed17/part1/ch03/psec051.html>.

³⁰ University of Chicago, *Chicago Manual of Style*, sec. 3.54, <https://www.chicagomanualofstyle.org/book/ed17/part1/ch03/psec054.html>.

illustrations in your paper.³¹ For example, the first table in your paper would be labeled “Table 1” and referenced in the text as “table 1.” The next illustration referenced in your paper’s text would be labeled “Table 2” even if there are illustrations between them, since these are numbered separately. Directly after the label for your table, you should include a succinct, descriptive title, which can be formatted in either title case or sentence case.³² Whichever style of capitalization you decide to use for table titles, you should use the same case throughout your paper for the sake of consistency.

Below your table, you may need to include additional notes about the content presented in the table. *The Chicago Manual of Style* identifies four different kinds of notes used for tables, which should appear on separate lines in the following order when multiple are used: source notes, notes applying to the whole table, notes applying to specific parts of the table, and notes on significance levels (or probability notes).³³ Some tables will need no notes whatsoever, while others may require all four types. The level of detail required will depend on the data’s source and the information represented in your table. Table 3, on the following page, provides an example in which all four types of notes are used in the order outlined by *The Chicago Manual of Style*.

³¹ University of Chicago, *Chicago Manual of Style*, sec. 3.50, <https://www.chicagomanualofstyle.org/book/ed17/part1/ch03/psec050.html>.

³² University of Chicago, *Chicago Manual of Style*, sec. 3.54, <https://www.chicagomanualofstyle.org/book/ed17/part1/ch03/psec054.html>.

³³ University of Chicago, *Chicago Manual of Style*, sec. 3.76, <https://www.chicagomanualofstyle.org/book/d17/part1/ch03/psec076.html>.

Table 3. Table title

Stub column head	Spanner head ^a		Spanner head	
	Column head	Column head	Column head	Column Head
Stub entry				
Stub subentry	0.00	0.00 ^b	0.00*	0.00
Stub subentry	0.00	0.00	0.00	0.00
Stub entry ^c				
Stub subentry	0.00	0.00	0.00	0.00
Stub subentry	0.00	0.00 ^b	0.00**	0.00
Stub entry	0.00	0.00	0.00	0.00

Source: A source note acknowledges the source of the data, if not the author's own.

Note: General note to the table. A general note might be used to explain how to interpret the data.

^aNote to the first spanner head.

^bNote that applies to the data in two different data cells.

^cNote to the second stub entry.

*First probability note.

**Second probability note.

Tables or data from outside sources require a note acknowledging the original creator. Source notes should be introduced by the word “*Source:*” or “*Sources:*” in italics, followed by the source information, formatted as if it were a footnote.³⁴ This source information can be shortened if the source is listed in the bibliography or reference list. Notes applying to the whole table must follow the source note, if one is included, and they should be introduced with the word “*Note:*” formatted in italics.³⁵ Notes applying to specific parts of the table should follow

³⁴ University of Chicago, *Chicago Manual of Style*, sec. 3.77, <https://www.chicagomanualofstyle.org/book/ed17/part1/ch03/psec077.html>.

³⁵ University of Chicago, *Chicago Manual of Style*, sec. 3.78, <https://www.chicagomanualofstyle.org/book/ed17/part1/ch03/psec078.html>.

the source note and any notes applying to the whole table, if they are included, on a new line. The specific part of your table referenced by the note should be marked with a superscript letter, number, or symbol, depending on which will be most easily distinguished from the content of your table.³⁶ This same symbol should begin the note below your table, separated from the note with a space, rather than any sort of punctuation.³⁷ Significance levels and probability notes are used when tables contain statistical information. If your table requires a significance level value, it should be placed on a new line below all other notes for a table.³⁸ In table 3, multiple significance levels are noted on separate lines, but these could also be placed on the same line, as long as they are separated by a single space or a semicolon.³⁹

Bibliography or Reference List

If you use the author-date system of citation in your paper, then you will include a reference list at the end of your paper. If you use the notes and bibliography system of citation, then you will include a bibliography instead. The final section of this guide, “Citations and References in Chicago Style,” explains the differences between these systems of citation and how to use them in your writing. Despite those differences, these sections are both formatted the same in Chicago and Turabian styles, with the only difference between them being the title at the top of the page.

³⁶ University of Chicago, *Chicago Manual of Style*, sec. 3.79, <https://www.chicagomanualofstyle.org/book/ed17/part1/ch03/psec079.html>.

³⁷ University of Chicago, *Chicago Manual of Style*, sec. 3.79.

³⁸ University of Chicago, *Chicago Manual of Style*, sec. 3.80, <https://www.chicagomanualofstyle.org/book/ed17/part1/ch03/psec080.html>.

³⁹ University of Chicago, *Chicago Manual of Style*, sec. 3.80.

In bibliographies and reference lists, the title should be centered and bolded, like a level 1 heading, at the top of a new page, with two blank lines below it.⁴⁰ The entries in these sections should be single-spaced and left-aligned, with a single blank line between each entry.⁴¹ Just like MLA and APA styles, Chicago calls for reference list or bibliography entries to be formatted with a hanging indent.⁴² With a hanging indent, the first line of each entry will start on the left edge of the page, and each line after that will be indented half of an inch. For more information on creating a hanging indent in Microsoft Word or Google Docs, see [this page](#) from the CCSU Elihu Burritt Library. If you are using Pages, you can find information about formatting a hanging indent on [this page](#) from the James A. Cannavino Library at Marist University.

⁴⁰ University of Chicago, “Turabian: Bibliography;” University of Chicago, “Turabian: Reference List.”

⁴¹ University of Chicago, “Turabian: Bibliography;” University of Chicago, “Turabian: Reference List.”

⁴² University of Chicago, *Chicago Manual of Style*, sec. 2.24, <https://www.chicagomanualofstyle.org/book/ed17/part1/ch02/psec024.html>.

Citations and References in Chicago Style

The Chicago Manual of Style outlines two different systems of citation to choose from.

Your professor may provide you specific guidance for which type of citations they would like to use. In general, writers in the humanities, such as literature, history, and the arts, are more likely to use the notes and bibliography style of citation, which uses numbered footnotes or endnotes to provide source information in a paper's main text.⁴³ These entries are also gathered together in a bibliography after the paper's main text, organized alphabetically. Writers in the physical, natural, and social sciences are more likely to use the author-date style of citation, which briefly cites sources in the text by the author's name and the source's year of publication.⁴⁴

When drawing from outside sources to paraphrase, quote, reprint, or adapt another author's work, you'll need to include a citation to help your reader identify where you found the information. Any outside information used in a paper should include both a citation in text and a reference list or bibliography entry. The number of citations and references you use in a paper will depend on the type of assignment and the scope of the paper. You should make sure you use a citation and reference any time you bring in information from an outside resource to clearly distinguish others' work from your own.

Author-Date Style

Citations

The author-date system uses parenthetical citations, like MLA and APA styles, and includes a reference list on a separate page at the end. Each parenthetical citation should include the author's last name and the source's year of publication, with a space between them and no

⁴³ "Turabian Citation Quick Guide," Chicago Manual of Style Online, University of Chicago, accessed July 25, 2022, <https://www.chicagomanualofstyle.org/turabian/citation-guide.html>.

⁴⁴ University of Chicago, "Turabian Citation Quick Guide."

punctuation.⁴⁵ If you are citing a specific page or page range in the source, separate the page number from the author and date with a comma.⁴⁶ Any time you directly quote or paraphrase a specific part of a source, you'll need a page number to show the reader where they can find that information in the source material. Like in MLA style, numbers that stand alone in citations are assumed to be page numbers unless otherwise noted, using an abbreviation like "para." for paragraph, "sec." for section, or "ch." for chapter.⁴⁷

In general, parenthetical citations should be placed at the end of the sentence to which they refer, but still inside the final punctuation of the sentence to which they refer.⁴⁸ However, there are two major exceptions to keep in mind for the author-date citation system. When you include the author's name in the text of your sentence, you may follow it immediately with the year of publication in parentheses, instead of repeating the author's name in a standard parenthetical citation.⁴⁹ Page numbers for these types of citations should be placed in the same position as a standard parenthetical citation. Following block quotes, you should place a standard parenthetical citation at the end of the quotation, outside of the last sentence's final punctuation.⁵⁰ Figure 4 provides examples of all three types of author-date citations for a single reference list entry.

⁴⁵ "Turabian: Parenthetical Citations," Chicago Manual of Style Online, University of Chicago, last updated 2018, <https://www.chicagomanualofstyle.org/dam/jcr:3f275f7d-4669-42fb-9c24-096bc8e96167/Turabian-Tip-Sheet-13.pdf>.

⁴⁶ University of Chicago, "Turabian: Parenthetical Citations."

⁴⁷ University of Chicago, *Chicago Manual of Style*, sec. 15.23, <https://www.chicagomanualofstyle.org/book/ed17/part3/ch15/psec023.html>.

⁴⁸ University of Chicago, *Chicago Manual of Style*, sec. 15.25, <https://www.chicagomanualofstyle.org/book/ed17/part3/ch15/psec025.html>.

⁴⁹ University of Chicago, *Chicago Manual of Style*, sec. 15.25.

⁵⁰ University of Chicago, *Chicago Manual of Style*, sec. 15.25.

Example 1: Parenthetical Citation
Translingual literacies already exist in the various ways that diverse communities communicate, but, as educators come to understand them more deeply, they grow in their ability to affirm and develop these literacies through intentional and humanizing instructional practices (Canagarajah 2013, 2).
Example 2: Narrative Citation
According to Canagarajah (2013), the study of translingual literacies is concerned with “understanding the practices and processes that already characterize communicative activity in diverse communities to both affirm them and develop them further through an informed pedagogy” (2).
Example 3: Block Quote Citation
Canagarajah challenged critiques such as these by defining the objectives of his work and the study of translingual literacies as a whole: <div style="padding-left: 40px;"> <p>The objective of this book is to learn from these community practices—whether the late modern West of precolonial orient, and many traditions and places in between—to enhance literacy education in pedagogical contexts. Translingual literacies are not about fashioning a new kind of literacy. It is about understanding the practices and processes that already characterize communicative activity in diverse communities to both affirm them and develop them further through an informed pedagogy. (Canagarajah 2013, 2)</p> </div>
Reference List Entry
Canagarajah, Suresh A. <i>Literacy as Translingual Practice: Between Communities and Classrooms</i> . New York: Routledge, 2013.

Figure 4. Author-date citation examples

Reference List Entries

Entries in a reference list and bibliography are largely formatted in the same way. The main difference is the location of the publication year, which directly follows the author's or authors' name(s) in a reference list. Entries in both reference lists and bibliographies begin with the author's or authors' names, and the first name listed should be inverted (e.g., [Surname], [Given name]).⁵¹ Titles in entries should be formatted in title case, with larger works, like books and journals, italicized and smaller works, like chapters or articles, enclosed in quotation marks.⁵² The examples below provide a template and example of reference list entries in the author-date citation system for a range of publication types. You can find more sample citations in author-date style on [The Chicago Manual of Style Online](https://www.chicagomanualofstyle.org).

Single Authored Book

[Author's name (Surname, Given name)]. [Year of publication]. [*Title of Book: Subtitle of Book*]. [City of publication: Publisher].

Muñoz Martinez, Monica. 2018. *The Injustice Never Leaves You: Anti-Mexican Violence in Texas*. Cambridge, MA: Harvard University Press.

Book with Two or More Authors

[Lead author's name (Surname, Given name)], and [Author's name (Given name Surname)]. [Year of publication]. [*Title of Book: Subtitle of Book*]. [City of publication: Publisher].

Lynd, Robert, and Helen Lynd. 1929. *Middletown: A Study in American Culture*. New York: Harcourt Brace and World.

⁵¹ University of Chicago, *Chicago Manual of Style*, sec. 15.6, <https://www.chicagomanualofstyle.org/book/ed17/part3/ch15/psec006.html>.

⁵² University of Chicago, *Chicago Manual of Style*, sec. 15.6.

Book with an Editor (ed.) or Editors (eds.)

[Editor's name (Surname, Given name)], ed. [Year of publication]. [*Title of Book: Subtitle of Book*]. [City of publication: Publisher].

Von Hallberg, Robert, ed. 1984. *Canons*. Chicago: University of Chicago Press.

Chapter by a Specific Author from a Book with an Editor (ed.) or Editors (eds.)

[Author's name (Surname, Given name)]. [Year of publication]. ["Title of Chapter: Subtitle of Chapter"]. In [Title of Book: Subtitle of Book], edited by [Editor's name/editors' names (Given name Surname)], [Page range of chapter]. [City of publication: Publisher].

Alcoff, Linda Martín. 2007. "Epistemologies of Ignorance: Three Types." In *Race and Epistemologies of Ignorance*, edited by Shannon Sullivan and Nancy Tuana, 39-57. New York: SUNY Press.

Article in a Journal

For articles with two or more authors, use the same formatting as books with multiple authors for your notes and bibliography entries.

[Author's name (Surname, Given name)]. [Year of publication]. ["Title of Article: Subtitle of Article"]. [*Title of Journal*] [Volume number], no. [Issue number]: [Page range of article].

Licona, Adela C. 2005. "(B) orderlands' Rhetorics and Representations: The Transformative Potential of Feminist Third-space Scholarship and Zines." *NWSA Journal* 17, no. 2: 104-129.

Article from an Electronic Journal

Articles from an electronic/online journal include the access date and DOI or URL.

Access dates are not required for professional publications.

[Author's name (Surname, Given name)]. [Year of publication]. ["Title of Article: Subtitle of Article"]. [*Title of Journal*] [Volume number], no. [Issue number]: [Page range of article]. [DOI].

Novak, William J. 2008. "The Myth of the 'Weak' American State." *American Historical Review* 113, no. 3: 752-772. <https://doi.org/10.1086/ahr.113.3.752>.

Online Sources

Retrieve as much of the following information as possible. If one item on the list is not available, skip to the next item, except for the date of publication. For a source that doesn't provide a date of publication, use "n.d." in the place of the year, and include an access date instead.⁵³

1. Author's last name, first name (or organization)
2. Date of publication or last modified
3. Title of page
4. Title of complete work/website
5. Publisher
6. Access date (if date of publication or last modified is not available)
7. Complete network address (URL)

[Author's name (Surname, Given name) or organization]. [Date of publication or n.d.]. "[Title of Page]." [Title of Website]. [Publisher]. [Access date, if no date of publication]. [URL].

University of Oklahoma Writing Center. n.d. "Writing Guides." OU Writing Center. University of Oklahoma. Accessed March 2, 2015. <https://www.ou.edu/writingcenter/guides>.

Notes and Bibliography Style

Footnotes and Endnotes

The notes and bibliography system of citation uses either footnotes or endnotes in the paper's text and includes a bibliography on a separate page at the end. Typically, footnotes will

⁵³ "Author-Date: Sample Citations," *The Chicago Manual of Style* Online, University of Chicago, accessed July 27, 2017, https://www.chicagomanualofstyle.org/tools_citationguide/citation-guide-2.html.

be easier for readers to reference while reading your paper, and are generally preferred when possible. Footnotes should list the author or authors, title, and publication details of a source in that order, with elements separated by commas and publication details enclosed in parentheses.⁵⁴ As in reference lists in the author-date system of citation, titles in notes and bibliographies should be formatted in title case, with larger works, like books and journals, italicized and smaller works, like chapters or articles, enclosed in quotation marks.⁵⁵

In the text of your paper, footnote or endnote superscripts should be added at the end of a sentence, or if the referenced material is within the sentence, at the end of the clause.⁵⁶ Although a superscript is used in the text, you may use a full-size number at the beginning of the note itself, followed by a period and then a space, or a superscript number, followed by a space.⁵⁷ Most word processing programs have built in footnote or endnote features that will help you consistently format your notes.

A shortened version of a citation is recommended for the note if the same source is used two or more times in a document.⁵⁸ A shortened citation includes the author's surname, the source's title, and the page number(s).⁵⁹ When the same source is cited consecutively in your

⁵⁴ University of Chicago, *Chicago Manual of Style*, sec. 14.20, <https://www.chicagomanualofstyle.org/book/ed17/part3/ch14/psec020.html>.

⁵⁵ University of Chicago, *Chicago Manual of Style*, sec. 14.20.

⁵⁶ University of Chicago, *Chicago Manual of Style*, sec. 14.26, <https://www.chicagomanualofstyle.org/book/ed17/part3/ch14/psec026.html>.

⁵⁷ University of Chicago, *Chicago Manual of Style*, sec. 14.24, <https://www.chicagomanualofstyle.org/book/ed17/part3/ch14/psec024.html>.

⁵⁸ University of Chicago, *Chicago Manual of Style*, sec. 14.29, <https://www.chicagomanualofstyle.org/book/ed17/part3/ch14/psec029.html>.

⁵⁹ University of Chicago, *Chicago Manual of Style*, sec. 14.30, <https://www.chicagomanualofstyle.org/book/ed17/part3/ch14/psec030.html>.

text, you may include only the author and page number without the source title after the first full or shortened citation. Figure 5 shows a brief passage of text that includes a full note and a shortened note, referencing the same bibliography entry.

<p>According to Canagarajah, “Translingual literacies are not about fashioning a new kind of literacy.”¹ Rather, the study of translingual literacies is concerned with more deeply understanding the various ways that diverse communities already communicate in order to affirm and develop these literacies through intentional and humanizing practices of literacy instruction.²</p>
<p>1. A. Suresh Canagarajah, <i>Literacy as Translingual Practice: Between Communities and Classrooms</i> (New York: Routledge, 2013), 2.</p> <p>2. Canagarajah, <i>Literacy as Translingual Practice</i>, 2.</p>

Figure 5. Notes and bibliography footnote example

Notes and Bibliography Entries

Entries in a reference list and bibliography are largely formatted in the same way. The main difference is the location of the publication year, which directly follows the author’s or authors’ name(s) in a reference list. Entries in both reference lists and bibliographies begin with the author’s or authors’ names, and the first name listed should be inverted (e.g., [Surname], [Given name]).⁶⁰ Titles in entries should be formatted in title case, with larger works, like books and journals, italicized and smaller works, like chapters or articles, enclosed in quotation

⁶⁰ University of Chicago, *Chicago Manual of Style*, sec. 14.21, <https://www.chicagomanualofstyle.org/book/ed17/part3/ch14/psec021.html>.

marks.⁶¹ Keep in mind that while the information included in the notes and bibliography is similar, there are formatting differences. For example, the author's name is inverted in the bibliography, but not the note, and the punctuation also slightly varies. The examples below provide a template and example of reference list entries in the author-date citation system for a range of publication types. You can find more sample citations in the notes and bibliography style on [The Chicago Manual of Style Online](#).

Single Authored Book

Note:

1. [Author's name (Given name Surname)], [*Title of Book: Subtitle of Book*] ([City of publication]: [Publisher], [Year of publication]), [Page number(s)].

1. Monica Muñoz Martinez, *The Injustice Never Leaves You: Anti-Mexican Violence in Texas* (Cambridge, MA: Harvard University Press, 2018), 92.

Shortened Note:

2. [Author surname], [*Title of Book*], [Page number(s)].

2. Martinez, *The Injustice Never Leaves You*, 92.

Bibliographic Entry:

[Author's name (Surname, Given name)]. [*Title of Book: Subtitle of Book*]. [City of publication]: [Publisher], [Year of publication].

Martinez, Monica Muñoz. *The Injustice Never Leaves You: Anti-Mexican Violence in Texas*. Cambridge, MA: Harvard University Press, 2018.

Book with Two or Three Authors

Note:

1. [Lead author's name (Given name Surname)] and [Author's name (Given name Surname)], [*Title of Book: Subtitle of Book*] ([City of publication]: [Publisher], [Year of publication]), [Page number(s)].

or

⁶¹ University of Chicago, *Chicago Manual of Style*, sec. 14.21.

1. [Lead author's name (Given name Surname)], [Author's name (Given name Surname)], and [Author's name (Given name Surname)], [*Title of Book: Subtitle of Book*] ([City of publication]: [Publisher], [Year of publication]), [Page number(s)].

1. Robert Lynd and Helen Lynd, *Middletown: A Study in American Culture* (New York: Harcourt Brace and World, 1929), 46-8.

Shortened Note:

2. [Lead author's surname] and [Author's surname], [*Title of Book*], [Page number(s)].

or

2. [Lead author's surname], [Author's surname], and [Author's surname], [*Title of Book*], [Page number(s)].

2. Lynd and Lynd, *Middletown*, 46-8.

Bibliographic Entry:

[Lead author's name (Surname, Given name)], and [Author's name (Given name Surname)]. [*Title of Book: Subtitle of Book*]. [City of publication]: [Publisher], [Year of publication].

or

[Lead author's name (Surname, Given name)], [Author's name (Given name Surname)], and [Author's name (Given name Surname)]. [*Title of Book: Subtitle of Book*]. [City of publication]: [Publisher], [Year of publication].

Lynd, Robert, and Helen Lynd. *Middletown: A Study in American Culture*. New York: Harcourt Brace and World, 1929.

Book with Four or More Authors

Note:

1. [Lead author's name (Given name Surname)] et al., [*Title of Book: Subtitle of Book*] ([City of publication]: [Publisher], [Year of publication]), [Page number(s)].

1. Dhonielle Clayton et al., *Blackout* (New York: Quill Tree Books, 2021), 240-56.

Shortened Note:

2. [Lead author's surname] et al., [*Title of Book*], [Page number(s)].

2. Clayton et al., *Blackout*, 240-56.

Bibliographic Entry:

[Author's name (Surname, Given name)], [Author's name (Given name Surname)], [Author's name (Given name Surname)], and [Author's name (Given name Surname)]. [Title of Book: Subtitle of Book]. [City of publication]: [Publisher], [Year of publication].

Clayton, Dhonielle, Tiffany D. Jackson, Nic Stone, Angie Thomas, Ashley Woodfolk, and Nicola Yoon. *Blackout*. New York: Quill Tree Books, 2021.

Book with an Editor (ed.) or Editors (eds.)

Note:

1. [Editor's name (Given name Surname)], ed., [Title of Book: Subtitle of Book] ([City of publication]: [Publisher], [Year of publication]), [Page number(s)].

1. Robert Von Hallberg, ed., *Canons* (Chicago: University of Chicago Press, 1984), 20.

Shortened Note:

2. [Editor's surname], [Title of Book], [Page number(s)].

2. Hallberg, *Canons*, 20.

Bibliographic Entry:

[Editor's name (Surname, Given name)], ed. [Title of Book: Subtitle of Book]. [City of publication]: [Publisher], [Year of publication].

Von Hallberg, Robert, ed. *Canons*. Chicago: University of Chicago Press, 1984.

Chapter by a Specific Author from a Book with an Editor (ed.) or Editors (eds.)

Note:

1. [Author's name (Given name Surname)], "[Title of Chapter: Subtitle of Chapter]," in [Title of Book: Subtitle of Book], eds. [Editor's name (Given name Surname)] and [Editor's name (Given name Surname)] ([City of publication]: [Publisher], [Year of publication]), [Page number(s)].

1. Linda Martín Alcoff, "Epistemologies of Ignorance: Three Types," in *Race and Epistemologies of Ignorance*, eds. Shannon Sullivan and Nancy Tuana (New York: SUNY Press, 2007), 39-57.

Shortened Note:

2. [Author's surname], "[Title of Chapter]," [Page number(s)].

2. Alcoff, "Epistemologies of Ignorance," 39-57.

Bibliographic Entry:

[Author's name (Surname, Given name)]. "[Title of Chapter: Subtitle of Chapter]." In [Title of Book: Subtitle of Book], edited by [Editor's name (Given name Surname)] and [Editor's name (Given name Surname)], [Page range of chapter]. [City of publication]: [Publisher], [Year of publication].

Alcoff, Linda Martín. "Epistemologies of Ignorance: Three Types." In *Race and Epistemologies of Ignorance*, edited by Shannon Sullivan and Nancy Tuana, 39-57. New York: SUNY Press, 2007.

Article in a Journal

For articles with two or more authors, use the same formatting as books with multiple authors for your notes and bibliography entries.

Note:

1. [Author's name (Given name Surname)], "[Title of Article: Subtitle of Article]," [Journal Name] [Volume number], no. [Issue number] (Year of publication): [Page number(s)].

1. Adela C. Licona, "(B)orderlands' Rhetorics and Representations: The Transformative Potential of Feminist Third-space Scholarship and Zines," *NWSA Journal* 17, no. 2 (2005): 109-10.

Shortened Note:

2. [Author's surname], "[Title of Article]," [Page number(s)].

2. Licona, "(B)orderlands' Rhetorics and Representations," 109-10.

Bibliographic Entry:

[Author's name (Surname, Given name)]. "[Title of Article: Subtitle of Article]." [Title of Journal] [Volume number], no. [Issue number] (Year of publication): [Page range of article].

Licona, Adela C. "(B)orderlands' Rhetorics and Representations: The Transformative Potential of Feminist Third-space Scholarship and Zines." *NWSA Journal* 17, no. 2 (2005): 104-129.

Article from an Electronic Journal

Articles from an electronic/online journal include the access date and DOI or URL.

Access dates are not required for professional publications.

Note:

1. [Author's name (Given name Surname)], "[Title of Article: Subtitle of Article]," [Journal Name] [Volume number], no. [Issue number] (Year of publication): [Page number(s)], [DOI].

1. William J. Novak, "The Myth of the 'Weak' American State," *American Historical Review* 113, no. 3 (2008): 758, <https://doi.org/10.1086/ahr.113.3.752>.

Shortened Note:

1. [Author's surname], "[Title of Article]," [Page number(s)].

1. Novak, "The Myth of the 'Weak' American State," 758.

Bibliographic Entry:

[Author's name (Surname, Given name)]. "[Title of Article: Subtitle of Article]." [Title of Journal] [Volume number], no. [Issue number] (Year of publication): [Page range of article]. [DOI].

Novak, William J. "The Myth of the 'Weak' American State." *American Historical Review* 113, no. 3 (2008): 752-772. <https://doi.org/10.1086/ahr.113.3.752>.

Online Sources

Retrieve as much of the following information as possible. If one item on the list is not available, skip to the next item. If a source doesn't provide a date of publication, include an access date instead.⁶²

1. Author's last name, first name (or organization)
2. Title of page
3. Title of complete work/website
4. Publisher
5. Date of publication or last modified
6. Access date (if date of publication or last modified is not available)
7. Complete network address (URL)

Note:

1. [Author's name (Given name Surname) or organization], "[Title of Page]," [Title of Website], [Publisher], [Date of publication], [Access date (if no date of publication)], [URL].

⁶² "Notes and Bibliography: Sample Citations," *The Chicago Manual of Style* Online, University of Chicago, accessed July 27, 2017, https://www.chicagomanualofstyle.org/tools_citationguide/citation-guide-1.html.

1. “Writing Guides,” OU Writing Center, University of Oklahoma, last modified March 2, 2015, <https://www.ou.edu/writingcenter/guides>.

Shortened Note:

2. [Author’s surname], “[Title of Page].”
2. “Writing Guides”

Bibliographic Entry:

[Author’s name (Surname, Given name) or organization]. “[Title of Page].” [Title of Website]. [Date of publication]. [Access date (if no date of publication)]. [URL].

University of Oklahoma Writing Center. “Writing Guides.” OU Writing Center. University of Oklahoma, last modified March 2, 2015. <https://www.ou.edu/writingcenter/guides>.

In this example, the author is an organization. If it were an individual, the order of the author’s given name and surname would be different between the note and the bibliographic entry. In the note the author’s name would be written first name followed by last name. In the bibliographic entry, the author’s name would be written last name followed by a comma and then the last name.

Bibliography

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- . "Author-Date: Sample Citations," Chicago Manual of Style Online. Accessed July 27, 2017, https://www.chicagomanualofstyle.org/tools_citationguide/citation-guide-2.html.
- . *Chicago Manual of Style* (17th ed.). Chicago: University of Chicago Press, 2017. Chicago Manual of Style Online, <https://www.chicagomanualofstyle.org/book/ed17/frontmatter/toc.html>.
- . "A History of Kate Turabian's *A Manual for Writers*." Chicago Manual of Style Online. Accessed July 13, 2022. <https://www.chicagomanualofstyle.org/turabian/about/history.html>.
- . "Italics Versus Quotation Marks for Titles." Chicago Manual of Style Online. Last modified 2017. <https://www.chicagomanualofstyle.org/book/ed17/part2/ch08/psec163.html>.
- . "Turabian: Bibliography." Chicago Manual of Style Online. Last modified 2018. <https://www.chicagomanualofstyle.org/dam/jcr:833bbf11-9066-46ba-bc11-aa4727ee8bbb/Turabian-Tip-Sheet-10.pdf>.
- . "Turabian: Figure and Figure Captions." Chicago Manual of Style Online. Last modified 2018. <https://www.chicagomanualofstyle.org/dam/jcr:05ce58b0-afeb-49eb-ab54-3bfc416862a8/Turabian-Tip-Sheet-9.pdf>.
- . "Turabian: Introduction or Conclusion." Chicago Manual of Style Online. Last modified 2018. <https://www.chicagomanualofstyle.org/dam/jcr:42b38161-ec68-4006-b2e5-e0d56df1aa84/Turabian-Tip-Sheet-5.pdf>.
- . "Turabian: Main Text." Chicago Manual of Style Online. Last modified 2018. <https://www.chicagomanualofstyle.org/dam/jcr:1780501a-257c-4edd-80bf-29a8033d6a52/Turabian-Tip-Sheet-6.pdf>.
- . "Turabian: Margins and Page Numbers." Chicago Manual of Style Online. Last modified 2018. <https://www.chicagomanualofstyle.org/dam/jcr:548e7c6f-41fa-4e5f-a2b3-08c6716b8589/Turabian-Tip-Sheet-1.pdf>.
- . "Notes and Bibliography: Sample Citations," Chicago Manual of Style Online. Accessed July 27, 2017, https://www.chicagomanualofstyle.org/tools_citationguide/citation-guide-1.html.

- . “Turabian: Reference List.” Chicago Manual of Style Online. Last modified 2018. <https://www.chicagomanualofstyle.org/dam/jcr:a9c0aa5d-0e45-4b6e-9db4-2a336208f5fa/Turabian-Tip-Sheet-14.pdf>.
- . “Turabian: Title Page.” Chicago Manual of Style Online. Last modified 2018. <https://www.chicagomanualofstyle.org/dam/jcr:b7955915-8c3c-499f-a250-a6f03114c98c/Turabian-Tip-Sheet-2.pdf>.



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