This guide is based on the 6th edition of Kate Turabian’s book *A Manual for Writers of Term Papers, Theses and Dissertations* (Chicago: University of Chicago Press, 1996). There are a variety of ways or “styles” to arrange citations. Turabian is one way which is generally accepted in Social Science circles. However it is recommended that you check with your professors or department, to discover any requirements they may have concerning the particular “style” to be followed. Turabian allows two methods or styles of citation, parenthetical references with a reference list at the end of the paper OR the more traditional method of footnotes, placed at the bottom of the page, with a bibliography at the end of the paper. Endnotes placed at the end of the paper may be used instead of footnotes, but that is more common for a book than a research paper. In the natural and social sciences, the use of parenthetical references and a reference list is generally preferred. Whichever style is used it must be consistently followed throughout the term paper. Turabian recommends using unjustified, left-aligned Times Roman 12-point type (although Courier is still used for the examples in the Manual) and prefers italics to underlining. This guide shows examples in Times Roman type. Students needing guidance on selecting a topic, researching it and writing the results are directed to the companion to Turabian, *The Craft of Research* by W.C. Booth, G.G. Colomb, and J.M. Williams (McLennan Q180.55 M4B66 1995).

**Parenthetical References in the Author/Date Style**

In the parenthetical reference style, authors’ names and dates of publication of works cited and page number are placed in parentheses within the text of the paper where a paraphrase of a work is given, or at the end of a quote, and keyed to a list of works cited, placed at the end of the paper. Below is an example of a parenthetical reference at the end of a quote.

Laurence Peter (of *The Peter Principle*) writes “When you see yourself quoted in print, and you’re sorry you said it, suddenly it becomes a misquotation” (Peter 1977, 418).

**Footnotes Style**

A footnote is always placed at the bottom of the same page on which a quote or paraphrase appears. The number of the footnote appears at the end of the quote. Footnotes are numbered consecutively throughout the paper if it is not divided into chapters: otherwise begin anew at “1” starting at the beginning of each chapter, e.g.

Laurence Peter (of *The Peter Principle*) writes “When you see yourself quoted in print, and you’re sorry you said it, suddenly it becomes a misquotation.”

Single spacing is used within the footnote, with double spacing between footnotes. Separate the text from the footnotes on each page with a short rule or separator. Indent the first line of each footnote the same number of spaces as the paragraph indentation in the text (6, 7 or 8 spaces). Type the footnotes single-spaced, with a blank line between each. Numbers may be superscript or placed on the line and followed by a period. Below
is an example of a footnote for a book by a single author.

This is the last line of the text on the page.

____________________
2Ibid., 297.

Footnote no. 2, above, cites Peter’s book a second time, but refers to a different page, so an abbreviation of the Latin word *ibidem* (in the same place) is used with the new page number.
If intervening references do occur between the times you quote from the same book, the second footnote consists of the author’s name, the short title of the work and the page number, e.g.

3Peter, *Quotations*, 16.
The bibliography or reference list appears at the end of the research paper and is a listing of every work – book, article, government document – that supplied you with information. The list is alphabetical by author’s last name (or by title if no author). The indention of bibliography entries is opposite to that of footnotes, i.e. it is the second line which is indented, 5 spaces from the left margin. As with footnotes, the spacing is single within the entry and double between entries. Below is an example of a citation of a book by a single author as listed in a bibliography (B) in the style used when the footnote style is used in the body of the paper. It is followed by a citation for the same title but in reference list style (RL) which you should use when you have chosen the parenthetical reference system for the body of the paper.

**Sample Bibliographic (B) & Reference List (RL) Entries**

**Two or More Authors**


**Editor or Compiler as “Author”**


**Note:** Do not use “et al.” in the bibliography. Even if there are more than 3 authors, write out all the author’s names (only the first in inverted format and the other names in normal order, given name first and family name last).

**Organization or Institution as “Author”**


**Essay by One Author in a Work Edited by Another**


**Encyclopaedias - Signed and Unsigned Articles**


**Periodicals - Popular**


**Periodicals - Scholarly**

Book Review


Statutes, Acts


Sample Footnotes (N) and Parenthetical References (PR)

Two or More Authors


Editor or Compiler as “Author”

2. Frank Scott and Michael Oliver, eds., Quebec States Her Case: Speeches and Articles from Quebec in the Years of Unrest (Toronto: Macmillan, 1964), 93-96.

Organization or Institution as “Author”


Essay by One Author in a Work Edited by Another


Secondary Source of Quotation


Encyclopaedias - Signed and Unsigned Articles


Periodicals - Popular


Periodicals - Scholarly


Note: In a footnote, the volume number is indicated only when citing a scholarly journal.

Statutes, Acts

12 Statutes of Canada, 1977-78, c. 5.

(Canada 1977-78)
CITING ELECTRONIC SOURCES

The 6th edition of Turabian gives little guidance in citing electronic sources (see sections 8.139–141, 11.56–57 and 12.20). Most of the examples used are CD-ROMs and online databases. Students may refer to the 14th edition of Turabian’s parent, The Chicago Manual of Style (1993), specifically sections 15.422–424 and 16.209, for further guidance. Turabian does, however, lay down some principles which must be observed:

(1) citations to Internet sources must contain the date of access*
(2) the URL (universal resource locator) should never be substituted for the name of a publication and publisher of an electronic book or journal
(3) documents available through computer services and not previously published should be treated as unpublished material (see sections 8.131–132 and 8.139).

The following examples of reference list citations were constructed in an attempt to adhere to the spirit of these principles and to approximate as much as possible the few examples given in Turabian.

LISTSERV
RL

Article from Electronic Full-text Journal on World Wide Web
RL

Article from JSTOR Online Service (Electronic Full-Text Journal)
RL

*Note: The date of access is not required for relatively fixed computer services such as JSTOR.

Electronic Book on World Wide Web
RL

Encyclopedia Article on CD-ROM Encyclopedia
RL

Material Obtained Through an Information Service
RL

Book Review from a Discussion List
RL

MORE INFORMATION ON CITING ELECTRONIC PUBLICATIONS

Humanities and Social Sciences Library Electronic Reference Shelf -- Citation Style Guides: http://www.library.mcgill.ca/refshelf/citguide.htm#Citation


In print: Xia Li and Nancy B. Crane’s (1993) Electronic Style: A Guide to Citing Electronic Information (available at the McLennan Reference Desk)

For Further Information, please ask a librarian.
Copies of this guide are available in the McLennan Lobby and copies of the Chicago Manual of Style and Turabian’s A Manual for Writers are available at the McLennan reference desk. The Manual is sold at the McGill bookstore.