

Chicago/Turabian Citation Style

(Note + Bibliography version: “Humanities Style”)

The following examples illustrate the “Humanities Style” which uses notes (footnotes or endnotes) and a bibliography at the end of the document.

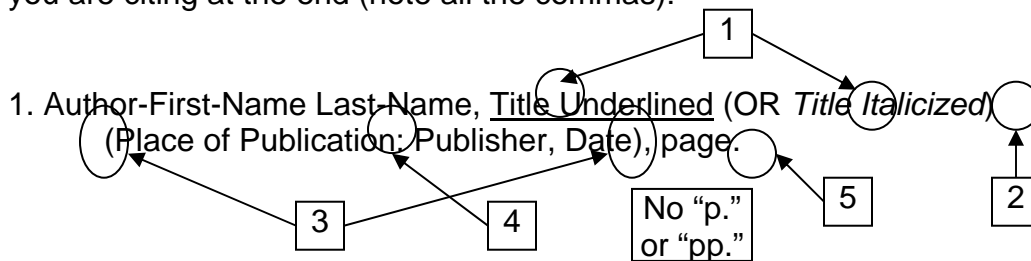
There are three main kinds of items you may be citing:

- Separately existing items (e.g., a book),
- Smaller items within larger works (e.g., a journal article or an article in a collection),
- Electronic items.

A citation has components which are arranged in a conventional order. The examples below illustrate first the citation as it appears in the note and then how it appears in the bibliography at the end of the paper. The citations in notes are in natural language, almost like sentences, but in the bibliography, the citation is broken down into separate elements and is arranged in alphabetical order, with the author’s surname first. If there is no author, the citation is alphabetized starting with the first word of the title, other than articles like “the” or “a.”

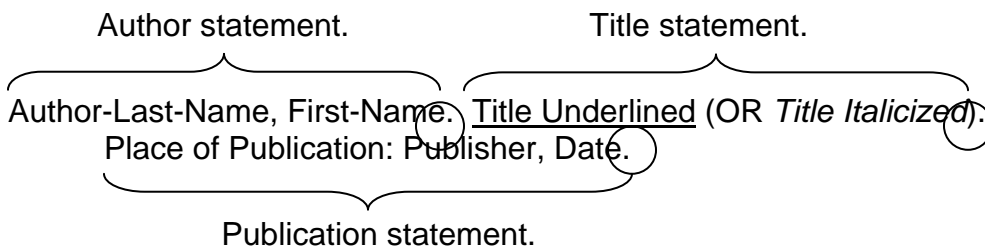
Book

In the **footnote**, a **book** appears as a single sentence, author’s first name first, with the page you are citing at the end (note all the commas):

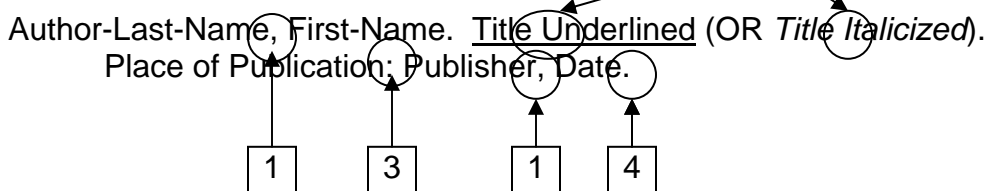


1 = Capitalize Important Words, 2 = no comma after the title, 3 = publication information in parentheses, 4 = colon, 5 = always end with a period!

In the **bibliography**, the three elements for a **book** are (note all the periods):



Note the other punctuation:



1 = comma, 2 = Capitalize Important Words, 3 = colon, 4 = always end with a period!

The author is always in first place, unless the work is anonymous. In the bibliography, the authors are arranged alphabetically:

- Two Authors: Lastname, Firstname, and Secondfirst Secondlast.
- Three Authors: Lastname, Firstname, Secondfirst Secondlast, and Thirdfirst Thirdlast.
- More than three, you may use et al. (for *et alia*, i.e., and others): Lastname, First, et al.
- Subsequent entries for same author or authors three long dashes plus period: ———. (do not use when combined with different authors, but can be used with different designations, e.g., ed. or trans. for one person).
- Authors with same surname: Lastname, First, and Other Lastname.
- Editor or compiler if there is no author: Lastname, First, ed. and trans.
- Corporate author: Treat as author, do not invert: e.g., McGill University. Humanities and Social Sciences Library.

The title: EITHER *italics* OR underlines are used to indicate titles of books or journals. Never mix. Underlines are used here for greater clarity.

- Major words in English language titles are capitalized. Titles in other languages follow the conventions of those languages.
- Book title within a book title: Either use “Quotation Marks,” or de-emphasize the embedded book title within the emphasized book title: A Book about Another Book and its Readers.
- The terminal period is part of the citation, not the title: do not underline it. Other punctuation is part of the title; underline it, i.e., if the title ends with another punctuation mark: Title? no period is used.
- Use single quotes around a play or poem title within an article title: “About ‘Poem Title.’” The terminal period always goes within the quotation marks, whether this is “logical” or not.

The editor (translator, etc.) as additional information immediately follows the title. Edition statement immediately follows the editor’s name: Title. Edited by First Lastname. 2nd ed. (or Rev. ed., etc.)

Volume statement goes at end of edition statement, if necessary: Rev. ed. 3 vols.

The series: Publishers often issue books in a broad subject area as a series, e.g., McGill Studies in Numerology 7. If the series is numbered, the information goes between edition statement and imprint: 3rd. ed. Series Title 7. Series title is not underlined. Un-numbered series are usually ignored.

The publication information:

- Place: Include country, province or state only if ambiguity is possible, e.g., Cambridge, Eng. or Cambridge, Mass., or if the place is not widely known.
- One publisher, two places: Use only the first city. Two publishers, two places. Separate with semicolon: Firstplace: Firstpub; Secondplace: Secondpub,
- Omit generic terms like “Publisher,” “and Sons,” or “Company.” Omit first names of publishers: “John Smith and Company, Ltd., Publishers” should be “Smith.” If confusion could result (e.g., both a university and a university press could be publishers) include the generic term. “University” can be abbreviated to “Univ.”
- If two or more dates are given, use the latest copyright date. If no date can be determined, use n.d.

Dissertations: If the work is in typescript, i.e., unpublished, put title in “quotes.”

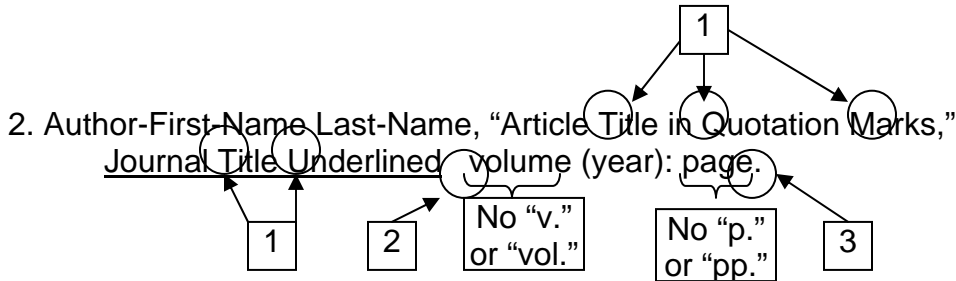
- Unpublished: Authlorlast, First. “Dissertation Title.” Ph.D. diss. McGill University, 2000.

- Published: the dissertation statement serves as edition statement: Title. Ph.D. diss. McGill University, 2000. Include the series if relevant.
- If published by University Microfilms: Authlorlast, First. Dissertation Title. Ph.D. diss. McGill University, 2000. Ann Arbor: UMI, 2001. UMI order number.
- If consulted on-line via ProQuest, see “Electronic Resources” below.

Always end a citation with a period.

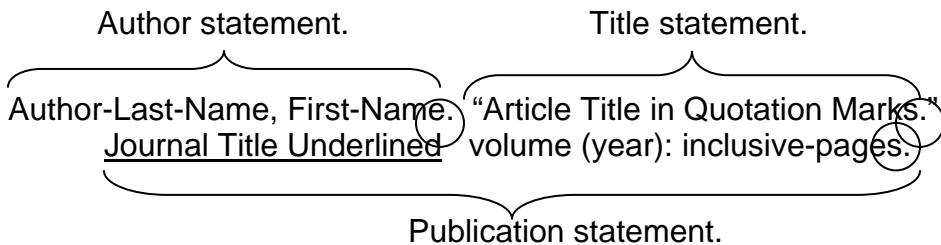
Article in a journal

In the **footnote**, a **journal article**, with the page you are citing at the end (note the commas):

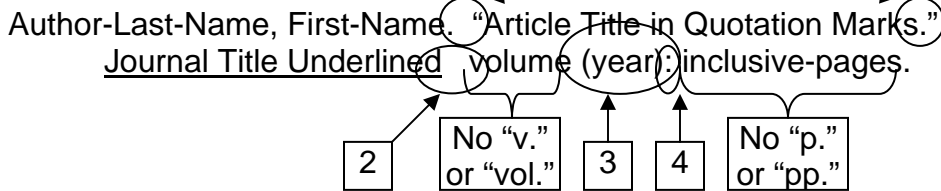


1 = Capitalize Important Words, 2 = no comma here, 3 = always end with a period!

In the **bibliography**, the three elements for a **journal article** (a smaller thing in a larger thing) are (note all the periods):



Note the punctuation:



Note the differences:

1 = Article Title in Quotes, 2 = NO punctuation here (the “statement” isn’t finished), 3 = parentheses around year, 4= colon between year and pages.

- Underline a book title within an article title: “About Booktitle.”
- Since journals are long lived and often change publishers, the place of publication for journals is only given if there are two or more journals with identical titles.
- Issue information (e.g., 13, no. 4) is only needed if the pagination starts over at “1” in each issue.

See the Chicago Style Manual website (below) for citing popular magazines. Because issue-specific information is necessary, the punctuation is slightly different.

Book review (where the review has no distinctive title of its own): Reviewerlast, First. Review of Book Title, by First Authorlast. Journal Title volume (date): inclusive-pages.

Article in a collection

In the **footnote**, an **article in a collection** appears as a sentence (note all the commas):

3. Author-First-Name Last-Name, "Title," in Collection Title, Editor-First Last-Name, ed.,
 (Place of Publication: Publisher, Date), page.

1 = Capitalize Important Words, 2 = pub. info in parentheses, 3 = always end with a period!

In the **bibliography**, the elements for an **article in a collection** (a smaller thing in a larger thing) are (note all the periods):

Collection Statement

Last, First. "Title." In Collection Title, edited by Editor-First Last-Name, inclusive-pages.
 Place of Publication: Publisher, date.

1 = period 2 = comma 3 = edited by first-name first.

Electronic resources

There are two basic kinds of electronic resources: those published in physical format, like CD-ROMs, and those accessed remotely via the internet. The formats for two common remotely-accessed items, e-journal articles and web pages, are given below.

Many electronic resources are reproductions of printed originals like journal articles or e-books. Even if it is not actual reproductions of printed works, an e-journal article contains all the elements of a printed work (author, article title, journal title, volume, year and pages), so it should be treated in similar fashion. Information both about the "original" article and its electronic delivery are needed.

HTML or PDF? If you have the choice between a pdf reproduction of the printed page and an html transcription, always prefer the pdf.

For Chicago citation style for other kinds of electronic resources, including CD-ROMs, discussion lists, datafiles, etc., consult the Chicago Manual of Style, online at <http://www.chicagomanualofstyle.org/contents.html> or <http://www.bedfordstmartins.com/online/cite7.html>

Citing an e-journal article:

In the **footnote**, an **electronic reproduction of a journal article** appears as follows:

4. First Lastname, "ArticleTitle," Title of Journal orig. pub. info volume (year): page, http://URL.org/journal_title/date/author.pdf (accessed date).

In the **bibliography**, the four main elements for an **electronic resource from a subscription service** are (terms explained below) (note all the periods):

Author Statement. Title Statement.

Publication statement

Lastname, First. "ArticleTitle." Title of Journal Original pub. info volume (year): inclusive-pages.

http://URL.org/journal_title/date/author.pdf (accessed date).

Site Statement.

Access Statement.

The parts of the electronic item which are analogous to a print one (e.g., author, title) should be cited similarly. There should always be sufficient information for someone else to retrieve the item easily.

Notes:

Author statement:

- Treat like the author of a book, above.

Title statement:

- For any text reprinted in electronic form, details of the "original" print publication will be needed.

Publication statement:

- For a journal article in electronic form, this field should include the Title of the Journal, as well as facts of publication: volume, issue, year and pages (if a pdf document) or volume, issue, year and number of paragraphs (if given in an html document) use the abbreviation "pars.").
- Do not use page numbers the printer puts on your printout; they may vary with each printing.

Site statement:

- Enough of the URL should be given to unambiguously retrieve the document.
- If the URL is very long, and – given all the other information – the document can easily be found from the URL root, the URL may be abbreviated.
- There is no period after the URL (it could be part of the address).

Access statement:

- The date of access is the date you last accessed the document.
- For citation in published works, the Chicago Manual does not recommend including access dates of stable e-resources.
- Since most instructors expect to see your date of access, omit the date only with the instructor's permission.

Citing a Web page:

In the **footnote**, a **web page** appears as follows: (Not all elements will always be present.)

5. First Lastname, "Page Title," Site Title, date of site/page, Site Owner,
http://www.mcgill.ca/xxx.html accessed date.

In the **bibliography**, the four main elements for an **electronic resource** are (terms explained below) (note all the periods):

Author Statement. Title Statement.

Site Statement.

Lastname, First. "Page Title." Site Title. Date of site/page. Site Owner. http://www.mcgill.ca/xxx.html
 (accessed date).
 Access Statement.

Not all elements are always ascertainable. The URL and date of your last access are always included. There should always be sufficient information for someone else to retrieve the item easily.

Notes:

Author statement:

- The author is the person responsible for the page's existence. S/he is often difficult to find. If in doubt, omit and cite the document by title.

Title statement:

- This is the heading that distinguishes this page from others on the same site. It is often the same as the web page's header. The "page title" is in quotes like other smaller things inside larger things (e.g., an article in a journal or an essay in a collection).

Site statement:

- A Site Title should be underlined like any other major title. The web site title (or name) is sometimes the name in the URL.
- The version number of the site (if given), or the date the site was last updated. There may be no version or update info discernable.
- The site owner or sponsor may be different from the site title, e.g., a university, organization, or government department.

Access statement:

- The URL should begin with the access-mode identifier (e.g., http) and be sufficiently unambiguous to enable the reader to easily find the webpage within the site.
- There is no period after the URL (it could be part of the address).
- The date of access is the date you last accessed the document.

Read the examples in the University of Chicago Manual carefully. The potential complications are endless, but the fundamental principles of arrangement and punctuation never change. Actual examples may be seen at the publisher's website:

<http://www.chicagomanualofstyle.org/contents.html>

Jan. 2007