

*The Essential Guide to...*  
***Chicago Manual of Style (Turabian) Citation Format***

Luther Seminary uses a version of the Chicago Manual of Style (CMS) as its default citation format. This in-house style manual, *The Shortcut* (available for download at [www.luthersem.edu/library/shortcut.pdf](http://www.luthersem.edu/library/shortcut.pdf)), is to be used unless an instructor indicates a preference for a different citation format, or the information in *The Shortcut* does not supply an answer. Be aware that, while the CMS does not express a preference between footnotes and endnotes, footnotes are the preferred format for citation at the seminary. To cite in accordance with these guidelines, you will need to satisfy three requirements:

- In your text, for each source, a numerical citation (superscript) should be placed at the end of the portion of text being cited, outside of any punctuation which may occur.
- At the bottom of the page, all citations for the page should appear in the in-text citation format--the format preceded by an *N* (for *note*) in most style manuals.
- On a separate page, at the end of your paper, a page entitled "References" should appear and include all of the sources from your paper, this time in alphabetical order—the format preceded by a *B* (for *bibliography*) in most style manuals.

There are different citation conventions for the humanities and sciences. Use the humanities format. And be aware that footnotes and bibliographies differ in how the content appears. For example, look at the difference in content, punctuation and indentation in the citation for a book with one author:

N: 1. Adrian Johns, *The Nature of the Book: Print and Knowledge in the Making* (Chicago: University of Chicago Press, 1998), 623-26.

B: Johns, Adrian. *The Nature of the Book: Print and Knowledge in the Making*. Chicago: University of Chicago press, 1998.

### Footnotes

When using footnotes, there are three formats to choose from:

- The first time you cite a source, use full citation, which includes author, title, city of publication, publisher, year, and (when citing a specific portion of text) page.<sup>1</sup>
- If the next citation refers to the same source, you may indicate this by using the Latin *Ibid* ("from the same place") in lieu of the citation content.<sup>2</sup>
- If you are citing a source previously mentioned in a footnote, but interrupted by another source, you can use a shortened citation, which includes the author's last name, abbreviated title, and page.<sup>4</sup>

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1. Adrian Johns, *The Nature of the Book: Print and Knowledge in the Making* (Chicago: University of Chicago Press, 1998), 623-26.

2. *Ibid.*, 628.

3. Evanston Public Library Board of Trustees, "Evanston Public Library Strategic Plan, 2000–2010: A Decade of Outreach," Evanston Public Library, <http://www.epl.org/library/strategic-plan-00.html> (accessed March 28, 2006).

4. Johns, *The Nature of the Book*, 647-648.

## References

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### References

When formatting your bibliography, be aware of the following:

- It should be titled *References*, which will appear centered on the top line.
- All entries are alphabetical based on author (which includes government entities, non-profit organizations, corporate authors, etc.), indented on the second and subsequent lines.
- Some sources, such as e-mail communication and web blogs are typically cited in the footnote only. Other sources—those which are important to the study of the subject at hand—may be included in the *References* without being mentioned in-text. Consult with your instructor about these types of sources and whether to include or exclude them.

### Electronic Media

As Luther Seminary has based *The Shortcut* on the previous (6<sup>th</sup>) edition of Turabian's *A Manual for Writers*, some content, including the format of electronic data, has changed in the newer edition. As a result, format (and individuals' awareness of it) is still somewhat in flux. Where there are discrepancies, use *The Shortcut*; where there are gaps, use CBS (15<sup>th</sup> ed.) or Turabian (7<sup>th</sup> ed.). For up-to-date information on common citation issues, you can also consult the CMS's online Quick Guide at:

[www.chicagomanualofstyle.org/tools\\_citationguide.html](http://www.chicagomanualofstyle.org/tools_citationguide.html)

**Still confused? Stop by the Center for Writing for more resources and explanation.**