

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*, 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. (It is available for download at www.luthersem.edu/library/shortcut.pdf) 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 superscript citation (for example: ¹) 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 footnote citation format in the order they appear (the format preceded by an *N* (for *note*) in most style manuals).
- At the end of your paper, on a separate page entitled “Bibliography,” you should 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.¹
- If the next citation refers to the same source, you may indicate this by using the Latin abbreviation *Ibid.* (“from the same place”) in lieu of the full citation content.²
- 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.⁴

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.

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Bibliography

- 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 bibliography without being mentioned in the 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 (6th) 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 (16th ed.) or Turabian (7th 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

*A DOI is a new-fangled system of permanent reference for electronic sources; if no DOI is available, list the URL (<http://www...>).

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