Chicago-Turabian Style Guide
Formatting Your Paper

Introduction
In the 1700s, scholars began to use citation and footnoting to demonstrate that their writing was based on reputable sources. It is important to give credit to paraphrased ideas or quotes used in our papers. Failing to cite your sources is considered plagiarism.

General Layout
• Margins are 1 inch on all sides
• Times New Roman size 12 font
• Double space the body, but not the title page or bibliography

Title Page
• Recommended for papers over 4 pages long.
• Center and capitalize the title 1/3 of the way down the page
• Add your name, your class, and the date 3/4 of the way down the page.

Page Numbers
• At the top right corner
• Do not number the title page, start with page 1 on the first page of your text.

Body
• Each new paragraph is indented half an inch.
• Double-spacing is required in the body of the text.

When you write a paper in Chicago-Turabian style, there are two citation styles: notes and bibliography, or author-date. At MCC we use notes and bibliography. This citation style is, “used by those in literature, history, and the arts.” You will cite your sources with footnotes at the bottom of the page, as well as in your bibliography at the end of your paper.
When you write a paper in Chicago-Turabian style, there are two citation styles: notes and bibliography, or author-date. ¹ At MCC we use notes and bibliography. This citation style is, “used by those in literature, history, and the arts.” ² You will cite your sources with footnotes at the bottom of the page, as well as in your bibliography at the end of your paper.

When you need to credit your source for a direct quote or paraphrased information you will need to use a footnote. A superscript number will correspond with your citation in the footer of the paper. Microsoft Word can do this for you.

How to insert footnotes in Microsoft Word

• Go to the ‘References’ tab
• Select ‘Insert Footnote’
• Type your citation in the newly created footnote.


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Bibliography

A bibliography is simply a list of all of the sources that you used and referenced as you composed your writing assignment. In history writing, sources in your bibliography are often separated into Primary Sources and Secondary Sources.

- The bibliography is placed at the end of your paper on a new page.
- Continue the page numbering like the body of the paper.
- Sources are alphabetized by author’s last name if available.
- Center the title (Bibliography) one inch from the top of the page.
- Double space between the title and the first entry.
- Each entry begins flush with the left margin and is indented ½ inch.
- Single space each entry with a blank line between entries

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Bibliography

Primary Sources
Thomas Jefferson to Congress, 18 January 1803, in Milestone Documents in American History: Exploring the Primary Sources That Shaped America, ed. Paul Finkelman and Bruce A. Lesh (Dallas, TX: Schlager Group, Inc., 2008), 394-395.

Secondary Sources:

Chicago-Turabian Notes and Bibliography Citations

The bibliography is placed at the end of your paper on a new page. Continue the progression of page numbering in the upper right corner. Alphabetize your sources by author last name. Center the title (Bibliography) one inch from the top of the page. Double space between the title and the first entry, but single space each entry with a blank line in between each source.

<table>
<thead>
<tr>
<th>Source Type</th>
<th>Bibliography</th>
<th>Footnote</th>
</tr>
</thead>
<tbody>
<tr>
<td>Book: One Author</td>
<td>Last name, First name. <em>Title.</em> Publisher Location: Publisher, Year.</td>
<td>¹ First name Last name, <em>Title.</em> (Publisher Location: Publisher, Year), pages cited.</td>
</tr>
</tbody>
</table>
| Book: 2-3 Authors            | Last name, First name, and First name Last name.  
*Title.* Publisher Location: Publisher, Year. | ² First name Last name and First name Last name, *Title.* (Publisher Location: Publisher, Year), pages cited. |
| eBook                        | Last name, First name. *Title.* Location of Publisher: Publisher, Year of publication. Access by date, URL.  | ³ First Name Last Name, *Title* (Location of Publisher: Publisher, Year of Publication), Accessed by date, URL. |
| Online Journal Article       | Author Last Name, First Name. "Title." *Journal Name* volume#, issue# (Month, Year): Page numbers. Accessed Month Day, Year. URL.  | ⁴ First Name Last Name, "Title," *Journal Name* volume #, issue # (Month or Season Year): page numbers used, accessed by date, URL. |
| Print Magazine Article       | Last Name, First Name. "Title." *Magazine Name*, Month Day, Year.             | ⁵ First Name Last Name, "Title," *Magazine Name*, Month Day, Year, page numbers. |
| Online Magazine Article      | Last Name, First Name. "Title." *Magazine Name*, Month Day, Year. Accessed month, Day, Year. URL. | ⁶ First Name Last Name, "Title," *Magazine Name*, Month Day, Year, page numbers. Accessed Month, Day, Year. URL. |
| Newspaper Article            | Newspaper articles are only cited in the footnotes, a bibliographic entry is not included. | ⁷ First Name Last Name, "Title," Newspaper Name, edition information if necessary, Month Day, Year of Publication. URL. |
| Website                      | Last Name, First Name. "Title of piece," Title of Site, last modified date, URL. | ⁸ First Name Last Name. "Title of piece," Title of Site Last modified date. URL. |
| DVD                          | Writer Last Name, First Name. "Title of Work", directed by First Name Last Name (original Release year. City: Studio/Distributor, video release year). Medium. | ⁹ Writer First Name Last Name, "Title of work", directed by First Name Last Name, (original release year. City: Studio/Distributor, video release year). Medium. |
| Online Multimedia            | Last Name, First Name. "Title of work." Medium, length of performance. Month Day, Year. URL. | ¹⁰ First Name Last Name. "Title of work". Medium, length of performance. Month Day Year. URL. |
| Using the same source consecutively | When you use the same source consecutively, you may use "Ibid," which is Latin for "in the same place." If you have a source in between the same source, you must type out your full footnote citation again. | ¹¹ Ibid, pages |