

# Chicago Manual of Style Cheat Sheet

## Footnotes & Bibliography

The most common form of citation or reference in the field of history is the Chicago Manual of Style (CMS) format. This is often also referred to as Turabian style, after Kate Turabian who published an abbreviated version of CMS. Some of the characteristics of this style include headings within a paper and the use of footnotes or endnotes rather than parenthetical documentation. Below you will find samples of how to cite books, journal articles, and various types of primary sources. Be sure to pay attention to punctuation and the differences between a footnote format and a bibliography format.

### Books

#### Footnote Format

1. Firstname Lastname, *Title of Book* (Place of publication: Publisher, Year of publication), page number.

##### **Examples:**

###### Single Author

John Hope Franklin, *George Washington Williams: A Biography* (Chicago: University of Chicago Press, 1985), 100.

###### Two Authors

Robert Lynd and Helen Lynd, *Middletown: A Study in American Culture* (New York: Harcourt, Brace and World, 1929), 200.

#### Bibliography Format

Lastname, Firstname. *Title of Book*. Place of publication: Publisher, Year of publication.

##### **Examples:**

###### Single Author

Franklin, John Hope. *George Washington Williams: A Biography*. Chicago: University of Chicago Press, 1985.

###### Two Authors

Lynd, Robert, and Helen Lynd. *Middletown: A Study in American Culture*. New York: Harcourt, Brace and World, 1929.

### Essays within a Book

#### Footnote Format

5. Peter Chilson, "The Border," in *The Best American Travel Writing 2008*, ed. Anthony Bourdain (Boston: Houghton Mifflin Company, 2008), 46.

#### Bibliography Format

Chilson, Peter. "The Border." In *The Best American Travel Writing 2008*, edited by Anthony Bourdain, 44-51. Boston: Houghton Mifflin Company, 2008.

## **Journal Articles**

### **Footnote Format**

1. Firstname Lastname, "Title of Article," *Title of Journal* Volume Number, Issue number (Date of publication): page number of reference.

#### **Example:**

1. Susan Peck MacDonald, "The Erasure of Language," *College Composition and Communication* 58, no. (2007): 619.

### **Bibliography Format**

Lastname, Firstname. "Title of Article." *Title of Journal* Volume Number, Issue number (Date of publication): page numbers of entire article.

#### **Example:**

- MacDonald, Susan Peck. "The Erasure of Language." *College Composition and Communication* 58, no. 4 (2007): 585-625.

## **Primary Document Examples**

### **Newspaper Articles**

#### **Footnote Format**

1. Nisha Deo, "Visiting Professor Lectures on Photographer," *Exponent* (West Lafayette, IN), Feb. 13, 2009.

#### **Bibliography Format**

- Deo, Nisha. "Visiting Professor Lectures on Photographer." *Exponent* (West Lafayette, IN), Feb. 13, 2009.

## Helpful Websites for Chicago Manual of Style & Turabian

[http://prtl.uhcl.edu/portal/page/portal/WC/Files/TIPSHEET\\_CSTYLE](http://prtl.uhcl.edu/portal/page/portal/WC/Files/TIPSHEET_CSTYLE) - This website is provided by the University of Houston writing center to cover the most common citations and answer the most commonly asked questions

<http://owl.english.purdue.edu/owl/resource/717/01/> - This website is provided by the Purdue University's Online Writing Lab (OWL) and gives students information on various citations.

## Inserting a Footnote/Endnote in Microsoft Word

Current word-processing programs like Microsoft Word make it very easy to insert footnotes or endnotes. Below you will find links to pages that will walk you through this process. Before attempting to enter a reference, be sure you have all the information that you will need as indicated about in the examples.

<http://office.microsoft.com/en-us/word-help/insert-delete-or-edit-footnotes-and-endnotes-HP001226522.aspx> - This is the official Microsoft page on how to insert footnotes.

<http://www.dummies.com/how-to/content/adding-footnotes-and-endnotes-in-word-2007.html> - This website sponsored by the "dummies" series includes screen shots which can be helpful.

<http://www.youtube.com/watch?v=QL-589IZB4c> – If you prefer instructional videos, this link will take you to a walk-through with screen shots by an Australian!