

# Chicago Manual of Style Cheat Sheet (Based on the work of Ken Grubb, Department Chair)

## Footnotes & Bibliography & Videos for Using Microsoft Word for Footnotes

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 an endnote format and a bibliography format.

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### General Requirements for Footnotes for This Class

The text below is copied from OWL at this URL <https://owl.english.purdue.edu/owl/resource/717/01/>. The **yellow** highlights what you do in **this** class. Where I have inserted words, I have placed them in square brackets—the standard for punctuation for inserted text in a quotation. There are no quotation marks around this quotation because it is “blocked,” or indented and set off from the regular paragraphs.

In the NB system [Notes-Bibliography system used by history], you should include a note (endnote or footnote) each time you use a source, whether through a direct quote or through a paraphrase or summary [or use of a fact from the source]. Footnotes will be added at the end of the page on which the source is referenced, and Footnotes will be compiled at the end of each chapter or at the end of the entire document.

In either case, a superscript number corresponding to a note with the bibliographic information for that source should be placed in the text following the end of the sentence or clause in which the source is referenced. [The instructor will provide a demonstration of how to use Microsoft Word for this. Word takes care of this for you.]

If a work includes a bibliography [**and yours will**], then it is not necessary to provide full publication details in notes. However, if a bibliography is not included with a work, the first note for each source should include *all* relevant information about the source:

author's full name, source title, and facts of publication. If you cite the same source again, or if a bibliography is included in the work, the note need only include the surname [the last name] of the author, a shortened form of the title (if more than four words), and page number(s) [**Caution:** Identify the specific page where the reader can find that fact or quoted phrase]. However, in a work that does not include a bibliography, it is recommended that the full citation be repeated when it is first used in a new chapter.

In contrast to earlier editions of CMOS [Chicago Manual of Style], if you cite the same source two or more times consecutively, CMOS recommends using shortened citations. In a work with a bibliography, the first reference should use a shortened citation which includes the author's name, the source title, and the page number(s)... [In the instructions for the paper, I provide the "shortened form of the title (if more than four words)." Use those exact words. Do not create your own.]

## Books – Footnote and Bibliography Format

### Footnote Format

*Chicago Manual of Style* permits this shortened form if you have a Bibliography. For this paper, you must have a Bibliography.

1. Surname, Shortened *Title of Book* if over 4 words, page number.

#### *Examples:*

##### Single Author

Franklin, *George Washington Williams*, 100.

##### Two Authors

Lynd and Lynd, *Middletown*, 200.

##### Three Authors

Kennedy, Cohen, and Piehl, *American Pageant*, 239.

### 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.

##### Three Authors

Kennedy, David M., Lizabeth Cohen, and Mel Piehl. *American Pageant: A History of the Republic*, 9<sup>th</sup> ed. Boston: Cengage Learning, 2017.

## Primary Documents in Your Blackboard Course – Footnote and Bibliography Format

All of your primaries are within your Blackboard course so the footnotes can be briefer. If the source is more than one page but it does not have page numbers, use Print Preview or an equivalent function to estimate the page number of the fact you are citing.

Footnote Format – **Tip:** The footnotes for each of the 3 primaries and the textbook are provided **for** you in the instructions in the link How to Do Your Paper.

*Chicago Manual of Style* permits this shortened form if you have a Bibliography. For this paper, you must have a Bibliography.

1. Surname, Shortened “Title” if over 4 words, specific page number if longer than 1 page.

Bibliographic Format -- **Tip:** Use this section to write the bibliography entry for your 3 primaries.

Lastname, Firstname. “Title.” Publishing Organization or Name of Website, Date of the publication. URL if used for the primary.

### General Requirements for a Bibliography

The preformatted file on the second page already follows the directions from OWL (below). Keep the file as is on these requirements:

- Bibliography – with the word centered on the second page
- Two blank lines after the word Bibliography
- Bibliographic entry for the textbook (already provided by your instructor)

What requirements do **you** need to do?

1. Using the “Bibliographic Format” (above), write carefully the bibliographic entry for each of the 3 primaries.
2. Make sure the 4 bibliographic entries are in alphabetical order by the first word.

The text below is copied from OWL at this URL <https://owl.english.purdue.edu/owl/resource/717/02/>. The **yellow** highlights what you do in **this** class. Where I have inserted words, I have placed them in square brackets—the standard for punctuation for inserted text in a quotation. There are no quotation marks around this quotation because it is “blocked,” or indented and set off from the regular paragraphs.

- Label the first page of your back matter, and your comprehensive list of sources, “**Bibliography**” (for Notes and Bibliography style) or “References” (for Author Date style).
- Leave **two blank lines** between “Bibliography” or “References” and your first entry.
- Leave **one blank line** between remaining entries.
- List entries in **letter-by-letter alphabetical order** according to the first word in each entry.
- Use “**and,**” not an ampersand, “&,” for multi-author entries.
  - For **two to three authors, write out all names...**
  - Write out **publishers’ names in full.**

### Helpful Website for *Chicago Manual of Style* & Turabian

<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 – Instructions and Videos to Help You

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. **Tip:** This is also placed in your

Course below How to Do Your Paper.

<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.

### *If You Prefer Videos*

<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!