

## CHICAGO/TURABIAN—MANUSCRIPT FORMAT

Use 8 1/2 by 11-inch paper. Except for page numbers, leave a one-inch margin on the top, bottom, left, and right margins of your paper. Indent paragraphs 5 spaces. Double space throughout the paper. The title page should “include the name of the university or college (usually centered near the top of the sheet), the full title of the paper, the course, [...] the date, and the name of the writer.” The title page should not be numbered.

### REFERENCE CITATIONS IN TEXT

Parenthetical citations for direct quotes include the author’s last name, the year of publication, and the page number(s), if applicable. Use n.d. for manuscripts not dated. All parenthetical citations appear at the end of the sentence.

<b>One author</b>	(Franklin 1985, 54).
<b>A work of two or three authors</b>	(Lynd and Lynd 1929, 67).
<b>A work with more than three authors</b>	(Greenberger et al. 1974, 50).
<b>Author unknown</b>	( <i>The Lottery</i> 1732).
<b>One of two or more works by the same author(s) with the same date</b>	(Keller 1896a)

### REFERENCE LIST

The list of sources is titled References (Reference if you have a single source) and appears on a new page after the body of the essay and before the appendices and is centered at 1” in upper and lower case.

Reference lists are arranged alphabetically by the author’s last name [or, if there is no author, by the first main word of the title] followed by the year of publication, the title of the reference, the location of publication, and the name of the publisher.

The reference list is double spaced within and between all entries including the title and uses a hanging indent of 5-7 spaces or .5 inch (note: The citation examples on this page are not double-spaced due to space constraints). These are basic guidelines; use the following examples for specific citation formats.

#### **Book with a single author**

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

#### **Book with two or more authors**

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

#### **Book with an editor (Ed.) or editors (Eds.)**

Von Hallberg, Robert, ed. 1984. *Canons*. Chicago: University of Chicago Press.

#### **An anonymous book**

*The Lottery*. 1732. London: H. Watts.

#### **An article or chapter in an edited book**

Coleridge, Samuel Taylor. 1884. *The complete works of Samuel Taylor Coleridge*. Edited by W. G. T. Shedd. Vol. 1, *Aids to reflection*. New York: Harper & Bros.

#### **Article in a Journal**

Jackson, Richard. 1979. Running down the up-escalator: Regional inequality in Papua New Guinea.

## CITING ONLINE SOURCES—CHICAGO/TURABIAN

### IN TEXT

The basic format for citing online works in a paper is similar to printed sources. See the Writing Center handout CHICAGO/TURABIAN MANUSCRIPT FORMAT for citing printed sources. Use the author or organization, if available, followed by the year of publication. If the author/organization is not available then use the name of the website/web page or the title/description of the work or article.

**Example:** . . . bread” (Doe 2004).

If no publication date is available, put n.d. in place of the date.

**Example:** . . . bread” (Doe n.d.).

### REFERENCE LIST

The format for online sources in the reference list follows closely that for print sources. Print and online/electronic sources are listed together in alphabetical order in the reference list. The reference list is double spaced throughout and uses a hanging indent of 5-7 spaces or .5 inch.

Retrieve as much of the following information as possible; if one item on the list is not available, skip to the next item.

1. Author’s last name, first name (or organization)
2. Publication date
3. Title of page
4. *Title of complete work*
5. Access date
6. Complete network address (URL)

### Examples:

Stenger, Richard. 1999. Tiny human-borne monitoring device sparks privacy fears. *CNN.com*, December 20, 1999. <http://www.cnn.com/1999/TECH/ptech/12/20/implant.device/>.

Federation of American Scientists. n.d. Resolution comparison: Reading license plates and headlines. <http://www.fas.org/irp/imint/resolve5.htm>.