CMS/Turabian Citation Format

Notes & Bibliography

Like other forms of citation, the CMS/Turabian method consists of two parts:

- A note: an in-text indicator in the body of your paper
- A bibliography: a separate list of all sources used in the paper

NOTES:

- Number notes sequentially throughout the paper by adding a superscript numeral after the punctuation which follows the material from a source.¹
- Put complete information about the source in matching numbered footnotes (at the bottom of the page) or endnotes (at the end of the paper) depending on your instructor’s preference.
- Second and following references to the same source use a shortened form of note which gives just the author’s last name, key words of the title, and page numbers, if available.²

BIBLIOGRAPHY:

- If required, a bibliography lists sources in alphabetical order, is double-spaced throughout, and uses a hanging indent for each entry.
- As long as you include full footnotes, Turabian says that a bibliography is only necessary if the paper uses more than four or five sources;³ however, an instructor may ask for a full bibliography and only short-form notes or for the long form of both. Always follow the instructor’s preferences.

CMS-STYLE PATTERN:

- Author – person or organization/government department if no person is given
- “Title” – of article, chapter, or story if you did not use the entire book or website
- Title – of book, journal, magazine, newspaper, or website
- Publication data – where, when, and by whom the source was published
- Access date and URL for online sources


³ Turabian, Student’s Guide, 173.
The following examples give the format for notes first and then corresponding bibliographic entries – highlighted – for the most common types of sources.

**BOOK WITH ONE AUTHOR**


*For e-book readers, add at the end, for example, Kindle edition. If the e-reader doesn’t use page numbers, give chapter in note instead.*


**BOOK WITH MULTIPLE AUTHORS**


(If one, two, or three authors, list all of them in both note and bibliography. If more than three, you may use the abbreviation “et al.” (and everyone) in the note as long as there is a bibliography, but you must give all authors in the bibliography, no matter how many.)

**BOOK WITH AN AUTHOR AND AN EDITOR**


**BOOK WITH AN EDITOR INSTEAD OF AN AUTHOR**


(In addition to an editor, a translator, abbreviated trans., or an organization name such as American Cancer Society or US Department of Health may be listed in place of the author when no author is given. If none of these are available, begin with the title.)

**ANTHOLOGY**


(If you used just one chapter out of a book, follow this same format.)
INTRODUCTION OR AFTERWARD BY A DIFFERENT AUTHOR


NEWSPAPERS


(Unlike journals and magazines, no page numbers are required for newspapers.)

MAGAZINES

(If you don’t know whether the article you’re using comes from a magazine or a journal, check for citations in the article. If sources are cited, consider it a journal. If not, a magazine. Pamphlets and brochures would be formatted like books.)


(Magazines use page numbers in notes but not in the bibliographical entry.)

JOURNALS


FILM/VIDEO


(Give the chapter title first in the note when citing films watched on DVDs with chapters. Film citations are fairly flexible, so if you are primarily discussing the writing, you may put the author’s name first. If you are spending a considerable amount of time discussing a performer, you may add “performed by” and the name after the director’s name. Videos watched online should end with the access date and URL.)

INTERVIEWS

1. Jennifer Taylor (Director of Cystic Fibrosis research at National Jewish Hospital) in discussion with the author, June 2012.

(Personal interviews usually aren’t included in CMS bibliographies. Published interviews are treated just like any other article in a magazine, journal, or website.)
ONLINE SOURCES

Online books, magazines, newspapers, and journals simply copy the format of their print counterparts followed by an access date (the date you looked at the website) and an URL. If a “stable” or “permanent” URL is offered by a database, use it. If not, you must enter the complete URL from your address bar. If an online article does not show page numbers, skip them in the entries.

NEWSPAPER


JOURNAL (BOOK REVIEW)


ONLINE DICTIONARY or ENCYCLOPEDIA


(“s.v.” in the note stands for sub verbo which is Latin for “under the word.” In bibliographies, the reference work as a whole is given – the dictionary or encyclopedia name – rather than the individual entry for the item you looked up.)
WEBPAGE and WEBSITE without PAPER COUNTERPART

(Similar to reference works, bibliography listings are for the whole website, not the specific page you used. As shown above, the individual page is cited in the note.)

SHORT-FORM NOTES

The first time you cite a source, you must use a complete note. Following references to the same source may be cited in-text in one of two ways:

- Shortened notes (the most common) — author’s last name, key word of title, page number if available —
  ²Gitlin, The Sixties, 93-94.

- Parenthetical — If, in your paper, you use only one or two sources, you may use parenthetical in-text citations after doing a first, complete note (Turabian, 162).

When you use the author’s name to introduce your cited material, Turabian allows you to give just the page number (162). Give a short version of the title if there is no author (“United Nations,” 3).

Again, follow the instructor’s preferences.


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