Jumpstart your Chicago/Turabian style!

*Note: This guide is compiled from the professional guidelines from *A Manual for Writers of Research Papers, Thesis, and Dissertations,* 9th Edition by Kate L. Turabian

Why is Chicago Style/Turabian Important?

- Chicago Style/Turabian is a standard set of guidelines, used by both new and experienced authors, to communicate in a clear, precise, and scholarly manner. It is used globally by many fields of study in various levels of academic writing and is the primary style in the field of history.
- When reviewing research documents, or primary sources, the reader may wish to view an article or other research item mentioned therein. The bibliography and citations allow a reader to identify and locate those items. They also acknowledge the work of other authors (s) and researchers.
- Carefully constructed citations help avoid plagiarism and academic dishonesty.

Manuscript Basics

A Chicago professional manuscript should be:

- 12-point Times New Roman font
- 1-inch margins top and bottom, 1.25 margins left and right
- Double-spaced
- Pages are numbered in the top right corner beginning on the title page. No punctuation is used.
- Header (if not using a Title Page)
  - Single spaced
  - Student's Name
  - Assignment
  - Professor, Class Information
  - Student email
  - Due Date
  - Title of Paper in the center of the page

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Jane Doe
Assignment Title
Dr. Smith, HIST 1234
jd123@my.tamuct.edu
January 1, 2022

Title of Paper: Subtitle

- Title Page
  - A title page for a manuscript should include the following:
    - Title of Paper (Centered 1/3 from the top of the page)

- Subtitles should be the line below the title
  - The middle of the page includes:
    - Student Name
    - Class Information
    - Due Date

Print Resources
- *A Manual for Writers of Research Papers, Thesis, and Dissertations, 9th Edition*, is available in the University Library to check-out and in the UWC for use within the room.

Online Resources
- Purdue Owl Writing Lab: (https://owl.purdue.edu/owl/research_and_citation/chicago_manual_17th_edition/cmos_formatting_and_style_guide/chicago_manual_of_style_17th_edition.html)
- Chicago Style Guide: (https://www.chicagomanualofstyle.org/tools_citationguide.html)
- Primary Sources Guide: (https://www.loc.gov/programs/teachers/getting-started-with-primary-sources/citing/chicago/)

Chicago In-Text Citation Basics
- Footnotes
  - Footnotes are used in place of parenthetical citations and are to be formatted at the bottom of the corresponding page of the text.
  - At the bottom of the page:
    - Indent the footnote before the superscript (rollover text is to be flush to the left as it would be for a paragraph).
    - Citations should be single-spaced, 10-point Times New Roman font
    - List the citation following the superscript.
      - Book:
        - First Name Last Name, *Book Title: Book Subtitle* (City: Publisher, Year), Page Number.
        - In this case, the "Page Number" refers to the page in which the reference material is located
      Journal Article:
        - First Name Last Name, "Title of Journal Article: Subtitle," *Title of Journal* volume number, issue number (Date of Publication). Page Number.
      - Primary Sources:
        - Primary sources vary greatly in how they should be cited, but here are some things to keep in mind:
          - Author First Name Last Name, *Title of Source* (City: Publisher, Year), Number. Name of Archive.

- Keep in mind that source information should only be inputted when available
- Citation requirements only refer to the information available for the primary source and not the Archive (until the Number and name of the Archive)

- Here is a great resource for additional information on primary source citations (feel free to ask your professor as well—they can be a great help with the nuances of citing primary sources):
  - https://www.loc.gov/programs/teachers/getting-started-with-primary-sources/citing/chicago/
- Citations should be single-spaced with 10-point, Times New Roman font.
- For citations that have already been used in the text:
  - Book
    - Author's Last Name, *Title of the Work*, Page Number.
      - The title for a subsequent footnote does not include the subtitle
  - Journal Article
    - Author's Last Name. "Title of Article." Page Number.
- Example: Mexico populated the eastern parts of Texas with the help of Anglo settlers.[9]

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[9] Randolph B. Campbell, *Gone to Texas: A History of the Lone Star State*. (New York, NY: Oxford University Press, 2017). 113.
[10] Campbell, *Gone to Texas*, 98.
[11] Lester G. Bugbee. "Slavery in Early Texas," *Political Science Quarterly,* vol. 13, no. 3 (September 1898). 391.
[12] Bugbee, "Slavery in Early Texas," 410.

- o Abbreviations:
  - Editor/Edited By – *ed.*
  - Translator – *trans.*
- Endnotes
  - o Same citation format as Footnotes
  - o Should be listed together at the end of a text labeled as "Notes"

Bibliography Basic Rules:
- "Bibliography" should be centered at the top of the page, single-spaced, with 12-point Times New Roman font.
- All lines after the first line of the entry should be indented one-half from the left margin (also known as a hanging indent).
- Entries should be ordered by the author's last name
- Abbreviations:

- o Editor(s) – *ed. / eds.* (abbreviate <u>only</u> when followed by their name)
- o Translator(s) – *trans. / trans.* (abbreviate <u>only</u> when followed by their name)
- o Volume – *vol.*
- o Edition – *ed.*
- o Number – *no.*
- Author's first and middle names should be written as follows:
  - o Example: "Smith, John M."
  - o For the same author but different references, citations should be listed with the author's name with three hyphens (-).
    - ▪ Example:
      Smith, John M., *A Book: A Subtitle…..*
      ---, *Another Book: Another Subtitle….*
    - ▪ Works should also be placed in alphabetical order from the title of the work.
  - o The bibliography should be alphabetized by the last name of the first author of each work.
- The bibliography should be divided into sections depending on the type of source: primary sources, books, journal articles, etc.
  - o Section titles should be bolded and aligned to the left, flush with the margin
    - ▪ Primary Sources
      - ▪ Should always appear first on the list of sources
      - ▪ If multiple primary sources were found as a set in an archive, then they should be separated into their own section at the beginning of the Primary Source section of the bibliography
      - ▪ Example:

United Kingdom. The National Archives (TNA) Kew Gardens, Surrey:
———. Records of the Cabinet Office (CAB)

CAB 23/85, *War Cabinet and Cabinet: Minutes; Conclusions, 48(36) - 59(56)*

CAB 23/86, *War Cabinet and Cabinet: Minutes; Conclusions, 60(36) - 75(36)*

CAB 23/87, *War Cabinet and Cabinet: Minutes; Conclusions, 1(37) - 12(37)*

CAB 23/88, *War Cabinet and Cabinet: Minutes; Conclusions, 13(37) - 29(37)*

CAB 23/89, *War Cabinet and Cabinet: Minutes; Conclusions, 30(37) - 38(37)*

CAB 23/92, *War Cabinet and Cabinet: Minutes; Conclusions, 1(38) - 13(38)*

CAB 23/94, *War Cabinet and Cabinet: Minutes; Conclusions, 28(38) - 36(38)*

CAB 23/97, *War Cabinet and Cabinet: Minutes; Conclusions, 1(39) - 10(39)*

CAB 23/98, *War Cabinet and Cabinet: Minutes; Conclusions, 11(39) - 21(39)*

CAB 24/265, *War Cabinet and Cabinet: Memoranda; CP*

CAB 66/14, *War Cabinet and Cabinet: Memoranda; WP*

———. Records of the Foreign Office (FO)

FO 371/20521, *Political Departments: General Correspondence from 1906-1966; Political (Western)*

FO 425/413, *Confidential Prints: Western Europe; Further Correspondence Parts XXXIII-XXXIV*

* Courtesy of Hannah Dysinger, *Guarding the Banners: M15, The Spanish Civil War, and the Polarization of British Politics*. 2019.

- Books / Monographs (books are often referred to as "monographs" on a bibliography)
  - Single Author:
    - Last Name, First Name. *Book Title: Book Subtitle*. City: Publisher, Year.
  - Multiple Authors:
    - Last Name, First Name, and First Name Last Name. *Book Title: Subtitle*. City: Publisher, Year.
    - Last Name, First Name, First Name Last Name, and First Name Last Name. *Book Title: Subtitle*. City: Publisher, Year.
- Journal Articles
  - Last Name, First Name, "Article Title: Subtitle," *Journal Name* ##, no. $ (Month Year): page numbers.
    - ## - volume, number only
    - $ - issue number (digit only)
    - If the month is not available, then just add the year.
  - Online Article is like the above, however, you would add the URL following the page number with a period at the end.
- Annotated Bibliography
  - Compose a brief description of the work's contents or relevance to the research.
  - "Annotated Bibliography" centered on the top of the page.
  - Follow the regular bibliography citation method.
  - Annotations should appear below the relevant source with a format like that of a regular paragraph.

Example Bibliography:

Bibliography

Primary Sources

An excerpt from "*The war in Texas; a review of facts and circumstances, showing that this contest is the result of a long premeditated crusade against the government,*" Digital Public Library of America.

"*Annexation," Telegraph and Texas Register, January 7, 1844, pp. 2-3.*" Texas Digital Archives

"*By the President of the Republic of Texas, PROCLAMATION, September 16, 1842,*" reprinted in H.P.H. Gammel, The Laws of Texas, 1822-1897, 12 vol., (Austin: Gammel Book Co., 1898), 2:889-904.

"*Transcript of announcement recruiting volunteers to help Texas win their independence, November 12, 1835,*" Digital Public Library of America.

William H. Wharton, "*William H. Wharton to {?} Austin, January 6, 1937, in George Garrison,*" Diplomatic Correspondence of the Republic of Texas, Annual Report of the American Historical Association for the Year 1908, (Washington D.C.: Government Printing Office, 1911), 3 vols., 2:168-172.

Monographs

Barr, Alwyn. *Black Texans: A History of African Americans in Texas, 1528-1995*. Norman: University of Oklahoma Press, 1996.

Campbell, Randolph B. *An Empire for Slavery: The Peculiar Institution in Texas, 1821-1865*. Baton Rouge: Louisiana State University Press, 1991.

---. *Gone to Texas: A History of the Lone Star State.* Oxford, England: Oxford University Press, 2003.

Pugsley, William S., Marilyn P. Duncan. *The Laws of Slavery in Texas: Historical Documents and Essays.* Edited by Randolph B. Campbell. Austin: University of Texas Press, 2011.

Journal Articles

Barker, Eugene C. "The African Slave Trade in Texas." *The Quarterly of the Texas State Historical Association* 83, no. 3. (1903): 145-158.

Bugbee, Lester G. "Slavery in Early Texas. II." *Political Science Quarterly* 24, no. 3 (1898): 649-668.

Kelley, Sean. "'Mexico in His Head': Slavery and the Texas-Mexico Border." *Journal of Social History* 19, no. 2 (2004): 709-723.

If you need help, visit the University Writing Center!
tamuct.mywconline.com