

# CHICAGO AND TURABIAN

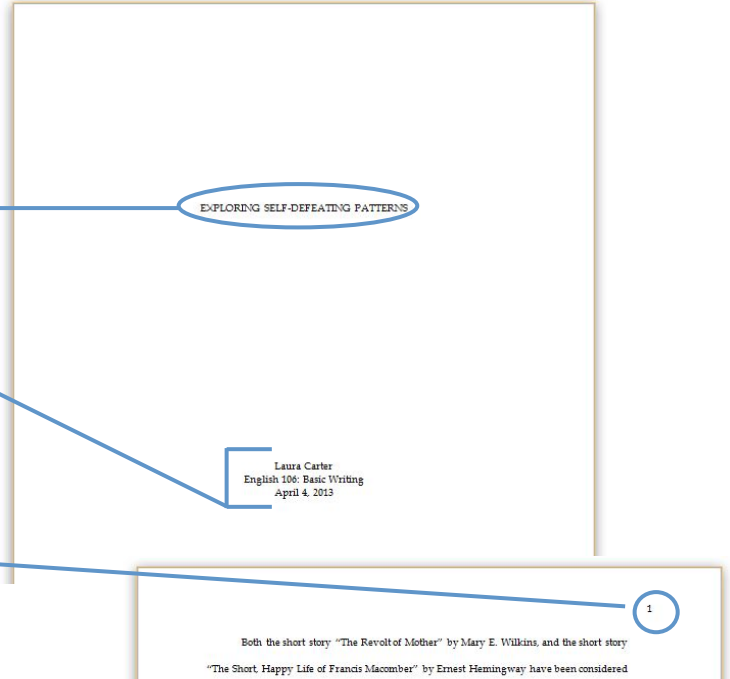
These styles require that you use a Times New Roman 12 point font, double spacing and one inch margins. For specific needs, see **Purdue's On-Line Center** at <https://owl.english.purdue.edu/owl/resource/717/01/>

## TITLE PAGE

To create a title page, do the following:

- Center all text
- Put the title in all caps a third of the way down the page (just eyeball it—there's no science to it)
- Two-thirds of the way down the page, put your name, the class, and the date (i.e. November 26, 2013)

The next page will have **no title**. Just create a header that has the page number right-aligned. Set this **page as number one** by going to the "Header Design" tab, selecting "Page Number," "Format Page Numbers" and entering "0" under "Start at." Use this header throughout the rest of the paper.



## IN-TEXT CITATION: FOOTNOTES AND ENDNOTES

Your professor will request you use either footnotes or endnotes. To cite something, put your cursor *after* the final punctuation of the cited material. Then (if working in Word), click either "Insert Footnote" or "Insert Endnote" under the "References" tab. A correlating number will automatically appear at the bottom of page (footnote) or end of document (endnote).

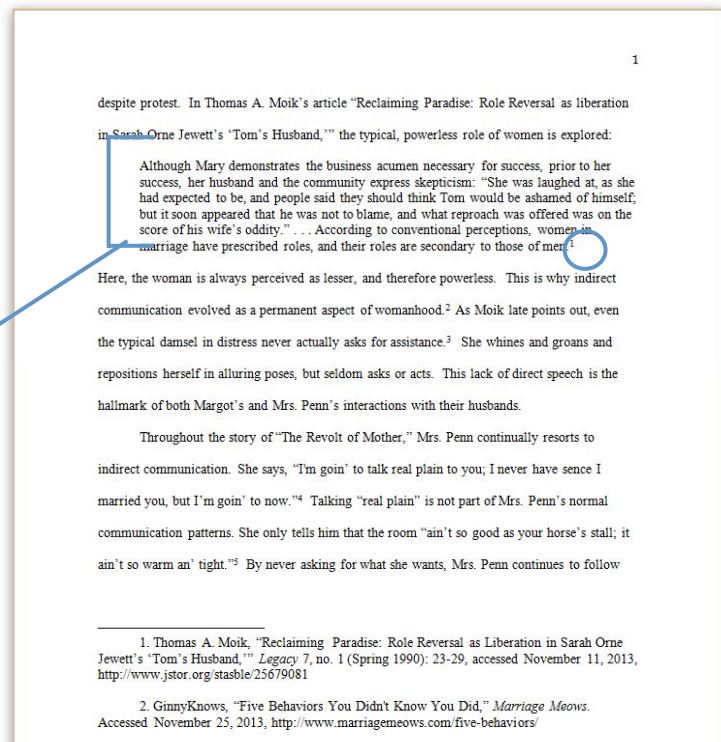
## FORMATTING NOTES

The note space should be **single-spaced**, size 12 Times New Roman. **Double space between entries**. Be sure to make the number a normal size by highlighting it and pressing **Indent** the first line of the entry.

## BLOCK QUOTES

For quotes that are **five lines or longer**, make the quote its own paragraph. Indent the entire paragraph ½ inch from the left margin, omit the quote marks, **single-space** it, and insert the foot/endnote number after the end period.

## REPEATING FOOTNOTES



The first time you cite a source, give the full reference (see Table 2). The second time, only give the author's **last name**, the **article** name, and the **page** number separated by commas.

If citing the same source twice in a row, simply put "**ibid.**" followed by a comma and page number if applicable (i.e. *Ibid.*, 45)

## HEADINGS

You will normally only use Level 1 headings to mark different sections. However, you can also create subsections for a Level 1 heading by using Level 2. Level 3 creates subsections for a Level 2. **Never add space before or after headings.**

*Level 1: Centered, bold*

**Literary Movements**

*Level 2: Centered, unformatted*

The Postmodern Age

*Level 3: Left-aligned, bold or italicized* Postmodern Writer, Paul Auster

## BIBLIOGRAPHY AND NOTES

The **bibliography** should start on a new page at the end of your document. Make it **single-spaced** with a **double space between each entry**. Create a hanging indent (see "Working with Word" handout) and alphabetize by the first word of each entry.

*Note:* The bibliography and notes are formatted similarly; just use **periods for bibliography** and **commas for notes**. Also, the notes format can be used as a template for end or foot notes

See Page below for a list of ways to enter different sources into you bibliography. For more information please consult [Purdue.owl.com](http://Purdue.owl.com) or *The Chicago Manual of Style* located in the Writing Center.

Center titles	Bibliography	Notes
CD song	Bach, Johann Sebastian. "Sanctus." <i>Mass in B Minor, BWV 232</i> . Conducted by Herbert von Karajan. Performed by Heinz Rehfuss. London Philharmonia Orchestra. Reference Records. CD. 2000.	1. Johann Sebastian Bach, "Sanctus," <i>Mass in B Minor BWV 232</i> , conducted by Herbert von Karajan, performed by Heinz Rehfuss, London Philharmonia Orchestra, Reference Records, CD, 2000.
Web page	CDC. "Marriage and divorce." <i>FastStats</i> . Last modified April 24, 2013. <a href="http://www.cdc.gov/nchs/fastats.htm">http://www.cdc.gov/nchs/fastats.htm</a> .	2. CDC, "Marriage and divorce," <i>FastStats</i> , last modified April 24, 2013, <a href="http://www.cdc.gov/nchs/fastats.htm">http://www.cdc.gov/nchs/fastats.htm</a> .
Web page, no date	Diersman, Angie. "How to Make Creative Hardware Menorahs." <i>eHow</i> . Accessed November 21, 2013. <a href="http://www.ehow.com/how_7664658_make-creative-hardware-menorahs.html">http://www.ehow.com/how_7664658_make-creative-hardware-menorahs.html</a> .	3. Angie Diersman, "How to Make Creative Hardware Menorahs," <i>eHow</i> , accessed November 21, 2013, <a href="http://www.ehow.com/how_7664658_make-creative-hardware-menorahs.html">http://www.ehow.com/how_7664658_make-creative-hardware-menorahs.html</a> .
Web page, no author	"Existentialism." <i>The Literature Network</i> . Accessed November 21, 2013. <a href="http://www.online-literature.com/periods/existentialism.php">http://www.online-literature.com/periods/existentialism.php</a> .	4. "Existentialism," <i>The Literature Network</i> , accessed November 21, 2013, <a href="http://www.online-literature.com/periods/existentialism.php">http://www.online-literature.com/periods/existentialism.php</a> .
Printed book	Hemingway, Earnest Miller. <i>For Whom the Bell Tolls</i> . New York: Harper Collins, 1936.	5. Earnest Miller Hemingway, <i>For Whom the Bell Tolls</i> (New York: Harper Collins, 1936), 176.
Dictionary	<i>Oxford English Dictionary</i> . S.v. "hysteric, adj. and n."	4. <i>Oxford English Dictionary</i> , s.v. "hysteric, adj. and n."
Scholarly journal, two authors	Moik, Thomas A., and John Farnsworth. "Reclaiming Paradise: Role Reversal as Liberation in Sarah Orne Jewett's 'Tom's Husband.'" <i>Legacy</i> , 7, no.1 (Spring 1990): 23-9. Accessed November 21, 2013. <a href="http://www.jstor.org/stable/19202039">http://www.jstor.org/stable/19202039</a> .	5. Thomas A. Moik and John Farnsworth, "Reclaiming Paradise: Role Reversal as Liberation in Sarah Orne Jewett's 'Tom's Husband,'" <i>Legacy</i> , 7, no.1 (Spring 1990): 23-9, accessed November 21, 2013, <a href="http://www.jstor.org/stable/19202039">http://www.jstor.org/stable/19202039</a> .
Scholarly journal, more than four authors	Pike, Leonardo, John Farnsworth, Richard Emeron, Charles Willardson, and Linda Carter. "Role Change." <i>Annual Review of Sociology</i> , 16 (1990): 87-110. Accessed November 21, 2013. <a href="http://www.ebsco.org/stable/1920930">http://www.ebsco.org/stable/1920930</a>	6. Leonardo Pike et al., "Role Change," <i>Annual Review of Sociology</i> , 16 (1990): 87-110, accessed November 21, 2013, <a href="http://www.ebsco.org/stable/1920930">http://www.ebsco.org/stable/1920930</a>
Article in an anthology	Roethke, Theodore. "Root Cellar." In <i>The Bedford Introduction to Literature</i> . 2nd ed., edited by Michael Meyer, 548-549. Boston: Bedford Books, 1990.	7. Theodore Roethke, "Root Cellar," in <i>The Bedford Introduction to Literature</i> , 2nd ed., ed. Michael Meyer (Boston: Bedford Books, 1990), 545.
Online newspaper article	Rosenberg, Tina. "To Fight Obesity, a Carrot, and a Stick." <i>New York Times</i> , November 16, 2013. <a href="http://opinionator.blogs.nytimes.com/2013/11/16/to-fight-obesity-a-carrot-and-a-stick/?_r=0">http://opinionator.blogs.nytimes.com/2013/11/16/to-fight-obesity-a-carrot-and-a-stick/?_r=0</a>	8. Tina Rosenberg, "To Fight Obesity, a Carrot, and a Stick," <i>New York Times</i> , November 16, 2013, <a href="http://opinionator.blogs.nytimes.com/2013/11/16/to-fight-obesity-a-carrot-and-a-stick/?_r=0">http://opinionator.blogs.nytimes.com/2013/11/16/to-fight-obesity-a-carrot-and-a-stick/?_r=0</a>