

**ESSAY FORMAT
CHICAGO MANUAL OF STYLE
(also referred to as the TURABIAN STYLE)**

FOR HUMANITIES PAPERS (Notes/Bibliography Method AND Author/Date Method)¹

1. The Title Page

Note that all lines are in upper case type and double spaced.

RYERSON UNIVERSITY

TITLE (DIVIDED INTO TWO
LINES IF NECESSARY)

A TERM PAPER IN
ECN 101 PREPARED
FOR DR. R. S. TEACHER
DEPARTMENT OF POLITICS

BY

ROBIN STUDENT

TORONTO, ONTARIO

MARCH 21, 2007

¹ There are two methods of Chicago (known as the Humanities style and the Author/Date system). The first is used in the Humanities, and the second in the physical, natural, and social sciences. Check with your professor as to which method you should use.

Humanities Style: Notes/Bibliography

2. Body of the Essay

Double-space the text of your essay; **single space** block quotations (quotations longer than three lines), footnotes and endnotes, captions, entries in the Works Cited section (but leave a blank line between each entry). Page numbers appear in the page header, centered or in the upper right hand corner. Whether you are paraphrasing or using direct quotations, you **MUST** cite each and every source you use.

Footnotes/Endnotes

- Footnotes appear at the bottom of the page
- Endnotes appear at the end of the text, under the generic heading NOTES. A page break should come between the last page of your essay and the NOTES page.
- You can use your word processor to automatically insert either footnotes or endnotes by choosing “Insert” on the main menu
- The first time you reference an author, the footnote should contain the author’s name, the title of the work, and the place, publisher, and date of publication, and the page reference.
- If you make a second reference to the same author immediately following the first you can use “Ibid, x” (where x is the page number)
 - i. Ibid means “in the same place”
- If you make a subsequent reference to an author, you can shorten the reference to include only the author’s surname, the title, and the page number.
 - i. If you are referencing only one of the author’s works you can drop the title and just use the author’s surname and page number in the footnote:

¹ John Hope Franklin, *George Washington Williams: A Biography* (Chicago: University of Chicago Press, 1985), 54.
(subsequent reference)

³ Franklin, *George Washington Williams*, 67.

3. Works Cited

- Your Work Cited should be separated from the rest of your essay with its own page (or pages).
- The entries should be in alphabetical order using the author’s full surname or, if there is no author, using the sponsoring group or institution.
- Use the author(s)’ full names if they are available. If they are not available, use initials.
- Titles of books and journals should be in italics
- For fuller details see *The Chicago Manual of Style*, 15th edition, (Chicago: University of Chicago Press, 2003), and the website: <http://www.chicagomanualofstyle.org/home.html> which offers a quick guide and many examples to help you.

4. SAMPLES (How to note and do Works Cited/Bibliography entries for a variety of texts and mediums)

Single Author (for a book)

Note

¹ John Hope Franklin, *George Washington Williams: A Biography* (Chicago: University of Chicago Press, 1985), 54.

Works Cited

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

Two Authors

Note

¹ Robert Lynd and Helen Lynd, *Middletown: A Study in American Culture* (New York: Harcourt, Brace and World, 1929), 67.

Works Cited

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

More than Three Authors

Note

⁶ Edward O. Laumann et al., *The Social Organization of Sexuality: Sexual Practices in the United States* (Chicago: University of Chicago Press, 1994), 262.

Works cited

Laumann, Edward O., John H. Gagnon, Robert T. Michael, and Stuart Michaels. *The Social Organization of Sexuality: Sexual Practices in the United States*. Chicago: University of Chicago Press, 1994.

No Author Given

Note

⁴ *The Lottery* (London: J. Watts, 1732), 20-25.

Works Cited

The Lottery. London: J. Watts, 1732.

Author's Work Translated or Edited by Another

Note

⁵ Jean Anouilh, *The Lark*, trans. Christopher Fry (London: Methuen, 1955), 86.

Works Cited

Anouilh, Jean. *The Lark*. Translated by Christopher Frey. London: Methuen, 1955.

Article in a Journal

Note

⁶ Richard Jackson, "Running down the Up-Escalator: Regional Inequality in Papua New Guinea," *Australian Geographer* 14 (May 1979): 180.

Works Cited

Jackson, Richard. "Running down the Up-Escalator: Regional Inequality in Papua New Guinea." *Australian Geographer* 14 (May 1979): 175-84.

Editor, translator, or compiler in addition to author

Note

⁶ Yves Bonnefoy, *New and Selected Poems*, ed. John Naughton and Anthony Rudolf (Chicago: University of Chicago Press, 1995), 22.

Works Cited

Bonnefoy, Yves. *New and Selected Poems*. Edited by John Naughton and Anthony Rudolf. Chicago: University of Chicago Press, 1995.

Chapter or other part of a book

Note

⁶ Andrew Wiese, "'The House I Live In': Race, Class, and African American Suburban Dreams in the Postwar United States," in *The New Suburban History*, ed. Kevin M. Kruse and Thomas J. Sugrue (Chicago: University of Chicago Press, 2006), 101-2.

Works Cited

Wiese, Andrew. "'The House I Live In': Race, Class, and African American Suburban Dreams in the Postwar United States." In *The New Suburban History*, edited by Kevin M. Kruse and Thomas J. Sugrue, 99-119. Chicago: University of Chicago Press, 2006.

Article in a Magazine

Note

⁷ Bruce Weber, "The Myth Maker: The Creative Mind of Novelist E.L. Doctorow," *New York Times Magazine*, 20 October 1985, 42.

Works Cited

Weber, Bruce. "The Myth Maker: The Creative Mind of Novelist E.L. Doctorow." *New York Times Magazine*, 20 October 1985, 42-3.

Article in a Newspaper

Note

⁸ Michael Norman, "The Once-Simple Folk Tale Analyzed by Academe," *New York Times*, 5 March 1984, 15 (N).

Works cited

Norman, Michael. "The Once-Simple Folk Tale Analyzed by Academe." *New York Times*, 5 March 1984, 15 (N)

Website (Journal Article)

Note

⁹ Jim Ellison. "Assessing the accessibility of fifty United States government Web pages: Using Bobby to check on Uncle Sam" *First Monday* vol. 9, no. 7 (July 2004), <http://www.firstmonday.org> (accessed June 16, 2005).

Works Cited

Ellison, Jim. "Assessing the accessibility of fifty United States government Web pages: Using Bobby to check on Uncle Sam." *First Monday*, volume 9, number 7 (July 2004). <http://www.firstmonday.org> (accessed June 16, 2005).

Website (Corporate webpage, no author)

Note

¹⁰ Canadian Diabetes Association, "Programs & Services," http://www.diabetes.ca/section_services/index.asp (accessed 3 June, 2004).

Works Cited

Canadian Diabetes Association. "Programs & Services". http://www.diabetes.ca/section_services/index.asp (accessed 3 June, 2004).

Author/Date System

2. Body of the Essay

Double-space the text of your essay; **single space** block quotations (quotations longer than three lines), footnotes and endnotes, captions, entries in the Works Cited section (but leave a blank line between each entry). Page numbers appear in the page header, centered or in the upper right hand corner.

Whether you are paraphrasing or using direct quotations, you **MUST** cite each and every source you use.

Parenthetical References

- Parenthetical references appear within the body of your text.
- They include the authors' names and dates of publication, and this information usually appears in parentheses.
- A parenthetical reference should be placed just before a mark of punctuation:
Before discussing our methods of analysis, it is necessary to describe the system of scaling quantitative scores (Guilford 1950).

OR

- The reference can be inserted at a logical place in the sentence:
One investigator (Carter 1990) has reported findings at variance with the foregoing.
- If the author's name is part of the sentence, only the date is placed in the parentheses:
It is true, however, that Carter (1990) has reported findings at variance with the foregoing.

3. Works Cited

- Your Works Cited list should be separated from the rest of your essay with its own page (or pages).
- The entries should be in alphabetical order using the author's full surname or, if there is no author, using the sponsoring group or institution.
- Use the author(s)' full names if they are available. If they are not available, use initials.
- Titles of books and journals should be in italics
- For more details see Kate L. Turabian, *A Manual for Writers*. 6th ed.

4. Samples (How to make parenthetical references and Works Cited entries for a variety of texts and mediums)

Single Author (for a book)

Parenthetical Reference

For a general reference:

(Franklin 1985)

If you are referencing a quote or specific page:

(Franklin 1985, 54)

Works Cited

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

Two or Three Authors

Parenthetical Reference

(Lynd and Lynd, 1927)

Works Cited

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

More than Three Authors

Parenthetical Reference

For works that have more than three authors, use the name of the first followed by et al..

(Greenberger et al. 1974)

Works Cited

Greenberger, Martin, Julius Aronofsky, James L. McKenney, and William F. Massy, eds. 1974. *Networks for research and education: Sharing of computer and information resources nationwide*. Cambridge: MIT Press.

No Author Given

Parenthetical Reference

(*The lottery*, 1732)

Works Cited

The Lottery. 1732. London: J. Watts.

Author's Work Translated or Edited by Another

Parenthetical Reference

(Anouilh 1955)

Works Cited

Anouilh, Jean. 1955. *The lark*. Translated by Christopher Frey. London: Methuen.

Article in a JournalParenthetical Reference

(Jackson 1979)

Works Cited

Jackson, Richard. 1979. Running down the up-escalator: Regional inequality in Papua New Guinea. *Australian Geographer* 14 (May): 175-84.

Article in a MagazineParenthetical Reference

(Weber 1985)

Works Cited

Weber, Bruce. 1985. The myth maker: The creative mind of novelist E.L. Doctrow." *New York Times Magazine*, 20 October, 42-3.

Article in a NewspaperParenthetical Reference

(Norman 1984)

Works Cited

Norman, Michael. 1984. "The once-simple folk tale analyzed by academe." *New York Times*, 5 March, 15 (N)

Website (Journal Article)Parenthetical Reference

(Ellison 2004)

Works Cited

Ellison, Jim. 2004. "Assessing the accessibility of fifty United States government webpages: Using Bobby to check on Uncle Sam." *First Monday*, volume 9, number 7 (July). <http://www.firstmonday.org> (accessed June 16, 2005).

Website (Corporate webpage, no author, no date)Parenthetical Reference

(Canadian Diabetes Association n.d.)

Works Cited

Canadian Diabetes Association. n.d. "Programs & services". http://www.diabetes.ca/section_services/index.asp (accessed 3 June, 2004).

This guide to essay formatting uses material found in:

Turabian, Kate L. 1996. *A manual for writers of term papers, thesis, and dissertations*, 6th ed. Chicago: University of Chicago Press.