

Chicago Turabian Style Citations

The footnote and bibliography system is a quick and convenient way to cite sources. Instead of a parenthetical citation, you will be using a superscript number to indicate that your quote or paraphrase is from an authoritative source.

Example: According to theologian Thomas Gaston, “In 1987, Douglas Parrot wrote an article urging a reconsideration of the connection between ancient Egyptian religion and Gnosticism.”¹

Creating Superscript Numbers and Footnotes in Microsoft Word

1. Place your cursor after your quoted source then go to the “references” tab.
2. Click on the “Insert Footnote” button. You will see a superscript number with a corresponding number in the footnotes section at the bottom of the page.
3. Simply click “Insert Footnote” every time you quote or paraphrase a source.

Note: The exact way to create superscript numbers and footnotes varies depending on the version of Microsoft Word you are using. Google Docs varies too.

Footnote Formatting

The first note should include the following:

- Author’s full name (First and Last)
- Full title (including subtitle)
- Editor or translator
- Edition
- Volume/series
- Facts of publication: city, publisher, date, etc.
- Page numbers
- URL or DOI of an online source

Footnote Citation Examples

Single Author: First Footnote

Robert Johnson, *Owning Your Own Shadow: Understanding the Dark Side of the Psyche*, (HarperCollins, 2013), 33.

Single Author: Subsequent Footnote

Johnson, *Owning Your Own Shadow: Understanding the Dark Side of the Psyche*, 59.

Online Journal Article: First Footnote

Thomas, Gaston. "The Egyptian Background of Gnostic Mythology." *Numen* 62, no. 4 (2015): 393. <http://www.jstor.org/stable/24644876>

Online Journal Article: Subsequent Footnote

Gaston, "The Egyptian Background of Gnostic Mythology," 402.

Footnotes: Same Source Next Note

Use the abbreviation "Ibid" when the footnote repeats information from the previous one. Ibid., 402.

Bibliography Formatting

Place a page break at the end of your document and type "Bibliography" at the top of the page without bold or italics (do not include quotation marks around Bibliography). Use hanging indents and place your sources in alphabetical order. Unlike in your footnotes, place the last name of the author first and their first name last.

Multiple Authors

Heilker, Paul, and Melanie Yergeau. "Autism and Rhetoric." *College English* 73, no. 5 (2011): 485–97. <http://www.jstor.org/stable/23052337>.

Journal Article

Margolin, Victor. "The United States in World War II: Scientists, Engineers, Designers." *Design Issues* 29, no. 1 (2013): 14–29. <http://www.jstor.org/stable/24267099>.

Book

Sarkar, Jayita. *Ploughshares and Swords: India's Nuclear Program in the Global Cold War*. Cornell University Press, 2022. <http://www.jstor.org/stable/10.7591/j.ctv310vk7p>.

For a more in-depth guide on how to cite using Chicago style, please visit the Chicago Manual of Style's website: <https://www.chicagomanualofstyle.org>