

Note: Always read your assignments carefully and defer to your instructors' guidelines if they differ from Chicago. Instructors may have their own preferences about citing and formatting. This handout represents the standard Chicago style according to *The Chicago Manual of Style 17th Edition* and *A Manual for Writers of Research Papers, Theses, and Dissertations* (Turabian).



Chicago and Turabian: Format and Footnotes

**Veronese and the *Triumph of Venice*:
Changing the Perspective on Perspective**

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Art 101
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The inclusion of large works of art painted directly on walls and ceilings has long been a practice to demonstrate a person's or government's wealth.

Paolo Veronese (1528-1588 CE), born Paolo Cagliari of Verona, is considered the last of the great Venetian masters.¹ He is known for creating scenes of "splendid pageantry painted in superb color and set within a majestic, Classical architecture."²

1. Richard Tansey and Fred Kleiner, *Gardner's Art Through the Ages* (Fort Worth: Harcourt Brace & Co., 1996), 784.
2. Tansey and Kleiner, 784.

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Callout boxes:

- Indent paragraphs AND footnotes. Tip: use the tab key, not spacebar.
- Numbers in the text are superscript and come after all punctuation.
- Numbers in the footnotes are the same size as the rest of the text.
- For specifics on the title page contents and page number location, consult your instructor.
- Body text is double spaced. Footnotes are single spaced.

Footnotes use a small number in the body of the text to draw the reader's attention to the bottom of the page to see the citation. Endnotes use the same numbering in the body; however, all notes are found at the end of the paper just before the bibliography.

Footnotes have the same order as the bibliography (author, title, facts of publication) except:

- commas instead of periods to separate information.
- standard indention instead of hanging indention.
- author's first name is first.
- colon precedes page numbers for journal citations.
- publication facts are enclosed in parentheses.
- order is based on when they come on the page, not alphabetically.

See pages 2 and 4 for examples.



Citations: Footnotes and Endnotes

Type of Footnote	Example of Footnote on First Mention
Book, One Author (Chicago p. 753)	1. Jon Krakauer, <i>Into the Wild</i> (New York: Anchor Books, 1997), 84-85.
Book, Two or Three Authors (Chicago p. 753)	2. Pablo Rio, Amy Black, and Ollie Tru, <i>Lies</i> (Chicago: Arty Books), 301.
Journal Article, One Author (Chicago p. 755)	3. Regina M. Schwartz, "Nationals and Nationalism: Adultery in the House of David," <i>Critical Inquiry</i> 19, no. 1 (1992): 131-32. https://doi.org/12.532343/5334 .
Journal Article, Four or More Authors (Chicago p. 787)	4. Dressher et al., "Will It Float: Buoyancy in Today's Market," <i>JMPQ</i> 12, no. 4 (Fall 2020): 532. https://www.jmpq.au/23 .
Work with No Known Author (Chicago p. 842, 908-909)	5. <i>True and Sincere Declaration</i> 1610

NOTE: Only use authors' last names after first footnote of each source.

After a source is cited for the first time, a shortened or abbreviated version is used for the rest of the times it is cited.

Use of shortened citation instead of *ibid.* is now recommended by the Chicago manual (Chicago p. 759). However, defer to your instructor's preference. If it is not stated in the assignment or in class, ask your instructor for clarification.

Below is a side-by-side comparison of shortened citation and *ibid.* Both refer the reader to an above citation for the complete information.

Shortened Citation	<i>Ibid</i>
1. William Faulkner, <i>Absalom, Absalom!</i> (New York: Vintage International, 1990), 127.	1. William Faulkner, <i>Absalom, Absalom!</i> (New York: Vintage International, 1990), 127.
2. Faulkner, 15.	2. <i>Ibid.</i> , 15.
3. Faulkner, 270.	3. <i>Ibid.</i> , 270.
4. Daniel Defoe, <i>Moll Flanders</i> (New York: Fawcett World Library, 1967), 12-15.	4. Daniel Defoe, <i>Moll Flanders</i> (New York: Fawcett World Library, 1967), 12-15.
5. Defoe, 102.	5. <i>Ibid.</i> , 102.
6. Faulkner, <i>Absalom, Absalom!</i> , 36-40.	6. Faulkner, <i>Absalom, Absalom!</i> , 36-40.
7. William Faulkner, <i>As I Lay Dying</i> (New York: Vintage International, 1990), 152.	7. William Faulkner, <i>As I Lay Dying</i> (New York: Vintage International, 1990), 152.
8. Faulkner, 66-67.	8. <i>Ibid.</i> , 66-67.
9. Faulkner, <i>Absalom, Absalom!</i> , 40.	9. Faulkner, <i>Absalom, Absalom!</i> , 40.
10. Faulkner, <i>As I Lay Dying</i> , 17-18.	10. Faulkner, <i>As I Lay Dying</i> , 17-18.
11. Faulkner, 207-8.	11. <i>Ibid.</i> , 207-8.

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Chicago: Bibliography

What to include in a citation?

- In general, the more information you can include the better. You want your readers to be able to find your sources if they want to read them for themselves.
- All sources used in a paper must be included in the Bibliography. The Chicago manual says the bibliography can include sources used only for research and not actually cited in your paper; however, this will depend on your instructor's preference (Chicago p. 777).
- If this handout does not contain an example of your reference type, more options can be found at www.chicagomanualofstyle.org or in the full manual at the Writing Center.

General order of information, including punctuation:

Journal:

Author Last Name, First Name. "Title of article." *Title of Periodical* volume number, no. issue number (Date): page numbers. doi/URL.

Book:

Author Last Name, First Name. *Book Title*. City Where Published: Publisher, Year.

- Titles of books, journals, magazines, websites, etc., are *italicized*. Chapter titles, lecture titles, episode titles, etc., are not italicized, but are enclosed in quotation marks.
- The volume number comes immediately after the *Journal Title* with no punctuation nor identifier. The issue number is preceded by no. (Example: *Ethics* 125, no. 2)
- If there is more than one author, only the first one is listed in reverse order. All subsequent authors will be listed First Name Last Name.
- For footnotes, the order of information is the same, but the format and punctuation is different. For more information on footnotes, see the Format and Footnotes handout.

Tips for making a hanging indent:

Microsoft Word Software: Select the sources you are ready to format. On your Home tab, click the arrow to the right of the word Paragraph (it is pointing down and to the right). This will open a new menu. Look for the Indentation section and the option Special. Click the Special dropdown and select Hanging.

Word Online (TTU Student Version): Click on downward-pointing triangle to the right of the icon that had horizontal lines and a backwards 'P' (Paragraph icon). Click on Special Indent. Click on Hanging Indent.

Google Docs: On the top ruler there is a rectangle that shows the words First Line Indent and the downward-pointing triangle that shows the words Left Indent. Leave the First Line Indent rectangle at the 0.00 mark on the ruler. Slide the triangle a half inch to the right.

Type/Notes:	Bibliography
Lecture/Meetings (Chicago p. 852)	Aronson, Trey. "Why Psychology Matters Today." Lecture presented at PSCH 2100, Texas Tech University, Lubbock, TX, September 2019.
Journal Article (Chicago p. 755)	Bagley, Benjamin. "Loving Someone in Particular." <i>Ethics</i> 125, no. 2 (January 2015): 477-507.
Photographs and Artwork (Chicago p. 859)	Dali, Salvador. <i>The Persistence of Memory</i> . 1931. Oil on canvas, 9.5 x 13". Museum of Modern Art, New York. https://www.moma.org/collection/works/79018 .
Twitter and Other Forms of Social Media Postings (Chicago p. 848-49)	Gates, Bill. (@BillGates). "#Polio is 99% eradicated. Join me & @FCBarcelona as we work to finish the job and #EndPolio. VIDEO: http://b-gat.es/X75Lvy ." Twitter, February 26, 2013, 4:13 p.m. https://twitter.com/BillGates/status/306195345845665792 .
Book Chapter (Chicago p. 754)	Gould, Glenn. "Streisand as Schwarzkopf." In <i>The Glenn Gould Reader</i> , edited by Tim Page, 308-11. New York: Vintage Books, 1984.
Book by Two Authors (Chicago p. 753)	Grazer, Brian, and Charles Fishman. <i>A Curious Mind: The Secret to a Bigger Life</i> . New York: Simon & Schuster, 2015.
Musical Recording (Chicago p. 873)	Handel, George Frideric. <i>Messiah</i> . Atlanta Symphony Orchestra and Chamber Chorus, Robert Shaw. Performed December 19, 1987. Ansonia Station, NY: Video Artist International, 1988. Videocassette (VHS), 141 min.
Online Newspaper or Magazine (Chicago p. 837)	Lorenz, Taylor. "Where Everyone's an Influencer." <i>The Atlantic</i> , July 31, 2019. https://www.theatlantic.com/technology/archive/2019/07/where-everyones-an-influencer/595213/ .
Online E-Book (Chicago p. 827)	Lystra, Karen. <i>Dangerous Intimacy: The Untold Story of Mark Twain's Final Years</i> . Berkeley: University of California Press, 2004. http://ark.cdlib.org/ark:/13030/kt8779q4kr/ .
Book by Single Author (Chicago p. 753)	Strayed, Cheryl. <i>Wild: From Lost to Found on the Pacific Crest Trail</i> . New York: Alfred A. Knopf, 2012.
Blog Entry (Same as online newspaper articles, Chicago p. 846)	Tobias, Jennifer. "Modernism in the Air." <i>Inside/Out</i> (blog), The Museum of Modern Art, August 29, 2016. https://www.moma.org/explore/inside_out/2016/08/29/modernism-in-the-air/ .
No Known Author, Initial Article Ignored in List (Chicago p. 842, 908-909)	<i>A True and Sincere Declaration of the Purpose and Ends of the Plantation Begun in Virginia, of the Degrees Which It Hath Received, and Means by Which It Hath Been Advanced</i> . 1610. London.
Corporate Author (Chicago p. 791 & 890)	University of Chicago Press. <i>The Chicago Manual of Style</i> . 17 th ed. Chicago: University of Chicago Press, 2017.
Episode of TV Series (Chicago p. 872-873)	Yaitanes, Greg, dir. <i>Lost</i> . Season 1, episode 14, "Special." Aired January 19, 2005, on ABC.
More than 7 Authors (Chicago p. 787)	Zimmer, Maddison, Leah Gordon, Cressida Goldman, Asher Taylor, Jennifer M. Posey, Tim Bean, Carter Wright et al. "Mutations of Red Roots." <i>Biology Weekly</i> 88, no. 4 (2021): 156-233.