

A large red square with a white border, centered on a white background. Inside the square, the text "Chicago Turabian Reports" is written in a black serif font, centered vertically and horizontally.

Chicago  
Turabian  
Reports

# Format

- Times New Roman - 12 points
- 1 inch left, right, top, bottom margins
- Title page
- Page numbers begin after the title page - top, right  
(Last name before the page number is teacher preference and is the exception.)
- Footnotes instead of in-text citations
- Use Bibliography instead of Works Cited
- Double space entire report
- Single space footnotes - copy from Noodletools
- No title on the first page of the written report
- Quotations longer than 5 lines are in a separate paragraph

# Title

Double space

8 enters from  
top to title

8-10 enters  
from title to  
last group of  
lines

The lines at  
the bottom  
are teacher  
preference.

The diagram shows a rectangular box representing a report header. Inside the box, the text is arranged as follows:  
Title of the Report  
  
Your Name  
Course Name  
Date  
Two red arrows point from the right side of the box to the 'Title of the Report' and 'Your Name' fields.

**Title**

**Your Name**

**Course Name**

**Date**

# Title Page

- Double space
- Tap Enter key 8 times and type title
- Tap Enter key 10 times and type your name, teacher's name and date
- Month, Date, year format: example:  
March 10, 2019
- Sometimes the school, class or teacher's name is typed under the date (teacher's preference)
- Note: At Presentation, some teachers will request the period after the class name: Computer Applications, P6
- Also, in college, some professors will require a section number.

# Quotations

## Short Quotations: less than 5 lines

- Stay in paragraph
- Direct or indirect
- Must be footnoted.

## Long Quotations: more than 5 lines

- Single Space
- Indent ½ inch (one increase indent)
- One blank space before and after a long quote
- No quotation marks
- Use a footnote to cite source

# Short and Long Quotations

1

In the essay “Mother Tongue,” Amy Tan describes the skills of her mother, a Chinese immigrant, noting that “my mother had long realized the limitations of her English.”<sup>1</sup> Tan goes on to describe how her mother had to compensate for these limitations throughout her life.

This is the experience of many immigrants to the United States, who struggle to learn a new language while adapting to life in a new country. Immigrant children have the opportunity to learn English in public schools, but educators do not agree on the best approach to teaching them. Some advocate total immersion in an English-only classroom, while others contend that students should be allowed to use their native language at least while they develop English language skills. Using native language in the classroom is necessary for immigrant students’ success.<sup>2</sup>

Students who are allowed to use their native language in the classroom feel a greater

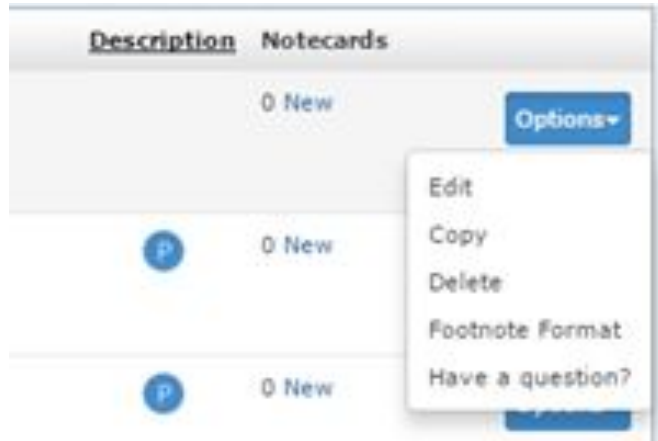
# Create Footnotes in Noodletools

The screenshot shows the NoodleTools web interface. The browser address bar displays <https://my.noodletools.com/web/bibliography.html>. The page title is "Standard Format for MLA Research Report 3 (CHICAGO) | dreerenner". The interface includes a navigation bar with "Projects", "Dashboard", "Sources", "Notecards", and "Paper". A toolbar at the top of the content area contains buttons for "Create new citation", "Copy", "Delete", "Undelete", "Email", "Analysis", and "Print/Export". Below the toolbar, there is a "Show/hide notecards" link and a "Sort: Alphabetic" dropdown menu. The main content area displays a table of citations:

Media type	Citation	Tag	Notecards
<input type="checkbox"/> Newspaper Article	Gibaldi, Anna. "MLA Reports in High Schools." <i>Mercury News</i> (San Jose), July 7, 2017, sec. D, 73. Created: 10/04/17 02:07PM	Add tag	0 New <span>Options</span>
<input type="checkbox"/> Newspaper Article	<i>New York Times</i> . "Academic Reports Made Easy." August 10, 2017, sec. C, 448-49. Created: 10/04/17 02:05PM   Updated: 10/06/17 09:28AM	Add tag	0 New

A context menu is open over the second citation, showing the following options: Edit, Edit annotation, Copy, Delete, Footnote format, and Have a question?

# Footnotes



## Full footnote:

1. Joseph Gibaldi, *MLA Handbook for Writers of Research Papers* (New York: Modern Language Association of America, 1995), [Page #].

## Shortened footnote (for subsequent citations):

2. Gibaldi, *MLA Handbook for Writers*, [Page #].

## Customize the example:

Page number(s):

to learn English in the public schools, but educators do not agree on the best approach to teaching them. Some advocate total immersion in an English-only classroom, while others contend that students should be allowed to use their native language at least while they develop English language skills. Using native language in the classroom is necessary for immigrant students' success.

Students who cannot speak English well enough to participate in the classroom will suffer academically. Teachers report that when students are not allowed to use their native language, they often repeat what they have heard without actually understanding the concepts. Doing so affects their ability to learn not only English but content in other subject areas, as well.

Results from standardized tests demonstrate that many English language learners lag behind their peers in academic achievement.<sup>2</sup>

Students who are allowed to use their native language in the classroom feel a greater sense of security, which enhances their ability to learn. Third grade teacher Debbie Walsh, who teaches in a bilingual program in Miami, Florida, strongly believes that "children need to know they can ask for help, explain problems, say how they feel and so on". For many children, doing so requires using their native language, at least early on.

<sup>1</sup> Amy Tan, *Mirrors & Windows: Connecting with Literature* (St. Paul, Mn: EMC Publishing, 2008), 14.

<sup>2</sup> Martin Leonard and Hector Rivera, "Language Skills and Achievements," *English Teachers Journal* 65 (March 9, 2012): 212.

**Footnote:  
Times New  
Roman 10**

**Indent first  
line of  
footnote 1/2  
inch**

# Footnote Format

- Times New Roman 10
- The first line is indented 1/2 inch.
- If there is a second line, it is at the left margin
- Single space footnotes that are more than 1 line
- Double space between footnotes

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<sup>1</sup>Peter Marsh, *The New Industrial Revolution* (New Haven: Yale University Press, 2013), 58.

<sup>2</sup> Marsh, *The New Industrial*, 63.

# Video on Inserting Footnotes in Docs on the iPad

3:42 PM Mon Mar 16

NoodleTools - Sources

my.noodletools.com

In text Reference

## Chicago-Style Footnote

Example for your source

The footnote form for this Journal might look like this:

Copy Look Up Share...

Full footnote:

1. James Clinton and Patricia Merrier, "Semiconductors," *Business Culture*, May 2008, 58.

Shortened footnote (for subsequent citations):

2. Clinton and Merrier, "Semiconductors," 58.

Customize the example:

Page number(s):

**What is a footnote?**

A footnote is used to inform your reader where you have sourced a particular quotation or idea within the body of your paper. For certain types of sources, like e-mails, well-known encyclopedias, and legal documents, your footnote is often sufficient documentation -- an entry may not be necessary in your bibliography. For other types of sources, like books and journals, both a footnote and a bibliography entry are always included.

**What is the shortened form?**

When a full reference to the source has already been included in the bibliography, or in a previous footnote, subsequent footnotes can be shortened to provide enough information to lead your reader back to the full citation. Typically, this includes the last name of the author or other primary contributor, a shortened version of the title (if longer than 4 words), and a page number. If you aren't sure if shortened footnotes should be used in your paper, check with your teacher.

**What other rules do I need to know to write the footnote?**

Close

# Create Footnotes in Noodletools

Footnote format



## Chicago-Style Footnote

### Example for your source

The footnote form for this **Newspaper** might look like this:

#### Full footnote:

1. Anna Gibaldi, "MLA Reports in High Schools," *Mercury News* (San Jose), July 7, 2017, sec. D, 222.

#### Shortened footnote (for subsequent citations):

2. Gibaldi, "MLA Reports," sec. D, 222.

#### Customize the example:

Page number(s):

**Note:** Page number is usually omitted for newspaper articles.

### What is a footnote?

A footnote is used to inform your reader where you have sourced a particular quotation or idea within the body of your paper. For certain types of sources, like e-mails, well-known encyclopedias, and legal documents, your footnote is often sufficient documentation -- an entry may not be necessary in your bibliography. For other types of sources, like books and journals, both a footnote and a bibliography entry are always included.

### What is the shortened form?

Close

# More about Footnotes

- **The first time a source is used,**
  - use the full footnote
- **The second time the same source is used**
  - use the shortened footnote:  
surname, shortened title, page #
  - does not need to be in consecutive order
- **Copy from Noodletools**
- **Be sure the footnote is Times New Roman 10**

**Full footnote:**

1. Joseph Gibaldi, *MLA Handbook for Writers of Research Papers* (New York: Modern Language Association of America, 1995), [Page #].

**Shortened footnote (for subsequent citations):**

2. Gibaldi, *MLA Handbook for Writers*, [Page #].

**Customize the example:**

Page number(s):

# Footnote Examples

## **FULL VERSION:**

<sup>1</sup>Michael Twyman, *Lithography 1800-1850* (London: Oxford University Press, 1970), 145.

## **SHORTENED VERSION**

<sup>2</sup>Twyman, *Lithography*, 145.

# If there isn't a Page Number

## Full footnote:

1. Joseph Gibaldi, *MLA Handbook for Writers of Research Papers* (New York: Modern Language Association of America, 1995), [Page #].

## Shortened footnote (for subsequent citations):

2. Gibaldi, *MLA Handbook for Writers*, [Page #].

## Customize the example:

Page number(s):

**Delete:** [Page #]

**If you leave this in the footnote and bibliography, it will be an obvious mistake!**

# Book Publication City is Needed

## Chicago-Style Footnote

Example for your source

The footnote form for this Book might look like this:

Full footnote:  
1. Jules Harcourt, Bob Krizan, and Patricia Merrier, *Writing Styles*, 3rd ed. (n.p.: South-Western Publishing, 2016), [Page #].

Shortened footnote:  
2. Harcourt, Krizan, and Merrier, *Writing Styles*, 3rd ed. (n.p.: South-Western Publishing, 2016), [Page #].

Customize the example

Page number(s):

[Page #] is a mistake. Should there be a number? If not, delete this. If yes, add the number.

n.p. means the publication city is missing!  
This is an error!  
For books, you need a city

**CORRECT FORMAT:**  
(Cincinnati: South-Western Publishing, 2016)  
Note: MLA didn't require the city but Chicago/Turabian does require it.

# Citing the Same Source Repetitively

- Use the shortened footnote the second time a source is cited.
- When the same source is cited 3 or more times, use the last name and page number. It doesn't have to be consecutively.

<sup>1</sup>Newton N. Minow and Craig L. LaMay, *Inside the Presidential Debates: Their Improbable Past and Promising Future* (Chicago: University of Chicago Press, 2008), 24-25.

<sup>2</sup>Minow and LaMay, *Presidential Debates*, 24-25.

<sup>3</sup>Minow, 24.

- **If there isn't an author**, use part of the title the third time a source is used.
- **If it is an online source**, there won't be a page number. Just use the author's last name **or** shortened title if there isn't an author.

## Bibliography

Baxter, Jim. "Bilingual Children's Mother Tongue." English Educators. Last modified August 2003. Accessed March 1, 2019. <http://www.emcp.net/baxter.html/>.

Dahlberg, Joan S. "Pros and Cons of the English-Only (EO) Classroom." *ESL Journal*, December 2006, 10-15.

Leonard, Martin, and Hector Rivera. "Language Skills and Achievements in the Content Areas." *English Teachers Journal*, May 2010, 211-15.

Tan, Amy. *Mother Tongue*. n.p.: EMC Publishing, 2008.

Walsh, Debbie, ed. "About Teaching English." Teacher Talk. Last modified September 2007. Accessed March 13, 2019. <http://www.emcp.net/teachertalk>.

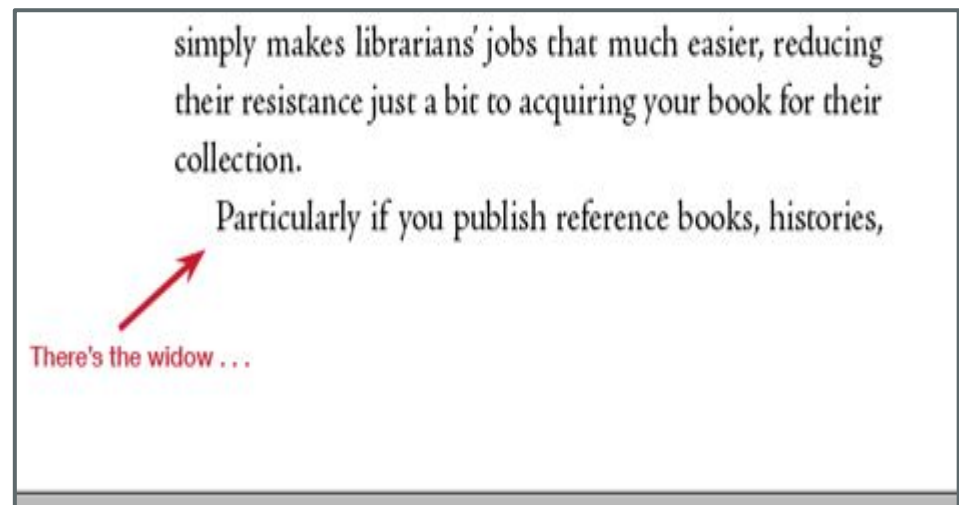
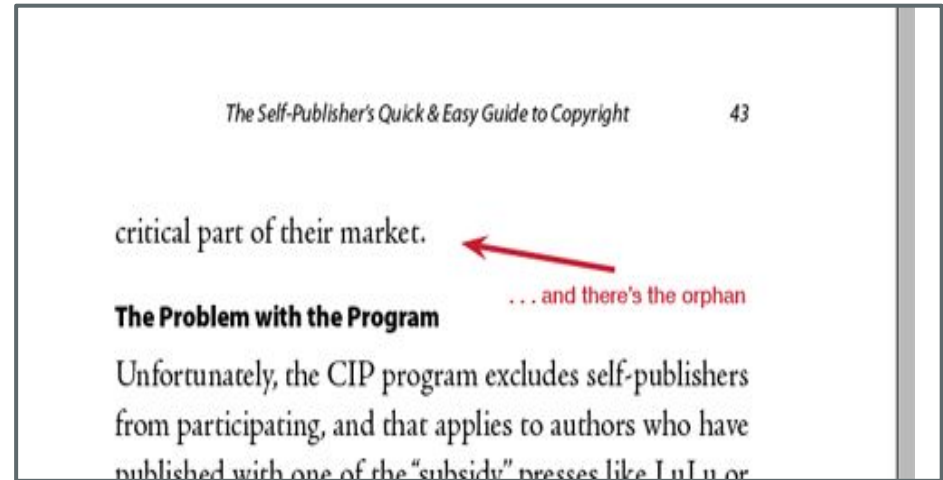
- **At the end of the last page, add a new blank page.**
- **Export the Bibliography from Noodletools.**
- **The sources are single spaced.**
- **Double space after the title and each source.**
- **The first line starts at the left margin.**
- **The second line is indented automatically by Noodletools 1/2 inch.**

# Bibliography Notes

- Bibliography is the last page of the report.
- In Noodletools - Export to Docs (or Word)
- Copy exactly from Noodletools - Hanging Indent
  - one blank space after title
  - each citation is single spaced
  - one blank space after each citation
  - the second line of a source is indented .5”
- All of this happens automatically in Noodletools.
- Don't change exported Noodletools format.
- City is used in the bibliography & footnote

# When a Paragraph is Divided Between Two Pages

- There must be at least 2 lines on each page.
- Do not leave one line of a paragraph at the top of a page. This is called an "orphan line".
- Do not leave one line of a paragraph at the bottom of a page. This is called a "widow line".
- Use Page Breaks to move lines.



# When the last line of a paragraph is on the next page.

Companies may hire image consultants to teach employees what is appropriate business casual dress. They help plan the best business attire to project the corporate image. Erica Gilreath provides excellent advice on how to dress casually for business success. She presents the following advice: Do not wear any clothing that is designed for recreational or sports activities, such as cargo pants or pants with elastic waist. Press pants, skirts, shirts, and other clothing. Wrinkled clothing does not present a professional image. Do not wear tennis shoes, flip flops, leggings or athletic wear to work either. Be sure clothing

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<sup>1</sup> Jacquelyn Smith and Samantha Lee, "What Business Casual Really Means," *Management Success*, July 11, 2020, accessed October 8, 2020, <http://www.thebusinessinsider.com>.

<sup>2</sup> Rachel Sutphin, "Your Business Wardrobe Decisions Are Important Decisions," *Business Management Journal*, March 2010, 10.

<sup>3</sup> Susan Monaghan, "Business Dress Codes May Be Shifting," *Business Executive*, April 2011, 34.

<sup>4</sup> Monaghan, "Business Dress," 34.

<sup>5</sup> *Ibid*, 35.

fits properly. Avoid baggy clothes or clothes that are too tight.<sup>6</sup>

not wear tennis shoes, flip flops, leggings or athletic wear to work either. Be sure clothing fits properly. Avoid baggy clothes or clothes that are too tight.<sup>6</sup>

Notice how the last line of this paragraph is by itself on page 2.

Put a page break where you see the arrow.

This will move one more line of the paragraph onto page 2.