

This guide provides examples and the basic guidelines for citing sources following Kate L. Turabian’s *A Manual for Writers of Term Papers, Theses, and Dissertations* (8<sup>th</sup> ed.) commonly referred to as Turabian Style. Kate Turabian, the dissertation secretary at the University of Chicago for over 30 years, developed her guide for students and researchers writing papers, theses and dissertations. In Chapter 14, “On the Spirit of Research,” students are encouraged to become “*responsible* believers” by presenting one’s own research beliefs into the public sphere and entering into a serious but amiable discussion with others on research findings and discoveries. Her guide was first published in 1937 and synthesizes the rules most important for students’ papers and other scholarly research not intended for publication. It can be considered the student version of the University of Chicago Press’s *Chicago Manual of Style*. It is recommended that all PacRim students own the Turabian 8<sup>th</sup> edition Manual.

### Notes-Bibliography Citation System

Turabian style allows you to choose between two systems of providing references. At PacRim, students must follow the Notes-Bibliography Style that requires numbered footnotes in your text and a Bibliography at the end of the paper. Note numbers are presented in superscript in Turabian style. Notes-Bibliography Style is discussed in Chapters 16 and 17.

#### BOOKS

Footnote Reference	Corresponding Bibliography Entry
<b>Single author:</b>	
<sup>1</sup> Author’s First and Last Names, <i>Title of Book: Subtitle of Book</i> (Place of Publication: Publisher’s Name, Date of Publication), Page number(s). <sup>1</sup> Dave Ellis, <i>Becoming a Master Student</i> , 14 <sup>th</sup> ed. (Boston: Wadsworth, 2013), 14-16.	Author’s Last Name, Author’s First Name. <i>Title of Book: Subtitle of Book</i> . Place of Publication: Publisher’s Name, Date of Publication. Ellis, Dave. <i>Becoming a Master Student</i> . 14 <sup>th</sup> ed. Boston: Wadsworth, 2013.
<b>Two to three authors:</b>	
<sup>2</sup> Author #1’s First and Last Names and Author #2’s First and Last Names, <i>Title of Book: Subtitle of Book</i> (Place of Publication: Publisher’s Name, Date of Publication), Page numbers(s). <sup>2</sup> James S. Ackerman and Thayer S. Warshaw, <i>The Bible As/In Literature</i> (Glenview, IL: Scott, Foresman and Company, 1976), 50-54.	Author #1’s Last Name, Author #1’s First Name, and Author #2’s First and Last Names. <i>Title of Book: Subtitle of Book</i> . Place of Publication: Publisher’s Name, Date of Publication. Ackerman, James S., and Thayer S. Warshaw. <i>The Bible As/In Literature</i> . Glenview, IL: Scott, Foresman and Company, 1976.
<b>More than three authors or editors; editor(s) in lieu of author(s):</b>	
<sup>3</sup> Author #1’s First and Last Names, Author #2’s First and Last Names, and Author #3’s First and Last Names, eds. <i>Title of Book: Subtitle of Book</i> (Place of Publication: Publisher’s Name, Date of Publication), Page numbers(s). <sup>3</sup> Rise B. Axelrod, Charles R. Cooper, and Alison M. Warriner, eds. <i>Reading Critically Writing Well</i> , 9 <sup>th</sup> ed. (Boston: Bedford/St. Martin’s, 2011), 88.	Author #1’s Last Name, Author #1’s First Name, Author #2’s First and Last Names, and Author #3’s First and Last Names. <i>Title of Book: Subtitle of Book</i> . Place of Publication: Publisher’s Name, Date of Publication. Axelrod, Rise B., Charles R. Cooper, and Alison M. Warriner. <i>Reading Critically Writing Well</i> . 9 <sup>th</sup> ed. Boston: Bedford/St. Martin’s, 2011.

<b>Book with four or more authors or editors:</b>	
<p><sup>4</sup>Author #1's First and Last Names et al., <i>Title of Book: Subtitle of Book</i> (Place of Publication: Publisher's Name, Date of Publication), Page numbers(s).</p> <p><sup>4</sup>Paul Davis et al., eds. <i>The Bedford Anthology of World Literature</i> (Boston: Bedford/St. Martin's, 2004), 23-76.</p>	<p>Author #1's Last Name, Author #1's First Name, Author #2's First and Last Names, Author #3's First and Last Names, and Author #4's First and Last Names. <i>Title of Book: Subtitle of Book</i>. Place of Publication: Publisher's Name, Date of Publication.</p> <p>Davis, Paul, Gary Harrison, David M. Johnson, Patricia Clark Smith, and John F. Crawford, eds. <i>The Bedford Anthology of World Literature</i>. Boston: Bedford/St. Martin's, 2004.</p>
<b>Chapters in books:</b>	
<p><sup>5</sup>Chapter Author's First and Last Names, "Title of Chapter: Subtitle of Chapter," in <i>Title of Book: Subtitle of Book</i>, ed. Editor's First and Last Names (Place of Publication: Publisher's Name, Date of Publication), Page Numbers.</p> <p><sup>5</sup>Madeleine L'Engle, "Foreward," in <i>Companion to Narnia: A Complete Guide to the Magical World of C. S. Lewis's The Chronicles of Narnia</i>, ed. Paul F. Ford (San Francisco: Harper Collins Publishers, 2005), xv-xix.</p>	<p>Chapter Author's Last Name, Chapter Author's First Name. "Title of Chapter: Subtitle of Chapter." In <i>Title of Book: Subtitle of Book</i>, edited by Editor's First and Last Names, Page Numbers. Place of Publication: Publisher's Name, Date of Publication.</p> <p>L'Engle, Madeleine. "Foreward." In <i>Companion to Narnia: A Complete Guide to the Magical World of C. S. Lewis's The Chronicles of Narnia</i>, edited by Paul F. Ford, xv-xix. San Francisco: Harper Collins Publishers, 2005.</p>

For more information, please see Turabian's Manual, pages 164 – 181.

<b>ARTICLES (Journals and Magazines)</b>	
<b>Footnote Reference</b>	<b>Corresponding Bibliography Entry</b>
<b>Journal article</b>	
<p><sup>6</sup>Author's First and Last Names, "Title of Article: Subtitle of Article," <i>Title of Journal</i> Volume Number (Date of Publication): Page numbers.</p> <p><sup>6</sup>Jay Twomey, "The Biblical Man in Black: Paul in Johnny Cash/Johnny Cash in Paul," <i>Biblical Interpretation</i> 19, no. 2 (2011): 223-252.</p>	<p>Author's Last Name, Author's First Name. "Title of Article: Subtitle of Article." <i>Title of Journal</i> Volume Number (Date of Publication).</p> <p>Twomey, Jay. "The Biblical Man in Black: Paul in Johnny Cash/Johnny Cash in Paul." <i>Biblical Interpretation</i> 19, no. 2 (2011).</p>

For more information, please see Turabian's Manual, pages 182 – 187.

<b>WEBSITES AND WEB PAGES</b>	
A citation to website content can often be limited to a mention in the text or in a note. If a more formal citation is desired, it may be styled as in the examples below.	
<b>Footnote Reference</b>	<b>Corresponding Bibliography Entry</b>
<p><sup>7</sup>"Title of Page," Title or Owner of Site, Publication or revision date, Accessed date, URL.</p> <p><sup>7</sup>"Privacy Policy," Google Policies &amp; Principles, last modified July 27, 2012, accessed January 3, 2013, <a href="http://www.google.com/policies/privacy/">http://www.google.com/policies/privacy/</a>.</p>	<p>Author's Last Name, Author's First Name. "Title of Page." Title or Owner of Site. Publication or revision date. Accessed date. URL.</p> <p>Google. "Privacy Policy." Google Policies &amp; Principles. Last modified July 27, 2012. Accessed January 3, 2013. <a href="http://www.google.com/policies/privacy/">http://www.google.com/policies/privacy/</a>.</p>

For more information, please see Turabian’s Manual, pages 197 – 199.

### THE HOLY BIBLE

Cite the Holy Bible and other sacred religious works in footnotes. You do not need to include these works in your bibliography. For citations of the Holy Bible, include the abbreviated name of the book, the chapter number, and the verse number – never a page number. If your instructor does not specify which version or translation to use, identify the version you are using only in your **first** citation either with the spelled-out name or an accepted abbreviation (see footnote 1 below).

#### Footnote Reference

<sup>8</sup>1 Thess. 4:11.

<sup>1</sup>1 Cor. 6:1-10 (NAB).

For more information, please see Turabian’s Manual, pages 189 – 190.

### ELECTRONIC BOOK

#### Footnote Reference

<sup>9</sup>Author’s First and Last Names, “Title of Chapter” in *Title of Book* (City: Publisher, Year), Kindle Electronic Edition: Paragraph #, Location #.

<sup>9</sup>Jeff Goins, “When You Have to Walk Away” in *Wrecked: When a Broken World Slams into Your Comfortable Life* (Chicago: Moody, 2012), Kindle Edition: Paragraph 2, Location 1535-1540.

#### Corresponding Bibliography Entry

Author’s Last Name, Author’s First Name. *Title of Book*. City: Publisher, Year. Kindle Electronic Edition.

Goins, Jeff. *Wrecked: When a Broken World Slams into Your Comfortable Life*. Chicago: Moody, 2012. Kindle Electronic Edition.

For more information, please see Turabian’s Manual, page 181.

### Turabian Style Rules Governing the Examples Above

The general Turabian Style rules for the above are listed here:

- **General.** List the elements that clearly identify the work’s author and title, its publisher, and date of publication. For online publications, add elements stating where you retrieved the document and the date accessed, if required.
- **Punctuation.** Periods are generally used between elements in references in bibliographies. A colon separates titles from subtitles, the place of publication from the publisher name, and volume information from page numbers for journal articles. Quotation marks are used around article and chapter titles.
- **Capitalization.** In bibliographies and notes, capitalize the first letter of all significant words in titles and subtitles of works and parts of works such as articles and chapters.
- **Font.** Italicize titles of periodicals and books.
- **Abbreviations.** In the footnote, use ed. (plural, eds.) or trans. (singular or plural) for “editor” or “edited by” or “translator” or “translated by” before the editor’s or translator’s name. Use the full word in the Bibliography entry: “Edited by” or “Translated by.” Be consistent throughout your paper with whatever conventions you adopt.
- **Footnotes.** Number notes consecutively throughout your paper, beginning with one.
- **Author’s names.** Give each author’s name exactly as it appears on the title page. If the name includes more than one initial, use spaces between them. In bibliographies, only the first author’s last name is inverted (last name first). First names should usually be provided when available. Corporate names as authors are written out fully. If a title page lists an editor or a translator in addition to an author, add the editor or translator’s name after the book’s title.

- **Publication place.** If more than one place is given, the first is generally sufficient. Do not abbreviate place names. Give the city and state or country if the city is not well known for publishing or is ambiguous. If two or more cities are given, include only the first. When the place of publication is not known, you may use the abbreviation n. p. in a note (or N. p. in a bibliography entry) before the publisher's name.
- **Publisher.** Provide the exact publisher name. Common names may be shortened (e.g., Scribner, Macmillan).
- **Publication date.** In notes and bibliographies, the date of publication for books and most published works follows the publisher name. For articles, it is part of the volume and issue number statement (below). For works with no title or editor, put the title first and follow it by the year of publication. If there is no date available, state: n. d. If more than one date is given, give the most recent date.
- **Volume and issue numbers.** For periodicals with continuous pagination throughout a volume, provide only the volume number and year. If issue begins with page 1, follow the volume number with the issue number identified by "no." or its name: 38, no. 2 (1993): 12-17.
- **Edition.** When you cite an edition other than the first, include the number or description of the edition after the title. Abbreviate such words as "Second Edition" to 2<sup>nd</sup> ed.
- **Electronic resources.** Follow rules that apply to equivalent parts of print resources as much as possible. When in doubt, avoid italics and quotation marks and give as much information as may be useful. Too much is better than too little.
  - **Authors of web pages.** If not readily apparent, try to find and provide the name(s) of authors or corporate author(s) responsible for the content. The objective is to attribute the content and to tell your reader who provided the information. It is better to explain web pages without apparent authorship than to provide insufficient information, leaving your reader wondering.
  - **URL.** Always provide the URL if web-based. Break URLs only after a /. Do not enclose the URL in brackets.
  - **Dates for electronic sources.** Include parenthetically at the end: (accessed March 19, 2011).
  - **Pagination in electronic sources.** When citing an online publication with an equivalent print version, try to obtain and provide the page numbers used in the print version. In documents without page numbers, add a descriptive locator such as section heading or whatever is needed to allow your reader to find the resource.

## Paper Format and Submission

For further information than provided below, please see the Appendix of the Turabian Manual.

- **Margins.** Leave a margin of at least one inch on all four edges of the page. Use left justification only (with a "ragged" right margin). Papers should be printed on 8½ X 11 inches paper and printed on one side of each paper only.
- **Typeface.** Use Times New Roman twelve point font.
- **Spacing and Indentation.** Double-space all text in papers except the following items which should be single-spaced: block quotations, footnotes, and bibliographies. Indent the first line 3 spaces for footnotes and leave the following lines flush with the left margin. Use one space (not two) after punctuation at the end of sentences and after colons. Indent paragraphs five spaces (using the tab key).
- **Pagination.** Page numbers are usually placed in one of three locations: centered in the footer (at the bottom of the page), centered in the header (at the top of the page), or flush right in the header. Choose one of these locations and follow it consistently.
- **Title page.** The title is single spaced and centered in uppercase letters in the top third of the title page. The title page is not numbered. The student's name, course, date, and any other information required by

the instructor are centered in upper and lowercase letters several lines below the title on the title page. Each piece of information is placed on a separate line with single spacing.

For paper that don't require a title page, type the page number, name, course name and date on the first page on the right side of the page (click Align Text Right) and subsequent pages just include last name and page number.

- **Bibliography.** The Bibliography should start on a new page. Label the first page Bibliography at the top of the page. Leave two blank lines between the title and the first bibliography entry and one blank line between items. Bibliography entries should be singles spaced.
- **File Management.** Prepare your paper as a single electronic file. Name the file simply and logically.

### **Block Quotations**

Use a block quotation for five or more lines Single space the block quotation and leave a blank line before and after it. Do not add quotation marks at the beginning or end but keep any quotation marks that are in the original writing. Indent the entire quotation. Please see Turabian's Manual page 349 – 350.

### **Need more help?**

If you have questions or citations not covered by the examples in this guide, please consult the official print guide and ask your Librarian for assistance. If you consult other, less official manuals or online style guides that claim to explain Turabian style, please be aware that these sometimes contain errors which conflict with the official guide. Please remember that your instructor's style rules and guidelines should also be followed.

### **Some Helpful Sources**

Here are some sources that your Librarian recommends to improve your writing skills:

*Quality Research Papers for Students of Religion and Theology* by Nancy Jean Vyhmeister

*How to Write Anything: A Guide and Reference with Readings* by John J. Ruszkiewicz and Jay T. Dolmage

*The Bedford Guide for College Writers with Reader* by X. J. Kennedy, Dorothy M. Kennedy and Marcia F. Muth