



Turabian Packet

This Turabian packet will help you organize your Works Cited or Reference List and format your notes or parenthetical references.

These handouts conform to the current Turabian standards. However, professors may change the requirements for individual papers. Please consult your professor for any special requirements.

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<http://www.dbu.edu/uwc>

Sample First Page

DALLAS BAPTIST UNIVERSITY

AN EXAMINATION OF THE FIRST CHAPTER
OF GENESIS

ESSAY SUBMITTED TO
DR. MILLER

IN PARTIAL FULFILLMENT OF THE
REQUIREMENTS FOR THE COURSE
OLD TESTAMENT SURVEY
RELI 1301

DEPARTMENT OF RELIGION

BY
IMA STUDENT

DALLAS, TEXAS

9 APRIL 2003

Note: Margins should be 1" on top and bottom.

Turabian Basics

Page Headers (Pg. 253 in the Turabian Manual)

Three-fourths inch from the top and one inch from the right-hand edge of your paper is the page header. Page headers include your last name and page number separated by one space. Do not include a page header on your title page or on the first page of your text. Begin on page 2.

Margins (Pg. 253)

Margins are to be one inch on all sides of the page.

Spacing (Pg. 253)

Double-space the body of your paper. Single-space footnotes, block quotes, and single space each entry on the Works Cited page (double-space between entries, in footnotes as well).

Indents (Pg. 74-5)

Tab once before all paragraphs and footnote entries (5 spaces). For quotes longer than eight lines, format the quote in size 10, single-space, and indent each line four spaces, with no quotation marks.

Indents for Works Cited Page (Pg. 167)

The first line of each reference is set flush left and each following line is indented five spaces.

Using Names

Within your paper, you may mention the full or last names of researchers that you are using to support your ideas.

Citing Sources in Your Paper (Section II)

In Turabian style, credit can be given in one of two ways. The first uses footnotes or endnotes, and the other uses parenthetical references. You must decide which method to use, and then use only that method throughout your paper. Sometimes, your instructor will indicate which type of documentation to use.

The First Page (Pg. 256 14.18)

Centered on the cover page, type (in all caps): Dallas Baptist University, your title, "Essay submitted to (your professor) in partial fulfillment of the requirements for the course (class and course number), class department (ex. Department of Philosophy), by (your name), location (Dallas, TX), and the date.

On the first page of your text, place the page number (1) centered at the bottom of the page.

Works Cited Page(s) (Pg. 253 14.8)

If you have cited sources in your paper, then you will have a Works Cited page at the end of your paper when using footnotes or endnotes, or a Reference List page when using parenthetical references. Single-space these entries, but double-space between each entry. Left flush your entries, but indent each following line per entry. Center the page number at the bottom of the page, centered at least $\frac{3}{4}$ of an inch from the bottom of the page (you will not have a heading for this page because of the title). Any subsequent works cited pages will have the page number at the top.

Printed Sources in Turabian

If you have used someone else's ideas or words to help you create ideas and reach conclusions while writing your paper, you must give credit to the author of the source; otherwise, you are plagiarizing. In APA style, credit is given by using parenthetical references and a reference list. In MLA style, credit is given by using parenthetical citations and a Works Cited page. In Turabian style, credit can be given in one of two ways. The first uses footnotes or endnotes, and the other uses parenthetical references. You

must decide which method to use, and then use only that method throughout your paper. Sometimes, your instructor will indicate which type of documentation to use.

Footnotes or Endnotes

If you choose to use footnotes or endnotes (**N**), your notes refer to your Works Cited list or bibliography (**B**). In Turabian style, the Works Cited of a paper is single-spaced with one blank line between entries. The first line of each entry is flush left, and any additional lines are indented five spaces. **When using footnotes, if the same sources immediately follow one another, Ibid. may be used for the next entry. If the page number differs from the previous note, use the form Ibid., page number(s). See sample essay. For references to the same source that do not immediately follow, use the author's last name followed by a comma and the page number: ³ Jones, 23. If two or more works from the same author are used in your paper, also include a shortened version of the title: ³ Jones, *Truth*, 23**

Note: For most science fields, sentence-style capitalization should be used for titles of works. For humanities and social sciences, capitalize titles headline style.

Book With One Author (Pg. 187)

N ¹ James Daniels, *Postmodernism and Scripture* (Ennis, TX: Dallas Baptist University Press, 2006), 78.

B Daniels, James. *Postmodernism and Scripture*. Ennis, TX: Dallas Baptist University Press, 2006.

(It's not necessary to include the state or country for well-known locations like New York, Oxford, or Chicago. For less well-known cities, include the state.)

Book With Two Authors (Pg. 187)

N ¹ Roman Jakobson and Linda R. Waugh, *The Sound Shape of Language* (Bloomington, IN: Indiana University Press, 1979), 78.

B Jakobson, Roman, and Linda R. Waugh. *The Sound Shape of Language*. Bloomington, IN: Indiana University Press, 1979.

Book With Three Authors (Pg. 188)

N ¹ Jane Lee, Bryce Jones, and Henry Lope, *The Enchanted Book* (New York: Harcourt, Brace and World, 1983), 98.

B Lee, Jane, Bryce Jones, and Henry Lope. *The Enchanted Book*. New York: Harcourt, Brace and World, 1983.

Book With More Than Three Authors (Pg. 188)

N ¹ Sander Gilman and others, *Hysteria Beyond Freud* (Berkeley: University of California Press, 1993), 110.

B Gilman, Sander, First Last, First Last, and First Last. *Hysteria Beyond Freud*. Berkeley: University of California Press, 1993.

Book With an Editor (Pg. 190)

N ¹ Thomas Briggs, *Living with Plants*. Ed. Marlene Day (London: Methuen, 1998), 79.

B Briggs, Thomas. *Living with Plants*. Edited by Marlene Day. London: Meuthen, 1998.

Two or More Books by the Same Author (Pg. 280)

N ¹ Will Durant and Ariel Durant, *The Age of Voltaire* (New York: Simon, 1965), 47.

² Will Durant and Ariel Durant, *A Dual Autobiography* (New York: Simon, 1977), 23.

B Durant, Will, and Ariel Durant. *A Dual Autobiography*. New York: Simon, 1977.

_____. *The Age of Voltaire*. New York: Simon, 1965.

A Work in a Collected Work (Pg. 191)

N Laura Hooten, "The Chicago Statement on Biblical Inerrancy and the Biblical Worldview," in *The Proceedings of the Conference on the Christian Worldview*, ed. David Eugene (Ennis, TX: Dallas Baptist University Press, 2009), 45.

B Hooten, Laura. "The Chicago Statement on Biblical Inerrancy and the Biblical Worldview." In *The Proceedings of the Conference on the Christian Worldview*. Edited by David Eugene. Ennis, TX: Dallas Baptist University Press, 2009.

An Encyclopedia Article Without an Author (Pg. 147)

N ¹ *The Encyclopedia Americana*, 1993 ed., s.v. "Mandarin."

B No works cited list entry is needed for well-known reference books.

An Encyclopedia Article With An Author (Pg. 204)

N ¹ Jitendra M. Mohanty, "Indian Philosophy," in *The New Encyclopedia Britannica: Macropedia*, 15th ed.

B No works cited list entry is needed for well-known reference books.

An Anonymous Book (Pg. 189)

N ¹ *A Guide to Our Federal Lands* (Washington: National Geographic Society, 1984), 26.

B *A Guide to Our Federal Lands*. Washington: National Geographic Society, 1984.

Editor or Compiler as "Author" (Pg. 190)

N ¹ Richard McKeon, ed., *The Basic Works of Aristotle* (New York: Random House, 1941), 33.

B McKeon, Richard, ed. *The Basic Works of Aristotle*. New York: Random House, 1941.

A Multivolume Work (Pg. 136)

N ¹ Stanley Sadie, ed., *The New Grove Dictionary of Music and Musicians*, vol. 12 (London: MacMillan, 1980), 129-31.

B Sadie, Stanley, ed. *The New Grove Dictionary of Music and Musicians*. Vol. 12. London: Macmillan, 1980.

Scholarly Journal With Continuous Pagination (Pg. 202)

N ¹ Max Deluch, "Mind from Matter," *American Scholar* 47 (May 1978): 343.

B Deluch, Max. "Mind from Matter." *American Scholar* 47 (May 1978): 339-53.

Scholarly Journal and Each Issue Begins With Page 1 (Pg. 143)

N ¹ James Johnson, "Art in the Masses," *Art Journal* 13, no. 4 (1987): 98.

B Johnson, James. "Art in the Masses." *Art Journal* 13, no. 4 (1987): 98-99.

Magazine Article (Pg. 203)

N ¹ John Smith, "Preparing for 2000," *Technology Today*, 10 March 1994, 88.

B Smith, John. "Preparing for 2000." *Technology Today*, 10 March 1994, 87-89.

Parenthetical References

If you choose to use parenthetical references (**PR**), your parentheticals refer to your reference list (**RL**). In Turabian style, the reference list of a paper is single-spaced with one blank line between entries. The first line of each entry is flush left, and any additional lines are indented five spaces.

Book With One Author (Pg. 187)

PR (Daniels 2006, 78)

RL Daniels, James. 2006. *Postmodernism and scripture*. Ennis, TX: Dallas Baptist University Press.

Book With Two Authors (Pg. 188)

PR (Jakobson and Waugh 1979, 78)

RL Jakobson, Roman, and Linda R. Waugh. 1979. *The sound shape of language*. Bloomington, IN: Indiana University Press.

Book With Three Authors (Pg. 188)

PR (Lee, Jones, and Lope 1983, 98)

RL Lee, Jane, Bryce Jones, and Henry Lope. 1983. *The enchanted book*. New York: Harcourt, Brace and World.

Book With More Than Three Authors (Pg. 189)

PR (Gilman and others 1993, 110) or (Gilman et al. 1974, 110)

RL Gilman, Sander, First Last, First Last, and First Last. 1993. *Hysteria beyond Freud*. Berkeley: University of California Press.

Two or More Books by the Same Author (176, 280)

PR (Durant and Durant 1965, 47)
(Durant and Durant 1977, 23)

RL Durant, Will, and Ariel Durant. 1965. *The age of Voltaire*. New York: Simon.
_____. 1977. *A dual autobiography*. New York: Simon.

A Work in a Collected Work (Pg. 191)

PR (Hooten 2009, 45)

RL Hooten, Laura. 2009. "The Chicago Statement on Biblical inerrancy and the Biblical worldview." In

The proceedings of the conference on the Christian worldview. Edited by David Eugene. Dallas: Dallas Baptist University Press.

An Encyclopedia Article Without an Author (Pg. 204)

PR (*Encyclopedia Americana*, 1993 ed., s.v. "mandarin")

RL No reference list entry is needed for well-known reference books.

An Encyclopedia Article With An Author (Pg. 204)

PR (Jitendra M. Mohanty, "Indian philosophy," in *New Encyclopedia Britannica: Macropedia*, 15th ed.)

RL No reference list entry is needed for well-known reference books.

An Anonymous Book (Pg. 189)

PR (*A guide to our federal lands* 1984, 26)

RL *A guide to our federal lands*. 1984. Washington: National Geographic Society.

Editor or Compiler as "Author" (Pg. 190)

PR (McKeon 1941, 33)

RL McKeon, Richard, ed. 1941. *The basic works of Aristotle*. New York: Random House.

A Multivolume Work (Pg. 191)

PR (Sadie 1980, 129-31)

RL Sadie, Stanley, ed. 1980. *The new grove dictionary of music and musicians*. Vol. 12. London: Macmillan.

Scholarly Journal With Continuous Pagination (Pg. 202)

PR (Deluch 1978, 343)

RL Deluch, Max. 1978. Mind from matter. *American Scholar* 47 (May): 339-53.

Scholarly Journal and Each Issue Begins With Page 1 (Pg. 203)

PR (Johnson 1987, 13, 98-99)

RL Johnson, James. 1987. Art in the masses. *Art Journal* 13, no. 4: 98-99.

Magazine Article (Pg. 203)

PR (Smith 1994, 87-89)

RL Smith, John. 1994. Preparing for 2000. *Technology Today*, 10 March, 87-89.

Endnotes

Turabian defines endnotes as footnotes that are included on a separate page (before the Works Cited page) rather than at the bottom of each page. An Endnote page should look like this:

Notes

[Book With One Author] (Pg. 187 in Turabian Manual)

¹ James Daniels, *Postmodernism and Scripture* (Ennis, TX: Dallas Baptist University Press, 2006), 78.

[Book with Two Authors] (Pg. 187)

² Roman Jakobson and Linda R. Waugh, *The Sound Shape of Language* (Bloomington, IN: Indiana University Press, 1979), 78.

[Book with Three Authors] (Pg. 188)

³ Jane Lee, Bryce Jones, and Henry Lope, *The Enchanted Book* (New York: Harcourt, Brace and World, 1983), 98.

[Book with More than Three Authors] (Pg. 188)

⁴ Sander Gilman and others, *Hysteria beyond Freud* (Berkeley: University of California Press, 1993), 110.

[Two or More Books by the Same Author] (Pg. 280)

⁵ Will Durant and Ariel Durant, *The Age of Voltaire* (New York: Simon, 1965), 47.

⁶ Will Durant and Ariel Durant, *A Dual Autobiography* (New York: Simon, 1977), 23.

[A Work in a Collected Work] (Pg. 191)

⁷ Henrik Ibsen, *Hedda Gabler*, trans. Michael Meyer in *The Norton Anthology of World Masterpieces*, ed. Maynard Mack (New York: W.W. Norton and Company, 1995), 1248.

[An Encyclopedia Article without an Author] (Pg. 204)

⁸ *The Encyclopedia Americana*, 1993 ed., s.v. "mandarin."

[An Encyclopedia Article with an Author] (Pg. 204)

⁹ Jitendra M. Mohanty, "Indian Philosophy," in *The New Encyclopedia Britannica: Macropedia*, 15th ed.

[An Anonymous Book] (Pg. 189)

¹⁰ *A Guide to Our Federal Lands* (Washington: National Geographic Society, 1984), 26.

Internet Sources in Turabian

For the most part, the same important information for a printed source must be reported for electronically accessed sources. However, there are a few extra things that are very important to include. For example, because the Internet is constantly changing, it is essential that you record the date you accessed the information. Following are a few examples:

World Wide Web (Pg. 158 in the Turabian Manual)

When citing a document from the World Wide Web, include the following information as much as possible with the information the document provides. If the material you are citing does not have an author, for example, simply begin with the title of the document.

- Author's name
- Title of document, in quotation marks
- Title of website the document was retrieved from, in italics
- Copyright date
- Brief explanation of the website (electronic bulletin board, e-journal, etc.). In a footnote or endnote, this information should be in brackets [].
- URL
- Date of access

Endnotes or Footnotes with a Works Cited Page

If you choose to use footnotes or endnotes (**N**), your notes refer to your Works Cited list or bibliography (**B**). In Turabian style, the Works Cited list of a paper is single-spaced with one blank line between entries. The first line of each entry is flush left, and any additional lines are indented five spaces.

World Wide Web Site in General (Pg. 159)

N ¹ Author's name, first name first, "Title of Article or Document," *Title of Complete Work or Website* day month year [database on-line]; available from URL; Internet; accessed day month year.

B Author's name, last name first. "Title of Article or Document," *Title of Complete Work or Website*. Day month year. Database on-line. Available from URL; Internet; accessed day month year.

Electronic Journal Article (Pg. 159)

N ¹ Ivana Novak, "Keeping Up with Bicarbonate," *The Journal of Physiology* 528.2 20 October 2000 [journal on-line]; available from <http://www.jphysiol.org/cgi/content/full/528/2/235>; Internet; accessed 24 October 2000.

B Novak, Ivana. "Keeping Up with Bicarbonate." *The Journal of Physiology* 528.2. 20 October 2000. Journal on-line; Available from <http://www.jphysiol.org/cgi/content/full/528/2/235>; Internet; accessed 24 October 2000.

Article Obtained Through Electronic Database in DBU Library

According to section 15.422 (page 632) of *The Chicago Manual of Style*, 14th edition (available at the DBU Library reference desk), cite these as "original printed material," "followed by the name of the service, the name of the vendor providing the service, and the accession or identifying numbers within the service."

N ¹ Merold Westphal, "Blind spots: Christianity and postmodern philosophy," *Christian Century*, 14 June 2003, 32-35, Religion and Philosophy Collection, EBSCOhost 9994782.

B Westphal, Merold. "Blind spots: Christianity and postmodern philosophy." *Christian Century*, 14 June 2003, 32-35. Religion and Philosophy Collection, EBSCOhost 9994782.

Parenthetical References

If you choose to use parenthetical references (**PR**), your parentheticals refer to your reference list (**RL**). In Turabian style, the reference list of a paper is single-spaced with one blank line between entries. The first line of each entry is flush left, and any additional lines are indented five spaces.

World Wide Web Site in General (Pg. 210)

PR (Author's last name and year) Do not use a comma, and if there is no date for the work, use "n.d."

RL Author's name, last name first. (year of access). "Title of article or document," *Title of Complete Work or Website*. City if applicable: Publisher if applicable. Database on-line. Available from URL.

Electronic Journal Article (Pg. 210)

PR (Novak 2003).

RL Novak, Ivana. 2000. Keeping up with bicarbonate. *The Journal of Physiology* 528.2 [e-journal] <http://www.jphysiol.org/cgi/content/full/528/2/235>.

Article Obtained Through Electronic Database in DBU Library

(According to section 16.207 [page 698] of *The Chicago Manual of Style*, 14th edition [available at the DBU Library reference desk].)

PR (Westphal 2000).

RL Westphal, Merold. 2003. Blind spots: Christianity and postmodern philosophy. *Christian Century* (14 June): 32-35. Religion and Philosophy Collection, EBSCOhost 9994782.

Citing the Bible--Turabian

When referring to whole chapters or books (Pg. 153 in the Turabian Manual)

When referring to whole chapters or books of the Bible, spell the complete name. Books and versions of the Bible are not underlined, italicized, or put in quotation marks.

Ex: The New Testament was written after Christ resurrected from the dead.

Ex: This passage is taken from the New American Standard version of the Bible.

Ex: The book of Hebrews has an anonymous author.

Ex: Proverbs 31 may be one of the most beautiful chapters in the Bible.

When citing by verse

- Use abbreviations both in text and in references (parenthetical references or notes).
- List the chapter and verse, separated by either a colon or a period. Always be consistent. Identify which version is being cited. It's good to list the version with your first citation and mention in the footnote that all Bible sources will be the same version unless otherwise stated; after that you don't need to list the version in your text.

Ex: Gen. 1:1 KJV

Ex: ¹ Rev. 1.1 NASB. All subsequent Scripture quotations are taken from the New American Standard Version unless otherwise stated.

Punctuation (Pg. 153)

Commas are used to indicate that only the listed numbers are being cited. A hyphen is used to indicate inclusive numbers.

Ex: Col. 3:16, 23 (only verses 16 and 23 are being cited)

Col. 3:16-23 (every verse from 16 to 23 is being cited)

Works Cited List and Notes (Pg. 132)

Biblical citations omit all facts of publication, including place (city), publishing agency, and date.

N ⁶ 2 Cor. 5:13 KJV (King James Version).

B The Holy Bible, King James Version.

(Usually the Bible is not included on the Works Cited page. But it's ok to include it. If you do, include the information above.)

Citing a Study Bible (Pg. 187)

If you are citing the notes from a study Bible, you should cite it like an ordinary book with an editor as author.

B Criswell, W. A., ed. *The Believer's Study Bible*, New King James Version. Nashville: Thomas Nelson, 1991.

N ¹ W. A. Criswell, ed., *The Believer's Study Bible*, New King James Version (Nashville: Thomas Nelson, 1991), 35.

PR (Criswell 1991, pg. 35).

RL Criswell, W. A., ed. 1991. *The Believer's Study Bible*, New King James Version. Nashville: Thomas Nelson.

Abbreviations

Old Testament

Gen.	Genesis
Exod.	Exodus
Lev.	Leviticus
Num.	Numbers
Deut.	Deuteronomy
Josh.	Joshua
Judg.	Judges
Ruth	Ruth
1 Sam.	1 Samuel
2 Sam.	2 Samuel
1 Kings	1 Kings
2 Kings	2 Kings
1 Chron.	1 Chronicles
2 Chron.	2 Chronicles
Ezra	Ezra
Neh.	Nehemiah
Esther	Esther
Job	Job
Pss., (sing. Ps.)	Psalms
Prov.	Proverbs
Eccles.	Ecclesiastes
Song of Sol.	Song of Solomon
Isa.	Isaiah

Jer.	Jeremiah
Lam.	Lamentations
Ezek.	Ezekiel
Dan.	Daniel
Hos.	Hosea
Joel	Joel
Amos	Amos
Obad.	Obadiah
Jon.	Jonah
Mic.	Micah
Nah.	Nahum
Hab.	Habakkuk
Zeph.	Zephaniah
Hag.	Haggai
Zech.	Zechariah
Mal.	Malachi

Acts	Acts
Rom.	Romans
1 Cor.	1 Corinthians
2 Cor.	2 Corinthians
Gal.	Galatians
Eph.	Ephesians
Phil.	Philippians
Col.	Colossians
1 Thess.	1 Thessalonians
2 Thess.	2 Thessalonians
1 Tim.	1 Timothy
2 Tim.	2 Timothy
Tit.	Titus
Philem.	Philemon
Heb.	Hebrews
Jas.	James
1 Pet.	1 Peter
2 Pet.	2 Peter

New Testament

Matt.	Matthew
Mark	Mark
Luke	Luke
John	John
1 John	1 John
2 John	2 John
3 John	3 John
Jude	Jude
Rev.	Revelation

The authors of this handout consulted *A Manual for Writers of Term Paper, Theses, and Dissertations*, 6th ed. by Kate L. Turabian. Revised by John Grossman and Alice Bennett. Chicago: University of Chicago Press, 1996.