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

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

DALLAS BAPTIST UNIVERSITY
THE FIRST CHAPTER OF GENESIS

ESSAY SUBMITTED TO
DR. MILLER
IN PARTIAL FULFILLMENT OF THE
REQUIREMENTS FOR THE COURSE
OLD TESTAMENT SURVEY
RELI1301

DEPARTMENT OF RELIGION

BY
IMA STUDENT

DALLAS, TEXAS
9 JANUARY 2010

The first chapter of Genesis

Ima Student
Old Testament Survey 1301
January 9, 2010

Turabian Basics

Preparing the Canvas

Title Page (Pg. 375 in the Turabian Manual)
Class Paper: Centered on the title page, type the title of the paper in all caps. About 7 spaces down, type the student’s name, the course name and number, and the date of submission. (See example above.)
Dissertation: Centered on the title page, type (in all caps): Dallas Baptist University, Title, Essay submitted to (professor’s name) in partial fulfillment of the requirements for the course (class and course number), class department (ex. Department of Philosophy), by (student’s name), location (Dallas, TX), and the date.

Margins (Pg. 374)
Margins are to be 1” on all sides of the page. (On campus computers, under “Page Layout,” click on “Margins” set the measurements to “Normal.” This should set all margins at 1”.)

Pagination (Pg. 375-376)
The page header should be .75” from the top and 1” from the right-hand edge of the paper.
Microsoft Word does not have a simple way to format Turabian-style pagination, so it takes a little extra attention. One must either insert continuous section breaks or print the pages out separately. There should not be a number on your Title Page—but it does count as page #1. On every page that begins with a subtitle, such as “Introduction”, center the number at the foot of the page. On all other pages, the number should be in the upper right corner. If a Table of Contents or any pretext are included, mark the pages with lowercased Roman numerals (ex. i, ii, iii, iv). (To enter page numbers, find “Insert,” “Page Numbers,” check “Different First Page,” and choose the correct position and alignment. Because this action puts page numbers in the same place on all pages, one may have to print pages with numbers at the top, change the pagination, and then print pages with the number at the bottom.)

Spacing (Pg. 375)
Double-space the body of the paper. Single-space footnotes, block quotes, and each entry on the Works Cited page, although a blank line is needed between each entry. (On campus computers, the button for line spacing is found under the “Home” menu, in the “Paragraph” section. Click “2.0” to double-space the paper.

Writing the Paper & Citing the Sources

Indents (Pg. 147, 350, 375)
Tab once (5 spaces) before all paragraphs and footnote entries. For quotes longer than 5 lines, single-space and indent each line 5 spaces as a block quote with no quotation marks.

Names and Titles (Pg. 75, 167, 308, 316-317)
Within the paper, the first reference to a researcher or author should include the entire name (this does not apply to parenthetical references). In subsequent references, only the last name needs to be included.

Complete works should be italicized, and parts of these works—such as articles, chapters, etc.—should be typed in “quotation marks.” If italics are not available, use underlining. Do not use both together.

Citing Sources in Your Paper (Pg. 136, 151-157, 157-159)
In Turabian style, there are two citation options. The first uses footnotes or endnotes, and the other uses parenthetical references. The instructor will usually indicate which type of documentation to use. If the professor does not have a preference, the student may decide which method to use, and then use only that method throughout the paper. (For footnotes, click on the “References” tab, then click on the “Insert Footnote” button. Word will automatically insert the reference number and bring the cursor to the bottom of the page.)

Works Cited or Reference List Page (Pg. 147-150, 221, 375, 401, 404)
If footnotes are used, there will be a Works Cited, and if parenthetical notations are used, there will be a Reference List. Single-space these entries, but leave a blank line between each entry. Align entries to the left and, except for the first line of each entry, indent the lines 5 spaces.

Center the page number at least .75” from the bottom of the page (there will be no heading for this page because of the title). Any subsequent Works Cited or Reference List pages will have the page number in the upper right corner.
Numbers (Pg. 319)
The general rule is to spell out all numbers through one hundred and any of the whole numbers followed by hundred, thousand, hundred thousand, million, and so on. Numerals are used for all other numbers.

Printed Sources in Bibliography or Reference List (404)

If someone else’s ideas or words are used to help create ideas and reach conclusions while writing, credit must be given to the author of the source; otherwise, the student is plagiarizing.

NOTE: For most foreign language titles, sentence-style capitalization (Pg. 313-317) should be used for titles of works. Capitalize the first word and all proper nouns. For the humanities and social sciences, capitalize titles headline style. Capitalize the first word and all other words except unimportant prepositions, articles, and conjunctions. (Pg. 155-157, 255).

Option #1 –Footnotes or Endnotes

With footnotes or endnotes (N), notes refer to the Works Cited or Bibliography (B).

Ibid. stands for ibidem, or “in the same place.” 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 numbers. (See sample essay.) (Pg. 155-157).

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, e.g. 3 Jones, 23. If two or more works from the same author are used in the paper, also include a shortened version of the title: 3 Jones, Truth, 23 (Pg. 154-155).

Book with One Author (Pg. 143)
N 1 James Daniels, Postmodernism and Scripture (Ennis, TX: Dallas Baptist University Press, 2006), 78.


(It is 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. 143)
N 1 Roman Jakobson and Linda R. Waugh, The Sound Shape of Language (Bloomington, IN: Indiana University Press, 1979), 78.


Book with Three Authors (Pg. 143-144, 163)

**Book with More Than Four Authors (Pg. 144, 164)**


**Book with an Editor (Pg. 143, 146-147)**


**Two or More Books by the Same Author (Pg. 148-149)**


**A Work in a Collected Work (Pg. 177-179) – Use this for a Biblical commentary**


**An Encyclopedia Article without an Author (Pg. 191)**


**An Encyclopedia Article with An Author (Pg. 191)**

An Anonymous Book (Pg. 165-166)


Interviews and Personal Communications (Pg. 195)

N  ¹ Billie Threatt, interview by Myrtle Eggbert, January 21, 2008.

B No works cited entry needed for interviews.

Editor or Compiler as “Author” (Pg. 143, 164)


A Multivolume Work (Pg. 171)


Scholarly Journal with Continuous Pagination (Pg. 145, 182)


Scholarly Journal and Each Issue Begins With Page 1 (Pg. 181-185)


Magazine Article (Pg. 185-186)


A Special Note on Endnotes (Pg. 151)

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. Entitle the page “Notes.”

[Book with One Author] (Pg. 155 in Turabian Manual)

¹ James Daniels, Postmodernism and Scripture (Ennis, TX: Dallas Baptist University Press, 2006), 78.
[Book with Two Authors] (Pg. 155)

[Book with Three Authors] (Pg. 155)

[Book with More than Three Authors] (Pg. 155-156)

[Two or More Books by the Same Author] (Pg. 155)


[A Work in a Collected Work] (Pg. 178) – Use this for a biblical commentary

[An Encyclopedia Article without an Author] (Pg. 191)
NOTE: Well-known reference works should only be cited in notes.

[An Anonymous Book] (Pg. 165)

**Option #2 – Parenthetical References (Pg. 216)**

If parenthetical references are used (P), the parentheticals refer to the reference list (R).

**Book with One Author (Pg. 218)**
P (Daniels 2006, 78)


**Book with Two Authors (Pg. 218)**
P (Jakobson and Waugh 1979, 78)


**Book with Three Authors (Pg. 218)**
P (Lee, Jones, and Lope 1983, 98)

**Book with More Than Three Authors (Pg. 219)**

P (Gilman et al.1993, 110) or (Gilman et al. 1974, 110)


**Two or More Books by the Same Author (Pg. 222)**

P (Durant and Durant 1965, 47)

(Durant and Durant 1977, 23)


**A Work in a Collected Work (Pg. 245) – Use this for a biblical commentary**

P (Hooten 2009, 45)


**An Encyclopedia Article without an Author (Pg. 257)**

P (*Encyclopedia Americana* 16th ed., s.v. “mandarin”)

No reference list entry is needed for well-known reference books. (Ex: Encyclopedia Britannica, Webster’s dictionary, etc.)

**An Anonymous Book (Pg. 222, 225, 232)**

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

[Author’s name if discovered], *A guide to our federal lands*. 1984. Washington: National Geographic Society.

**Editor or Compiler as “Author” (Pg. 231)**

P (McKeon 1941, 33)


**A Multivolume Work (Pg. 239)**

P (Sadie 1980, 129-31)

Internet Sources in Bibliography or Reference List

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 the date the information was accessed is recorded. Following are a few examples:

World Wide Web (Pg. 198 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 being cited does not have an author, for example, simply begin with the title of the document.

- Author’s name
- Title of document (in quotation marks for notes style; without quotation marks for reference list style)
- Title of website from which the document was retrieved, in italics
- URL
- Date of access

Option #1 –Footnotes or Endnotes

With footnotes or endnotes (N), the notes refer to the Works Cited list or bibliography (B).

World Wide Web Site in General (Pg. 198)

N 1 Author’s name, first name first, “Title of Article or Document,” Title of Complete Work or Website, URL (accessed month day, year).

B Author’s name, last name first. “Title of Article or Document.” Title of Complete Work or Website. URL (accessed month day, year).
Electronic Journal Article (Pg. 145)
http://www.jphysiol.org/cgi/content/full/528/2/235 (accessed October 24, 2000).

Article Obtained Through Electronic Database in DBU Library (Pg. 185, 193)

Option #2 –Parenthetical References

If parenthetical references are chosen (P), the parentheticals refer to the reference list (R).

World Wide Web Site in General (Pg. 251, 259)
P (Author’s last name and year, page) Do not use a comma before the year, and if there is no date for the work, use “n.d.”

R 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. Accessed day month year.

Electronic Journal Article (Pg. 230, 250)
P (Novak 2006, 5).


Article Obtained Through Electronic Database in DBU Library (Pg. 259-260)


Using the Bible as a Source

When using a biblical commentary, use “A Work in a Collected Work” to frame information.

When referring to whole chapters or books… (Pg. 190, 340-344)
Spell the complete name. Books and versions of the Bible are not underlined, italicized, or “quoted.”
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 a colon (pg. 340). Always be consistent. Identify which version is being cited. It is good to list the version with the first citation and mention in the footnote that all Bible sources will be the same version unless otherwise stated; after that the version does not need to be listed in the 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. 341)**
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. 190-191)**
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 is acceptable to add it. If it is included, use the information above.)

**Citing a Study Bible (Pg. 143, 231)**
If citing the notes from a study Bible, one 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.

**P** (Criswell 1991, 35).

Nashville: Thomas Nelson.
### Abbreviations

<table>
<thead>
<tr>
<th>Old Testament</th>
<th>New Testament</th>
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</thead>
<tbody>
<tr>
<td>Exod. Exodus</td>
<td>Acts Acts</td>
</tr>
<tr>
<td>Lev. Leviticus</td>
<td>Ezekiel 1 Cor.</td>
</tr>
<tr>
<td>Num. Numbers</td>
<td>Daniel 2 Cor.</td>
</tr>
<tr>
<td>Deut. Deuteronomy</td>
<td>Hosea Gal.</td>
</tr>
<tr>
<td>Josh. Joshua</td>
<td>Joel Eph.</td>
</tr>
<tr>
<td>Judg. Judges</td>
<td>Amos Phil.</td>
</tr>
<tr>
<td>Ruth Ruth</td>
<td>Obadiah Col.</td>
</tr>
<tr>
<td>1 Sam. 1 Samuel</td>
<td>Jonah 1 Thess.</td>
</tr>
<tr>
<td>2 Sam. 2 Samuel</td>
<td>Micah 2 Thess.</td>
</tr>
<tr>
<td>1 Kings 1 Kings</td>
<td>Nahum 1 Timothy</td>
</tr>
<tr>
<td>2 Kings 2 Kings</td>
<td>Habakkuk 2 Timothy</td>
</tr>
<tr>
<td>1 Chron. 1 Chronicles</td>
<td>Zephaniah Tit.</td>
</tr>
<tr>
<td>2 Chron. 2 Chronicles</td>
<td>Haggai Philemon</td>
</tr>
<tr>
<td>Ezra Ezra</td>
<td>Zechariah Heb.</td>
</tr>
<tr>
<td>Neh. Nehemiah</td>
<td>Malachi James</td>
</tr>
<tr>
<td>Esther Esther</td>
<td>Jas. 1 Pet.</td>
</tr>
<tr>
<td>Job Job</td>
<td>1 John 1 John</td>
</tr>
<tr>
<td>Ps. Psalms</td>
<td>2 Pet. 2 Peter</td>
</tr>
<tr>
<td>Prov. Proverbs</td>
<td>Matt. Matthew</td>
</tr>
<tr>
<td>Eccles. Ecclesiastes</td>
<td>Mark 3 John</td>
</tr>
<tr>
<td>Song of Sol. Song of Solomon</td>
<td>Luke Jude</td>
</tr>
<tr>
<td>Isa. Isaiah</td>
<td>John Rev. Revelation</td>
</tr>
</tbody>
</table>