This Turabian packet will help students organize the bibliography and format notes.

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.
THE FIRST CHAPTER OF GENESIS

Ima Student
Old Testament Survey 1301
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Introduction
Turabian Basics

Title Page (Pg. 377-379, 386-387 in the Turabian Manual)
On the title page for a class paper, center the title in all caps. About seven spaces down, type the student’s name, the course name and number, and the date of submission. (See example above.)

On the title page for a dissertation, type the following information centered and 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. (See example on page 2.) This was the standard title page in the 6th edition of Turabian, and many professors still prefer this style. Be sure to consult with your professor for specific guidelines.

Margins (Pg. 374)
Margins are to be 1” on all sides of the page. (In Microsoft Word, 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. Detailed instructions are available on the last page of this packet.
There should not be a number on your Title Page—but it does count as page #1. On the first page of text and on the bibliography page, 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). (If turning in a hard copy only, it may be easier to print the pages with one style of pagination, change the pagination, then print the rest out separately.)

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

Indents (Pg. 147, 350, 375)
Tab once before all paragraphs and footnote entries. For quotes longer than five lines, single-space and indent each line as a block quote with no quotation marks. (See page 4 and 6 of sample paper.)

Subheadings (Pg. 397-398)
Turabian utilizes subheadings to transition and indicate different sections of the paper. These are generally centered and bold, in 12 point font. Some professors prefer these headings to be in all caps with no bolding. However, according to the manual, it is also acceptable to create a unique typography as long as it is used with consistency (pg. 398). Second and third-level subheads may also be used if necessary; however, in a typical class paper, one level of subheads is usually sufficient.

The first page of text and the bibliography page should include a 2” gap before the first heading. Other pages will maintain 1” margins on all sides. However, if the natural length and format of the paragraphs leaves a subheading dangling on the end of a page, it is acceptable to insert an extra line to push that title to the next page and the accompanying information. See the sample paper for examples of all of this information.
Names and Titles (Pg. 75, 167, 308-309, 316-317)
Within the paper, the first reference to a researcher or author should include the entire name. 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.”

Numbers (Pg. 319-330)
The general rule is to spell out all numbers up to one hundred and any whole numbers followed by hundred, thousand, hundred thousand, million, and so on. Numerals are used for all other numbers.

**Formatting Citations**

Styles for Citing Sources in Your Paper (Pg. 136-137, 151-159)
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. Since the majority of professors prefer footnotes or endnotes, this packet addresses this style only for the sake of simplicity. If instructed to use parenthetical citations or if the student prefers them, the Writing Center has a separate handout that addresses this alternative.

**Why Cite?**
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. Footnotes and endnotes are used to show where credit is due.

Endnotes (Pg. 151-153)
Turabian defines endnotes as footnotes that are included on a separate page (before the bibliography page) rather than at the bottom of each page. Entitle the page “Notes.” The format of endnotes follows the same pattern as footnotes, so simply refer to the entries labeled “Footnote” when creating notes. Some professors want only footnotes for Turabian papers, while others allow any of the citation formats. If the student is unsure of which format to use, the professor should be consulted.

Basic Format of Footnotes (Pg. 152)
Footnotes should be inserted on the bottom of the page. There should be a line separating the text from the notes (Microsoft Word should automatically create this for you if you use the insert footnote function.) Footnotes should be typed in either 10 or 12 point font (Pg. 374).

In Microsoft Word, 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.

- The first time a source is used, all the publication information should be listed within the footnote. Each new source used within the paper will have a lengthy footnote that nearly parallels a bibliography entry.
- For all subsequent references to this source, omit the publication information and just include the author’s last name, a comma, and the page number: 3Jones, 23.
- If two or more works from the same author are used in the paper, also include a shortened version of the title: 3Jones, *Truth*, 23 (Pg. 154-155).
If two consecutive references are from the same source, use the term “Ibid.” This stands for “in the same place.” (Pg. 155-157). See the following examples:

1Firstname Lastname, The Writing Center Guide to Turabian Format: How to Write and Cite Properly (Dallas: Publishing Company, 2004), 73.
2Ibid., 17.
3Somebody Wroteabook, Another Book Title: Creativity in Naming (New York: Spaghetti Sauce Publishers, 1997), 27.
4Lastname, 12.
5Ibid.

NOTE: When using footnotes or endnotes, most titles are capitalized using headline style. Capitalize the first word and all other words except unimportant prepositions, articles, and conjunctions. For most foreign language titles, sentence-style capitalization should be used for titles of works. Capitalize the first word and all proper nouns. (Pg. 313-317)

Bibliography (Pg. 147-150, 221, 375, 401, 404)
If footnotes are used, there will be a page titled “Bibliography” at the end of the paper. This will include an alphabetized list of all the sources consulted for the paper. Single-space these entries, but leave a blank line between each entry. The first line of each entry should be aligned all the way to the left; if an entry is two lines or longer, each subsequent line should be indented. See the following example.


(To format hanging indents in Microsoft Word, right click on the text, and select “Paragraph.” Under the “Indentation” section, select “Special: Hanging.”)

Center the page number on the bibliography page at least .75” from the bottom of the page. Any subsequent bibliography pages will have the page number in the upper right corner.

Differences Between the Format of Footnotes and Bibliography Entries
Be sure to note these few differences as you format your citations:

- Footnotes format the author’s name first name last name, whereas bibliography entries format the author’s name last name, first name.
- With footnotes, the first line is indented and any subsequent lines are flush to the left, whereas bibliography entries have a hanging indent (the first line is flush to the left, and subsequent lines are indented.)
- Footnotes use commas and parentheses to separate elements in the entry, whereas bibliography entries use periods.
- Footnotes include specific page numbers where the information was found, whereas bibliography entries only include page numbers if they indicate the pages of a complete article or chapter consulted.
- Footnotes are numbered and ordered according to where the information is introduced in the text, whereas bibliography entries are always alphabetized and not numbered.

Printed Sources

The following are examples of citations for research from printed sources (books, magazines, newspapers, and other non-electronic sources.) If online versions of printed sources have been consulted, refer to the “Internet Sources” section.
Each entry should include any of the following information that is available about the source:

- Author’s name
- Book title
- Article or chapter title
- Page numbers for articles/chapters
- Journal or magazine title
- Volume, issue, edition, etc.
- Place of publication
- Publishing company
- Copyright date
- Editor, translator, etc.

**Book with One Author (Pg. 143)**

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

- Bibliography


*(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, 163)**

- Footnote
  

- Bibliography


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

- Footnote
  

- Bibliography


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

- Footnote
  
Bibliography

Book with an Editor (Pg. 144-146-147)

- Footnote

Bibliography

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

- Footnote

Bibliography


(For the underlined space, type the underscore 8 times before the period.)

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

- Footnote

Bibliography

An Encyclopedia Article without an Author (Pg. 191)

- Footnote

(Note: s.v. represents “sub verbo” or “under the word”.)

Bibliography
No bibliography entry is needed for well-known reference books.

An Encyclopedia Article with an Author (Pg. 191)

- Footnote
No bibliography entry is needed for well-known reference books.

An Anonymous Book (Pg. 165-166)

Footnote

Bibliography

Interviews and Personal Communications (Pg. 195)

Footnote
1Arthur Jones, interview by Ima Student, January 21, 2008.

Bibliography
No bibliography entry is needed for interviews.

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

Footnote

Bibliography

A Multivolume Work (Pg. 171-2)

Footnote

Bibliography

Article from a Scholarly Journal (Pg. 145, 181-185)

Footnote

Bibliography

Magazine Article (Pg. 185-186)

Footnote

Bibliography
Internet Sources

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 to record the date the information was accessed.

When citing a document from the World Wide Web, include as much of the following information as possible. Some sources will not provide all of the information, in which case it is acceptable to leave that detail out. 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
- Title of website from which the document was retrieved, in italics
- Any other pertinent data about the source or contributors (journal title, volume, issue, editor, etc.)
- URL
- Date of access

General Internet Site (Pg. 198)

Footnote
1 Firstname Lastname, “Title of Article or Document,” Title of Complete Work or Website, www.url.com (accessed month day, year).

Bibliography

Electronic Journal Article (Pg. 145)

Footnote

Bibliography

Article Obtained Through Electronic Database in DBU Library (Pg. 185, 193-194)

Footnote

Bibliography
Using the Bible as a Source

When using a biblical commentary, follow the example for “A Work in a Collected Work.”

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 “in quotations.”
Ex: The New Testament was written after Christ resurrected from the dead.
Ex: This passage is taken from the New American Standard 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 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.
- If the reference is given in the sentence, no footnote is necessary unless the version needs to be specified.

Ex: Gen. 1:1 KJV
Ex: ¹Rev. 1.1 NASB. All subsequent Scripture quotations are taken from the New American Standard Version unless otherwise stated.
Ex. Genesis 1:1 says, “In the beginning God created the heavens and the earth.”

Punctuation (Pg. 340)
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)

Bibliography List and Notes (Pg. 190-191)
Biblical citations omit all facts of publication, including place (city), publishing agency, and date.

- Footnote
  ²2 Cor. 5:13 KJV (King James Version).

- Bibliography
The Holy Bible, King James Version.

(Usually the Bible is not included on the bibliography 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.

- **Footnote**
  

- **Bibliography**
  

**Abbreviations (Pg. 341-343)**

<table>
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<th>New Testament</th>
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</table>

The authors of this handout consulted *A Manual for Writers of Research Papers, Theses, and Dissertations*, 7th ed. by Kate L. Turabian.  
Revised by Wayne C. Booth, Gregory G. Colomb, Joseph M. Williams, and University of Chicago Press Editorial Staff.  