



Turabian Packet

Footnotes and Endnotes



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.

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Sample Pages

Title page for a class paper (Pg. 378)

THE FIRST CHAPTER OF GENESIS

Ima Student
Old Testament Survey 1301
January 9, 2010

Title page for a dissertation (Pg. 379)

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

-or-

Sample first page

Introduction

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean commodo ligula eget dolor. Aenean massa. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Donec quam felis, ultricies nec, pellentesque eu, pretium quis, sem. Nulla consequat massa quis enim. Donec pede justo, fringilla vel, aliquet nec, vulputate eget, arcu. In enim justo, rhoncus ut, imperdiet a, venenatis vitae, justo. Nullam dictum felis eu pede mollis pretium. Integer tincidunt. Cras dapibus. Vivamus elementum semper nisi. Aenean vulputate eleifend tellus. Aenean leo ligula, porttitor eu, consequat vitae, eleifend ac, enim. Aliquam lorem ante, dapibus in, viverra quis, feugiat a, tellus. ultricies nisi rhoncus. Maecenas tempus, augue velit, Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean commodo ligula eget dolor. Aenean massa. Lorem ipsum dolor sit amet,

2

Sample second page

3
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Subheading

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Maecenas. Donec vitae sapien ut libero venenatis faucibus. Lorem ipsum dolor sit amet, ligula eget dolor. Aenean massa. Nulla consequat massa quis enim. Donec pede justo, fringilla ve. Lorem ipsum dolor sit amet, Lorem ipsum dolor sit amet, Lorem ipsum dolor sit amet, Lorem ipsum dolor sit amet.¹

Etiam ultricies nisi vel augue. Donec vitae sapien ut libero venenatis faucibus. Lorem ipsum dolor sit amet amet feugiat.

¹ Lorem Ipsum, *Dolor Sit Amet* (Consectetur: Adipiscing Elit, 2008), 123.

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.

²*Ibid.*, 17.

³Somebody Wroteabook, *Another Book Title: Creativity in Naming* (New York: Spaghetti Sauce Publishers, 1997), 27.

⁴Lastname, 12.

⁵*Ibid.*

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.

Lastname, Firstname. *The Writing Center Guide to Turabian Format: How to Write and Cite Properly*.
Dallas: Publishing Company, 2004.

(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**

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

(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**

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

➤ **Bibliography**

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

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

➤ **Footnote**

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

➤ **Bibliography**

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

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

➤ **Footnote**

¹Sander Gilman et al., *Hysteria Beyond Freud* (Berkeley: University of California Press, 1993), 110.

➤ **Bibliography**

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

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

➤ **Footnote**

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

➤ **Bibliography**

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

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

➤ **Footnote**

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

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

➤ **Bibliography**

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

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

(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**

¹Laura 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, 2008), 117.

➤ **Bibliography**

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, 114-152. Ennis, TX: Dallas Baptist University Press, 2009.

An Encyclopedia Article without an Author (Pg. 191)

➤ **Footnote**

¹*The Encyclopedia Americana*, 1993 ed., s.v. “Mandarin.”

(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**

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

➤ **Bibliography**

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

An Anonymous Book (Pg. 165-166)

➤ **Footnote**

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

➤ **Bibliography**

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

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**

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

➤ **Bibliography**

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

A Multivolume Work (Pg. 171-2)

➤ **Footnote**

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

➤ **Bibliography**

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

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

➤ **Footnote**

¹Max Deluch, “Mind from Matter,” *American Scholar* 47, no. 7 (Spring 1978): 343.

➤ **Bibliography**

Deluch, Max. “Mind from Matter.” *American Scholar* 47, no. 7 (Spring 1978): 339-53.

Magazine Article (Pg. 185-186)

➤ **Footnote**

¹John Smith, “Preparing for 2000,” *Technology Today*, March 10, 1994, 88.

➤ **Bibliography**

Smith, John. “Preparing for 2000.” *Technology Today*, 10 March 1994.

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**

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

➤ **Bibliography**

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

Electronic Journal Article (Pg. 145)

➤ **Footnote**

¹Ivana Novak, "Keeping Up with Bicarbonate," *The Journal of Physiology* 528, no. 2 (October 20, 2000), under "Medications," <http://www.jphysiol.org/cgi/content/full/528/2/235> (accessed October 24, 2000).

➤ **Bibliography**

Novak, Ivana. "Keeping Up with Bicarbonate." *The Journal of Physiology* 528, no. 2. (October 20, 2000). <http://www.jphysiol.org/cgi/content/full/528/2/235> (accessed October 24, 2000).

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

➤ **Footnote**

¹Francis Oakely, "The Great Papal Schism," *Christian History* 9, no. 4 (June 13, 1990): 25. <http://search.ebscohost.com/login.aspx?direct=true&db=a9h&AN=9604244285&site=ehost-live> (accessed April 8, 2007).

➤ **Bibliography**

Oakley, Francis. "The Great Papal Schism." *Christian History* 9, no. 4 (June 13, 1990): 23-27. <http://search.ebscohost.com/login.aspx?direct=true&db=a9h&AN=9604244285&site=ehost-live> (accessed April 8, 2007).

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**
⁶2 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**

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

➤ **Bibliography**

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

Abbreviations (Pg. 341-343)

Old Testament

Gen.	Genesis	1 Kings	1 Kings	Eccles.	Ecclesiastes	Obad.	Obadiah
Exod.	Exodus	2 Kings	2 Kings	Song of Sol.	Song of Solomon	Jon.	Jonah
Lev.	Leviticus	1 Chron.	1 Chronicles	Isa.	Isaiah	Mic.	Micah
Num.	Numbers	2 Chron.	2 Chronicles	Jer.	Jeremiah	Nah.	Nahum
Deut.	Deuteronomy	Ezra	Ezra	Lam.	Lamentations	Hab.	Habakkuk
Josh.	Joshua	Neh.	Nehemiah	Ezek.	Ezekiel	Zeph.	Zephaniah
Judg.	Judges	Esther	Esther	Dan.	Daniel	Hag.	Haggai
Ruth	Ruth	Job	Job	Hosea	Hosea	Zech.	Zechariah
1 Sam.	1 Samuel	Ps.	Psalms	Joel	Joel	Mal.	Malachi
2 Sam.	2 Samuel	Prov.	Proverbs	Amos	Amos		

New Testament

Matt.	Matthew	2 Cor.	2 Corinthians	1 Tim.	1 Timothy	2 Pet.	2 Peter
Mark	Mark	Gal.	Galatians	2 Tim.	2 Timothy	1 John	1 John
Luke	Luke	Eph.	Ephesians	Titus	Titus	2 John	2 John
John	John	Phil.	Philippians	Philem.	Philemon	3 John	3 John
Acts	Acts	Col.	Colossians	Heb.	Hebrews	Jude	Jude
Rom.	Romans	1 Thess.	1 Thessalonians	James	James	Rev.	Revelation
1 Cor.	1 Corinthians	2 Thess.	2 Thessalonians	1 Pet.	1 Peter		

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. Chicago: University of Chicago Press, 2007.