

Wayland Multidisciplinary Writing Center

Turabian Formatting, Footnotes, & Bibliography

Formatting

Because Turabian cover pages and header information can change based on the type of assignment, you will want to carefully review your professor's instructions. However, there are some general formatting guidelines to keep in mind.

A Turabian document should include the following:

- One inch margins
- Times New Roman or Calibri Font
- 12 point font size
- Double-spaced text

Headings:

Sometimes when writing long papers, a need arises to apply a system of organization to the text. This helps compartmentalize the information into manageable sections and guides the reader through the information. Turabian has an optional system of five heading levels.

1. **Centered, Boldface or Italic Type, Headline-style Capitalization**
2. Centered, Regular Type, Headline-style Capitalization
3. **Flush Left, Boldface or Italic Type, Headline-style Capitalization**
4. Flush left, roman type, sentence-style capitalization
5. **Run in at beginning of paragraph (no blank line after), boldface or italic type, sentence-style capitalization, terminal period**

The American Revolution

Building Steam: Underlying Causes

Militia Forces, Secret Organizations, and Funding

The Battle of Saratoga: victory and aftermath

The Constitutional Convention. On May 25, 1787, 38 of 41 delegates representing every state except Rhode Island convened at the Pennsylvania State House for the Constitutional Convention

The ninth edition of Turabian uses footnotes at the end of each page as in-text citation and requires a bibliography at the end of the paper. Entries appearing in the footnotes will differ slightly in format from those in the bibliography. However, the entries are expected to convey the same information. For that reason, it is imperative to use the correct format. **Keep in mind that the most current edition of Turabian does not fully correspond with the Turabian style used by Wayland's School of Religion and Philosophy.**

Footnote & Bibliography Guidelines

In the examples below, footnote formatting guidelines appear first followed by bibliography guidelines.

Books:

¹ Firstname Lastname, *Title of Book* (Place of publication: Publisher, Year of publication), page number.

Lastname, Firstname. *Title of Book*. Place of publication: Publisher, Year of publication.

Journal Articles:

² Firstname Lastname, "Title of Article," *Title of Journal* volume, issue no. # (year of publication): page number, DOI or URL.

Lastname, Firstname. "Title of Article." *Title of Journal* volume, issue no. # (year of publication): page range. DOI or URL.

Web Sources:

³ Firstname Lastname, "Title of Web Page," *Publishing Organization or Name of Website*, publication date if available and/or access date, URL.

Lastname, Firstname. "Title of Web Page." *Publishing Organization or Name of Website*. Publication date and/or access date if available. URL.

Citing a Source with One Author:

¹ Andrew Menard, "Nationalism and the Nature of Thoreau's 'Walking'," *New England Quarterly* 85, no. 4 (2012): 592, <https://doi.org/10.1162/>

Menard, Andrew. "Nationalism and the Nature of Thoreau's 'Walking'." *New England Quarterly* 85, no. 4 (2012): 591-599. https://doi.org/10.1162/TNEQ_a_00229.

Citing a Source with 2-3 Authors:

² Forest Davis and Robert A. Hunter, *Red China Lobby* (New York: Fleet Publishing Company, 1963), 63.

Davis, Forest, and Robert A. Hunter. *Red China Lobby*. New York: Fleet Publishing Company, 1963.

Citing a Source with 4-10 Authors:

³ Berry M. Leiner et al., "A Brief History of the Internet." *Computer Communication Review* 39, no. 5 (October 2009): 22-31, <https://doi.10.1145/1629607.1629613>.

Leiner, Barry M., Vinton G. Cerf, David D. Clark, Robert E. Kahn, Leonard Kleinrock, Daniel C. Lynch, Jon Postel, Larry G. Roberts, and Stephen Wolff. "A Brief History of the Internet," *Computer Communication Review* 39, no. 5 (October 2009): 22-31. <https://doi.10.1145/1629607.1629613>.

Citing a Source with 10 or more Authors:

⁴ Morgan, Nigel J. *The Cambridge History of the Book in Britain: Volume II, 1100-1400* (Cambridge UK: Cambridge UP, 1998), 540.

Nigel J. Morgan, Richard Gameson, Lotte Hellinga, Rodney M. Thomson, Donald Francis McKenzie, Joseph Burney Trapp, John Barnard, et al. *The Cambridge History of the Book in Britain: Volume II, 1100-1400*. Cambridge, UK: Cambridge UP, 1998.

Citing a Source with an Author and an Editor:

⁵ John McElroy, *This Was Andersonville*, ed. Roy Meridith (New York: Bonanza Books, 1957), 55.

McElroy, John. *This Was Andersonville*, edited by Roy Meridith. New York: Bonanza Books, 1957.

Citing a Chapter from a Collection:

⁶ Betsy M. Bryan, "The Eighteenth Dynasty before the Amarna Period," in *The Oxford History of Ancient Egypt*, ed. Ian Shaw (Oxford: The Oxford University Press, 2000), 224.

Bryan, Betsy M. "The Eighteenth Dynasty before the Amarna Period." In *The Oxford History of Ancient Egypt* 2000, edited by Ian Shaw, 218-273. Oxford: The Oxford University Press, 2000.

Citing an Indirect Source:

⁷"Historiography and Teacher Education," *The History Teacher*, February 2009, quoted in Jeffrey W. Snyder and Thomas C. Hammond, "So That's What the Whiskey Rebellion Was!" *The History Teacher* 45, no. 3 (May 2012): 49. <http://www.jstor.org/stable/23265898>

Snyder, Jeffery W., and Thomas C. Hammond "So That's What the Whiskey Rebellion Was!" *The History Teacher* 45, no. 3 (May 2012). <http://www.jstor.org/stable/23265898>.

Citing a Source with No Author:

⁸"Davy Crockett Biography," *Biography.com*, last modified 2014, accessed July 16, 2014, <http://www.biography.com/people/davy-crockett-9261693#video-gallery>.

"Davy Crockett Biography." *Biography.com*. Last Modified 2014. Accessed July 16, 2014. <http://www.biography.com/people/davy-crockett-9261693#video-gallery>.

Citing a Repeated Reference:

In some cases, you will use the same reference on more than one occasion within the paper. The second time you cite a source, the footnote can be condensed to include only the author's last name, a shortened title, and the page number. If the same source is repeated from the previous citation, some like to use the abbreviation "Ibid." followed by the page number. The ninth edition of Turabian style recommends the continued use of the shortened citation.

1. John McElroy, *This Was Andersonville*, ed. Roy Meridith (New York: Bonanza Books, 1957), 55.
2. McElroy, *Andersonville*, 78.
3. Ibid., 84.
3. (Or) McElroy, *Andersonville*, 84.