



THE WRITING CENTER
DALLAS BAPTIST UNIVERSITY

Turabian Packet

Footnotes and Endnotes

This Turabian packet will help students format a Turabian paper, including the bibliography and footnotes.

These handouts conform to Turabian 9th edition standards. However, professors may change their requirements for individual papers. One should consult with his or her professor for any special requirements.

Sample Pages

Title page for a class paper (pg. 391)

The First Chapter of Genesis:
Creation

Ima Student
Religion 1301: Old Testament Survey
January 9, 2010

Title page for a dissertation (pg. 392)

Dallas Baptist University
The First Chapter of Genesis:
Creation

A Dissertation Submitted to
Dr. Miller
In Partial Fulfillment of the
Requirements for the Degree of
Doctor of Philosophy

Department of Philosophy

By
Ima Student

Dallas, Texas
January 2013

The *Turabian Manual* uses the word "submitted," but some DBU professors prefer the word "presented." Check with the professor.

-or-

Sample first page (pgs. 401-402)

1

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 eu pede mollis pretium. Integer Aenean vulputate eleifend tellus. Aenean vulputate eleifend tellus. Aenean leo ligula, porttitor eu,

Sample second page (pgs. 402-405)

2

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Subheading

Donec quam felis, ultricies nec, pellentesque eu, pretium quis, sem. Nulla consequat massa quis enim. Imperdiet a Aenean leo ligula, porttitor eu, consequat vitae, eleifend ac, enim. Aliquam lorem ante, dapibus Aenean imperdiet:

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 (pgs. 388, 391-392 in the *Turabian Manual*)

On the title page for a class paper, center the title and bold it. About seven spaces down, type one's name, the course name and number, and the date of submission. See the first example on page 1.

OR

On the title page for a dissertation, type the following information centered: Dallas Baptist University, Title (in bold,) A Dissertation Submitted to (Professor's Name) in Partial Fulfillment of the Requirements for the Degree of Doctor of (Subject), Department (ex. Department of Philosophy), by (the student's name), location (Dallas, TX), and the date. See the second example on page 1. This is the standard title page in the 9th edition of the *Turabian Manual*, and many professors still prefer this style. Students should consult with their professors for specific guidelines.

Margins (pg. 384)

Set margins to one inch 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 one inch. See special margins for dissertation in DBU's supplemental manual.

Pagination (pgs. 385-386)

The 9th edition of the *Turabian Manual* allows each university to determine how to number the title page of documents; therefore, one should consult with his or her professor for pagination advice. Most professors, however, prefer that their students refrain from adding a page number to the title page of their assignments. If this is the case, one will need to start the pagination of his or her paper from 0. *In Microsoft Word, double click on the header and check the "Different First Page" box under the "Design" tab. Then, go to the second page, double click on the header, and insert page numbers wherever the professor has requested or, if he or she has no preference, wherever one has decided to place them. After doing so, the number 2 should appear in the location that was selected. Now, right click on the page number, select "Format page numbers," and put a 0 in the "Start at" box. Number 1 should now show on the second page, and the title page should have no page number at all. Ensure the page numbers are in Times New Roman and in 12-point font.* The manual also advises that the page number can be placed either in the footer or header, depending on the professor's preference. If the professor requests that the page numbers be found at the bottom of the page, simply follow the same directions above after double clicking the footer.

Spacing (pg. 385)

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 and in between each footnote. Leave an extra line between the word "Bibliography" and the first citation on the Bibliography page. *In Microsoft Word, the button for line spacing is found under the "Home" menu, in the "Paragraph" section. Under "Line Spacing," select "Double" and check the box for "Don't add space between lines of the same style."*

Indents (pgs. 78, 155, 161-162, 361, 385)

Tab once before all paragraphs and footnote entries. For quotes five lines or longer, single-space and indent each line as a block quote with no quotation marks. See pages 3 and 5 of the sample paper available in physical form the Writing Center.

Subheadings (pgs. 402-405)

Turabian utilizes bolded subheadings to transition and indicate different sections of the paper. These are generally centered and in 12-point font. Some professors prefer these headings to be in all capital letters with no bolding. However, it is also acceptable to create a unique typography if it is used with consistency and your professor agrees (pg. 391). Second and third-level subheads may also be used if necessary, but in a typical class paper, one level of subheads is usually sufficient. If the natural length and format of the paragraphs leaves a subheading

dangling on the end of a page, it is preferable to insert an extra line to push that title and the accompanying information to the next page. See the UWC sample paper for examples.

Names and Titles (pgs. 150, 154)

Within the paper, the first reference to a researcher or author should include his or her entire name. In subsequent references, use only his or her last name.

Titles of longer works like books and journals should be italicized, while titles of articles and chapters should be in quotation marks.

Numbers (pgs. 331-341)

The general rule for Turabian is to spell out numbers one through one hundred in subjects that use numbers occasionally, such as the social sciences. Spell out whole numbers followed by hundred, thousand, etc. In all other situations, use Arabic numerals.

Formatting Citations

Styles for Citing Sources in a Turabian Paper (pgs. 35-36, 142-143)

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 majority of professors desire footnotes or endnotes, this packet addresses this style for the sake of simplicity. If students are instructed to use parenthetical citations or if they choose to use 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, it is plagiarism. Footnotes and endnotes are used to show where credit is due.

Endnotes (pgs. 162)

Endnotes are formatted like footnotes with a few exceptions. Rather than placing endnotes at the bottom of each page, students must place them on a separate page at the end of the paper before the bibliography page. The page is titled "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 footnotes for Turabian papers, while others allow any of the citation formats. If a student is unsure of which format to use, he or she should consult with his or her professor.

Basic Format of Footnotes (pgs. 157, 164)

Footnotes should be inserted at the bottom of the page. *In Microsoft Word, go to the "References" tab, then click the "Insert Footnote" button. Word should automatically insert a line that separates the footnote from the text and a number. **Tab the number over once to indent the footnote.***

- The first time a source is used, all the publication information should be listed within the footnote. Each new source used within the paper needs a full-length footnote that nearly parallels the bibliography entry.
- For all subsequent references to this source, omit publication information and 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.

- If two consecutive references are from the same source, use the term “Ibid.” This stands for “in the same place” (pg. 167). 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. 154).

Bibliography (pg. 411)

If using footnotes, include a bibliography at the end of the paper. This page is most often titled “Bibliography;” however, some types of bibliography will have different titles, such as “Sources Consulted” (pg. 155). This includes an alphabetized list of all the sources used during the writing of the paper. Leave two spaces between the title and the first entry, then single-space subsequent entries, leaving a blank line between each entry. Left align the first line of each entry; if an entry is two lines or longer, each subsequent line should be indented. This is called a hanging indent. 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, highlight the text, right click on it, and select “Paragraph.” Under the “Indents and Spacing” section, select “Special: Hanging.”

Differences Between the Format of Footnotes and Bibliography Entries

Note these few differences in citation formats:

- **Author Name:** Footnotes format the author’s name as first name last name, whereas bibliography entries format the author’s name as last name, first name.
- **Indentation:** 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).
- **Punctuation:** Footnotes use commas and parentheses to separate elements in the entry, whereas bibliography entries use periods.
- **Page Numbers:** 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.
- **Ordering:** 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 all of the following information that is available about the source (pg. 141):

- 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. 171)

➤ **Footnote**

¹James Daniels, *Postmodernism and Scripture: Cultural Analysis and Repercussions* (Ennis, TX: Dallas Baptist University Press, 2006), 78-81.

➤ **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. 151)

➤ **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 (pgs. 151-152)

➤ **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. 152)

➤ **Footnote**

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

➤ **Bibliography**

Potter, Harry, John Smith, Pocahontas Smith, and Arnold Schwarzenegger. *Hysteria Beyond Freud*. Berkeley: University of California Press, 1993.

Book with an Author and Editor (pg. 172)

➤ **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.

Editor or Translator as “Author” (pg. 173)

➤ **Footnote**

¹Richard McKeon, ed., *A Study of Aristotle’s Life* (New York: Random House, 1941), 33.

➤ **Bibliography**

McKeon, Richard, ed. *A Study of Aristotle’s Life*. New York: Random House, 1941.

A Book with No Author or Editor (pgs. 173-174)

➤ **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.

Two or More Books by the Same Author (pg. 157)

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

———. *A Dual Autobiography*. New York: Simon, 1977.

For all entries after the first, replace the author’s name with a 3-em dash.

Entries with the same author should be inputted alphabetically, excluding articles.

A Work in a Collected Work (pg. 185)

➤ **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, 2008.

As seen in this example, page numbers might not always match. If different pages are referenced, the bibliography includes a used-page summation unless utilizing entire item.

An Encyclopedia Article without an Author (pg. 190)

➤ **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. 190)

➤ **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.

A Multivolume Work (pg. 178)

➤ **Footnote**

¹George Arthur Buttrick, ed. *The Interpreter’s Bible*, vol. 3, *King, Chronicles, Ezra, Nehemiah, Esther, Job* (New York: Abingdon Press, 1954), 18-29.

²Stanley Sadie, ed., *The New Grove Dictionary of Music and Musicians* (London: MacMillan, 1980), vol. 12: 129.

➤ **Bibliography**

Buttrick, George Arthus. *The Interpreter’s Bible*. Vol. 3, *Kings, Chronicles, Ezra, Nehemiah, Esther, Job*. New York: Abingdon Press, 1954.

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

Article from a Scholarly Journal (pgs. 187-191)

➤ **Footnote**

¹Max Deluch, “Mind from Matter,” *American Scholar* 47, no. 7 (Spring 1978), 343-44.

➤ **Bibliography**

Deluch, Max. "Mind from Matter." *American Scholar* 47, no. 7 (Spring 1978), 343-44.

Magazine Article (pgs. 191-192)

➤ **Footnote**

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

➤ **Bibliography**

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

Interviews and Personal Communications (pg. 197)

➤ **Footnote**

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

➤ **Bibliography**

No bibliography entry is needed for interviews.

Internet Sources

For the most part, the same important information for a printed source must be recorded 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, so it is acceptable to omit missing details. 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
- Title of website from which the document was retrieved
- Any other pertinent data about the source or contributors (journal title, volume, issue, editor, etc.)
- URL

General Website Format (pg. 194)

➤ **Footnote**

¹Firstname Lastname, "Title of Article or Document," Title of Complete Work or Website, Owner or Sponsor of Site, Publication or Revision date, www.url.com.

➤ **Bibliography**

Lastname, Firstname. "Title of Article or Document." Title of Complete Work or Website. Sponsor of Site. Publication or Revision date. www.url.com.

Note: if there is no date available, substitute with the accessed date (include "accessed" before the date).

Note: do not include owner or sponsor of sight if it is the same as the title.

Electronic Journal Article (pg. 187)

➤ **Footnote**

¹Ivana Novak, "Keeping Up with Bicarbonate," *The Journal of Physiology* 528, no. 2 (October 20, 2000): 250-55, <http://www.jphysiol.org/cgi/content/full/528/2/235>.

➤ **Bibliography**

Novak, Ivana. "Keeping Up with Bicarbonate." *The Journal of Physiology* 528, no. 2 (October 20, 2000): 250-55. <http://www.jphysiol.org/cgi/content/full/528/2/235>.

Article Obtained Through Electronic Database in DBU Library (pg. 190)

➤ **Footnote**

¹Francis Oakely, "The Great Papal Schism," *Christian History* 9, no. 4 (June 13, 1990): 25, EBSCO.

➤ **Bibliography**

Oakley, Francis. "The Great Papal Schism." *Christian History* 9, no. 4 (June 13, 1990): 23-27. EBSCO.

Social Networking (pgs. 195-196)

➤ **Footnote**

¹Trisha Gracey (@trishagracey), "Make an appointment at the UWC," Twitter, April 25, 2020, 6:04 p.m., <http://twitter.com/trishagracey>.

➤ **Bibliography**

No bibliography entry is needed for social networking services.

Using the Bible as a Source

When using most biblical commentaries, follow the example for "A Multivolume Work."

When referring to whole chapters or books, (pgs. 351-354)

Spell the complete name. Books and versions of the Bible are not underlined, italicized, or in quotations.

Ex: The New Testament appeared in written form after Christ resurrected from the dead.

Ex: This passage comes from the New American Standard Bible.

Ex: The book of Hebrews claims no specific author.

Ex: Proverbs 31 includes some 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. 351). Always be consistent. Spell out the version the first time, and then use abbreviations in all subsequent references.
- If the reference is given in the sentence, no footnote is necessary unless the version needs to be specified.

Ex: ¹Gen. 1:1 (New American Standard Version)

²Rev. 1.1 (NASB)

Ex. Genesis 1:1 says, "In the beginning God created the heavens and the earth."

Punctuation (pgs. 203-204, 352)

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. 204)

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

➤ **Footnote**

⁶2 Cor. 5:13 (King James Version).

➤ **Bibliography**

Usually the Bible is not included on the bibliography page, but it is acceptable to add it.

*After spelling out the version once, abbreviate it in all subsequent footnotes.

Citing a Study Bible (pg. 178)

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 (pgs. 352-354)

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*, 9th ed. by Kate L. Turabian. Revised by Wayne C. Booth, Gregory G. Colomb, Joseph M. Williams, Joseph Bizup, William T. Fitzgerald, and University of Chicago Press Editorial Staff. Chicago: University of Chicago Press, 2018.