

Turabian Documentation

This handout does not cover all the rules governing the Turabian style of documentation. For further information see the 6th edition of *A Manual for Writers* by Kate L. Turabian. This manual is available for you to use in the Writing Center located in Merrifield Room 12 and at the reserve desk at the Chester Fritz Library.

The numbers in brackets [] next to the following topics are sections in *A Manual for Writers* where you can find more information about these topics.

Title Page [1.7, 14.6, 14.7, 14.18]

Some departments may provide a sample sheet for a title page. If not, a title page might include the name of the university (usually centered at the top of the sheet), the exact title, the course (including department and number), the date, and the name of the writer.

Margins [14.2, 14.3, 14.10]

Leave a margin of at least one inch on each of the four sides of the sheet. Sometimes your left hand margin may be wider to cover any binding. There should be a two inch margin from the top for pages that have headings such as “Chapter 1,” “Reference List,” “Works Cited,” “Bibliography,” etc.

Spacing [1.2, 9.8, 14.5]

The text should be double-spaced, except for block quotations, footnotes, endnotes, captions, long headings, and each WORKS CITED entry, each of which should be single-spaced.

Page Number [1.4, 1.5, 14.6-9]

Assign a number to every page. On the title page and part-title pages, if any, the numbers are not shown, but pages are counted in the pagination.

One scheme of pagination in the text and with reference material is that of numbering all pages in the upper right-hand corner (one inch from the top and right side). First pages of chapters, reference lists, and bibliographies should have the page number centered below the text.

Indenting [14.4, 14.13]

Indent paragraphs six to eight spaces. Indent a block quotation four spaces from the left margin, and indent the beginning of a paragraph in a block quotation another four spaces. A footnote is indented eight spaces, while the first line of a note is indented six spaces.

Long Quotes (Block Quotations)

[5.4, 5.30, 14.37]

A prose quotation of two or more sentences which at the same time runs to eight or more lines of text in a paper should be set off from the text in single-spacing and indented in its entirety four spaces from the left marginal line, with no quotation marks at the beginning or end.

Short Quotations

[5.4, 5.11, 14.35]

These should be incorporated into the text of the paper and enclosed in double quotation marks. The quotation should be followed with documentation, either in parenthetical or note form (refer to your assignment sheet or ask your instructor if you're unsure which to use). An in-text parenthetical reference will contain the author's name, the date of publication, followed by a comma, and then a page reference.

Example of parenthetical form:

Flora Davis reports that a chimp at the Yerkes Primate Research Center "has combined words into new sentences that she has never taught" (Davis 1981, 67).

Example of note form:

Flora Davis reports that a chimp at the Yerkes Primate Research Center "has combined words into new sentences that she has never taught."¹

The full information about the source, Davis, will be in the bibliography or reference list.

Position of Reference Notes

[8.15, 8.16]

Notes should be arranged in numerical order either at the foot of the page (footnotes), or at the end of the paper (endnotes). A footnote must begin at the bottom of the page on which it is referenced, though it may extend to the bottom of the next page if the note is long.

HOW TO SET UP THE WORKS CITED PAGE

On this page you will list the research materials you have used in writing your paper. Turabian uses two methods of documentation, notes (footnotes or endnotes), or parentheses. The note system uses a bibliographical pages which may be entitled "Works Cited," "Bibliography," "Selected Bibliography," or "Sources Consulted," whichever seems appropriate. The parentheses system uses a reference list which may be entitled any of the preceding or "Reference List," "Literature Cited," or any other appropriate title.

In the examples below, N shows the way to present a footnote and the corresponding bibliographic entry (B). PR (parenthetical reference) and RL (reference list) demonstrate the parenthetical form of citation.

Alphabetical Order

[9.6, 9.9, 11.66]

References are usually arranged in alphabetical order by authors' family names. If there is no author, begin with the title of the work.

Spacing

[1.2, 9.8]

The title, WORKS CITED, is centered two inches from the top of the page. The first entry is double-spaced from the heading. Entries are double-spaced from each other.

Each entry begins at the left margin. If an entry needs more than one line, the subsequent lines are indented 5 spaces.

Information within each entry is single-spaced.

Books by a single author

[11.3]

N ¹ John Hope Franklin, *George Washington Williams: A Biography* (Chicago: University of Chicago Press, 1985), 54.

B Franklin, John Hope. *George Washington Williams: A Biography*. Chicago: University of Chicago Press, 1985.

PR (Franklin 1985, 54)

RL Franklin, John Hope. 1985. *George Washington Williams: A biography*. Chicago: University of Chicago Press.

Books by two authors

[11.4]

N ² Brian W. Kernighan and Dennis M. Ritchie, *The C Programming Language* (Englewood Cliffs, NJ.: Prentice-Hall, 1978), 185.

B Kernighan, Brian W., and Dennis M. Ritchie. *The C Programming Language*. Englewood Cliffs, NJ.: Prentice-Hall, 1978.

PR (Kernighan and Ritchie 1978, 185)

RL Kernighan, Brian W., and Dennis M. Ritchie. 1978. *The C programming language*. Englewood Cliffs, NJ.: Prentice-Hall.

Books by three or more authors

[11.5, 11.6]

N ³ Mary Lyon, Bryce Lyon, and Henry S. Lucas, *The Wardrobe Book of William de Norwell, 12 July 1338 to 27 May 1340*, with the collaboration of Jean de Sturler (Brussels: Commission Royale d'Histoire de Belgique, 1983), 42.

B Lyon, Mary, Bryce Lyon, and Henry S. Lucas. *The Wardrobe Book of William de Norwell, 12 July 1338 to 27 May 1340*, With the collaboration of Jean de Sturler. Brussels: Commission Royale d'Histoire de Belgique, 1983.

PR (Lyon, Lyon, and Lucas 1983, 42)

RL Lyon, Mary, Bryce Lyon, and Henry S. Lucas. 1983. *The wardrobe book of William de Norwell, 12 July 1338 to 27 May 1340*, With the collaboration of Jean de Sturler. Brussels: Commission Royale d'Histoire de Belgique.

Books with no author given [11.7]

N. ⁴*The Lottery* (London: J. Watts [1732]), 20-25.

B *The Lottery*. London: J.Watts [1732]

PR (*The lottery* [1732], 20-25)

RL *The lottery*. [1732]. London: J.Watts.

(When date of publication has been established by means other than the title page or copyright, place it in brackets. See 8.68 in *A Manual for Writers* for more details).

Editor or compiler as “author” [11.11]

N ⁵Robert von Hallberg, ed., *Canons* (Chicago: University of Chicago Press, 1984), 225.

B von Hallberg, Robert, ed. *Canons*. Chicago: University of Chicago Press, 1984.

PR (von Hallberg 1984, 225)

RL von Hallberg, Robert, ed. 1984. *Canons*. Chicago: University of Chicago Press.

Articles in journals [11.39, 11.40]

N ⁶Richard Jackson, “Running down the Up-Escalator: Regional Inequality in Papua New Guinea,” *Australian Geographer* 14 (May 1979): 180.

B Jackson, Richard. “Running down the Up-Escalator: Regional Inequality in Papua New Guinea.” *Australian Geographer* 14 (May 1979): 175-84.

PR (Jackson 1979, 180)

RL Jackson, Richard. 1979. Running down the up-escalator: Regional inequality in Papua New Guinea. *Australian Geographer* 14 (May): 175-84.

In citing journals that are numbered only by issue, not volume, note the following style:

N ⁷R. Broom and J. T. Robinson, “Man Contemporaneous with the Swartkrans Ape-Man,” *American Journal of Physical Anthropology*, n.s., 8 (1950): 154.

B Broom, R., and J. T. Robinson. "Man Contemporaneous with the Swartkrans Ape-Man." *American Journal of Physical Anthropology*, n.s., 8 (1950): 151-56.

PR (Broom and Robinson 1950, 154)

RL Broom, R., and J. T. Robinson. 1950. Man contemporaneous with the Swartkrans ape-man. *American Journal of Physical Anthropology*, n.s., 8:151-56.

(for information about the n.s. notation, refer to *A Manual for Writers*, 8.102)

Articles in magazines [11.41]

N ⁸Bruce Weber, "The Myth Maker: The Creative Mind of Novelist E.L. Doctorow." *New York Times Magazine*, 20 October 1985, 42.

B Weber, Bruce. "The Myth Maker: The Creative Mind of Novelist E.L. Doctorow." *New York Times Magazine*, 20 October 1985, 42.

PR (Weber 1985, 42)

RL Weber, Bruce. 1985. The myth maker: The creative mind of novelist E.L. Doctorow. *New York Times Magazine*. 20 October, 42.

Article in the newspaper [11.44]

If a newspaper is cited only once or twice in a research paper, a note or a parenthetical reference in the text is sufficient documentation.

N ⁹*Irish Daily Independent* (Dublin), 16 June 1904.

PR (*Irish Daily Independent* [Dublin], 16 June 1904).

If a citation is needed, use the following example:

N ¹⁰Andre Camille, "Deciding Who Gets Dibs on Health Care Dollars," *Wall Street Journal*, 27 March 1984, 30(W) and 34 (E).

B Camille, Andre. "Deciding Who Gets Dibs on Health Care Dollars." *Wall Street Journal*, 27 March 1984, 30(W) and 34(E).

PR (Camille 1984, 34[E])

RL Camille, Andre. 1984. Deciding who gets dibs on health care dollars. *Wall Street Journal*, 27 March, 30(W) and 34(E).

Multiple works by the same author

[9.27]

The author's name is given for the first entry; use an eight-space line (underscore key) ending with a period to take the place of the author's name in subsequent entries. Entries are arranged chronologically by date in the Works Cited or Bibliography.

B Eliot, T.S. *The Sacred Wood: Essays on Poetry and Criticism*. London: Methuen, 1920.

-----, *The Waste Land*, New York: Boni & Liveright, 1922.

-----, *Murder in the Cathedral*. New York: Harcourt, Brace, 1935.

RL Eliot, T.S. 1920. *The Sacred Wood: Essays on Poetry and Criticism*. London, Methuen.

-----, 1922. *The Waste Land*, New York: Boni & Liveright.

-----, 1935. *Murder in the Cathedral*. New York: Harcourt, Brace.

Footnote, second, or subsequent references

[8.84]

When you are using the note form, there are two methods that can be used for noting repeated sources.

One method is the "Ibid." "Ibid." is used when there is no intervening reference and you are citing the same page. If you are citing the same source, but a different page, then you must use "Ibid." followed by the page number.

¹¹Harold Nicholson, *The Evolution of Diplomacy* (New York: Collier Books, 1962), 35.

¹²Ibid. (If the reference is again to page 35).

¹³Ibid., 38 (If the reference is to a different page)

The second method that may be used is the short form. This method must be used when there is an intervening reference or, it may be used for all repeated forms rather than "Ibid."

¹⁴Harold Nicholson, *The Evolution of Diplomacy* (New York: Collier Books, 1962), 35.

¹⁵Nicholson, 35.

¹⁶Nicholson, 38. 1

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