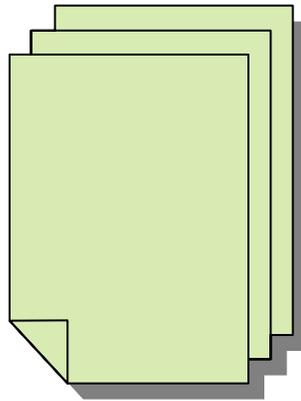


# Eleven Point Check

11.✓



## **Carver Bible College's Guide to Writing Papers**

*Turabian Format*

## WRITING RIGHT

So you have to write a paper and you don't know where to begin. Don't worry. Many students like yourself have had the same apprehensions, doubts, and anxiety.

Or perhaps you just need a refresher on a couple of issues in your writing.

This writing guide can help you from the cover to the "bib". So get ready to "write right".

Here are *eleven* topics contained in this guide from a typical research paper that you should be acquainted with:

1. Font
2. Margins and Tab Settings
3. Spacing
4. Cover Page
5. Outline
6. Table of contents
7. Introduction
8. Headings and Subheadings
9. Footnotes
10. Bibliography
11. Page Numbers

*(All instructions given in this packet for formatting your paper through your word processor will be for Microsoft Word 2003 version.)*

## 1st .

### Font

According to **Turabian 13.27**, *ornamental typefaces, including script, should never be used for term papers... The eminently readable Times New Roman is perhaps the best choice. Courier New, which is much like a typewriter font, is also generally acceptable but ask your professor before proceeding. Either italics or underlining should be used throughout the paper, and no text should ever be both italicized and underlined.*

Twelve-point type for text and ten-point for notes will meet the requirements for Carver Bible College.

Example: This is an example of Times New Roman twelve-point font size.

This is an example of Courier New twelve-point font size.

Your computer more than likely will automatically default to Times New Roman and 12 point font size. Be sure to check each before starting your paper. The font can be changed from the toolbar at the top of your word processor as well as the size which should be next to it. If it's not found in the toolbar, click on the **Format** option and chose 12 for the correct size. Choose OK to save changes and exit.

## 2<sup>nd</sup> .

### Margins

According to **Turabian 14.2**, *the normal page dimensions are 8 ½ by 11 inches. Leave a margin of at least one inch on all four edges of the page.* That means that the top, bottom, left, right margins should be one inch for all pages of the paper.

Chose **File** on your toolbar and move down to **Page Setup**. Under margins, make the proper adjustments by typing "1" in all four boxes to indicate one inch for top, bottom, left, right. Choose OK to save changes and exit.

## Tab Settings

According to **Turabian 14.4**, *the critical rule for paragraph indentation is consistency.* Carver will accept the word processing default tab of 0.5. Anything beyond that will need to be adjusted.

Choose **Format, Paragraph, Indents and Spacing**, and choose the **Tabs** button at the bottom. Change the number in the default tab menu to 0.5. Click OK to save changes and exit.

## 3<sup>rd</sup> . Spacing

According to **Turabian 14.5**, *The text should be double-spaced except for block quotations, notes, captions, and long headings, which should be single-spaced with a blank line between items.*

- Block quotations should have a one inch right and left indentation. Chose **Format, Paragraph**, and at the **Left** and **Right** option, make changes to 1 for both. Don't forget to undo this option once you are done with your block quote.

Chose **Format** from your menu, **Paragraph** and locate the Line spacing option. Scroll to Double and choose OK to save changes and exit.

## 4<sup>th</sup> . Cover Page

According to **Turabian 1.7**, *many universities and colleges have their own style of title page for papers and this should be followed exactly for content, capitalization, and position and spacing of the elements.* The title page includes the full title of the paper, the professor's name, name of the college, the course (including its department and number), the name of the writer and the date.

On the cover page the title should start 2 ½ inches from the top of the page (**File, Page Setup**, and change Top margin to 2.5), centered and in capital letters. If the title is over 5 inches long, use a second line double spaced below the other. There should be 3 single spaces after the title followed by a 2 inch long line. Three single spaces after that with the appropriate wording and so on. Please review **Sample Cover Sheet** on following page.

\* You should include a blank page following your cover page.

**Turabian 1.8** says a blank sheet prevents the text of the following page from showing through the white space on the title page...

In either case the sheet is counted in the pagination, but the page number is not shown.

Your title is to be placed 2 ½ inches from the top of the page, centered and in capital letters.

If your title is over 5 inches long, use A second line, double spaced, below the other.

HERMENEUTICAL ISSUES IN THE REVISIONIST  
AND POSTLIBERAL DEBATE

**To Create Line:**  
**Insert, Picture, Autosshapes**, point to **Lines**, and draw it onto your page. Use your ruler at the top of the page to create 2 inches.

\_\_\_\_\_ 3 single spaces  
A line 2 inches long  
3 single spaces

A Paper

Presented to

Dr. U. R. A. Professor

Carver Bible College

\_\_\_\_\_ 3 single spaces  
A line 2 inches long  
3 single spaces

In Partial Fulfillment

of the Requirements for the Course

ENG 100 Basic Research Skills

\_\_\_\_\_ 3 single spaces  
A line 2 inches long  
3 single spaces

Submitted by

Sean John

May 6, 2007

## 5<sup>th</sup> . ✓ Outline

Not one word should be written for your paper until you have the backbone, the blueprint or what's also considered the layout constructed. This is known as the outline. An outline follows a logical order thereby aiding in the logic of the paper.

An outline has a balanced structure based on the following principles:

- Parallelism – Coordinate heads should be expressed in parallel form. That is, nouns should be made parallel with nouns, verb forms with verb forms, adjectives with adjectives, and so on (Example: Nouns: computers, programs, users; Verbs: to compute, to program, to use; Adjectives: home computers, new programs, experienced users).
- Coordination – In outlining, those items which are of equal significance have comparable numeral or letter designations: an A is equal to a B, a 1 to a 2, an a to a b, etc.
- Subordination – In order to indicate levels of significance, an outline uses major and minor headings. Thus in ordering ideas, you should organize it from general to specific or from abstract to concrete – the more general or abstract the term, the higher the level or rank in the outline.
- Division – To divide you always need at least two parts; therefore, there can never be an A without a B, a 1 without a 2, an a without a b, etc.

Form – The most important rule for outlining is to be consistent! The preferred form is seen on the following sample outline.

An outline can use **topic** or **sentence** structure.

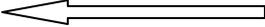
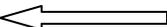
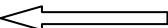
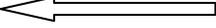
A **topic** outline uses words or phrases for all entries and uses no punctuation after entries. This way presents a brief overview of work and is generally easier and faster to write than a sentence outline.

A **sentence** outline uses complete sentences for all entries and uses correct punctuation. This way presents a more detailed overview of work including possible topic sentences and is easier and faster for writing the final paper.

Headings should be capitalized sentence style. According to **Turabian 4.9**, capitalize the first word of the title or subtitle and only proper nouns and proper adjectives thereafter.

Example: The triumph of Achilles  
Seeing and selling America, 1945-55.  
“Natural crisis: Symbol and imagination in the American farm crisis”

## Sample Topic Outline

- I. Introduction
- II. Family problems  **(First-Level Heading)**
  - A. Custodial: non-custodial conflicts  **(Second-Level Heading)**
  - B. Extended family
  - C. Adolescent's age
- III. Economic problems
  - A. Child support
  - B. Women's job training
  - C. Lower standard of living
  - D. Possible relocation
    - 1. Poorer neighborhood  **(Third-Level Heading)**
      - a. Southside of city  **(Fourth-Level Heading)**
      - b. Eastside of city
    - 2. New school
- IV. Peer problems
  - A. Loss of friends
  - B. Relationship with dates
- V. Conclusion
- VI. Bibliography

**\*Please follow the outline layout exactly as demonstrated with single spacing for each group of main sections and a blank space from one main heading to the next.**

## Sample Sentence Outline

### Negative Effects of Divorce on Adolescents

- I. Introduction
- II. When family conflicts arise as a result of divorce, adolescents suffer.
  - A. During the first year, these young people may be depressed due to conflicts between the custodial and non-custodial parents.
  - B. Grandparents, aunts, and uncles are often restricted by visitation provisions.
  - C. Almost without exception, adolescents find divorce very painful, but they react in differing degrees depending on their age.
- III. Some of the most negative effects on adolescents may be associated with economic problems.
  - A. The family will most probably experience a lower standard of living due to the cost of maintaining two households.
  - B. Some female custodial parents have poor job skills and must train before entering the job market.
  - C. The lower standard of living may result in misunderstanding and conflicts within the family.
  - D. The decreased standard of living, particularly for an untrained female custodial parent, often causes relocation.
    1. The family may have to move to a poorer neighborhood in order to cut costs.
    2. As a result, the adolescent may have to attend a different school.
- IV. Adolescents from divorced families often experience peer problems.
  - A. Due to relocation and prejudice, adolescents may lose friends.
  - B. The lack of a solid relationship with both parents affects an adolescent's attitude toward the opposite sex.
- V. Conclusion
- VI. Bibliography

6<sup>th</sup> . ✓

## Table of Contents

According to **Turabian 1.11**, the table of contents, usually headed simply CONTENTS (in full capitals), lists all the parts of the paper except the title page *and other preliminary pages such as blank page or copyright page, dedication, and epigraph that may not be apart of your undergraduate level writing.*

**Turabian 1.12** says that there are two extremes for writing the contents. At one extreme the contents may provide what is essentially an outline by including all the levels. At the other extreme the contents may omit the subheads—even though the paper carries subheads of one level or more than one—showing only the generic headings and titles of chapters.

*(If a student chooses to include a table of contents or if the professor requests one, the first stated case is what Carver Bible College will follow which is essentially providing an outline in content form and include all levels listed.)*

**Turabian 1.14** says subheads, when included, are indented a consistent distance (*use the tab key of .5 spaces*) beyond the beginning of the chapter title or main heading. If more than one level of subhead is included, each level is indented an additional *.5 spaces (tab)*. Runovers are indented an additional three spaces. After each heading and subheading, dots or spaced periods also known as leaders are drawn out to the page number.

**1.15** states that capitalization and wording of the titles of all parts, headings, and sections should appear exactly as in the body of the paper.

**1.16** explains that capitalization of titles in both the table of contents and the body of the paper should be as follows. For the titles of all major divisions (*which for you would include outline or contents, introduction, conclusion, and bibliography*), capitalize all letters (e.g., INTRODUCTION). For subheads, use *headline style* capitalizing the initial letter of the first and last words and of all other words except articles, prepositions, and coordinate conjunctions, or use *sentence style*, capitalizing only the initial letter of the subhead and of any proper nouns or proper adjectives.

**1.18** continues by stating that page numbers in a table of contents are usually aligned on the right following a line of spaced periods (leaders) separating the title from the page number on which the part of the paper begins. Only the beginning page number of each chapter or other section is given....Page numbers for subheads may be omitted.

**Sample Table of Contents**  
*(Taken from sample outline)*

**CONTENTS**

<b>I.</b>	<b>INTRODUCTION.....</b>	<b>1</b>
<b>II.</b>	<b>Family Problems.....</b>	<b>2</b>
	<b>Custodial: Non-Custodial Conflicts.....</b>	<b>2</b>
	<b>Extended Family.....</b>	<b>3</b>
	<b>Adolescent’s Age.....</b>	<b>4</b>
<b>III.</b>	<b>Economic Problems.....</b>	<b>5</b>
	<b>Child Support</b>	
	<b>Women’s Job Training</b>	
	<b>Lower Standard of Living</b>	
	<b>Possible Relocation</b>	
	<b>Poorer Neighborhood</b>	
	<b>New School</b>	
<b>IV.</b>	<b>Peer Problems.....</b>	<b>7</b>
	<b>Loss of Friends</b>	
	<b>Relationships with Dates</b>	
<b>V.</b>	<b>CONCLUSION.....</b>	<b>10</b>
<b>VI.</b>	<b>BIBLIOGRAPHY.....</b>	<b>11</b>

- Remember that Turabian 1:18 says that page numbers for subheads *may* be omitted. So the numbering for subheadings in section two in the example are optional.

## 7<sup>TH</sup> . ✓

# Introduction

**Turabian 1.34** The text usually begins with an introduction... The page should begin with *INTRODUCTION*, caps and centered. *The page number for this page should be bottom centered.*

An introduction consists of three to five paragraphs depending upon the length of the paper and should contain elements such as:

- **Subject** The scope or extension of your topic. You must identify your specific topic.
- **Significance** Convince the reader that he or she *needs* to read what you have to say on this topic.
- **Appeal** Attract the attention of your audience
- **Thesis or Research Question** This should be established in the introduction. You should state your position in order to establish the direction of the study and to point to a conclusion.

Here are some commonly used strategies writers use to create interest and anticipation:

- Tell a brief anecdote that bears on your argument or that raises the issues you're about to discuss. Everyone everywhere loves to read or listen to stories.
- Start with a quotation and discuss what it means for the paper you're writing.
- Lay out the problem or issue you're addressing by summarizing its history.
- Begin with a question—the central, underlying question which drives your essay (What were the causes of the Civil War? How can Jungian analysis help survivors of trauma? Was Hamlet really in love with his mother?). The remainder of the paper will answer this question, and a one-sentence answer you provide at some point will be your thesis.
- Present some vivid description of a person, place, or thing. Open with a strong opinion. It's acceptable to present your argument straight off in strong terms. Use this strategy when you wish to create a sense of urgency.

### Things to Avoid in the Introduction:

**Avoid** a purpose statement, such as "The purpose of this study is..."

**Avoid** repetition of the title, since the title should appear on the first page of the text anyway.

**Avoid** complex or difficult questions because you want to draw the reader into your paper, not Force him or her away. However, general rhetorical questions are acceptable.

**Avoid** simple dictionary definitions, such as "Webster defines monogamy as marriage with only one person at a time."

**Avoid** humor, unless your subject deals with humor or satire, because research studies, in General, are serious examinations of issues and scholarly literature.

**Avoid** artwork and cute lettering unless the paper's nature requires it (for example, "The Circle as Advertising Symbol")

8<sup>th</sup> .

## **Headings and Subheadings**

**Turabian 1.37** In some papers the chapters or their equivalents are divided into sections, which may in turn be divided into subsections, then into sub-subsections, and so on. Such divisions are customarily given titles, called *subheads* or *subheadings*, which are differentiated typographical and designated *first-*, *second-*, and *third-level* subheads. The principal, or first-level, subdivision should have greater attention value than the lower levels.

The headings and subheadings represent the different parts of the outline.

First-Level Heading: centered heading, bolded, capitalized headline style (capitalize the first and last words and all other words except articles, prepositions, *to* used as part of an infinitive, and coordinating conjunctions (*and*, *but*, *or*, *nor*, *for*):

### **Family Problems**

Second-Level Heading: Flush left heading, bolded, capitalized headline style:

#### **Custodial: Non-Custodial Conflicts in Blended Families**

Third-Level Heading: Indented (tab) from left margin and bolded, capitalized headline style:

##### **Relocate to a Poorer Neighborhood**

Fourth-Level Heading: Indented (tab) left margin, not bolded, capitalized sentence style (capitalize the first word of the title or subtitle and only proper nouns and proper adjectives thereafter):

##### Southside Neighborhoods Labeled as Poorer

**Turabian 14:10** Headings for major sections of the paper (in our case, INTRODUCTION AND BIBLIOGRAPHY) usually begin two inches from the top of the paper, often centered and typed in full caps.

**Turabian 14.12** All subheads begin on the third line below the preceding text. If two or more subheads appear together without intervening text, leave a blank line between them. Also leave a blank line between the subhead and the text following. A page must never end with a subhead.

## Sample Heading and Subheading Placement

### INTRODUCTION

This sample sheet has been constructed to show the placement of headings, subheadings,

and block quotations in your research paper. The page is set up as a first page, on which the introduction appears centered, capitalized. Note the page number centered at the bottom of the

page.

*(Three Single Spaces)*

#### First-Level Subheading

Note how the first-level subheading is spaced. With the cursor set at the end of the paragraph above, the spacing was reformatted to leave twelve points after the paragraph *while line spacing as set at double-space*. After typing the subheading, the paragraph spacing was again reformatted, deleting the twelve points.

*(Three Single Spaces)*

#### Second-Level Subheading

Proper formatting is not difficult, and it makes the paper much easier to read. Practice with each of your papers.

*(Three Single Spaces)*

**Third-level subheading.** As you can see, the third-level subheading is indented with the

text beginning immediately thereafter.

This example shows the form of a block quotation. As stated earlier, the margins should be set at 1" left and right to create a

block format for your text. This can be done with **Format, Paragraph**, and make changes under Indentation.

At the end of the block quotation, remember to change the indentation back

to its original settings of 0. Continue following this pattern of headings and subheadings throughout your paper.

## 9<sup>th</sup> . Footnotes

**Turabian 14.13** Footnotes must be placed, or at least must begin, on the page where they are referred to. The text and footnotes are separated by a short rule, or *separator*. If a footnote runs over to the following page, a *continuation separator* should be inserted on that page. Each footnote must begin on a new line, indented the same amount as paragraphs in the text. Footnotes are usually single-spaced, with a blank line between notes.

**Turabian 8.3** says that notes have four main uses:

- A) To cite the authority for statements in text—specific facts or opinions as well as exact quotations
- B) To make cross-references
- C) To make incidental comments on, to amplify, or to qualify textual discussion—in short, to provide a place for material the writer deems worthwhile to include but that might interrupt the flow of thought if introduced into the text
- D) To make acknowledgment

\*Notes, then are of two kinds: *Reference* (A and B) and *Content* (C and D).

**Turabian 8.11** Note numbers should follow the passage it refers to. If the passage is an exact quotation, the note number comes at the end of it, not after the author's name or at the end of the textual matter introducing the quotation. If possible, a note number should come at the end of a sentence, or at least at the end of a clause.

**Turabian 8.15** says that notes should be placed in numerical order at the foot of the page (footnotes) below a short rule, or *separator*...A footnote must begin on the page where it is referenced, though a long note may extend to the bottom of the next page.

**Turabian 8.16** explains that time and space can be saved and the appearance of the page improved by reducing the number of note references in the text. In a single paragraph containing several quotations, for example, a reference number following the last quotation will permit them all to be cited in one note. For example:

*The means by which the traditional Western composers have attempted to communicate with their audience have been discussed at length by Eduard Hanslick,<sup>2</sup> Heinrich Schenker,<sup>3</sup> Suzanne Langer,<sup>4</sup> and Leonard Meyer,<sup>5</sup> to name but a few.*

Could be replaced by:

*The means by which the traditional Western composers have attempted to communicate with their audience have been discussed at length by Eduard Hanslick, Heinrich Schenker, Suzanne Langer, and Leonard Meyer, to name but a few.<sup>2</sup>*

The single footnote would then read:

<sup>2</sup> Eduard Hanslick, *The Beautiful in Music*, trans. G. Cohen (New York: Novello, Ewer, 1891); Heinrich Schenker, *Der freie Satz*, trans. and ed. T.H. Kreuger (Ann Arbor: University Microfilms, 1960), pub. No. 60-1558; Suzanne Langer, *Philosophy in a New Key* (New York: Mentor, 1959); Leonard B. Meyer, *Emotion and Meaning in Music* (Chicago: University of Chicago Press, 1956), and idem, *Music, the Arts, and Ideas* (Chicago: University of Chicago Press, 1967).

## ABBREVIATIONS IN NOTES

**Turabian 8.17** Except in scientific and technical writing, few abbreviations are permissible in text, but in notes, bibliographies, references, lists, tabular matter, and some kinds of illustrative matter abbreviations are normally preferred.

**Turabian 8.18** Abbreviations for parts of a written work (*vol.*, *pt.*, *chap.*, *etc.*) should never be used unless followed or preceded by a number (*vol. 2*, *4 vols.*, *pt. 1*, *chap. 10*, *ect.*). When used without numbers, these words should be spelled out.

**Turabian 8.19** Titles of journals, dictionaries, and other sources used frequently in a paper may be abbreviated by the initials of the words of their titles, without spaces or periods between the letters. Such abbreviations are permissible in notes but not in bibliographical entries or some kinds of reference lists.

<i>American Historical Review</i>	<i>AHR</i>
<i>Nouvelle Revue Francaise</i>	<i>NRF</i>
<i>Dictionary of National Biography</i>	<i>DNB</i>
<i>Oxford English Dictionary</i>	<i>OED</i>

Journals that have initials as actual titles should be so cited in bibliographies and reference lists as well as in notes: *PMLA* *MLN* *ELN*

**Turabian 8.20** says a writer who must refer frequently to the same work may devise a short form to be used after the first, full reference, but complete words from the work's title should be used rather than an acronym or initials only.

<i>Pagan Mysteries of the Renaissance</i>	<i>Pagan Mysteries</i>
---	------------------------

**Turabian 8.22** The first time a work is mentioned in a note, the entry should be in complete form; that is, it should include not only the author's full name, the title of the work, and the specific reference (volume, if any, and page number), but the facts of publication as well. For a book the source of information is the title page and copyright page; for a periodical it is the cover and the article itself. Once a work has been cited in full, subsequent references to it should be in shortened form. These forms are as follows:

**Turabian 8.84** ...either short titles or the Latin abbreviation *ibid.* (for *ibidem*, "in the same place") should be used.

IBID.

**Turabian 8.85** When references to the same work follow one another with no intervening references, even though they are separated by several pages, *ibid.* may take the place of the author's name, the title of the work, and as much of the succeeding material as is identical. The author's name and the title are never used with *ibid.*

<sup>1</sup> Max Plowman, *An Introduction to the Study of Blake* (London: Gollancz, 1982), 32.

With no intervening reference, a second mention of the same page of Plowman's work requires only *ibid.* Notice that *ibid.* is not italicized or underlined.

<sup>2</sup> *Ibid.*

The following reference is to a different page:

<sup>3</sup> *Ibid.*, 68.

*Ibid.* may also replace the name of a journal or book or essays in successive references to that same work within one note.

**Turabian 8.86** *Ibid.* must not be used for an author's name in references to two works by the same author. The author's name may be repeated, or in references *within one note* to additional works by the same author, *idem* ("the same," sometimes abbreviated *id.*) may be used. In note 2 below, *ibid.* stands for all the elements of the preceding reference except the page number; in note 5 *idem* stands for only the author.

<sup>1</sup> Arthur Waley, *The Analects of Confucius*, 25.

Note that *idem* is a complete word, not an abbreviation, and is therefore not followed by a period.

## SHORTENED REFERENCES

**Turabian 8.88** Reference to a work that has already been cited in full form, but not in a note immediately preceding, is made in one of two styles called method A and method B.

**Turabian 8.90** *Method A.* The first three notes below contain first, and therefore full, references. Notes 4 and 5 show subsequent references given in the style of method A.

<sup>1</sup> Max Plowman, *Introduction to the Study of Blake* (London: Gollancz, 1952), 58-59.

<sup>2</sup> Max Plowman, *William Blake's Design for "The Marriage of Heaven and Hell"* (London: Faber and Faber, 1960), ix-xii.

<sup>3</sup> Abdul al-Achmad, *Immunization and Chemotherapy* (Chicago: Blitzstein, 1994), 247.

Note 4 refers to the first-mentioned work of Plowman, given in full in note 1, and uses the short title:

<sup>4</sup> Plowman, *Study of Blake*, 125.

Note 5 gives a second, or subsequent, reference to al-Achmad's book, first cited in note 3, and uses a short title, as required by method A, even though the book is the only work by the author previously cited:

<sup>5</sup> Al-Achmad, *Immunization and Chemotherapy*, 381.

**Turabian 8.91** *Method B.* The following notes present later references to the same sources cited in full in the first three notes in 8.90. Here the subsequent references are given in the style of method B. Note 4 makes a second reference to the work by Plowman first cited in note 2. Since two works by this author have been cited, the shortened reference must contain a shortened version of the title:

<sup>4</sup> Plowman, *Blake's Design*, 25.

Note 5 contains a second reference to al-Achmad's book. Since only one work by this author has been previously mentioned, the name and page number are sufficient under method B:

<sup>5</sup> Al-Achmad, 382.

- Please reference Turabian 8.92 – 8.96 for other shortened reference guidelines.

## When to Footnote

Content notes are used at the discretion of the writer—any time the addition of a note would enrich or enhance the elaboration of ideas. Reference notes are used whenever materials from another author are cited or quoted.

No footnotes are needed when the ideas and words in the paper are yours or are common knowledge. For an idea or a piece of information to qualify as common knowledge, it must appear in several places. (Vyhmeister, *Quality Research Papers*, 63.)

## How to Footnote

Reference notes follow fairly strict rules. Since the purpose of a reference note is to permit a reader to find the original source, you must provide sufficient information to make locating it easy. Therefore a uniformed system is needed:

The author's full name (the name should be inverted in a footnote—last name first, first name last), the title of the work, the specific reference (i.e. volume if any), facts of publication (i.e. place of publication, publisher, date of publication) and page number. Be careful to follow ALL punctuation as it is demonstrated and there should be ONE space after punctuation. Subsequent references to the work should be in shortened form. (see section on shortened form)

### o Facts of Publication:

**Turabian 8.52** *Place of publication.* If the names of two or more cities appear under the publisher's imprint, the first name is normally all that is needed in the reference, though it is permissible to use both.

**Turabian 8.53** If the city is widely known, give the state as well, using the standard abbreviation, such as "Glenview, Ill." For abbreviations of the names of state, see **Turabian 2.13**.

**Turabian 8.55, 56** Use *n.p.* (for *no place*) if the place of publication is not listed. The abbreviation *n.p.* may also stand for *no publisher*. If both place and publisher are missing, *n.p.* with the date is sufficient.

**Turabian 8.59** Publishers' names may be written in full, but in notes it is customary to omit an initial *The* and the abbreviations *Inc.*, *Ltd.*, and *Company*, *Brothers*, and the like may be abbreviated (*Co.*, *Bros.*) or omitted. The word *Press* should not be dropped from the name of a university press. The name of a publisher may also be shortened, such as "Knopf" (Alfred A. Knopf, Inc.), "Norton" (W.W. Norton and Company), and "Scribner" (Charles Scribner's Sons). Whatever style is chosen, it must be used consistently throughout the paper.

**Turabian 8.60** If the title page indicates that a work was copublished, the reference should give both publishers:

(New York: Alfred A. Knopf and Viking Press, 1966)

(Boston: Ginn & Co.; Montreal: Round Press, 1964)

o **How to enter a footnote:**

Make sure your cursor is behind the word or punctuation of the sentence where the footnote is to be placed. Choose **Insert, Reference, Footnote**. The default settings should be automatically set for footnotes to appear at the bottom of the page, be in 1,2,3, numbering sequence, and apply to the whole document. Click OK and the footnote with the separator will appear at the bottom of the page. At that point, you will need to place your cursor in front of the number and use the tab key for an indentation. This will allow the proper format for the footnote in that the first line should be indented. Continue these instructions for each footnote that is entered throughout your paper.

Please be cautious of all spacing and punctuation when comprising your footnote. It should be followed exactly the way Turabian has formatted it. Listed are a couple of examples of footnoting as well as a bibliography for several sources:

Books

**One Author**

<sup>N</sup> <sup>1</sup>Lewis Drummond, *Miss Bertha: Woman of Revival* (Nashville: Broadman & Holman, 1996), 151.

<sup>B</sup> Drummond, Lewis. *Miss Bertha: Woman of Revival*. Nashville: Broadman & Holman, 1996.

**Two or Three Authors**

<sup>N</sup> <sup>2</sup>Bruce Malina and Jerome H. Neyrey, *Portraits of Paul: An Archaeology of Ancient Personality* (Louisville, KY: John Knox, 1996), 134.

<sup>B</sup> Malina, Bruce and Jerome H. Neyrey. *Portraits of Paul: An Archaeology of Ancient Personality*. Louisville, KY: John Knox, 1996.

**More Than Three Authors**

<sup>N</sup> <sup>3</sup>Willem A. VanGemeren and others, *The Law, the Gospel, and the Modern Christian* (Grand Rapids: Zondervan, 1993), 78.

<sup>B</sup> VanGemeren, Willem A., Greg L. Bahnsen, Walter C. Kaiser Jr., Wayne G. Strickland, and Douglas Moo. *The Law, the Gospel, and the Modern Christian*. Grand Rapids: Zondervan, 1993.

**Corporate Author**

<sup>N</sup> <sup>4</sup>Southern Baptist Convention, *Annual of the Southern Baptist Convention* (Nashville: Southern Baptist Convention, 1975), 25.

<sup>B</sup> Southern Baptist Convention, *Annual of the Southern Baptist Convention*. Nashville: Southern Baptist Convention, 1975.

### **Editor or Compiler as “Author”**

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

<sup>B</sup> von Hallberg, Robert, ed. *Canons*. Chicago: University of Chicago Press, 1984.

### **Component Part by One Author in a Work Edited by Another**

<sup>N</sup> <sup>6</sup>Richard M. Davidson, “Headship, Submission, and Equality in Scripture,” in *Women in Ministry: Biblical and Historical Perspectives*, ed. Nancy Vyhmeister (Berrien Springs, MI: Andrews University Press, 1998), 266.

<sup>B</sup> Richard M. Davidson, “Headship, Submission, and Equality in Scripture,” in *Women in Ministry: Biblical and Historical Perspectives*, ed. Nancy Vyhmeister, 259-295. Berrien Springs, MI: Andrews University Press, 1998.

### **Multivolume Works**

➤ Multivolume work—general title and editor or author:

<sup>N</sup> <sup>7</sup>Gordon N. Ray, ed., *An Introduction to Literature*, vol. 2, *The Nature of Drama*, by Hubert Hefner (Boston: Houghton Mifflin, 1959), 47-49.

<sup>B</sup> Ray, Gordon N., ed. *An Introduction to Literature*. Vol. 2, *The Nature of Drama*, by Hubert Hefner. Boston: Houghton Mifflin, 1959.

➤ Multivolume work—one author, different titles:

<sup>N</sup> <sup>8</sup>Kenneth Scott Latourette, *A History of the Expansion of Christianity*, vol. 3, *Three Centuries of Advance* (Grand Rapids: Zondervan, 1970), 17.

<sup>B</sup> Latourette, Kenneth Scott. *A History of the Expansion of Christianity*, Vol. 3, *Three Centuries of Advance*. Grand Rapids: Zondervan, 1970.

➤ Multivolume work—several authors:

<sup>N</sup> <sup>9</sup>Bruce W. Winter, gen. ed., *The Book of Acts in Its First Century Setting*, 6 vols. (Carlisle, UK: Paternoster, 1994), vol. 3, *The Book of Acts and Paul in Roman Custody*, by Brian Rapske, 38.

<sup>B</sup> Winter, Bruce W., gen. ed., *The Book of Acts in Its First Century Setting*, 6 vols. Carlisle,

UK: Paternoster, 1994. Vol. 3, *The Book of Acts and Paul in Roman Custody*, by Brian Rapske.

### Part of a Series

<sup>N</sup> <sup>10</sup>Ellen Pollak, *The Poetics of Sexual Myth: Gender and Ideology in the Verse of Swift and Pope*, *Women in Culture and Society* (Chicago: University of Chicago Press, 1985), 124.

<sup>B</sup> Pollak, Ellen. *The Poetics of Sexual Myth: Gender and Ideology in the Verse of Swift and Pope*. *Women in Culture and Society*. Chicago: University of Chicago Press, 1985.

### Secondary Sources

<sup>N</sup> <sup>11</sup>Roland Barthes, *The Times and Days of Cyprian, Bishop and Martyr*, quoted in Roger E. Olson, *The Story of Christian Theology* (Downers Grove, IL: InterVarsity, 1999), 116.

<sup>B</sup> Barthes, Roland. *The Times and Days of Cyprian, Bishop and Martyr*, Quoted in Roger E. Olson, *The Story of Christian Theology*, 116. Downers Grove, IL: InterVarsity, 1999.

### Periodicals

#### Article in a Magazine

<sup>N</sup> <sup>12</sup>Bruce Weber, "The Myth Maker: The Creative Mind of Novelist E.L. Doctorow," *New York Times Magazine*, 20 October 1985, 42.

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

#### Article in a Journal

<sup>N</sup> <sup>13</sup>Ricard Jackson, "Running down the Up-Escalator: Regional Inequality in Papua New Guinea," *Australian Geographer* 14 (May 1979): 180.

<sup>B</sup> Jackson, Richard. "Running down the Up-Escalator: Regional Inequality in Papua New Guinea," *Australian Geographer* 14 (May 1979): 175-184.

For citing journals that are numbered only by issue, or by volume and issue, follow:

<sup>N</sup> <sup>14</sup>Lawrence P. Smith, "Sailing close to the Wind," *Politics in Action* 10, no. 4 (1993): 82, 99-100.

<sup>B</sup> Smith, Lawrence P. "Sailing close to the Wind," *Politics in Action* 10, no. 4 (1993): 82, 99-100.

**Turabian 8.101** says that volume numbers and issue numbers are given in Arabic numerals following the name of the journal. When the citation is to specific pages, no abbreviation precedes the volume number or the page numbers, but an issue number is preceded by *no*. The issue number is required only if issues are paginated separately rather than in sequence throughout the volume. The date of publication is enclosed in parentheses and follows the volume and any issue number—the month or season can generally be omitted if an issue number is given. There is no punctuation between the name of the journal and the volume

number, and none between the month and year. A colon separates the date from the page reference.

### Article in Encyclopedias and Dictionaries

<sup>N</sup> <sup>15</sup>Columbia Encyclopedia, 5<sup>th</sup> ed., s.v. “cold war.”

**Turabian 11.42** Well-known reference books are generally not listed in bibliographies. In notes...the facts of publication are usually omitted, but the edition, if not the first, must be specified.

### Newspapers

<sup>N</sup> <sup>16</sup>Irish Daily Independent (Dublin), 16 June 1904.

**Turabian 11.44** News items from daily papers are rarely listed separately in a bibliography or reference list. If a newspaper is cited only once or twice, a note...in the text is sufficient.

### Bible Commentaries and Concordances (several examples listed)

#### ➤ Commentaries—author given

<sup>N</sup> <sup>17</sup>John B. Polhill, *Acts*, New American Commentary (Nashville: Broadman, 1992), 175.

<sup>B</sup> Polhill, John B. *Acts*. *New American Commentary*. Nashville: Broadman, 1992.

<sup>N</sup> <sup>18</sup>Edward R. Campbell, *Ruth*, Anchor Bible, 7 (Garden City, NY: Doubleday, 1975), 27.

<sup>B</sup> Campbell, Edward R. *Ruth*, *Anchor Bible*, 7 Garden City, NY: Doubleday, 1975.

<sup>N</sup> <sup>19</sup>F. Delitzsch, *Biblical Commentary on the Book of Job*, 2 vols., Biblical Commentary on the Old Testament. (Grand Rapids: Eerdmans, 1949), 2:115.

<sup>B</sup> Delitzsch, F. *Commentary on the Book of Job*, 2 vols., *Biblical Commentary on the Old Testament*. Grand Rapids: Eerdmans, 1949.

<sup>N</sup> <sup>20</sup>Fred B. Craddock, “The Letter to the Hebrews: Introduction, Commentary, and Reflections,” *New Interpreter’s Bible*, 12 vols. (Nashville: Abingdon, 1998), 12:75.

<sup>B</sup> Craddock, Fred B. “The Letter to the Hebrews: Introduction, Commentary, and Reflections,” *New Interpreter’s Bible*, 12 vols. Nashville: Abingdon, 1998, 12:3-175.

#### ➤ Commentaries— no author given

<sup>N</sup> <sup>21</sup>Edward Hastings, ed., *The Speaker’s Bible*, 18 vols. (Grand Rapids: Baker, 1971), 17:159.

<sup>B</sup> Hastings, Edward, ed. *The Speaker’s Bible*. 18 vols. Grand Rapids: Baker, 1971.

➤ Concordances

<sup>N</sup> <sup>22</sup>Robert Young, *Analytical Concordance to the Bible*, 22<sup>nd</sup> Amer.ed. (Grand Rapids: Eerdmans, n.d.), s.v. "soul."

<sup>B</sup> Young, Robert. *Analytical Concordance to the Bible*, 22<sup>nd</sup> American ed. Grand Rapids: Eerdmans, n.d. S.v. "soul."

## Electronic Sources

➤ Web Page

Include as much of the following as can be determined: author of the content, title of the page, title or owner of the site, URL, and access date. Sometimes authors are not identified. The owner of the site may stand in for the author. For content from informal sites such as personal web pages where titles are lacking, descriptive phrases may be used:

<sup>N</sup> <sup>23</sup>The American Heart Association. "Warning Signs: Heart Attack, Stroke & Cardiac Arrest Warning Signs," available from <http://www.americanheart.org/presenter.jhtml?identifier=3053>; (accessed 12 November 2003).

<sup>B</sup> The American Heart Association. "Warning Signs: Heart Attack, Stroke & Cardiac Arrest Warning Signs," available from <http://www.americanheart.org/presenter.jhtml?identifier=3053>; accessed 12 November 2003.

<sup>N</sup> <sup>25</sup>Bob Smith. "Evanston Public Library Strategic Plan, 2000-2010: A Decade of Outreach." Evanston Public Library. available from <http://www.epl.org/library/strategic-plan.oo.html>; (accessed 3 October 2002).

<sup>B</sup> Smith, Bob. "Evanston Public Library Strategic Plan, 2000-2010: A Decade of Outreach." Evanston Public Library. available from <http://www.epl.org/library/strategic-plan.oo.html>; accessed 3 October 2002.

\*If there is no author or little information given, follow this format:

<sup>N</sup> <sup>24</sup>The History Guide. available from <http://www.historyguide.org/guide/ffotnotes.html>; (accessed 19 June 2002).

<sup>B</sup> The History Guide. available from <http://www.historyguide.org/guide/ffotnotes.html>; accessed 19 June 2002.

➤ Electronic Journal

<sup>N</sup> <sup>25</sup> Jodee L. Kawasaki, and Matt R. Raven. "Computer-Administered Surveys in Extension." *Journal of Extension* 33, no. 1 (June 1995): 1-25, <http://www.joe.org/june33/95.html> (accessed January 23, 2003).

<sup>B</sup> Kawasaki, Jodee L., and Matt R. Raven. "Computer-Administered Surveys in Extension." *Journal of Extension* 33, no. 1 (June 1995): 1-25, <http://www.joe.org/june33/95.html> (accessed January 23, 2003).

## 10<sup>th</sup> . ✓ Bibliographies

**Turabian 9.2** says that the bibliography lists the sources used in writing the paper. Since a bibliography rarely includes everything that has been written on a given topic, a more accurate heading might be, for example, Selected Bibliography, Works Cited, or Sources Consulted. The last is especially suitable if the list includes such sources as personal interviews, lectures, tape recordings, radio or television broadcasts, or information available through computer services, which for convenience are commonly included.

**Turabian 9.3** The simplest, most accessible, and most broadly useful type of bibliography is a single alphabetical list.

**Turabian 9.7** A bibliography entry includes much the same material as a first, full note reference, arranged in the same general order.

**Turabian 9.8** The bibliography of a paper is single-spaced with one blank line between entries. The first line of each entry is flush left, and any runover lines are indented.

**Turabian 9.9** In a note the author's full name is in the natural order, given name first, because there is no reason to invert the order. In the bibliographical entry the family name comes first because bibliographies are usually arranged in alphabetical order by family names of authors:

McDougall, Walter A... *The Heavens and the Earth: A Political History of the Space Age*.  
New York: Basic Books, 1985.

**Turabian 9.10** Where there are two or more authors' names, only the first is inverted in the bibliography, in order to alphabetize the item. The names following are in normal order, given name or initials first and family name last:

Stockwell, R.P., P. Schachter, and B. H. Partee. *The Major Syntactic Structures of English*. New York: Holt, Rinehart and Winston, 1973.

**Turabian 9.11** Whereas commas and parentheses separated the elements in a note, in a bibliography entry periods are used at the end of each main part: author's name, title of work, and facts of publication. (A single space should be left after each period.) Bibliographical references to periodicals, however, do use parentheses around dates of publication following volume numbers.

**Turabian 9.12** Page numbers are listed in bibliography entries only when the item is part of a whole work—a chapter in a book or an article in a periodical. When given, page numbers must be inclusive—first and last pages of the relevant section (11.40). When an article is continued at the back of a journal or magazine, however, only its first page should be given (11.41).

Examples:

**11.40** Smith, Lawrence P. "Sailing Close to the Wind," *Politics in Action* 10, no. 4 (1993): 80-102.

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

#### WORKS BY THE SAME AUTHOR

**Turabian 9.27** In a succession of works by the same author, the name is given for the first entry, and an eight-space line (the underscore key struck eight times) followed by a period takes its place in subsequent entries. The entries may be arranged alphabetically by title or chronologically. When alphabetizing titles, disregard introductory articles.

Eliot, T.S. *Murder in the Cathedral*. New York: Harcourt, Brace, 1935.

\_\_\_\_\_. *The Sacred Wood: Essays on Poetry and Criticism*. London: Methuen, 1920.

\_\_\_\_\_. *The Waste Land*. New York: Boni and Liveright, 1922.

Or

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

\_\_\_\_\_. *The Waste Land*. New York: Boni and Liveright, 1922.

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

**Turabian 9.31** A work for which no author (editor, compiler, or other) is known appears in a bibliography under the title of the work, alphabetized by the first work, or by the first word following an initial article.

\* The word BIBLIOGRAPHY is capitalized, centered at the top of a separate sheet of paper. The page number for this page is placed bottom center.

# 11<sup>th</sup> .

## Page Numbers

**Turabian 1.4** explains that there are two categories of pagination: the front matter, (that would include your title page, outline, or table of contents) numbered with consecutive lowercase roman numerals (i, ii, iii, etc.), centered at the bottom of the page, and the rest of the work, numbered with Arabic numerals (1,2,3, etc.) centered at the bottom of the pages that bear titles and centered at the top (or placed in the upper right corner) of all other pages of the text and back matter.

**Turabian 1.7** Although the title page counts as page i, the number is not shown on it.

**Turabian 14.6** Every page of the paper, including blank pages, must be assigned a page number. Although counted in the pagination, the number should not appear on the title page or on other display pages.

**Turabian 14.7** Number preliminary pages with lowercase roman numerals (v, vi., etc.) centered at the foot of the page. The title page counts as page i.

**Turabian 14.9** Alternatively, number all pages of the text and reference matter in the upper right corner, except pages with major headings, where the numbers should be centered below the text.

### Instructions for Pagination

Click on *Insert* with cursor on first page of text

Click on *Break*

Click on *Section Break: Next Page*

Click *OK*

Click on *Insert*

Click on *Page Numbers*

Click on the arrow next to *Position*

Select *Top of Page*

Click on the arrow next to *Alignment*

Select *Right*

Click on the box not to show the page number on the first page

Click *OK*

Click *View*

Click *Header/Footer*. A toolbar will appear.

Click *Switch between Header/Footer* in order to get the Footer window

Click Center Justification on the main toolbar

Type: 1

Click on *Show Next*

If the footer is blank, click *Close*

If the footer has the number 1 in it, release the *Same as Previous* button if it is depressed, delete the number 1, and click *Close*.