

SLAC TIPS FOR TURABIAN DOCUMENTATION STYLE

When you use the words or original ideas of another person in your writing, you **must** cite the sources. If the exact words of the original source are used, quotation marks are necessary. Although paraphrasing or rewording of an original source does not require quotation marks, documentation of the source is still required. Failure to cite sources of information is **PLAGIARISM**.

There are several documentation formats; be sure to use the one your instructor assigns or finds acceptable. This handout explains the Turabian format (named for Kate L. Turabian, author of *A Manual for Writers*) and is intended for use in lower division and introductory courses. **If your major field requires the Turabian format, you should purchase a copy of the Turabian manual.**

FOOTNOTES/ENDNOTES

Footnotes/Endnotes are used, in papers concerning the humanities, to identify specific sources of information and are identified by a superscript (above the line) number at the end of the borrowed information:

Theodore Ropp notes that the German Imperial Navy was the fifth largest in Europe when Wilhelm II became emperor.¹

Use a new number each time you present a new quote or paraphrase, even if you use only one or two sources. Notes are arranged in numerical order at the bottom of each page (footnotes) or on a separate page at the end of the paper (endnotes). Numerals that are on the line for footnotes are preferable, but superscript is acceptable. **Always use on-the-line numerals for endnotes.** The heading ENDNOTES should be centered two inches from the top of the first page of endnotes. Within each note, the author's name comes first, then the title. If there is no author, the title comes first.

A bibliography is a list of all the sources that contributed information to your paper. It should appear on a separate page at the end of your paper. The heading BIBLIOGRAPHY (or SELECTED BIBLIOGRAPHY, WORKS CITED, SOURCES CONSULTED, since a bibliography rarely includes everything written on a subject) is centered two inches from the top of the page. A bibliography is arranged in alphabetical order by the first word in the reference, whether it's a last name, an organization name, or the first word of a title (ignore "A," "An," and "The").

PARENTHETICAL REFERENCES/REFERENCE LISTS

Using parenthetical references and reference lists is generally recommended for papers concerning the natural and social sciences. To cite a reference within the text, use the author's last name and date of publication, without a comma, within parentheses. A comma and a specific page number may precede the final parenthesis.

A reference list (used with parenthetical references) goes at the end of the paper with the title REFERENCES, WORKS CITED, LITERATURE CITED or another appropriate title. References are arranged alphabetically; titles and subtitles are capitalized sentence style and italicized. If italics are not available, use underlining (examples of both are provided here), but be sure to use one or the other throughout your paper, not both. The bibliography or reference list of a paper is single-spaced with one blank line between entries. The first line is flush left, and any runover lines are indented five spaces. If the list includes several works by one author, the name is given for the first entry, and an eight-space line (the underscore line struck eight times) takes its place in subsequent entries. Entries by the same author may be arranged alphabetically by title or chronologically.

If you have a type of source not covered by this style sheet, ask a SLAC counselor to show you Kate L. Turabian's *A Manual for Writers of Term Papers, Theses, and Dissertations, 6th Edition*.

CITATION SAMPLES

(N=Footnote/Endnote, B=Bibliography, PR=Parenthetical Reference, RL=Reference List)

BOOK WITH SINGLE AUTHOR

N ¹John 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.

BOOK WITH TWO AUTHORS

N 2. Robert Lynd and Helen Lynd, *Middletown: A Study in American
Culture* (New York: Harcourt, Brace and World, 1929), 67.

B Lynd, Robert, and Helen Lynd. *Middletown: A Study in American Culture*.
New York: Harcourt, Brace and World, 1929.

PR (Lynd and Lynd 1929, 67)

RL Lynd, Robert, and Helen Lynd. 1929. *Middletown: A study in American
culture*. New York: Harcourt, Brace and World.

BOOK WITH THREE AUTHORS

- N ³Mary 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.

EDITOR OR COMPILER AS "AUTHOR"

- N ⁹Robert 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.

ARTICLE IN A JOURNAL, WITH AUTHOR (Volume number following name of journal)

- N ³⁷Richard 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.

ARTICLE IN A MAGAZINE, WITH AUTHOR

- N 40. Bruce 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.

NEWSPAPER ARTICLE

For most newspaper citations, use only the name of the paper and the date; however, for large papers with sections that are separately paginated, use section number or letter, page number, and edition letter. For the reader's convenience, include the title of the article and the author's name, if given. News items from daily papers need not be included in the bibliography; instead, use a note or parenthetical reference in the text.

N ⁷Tyler Marshall, "200th Birthday of Grimms Celebrated," *Los Angeles Times*, 15 March 1985, sec. 1A, p. 3.

N ⁴³*Irish Daily Independent* (Dublin), 16 June 1904.

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

ENDNOTE/FOOTNOTE FORMAT FOR SECOND REFERENCES

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

²Ibid. (Same source, same page)

³Ibid., 68. (Same source, different page)

⁴Max Plowman, *William Blake's Design for "The Marriage of Heaven and Hell"* (London: Faber and Faber, 1960), ix-xii.

⁵Plowman, *Study of Blake*, 125. (second reference--first-mentioned book)

ELECTRONIC DOCUMENTS

Citations of electronic documents can follow the same general form as citations of printed materials. The same basic information is needed: author and title of the particular item; name and description of the source cited, whether CD-ROM, some other physical form, or an on-line source; city of publication, if any; publisher or vendor (or both); date of publication or access (or both); and identifying numbers or pathway needed for access to the material. Citations of material previously issued in print should include the same information and use the same style as any references to books and periodicals, as well as providing the additional information necessary to locate the electronic version.

¹Richard D. Lanham, *The Electronic Word: Democracy, Technology, and the Arts* [diskette] (Chicago: University of Chicago Press, 1993).

²Robin Toner, "Senate Approves Welfare Plan That Would End Aid Guarantee," *New York Times*, 20 September 1995, national ed., A1, *New York Times OnDisc* [CD-ROM], UMI-Proquest, December 1995.

⁴*Oxford English Dictionary*, 2d ed., s.v. "glossolalia" [CD-ROM] (Oxford: Oxford University Press, 1992).

¹⁰William J. Mitchell, *City of Bits: Space, Place, and the Infobahn* [book on-line] (Cambridge, Mass.: MIT Press, 1995, accessed 29 September 1995); available from http://www-mitpress.mit.edu:80/City_of_Bits/Pulling_Glass/index.html; Internet.

¹¹Joanne C. Baker and Richard W. Hunstead, "Revealing the Effects of Orientation in Composite Quasar Spectra," *Astrophysical Journal* 452:L95-L98, 20 October 1995 [journal on-line]; available from <http://www.aas.org/ApJ/v452n2/5309.html>; Internet; accessed 29 September 1995.

CITATION SAMPLE

N 56. Rosabel Flax, *Guidelines for Teaching Mathematics K-12* (Topeka: Kansas State Department of Education, 1979) [database on-line]; available from Dialog, ERIC, ED 178312.

B Flax, Rosabel. *Guidelines for Teaching Mathematics K-12*. Topeka: Kansas Department of Education, 1979. Database on-line. Available from Dialog, ERIC, ED 178312.

PR (Flax 1979)

RL Flax, Rosabel. 1979. *Guidelines for teaching mathematics K-12*. Topeka: Kansas Department of Education. Database on-line. Available from Dialog, ERIC, ED 178312.

Examples from Kate L. Turabian's *A Manual for Writers of Term Papers, Theses, and Dissertations, 6th Edition* (Chicago: University of Chicago Press, 1996).

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