** TURABIAN DOCUMENTATION**

 You must cite the words or ideas of others that you use in your research paper in order to (1) give credit to the original source, (2) let your readers judge the accuracy and reliability of your facts, and (3) allow readers to follow your research. Use quotation marks if you use the exact words of the original source. You do not need quotation marks if you **paraphrase** (restate theidea in your own words),but you still need to cite the source.

 Kate Turabian, former dissertation secretary at the University of Chicago, created an accessible guide for students and researchers based on *The Chicago Manual of Style.* The Turabian manual describes two forms of citation:

* the **Bibliography Style** (15.3.1, p. 138) – which uses numbered notes to cite sources
* the **Author-Date Style** (15.3.2, p. 139) – which uses parenthetical, in-text citations

This guide will cover the Bibliography Style. For Bibliography Style citations, place a superscript number at the end of sentences containing borrowed information:

According to Fruchtman, Thomas Paine was hailed as a champion of individual liberties in England after the publication of Paine’s pamphlet, *Common Sense.*1

 Cite the source of the information in a corresponding numbered note that provides information about that source and relevant page numbers. Use a new number each time you include a new quote or paraphrase, even if you use only one or two sources. Notes are arranged in numerical order, either at the bottom of the page as **footnotes** or in a list at the end of your paper as **endnotes**. Indent the first line of the note five spaces, or the same number of spaces that you use to indent paragraphs. Notes should be single-spaced with one blank line between notes.

 Use the Latin abbreviation *ibid.* (for *ibidem,* “in the same place”) to cite a work already cited in the immediately preceding note. Ibid. should be capitalized but not italicized and must end with a period. If a note is for the same work, different page, place a comma after *ibid*. followed by the page number (16.4.2, p. 161).

 To format your bibliography, leave two spaces between the word “Bibliography” and the first entry. Single-space the sources in your bibliography, leaving a blank line between each entry. The first line of each entry should be aligned to the left margin; if an entry is two lines or longer, each subsequent line should be indented, using a “hanging indent” like this:

 Lastname, Firstname. *The Magale Library Guide to Turabian Citations: How to Format with Style.*

 Shreveport: Magale Guides, 2014.

 One way to format hanging indents in Microsoft Word is to highlight the text, right click on it, and select “Paragraph” or open the Paragraph menu. Under the “Indents and Spacing” section, select “Special: Hanging”.

 Examples in this guide show the Footnote/Endnote citation first, then the Bibliography example for each citation. References to sections and page numbers in *A Manual for Writers of Research Papers, Theses, and Dissertations: Chicago Style for Students and Researchers,* 8th ed. are included for more details.

**Note and Bibliography Examples**

(Note examples appear first and are numbered.)

|  |  |
| --- | --- |
| **Type of Source** | **Example** |
| **Books** (Section 17.1, pp. 166-181) |  |
| *Footnote or Endnote**One author* |  1. David L. Holmes, *The Faiths of the Founding Fathers* (New York: Oxford University Press, 2006),64. |
| *Shortened form for note of work**already cited, preceded by a**different work (16.4, p. 158-160)* |  2. Holmes, *The Faiths of the Founding Fathers,* 80. |
| *Footnote or Endnote**Preceding work, same page**(16.4.2, p. 161)* |  3. Ibid. |
| *Footnote or Endnote**Preceding work, different page* |  4. Ibid., 81. |
| ***Bibliography*** | Holmes, David L. *The Faiths of the Founding Fathers.* New York: Oxford University Press, 2006. |
| **Chapter or other part of book** |  |
| *Footnote or Endnote* |  5. Eric Foner, “Tom Paine’s Republic: Radical Ideology and Social Change,” in *The American**Revolution: Explorations in the History of American Radicalism,* ed. Alfred F. Young (DeKalb: NorthernIllinois University Press, 1976), 189-90. |
| ***Bibliography*** | Foner, Eric. “Tom Paine’s Republic: Radical Ideology and Social Change.” In *The American Revolution: Explorations in the History of American Radicalism,* edited by Alfred F. Young, 189-228. DeKalb: Northern Illinois University Press, 1976. |

**Reference Works** – Encyclopedias, Dictionaries, Handbooks, Almanacs, Atlases, etc. (Section 17.5.3, p. 190)

For notes, use the Latin abbreviation *s.v.* (for *sub verbo,* meaning “under the word”) before the key term or definition you used (17.5.3, p. 190) in a general, well-known reference work.

If volumes in a multi-volume work are not individually titled (17.1.4.1, p. 173), list the volume number followed by a colon and the page numbers in the Note Form. For reference works in library subscription databases (15.4.1.4, p. 141), list page and volume numbers if available. If the database provides a URL for the source, use the one provided instead of the URL in your browser address bar. A URL based on a DOI is best. If there is no short or direct URL, substitute the name of the database for the URL.

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| *Footnote or Endnote**reference work in a database* |  6. Michael Allen Holmes, “Common Sense,” in *Milestone Documents in American History: Exploring the Primary Sources that Shaped America,* ed. Paul Finkelman (Dallas: Schlager Group, 2008), Salem History, accessed November 14, 2013, http://history.salempress.com/doi/full/10.3735/mdah\_09a. |
| ***Bibliography*** | Holmes, Michael Allen. “Common Sense.” In *Milestone Documents in American History: Exploring the Primary Sources that Shaped America,* edited by Paul Finkelman. 4 vols. Dallas: Schlager Group, 2008. Salem History. Accessed November 14, 2013. http://history.salempress.com/doi/full/10.3735/mdah\_09a. |

**Scholarly Journals** (17.2-17.4, pp. 182-185), **Magazines** (17.3, pp. 185-186), & **Newspapers** (17.4, pp. 186-187).

For articles consulted online, include an access date and a URL. For articles that include a DOI, use that form rather than using the URL in your browser address bar. If you retrieved the article from a library database, you may give the name of the database instead of a URL.

|  |  |
| --- | --- |
| *Scholarly, print journal* *Footnote or Endnote* |  7. Thomas C. Walker, “Two Faces of Liberalism: Kant, Paine, and the Question of Intervention,”*International Studies Quarterly* 52, no. 3(September 2008): 449-468. |
| ***Bibliography*** | Walker, Thomas C. “Two Faces of Liberalism: Kant, Paine, and the Question of Intervention.” *International Studies Quarterly* 52, no. 3 (September 2008): 449-468. |
| *Footnote or Endnote**Article from a magazine in a* *library database* |  8. Barbara Ehrenreich, “Real Patriots Speak Their Minds,” *Time*, July 8, 1991, 66, accessed December 2, 2009, Academic Search Complete. |
| ***Bibliography*** | Ehrenreich, Barbara. “Real Patriots Speak Their Minds.” *Time,* July 8, 1991: 66. Accessed December 2, 2013. Academic Search Complete. |
| *Footnote or Endnote**Article from a web-based**magazine* |  9. Joe Conason, “Liberalism Is as Patriotic as Apple Pie,” *Salon,* July 7, 1998, accessed November 19, 2013, http://www.salon.com/news/col/cona/1998/07/07/cona/index.html.  |
| ***Bibliography*** | Conason, Joe. “Liberalism Is as Patriotic as Apple Pie.” *Salon,* July 7, 1998. Accessed November 19, 2013. http://www.salon.com/news/col/cona/1998/07/07/cona/index.html Accessed |

**Websites** (Section 17.7.1, p. 197).

A citation to website content can often be limited to a mention in the text or in a note (“Often tactless, Paine provoked considerable controversy.”). If a more formal citation is needed, it may be styled as in the examples below. Because such content is subject to change, include an access date and, if available, a date that the site was last modified.

|  |  |
| --- | --- |
| *Footnote or Endnote**Page with author* |  10. Steven Kreis, “Thomas Paine, 1737-1809,” *The History Guide: Lectures on Modern European Intellectual History,* last revised May 30, 2013, accessed November 4, 2013,http://www.historyguide.org/intellect/paine.html. |
| ***Bibliography****If there is no author, list the source under the title of the website or the name of its owner or sponsor* | Kreis, Steven. “Thomas Paine, 1737-1809.” *The History Guide: Lectures on Modern European Intellectual History.* Last revised May 30, 2013. Accessed November 4, 2013. http://www.historyguide.org/intellect/paine.html. |

**Notes** (16.3, pp. 155-158)

Notes are numbered as they appear in the text of your paper, using the formats in the examples above. The following is an Endnote example. Endnotes are placed on a separate page at the end of your paper, just before your bibliography. Do not use the “footer” option of your word processor to arrange footnotes. Click on “References” in the top menu, choose “Turabian” from the drop down menu, and then choose “Insert Footnote”. The word processor will put a short rule between the last line of your text and the first footnote on each page, as well as number and space the footnotes on the page.

Endnotes

 1. Alexis de Tocqueville, *Democracy in America: and Two Essays on America,* trans. Gerald E. Bevan (London: Penguin, 2003), 600.

 2. Jack Fruchtman, *Thomas Paine: Apostle of Freedom* (New York: Four Walls Eight Windows, 1996), 450-54, accessed November 16, 2013, eBooks on EBSCOhost.

 3. Eric Foner, “Tom Paine’s Republic: Radical Ideology and Social Change,” in *The American Revolution: Explorations in the History of American Radicalism,* ed. Alfred F. Young (DeKalb: Northern Illinois University Press, 1976), 189-90.

 4. Mary H. Cooper, “Social Security Reform,” *CQ Researcher Online* 14, no. 33 (September 24, 2004): 790, accessed November 19, 2013, http://library.cqpress.com/cqresearcher/cqresrre2004092400.

 5. Thomas Paine, *Rights of Man: Being an Answer to Mr. Burke’s Attack on the French Revolution, Part 1,* ed. Moncure Daniel Conway (London: G.P. Putnam, 1894), 16-17, accessed November 16, 2013, http://books.google.com/books?id=GrYBAAAAYAAJ.

 6. *Encyclopaedia Britannica Online,* s.v. “Paine, Thomas (1737-1809),” November 06, 2013, http://www.britannica.com/EBchecked/topic/438489/Thomas-Paine.

 7. Sally E. Hadden, “Common Sense,” in *Dictionary of American History,* 3rd ed., ed. Stanley I. Kutler (New York: Charles Scribner’s Sons, 2003), 2:318, accessed November 14, 2013, Gale Virtual Reference Library.

**Bibliographies (16.2, pp. 150-155)**

Please see the Turabian manual for more information of the various types:

* Bibliography of sources consulted
* Selected bibliography
* Single-author bibliography
* Annotated bibliography

 The bibliography should be on a separate page at the end of your paper. Create a bibliography entry for each source and arrange entries in alphabetical order by the first word of the work, whether it is a person’s last name, an organization name, or the first word of a title (ignore the articles A, An, and The in titles and alphabetize by the next word). Well-known dictionaries and encyclopedias are normally cited only in notes and do not appear in bibliographies, but you may want to include entries from subject-specific encyclopedias.

 If you are citing more than one work by the same individual (author, editor, translator, etc.), arrange the entries alphabetically by title (16.2.2). After the first entry, replace the author’s name with six hyphens (21.7.3, p. 303).

 Single-space the bibliography, leaving one blank line between entries. Use a “hanging indent” style if the entry is more than one line in length, as shown in the Type of Source examples.

 The following is an example of a bibliography that lists the sources cited in the notes in alphabetical order.

Bibliography

“Declaring Independence: The Revolution.” Films On Demand, 2006. Accessed January 14, 2014. http://digital.films.com/PortalPlaylists.aspx?aid=17517&xtid=42997.

Foner, Eric. *Give Me Liberty!: An American History.* 3rd ed. Vol. 1. New York: W.W. Norton, 2012.

------. “Tom Paine’s Republic: Radical Ideology and Social Change.” In *The American Revolution: Explorations in the History of American Radicalism,* edited by Alfred F. Young, 189-228. DeKalb: Northern Illinois University Press, 1976.

Nash, David. “The Gain from Paine.” *History Today* 59, no. 6 (June 2009): 12-18. Accessed December 2, 2013. Academic Search Complete.

Paine, Thomas. *Rights of Man: Being an Answer to Mr. Burke’s Attack on the French Revolution, Part 1,* edited by Moncure Daniel Conway. London: G.P. Putnam, 1894. Accessed November 16, 2013. http://books.google.com/books?id=GrYBAAAAYAAJ.

 If you have a type of source not covered in the examples given, ask the librarian to show you the Turabian manual or consult the online guide for more examples: https://owl.english.purdue.edu/owl/resource/717/01/.

Turabian, Kate L. *A Manual for Writers of Research Papers, Theses, and Dissertations: Chicago Style for Students and Researchers.* 8th ed. Revised by Wayne C. Booth, Gregory G. Colomb, Joseph M. Williams, and University of Chicago Press Editorial Staff. Chicago; London: University of Chicago Press, 2013.

This is available on the reference shelves in Magale Library. Call number: LB2369 .T8 2013.

You may want to experiment with eTurabian (http://www.eturabian.com/turabian/index.html), an online citation maker based on Turabian 7th and 8th editions.

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