

Turabian Formatting Guide



WHAT DO I CITE?

EXACT WORDS

Quoting an expert in the field adds weight and validity to your argument and research. But if you quote someone, make sure you give them credit. It is not only the right thing to do, but it can give weight to their words.

PARAPHRASING AN IDEA

Like what someone says but not how they say it? Need to compress someone's thesis into a more concise chunk? Try paraphrasing it- restating their points or ideas in your own words. Even if you don't quote someone doesn't mean you're off the hook. Ideas, concepts, and methods all need citation.

STATISTICS, CHARTS, IMAGES AND DATA.

"A picture is worth a 1000 words..." If what you have to say is better said by a visual or raw data, use it. Just make sure you cite where you got it.

WHEN IN DOUBT...

If you are not sure your situation requires a citation, you can ask your professor, or cite it anyway. You won't get marked down for citing, but you will if you don't!

Overview Of General Guidelines for all written works

Purpose of this Guide

As a student of Montana Bible College, you are expected to learn, know, and use proper formatting and citation guidelines. As a faculty we know that for many of you this will be new and will take time to learn. To assist you in this process the faculty of Montana Bible College has created this Quick Guide so you are not bogged down by the many nuances of formatting and citation. You will find within this guide the essential elements and requirements for formatting your papers whether research, response, reaction, book reviews, or miscellaneous homework assignments. This guide is to help you learn and eventually master the formatting guidelines MBC requires of its students.

Montana Bible College utilizes the formatting found in Kate L. Turabian's *A Manual for Writers of Research Papers, Theses, and Dissertations 7th Edition*, more commonly known as "Turabian."

Although this guide is a summation of the key points most often used and required for your written assignments, it is NOT a replacement for consulting Turabian directly on particular matters of formatting, citation, and style. The MBC Faculty encourages each student to have a copy of Turabian's manual for more exhaustive referencing.

Students can purchase a copy of A Manual For Writers of Research Papers, Theses, and Dissertations 7th Edition, by Kate L. Turabian from the MBC Resource Center.

Overview Of MBC Use of Turabian

Within the Turabian formatting guidelines, there are two different citations methods that are acceptable: notes-bibliography and parenthetical citation. However, Montana Bible College adheres to only one of these, the notes-bibliography or simply bibliographic style. Within the bibliographic style there are two subset methods: endnotes and footnotes. Again MBC uses only footnote citation. This is important to keep in mind as you write any of your papers, because you will be marked down for using either the parenthetical or endnote styles, even though they are technically acceptable within Turabian formatting.

Another area in which MBC diverges from Turabian formatting is with the title page of research papers. With Turabian you are required to include a title page on all research papers, although there are no exact requirements for how a title page is to be laid out. For the sake of consistency, MBC does require a specific format for title pages, which is included in this guide. It is, therefore, pertinent that you as a student pay close attention to the layout found in this guide as, Turabian will not have the specific details included in here. Lack of following the formatting guidelines may lead to being marked down! Pay attention!

Specific page numbers and references in parenthesis throughout this guide refer to Chapters, sections, and pages in Turabian

FOOTNOTE CITATION

Footnotes:

You will be using footnotes for all citations. A superscript number is placed after the final punctuation of the citation in the text. The corresponding numbered footnote is placed at the bottom of the page in which the citation is made. A division line should be present to separate the main text from footnotes.

The footnote is indented and begins with the full-size reference number. Numbering for note is consecutive throughout the document unless there is a chapter break. (p.151-52)

For more on footnoting see Turabian chapter 16 (p141-56)

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despite Patzers undelineable portrayal of his reign Hopper holds fast to similar conclusions.¹⁷ Conversely, Erickson hold to the more traditional view of Constantine's rise to religious prominence noting, "... no definitive evidence indicates that his civil power was somehow divorced from his religious authority."¹⁸

Either case, it is undisputed Constantine's role in early Church creedal development.

By 325 Constantine had prevailed over Licinius in the west to become the sole emperor of the Roman Empire. To be sure it was a shock to the minority Christian faith to find within 25 years such a dramatic swing in favor within the pagan political realm, from vehemently persecuted to tolerated to having an Emperor show unsolicited favor.¹⁹ The complete reversal was accentuated by the advent of Church Counsel, the first of which was called by Constantine to solve the Arian debate.²⁰ Many of the bishops called to the first Church Counsel suffered immensely under Galerius and Diocletian. Several had assumed their post as bishop because of the martyrdom of their predecessor at the hands of Roman persecution.²¹ Regardless, the impact of the chief political figure not only recognizing Christianity as a legitimate religious movement but embracing the sect as vital important for the well being of the Roman Empire, changed the course of history for millennium to

¹⁷ Alexander Hopper, *Early Christian Roots in Western Civilization* (Boston: Fischer and Snell, 1973), 273-281.

¹⁸ Vernon Erickson, *Rise of the Eternal Kingdom: Post-Apostolic Movement of Christendom to World Dominance* (Grand Rapids: Schuster, 1987), 182.

¹⁹ Hopper, *Early Christian*, 316.

²⁰ *Ibid.*, 321.

²¹ Brian Colter, *A Look at Providence and Pain in the early Church: Early Christian Persecution and the Spread of the Flame of the Gospel* (Colorado Springs: Heritage, 1997), 38.

Footnote as Citation:

The first time you cite a source you must include the full bibliographic record.

After the initial citation you may refer to the same source in shortened form (author's last name, short title, page number).

You may also use the Latin abbreviation *Ibid.* to shorten a citation to a work whose bibliographical data appears in the immediately previous note. (p.152-55)

Formatting a Citation Note:

Typical formatting of a footnote will follow:

- Indentation
- Citation Number
- First Name
- Last Name
- Title (Italicized)
- Publication Info (Place, Publisher, Date)
- Page Number

For more on formatting see Turabian (p.142-47, 16.1...)

FOOTNOTES CONTINUED

Footnote as Substantive comment:

Footnotes can also be used to explain, comment or add information on a point or issue that is outside the scope or purpose of the paper. Follow the same numbering guidelines as citation footnotes.

See Chapter 16 in Turabian to cover in full detail the use of footnotes in your paper. Examples are included.

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despite Patzers undelineable portrayal of his reign Hopper holds fast to similar conclusions.¹⁷ Conversely, Erickson hold to the more traditional view of Constantine's rise to religious prominence noting,

No definitive evidence indicates that his civil power was somehow divorced from his religious authority. In fact the opposite is very apparent. Constantine was strategically aware of the inherent advantages of uniting political, military and religious realms under one head, for as noted previously, the empire was weakened under the fragmentation of Diocletian's tetrarch rule.¹⁸

Either case, it is undisputed Constantine's role in early Church creedal development.

By 325 Constantine had prevailed over Licinius in the west to become the sole emperor of the Roman Empire. To be sure it was a shock to the minority Christian faith to find within 25 years such a dramatic swing in favor within the pagan political realm, from vehemently persecuted to tolerated to having an Emperor show unsolicited favor.¹⁹ The complete reversal was accentuated by the advent of Church Counsel, the first of which was called by Constantine to solve the Arian debate.²⁰ Many of the bishops called to the first Church Counsel suffered immensely under Galerius and Diocletian. Several attendees had assumed their office as bishop because of the martyrdom of their predecessor at the hands of Roman persecution.²¹

¹⁷ Alexander Hopper, *Early Christian Roots in Western Civilization* (Boston: Fischer and Snell, 1973), 273-281. Hopper is not alone in his argument, however his is the most well developed and thoroughly researched.

¹⁸ Vernon Erickson, *Rise of the Eternal Kingdom: Post-Apostolic Movement of Christendom to World Dominance* (Grand Rapids: Schuster, 1987), 182.

¹⁹ Hopper, *Early Christian*, 316.

²⁰ *Ibid.*, 321.

²¹ For a fiction account of what it might have felt like to experience such a situation see Angela Grover, *Seed of the Church* (New York: Baker, 2001).

BLOCK QUOTE

You use block quotations when what you are quoting is 3 or more lines and at least two sentences long. Single-space a block quotation, and indent the whole quote. Do not add quotation marks other than what is in the original quote. Add citation number at the end of the quote.

Main points:

- At least two sentences that occupy 3 or more lines in your paper
- Entire indented
- Single-spaced
- No quotation marks used

BIBLIOGRAPHY

Introduction:

In addition to footnotes your papers require a bibliography at the end of the document. The bibliography includes all sources cited and may include other material consulted but not cited in your paper.

Elements of a Bibliography:

- Your Bibliography should have a title centered at the top of the page in all capitals.
- Each entry should be single-spaced, with double spacing between each entry
- List of sources should be arranged alphabetically according to author's last name or in the case of no author, by title
- Begin each entry with a hanging indent on the first line followed by normal indentation on following lines

For a more extensive discussion on bibliographies consult Turabian chapter 16 (p. 147-50, 16.2...

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BIBLIOGRAPHY

Bird, Kai, and Martin J. Sherwin. *American Prometheus: The Triumph and Tragedy of J. Robert Oppenheimer*. New York: Alfred A Knopf, 2005.

Bowma, William. *John Calvin: A Sixteenth Century Portrait*. New York: Oxford University Press, 1988.

Calvin, John. *Institutes of the Christian Religion*. Edited by John T. McNeill. Library of Christian Classics 20-21. 2 Volumes. Philadelphia: Westminster Press, 1960.

Childs, Brevard. *The New Testament as Canon: An Introduction*. Philadelphia: Fortress Press, 1984.

Gallman, J. Matthew. *Mastering Wartime: A Social History of Philadelphia during the Civil War*. Cambridge: Cambridge University Press, 1990.

_____. *The North Fights the Civil War: The Home Front*. Chicago: Ivan R. Dee, 1994.

Guthrie, Donald. *New Testament Introduction*. Downers Grove: Inter-Varsity Press, 1970.

Dowey, Edward A. "Book Review, 'John Calvin: A Sixteenth Century Portrait.'" *Journal of the American Academy of Religion* 57 (1989): 845-48.

Heide, Gale. *Domesticated Glory: How the Politics of America has Tamed God*. Eugene: Pickwick Publications, 2010.

_____. *System and Story: A Narrative Critique and Construction in Theology*. Eugene: Pickwick Publications, 2007.

Henry, Carl. *God, Revelation and Authority*. Waco: Word Books, 1979.

Hodge, Charles. *Systematic Theology*. Grand Rapids: Wm. B. Eerdmans Publishing Company, 1977.

Keresztes, Paul. *Constantine: A Great Christian Monarch and Apostle*. Amsterdam: J.C. Gieben, 1981.

Leff, Gordon. *Heresy in the Later Middle Ages*. Two Volumes. New York: Barnes and Noble, 1967.

McFarland, Daniel A. "Resistance as a Social Drama: A Study of Change-oriented Encounters." *American Journal of Sociology* 109, no. 6 (May 2004). <http://www.journals.uchicago.edu/AJS/journal/issues.v109n6/050199/050199.htm> 1 (accessed May 3, 2006).

Nayar, Pramond K. "Marvelous Excesses: English Travel Writing and India, 1680-1727." *Journal of British Studies* 44, no. 2 (April 2005): 213-38.

Formatting Style:

- List your sources alphabetically.
- First line of entry has no indentation
 - Following lines of entry have standard indentation (this is called a "hanging indent")
 - Entry begins with author's last name. In the case of no author use editor or title of resource (omitting "a" "the" or other articles)
 - First name followed by middle initial/name
 - Italicized title
 - Publication info (Place, publisher, and date)

Special Cases:

When you have multiple sources written by the same author you may put an underline in place of the author's first and last name.

Footnote VS Bibliography

- **Author's Name:** Footnotes follow standard order (First name followed by last). Bibliographies are reverse order.
- **Punctuation:** Footnotes utilize commas and parenthesis around publication info. Bibliographic entries use periods after each element and omit parenthesis for publication info.
- **Indentation:** The first line on a footnote is indented. It is the reverse for Bibliographic entry.

Citation Guide

Footnote & Bibliography Citing Specific Types of Sources

Books

<p>One Author</p>	<p>F: ¹ Philip Ball, <i>Bright Earth: Art and the Invention of Color</i> (New York: Farrar, Straus and Giroux, 2001), 140.</p> <p>B: Ball, Philip. <i>Bright Earth: Art and the Invention of Color</i>. New York: Farrar, Straus and Giroux, 2001.</p>
<p>Two Authors</p>	<p>F: ¹ Guy Cowlshaw and Robin Dunbar, <i>Primate Conservation Biology</i> (Chicago: University of Chicago Press, 2000), 104–7.</p> <p>B: Cowlshaw, Guy, and Robin Dunbar. <i>Primate Conservation Biology</i>. Chicago: University of Chicago Press, 2000.</p>
<p>Four or More Authors</p>	<p>F: ¹ Edward O. Laumann et al., <i>The Social Organization of Sexuality: Sexual Practices in the United States</i> (Chicago: University of Chicago Press, 1994), 262.</p> <p>B: Laumann, Edward O., John H. Gagnon, Robert T. Michael, and Stuart Michaels. <i>The Social Organization of Sexuality: Sexual Practices in the United States</i>. Chicago: University of Chicago Press, 1994.</p>
<p>Editor or Translator instead of Author</p>	<p>F: ¹ Theodore Silverstein, trans., <i>Sir Gawain and the Green Knight</i> (Chicago: University of Chicago Press, 1974), 34.</p> <p>B: Silverstein, Theodore, trans. <i>Sir Gawain and the Green Knight</i>. Chicago: University of Chicago Press, 1974.</p>
<p>Editor or Translator in Addition to Author</p>	<p>F: ¹ Yves Bonnefoy, <i>New and Selected Poems</i>, ed. John Naughton and Anthony Rudolf (Chicago: University of Chicago Press, 1995), 22.</p> <p>B: Bonnefoy, Yves. <i>New and Selected Poems</i>. Edited by John Naughton and Anthony Rudolf. Chicago: University of Chicago Press, 1995.</p>
<p>Chapter of Other Part of a Book</p>	<p>F: ¹ Andrew Wiese, “‘The House I Live In’: Race, Class, and African American Suburban Dreams in the Postwar United States,” in <i>The New Suburban History</i>, ed. Kevin M. Kruse and Thomas J. Sugrue (Chicago: University of Chicago Press, 2006), 101–2.</p> <p>B: Wiese, Andrew. “‘The House I Live In’: Race, Class, and African American Suburban Dreams in the Postwar United States.” In <i>The New Suburban History</i>, edited by Kevin M. Kruse and Thomas J. Sugrue, 99–119. Chicago: University of Chicago Press, 2006.</p>

<p>Chapter of an Edited Volume Originally Published Elsewhere (As in Primary Sources)</p>	<p>F: ¹ Quintus Tullius Cicero. "Handbook on Canvassing for the Consulship," in <i>Rome: Late Republic and Principate</i>, ed. Walter Emil Kaegi Jr. and Peter White, vol. 2 of <i>University of Chicago Readings in Western Civilization</i>, ed. John Boyer and Julius Kirshner (Chicago: University of Chicago Press, 1986), 35.</p> <p>B: Cicero, Quintus Tullius. "Handbook on Canvassing for the Consulship." In <i>Rome: Late Republic and Principate</i>, edited by Walter Emil Kaegi Jr. and Peter White. Vol. 2 of <i>University of Chicago Readings in Western Civilization</i>, edited by John Boyer and Julius Kirshner, 33–46. Chicago: University of Chicago Press, 1986. Originally published in Evelyn S. Shuckburgh, trans., <i>The Letters of Cicero</i>, vol. 1 (London: George Bell & Sons, 1908).</p>
<p>Preface, Forward, Introduction or similar Part of a Book</p>	<p>F: ¹ James Rieger, introduction to <i>Frankenstein; or, The Modern Prometheus</i>, by Mary Wollstonecraft Shelley (Chicago: University of Chicago Press, 1982), xx–xxi.</p> <p>B: Rieger, James. Introduction to <i>Frankenstein; or, The Modern Prometheus</i>, by Mary Wollstonecraft Shelley, xi–xxxvii. Chicago: University of Chicago Press, 1982.</p>
<p>Online and Other Electronic Books</p> <p>For online books, follow the guidelines for print books except include the URL and the date you accessed the material.</p>	<p>F: ¹ Julian Somora and Patricia Vandel Simon, <i>A History of the Mexican-American People</i>, rev. ed. (East Lansing, MI: Julian Samora Research Institute, Michigan State University, 2000), Under "Civil War in Mexico," http://www.jsri.msu.edu/museum/pubs/MexAmHist/chapter14.html#six (accessed December 19, 2005).</p> <p>B: Samora, Julian, and Patricia Vandel Simon. <i>A History of the Mexican-American People</i>. Rev. ed. East Lansing, MI: Julian Samora Research Institute, Michigan State University, 2000. http://www.jsri.msu.edu/museum/pubs/MexAmHist/chapter14.html#six (accessed December 19, 2005).</p>

Articles

<p>Article in a Print Journal (181-184)</p>	<p>F: ¹ John Maynard Smith, "The Origin of Altruism," <i>Nature</i> 393 (1998): 639.</p> <p>B: Smith, John Maynard. "The Origin of Altruism." <i>Nature</i> 393 (1998): 639-40.</p>
<p>Article in an Online Journal (185-186)</p>	<p>F: ¹ Lawrence A. Shapiro, "Multiple Realizations," <i>Journal of Philosophy</i> 97, no. 12 (December 2000): 642, http://links.jstor.org/sici?sici=0022-362X%28200012%2997%3A12%3C635%3AMR%3E2.0.CO%3B2-Q (accessed June 27, 2006).</p> <p>B: Shapiro, Lawrence A. "Multiple Realizations." <i>Journal of Philosophy</i> 97, no. 12 (December 2000): 635-54. http://links.jstor.org/sici?sici=0022-362X%28200012%2997%3A12%3C635%3AMR%3E2.0.CO%3B2-Q (accessed June 27, 2006).</p>
<p>Popular Magazine Article</p>	<p>F: ¹ Steve Martin, "Sports-Interview Shocker," <i>New Yorker</i>, May 6, 2002, 84.</p> <p>B: Martin, Steve. "Spots-Interview Shocker." <i>New Yorker</i>, May 6, 2002.</p>

<p>Newspaper Article</p> <p>Newspaper articles may be cited in running text (“As William Niederkorn noted in a <i>New York Times</i> Article on June 20, 2002,...) instead of in a note or a parenthetical citation, and they are commonly omitted from a bibliography or reference list as well. Examples show the more formal Version of the citation.</p>	<p>F: ¹ William S. Niederkorn, “A Scholar Recants on His ‘Shakespeare’ Discovery,” <i>New York Times</i>, June 20, 2002, Arts section, Midwest edition.</p> <p>B: Niederkorn, William S. “A Scholar Recants on His ‘Shakespeare’ Discovery.” <i>New York Times</i>, June 20, 2002, Arts section, Midwest edition.</p>
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Miscellaneous Print

<p>Book Review</p>	<p>F: ¹ James Gorman, “Endangered Species,” review of <i>The Last American Man</i>, by Elizabeth Gilbert, <i>New York Times Book Review</i>, June 2, 2002, 16.</p> <p>B: Gorman, James. “Endangered Species.” Review of <i>The Last American Man</i>, by Elizabeth Gilbert. <i>New York Times Book Review</i>, June 2, 2002.</p>
<p>Thesis or Dissertation</p>	<p>F: ¹ M. Amundin, “Click Repetition Rate Patterns in Communicative Sounds from the Harbour Porpoise, <i>Phocoena phocoena</i>” (PhD diss., Stockholm University, 1991), 22–29, 35.</p> <p>B: Amundin, M. “Click Repetition Rate Patterns in Communicative Sounds from the Harbour Porpoise, <i>Phocoena phocoena</i>.” PhD diss., Stockholm University, 1991.</p>
<p>Lectures, Class Notes, or Papers Presented at a Meeting</p>	<p>F: ¹ Brian Doyle, “Howling Like Dogs: Metaphorical Language in Psalm 59” (paper presented at the annual international meeting for the Society of Biblical Literature, Berlin, Germany, June 19–22, 2002).</p> <p>B: Doyle, Brian. “Howling Like Dogs: Metaphorical Language in Psalm 59.” Paper presented at the annual international meeting for the Society of Biblical Literature, Berlin, Germany, June 19–22, 2002.</p>

Internet Sources

<p>Web Site</p>	<p>F: ¹ Evanston Public Library Board of Trustees, “Evanston Public Library Strategic Plan, 2000–2010: A Decade of Outreach,” Evanston Public Library, http://www.epl.org/library/strategic-plan-00.html (accessed June 1, 2005).</p> <p>B: Evanston Public Library Board of Trustees. “Evanston Public Library Strategic Plan, 2000–2010: A Decade of Outreach.” Evanston Public Library. http://www.epl.org/library/strategic-plan-00.html (accessed June 1, 2005).</p>
<p>Weblog Entry or Comment</p>	<p>F: ¹ Peter Pearson, comment on “The New American Dilemma: Illegal Immigration,” The Becker-Posner Blog, comment posted March 6, 2006, http://www.becker-posner-blog.com/archives/2006/03/the_new_america.html#c080052 (accessed March 28, 2006).</p> <p>B: Becker-Posner Blog, The. http://www.becker-posner-blog.com/ (accessed March 28, 2006).</p>

<p>E-mail Message</p> <p>E-mail messages may be cited in running text (“In an e-mail message to the author on October 31, 2005, John Doe revealed . . .”) instead of in a note or a parenthetical citation, and they are rarely listed in a bibliography or reference list. The following example shows the more formal version of a note.</p>	<p>F: ¹ John Doe, e-mail message to author, October 31, 2005.</p>
<p>Item in Online Database</p>	<p>F: ¹ Pliny the Elder, <i>The Natural History</i>, ed. John Bostock and H. T. Riley, in the Perseus Digital Library, http://www.perseus.tufts.edu/cgi-bin/ptext?lookup=Plin.+Nat.+1.dedication (accessed November 17, 2005).</p> <p>B: Perseus Digital Library. http://www.perseus.tufts.edu/ (accessed November 17, 2005).</p>

Miscellaneous

<p>Personal Interview</p> <p>Unpublished interviews should usually be cited only in notes.</p>	<p>F: ¹ Andrew Macmillan, interview by author, San Diego, CA March 2, 2007.</p>
<p>Sound Recordings</p>	<p>F: ¹ Dylan Thomas, <i>Under Milk Wood</i>, Performed by Dylan Thomas and others, Caedmon TC-2005 (Audiocassette), CDLS-2005 (CD), 1950.</p> <p>B: Thomas, Dylan. <i>Under Milk Wood</i>. Performed by Dylan Thomas and others. Caedmon TC-2005. Audiocassette CDLS-2005, CD. 1950.</p>

For more citation references and information please consult Kate L. Turabian’s *A Manual for Writers of Research Papers, Theses, and Dissertations 7th ed.* Chapter 17 (Pages 160-215).

All material used in creating this citation guide was obtained from *A Manual for Writers of Research Papers, Theses, and Dissertations 7th ed.* and from the corresponding website: “Kate L. Turabian A Manual for Writers of Research Papers, Theses, and Dissertations” http://www.press.uchicago.edu/books/turabian/turabian_citationguide.html (accessed January 25, 2012).