

Anderson University School of Theology
Guide to Turabian
October 26, 2007 (Amended November 5, 2008)

1. Make sure you have the 7th Edition (2007) of Turabian.
2. Read all of Part I (chapters 1 through 14).
3. In Part II read chapters 15 and 16. Pay close attention to chapter 16, because it is the style of source citation we use.
4. Scan chapter 17. Become familiar with this chapter, and know how to find any specific type of source you might cite in any writing you do for any seminary class.
5. Do not read chapters 18 and 19; they are irrelevant, because the School of Theology does not use that style of citing sources.
6. Scan Part III, chapters 20-26, and make sure you know these rules of style and can follow them. You will be responsible for all of these rules of style in any writing you do for any seminary class.
7. Use Microsoft Word to write your papers. To make a footnote, click the [References] tab and [Insert Footnote]. Word will immediately take you to the footnote, and you will key in the information. If you prefer to use keyboard shortcuts, press [Ctrl-Alt-F] to insert a footnote.
8. Turabian allows either footnotes or endnotes. Anderson University School of Theology requires footnotes only. Do not use endnotes.
9. Turabian 16.3.4 requires you to “begin each footnote on its own line, with a blank line before it.” However, the School of Theology Faculty voted on November 5, 2008, to over-ride this with our own “local guideline” (which Turabian allows): do not insert a blank line between footnotes (those blank lines simply waste paper and are not to be used).
10. Turabian requires that the first line of each footnote be indented ½ inch. Word does not do this automatically. You will have to change it manually. There are two ways you can change it:
 - a. In the ruler at the top of the page, click and drag the “First Line Indent” icon to the ½ inch mark.
 - b. In the footnote itself, click immediately to the left of the superscript and press the [Tab] key.
11. A complete footnote will look like this:

<p>¹ Barry Bandstra, <i>Reading the Old Testament</i> (Belmont: Wadsworth Publishing, 1995), 12.</p>

12. In this example, note the following details. Your footnotes must conform exactly; if they do not, your professor will return your paper to you so you can bring it into conformity.

- a. The first line of the footnote is indented ½ inch from the left margin.
- b. The second line of the footnote is flush left.
- c. There is one blank space after the superscript “1” and the author’s name.
- d. The author’s name is given in the usual order (first name, last name).
- e. There is a comma after his name.
- f. There is a blank space after the comma.
- g. The title of the book is in italics.
- h. There is a blank space after the title of the book.
- i. There is an open parenthesis.
- j. The city of publication appears next.
- k. There is a colon following the city.
- l. There is a blank space following the colon.
- m. The name of the publisher appears next.
- n. There is a comma after the name of the publisher.
- o. There is a blank space following the comma.
- p. The year of publication appears next.
- q. There is a close parenthesis next.
- r. There is a comma after the close parenthesis.
- s. There is a blank space following the comma.
- t. The page number appears next.
- u. There is a period following the page number.

13. For each source you reference in your paper, you must create a Bibliography entry. Follow all of the instructions and examples given in chapters 16 and 17 when you write your Bibliography. The Bibliography entry for the example given above would be:

Bandstra, Barry. <i>Reading the Old Testament</i> . Belmont: Wadsworth Publishing, 1995.

14. In this example, note the following details. Your entire Bibliography must conform exactly; if it does not, your professor will return your paper to you so you can bring it into conformity.

- a. The first line of the Bibliography entry is flush left.
- b. The second line of the Bibliography entry is indented ½ inch.
- c. The author’s last name appears first.
- d. There is a comma after the author’s last name.
- e. The author’s first name appears next.
- f. There is a period after the author’s first name.
- g. There is a blank space after the period.
- h. The title of the book appears in italics.
- i. There is a period after the title of the book.
- j. There is a blank space after the title of the book.
- k. The city of publication appears next.
- l. There is a colon after the city.
- m. There is a blank space after the city.
- n. The name of the publishing company appears next.
- o. There is a comma after the name of the publishing company.

- p. There is a blank space after the comma.
 - q. The year of publication appears next.
 - r. There is a period after the year of publication.
15. Follow the instructions given in the Appendix when preparing your manuscript.
 16. If you cannot find what you need in Turabian, search for it in the Contents and in the Index. If you cannot find it in either of those places, ask your professor for guidance.
 17. Here are examples of how to do footnotes and Bibliography entries for different types of sources. These examples are given for illustrative purposes only, and should not replace a close study of Turabian. In these examples, **F** = Footnote sample, **B** = Bibliography sample.

Book by two or three authors or editors:

- F** ¹Joe Weixlmann and Houston A. Baker, Jr., eds., *Black Feminist Criticism and Critical Theory* (Greenwood, FL: Penkeville Publishing Company, 1988), 56.
- B** Weixlmann, Joe and Houston A. Baker, Jr., eds. *Black Feminist Criticism and Critical Theory*. Greenwood, FL: Penkeville Publishing Company, 1988.

Book by four or more authors or editors:

- F** ²Kimberle Crenshaw and others, eds., *Critical Race Theory: The Key Writings that Formed the Movement* (New York: New Press, 1995), 50.
- B** Crenshaw, Kimberle, Neil Gotanda, Gary Peller, and Kendall Thomas, eds. *Critical Race Theory: The Key Writings that Formed the Movement*. New York: New Press, 1995.

Book with no author given:

- F** ³*The Lottery* (London: J. Watts, [1732]), 20-25.
- B** *The Lottery*. London: J. Watts, [1732].

Note: The date enclosed in square brackets indicates that it was not found in the book itself. If no date can be ascertained, the abbreviation "n.d." standing for "no date," replaces the date.

Editor or compiler as "author":

- F** ⁴Robert I. Rotberg, ed., *Burma: Prospects for a Democratic Future* (Cambridge, MA: The World Peace Foundation, 1998), 225.
- B** Rotberg, Robert I., ed. *Burma: Prospects for a Democratic Future*. Cambridge, MA: The World Peace Foundation, 1998.

Author's work contained in author's own collected works:

- F** ⁵*The Standard Edition of the Complete Psychological Works of Sigmund Freud*, ed. James Strachey, vol. 6, *The Psychopathology of Everyday Life* (London: Hogarth Press and the Institute of Psycho-Analysis, 1953), 45.
- B** Freud, Sigmund. *The Standard Edition of the Complete Psychological Works of Sigmund Freud*. Edited by James Strachey. Vol. 6, *The Psychopathology of Everyday Life*. London: Hogarth Press and the Institute of Psycho-Analysis, 1953.

Essay or chapter by one author in a work edited by another:

- F** ⁷ Adrienne Rich, "Jane Eyre: The Temptations of a Motherless Woman," in *Jane Eyre: An Authoritative Text, Contexts, Criticism*, ed. Richard J. Dunn (New York: Norton, 2001), 469.
- B** Rich, Adrienne. "Jane Eyre: The Temptations of a Motherless Woman." In *Jane Eyre: An Authoritative Text, Contexts, Criticism*, ed. Richard J. Dunn, 469-483. New York: Norton, 2001.

Article in *The Interpreter's Bible*:

- F** ⁸ Floyd V. Filson, "II Corinthians Introduction," in *The Interpreter's Bible*, vol. X, ed. George Arthur Buttrick (New York: Abingdon Press, 1953), 271.
- B** Filson, Floyd V. "II Corinthians Introduction." In *The Interpreter's Bible*, vol. X, ed. George Arthur Buttrick, 265-276. New York: Abingdon Press, 1953.

Multi-volume work with volume number given in the source:

- F** ⁶ Simon J. DeVries, *1 Kings*, vol. 12 of *Word Biblical Commentary*, ed. John D. W. Watts (Waco, TX: Word Books, Publishers, 1985), 98.
- B** DeVries, Simon J. *1 Kings*. Vol. 12 of *Word Biblical Commentary*. Edited by John D. W. Watts. Waco, TX: Word Books, Publishers, 1985.

Multi-volume work without volume number given in the source:

- F** ⁷ John N. Oswalt, *The Book of Isaiah: Chapters 40–66*, part of *The New International Commentary on the Old Testament*, ed. R. K. Harrison and Robert L. Hubbard, Jr. (Grand Rapids, MI: William B. Eerdmans Publishing Company, 1998), 311.
- B** Oswalt, John N. *The Book of Isaiah: Chapters 40–66*. Part of *The New International Commentary on the Old Testament*. Edited by R. K. Harrison and Robert L. Hubbard, Jr. Grand Rapids, MI: William B. Eerdmans Publishing Company, 1998.

Magazine article:

- F** ⁸ Alexandra Hall, "Girls with Guns," *Boston Magazine*, January 2003, 7.
- B** Hall, Alexandra. "Girls with Guns." *Boston Magazine*, January 2003, 6-10.

Journal article:

- F** ⁹ Andrew Feffer, "Pragmatism, Feminism, and Democracy: Rethinking the Politics of American History," *Journal of American History* 89 (March 2003): 1612.
- B** Feffer, Andrew. "Pragmatism, Feminism, and Democracy: Rethinking the Politics of American History," *Journal of American History* 89 (March 2003): 1612-1615.

World Wide Web sites in general:

- F** ¹⁰ Anderson University School of Theology Faculty, "Guide to Turabian," Anderson University School of Theology, <http://www.anderson.edu/sot/resources/GuidetoTurabian.pdf> (accessed December 9, 2008).
- B** Anderson University School of Theology Faculty. "Guide to Turabian." Anderson University School of Theology. <http://www.anderson.edu/sot/resources/GuidetoTurabian.pdf> (accessed December 9, 2008).

Online periodical from commercial database with print counterpart:

- F** ¹¹ Maura I. Strassberg, "Distinctions of Form or Substance: Monogamy, Polygamy and Same-Sex Marriage," 75 N.C. L. Rev. 1501, 1507 (1997) [journal on-line]; available from *Lexis-Nexis Academic Universe, Law Reviews*, <http://web.lexis-nexis.com/universe> (accessed February 4, 2005) (part 1 of 2).
- B** Strassberg, Maura I. "Distinctions of Form or Substance: Monogamy, Polygamy and Same-Sex Marriage." 75 N.C. L. Rev. 1501 (1997) [journal on-line]; available from *Lexis-Nexis Academic Universe, Law Reviews*, <http://web.lexis-nexis.com/universe> (accessed February 4, 2005).

Electronic journal (E-Journal):

- F** ¹² Tessa Bartholomeusz, "In Defense of Dharma: Just-War Ideology in Buddhist Sri Lanka," *Journal of Buddhist Ethics* 6 (1999), [e-journal] <http://jbe.la.psu.edu/6/bartho991.htm> (accessed June 22, 2005).
- B** Bartholomeusz, Tessa. "In Defense of Dharma: Just-War Ideology in Buddhist Sri Lanka," *Journal of Buddhist Ethics* 6 (1999). [e-journal] <http://jbe.la.psu.edu/6/bartho991.html> (accessed June 22, 2005).

E-mail:

Turabian offers no guidance for citing e-mail. One approach would be to treat it like personal correspondence, identifying the author and the correspondent, title (if any), subject description, and date, much like you would other unpublished material. Whether an e-mail communication should be noted in a Bibliography is an open question. If you decide to do so, adapt the following consistent with conventions cited herein.

- F** ¹³ R.W. Wilson to J.T. Berry, * March 24, 1999, "Child Maltreatment Research," personal e-mail.

Note: You may give the author's e-mail address at the * in angle brackets. If the date of access is different from the date of publication, put it in parentheses at the end of the note.

CD-ROM:

- F** ¹⁴ Jeffrey Michael Jones, "A Survey of the Use of Household Appliances in Middle-Class American Homes, 1925-1960" (Ph.D. diss., University of Chicago, 1995), abstract in *Dissertation Abstracts International* 55 (1995): 3578A, *Dissertation Abstracts Ondisc* [CDROM], November 1995.
- B** Jones, Jeffrey Michael. "A Survey of the Use of Household Appliances in Middle-Class American Homes, 1925-1960." Ph.D. diss., University of Chicago, 1995. Abstract in *Dissertation Abstracts International* 55 (1995): 3578A, *Dissertation Abstracts Ondisc* [CD-ROM], November 1995.