1. Make sure you have the 8th Edition (2013) 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:

    \footnote{Barry Bandstra, \textit{Reading the Old Testament} (Belmont: Wadsworth Publishing, 1995), 12.}
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. *Reading the Old Testament.*

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 in 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.
There is a blank space after the comma.

The year of publication appears next.

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:**


**Book by four or more authors or editors:**


**Book with no author given:**


**Editor or compiler as "author":**


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


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


Article in The Interpreter’s Bible:


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


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


Magazine article:


Journal article:


World Wide Web sites in general:


Online periodical from commercial database with print counterpart:


Electronic journal (E-Journal):


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.


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:
