

**University of Chicago (Turabian) Basics:
Formatting, Documentation, and Works Cited**

Refer to Kate Turabian's *A Manual for Writers of Term Papers, Theses, and Dissertations* 7th ed. (Ref LB 2369 .T8 2007), [The Chicago Manual of Style Online](#) (on the library web page under "Find Additional Databases by Title"), *The Chicago Manual of Style* 15th ed. (Ref Z 253 .U69 2003), or the University of Chicago Press web page (www.press.uchicago.edu) for detailed information.

Formatting your paper:

- Use Times New Roman (12-point). Courier or any standard font is also acceptable.
- All margins are one inch.
- Double-space the entire paper, except footnotes, block quotes, and bibliographies or reference lists, leaving a blank line between the footnotes, block quotes and text, and citations in the Works Cited page.

Title page, if required (often it is not required for student papers)

- Unless directed otherwise by professor, center information at the top and center of the paper.
- Include the name of the university, the full title of the paper, your name, and the date.
- Capitalize all elements in the title page.
- The title page is page i, but do not put the number on the page.
- Do not underline, bold, or italicize the title, put it in quotation marks, or use a different font size.

Pagination

- If your professor requires a title page, do not number the title page.
- The first page of text and subsequent pages are numbered with Arabic numerals.
- Page numbers are placed either centered in the footer, centered in the header, or flush right in the header. Ask your professor which he or she prefers.

Citing sources in-text:

- You MUST give credit when you quote or paraphrase another work.
- Use footnotes or endnotes, as your professor requires.
- To give credit in a footnote format, enter an Arabic number in superscript, beginning with 1. In Word, select Insert → Footnote.
- Do not put a period after the superscript number, enclose in brackets, parentheses, etc.
- In a direct quote, the note number comes at the end of the quote. In paraphrasing, it is desirable for the number to come at the end of the sentence.
- The footnotes are put in numerical order at the bottom of the page to which they refer.
- They are separated from the text by a short rule, or separator. Word automatically enters the separator.
- Single-space footnotes, and double space between footnotes.

Books in-text:

¹Author's name, *Title of Book*, (Place of publication: Publisher, date), page number.

Book, first full reference, one author:

¹Rufus C. Camphausen, *The Divine Library: A Comprehensive Guide to the Sacred Texts and the Spiritual Literature of the World* (Portland, OR.: Inner Traditions, 1992), 175.

Book, two or three authors:

¹Craig S. Kenner and Glen Usry, *Defending Black Faith: Answers to Tough Questions about African-American Christianity*, 3d ed. (Downers Grove, IL.: InterVarsity, 1997), 56.

Edited book, more than three authors:

¹Stanley Kowalski and others, eds., *New Orleans as I Knew It*. (New Orleans: University of Louisiana Press, 2002), 345.

Need help citing sources? Ask a Librarian!

In person @ the reference desk

Call: 589-3770

Email: reference@dbq.edu

IM (AIM or Yahoo): udreference

Kindle:

¹Craig S. Kenner and Glen Usry, *Defending Black Faith: Answers to Tough Questions about African-American Christianity*, 3d ed. (Downers Grove, IL.: InterVarsity, 1997), Kindle, chap. 2.

Subsequent references for books:

- Once a work has been cited completely, subsequent references are shortened.
- Use either a shortened title or Ibid.
- When the next footnote refers to the work in the footnote immediately before it, you may use Ibid. for the author's name, title, and page, or as much information that is identical. (⁵Ibid., 26)
- If the work has been cited in full, but not in the immediately preceding note, use the author, shortened title, and page number (³Camphausen, *Divine Library*, 26) OR use only the author and page number (³Camphausen, 26).

Periodical articles in-text:

²Author's name, "Title of the Article," *Title of the Periodical* volume (date): pages.

Scholarly journal articles without issue numbers (first reference):

²Jane E. Dorweiler and John Doebley, "Development of Lyricism in Job," *Contemporary Biblical Issues* 84, no. 2 (2002): 461-65.

Scholarly journal articles with issue numbers (first reference):

²Kenneth R. Thompson, Wayne Hockwater, and Nicholas J. Mathys, "Stretch Targets: What Makes Them Effective?" *Academy of Management Executive* 11, no. 3 (1999): 48-50.

Scholarly journal article available online (first reference):

²Jane E. Dorweiler and John Doebley, "Lyricism in the Old Testament," *Contemporary Biblical Issues* 84, no. 2 (September 2002). <http://www.contemporarybiblicalissues.com/v84no2/00000.htm> (accessed June 1, 2011).

Subsequent references for periodicals: Omit the periodical title and shorten the article's title, if necessary. Only use the last name if there are other works by the same author cited. (²"Stretch Targets," 49).

Magazine articles:

²Daniel Pinkwater. "The True Terrorists," *Time*, 9 December 2001, 82.

Web page:

²Gail Mortimer, "The Women in Faulkner," The William Faulkner Society Home Page, <http://www.utep.edu/mortimer/faulkner/mail> [accessed May 21, 2001].

The Bible: Three options:

1) Turabian 17.5.2 (p. 190-91) states references to the Bible are usually only given in footnotes, not in the Works Cited page. Include the abbreviated name of the book, chapter, and verse. Identify the version used. Example: ³Heb. 13:8, 12 (NRSV).

2) Turabian 16.4.3 (p. 157) states that "you may routinely use parenthetical notes for certain types of sources, such as... a biblical or other sacred work.... Example: (Heb. 13:8 NRSV). For most such sources, you should provide a full citation in the bibliography."

3) Some professors may prefer another style, such as the *Student Supplement for The SBL* (Society for Biblical Literature) *Handbook of Style*, available on the library's web page under "For Students/Citation Styles."

The Works Cited Page

- The Works Cited page is a list of the works you used to write your paper. Your professor may prefer you use the label Bibliography or Sources Consulted.
- Center the words WORKS CITED at the top of the page. Your professor may prefer you not capitalize.
- Single-space bibliographic entries and double-space between entries.
- Alphabetize entries by the author's last name. If there is no author, alphabetize by title.
- Indent the first line of each entry one-half inch (or one tab). Subsequent lines are not indented.

Books in the Works Cited page:

Author's name. *Title of Book*. Place of publication: Publisher, date.

Book, one author:

Franklin, John Hope. *George Washington Williams: A Biography*. Chicago: University of Chicago Press, 1985.

Book, two authors and second edition:

Lynd, Robert, and Helen Lynd. *Middletown: A Study in American Culture*. 2d ed. New York: Harcourt, Brace and World, 1929.

Book, three or more authors (or editors):

Lyon, Mary, Bryce Lyon, and Henry S. Lucas, eds. *The Wardrobe Book of the London Stage in Victorian England*. London: Oxford University Press, 1982.

No author given:

The Lottery. London: J. Watts, 1832.

Kindle:

Lyon, Mary, Bryce Lyon, and Henry S. Lucas, eds. *The Wardrobe Book of the London Stage in Victorian England*. London: Oxford University Press, 1982. Kindle edition.

Articles in the Works Cited page:

Author's name. "Title of the Article." *Journal Title* volume (date): pages.

Scholarly journal article:

Jackson, Richard. "Running Down the Up-Escalator: Regional Inequality in Papua New Guinea." *Australian Geographer* 14 (May 1979): 175-84.

Scholarly journal article available online:

Teague, Jason Crawford. "Frames in Action." *Kairos: A Journal for Teachers of Writing in Webbed Environments* 2, no. 1 (August 20, 2007). <http://english.ttu.edu/kairos/2.1> (accessed May 21, 2010).

Magazine article:

Weber, Bruce. "The Myth Maker: The Creative Mind of Novelist E. L. Doctorow." *New York Times Magazine*, 20 October 1985, 42-5.

Newspaper article:

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

Web resources in the Works Cited page:

Web pages:

Mortimer, Gail. "The Women in Faulkner." The William Faulkner Society Home Page. <http://www.utep.edu/mortimer/faulkner/mail>. (accessed May 21, 2010).