TURABIAN STYLE GUIDE

This Turabian style guide is intended to be a quick reference to the most common types of citations that are used in research papers. The Turabian Style Guide is based on the *Chicago Manual of Style* and contains some differences from APA, MLA, and Chicago style formats. If an example of a citation is **not** given, please consult *A Manual for Writers of Research Papers, Theses, and Dissertations* (7th ed.). A copy of the manual is available at the Access Services Desk. If you have any questions, contact your instructor or one of the Reference Librarians.

General Principles

The editorial styles, rules, or guidelines set forth by individual professors take precedence over guidelines in *A Manual for Writers*. In instances where *A Manual for Writers* is silent, such as when citing the Bible or other religious writings, use the *Chicago Manual of Style* (University of Chicago Press, 2003). Leave margins of at least 1 inch on all sides of every page.

Choose Between Two Citation Systems

Both Chicago and Turabian styles allow you to choose between two systems of providing references. Ask your instructor which he or she prefers you to use.

1. **Notes and bibliography:** This type has footnotes or endnotes followed by a bibliography. The bibliography contains all of the sources from your notes alphabetically.
2. **In-text author-date citations and reference list:** This type of system has in-text citations like APA and is followed by a reference list. The reference list contains all of the full citations listed alphabetically from your in-text citations.

Notes and Bibliography Citation System

Examples of Foot or Endnotes

Books	
Single Author	[1]Donald Miller, *Blue Like Jazz: Nonreligious Thoughts on Christian Spirituality* (Nashville: Thomas Nelson Publishers, 2003), 110.
Two or Three Authors	[2]Daniel Chirot and Clark McCauley, *Why Not Kill Them All?: The Logic and Prevention of Mass Murder* (Princeton, NJ: Princeton University Press, 2006), 57. [3]Clark Adams, Kieran J. Lindsey, and Sara Ash, *Urban Wildlife Management* (Boca Raton: CRC Press, 2006), 85.

More than Three Authors or Editors	[4]Justina Ray and others, eds. *Large Carnivores and the Conservation of Biodiversity* (Washington: Island Press, 2005), 140.
Dictionaries and Encyclopedias	[5]*Encyclopedia Britannica*, 15th ed., s.v. "Salvation." [6]*Dictionary of American Biography*, s.v. "Wadsworth, Jeremiah."
Anthology	[19] John Steinbeck, "The Chrysanthemums," in *The Bedford Introduction to Literature: Reading, Thinking, Writing*, ed. Michael Meyer (New York: Bedford/St. Martin's, 2008), 745-752.
Edition	[7]G.G. Chowdhury, *Introduction to Modern Information Retrieval*, 2nd ed. (London: Facet Publishing, 2004), 218.
Volume	[8]Robert E. Webber, ed., *The Services of the Christian Year,* vol. 5 of *The Complete Library of Christian Worship* (Nashville: Star Song Publishing Group, 1994), 171.
Bible – use abbr. listing pp. 341-ff.	[9]Isa. 43:1-7 (New American Standard Bible). [10]Luke 2:9-14 (KJV). *Identify the version of the Bible you are using in parentheses in the first citation, either with the spelled out name or an accepted abbreviation.*
Online and Other Electronic Books	[11]Thomas Nagel, *Concealment and Exposure: And Other Essays* (Oxford: Oxford University Press, 2002), 64, http://libproxy.calbaptist.edu:2204/lib /calbaptist/Top?id=10085400&layout=document&page=1 (accessed January 23, 2008).
Journal & Newspaper Articles	
Print - Journal	[12]Nicholas M. Beasley, "Ritual Time in British Plantation Colonies, 1650-1780," *Church History: Studies in Christianity and Culture* 76 (September 2007): 557.
Print - Newspaper	[13]Lori Hines, "Medical Care in a Hurry Debuts in Inland Stores," *Press Enterprise*, January 23, 2008.
Database – Journal Article	[14]Lisa Lynne Mathis, "With Heart and Voice," *Christian Century* 124, no. 26 (December 25, 2007), http://search.ebscohost.com/login.aspx?direct=true&db=aph&AN=28144684&site=ehost-live (accessed January 23, 2008).
Database – Newspaper	[15]Spencer S. Hsu, "Disaster Plan is Set for Release; New Blueprint Will Restore Power to FEMA," *Washington Post*, January 20, 2008, http://libproxy.calbaptist.edu:2083/pqdweb?did=1415554781 &sid=1&Fmt=2&clientId=52936&RQT=309&VName=PQD (accessed January 23, 2008).
Webpage	[16]Jim Milliot, "Profits Jump at McGraw-Hill on 7% Sales Gain," *Publishers Weekly* (January 24, 2008) http://www.publishersweekly.com/article/CA6525205.html (accessed January 24, 2008).
Webpage – no author, no date	[17]Southern Baptist Convention, "Baptist Faith and Message, 2000," Statement of Faith, http://www.sbc.net/bfm/default.asp (accessed January 24, 2008).
Website - Newspaper	[18]Joshua Norman, "Residents Say They're Okay: Some Just Need to Talk it Over," *Sun Herald,* January 23, 2008, http://www.sunherald. Com /278/story/317900.html (accessed January 23, 2008).

Examples of Bibliography

Books	
Single Author	Miller, Donald. *Blue Like Jazz: Nonreligious Thoughts on Christian Spirituality.* Nashville: Thomas Nelson Publishers, 2003.
Two or Three Authors	Chirot, Daniel and Clark McCauley. *Why Not Kill Them All?: The Logic and Prevention of Mass Murder.* Princeton, NJ: Princeton University Press, 2006. Adams, Clark, Kieran J. Lindsey, and Sara Ash. *Urban Wildlife Management.* Boca Raton: CRC Press, 2006.
More than Three Authors or Editors	Ray, Justina and others, eds. *Large Carnivores and the Conservation of Biodiversity.* Washington: Island Press, 2005.
Dictionaries and Encyclopedias	Generally not needed for well known reference works, see your instructor for instructions.
Anthology	Steinbeck, John. "The Chrysanthemums" (1938), in *The Bedford Introduction to Literature: Reading, Thinking, Writing*, edited by Michael Meyer, 745-752. New York: Bedford/St. Martin's, 2008.
Edition	Chowdhury, G.G. *Introduction to Modern Information Retrieval*. 2nd ed. London: Facet Publishing, 2004.
Volume	Webber, ed., Robert E. *The Services of the Christian Year.* Vol. 5 of *The Complete Library of Christian Worship.* Nashville: Star Song Publishing Group, 1994.
Bible – use abbr. listing pp. 341-ff.	Not necessary to place in bibliography, see your instructor for instructions.
Online and Other Electronic Books	Nagel, Thomas. *Concealment and Exposure: And Other Essays.* Oxford: Oxford University Press, 2002. http://libproxy.calbaptist. Edu:2204/lib/calbaptist/Top?id=10085400&layout=document&page=1 (accessed January 23, 2008).
Journal & Newspaper Articles	
Print – Journal	Beasley, Nicholas M. "Ritual Time in British Plantation Colonies, 1650-1780." *Church History: Studies in Christianity and Culture* 76 (September 2007): 541-68.
Print – Newspaper	Not necessary to place in bibliography, see your instructor for instructions.
Database – Journal Article	Mathis, Lisa Lynne. "With Heart and Voice." *Christian Century* 124, no. 26 (December 25, 2007). http://search.ebscohost. Com/login.aspx? direct=true&db=aph&AN=28144684&site=ehost-live (accessed January 23, 2008).
Database – Newspaper	Not necessary to place in bibliography, see your instructor for instructions.
Webpage	Milliot, Jim. "Profits Jump at McGraw-Hill on 7% Sales Gain." *Publishers Weekly* (January 24, 2008). http://www.publishersweekly. Com/article/CA6525205.html (accessed January 24, 2008).

Webpage – no author, no date	Southern Baptist Convention. "Baptist Faith and Message, 2000." Statement of Faith. http://www.sbc.net/bfm/default.asp (accessed January 24, 2008).
Website – Newspaper	Norman, Joshua. "Residents Say They're Okay: Some Just Need to Talk it Over." *Sun Herald.* January 23, 2008. http://www.sunherald. Com /278/story/317900.html (accessed January 23, 2008).

In-text Citation and Reference List System

Examples of In-text Citations

Books	
Single Author	(Miller 2003, 110)
Two or Three Authors	(Chirot and McCauley 2006, 57) (Adams, Lindsey, and Ash 2006, 85)
More than Three Authors or Editors	(Daly et al. 2005, 119)
Dictionaries and Encyclopedias	(*Encyclopedia Britannica* 15th ed., s.v. "Salvation.") (*Dictionary of American Biography*, s.v. "Wadsworth, Jeremiah.")
Anthology	(Steinbeck [1938] 2008, 748)
Edition	(Chowdhury 2004, 218) **OR** (Chowdhury [1999] 2004, 218) *The original publication date is necessary only if it is cited in your Reference List – choose which you will use and be consistent throughout your paper.*
Volume	(Webber 1994, 5:171)
Bible – use abbr. listing pp. 341-ff.	(Isa. 43:1-7 [New American Standard Bible]) (Luke 2:9-14) *Identify the version of the Bible you are using in brackets in the first citation, either with the spelled out name or an accepted abbreviation.*
Online and Other Electronic Books	(Nagel 2002)
Journal & Newspaper Articles	
Print – Journal	(Beasley 2007, 557)
Print – Newspaper	(Hines 2008)
Database – Journal Article	(Mathis 2007)
Database –	(Hsu 2008)

Newspaper	
Webpage	(Milliot 2008)
Webpage – no author, no date	(Baptist Faith and Message 2000)
Website – Newspaper	(Norman 2008, A3)

Examples of References

Books	
Single Author	Miller, Donald. 2003. *Blue like jazz: Nonreligious thoughts on Christian spirituality.* Nashville: Thomas Nelson Publishers.
Two or Three Authors	Chirot, Daniel and Clark McCauley. 2006. *Why not kill them all?: The logic and prevention of mass murder.* Princeton, NJ: Princeton University Press. Adams, Clark, Kieran J. Lindsey, and Sara Ash. 2006. *Urban Wildlife Management.* Boca Raton: CRC Press.
More than Three Authors or Editors	Daly, John, Sandra Speedy, Debra Jackson, Vickie A. Lambert, and Clinton E. Lambert, eds. 2005. *Professional mursing: Concepts, issues, and challenges.* New York: Springer Publishing.
Dictionaries and Encyclopedias	Generally not needed for well known reference works, see your instructor for instructions.
Anthology	Steinbeck, John. [1938] 2008. The Chrysanthemums. In *The Bedford introduction to literature: Reading, thinking, writing*, ed. Michael Meyer, 745-752. New York: Bedford/St. Martin's.
Edition	Chowdhury, G.G. 2004. *Introduction to Modern information retrieval*. 2nd ed. London: Facet Publishing.
Volume	Webber, Robert E. ed. 1994. *The services of the Christian year.* Vol. 5 of *The complete library of Christian worship.* Nashville: Star Song Publishing Group.
Bible – use abbr. listing pp. 341-ff.	Generally not needed for well known reference works, see your instructor for instructions.
Online and Other Electronic Books	Nagel, Thomas. 2002. *Concealment and exposure: And other essays.* Oxford: Oxford University Press. http://libproxy.calbaptist. Edu:2204/lib/calbaptist/Top?id=10085400&layout=document&page=1 (accessed January 23, 2008).
Journal & Newspaper Articles	
Print – Journal	Beasley, Nicholas M. 2007. Ritual time in British plantation colonies, 1650-1780. *Church History: Studies in Christianity and Culture* 76 (September): 541-68.
Print – Newspaper	Hines, Lori. 2008. Medical care in a hurry debuts in Inland stores. *Press Enterprise*, January 23.
Database –	Mathis, Lisa Lynne. 2007. With heart and voice. *Christian Century* 124, no. 26 (December 25). http://search.ebscohost. Com/login.aspx?

Journal Article	direct=true&db=aph&AN=28144684&site=ehost-live (accessed January 23, 2008).
Database – Newspaper	Hsu, Spencer S. 2008. Disaster plan is set for release; New blueprint will restore power to FEMA. *Washington Post*. January 20. http://libproxy.calbaptist.edu:2083/pqdweb?did=1415554781 &sid=1&Fmt=2&clientId=52936&RQT=309&Vname=PQD (accessed January 23, 2008).
Webpage	Milliot, Jim. 2008. Profits jump at McGraw-Hill on 7% sales gain. *Publishers Weekly.* January 24. http://www.publishersweekly. Com/article/CA6525205.html (accessed January 24, 2008).
Webpage – no author, no date	Southern Baptist Convention. Baptist faith and message, 2000. Statement of Faith. http://www.sbc.net/bfm/default.asp (accessed January 24, 2008).
Website – Newspaper	Norman, Joshua. 2008. Residents say they're okay: Some just need to talk it over. *Sun Herald.* January 23. http://www.sunherald.com /278/story/317900.html (accessed January 23, 2008).

Other Items of Note

Block Quotations

When using quotations run four or fewer lines into your running text. If your quotation is five or more lines set it as a single-spaced indented block. For instance, an example of a longer block quotation is as follows:

> We couldn't keep from looking at this train wreck. Even today, sightseers still make their own inquisitive way to the end of Main Street, but they can't appreciate the sorrow that we as locals feel. In its own way, the beauty of the destruction is heartbreaking and magnificent at the same time. . . . I hope that no one is offended by my captions and commentary. I feel that we have to laugh at some of this awfulness just to keep from bursting into tears, which we often do simultaneously anyway.[1]

The above paragraph also shows the correct usage of ellipsis points between two sentences from different portions of a text and usage of a footnote below.

The following is and example of an in-text citation from one of the references listed above. While reading John Steinbeck's "The Chrysanthemums," the description of the Salinas Valley in winter, "the yellow stubble fields seemed to be bathed in pale cold sunshine, but there was no sunshine in the valley now in December," made this Californian homesick while living in the humid and always green Deep South (Steinbeck [1938] 2008).

[1] Vicki Niolet, *Parting Shots of Old Town Bay St. Louis* (Bay St. Louis, MS, 2006), iv-v.

Headings and Subheadings

Designing your paper should include a strong use of headings and subheadings. Following is a basic breakdown of subheads. Each subhead should be distinct from the upper level and gradually decrease in prominence. In other words, the more important the heading the more it should stand out. More information on headings may be found in *A Manual for Writers.*

Contemporary Music

Major Styles

Impressionism

Major composers and performers

Debussy as impressionist. One of the major French Impressionist composers was Claude Debussy.

As stated earlier, your instructor may give specific rules which supersede rules stated in *A Manual for Writers.* If you have any questions regarding this style please consult your instructor.