A Quick Guide to Turabian

Formatting

- 1” margins
- Times New Roman size 12 font
- Double-spaced (see all exceptions on p. 375 of the Turabian manual)
  - Some exceptions include block quotes, figure captions, footnotes, bibliographies, and reference lists
- Do not number the title page

Style

- Use active voice.
- There are two citation styles in Turabian—Bibliography Style and Reference-List Style—Choose one! Be aware of your professor’s preference. (see p. 137)
- Only include complete bibliographical information the first time a source is referenced.
- When referring to a source whose bibliographical data are in the previous footnote, use *ibid.* to shorten the citation and include a page number if necessary (p. 155)
- When referencing a source whose bibliographical data has already been cited but is not in the previous footnote, use the short form which includes the author’s last name and page number.
- Since the Bible is considered a sacred work, cite it in footnotes, not the bibliography

Main Body

Headings

- Here is one plan for five levels of headings, however you may create your own format as long as you remain consistent (see p. 398). *Please adhere to professor guidelines at all times.
  - *First level:* centered, boldface or italic type, headline-style capitalization
  - *Second level:* centered, regular type, headline-style capitalization
  - *Third level:* flush left, boldface or italic type, headline-style capitalization
  - *Fourth level:* flush left, roman type, sentence-style capitalization
  - *Fifth level:* run in at beginning of paragraph, no blank line after, boldface or italic type, sentence-style capitalization, terminal period

Reference List (Bibliography Style)

- Footnotes
  - Book with a single author or editor
Note Number. Author’s First and Last Names, *Title of Book: Subtitle of Book* (Place of Publication: Publisher’s Name, Date of Publication), XX-XX.

- Book with multiple authors

Note Number. Author #1’s First and Last Names and Author #2’s First and Last Names, *Title of Book: Subtitle of Book* (Place of Publication: Publisher’s Name, Date of Publication).

- Journal Article in Print

Note Number: Author’s First and Last Names, “Title of Article: Subtitle of Article,” *Title of Journal* Volume Number (Date of Publication): XX-XX.

- Journal Article Online

Note Number. Author’s First and Last Names, “Title of Article: Subtitle of Article,” *Title of Journal* Volume Number (Date of Publication), under “Descriptive Locator,” accessed Date of Access, URL.

- Website

Note Number. Author of Page, “Title of Page: Subtitle of Page,” Title or Owner of Site, accessed Date of Access, URL.

- Bibliography

  - Book with a single author or editor

    Author’s Last Name, Author’s First Name. *Title of Book: Subtitle of Book*. Place of Publication: Publisher’s Name, Date of Publication.

  - Book with multiple authors

    Author #1’s Last Name, Author #1’s First name, and Author #2’s First and Last Names. *Title of Book: Subtitle of Book*. Place of Publication: Publisher’s Name, Date of Publication.
• Journal Article in Print

Author’s Last Name, Author’s First Name. “Title of Article: Subtitle of Article.”
Title of Journal Volume Number (Date of Publication): YY-YY.

• Journal Article Online

Author’s Last Name, Author’s First Name. “Title of Article: Subtitle of Article.”
Title of Journal Volume Number (Date of Publication). Accessed Date of Access. URL.

• Website

Author of Page. “Title of Page: Subtitle of Page.” Title or Owner of Site. URL (accessed Date of Access).

Reference List-Style

• In reference list-style, there is one general form used:

Last Name, First Name. Year Published. Title of book: Subtitle of book. Publication City: Publisher.

** For additional help, visit the Undergraduate Writing Center. Email undergradwriting@liberty.edu, or call (434) 592-3174 for an appointment.

** To find further information online, visit the Purdue Online Writing Lab at http://owl.english.purdue.edu/owl