

**A Sample Paper for the Purpose of Correct Formatting Using  
Notes-Bibliography Style for Students in All Non-Divinity Degree Plans**

Claudia Q. Sample

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**NOTE: Content highlighted in green throughout should NOT be included in any student's paper. Such content is included herein as flags to note and bring attention to special rules.**

Prepared by Christy Owen and edited by Brian Aunkst

Liberty University's Online Writing Center, [onlinewriting@liberty.edu](mailto:onlinewriting@liberty.edu)

**Disclaimer:** This sample paper includes much of the same content as that in LU's Rawlings School of Divinity's *Writing Guide* and sample Turabian paper. All are original work products of Liberty University and these parallel versions of Turabian sample papers to address unique requirements in Divinity and non-Divinity programs do not constitute plagiarism (and thus do not require citations to such parallel content within). **Students are not permitted to use the same work from one class paper, in a subsequent class paper.**

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## Introduction

“Turabian” style is an abbreviated version of the more-comprehensive “Chicago” style. Turabian is named for Kate L. Turabian, the author of *A Manual for Writers of Research Papers, Theses, and Dissertations: Chicago Style for Students & Researchers*, which is currently in its 9th printed edition.<sup>1</sup> This sample paper will strive to provide students with all the foundational elements of a Turabian paper using the **Notes-Bibliography format** for all students majoring in History, Government, and other degrees requiring Turabian format that do not fall under LU’s Rawlings School of Divinity. LU’s Rawlings School of Divinity has made some nominal changes to standard Turabian formatting that do not apply to non-Divinity students. Students in those degree plans should NOT use the format included in this sample paper, but rather should follow the format set forth in the School of Divinity’s unique sample papers instead.<sup>2</sup>

With Liberty University currently providing free electronic textbooks to its students, many incoming students have opted not to purchase the Turabian manual. This can have significant negative effects on those students’ ability to learn and master Turabian format. Fortunately, Liberty University subscribes to the [Chicago Manual of Style \(CMOS\) database](#) in its Online Library, for those students who do not have a current Turabian manual readily available to them. Since the Turabian manual is the official resource commonly used in academia, the Online Writing Center strongly encourages students to buy the current Turabian manual (about \$15 for hard copy, or \$10 for electronic version). This sample paper, however, includes references to the correlating CMOS section(s), delineated by **red hyperlinked text** to

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<sup>1</sup> Kate L. Turabian, *A Manual for Writers of Research Papers, Theses, and Dissertations*, 9th ed. (Chicago: University of Chicago Press, 2018).

<sup>2</sup> LU’s Rawlings School of Divinity (SOD) published its own [Writing Guide](#), which includes a link to the SOD’s sample Turabian paper (also in notes-bibliography style). Students in degrees under the SOD should follow those guidelines, rather than the ones presented in this sample paper.

denote the relevant CMOS section, in an effort to ensure all Liberty University students have the necessary resources to excel academically. It is not proper to include hyperlinks or colored lettering in academic class papers; those are merely included here for ease-of-access purposes.

This paper will focus primarily on the stylistic elements discussed in Chapters 16 and 17 of the Turabian manual<sup>3</sup> —*as revised by the History Department*.<sup>4</sup> Students will need to incorporate proper grammatical elements to their papers as well, but those will not be addressed in detail herein.

Many students' papers will require an [introductory section](#) that summarizes or previews the argument of the whole paper, though this is not universally required for all papers.<sup>5</sup> It should be set apart as a separate First-Level Subheading (addressed below). Leave one double-spaced line beneath the word Introduction and the text that follows, as shown above.<sup>6</sup> Turabian suggests that “most introductions run about 10 percent of the whole.”<sup>7</sup> She also suggests that conclusions are typically shorter than introductions.

### **Ibid.**

The abbreviation *ibid.* is used to refer to “the same” source cited immediately before *on the same page*<sup>8</sup>—in this case, footnotes #6 and #7 above. One of the changes in the 9<sup>th</sup> edition of

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<sup>3</sup> Turabian, *A Manual for Writers*, 149-235.

<sup>4</sup> For example, footnote numbers in standard Turabian are not superscripted and are followed by a period (pages 149-50, 162, and 406 of your Turabian manual), but **the History Department requires superscripted numbers with no periods**, as depicted throughout this paper.

<sup>5</sup> Turabian, *A Manual for Writers*, 400, 402.

<sup>6</sup> *Ibid.*, 402.

<sup>7</sup> *Ibid.*, 107.

<sup>8</sup> *Ibid.*, 166-67.

the Turabian manual was to discourage the use of the term *ibid.* However, all schools and departments within Liberty University have universally decided to continue to require and encourage its use at this time, as it is a long-used historical term that will occur in many scholarly resources printed prior to 2018, including most seminal works in Turabian format. Accordingly, students are instructed to disregard Turabian's 2018 position on the use of *ibid.* for all Liberty University coursework.

The term *ibid.* itself is a Latin abbreviation (which is why it is italicized in the text of a sentence), so do include the period. Capitalize it when it begins the footnote, since it depicts the beginning of a sentence, but do **not** italicize the term in notes.<sup>9</sup> If the page numbers for that footnote and the one preceding it differ, use *Ibid.* followed by a comma and the correct page number(s), as shown in footnotes #6 and #7 on the previous page. If the page number is the same for both the current footnote and the one that precedes it, simply use the word *Ibid.* for that second footnote, as shown in footnote #9 below.

Each new page of a student's paper restarts the requirements, so the first footnoted citation to a source on each page would include the author's name and a shortened title (if previously cited), then students can resume using *ibid.* for subsequent consecutive citations on that page, as shown in footnotes #8 and #9 below. Standard Turabian format allows two forms of shortened notes,<sup>10</sup> but the History Department requires the author-title version that includes both the author's name and a shortened version of the source's title. Footnote #10 below (and the first footnote on each new page referring to the Turabian manual) depicts a shortened note—where

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<sup>9</sup> Turabian, *A Manual for Writers*, 166-67.

<sup>10</sup> *Ibid.*, 164--66.

the author's name is given, along with a few words of the title. Always include the page number, whether you use a full footnote or a shortened note.

## **Basic Formatting**

### Overview

Turabian generally offers writers great flexibility in the choices they make regarding many stylistic elements.<sup>11</sup> However, Liberty University's schools, departments, and professors have adopted specific requirements. A professor's mandates trump anything in this sample paper; students should always adopt their specific professor's unique expectations when those differ from the proposed formatting in this sample paper. When in doubt, it may prove beneficial to ask your professor for clarification.

### Title Page

The Turabian manual provides two different examples and details for the title page format options.<sup>12</sup> Students in non-Divinity degree programs should check with their individual professors to determine the requirements of each. Though the two samples in the Turabian manual both depict bolded titles on those title pages, section A.2.1.2<sup>13</sup> is silent on such. Section A.1.5, however, specifies that titles should be bolded (though that section appears to be referring specifically to subheadings).<sup>14</sup> As with all other issues where the Turabian manual is unclear,

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<sup>11</sup> For example, Turabian does not specify a font size or style, although the ONLINE WRITING CENTER generally recommends Times New Romans, 12-point font. Many other elements are also left by Turabian up to individual writers; the ONLINE WRITING CENTER has incorporated its own educated judgment for those in this sample paper, but professors (and students) have freedom to stray from those, as permitted in the Turabian manual.

<sup>12</sup> Turabian, *A Manual for Writers*, 391-92.

<sup>13</sup> *Ibid.*, 388.

<sup>14</sup> *Ibid.*, 386-87.

students should be sure to clarify with their professor if they have any questions about the professor's expectations and requirements.

Other formatting elements<sup>15</sup> required include:

- One-inch margins on all four sides of the paper.
- The Online Writing Center recommends Times New Roman size 12-pt. font except the content in the footnotes themselves (not the superscripted numerals in the body of the paper), which should be Times New Roman 10-pt. font.
- Double-spacing throughout the body of the paper, except in the footnotes, block quotes, table titles, and figure captions. Lists in appendices should be single-spaced, too.<sup>16</sup>
- Quotations should be blocked if the citation is five or more lines. Blocked quotations are single-spaced with one blank line before and after each excerpt, and the entire left margin of the block quote is indented one half-inch. No quotation marks are used when using blocked quotations. Turabian requires blocked quotes to be introduced in the writer's own words.<sup>17</sup>

### Page Numbering

The title page should not include any page number,<sup>18</sup> although it is considered the first page of any paper. The front matter (anything between the title page and the first page of the body of the paper) should be numbered with lowercase Roman numerals centered in the footer,

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<sup>15</sup> Turabian, *A Manual for Writers*, 384-87.

<sup>16</sup> *Ibid.*, 385.

<sup>17</sup> *Ibid.*, 361.

<sup>18</sup> *Ibid.*, 385.

beginning with ii, to correspond with the fact that it begins on page two.<sup>19</sup> The paper's body, bibliography, and appendices display [Arabic numerals](#) (i.e., 1, 2, 3) placed flush-right in the header, beginning with page 1 on the first page of the body of the paper.<sup>20</sup>

The Online Writing Center has prepared a [video tutorial on pagination for Turabian papers](#) to help students learn how to insert page numbers, step-by-step. Voila ... pagination mastered!

### Table of Contents

Although this page/section is commonly referred to as the “table of contents,” only the word “[Contents](#)” should appear at the top, centered, without the quotation marks.<sup>21</sup> Students may not need a table of contents, but one was included in this sample paper as a visual aid, and because it is lengthy enough to include subheadings. Note that “**all papers divided into chapters require a table of contents**” (emphasis supplied).<sup>22</sup> If a student's paper is not divided into chapters or subheadings (usually short papers), it likely will not be required to include a table of contents— please clarify with the professor.

The table of contents can span more than one page when necessary, as it does in this sample paper. Double-space between each item but single-space the individual items themselves. Add an extra line between each of the major sections (including the front and back matter). It is important to note that a table of contents does not list the pages that precede it, only those pages

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<sup>19</sup> Turabian, *A Manual for Writers*, 386.

<sup>20</sup> Ibid.

<sup>21</sup> Ibid., 390, 394-395.

<sup>22</sup> Ibid., 390.

that follow it. Be sure that the first letter of each word is capitalized (other than articles and prepositions within the phrase).

“Leaders” —the dots between the words on the left margin and their corresponding page numbers at the right margin in a table of contents—are acceptable, at the student’s (or professor’s) choice. Only include the first page each element begins on; not the full page-span.<sup>23</sup>

Number all pages of this element with Roman numerals. If the table of contents is more than one page, do not repeat the title. Leave two blank lines between the title and the first listed item.<sup>24</sup> Single-space individual items listed but add a blank line after each item. Between the lists for the front and back matter and the chapters, or between parts or volumes (if any), leave two blank lines. [This video tutorial shows how to format subheadings and convert those into a Contents page for larger projects.](#)

### Thesis Statements

Section A.2.1.4 of the Turabian manual discusses the placement and labeling of an abstract or thesis statement. Specifically, it acknowledges that “most departments or universities have specific models ... that you should follow exactly for content, word count, format, placement, and pagination.”<sup>25</sup> Since this can vary from one professor to another, this paper will not include a separate sample thesis statement page. Do not confuse a purpose statement with a thesis statement, however. A purpose statement states the reason why the paper is written. For all practical purposes, the purpose statement introduces the thesis statement. An example of a

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<sup>23</sup> Turabian, *A Manual for Writers*, 390.

<sup>24</sup> Ibid.

<sup>25</sup> Ibid., 389.

purpose statement is, “The purpose of this paper is to demonstrate that when one recognizes God’s freedom he/she can find biblical inerrancy defensible.” An example of a thesis statement is, “Biblical inerrancy is defensible in the context of divine freedom.” Remember, it is the purpose and thesis statements that determine the form and content of an outline.

The distinction between a purpose statement and a thesis statement is important. The purpose of this sample paper is to provide a template for the correct formatting of a research paper. The thesis is, “Students who use this paper as a sample or template are more likely to format their papers correctly in the future.”

### Line Spacing

Section A.1.3 of the Turabian manual addresses line spacing.<sup>26</sup> As mentioned above, all text in papers should be double-spaced except for block quotes, table titles, figure captions, and lists in appendices. The table of contents, footnotes, and bibliography entries should be single-spaced internally, but double-spaced between each entry.<sup>27</sup> Turabian specifies in Section A.2.2.4 to “put more space before a subheading than after.”<sup>28</sup> The Online Writing Center recommends adding an extra single-spaced line before each subheading, so the total space between the end of one section and the next subheading should be the equivalent of three single-spaced lines (or one-and-a-half double-spaced lines); this aligns with the Rawlings School of Divinity’s protocol and thus maintains consistency on this issue across disciplines. See the [tutorial on formatting](#)

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<sup>26</sup> Turabian, *A Manual for Writers*, 385.

<sup>27</sup> Ibid.

<sup>28</sup> Ibid., 404.

[subheadings](#). There should only be [one space after periods](#) and other punctuation at the end of each sentence, before beginning a new sentence.<sup>29</sup>

### Capitalization

Turabian style has two forms of capitalization for titles: headline-style and sentence-style. In [headline style](#), all major words in a title (usually those with four or more letters, excepting prepositions) begin with capital letters.<sup>30</sup> In [sentence-style](#), only the first word of a title, the first word of a subtitle, and proper nouns begin with capital letters.<sup>31</sup> Liberty University courses typically use headline style for subheadings. Be sure to check with your professor.

### Chapters versus Subheadings

Turabian allows each writer to determine whether to use [subheadings or chapters](#) to divide his or her paper into sections.<sup>32</sup> There are separate rules for both. Chapters are usually reserved for thesis projects and dissertations; subheadings are often used for class papers.

Turabian allows great flexibility and individuality in how one formats the various subheading levels, when used. When your professor does not specify a preferred format for heading levels, students are invited to adopt the formats shown herein, for the sake of consistency and uniformity. Your professor's mandates, however, **always** trump any other source's recommendations. The Online Writing Center strongly urges students not to search the Internet for outside resources regarding Turabian format, since those are all individuals' interpretations, and there is tremendous disparity from one source to another. For example, some

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<sup>29</sup> Turabian, *A Manual for Writers*, 385.

<sup>30</sup> *Ibid.*, 325-26.

<sup>31</sup> *Ibid.*, 326.

<sup>32</sup> *Ibid.*, 402, 404.

resources recommend using ALL-CAPITAL letters, but Turabian expressly discourages such as having “the undesirable effect of obscuring the capitalization of individual words in a title.”<sup>33</sup>

The title of a heading should never be “orphaned” at the bottom of a page, without its supporting text.<sup>34</sup> If there is not enough room on the previous page for both the heading title and at least the first line of the paragraph, you must begin a new page. You can, however, have two headings in a row<sup>35</sup> as shown on page 17 below separated by one double-spaced blank line, however.

The formats used and recommended in this sample paper align with [the Online Writing Center’s Turabian Headings document](#):

1. First-level headings should be centered, bolded, and use headline-style capitalization.
2. Second-level subheadings should be centered, not bolded, and use headline-style capitalization.
3. Third-level subheadings should be left-justified, bolded, and use headline-style capitalization.
4. Fourth-level subheadings—though rare in Turabian style—should be left-justified, not bolded, with only the first letter of the first word capitalized.
5. Fifth-level subheadings are extremely rare; they should be indented ½” from the left margin, not bolded, italicized, in sentence case (including a period), followed by one space, with the text following on the same line.

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<sup>33</sup> Turabian, *A Manual for Writers*, 387.

<sup>34</sup> *Ibid.*, 405.

<sup>35</sup> *Ibid.*, 404.

Except for fifth-levels, all text would begin on the line beneath the heading. Note that there must be at least two of any subheading used under a larger heading.<sup>36</sup> Turabian also does not allow orphaned headings, where the heading appears at the bottom of the page, isolated from its content on the next page.<sup>37</sup> First- and second-level subheading levels are used throughout this sample paper, but below is a visualization of each of five levels.

## Contemporary Art (First-level)

### What Are the Major Styles? (Second-level)

#### Abstract Expressionism (Third-level)

#### Major painters and practitioners (Fourth-level)

**Pollack as the leader (Fifth-level).** This one is unique in that the text begins on the same line.

#### “Voice”

As a general rule, use active voice and avoid first or second person pronouns in academic writing unless permitted by the assignment instructions. This paper uses second person (you, your) since it is instructional in nature. In historical writing, use simple past tense verbs, but when referring to an author’s written work, use present tense.

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<sup>36</sup> Turabian, *A Manual for Writers*, 404.

<sup>37</sup> *Ibid.*, 405.

### Organizing a Paper Using an Outline

When writing a paper, organize your outline first so that you are able to plan how you will make your argument and then give your reasoning and evidence to support your thesis statement. Your first paragraph of each section should explain how this will fit into your reasoning, and then each section will end with a summary of how the evidence has shown your reasoning to be correct. Also, transitions are very helpful at the end of each major section so that the reader anticipates how the next section is connected to the logical progression of the reasoning you use to support your thesis.

Most Liberty University research papers will be no longer than twenty pages and generally will not have long and detailed outlines or subheadings beyond the third level. Details that would be appropriate for the fourth or fifth heading level tend to distract the reader's attention from the overall thesis within a short essay (typically fewer than 20 pages). Even if a fourth level is unavoidable, a fifth level is discouraged.

### Citations

Though Turabian allows two forms of citing your sources in the body of a paper, this sample paper focuses exclusively on the notes-bibliography style. Chapters 16 and 17 of your Turabian manual focus on these elements ([Chapter 14](#) in the CMOS). The “N” denotes (foot)notes, and the “B” denotes bibliography entries. Be sure to use the correct format for each since there are some variances between them for each resource. Notably, the first/only author's name is inverted (i.e., last name first) in bibliography entries, but not in notes.<sup>38</sup>

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<sup>38</sup> Turabian, *A Manual for Writers*, 154.

When formatting a footnote, indent the first line of each footnote the same amount as the first line of the paragraphs within your paper (1/2"). The indentation should be before the superscripted footnote number. Insert one space after the superscript number before the first word of the footnote.<sup>39</sup> The footnotes should be single-spaced, and there should be a single blank space between (or 12-pt. line space after) each footnote.<sup>40</sup> Font within the footer should be 10 point (the Online Writing Center recommends Times New Roman, 10-pt.).

There is one notable exclusion to notes formatting that most Liberty University students will encounter. The version or translation of the Bible being used must be identified in the text with a parenthetical reference (e.g., 1 Cor 1:13, ESV).<sup>41</sup> If you choose to use the same Bible translation (such as the English Standard Version) throughout the paper, you should add a footnote in your first usage stating, "Unless otherwise noted, all biblical passages referenced are in the English Standard Version." This means that you will not need to reference the version of the Bible in subsequent citations unless you change the version. For example, if the student identified the English Standard Version as the primary version but chose to use the New International Version (NIV) when quoting a particular verse such as John 14:6, the parenthetical citation following the passage would be (John 14:6, NIV).

When citing one source quoted in another, Turabian encourages students to go to the original source and cite it directly.<sup>42</sup> In those cases where the original cannot be located or accessed, cite both resources as detailed in Section 17.9.3.

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<sup>39</sup> This rule is specific to the History Department. In standard Turabian, the footnote number is not superscripted, and it is followed by a period.

<sup>40</sup> Turabian, *A Manual for Writers*, 162.

<sup>41</sup> *Ibid.*, 204; see also section 24.6.

<sup>42</sup> *Ibid.*, 205.

An example of each of the major types of footnoted resources is included herein for sample purposes. Note that writers would only include footnotes and bibliography entries for resources whose content were actually used in supporting the author's position in a paper. Note also that author names are never inverted in notes. These samples that follow are for illustration purposes only, and each source footnoted herein is also included in the bibliography section. See the "Chart of Turabian Citations" (attached to the end of this paper for ready access, on pages 26-30) to show correlating note and bibliography entries, side by side, for each major type of resource.

- Book by one author.<sup>43</sup>
- Book by two authors.<sup>44</sup>
- Book by three authors.<sup>45</sup>
- Book by four or more authors (modify the note only to name the first author followed by et al. In the bibliography entry, however, list up to the first seven authors followed by et al.).<sup>46</sup>
- Editor, translator, or compiler instead of author.<sup>47</sup>
- Editor, translator, or compiler in addition to author.<sup>48</sup>

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<sup>43</sup> Wendy Doniger, *Splitting the Difference* (Chicago: University of Chicago Press, 1999), 65.

<sup>44</sup> Guy Cowlishaw and Robin Dunbar, *Primate Conservation Biology* (Chicago: University of Chicago Press, 2000), 104–7.

<sup>45</sup> Silas Owenby, Marcus Outback, and Robert Dunn, *In His Service* (Chicago: University of Chicago Press, 2017), 11-12.

<sup>46</sup> Mark Orphen et al., *Flying Like Eagles* (Chicago: University of Chicago Press, 2018), 8-9.

<sup>47</sup> Richmond Lattimore, trans., *The Iliad of Homer* (Chicago: University of Chicago Press, 1951), 91–92.

<sup>48</sup> Yves Bonnefoy, *New and Selected Poems*, ed. John Naughton and Anthony Rudolf (Chicago: University of Chicago Press, 1995), 22.

- Chapter or other part of a book.<sup>49</sup>
- Preface, foreword, introduction, or similar part of a book.<sup>50</sup>
- Book published electronically.<sup>51,52</sup>
- Article in a print journal.<sup>53,54</sup>
- Article in an online journal.<sup>55,56</sup>
- Popular magazine article.<sup>57</sup>
- Newspaper article.<sup>58</sup>

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<sup>49</sup> Andrew Wiese, “‘The House I Live In’: Race, Class, and African American Suburban Dreams in the Postwar United States,” in *The New Suburban History*, ed. Kevin M. Kruse and Thomas J. Sugrue (Chicago: University of Chicago Press, 2006), 101–2.

<sup>50</sup> James Rieger, introduction to *Frankenstein; or, The Modern Prometheus*, by Mary Wollstonecraft Shelley (Chicago: University of Chicago Press, 1982), xx–xxi.

<sup>51</sup> Philip B. Kurland and Ralph Lerner, eds., *The Founders’ Constitution* (Chicago: University of Chicago Press, 1987), page #s or chapter if page numbers are not available, <http://press-pubs.uchicago.edu/founders/>.

<sup>52</sup> Note: if the book is a PDF of a hard-copy publication, you do not need the web address (URL); you should cite it as if you are holding it in your hand. However, if the on-line publication is in digitized form and does not have page numbers reflecting the actual pages in the book, include a section title or a chapter or other number in place of the page number. If a book is available in more than one format, cite the version you consulted. For books consulted online, include a URL. If you consulted the book in a library or commercial database, you may give the name of the database instead of a URL.

<sup>53</sup> John Maynard Smith, “The Origin of Altruism,” *Nature* 393, no. 2 (April 1998): 639.

<sup>54</sup> Note: if the journal has more than one issue per year—i.e., (April 1998)—put the month before the date.

<sup>55</sup> Mark A. Hlatky et al., “Quality-of-Life and Depressive Symptoms in Postmenopausal Women after Receiving Hormone Therapy: Results from the Heart and Estrogen/Progestin Replacement Study (HERS) Trial,” *Journal of the American Medical Association* 287, no. 5 (February 2002), page #s or chapter if page numbers are not available, <http://jama.ama-assn.org/issues/v287n5/full/joc10108.html#aainfo>.

<sup>56</sup> For a journal article consulted online, include an access date and a URL. For articles that include a DOI, form the URL by appending the DOI to <http://dx.doi.org/> rather than using the URL in your address bar. The DOI for the article in the Brown example is 10.1086/660696. If you consulted the article in a library or commercial database, you may give the name of the database instead.

<sup>57</sup> Steve Martin, “Sports-Interview Shocker,” *New Yorker*, May 6, 2002, 84.

<sup>58</sup> William S. Niederkorn, “A Scholar Recants on His ‘Shakespeare’ Discovery,” *New York Times*, June 20, 2002, Arts section, Midwest edition, B122.

- Book review.<sup>59</sup>
- Thesis or dissertation.<sup>60</sup>
- Interview.<sup>61,62</sup>
- Lecture.<sup>63</sup>
- Paper and/or PowerPoint presented at a meeting or conference, or in class (unpublished).<sup>64</sup>
- Letter in a print collection.<sup>65</sup>
- Document in a print collection.<sup>66</sup>
- Information from a website.<sup>67</sup>

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<sup>59</sup> James Gorman, “Endangered Species,” review of *The Last American Man*, by Elizabeth Gilbert, *New York Times Book Review*, June 2, 2002, 16.

<sup>60</sup> M. Amundin, “Click Repetition Rate Patterns in Communicative Sounds from the Harbour Porpoise, *Phocoena phocoena*” (PhD diss., Stockholm University, 1991), 22–29, 35.

<sup>61</sup> Professor of History Samuel C. Smith at Liberty University, interview by author, Lynchburg, VA, February 9, 2016.

<sup>62</sup> Ordinarily, “[unpublished interviews](#) (including those you have conducted yourself) should usually be cited only in notes” (Turabian 2008, 197). The bibliography section of this paper, however, includes an example of how to format an interview entry when necessary.

<sup>63</sup> Robert Ritchie, “Vietnam: Lessons from the War” (lecture at Liberty University, Lynchburg, VA, March 19, 2016).

<sup>64</sup> Brian Doyle, “Howling Like Dogs: Metaphorical Language in Psalm 59” (paper presented at the annual international meeting for the Society of Biblical Literature, Berlin, Germany, June 19–22, 2002).

<sup>65</sup> George Whitefield to Mr. I. Roberts, July 18, 1740, *The Works of the Reverend George Whitefield*, vol. 1 (London: Printed for Edward and Charles Dilly, 1771), 199–200.

<sup>66</sup> Egerton Leigh, *The Man Unmasked: or, the World Undeceived in the Author of a Late Pamphlet, Intituled, ‘Extracts from the Proceedings of the High Court of Vice-Admiralty in Charlestown, South-Carolina,’ &c with Suitable Remarks on that Masterly Performance* in Philip Hamer, et al., eds., *The Papers of Henry Laurens*, vol. 6 (Columbia, SC: University of South Carolina Press, 1969–2003), 19–23.

<sup>67</sup> Silas Deane to Elizabeth Deane, (Letter 16) 7 September 1774, *Delegates to Congress: Letters of Delegates to Congress, 1774–1789*, vol. 1, August 1774–August 1775, Electronic Text Center, University of Virginia Library, 35, <http://etext.virginia.edu/toc/modeng/public/DelVol01.html>.

- Unpublished photograph held by an author (exclude from bibliography).<sup>68</sup>
- Videos and podcasts.<sup>69</sup>
- Publications of Government Departments and Agencies—Census.<sup>70</sup>
- Kindle or e-reader Book (no page numbers).<sup>71</sup>
- Reference works (omit from Bibliography).<sup>72</sup>

### Special Applications

#### Examples of Citing the Bible

Many students struggle with the proper formatting in citing the Bible. When citing biblical passages, there are some general guidelines to follow that are important. It is not necessary to write out full quotes of verses or paragraphs from the Bible since your readers can find the references that you cite. Citations are quoted in full when the author needs to make a specific observation, such as when he/she chooses to follow Luke’s example in his message to Theophilus; “so that you may know the exact truth about the things you have been taught” (Luke 1:4).<sup>73</sup> You will notice in the footnote below that only a single footnote is needed when identifying the Bible version, providing the paper cites from only one translation. All the

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<sup>68</sup> Carolyn Curtis, *Farm Work*, September 8, 1999, Shreeve, OH, in author’s possession.

<sup>69</sup> Andrew Hanon, “Never Give Up” (music video), directed by Patrick Keene, October 2, 2011, 4:25, <https://www.youtube.com/watch?v=abcdeQWver>.

<sup>70</sup> National Archives and Records Administration, *Department of Commerce—Bureau of the Census: Fourteenth Census of the United States: 1920, Famous and Infamous Census Records, Politicians and Public Servants, 1920*.

<sup>71</sup> Dave Earley and Rod Dempsey, *Disciple Making Is . . . : How to Live the Great Commission with Passion and Confidence* (Nashville: B&H Publishers, 2013), loc. 103, Kindle.

<sup>72</sup> *Peloubet’s Bible Dictionary*, 6th ed., s.v. “Romans, Epistle to the.”

<sup>73</sup> Unless otherwise noted, all biblical passages referenced are in the *English Standard Version* (Wheaton, IL: Crossway, 2008).

following biblical references are given in the text of the paper, not in the footnotes, unless content in the footnote requires biblical references. If you use multiple translations or versions of the Bible, then you would have to use one footnote for each new version and use a system of abbreviations in the text, but only within parentheses (NASB, KJV, NIV, etc.). The writing is simplified if you choose one version of the Bible and use it exclusively; then you can provide a disclaimer footnote to that effect as stated in footnote #73 below.

In the actual text of a paper, you need to follow proper grammatical and style requirements. Here are some correct examples of how to cite references or allusions from the Bible. Luke wrote to Theophilus in verse four of his first chapter so that his patron would have a more exact understanding of the details of the salvation offered also to the Gentiles. Luke claims that he wrote his Gospel, “in consecutive order,” after having “investigated everything carefully from the beginning” (Luke 1:3). In verse one of Chapter One, Luke seems to be aware of previous Gospel accounts, but in Luke 1:2, he claims that he has information from eyewitnesses. You will note in the previous example that you are permitted to use standard biblical references like Luke 1:2 within a sentence as long as you introduce it as a biblical reference rather than as part of your text.

The abbreviations for the books of the Bible can be used only in parentheses within the text or in footnotes.<sup>74</sup> For example, you may make a reference to Romans 1:16, but if you state that Christians should not be ashamed of the gospel (Rom 1:16), then you should use the abbreviation within parentheses. The following examples are all correct: Paul, in verse sixteen of

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<sup>74</sup> Turabian includes a comprehensive list of abbreviations for the books of the Bible in sections 24.6.1-24.6.4 ([10.44](#), [10.45](#), [10.47](#), and [10.48](#)). Some professors, however, prefer that students consult the SOD’s Writing Guide, Appendices A and B: [Sacred Book Reference List and Capitalization Guide](#). Be sure to clarify what your professor expects.

Chapter One of his Epistle to the Romans, states that he is not ashamed of the gospel; Paul states that he is not ashamed of the gospel (Rom 1:16); and in Romans 1:16, Paul states that he is not ashamed of the gospel.<sup>75</sup>

#### Map, Photography, Figure, or Table

If you are citing a map, photograph, figure, or table, it is also cited in the footnotes, according to Turabian 17.1.7.2.<sup>76</sup> For example:

<sup>2</sup> R. Alan Culpepper, “Luke,” in *The New Interpreter's Bible*, Vol. 9, eds. Leander E. Keck, et al. (Nashville, TN: Abingdon Press, 1995), 89, table 6.4.

#### Crediting Authors of Chapters in Edited Collections

In Turabian format, you are required to credit the author of each individual chapter of an edited collection that you gleaned material from; each of those would be individual references. See section 17.1.8.2 of your Turabian manual.<sup>77</sup>

#### Numbering

Any number used in the text that is less than one hundred and any whole number of hundreds should be spelled completely within the body of the paper (one hundred, two hundred, etc.).<sup>78,79</sup> Generally, if the number can be written with one or two words, it should be spelled completely. For numbers written with more than two words (i.e., 108 or 210), numerals should

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<sup>75</sup> Notice the word “gospel” is not capitalized when referring to the evangelical message (i.e. “good news”). It is capitalized when referring to one of the first four books of the New Testament.

<sup>76</sup> Turabian, *A Manual for Writers*, 182.

<sup>77</sup> *Ibid.*, 184.

<sup>78</sup> *Ibid.*, 330-31.

<sup>79</sup> The exception is within a footnote where all numeric numerals can be used (e.g. 100, 200, etc.).

be used. However, you should never mix the styles. If any number used must be written with numerals, then all should be in the same style (i.e., 98, 108, 210, 300; not ninety-eight, 108, 210, three hundred). Of note here is an exception that when writing percentages in the text, you would write 98 percent or 100 percent, and so forth;<sup>80</sup> always using the numeral, but writing out “percent.”

### Permalinks

Some resources have [permalinks](#) available. They may appear as a paperclip or linked-chains icon, or by the word Permalink. [This webpage](#) explains more. The age of internet technology has significantly increased the number of resources available online, which trend is expected to continue. URLs based on DOIs are most reliable; use those whenever possible. If there is no DOI-based URL, use a permalink when available.<sup>81</sup> If you cannot find a viable URL that does not require log-on credentials, then omit the URL altogether and substitute the name of the database (i.e., ProQuest).<sup>82</sup>

### Turabian – Videos

Formatting of videos and podcasts (such as used in Liberty University course lectures) in notes-bibliography style is addressed in section 17.10.3.3 of your Turabian manual.<sup>83</sup> See the examples in footnotes 63-64 above as well.

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<sup>80</sup> Turabian, *A Manual for Writers*, 332.

<sup>81</sup> *Ibid.*, 145.

<sup>82</sup> *Ibid.*, 145.

<sup>83</sup> *Ibid.*, 210.

## Turabian – Ebooks with No Page Numbers

Section 17.1.10 addresses electronic books, or ebooks.<sup>84</sup> The bottom paragraph has all the specifics, including not citing app-specific location numbers, but instead citing the details necessary for your reader to locate that content in any version of that resource (i.e., chapter or section name or number). See footnotes #51-52 above.

### **Eturabian.com**

Students are encouraged to study and learn the specifics for how to cite each type of resource. The Online Writing Center has found one online resource to consistently and dependably produce bibliographic entries in Turabian format: [www.eturabian.com](http://www.eturabian.com). Its software was generated by an independent entity, but thus far, Online Writing Center staff have not discerned any errors (provided the details are properly input by the student into the citation generator). Students are encouraged to use this resource to *check* their reference and bibliographic entries, but not rely solely on it for accuracy. Students are also strongly cautioned against using the new “template” features on that website.

### **Bibliography Entries and Tips**

The bibliography list itself begins on a new page following the Conclusion, even though a great deal of room may be left on a final page. To do this, hold down the “Ctrl” key and then hit the “Enter” key, which will drop the cursor down to an entirely new page to start the bibliography. Type the word Bibliography, centered, in bold type, followed by one blank line. The bibliography is single-spaced but with an extra blank line (or 12-pt line space) inserted

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<sup>84</sup> Turabian, *A Manual for Writers*, 186.

between each entry. Chapter 17 of the Turabian manual is dedicated to the various forms of bibliographic entries.<sup>85</sup>

The following bulleted list depicts a block quote<sup>86</sup> with bullets (single-spaced, indented ½” from left margin, with ragged right margin):

- Use the term *Bibliography* for your final list of bibliographic entries. Other terms such as *References* or *Works Cited* are not acceptable.
- Bold the title, center it, and begin a new page with normal page numbering.
- Use a one-half inch hanging indentation for the second+ line(s) of each.
- Use single-line spacing between (or 12-pt. line spacing after) entries.
- Only cite sources directly referenced in the body of your paper. Do not cite works that have only been consulted. For every reference, there should be a footnote and vice-versa.
- When including two or more works from the same author in the bibliography, Turabian 9th edition calls for a long dash, called a 3-em dash. For more on this see Turabian, *Manual for Writers*, 156-57.
- Break the URL at a logical breaking point (after a period, /, etc.) to go to the next line. Do this by placing the cursor where you want it to break, then click Ctrl-Enter.
- When consulting an anthology where all the chapters are written by different authors, insert the inclusive page numbers of that particular chapter in the bibliographic entry. If citing from a book within a collection of books, also insert the inclusive page numbers of that particular book in the bibliographic entry.
- When citing an article from an online library/search engine, you do not need to cite the search engine or article address if the article is in the same form as it would have been in a print journal (typically you can tell this is the case if the online article is downloadable into a .pdf). If you need to cite the link to the article, it is preferred that you cite the article using the Digital Object Identifier (DOI). If no DOI is available, make sure you are using a permalink rather than a link copied and pasted from your web browser’s address bar. If you signed into the Liberty University Jerry Falwell Library online using a username and password, then the address from the address bar will not work for anyone who does not have *your* username/password.
- Italicize book titles; use quotation marks for article titles.
- Do not include the Bible in the bibliography. Since the Bible is considered a sacred work, cite it initially in the footnotes and subsequently in parenthetical references. For example, note the parenthetical reference in the following sentence: Christ declares his exclusive salvific value when he states, “I am the way, the truth, and the life” (John 14:6). The Bible reference is not included within the quotation marks because it is not a part of Christ’s declaration. The period would come after the parenthesis because you cannot begin a new sentence without a period immediately preceding it.

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<sup>85</sup> Turabian, *Manual for Writers*, 169-222.

<sup>86</sup> Liberty University. 2018. “Rawlings School of Divinity’s Writing Guide.” Accessed December 31, 2018. [https://www.liberty.edu/media/1162/School\\_of\\_Divinity\\_Writing\\_Guide\\_September\\_2018\\_ed.pdf](https://www.liberty.edu/media/1162/School_of_Divinity_Writing_Guide_September_2018_ed.pdf).

## Conclusion

The conclusion of a paper in Turabian style should reiterate the thesis (though not necessarily verbatim) and provide the audience with a concise summary of all the major points.<sup>87</sup> The importance of an effective conclusion cannot be overstated, as it frames the writer's closing thoughts and should provide a lasting impression on the reader.

This would be the last page of text in the body of the paper. Even if it only covers the first line or two on a page, drop down to the next page before beginning your bibliography. Ordinarily, there should be no coloring in any research paper and no footnotes in the bibliography list. However, both are included below to help delineate among the different types of resources, as a teaching tool for students.

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<sup>87</sup> Turabian, *A Manual for Writers*, 111.

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## Turabian Chart of Citations

Visual showing the various citation elements in Turabian

One Author				
Notes-bibliography			Author-date	
Footnote	Shortened	Bibliography	Parenthetical	Reference
Aldous Huxley, <i>Brave New World</i> (Garden City, NY: Doubleday, Doran & Co., 1932), 25.	Huxley, <i>New World</i> , 25.	Huxley, Aldous. <i>Brave New World</i> . Garden City, NY: Doubleday, Doran & Co., 1932.	(Huxley 1932, 25)	Huxley, Aldous. 1932. <i>Brave New World</i> . Garden City, NY: Doubleday, Doran & Co.
Two-Three Authors				
Notes-bibliography			Author-date	
Footnote	Shortened	Bibliography	Parenthetical	Reference
Rachel Cohn and David Levithan, <i>Nick &amp; Norah's Infinite Playlist</i> (New York: Alfred K. Knopf Books for Young Readers, 2007), 56.	Cohn and Levithan, <i>Nick &amp; Norah's</i> , 56.	Cohn, Rachel, and David Levithan. <i>Nick &amp; Norah's Infinite Playlist</i> . New York: Alfred K. Knopf Books for Young Readers, 2007.	(Cohn and Levithan 2007, 56)	Cohn, Rachel, and David Levithan. 2007. <i>Nick &amp; Norah's Infinite Playlist</i> . New York: Alfred K. Knopf Books for Young Readers.
Walder Frey, Roose Bolton, and Tywin Lannister, <i>Wedding Planning in Westeros</i> (King's Landing: Castamere Publishing, 2013), 300.	Frey, Bolton, and Lannister, <i>Wedding Planning</i> , 300.	Frey, Walder, Roose Bolton, and Tywin Lannister. <i>Wedding Planning in Westeros</i> . King's Landing: Castamere Publishing, 2013.	(Frey, Bolton, and Lannister 2013, 300)	Frey, Walder, Roose Bolton, and Tywin Lannister. 2013. <i>Wedding Planning in Westeros</i> . King's Landing: Castamere Publishing.

Four to Ten Authors				
Notes-bibliography			Author-date	
Footnote	Shortened	Bibliography	Parenthetical	Reference
John Blake et al., <i>The Lost Decade: History of Lost Oral Traditions</i> (New York, NY: Hunter Publishing, 2008), 178-182.	Blake et al., <i>Lost Decade</i> , 178-182.	Blake, John, Kirk Langdon, Hannah Greenberg, and Patrick Smith. <i>The Lost Decade: History of Lost Oral Traditions</i> . New York, NY: Hunter Publishing, 2008.	(Blake et al. 2008, 178-182)	Blake, John, Kirk Langdon, Hannah Greenberg, and Patrick Smith. 2008. <i>The Lost Decade: History of Lost Oral Traditions</i> . New York, NY: Hunter Publishing.
More than Ten Authors				
Notes-bibliography			Author-date	
Footnote	Shortened	Bibliography	Parenthetical	Reference
Mark Orphen et al., <i>Flying Like Eagles</i> (Chicago: University of Chicago Press, 2018), 9-11.	Orphen et al., <i>Flying Like Eagles</i> , 9—11.	Orphen, Mark, Linda Chastain, Ben Frankel, Caleb Frankel, Keith Miller, Barbara Martin, Chad Gowen et al. <i>Flying Like Eagles</i> . Chicago: University of Chicago Pres, 2018.	(Orphen et al. 2018, 9-11).	Orphen, Mark, Linda Chastain, Ben Frankel, Caleb Frankel, Keith Miller, Barbara Martin, Chad Gowen et al. <i>Flying Like Eagles</i> . Chicago: University of Chicago Pres, 2018.
Author plus Editor				
Notes-bibliography			Author-date	
Footnote	Shortened	Bibliography	Parenthetical	Reference
Jovi Rockwell, <i>The Stray Cats of Lynchburg: A Guide to Cat Identification</i> , ed. Chris M. Schulz (Lynchburg, VA: Warwick House Publishing, 2006), 56.	Rockwell, <i>Stray Cats</i> , 56.	Rockwell, Jovi. <i>The Stray Cats of Lynchburg: A Guide to Cat Identification</i> . Edited by Chris M. Schulz. Lynchburg, VA: Warwick House Publishing, 2006.	(Rockwell 2006, 56)	Rockwell, Jovi. 2006. <i>The Stray Cats of Lynchburg: A Guide to Cat Identification</i> . Edited by Chris M. Schulz. Lynchburg, VA: Warwick House Publishing.

Book Review				
Notes-bibliography			Author-date	
Footnote	Shortened	Bibliography	Parenthetical	Reference
Joel Mokyr, review of <i>Natural Experiments of History</i> , edited by Jared Diamond and James A. Robinson, <i>American Historical Review</i> 116, no. 3 (June 2011): 752-55.	Mokyr, review of <i>Natural Experiments</i> , 752-55.	Mokyr, Joel. Review of <i>Natural Experiments of History</i> , edited by Jared Diamond and James A. Robinson. <i>American Historical Review</i> 116, no. 3 (June 2011): 752-55.	(Mokyr 2011, 753)	Mokyr, Joel. 2011. Review of <i>Natural Experiments of History</i> , edited by Jared Diamond and James A. Robinson. <i>American Historical Review</i> 116, no. 3 (June 2011): 752-55.
Electronic Book or ebook				
Notes-bibliography			Author-date	
Footnote	Shortened	Bibliography	Parenthetical	Reference
Kelsie Bacon, <i>How to Get Famous: The Importance of a Delicious Last Name</i> (New York: Fake Publishing Publishers, 2013), 41, accessed November 7, 2015, ProQuest Ebrary.	Bacon, <i>Famous</i> , 41.	Bacon, Kelsie. <i>How to Get Famous: The Importance of a Delicious Last Name</i> . New York: Fake Publishing Publishers, 2013. Accessed November 7, 2015. ProQuest Ebrary.	(Bacon 2013, 41)	Bacon, Kelsie. 2013. <i>How to Get Famous: The Importance of a Delicious Last Name</i> . New York: Fake Publishing Publishers. Accessed November 7, 2015.
Bevin Kacon, <i>Not Kevin Bacon: Seriously, That's Someone Else</i> (Boston: Boston University Publishing, 2007), 249, Kindle.	Kacon, <i>Kevin Bacon</i> , 249.	Kacon, Bevin. <i>Not Kevin Bacon: Seriously, That's Someone Else</i> . Boston: Boston University Publishing, 2007. Kindle.	(Kacon 2007, 249)	Kacon, Bevin. 2007. <i>Not Kevin Bacon: Seriously, That's Someone Else</i> . Boston: Boston University Publishing. Kindle.

Organization as Author				
Notes-bibliography			Author-date	
Footnote	Shortened	Bibliography	Parenthetical	Reference
Canadian Pro-Canada Association, <i>Top Fifty Canadians of All Time</i> (Montreal: Canada Wild Publishers, 2008), 184.	CPA, <i>Top Fifty Canadians</i> , 184.	Canadian Pro-Canada Association. <i>Top Fifty Canadians of All Time</i> . Montreal: Canada Wild Publishers, 2008.	(Canadian Pro-Canada Association 2008, 184)	Canadian Pro-Canada Association. 2008. <i>Top Fifty Canadians of All Time</i> . Montreal: Canada Wild Publishers.
Anonymous Author				
Notes-bibliography			Author-date	
Footnote	Shortened	Bibliography	Parenthetical	Reference
<i>A Presidential Novel</i> (New York: Simon & Schuster, 2011), 15.	<i>A Presidential Novel</i> , 15.	<i>A Presidential Novel</i> . New York: Simon & Schuster, 2011.	( <i>A Presidential Novel</i> , 2011, 15)	<i>A Presidential Novel</i> . 2011. New York: Simon & Schuster.
Single Chapter in a Book (by same author)				
Notes-bibliography			Author-date	
Footnote	Shortened	Bibliography	Parenthetical	Reference
Michael Powell, "Enjoying the Best of Life" in <i>Living Fully</i> (London: Penguin Books, 2012), 35.	Powell, "Enjoying," in <i>Living Fully</i> , 35.	Powell, Michael. "Enjoying the Best of Life." In <i>Living Fully</i> , 32-40. London: Penguin Books, 2012.	(Powell 2004, 35)	Powell, Michael. 2012. "Enjoying the Best of Life." In <i>Living Fully</i> , 32-40. London: Penguin Books.
Multiple Editions				
Notes-bibliography			Author-date	
Footnote	Shortened	Bibliography	Parenthetical	Reference
Robin Parritz and Michael Troy, <i>Disorders of Childhood: Development and Psychopathology</i> , 2nd ed. (Belmont, CA: Wadsworth, 2014), 23.	Parritz and Troy, <i>Disorders</i> , 2nd ed., 23.	Parritz, Robin, and Michael Troy. <i>Disorders of Childhood: Development and Psychopathology</i> . 2nd ed. Belmont, CA: Wadsworth, 2014.	(Parritz and Troy 2014, 23)	Parritz, Robin, and Michael Troy. 2014. <i>Disorders of Childhood: Development and Psychopathology</i> . 2nd ed. Belmont, CA: Wadsworth.

Multiple Volumes				
Notes-bibliography			Author-date	
Footnote	Shortened	Bibliography	Parenthetical	Reference
Benjamin Franklin, <i>The Completed Autobiography by Benjamin Franklin</i> , ed. Mark Skousen, vol. 2, 1757-1790 (Washington, DC: Regnery Publishing, Inc., 2007), 23.	Franklin, <i>Completed Autobiography</i> , 23.	Benjamin. <i>The Completed Autobiography by Benjamin Franklin</i> . Vol. 2, 1757-1790. Washington, DC: Regnery Publishing, Inc., 2007.	(Franklin 2007, 2:23)	Franklin, Benjamin. 2007. <i>The Completed Autobiography by Benjamin Franklin</i> . Vol. 2, 1757-1790. Washington, DC: Regnery Publishing, Inc.
John A. Hammerton, ed., <i>The World's Greatest Books</i> (Boston, MA: Regnery Publishing, Inc., 2005), 1:26.	Hammerton, <i>World's Greatest</i> , 1:26.	Hammerton, John A., ed. <i>The World's Greatest Books</i> . Vols. 1 and 3. Boston: MA, Regnery Publishing, Inc., 2005.	(Hammerton 2005, 1:26)	Hammerton, John A., ed. 2005. <i>The World's Greatest Books</i> . Vols. 1 and 3. Boston: MA, Regnery Publishing, Inc..
Bible				
Notes-bibliography			Author-date	
Footnote	Shortened	Bibliography	Parenthetical	Reference
Cite parenthetically in body (preferably with one footnoted disclaimer that unless otherwise noted, all citations come from [specific] version.	Cite parenthetically	Excluded	(Psa. 121:3-4, [English Standard Version]) or (Psa. 121:3-4)	Excluded
Dictionary or Encyclopedia				
Notes-bibliography			Author-date	
Footnote	Shortened	Bibliography	Parenthetical	Reference
<i>Oxford English Dictionary</i> , 3rd ed., s.v. "mondegreen."		Well-known dictionaries and encyclopedias do not need to be included in the bibliography.	( <i>Oxford English Dictionary</i> , 3rd ed., s.v. "mondegreen")	Well-known dictionaries and encyclopedias do not need to be included in the bibliography.