

Harry Ainlay Library

Revised March 17, 2009

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Turabian Style

Turabian documentation is a recommended style for research in the humanities, social sciences, and natural sciences. Turabian documentation format uses Footnotes or Endnotes and may include a Bibliography if required by the instructor.

Footnotes or Endnotes: In the text, an Arabic numeral is placed above the line at the end of the sentence or quotation and these reference numbers are numbered consecutively throughout the paper. Each of these superscript reference numbers corresponds to an entry in either a *footnote* at the bottom of the page or an endnote in a separate section at the end of the essay. Notes include complete bibliographic information when cited for the first time.

Footnotes are separated from the text by a solid line twenty spaces in length. Leave a blank line and beneath indent the same number of spaces as your regular paragraph indentations. If you are using block paragraphs, then use either six, seven, or eight spaces for indenting your footnotes. Type the superscript number followed by the reference details without an intervening space. If the note continues on a second line, start at the left-hand margin and single space the note. A double space is left between individual notes.

When a work is mentioned in a reference note for the first time, the complete entry is given with the author's names in normal order. Once a work has been cited in complete form, later references to it are shortened.

If you have to refer to a work already cited in full, use an abbreviated format containing the author's surname and the page reference.

Example:

⁶Turabian 145.

If more than one of Turabian's books has been used you would have to include a shortened version of the title to identify it.

Example:

⁶Turabian, *Student's Guide* 145.

If it is necessary to refer immediately to the same source, the Latin abbreviation *ibid.* should be used. For example, an immediate reference to the same page of Turabian's book would be cited:

⁷*Ibid.*

If another citation to the same book by Turabian follows immediately, it would be entered in this way:

⁸*Ibid.*, 168.

Bibliography: A Bibliography is an alphabetical listing of the sources you used in writing your paper. It must include all of the sources that appear in your footnotes or endnotes. The list is alphabetized according to the last name of the author. If a work has more than one author (but not more than four), alphabetize according to the last name of the first author mentioned on the source. That name should be followed by all of the authors, with their first names first. When a work has more than four authors, use the surname of the first followed by et al. If a work has no author (editor or translator), alphabetize it according to the first word (except for "A", "An", "The") of the title.

The following examples are provided as examples for notes and bibliography sections (N = Notes B = Bibliography):

Book with a single author

- N** Neil Bissoondath, *Selling Illusions: The Cult of Multiculturalism in Canada*. (Toronto: Penguin Books, 1994), 43.
- B** Bissoondath, Neil. *Selling Illusions: The Cult of Multiculturalism in Canada*. Toronto: Penguin Books, 1994.

Book with two or three authors

- N** Don Weeks and Kerry Banks, *Ultimate Hockey Trivia*. (Vancouver: Greystone Books, 1996), 21.
- B** Weeks, Don, and Kerry Banks. *Ultimate Hockey Trivia*. Vancouver: Greystone Books, 1996.
- N** Eric Schulman, John Fritz, and Henry Smith, *Science Projects with Computers*. (New York: Arco Publishing company, 1995), 42.
- B** Schulman, Eric, John Fritz, and Henry Smith. *Science Projects with Computers*. New York: Arco Publishing Company, 1995.

Book with four or more authors

- N** Jacquelyn Dowd Hall et al., *Like a Family: The Making of a Southern Cotton Mill World*. (Chapel Hill: University of North Carolina Press, 1987), 114-15.
- B** Hall, Jacquelyn Dowd, James Leloudis, Robert Korstad, Mary Murphy, Lu Ann Jones, and Christopher B. Daly. *Like a Family: The Making of a Southern Cotton Mill World*. Chapel Hill: University of North Carolina Press, 1987.

Book with no author given

- N** *Foods That Harm Foods That Heal: An A to Z Guide To Safe and Healthy Eating*. (Montreal: The Reader's Digest Association Ltd., 1977), 20 – 25.
- B** *Foods That Harm Foods That Heal: An A to Z Guide To Safe and Healthy Eating*. Montreal: The Reader's Digest Association Ltd., 1977.

Book with an editor

- N** Angela Gair, ed., *Artist's Manual: A Complete Guide to Painting and Drawing Materials and Techniques*. (San Francisco: Chronicle Books, 1995), 224.
- B** Gair, Angela, ed. *Artist's Manual: A Complete Guide to Painting and Drawing Materials and Techniques*. San Francisco: Chronicle Books, 1995.

Book with more than one editor

- N** Donald Bowie and Robert Sheldon, eds., *Canada's Top Bands*. (Ottawa: Wilson Publishing, 1997), 89.
- B** Bowie, Donald, and Robert Sheldon, eds., *Canada's Top Bands*. Ottawa: Wilson Publishing, 1997.

Book with secondary source of quotation

- N** Louis Zukofsky, "Sincerity and Objectification," *Poetry* 37 (February 1931): 269, quoted in Bonnie Costello, *Marianne Moore: Imaginary Possessions* (Cambridge, MA: Harvard University Press, 1981), 78.
- B** Zukofsky, Louis. "Sincerity and Objectification." *Poetry* 37 (February 1931): 269. Quoted in Bonnie Costello, *Marianne Moore: Imaginary Possessions*. Cambridge, MA: Harvard University Press, 1981.

Article in a journal

- N** Ebere Onwudiwe, "Africa's Other Story," *Current History: A Journal of Contemporary World Affairs* 101 (May 2002): 225.
- B** Onwudiwe, Ebere. "Africa's Other Story." *Current History: A Journal of Contemporary World Affairs* 101 (May 2002): 225-226.

Article in a magazine

- N** Andrew Sullivan, "Yes, America Has Changed," *Time (Canadian Edition)*, September 9, 2002, 46.
- B** Sullivan, Andrew. "Yes, America Has Changed." *Time (Canadian Edition)*, September 9, 2002.

Newspapers

N Sheryl Grant, "New War Memorial in Lunenburg," *The Halifax Herald*, April 24, 1998.

* Articles or other pieces from newspapers are not generally included in a bibliography. You may want to include them if they are frequently cited or are essential in your paper.

Article from a database

N Andrew Sullivan, "Yes, America has Changed," *Time (Canadian Edition)* 160, no. 11 (September 11, 2002): 46, <http://search.ebscohost.com/login.aspx?direct=true&db=rch&AN=7284813&site=ehost-live> (accessed March 12, 2009).

B Sullivan, Andrew. "Yes, America has Changed." *Time (Canadian Edition)* 160, no. 11, (September 11, 2002): 46, <http://search.ebscohost.com/login.aspx?direct=true&db=rch&AN=7284813&site=ehost-live> (accessed March 12, 2009).

Web Site

N City of Edmonton, "Animal Control Services," The City of Edmonton, http://www.edmonton.ca/bylaws_licences/bylaw_services/animal-control-services.aspx (accessed March 16, 2009).

B City of Edmonton. "Animal Control Services." The City of Edmonton. http://www.edmonton.ca/bylaws_licences/bylaw_services/animal-control-services.aspx (accessed March 16, 2009).

Online Periodical Database

N Charles H. Tator, James D. Carson, and Robert Cushman, "Hockey injuries of the spine in Canada, 1966 – 1996," *CMAJ: Canadian Medical Association Journal*, 162, no. 6, (March 21, 2000): 787, <http://web.ebscohost.com/ehost/detail?vid=7&hid=51&sid=65fb18c4-00fe-422e-af0d-95e5bbe8a04c%40sessionmgr8&bdata=JnNpdGU9ZWhvc3QtbGl2ZQ%3d%3d#db=rch&AN=2920026> (accessed on March 11, 2009).

- B** Tator, Charles H., James D. Carson, and Robert Cushman, "Hockey injuries of the spine in Canada, 1966 – 1996," *CMAJ: Canadian Medical Association Journal*, vol. 162 no. 6, (March 21, 2000): 787-788, <http://web.ebscohost.com/ehost/detail?vid=7&hid=51&sid=65fb18c4-00fe-422e-af0d-95e5bbe8a04c%40sessionmgr8&bdata=JnNpdGU9ZWWhvc3QtbGl2ZQ%3d%3d#db=rch&AN=2920026> (accessed March 11, 2009).

Subscription Database

No Author Provided

- N** "Haiti: Government," in World Geography, <http://www.worldgeography.abc-clio.com/Countries/Display.aspx?regionid=-1&countryid=81&pagetypeid=11> (accessed March 13, 2009).

- B** World Geography. <http://www.worldgeography.abc-clio.com>

Ebook

- N** Ashish K. Vaidya, ed. *Globalization : Encyclopedia of Trade, Labour, and Politics* (Santa Barbara, CA: ABC-CLIO, 2006), http://ebooks.abc-clio.com/ebooks/9781576078273/pg_1.asp (accessed March 16, 2009).
- B** Vaidya, Ashish K., ed. *Globalization : Encyclopedia of Trade, Labour, and Politics*. Santa Barbara, CA: ABC-CLIO, 2006. http://ebooks.abc-clio.com/ebooks/9781576078273/pg_1.asp (accessed March 16, 2009).

Bibliography

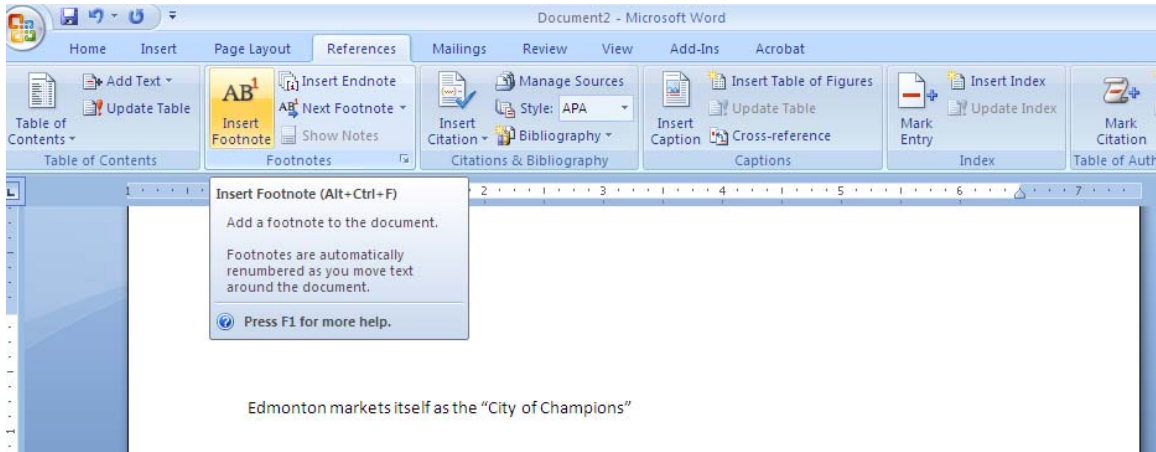
Robertson, Hugh. *The English Essay: A Guide to Essays and Papers*. Toronto: McGraw Hill Ryerson, 1993.

Robertson, Hugh. *Research and Communication Skills*. Ottawa: Piperhill, 1996.

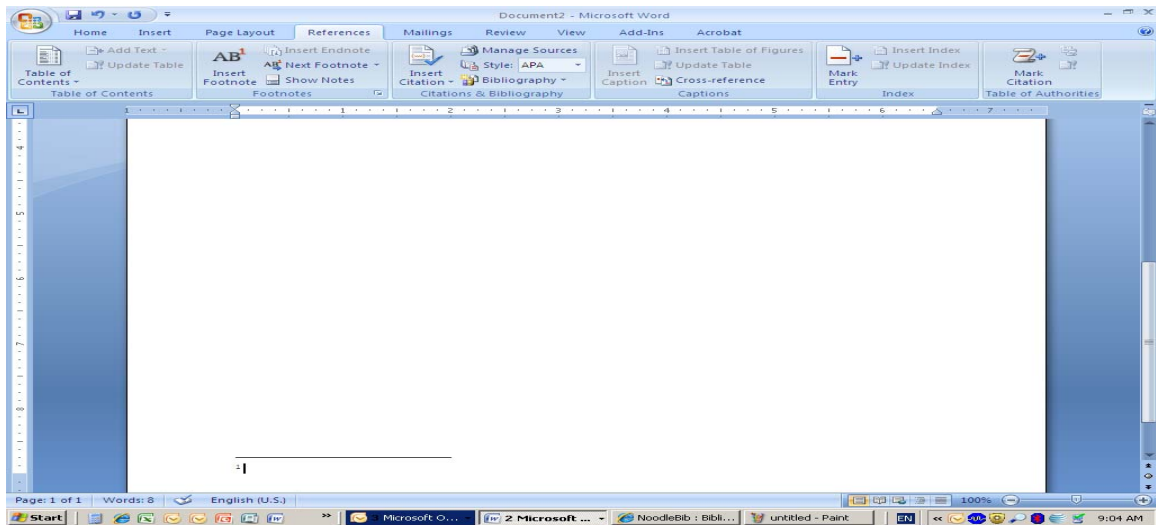
Turabian, Kate L. *A Manual for Writers of Research Papers, Theses, and Dissertations*. 7th ed. Chicago: University of Chicago Press, 2007.

Inserting Footnotes in a Word document

1. Click where you want to insert the footnote reference mark.



2. Select the **References** tab at the top of your page and move your cursor to **Insert Footnote**



3. This will insert your first footnote at the bottom of your page.
4. Type the footnote text.

¹ Robert Pearce, *The Unification of Italy: 1815-1870* (London, England: Hodder Murray, 2006), 63.