This handout is designed to give you quick assistance with using Turabian citation rules for undergraduate papers at WCU. The information presented here is based on the *Turabian Manual for Writers of Research Papers, Theses, and Dissertations, 8th ed.* (Chicago: The University of Chicago, 2013). The complete manual may be found in the Hunter Library References section and in the WaLC Belk 207 (which should be consulted for more complete information). There are also many examples and detailed explanations, including a sample paper, available at http://www.press.uchicago.edu/books/turabian/turabian_citationguide.html

### What is Turabian? (See Turabian Manual pp. 371-391)

The Turabian style is a recognized style for writers based on the work of Kate L. Turabian, who worked as editor of publications at the University of Chicago and developed a guide for students submitting dissertations. The manual presents two different citation styles; bibliography style and author-date style. This guide outlines the bibliography style which is used widely in literature, history and the arts. Turabian covers more than simple citations and footnotes. It offers a variety of ways to address proper thesis creation, modes of correct structure, and methods of creating a well-developed product of research.

### Formatting Your Paper

<table>
<thead>
<tr>
<th>Title Page</th>
<th>The Content/Body</th>
<th>Bibliography</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Title of Paper</strong></td>
<td>Smith 2</td>
<td>Smith 3</td>
</tr>
<tr>
<td><strong>Your Name</strong>&lt;br&gt;Class 101&lt;br&gt;Western Carolina University&lt;br&gt;Date [if required]</td>
<td><strong>Text begins here. Double space, use 12 point Times New Roman or a similar font, and indent new paragraphs ½”. Margins should be 1” all around, with the header ½” from the top.</strong></td>
<td><strong>Bibliography</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Section Heading</strong></td>
<td><strong>Debo, Annette. The American H.D. Iowa: University of Iowa Press, 2012.</strong></td>
</tr>
<tr>
<td></td>
<td>See the explanation below for information on how headings work in Turabian. If your paper has multiple sections, you will need to format them properly.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2. Ibid., 6</td>
<td></td>
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</tbody>
</table>
The Title Page (See Turabian Manual p. 376)

A title page in Turabian should include a title, your name, and the class (and/or university) for which you wrote the paper. Some professors may ask you to include the date. Make sure that the title of your work is placed in the middle and your name, class, etc. is located several spaced down from the title. (See example) More detailed page formats may be found in *Turabian Manual for Writers of Research Papers, Theses, and Dissertations, 8th ed.* Note: Some professors might not require a title page. On the first page, put your full name, professor’s name, class, and date in the left margin. After that, put the title, centered, before you start your main text. Make sure all of this is double-spaced.

The Abstract (See Turabian Manual p. 389)

An abstract is a summary of your paper. For most undergraduate papers, abstracts are not required. Ask your professor whether to include one. If you are required to write an abstract, it should appear on the second page and be 150 to 250 words in length. For more information, consult the *Turabian Manual for Writers of Research Papers, Theses, and Dissertations, 8th ed.* or visit the WaLC.

The Content/Body

Text begins after the title page. All paragraphs must be indented ½ “. The paper should be double spaced, 12 pt. Times New Roman font with 1” margins. Each page of your paper should have a page number and should follow *Manual for Writers of Research Papers, Theses, and Dissertations, 8th ed.* formatting rules for headings, tables, etc.

Headings

Note that the header on the title page is not the same as the header in the rest of the paper. Headings are not commonly used in Turabian papers so ask your professor about their preference.

Tables and Figures (See Turabian Manual pp. 358-369)

Turabian has very specific rules for visuals and tabulated data. For information regarding the design and the proper citation of tables, figures, or any other visual elements in your paper, refer to the section titled “Tables and Graphs” in the 7th edition of the *Manual for Writers of Research Papers, Theses, and Dissertations.*
Rules for Turabian Source List (Works Cited or Bibliography)

NOTE: Good research requires you to select your sources carefully and read them closely. Start by finding reliable, relevant sources. Develop an understanding of your topic, build your source list, and then start writing. Remember, the research always comes first! All sources should be included in a list at the end of your paper.

- Typically, for electronic sources presented on a web page, Turabian does not have a preference on the use of URLs over DOIs. One is necessary though. (See Turabian Manual p. 141)
- Retrieval dates are required for all e-journals, web pages, video files, and any other electronic resource. However; instead of using the phrase “retrieved,” the Turabian guide uses “Accessed.” (See Turabian Manual p. 140, 182)
- Turabian follows headline capitalization style for titles, except in foreign languages. (See Turabian Manual p. 169, 312)
- In-text citations following the parenthetical style in Turabian require a minimum of the author’s first and last name and page number. Example: (James Joyce, 35) If only citing one source, it can just use the page number. (See Turabian Manual p. 226)
- In cases where there are multiple authors, Turabian requires that there be more than three authors before converting to et al. (See Turabian Manual p. 218)
- When citing the publisher, omit the following words from the works cited or bibliographic entry: The, Inc., S.A., Ltd., Co., & Co., and Publishing Co. The publishing company, city, and date are required. (See Turabian Manual p. 175, 241)
  - Example:
- When citing from a database, a URL based on a DOI is preferred. If no stable URL is available, the citation should include the name of the database after the date accessed, taking the place of a URL or DOI. (See Turabian Manual p. 141)
  - Example:
- The Bibliography should always be done in alphabetical order. However, if using endnotes, the endnote page(s) should follow numerical order. (See Turabian Manual p. 151)
- If the author’s first name is given in full, it should be used in the citation. If there is a question about the first name, put the name as it appears in the source, whether initialed or spelled in full. (See Turabian Manual p. 222)
- Sources: Scholarly sources are easier to cite than informal ones. If you are having trouble with a citation, look for a more reputable source. For any academic paper, use library resources. Don't just "Google" your topic.
Footnotes and Endnotes  (See Turabian Manual pp. 155-161)

In this handout, the format for a footnote or endnote is listed beside N.

- Indicate research material in the text of your paper using MS Word’s Insert/Reference/Footnote function to place a superscript number outside the final period of a summary or paraphrase. For direct quotations, place the superscript number outside the final quotations marks.
- According to the 8th edition Turabian Manual, the number that precedes the footnote/endnote is NOT formatted in superscript and is followed by a period. After you have inserted the superscript number in your text, delete Word’s default superscript number in the corresponding footnote/endnote box, and type in the appropriate number followed by a period.
- The first line of a footnote/endnote is indented five spaces, or one tab space, and each subsequent line is flush with the left-hand margin.
- The name of the author is not reversed and is separated from the title of the author’s text by a comma rather than a period. There is no punctuation between the title and the publishing information.
- Footnote/endnote numbers are sequential throughout the paper.
- Footnotes appear at the bottom of the page.
- Endnotes appear on a page entitled Endnotes at the end of the paper before the Bibliography.

In this handout, the format for a bibliography entry is listed beside B.

- At the top of your bibliography page, center the word Bibliography, and then double-space to start your first entry.
- Each entry is listed in alphabetical order by the author’s last name.
- The first line of each entry is flush with the left-hand margin, and each subsequent line is indented 1/2 inch.
- Use MS Word’s Ruler or Format Paragraph functions to set a hanging indent.
- Different elements of an entry are separated by periods, followed by one space.
- Single-space entries, but double-space between entries.

Subsequent Notes

- When references to the same work follow one another with no intervening references, even if several pages separate them, ibid. may take the place of the author’s name, the title of the work, and as much of the succeeding material as is identical, including the page number. If, however, the page number changes, the new number must be included with ibid. The author’s name and the title are never used with ibid.

2. Ibid.
3. Ibid., 68.

NOTE: Ibid. is neither underlined nor italicized.
References to a work that has already been cited in full form, but not in a note immediately preceding it, should be cited by using the author’s last name, title of book, chapter, or article (shortened if necessary); and specific page reference.


**An Exception to the Footnote Rule (check with your professor before using)**

- Some WCU history professors prefer a single superscript at the end of a paragraph with a corresponding footnote containing multiple sources, rather than multiple superscripts scattered throughout one paragraph followed by multiple footnotes at the bottom of the page. This practice is particularly useful in paragraphs where multiple sources provide overlapping information. The two examples below come from “Flaunting the Freak Flag: *Karr v. Schmidt* and the Great Hair Debate in American High Schools, 1965-1975,” by WCU’s Gael Graham:


Bibliographic Entries

Below are the basic formats and examples of sources often used in research papers.

Books (See Turabian Manual pp. 165-181)

Books by a single author


NOTE: The abbreviation “p.” is normally omitted before a page number, but do include “p.” if it prevents confusion.


Books by two or three authors


Books by more than three authors


Books by organization as author


Anonymous books


B. *The Lottery.* London: J. Watts, [1732].

Later editions of books


Parts of a single author books
If you are citing the author


If you are citing the author of a preface, forward, or introduction


Edited books with selections by different authors
If you are citing the editor


If you are citing an author


Multivolume works


Multivolumes with a different author and title for each


Author's work contained in collected works titled with author's name


**Articles in encyclopedias or other reference works**


**NOTE:** Well-known reference books are generally not listed in bibliographies. In the footnote/endnote, the facts of publication are usually omitted, but the edition, if not the first, must be specified; “s.v.” stands for “under the word” and is used in citations for encyclopedias and dictionaries. If the reference book is not well known, include a bibliographic entry as well as a footnote/endnote with publication details.


**Author's work translated or edited by another**


**One source quoted in another**


**Periodical Articles** (See Turabian Manual pp. 182-187)

**Magazines**


**NOTE:** For unsigned articles, begin with the article title.

**Articles in journals with continuous pagination throughout annual volumes**


Articles in journals with separate pagination for each issue


Signed articles in newspapers


**NOTE:** According to Turabian, news items from daily papers are rarely listed separately in a bibliography or reference list. If a newspaper is cited only once or twice, a footnote or endnote is sufficient. If the article is frequently cited or important to your argument, also include a bibliographic entry.


Printed book reviews


Performance reviews


Letters


**NOTE:** Padua is the city (in Italy) from where Percy wrote, and Este is the site (also in Italy) where Mary resided.
Government Documents (See Turabian Manual pp. 206-215)

Include as many of the following elements as possible:
- Government
- Government body
- Title of document
- Individual author, editor, or compiler
- Report number or other identifiers
- Place of publication, publisher’s name, and date of publication


NOTE: In public documents, 2d is used rather than 2nd.
To format special types of public documents, see 7th edition Turabian Manual, available in the WaLC (Belk 207)) or in Hunter Library’s Reference section.

Congressional Publications:
  Debates, p. 206
  Reports and Documents, p. 207
  Bills and Resolutions, p. 207
  Statutes, p. 208
Presidential Publications, p. 208
Publications of Government Department and Agencies, p. 209
U.S. Constitution, p. 209
Treaties, p. 210
Legal Cases, p. 211
State and Local Government Documents, p. 211
Canadian Government Documents, p. 212
British Government Documents, p. 213
Publications of International Bodies, p. 214
Unpublished Government Documents, p. 214
Online Government Documents, p. 215, also under Electronic Sources in this handout

Non-Print Sources

Personal interviews (cited only in note, unless center to your argument) (See Turabian Manual p. 194)


Live performances (cited only in note) (See Turabian Manual p. 201)

Theater, Music and Dance

Movies


Broadcast performances (cited only in note) (See Turabian Manual pp. 201-203)

Television and Radio

N. 30. All Things Considered, NPR, April 20, 2006.

Interviews


Advertisements


Recordings (See Turabian Manual p. 205)

Video


Sound


Electronic Sources (See Turabian Manual pp. 197-199)

Organization site


E-book

N. 36. Hal Herzog, Some We Love, Some We Hate, Some We Eat: Why It’s So Hard to Think Straight About Animals (New York: Harper Perennial, 2010), Kindle Edition.

**Journal article from an online database** (such as Academic Search Premier, JSTOR, or Daily Life Through History)


**Electronic journal article without numbered pages**


**NOTE:** Because page numbers do not exist in the above journal article, the location of the original research material is identified by “under ‘Milgram’s Small World Theory,’” the pertinent subject heading in the article.


**NOTE:** In the above bibliographic entry, the location information has been deleted.

**Electronic magazine article**


**Online newspaper articles (only in note, unless central to your argument)**


**Online government documents**


Weblog entries (only in note, unless central to your argument)

N. 42. Juan Cole, “Friedman Wrong About Muslims Again and the Amman Statement on Ecumenism,”

Block Quotations (See Turabian Manual p. 349)

Use a block quotation to format a prose quotation of five or more lines. Introduce the quotation with your own words, using either a complete sentence, an introductory clause, or an incomplete sentence, followed by appropriate punctuation. A complete sentence is followed by a colon (:), an introductory clause is followed by a comma, and an incomplete sentence is followed by NO punctuation.

King analyzes the possible identities of the six Cherokee chiefs who appeared in London in 1790 and 1791:

The number, description, and dates fit only a group led by William Augustus Bowles, whose presence in London was widely reported in the contemporary press. Bowles himself was indeed no Indian, but a Tory American, an early “Indian hobbyist” who was perhaps the most colorful adventurer and imposter of the southern frontier. His companions were, however, Indians, and it is clear from several contemporary references that three of them were Cherokee and two Creek. Bowles himself wrote out their names at the head of a letter to the king.¹

According to King,

The delegation, an invention of Bowles, cannot be understood apart from his biography and his personality. He was born in 1763 in Frederick, on the Maryland frontier, the son of Thomas Bowles, an immigrant from London, and his wife, Eleanor. At the outbreak of the Revolution the family were Tories, and William went to Philadelphia in the fall of 1777 to enlist as a common soldier in one of Gen. William Howe’s regiments. He soon shifted to the new regiment of Maryland Loyalists . . . and was shipped to Jamaica and thence to Pensacola.¹

NOTE: The first sentence above is indented because it begins a paragraph in the original text.

In Pensacola, Bowles, who had been dismissed from military service for insulting a superior officer, joined a group of Lower Creeks and wrote that he took the Indian dress, soon habituated myself to their manners, and became…
Plagiarism (See Turabian Manual pp. 135-136)

Plagiarism is representing the words or ideas of someone else as one's own in any academic exercise. Whether intentional or unintentional, plagiarism can result in an "F" in the course and/or expulsion from the University as well as other financial sanctions. WCU’s Academic Integrity Policy (http://academicintegrity.wcu.edu), the Western Carolina University Code of Student Conduct (http://www.wcu.edu/WebFiles/PDFs/WCU_Code_of_Student_Conduct.pdf), and your instructor’s syllabus outline the reporting and resolution process and the various sanctions for plagiarism.