Using Turabian Style

Kate L. Turabian’s *A Manual for Writers*, 7th edition, is used for most Seminary papers and some studies in Religious Education. This manual contains complete rules and many helpful examples for preparing footnote entries, bibliographic entries, and tables and figures. Noted below are *just a few rules* to keep in mind as you prepare your document.

### Footnotes/Bibliography

1. Footnotes are numbered consecutively for each chapter. **This is a new rule!** (Smaller projects and term papers may use endnotes instead of footnotes.)

2. Every source that appears in the footnotes should be included in the bibliography. Additional material not cited may also be included in the bibliography.

3. Place footnotes below the text, not the bottom of the page. To do this, use footnote options, advanced, and position for WordPerfect™, and footnote options, “place at,” for Microsoft Word™.

4. Turabian together with AU’s *Standards for Written Work* (pp. 26-28, and 52-56) provides comprehensive guidance for footnotes. Additional manuals, such as Nancy Vyhmeister’s *Quality Research Papers*, are also very helpful. Sample footnotes for books, journals, magazines, and much more, appear at the bottom of this document. Some of the most common problems occur with footnoting entries for dictionaries, encyclopedias, and commentaries, and Internet material.

   a. Dictionary and encyclopedia articles that are ***signed*** are treated different from ones that are ***unsigned***.

   b. Commentaries fall into at least four categories: (i) signed articles within a one-volume or multi-volume set, (ii) separately titled and numbered volumes, (iii) separately titled volumes but with no volume numbers indicated, and (iv) single-author commentaries. Each type is presented in a different way. See samples below.

   c. Internet material: Refer to electronic sources only when items
are not published elsewhere. Make sure the Internet address is correct! Place the date you retrieved the item in parentheses at the end of the footnote entry. Retain copies of downloaded material until after defense.

Tables and Figures

1. Consider the limitations of the margins and “eye appeal” when typing tables. Use single spacing, double spacing, or space and a half to produce the best-appearing, most-readable, and practical table. In some cases, the size of the font may be reduced to show the table to best advantage. (See pp. 12-14 in *Standards for Written Work* for more tips on preparing tables.)

2. Every table must be numbered and named. Tables are numbered consecutively throughout the dissertation, even into the appendix material. Designations such as 2a, 3-4, etc., are *not* used.

3. Each table and figure must be introduced before it can appear. Once it has been introduced it must appear on that page or the next page.

4. A table may be continued to a second page only if it filled the first page completely. If the table needs to be continued, type this at the very top of the continued part: Table X—*Continued*.

5. A solid line at the bottom of the table signifies that it is complete.

6. Sometimes it is easier and more prudent to just “type” the table than to use the software’s table functions.

7. Tables too wide for a page made be turned broadside. However, the page number appears in its usual place. The table faces “out,” rather than “in.”

8. Two styles for presenting the table number and name are acceptable: (a) The title number and name are placed in capital letters and centered over the table—called traditional style, or (b) the title number and name are placed at the left margin, on one line, and capitalized in either headline style or sentence style—called run-in style. See sample tables below.

9. A source note follows a table that is not the writer’s own, introduced by the word *Source* (in italics), followed by a colon. Give the source in complete bibliographic form, even if the source has been cited earlier in a footnote.
### TABLE 1
SMOKING AMONG AMERICAN ADULTS, BY AGE
[Traditional style]

<table>
<thead>
<tr>
<th>Age</th>
<th>N</th>
<th>Smoke (%)</th>
<th>Don’t Smoke (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>18-32</td>
<td>1,722</td>
<td>30.6</td>
<td>69.4</td>
</tr>
<tr>
<td>33-47</td>
<td>2,012</td>
<td>37.1</td>
<td>62.9</td>
</tr>
<tr>
<td>48-62</td>
<td>1,928</td>
<td>35.2</td>
<td>64.8</td>
</tr>
<tr>
<td>63+</td>
<td>1,646</td>
<td>30.5</td>
<td>69.5</td>
</tr>
<tr>
<td>Total</td>
<td>7,308</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Source: Adapted from Kate L. Turabian, A Manual for Writers of Term Papers, Theses, and Dissertations, 6th ed. (Chicago: University of Chicago Press, 1996), 89, table 3.*

Table 2. Population by State [Run-in style with headline capitalization]

<table>
<thead>
<tr>
<th>County</th>
<th>Males</th>
<th>Females</th>
</tr>
</thead>
<tbody>
<tr>
<td>Berrien</td>
<td>22,515</td>
<td>33,189</td>
</tr>
<tr>
<td>Grayling</td>
<td>9,624</td>
<td>10,122</td>
</tr>
<tr>
<td>Saginaw</td>
<td>42,167</td>
<td>43,090</td>
</tr>
</tbody>
</table>
Miscellaneous

1. Use Seminary abbreviations for Scripture references that contain a chapter, or chapter and verse. No periods are used with the abbreviations. See AU’s *Standards for Written Work* for a complete list of the abbreviations. When the Bible book starts a sentence, the abbreviation is *not* used. This is true also for titles and subheads.

   In Dan 12:2, however, one finds that the fate . . .
   Revelation 7 shows that we can . . .

2. Use words for numbers for one hundred and below, *unless* the particular section or paragraph contains statistical material. With percentages, use a numeral and the word “percent.”

   About seventy-five years ago, at the beginning of the twentieth century, only 22 percent of the . . .

3. Enumerations: Use enumerations for material that will be clearer to the reader if presented in a list. *Do not use bullets.* For a short list that is contained within one sentence, use (1), (2), and (3) before the numbered elements. For a longer list that contains complete sentences or lengthy material, use numbered paragraphs—such as I have used in this document.

   The individual gave two reasons for the accident: (1) his brakes failed, and (2) the roads were slippery.

4. Subheads: See “Andrews University’s Formatting Rules” at this web site.

5. Ellipses points:
   a. Are used only in quoted material
   b. Use either 3 dots or 4 dots. When 4 dots are used, this means that the sentence ended. The fourth dot is the period that ended the sentence.
   c. The dots cannot be broken between two lines, except when the period that ends the sentence falls on one line, and the 3 ellipses points then fall on the next line.
   d. Are *not* used at beginning of quote or end of a quote. We know something came before the quote. We know something came after the
quote. We need to know if you removed something \textit{within} the quote.

\textbf{See sample footnote and bibliographic entries below.}

Samples for footnotes and bibliography are taken from Andrews University’s \textit{Standards for Written Work}, pp. 52-56. For each kind of entry, a \textbf{footnote} entry appears first, followed by a \textbf{bibliographic} entry.

1. \textbf{Book (see Turabian 17.1.1 N & B)}

\footnote{A. M. Allchin, \textit{The Kingdom of Love & Knowledge} (London: Darton, Longman & Todd, 1979), 46.}


2. \textbf{Book—more than one author (see Turabian 17.1.1 N & B)}

\footnote{Mary Lyon, Bryce Lyon, and Henry S. Lucas, \textit{The Wardrobe Book of William de Norwell, 12 July 1338 to 27 May 1340}, with the collaboration of Jean de Sturler (Brussels: Commission Royale d’Histoire de Begique, 1983), 42.}


3. \textbf{Book—more than one volume published in more than one year}


Note: If date is of special concern, include the date of the specific volume cited; i.e., 1 (1951): 9 instead of 1:9.
4. Book—in a series (see Turabian 17.1.5 N & B)


5. Book—with component part by one author in a book edited by another (see Turabian 17.1.8)


6. Book—with secondary source of quotation


7. Commentaries—authored volumes (Commentary title written out in footnote)


Note: The use of abbreviations in footnotes for well-known and/or frequently used commentaries, dictionaries, encyclopedias, journals, and magazines (even in the first footnote) is usually permitted, but only when a list of abbreviations is included in the paper. A list of
abbreviations should not include references that are used only once. Such a practice would make the list long and defeat its purpose. Be sure to check with your adviser and committee as to their preference. *Full titles for all works are always written out in the bibliography.*

8. Commentaries—authored volumes


9. Commentaries—with signed articles


10. Commentaries—with unsigned articles (Commentary title shortened in footnote)

Note: Articles that have a specific title are referenced with that title (note first example 10); articles that comment on a Bible text only are referenced by the Bible book title (note second example 10).


11. Commentaries (Single Author)


12. Dictionaries—with signed articles (Dictionary title abbreviated in footnote)


13. Dictionaries—with unsigned articles (Dictionary title shortened in footnote)

SDA Bible Dictionary (1960), s.v. “Angel.”


14. Encyclopedias—with signed articles (Encyclopedia title written out in footnote)


15. Encyclopedias—with unsigned articles (Encyclopedia title shortened in footnote)


16. Multi-volume works—with several titles by one author (see Turabian 17.1.4)


17. Ancient and medieval works

Irenaeus *Against Heresies* 2.2.3 (ANF, 1:361).


18. Journals (see Turabian 17.2)


19. Articles published online (see Turabian 17.2.7)


20. Magazines (see Turabian 17.3)


21. Article—no title, author supplied

   [A. T. Jones], editorial, Review and Herald, 5 September 1899, 572.


22. Denominational minutes


23. Unpublished material in a collection


24. SDA Yearbook—1905-1966


   Seventh-day Adventist Yearbook (Washington, DC: Review and


26. **Dissertations or theses (Turabian 17.6.1)**


27. **E. G. White research materials—(a) unpublished letter, (b) manuscript with no title**

29Ellen G. White to Dr. Patience Bourdeau, 8 June 1905, Letter 177, 1905, Ellen G. White Research Center, Andrews University, Berrien Springs, MI.

30Ellen G. White, MS 154, 1902, Ellen G. White Research Center, Andrews University, Berrien Springs, MI.

White, Ellen G., to Dr. Patience Bourdeau, 8 June 1905. Letter 177, 1905. Ellen G. White Research Center. Andrews University, Berrien Springs, MI.

White, Ellen G. MS 154, 1902. Ellen G. White Research Center. Andrews University, Berrien Springs, MI.

28. **Interviews and personal communications—(see Turabian 17.6.3)**

Note: Unpublished, unrecoverable materials such as these generally do not go in the bibliography.


32Justin Smith, e-mail message to author, January 23, 2006.

37Hardwick, interview; Smith, e-mail message.