

# Turabian Citation and Formatting Guide

This guide is designed to help you learn “Turabian style,” which is a type of formal documentation and formatting standards for humanities studies. The Turabian style guide is a version of the *Chicago Manual of Style* (a professional style manual) with various customizations and edits that make it more applicable to student writing. This tutorial is based on the guidelines published in the *A Manual for Writers of Research Papers, Theses, and Dissertations, 8th Edition* by Kate L. Turabian (which corresponds with the 16<sup>th</sup> edition of the *Chicago Manual of Style*).

## Formatting a Turabian-style Paper

“Formatting” refers to the way your paper *looks* on the page. All style manuals—including Turabian—have guidelines for formatting, including margin sizes, font types, spacing and other design features. Follow the steps below to correctly format your papers.

**Title Page.** The first page of your paper is the Title Page, and it’s formatted in the following way:

**Step 1:** Place your title about a third of the way from the top of the page. It should be **centered**, and it should be in **boldface** type. Also if the paper has a **main title** and a **subtitle**, put the **main title** on the top line by itself and the **subtitle** on the line(s) below.

**Step 2:** Several lines below (about a third of the way from the bottom of the page), type your name and any additional information required by your instructor (usually the course name and the date).

You must use Times New Roman, Courier or Helvetica 12 point font. (Tip: In MS Word, before you start typing, choose the font you want to use and 12 on the **Home** menu font selector.)

**From the Cave to the Clouds:  
The Enduring Influence of Plato’s Republic**

Tanja Rodriguez  
PHIL 2301.02: Classical Philosophy  
Dr. Smith  
April 1, 2016

**Body Pages.** Turabian stipulates that most of your paper should be double-spaced (with the exception of block quotations, table and figure titles, and lists in appendices). While this might seem like a waste of paper, the reason for it is to leave room for an editor (or your instructor) to make notes and suggestions between each line of text. Follow the steps below to format your body pages in Turabian style:

**Step 1:** Set 1" margins on sides, top and bottom edges. (Tip: In MS Word, go to *Page Layout* menu and click the *Margins* icon to check or adjust.)

**Step 2:** Use the same font you used on your title page: Times New Roman, Courier or Helvetica 12 point font. (Tip: In MS Word, before you start typing, choose the font you want to use and 12 on the *Home* menu font selector.)

**Step 3:** Double-space everything, with the following exceptions, which should be single-spaced: block quotations; table titles and figure captions; lists in Appendices.. (Tip: In MS Word, before you start typing, Click the *Line Spacing* icon on the *Home* menu and choose 2.0. Also click *Remove Space After Paragraph*.)

**Step 4:** Add footnotes (or endnotes) using the MS Word *References* tool. (Tip: in MS Word, go to the *References* menu and click the *Insert Footnote* icon.)

**Step 5:** Add auto page numbers, centered, to the footer of each page using the MS Word *Page Number* tool. (Tip: in MS Word, go to the *Insert* menu and click the *Page Number* icon, then mouse over *Bottom of the Page*, then select the option that's centered on the bottom of the page).

**Introduction (First-Level Subheading)**

Since most beginning students will have difficulty learning how to write papers and also format papers correctly using the eighth edition of Kate L. Turabian's, *A Manual for Writers of Research Papers*,<sup>1</sup> this sample paper can be used as a template for inserting the correct parts. For the purpose of instruction, it will use second person, but third person must be used in student papers. You will notice that the first time Turabian's name is written in the paper, her full name is given, but the second and subsequent uses of her name will be her last name only.

This paragraph is an example of how to format a block quotation in Turabian style. You should put any prose quotations that are five lines or longer into block format, which is indented from the left margin one inch and is single spaced like the example below:

So by speaking poetically men produce an absurd and ridiculous effect through the inappropriateness, and also obscurity through their loquacity. For whenever a speaker overburdens someone who knows the point, he destroys the clarity by overshadowing it. And men tend to use compounds when the thing has no name and the word is easily put together, such as to "pass-time"; but if it is done too much, it is always artificial.<sup>2</sup>

It is important to note that a table of contents does not list the pages that precede it, only those pages that follow it. Be sure that the first letter of each word is capitalized (other than articles and prepositions within the phrase).

The footnote can be inserted in the middle of a sentence, but preferably following some punctuation (i.e. semicolon, comma, etc.). The Seminary prefers that students use superscripted footnotes; however, we know that Microsoft Word 2013 defaults to standard font size followed by a period for the footnote. The footnote below is the proper form for books. If you are going to

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<sup>1</sup> Kate L. Turabian, *A Manual for Writers of Research Papers, Theses, and Dissertations*, 8th ed., rev. Wayne C. Booth, et al. (Chicago: University of Chicago Press, 2013).

<sup>2</sup> Aristotle. *The Art of Rhetoric*. Trans. H. C. Lawson-Tancred. (New York: Penguin Books 1991), 121.

1

## Citing Sources in an Turabian-style Paper

The papers you write for college are reports on research you've done. Consequently, you must "cite" the sources of your information. In other words, you must give proper credit to the original authors of the information. When you write an academic paper, you are joining into a "conversation" with other people who are interested in a topic. When someone reads your work, he or she may want to explore the issue further, or may even want to write a paper and enter into the conversation, too. That's why it's important to have a common documentation style that everybody follows—so it will be easy for someone else to benefit not only from your ideas, but from the research you've done. Documenting your sources not only gives the original authors credit for their words and ideas, it also allows your readers to easily locate the sources you used. The first step in citing sources is to identify some information you want to use. You'll do so by using quotations, *paraphrases* or *summaries*.

### Citing Sources Part 1: A Quotation, Paraphrase or Summary

**Quotations:** A common way to use someone else's ideas is to quote his or her exact words in your paper. A quotation has these characteristics:

- It is identical to the original, using a narrow segment of the source.
- It matches the source document word for word.
- It is attributed to the original author.

**Formatting Quotations:** There are three guidelines for how to format a quotation in a paper:

- If the quoted text is four lines or less,
  - Put it in quotation marks.
  - Embed it in a paragraph the same way you would any other sentence.
  - After the last quotation mark, include superscript number (footnote).
- If the quoted text is more than four lines,
  - Place it in a separate paragraph (without quotation marks).
  - Single space the entire quotation; indent the entire quotation by one inch.
  - After the period at the end of the quote, include superscript number (footnote).
- Always introduce a quotation and make sure to explain how it relates to your topic.

#### MOBY DICK; OR THE WHALE

by Herman Melville

#### CHAPTER 1

#### Loomings

Call me Ishmael. Some years ago--never mind how long precisely-- having little or no money in my purse, and nothing particular to interest me on shore, I thought I would sail about a little and see the watery part of the world. It is a way I have of driving off the spleen and regulating the circulation. Whenever I find myself growling about the mouth; whenever

Note how the superscript number for the footnote is the same one at the end of the quotation.

The first part of this sentence is the quotation *introduction*.

Herman Melville's novel, *Moby Dick*, begins

with the famous line, "Call me Ishmael."<sup>1</sup>

This is the quotation.

This is the superscript number for the footnote.

This is the footnote.

<sup>1</sup> Herman Melville, *Moby Dick; or the Whale* (New York: Norton, 2002), 1.

**Short Quotations (Up to Four Lines)**

Rhetoric may be considered “a form of mental energy” invoked by “an emotional reaction to a situation in which an individual feels threatened or perceives the opportunity to gain some advantage.”<sup>1</sup>

**Long Quotations (More than Four Lines)**

Characterizing herself as a proponent of “Christian Realism,” and in a letter to her friend H., O’Connor explained her rationale for the violence as follows:

[I]f you live today you breathe in nihilism. In or out of the Church, it’s the gas you breathe. If I hadn’t had the Church to fight it with or to tell me the necessity of fighting it, I would be the stinkingest logical positivist you ever saw right now. With such a current to write against it (the result) almost has to be negative. It does well just to be.<sup>2</sup>

Hence, the violence in O’Connor amounts to her putting her characters on the Christian cross so

**Paraphrase:** Another method for including someone else's ideas in your paper is by using a paraphrase. A paraphrase has the following characteristics:

- A paraphrase involves rephrasing a passage from source material into your own unique words. A paraphrase must not use the same language as the original (except for keywords), and the order of ideas and the sentence structures must be fresh as well.
- Because you are including all of the writer’s main ideas, a paraphrase is often as long as, and sometimes even longer than, the original.
- Just as you would cite the source of a quotation, you must also cite the source when you paraphrase.

**Original Encyclopedia Text:** “The industrial revolution began in Great Britain for several reasons. The country had large deposits of coal and iron, the two natural resources on which early industrialization largely depended. Other industrial raw materials came from Great Britain’s Colonies.”

**Paraphrase:** The abundance of natural resources in Great Britain and its colonies was one factor that allowed the industrial revolution to begin there.<sup>1</sup>

**Summary:** A summary involves taking a great deal of information (multiple paragraphs to multiple pages of information) and boiling it down to a sentence or two. An effective summary captures the main ideas and supporting points of a source while omitting the details. By forcing you to identify the main points and understand them well enough to state them accurately in fresh words, writing an accurate summary helps you understand a difficult text. Most of your content notes should summarize your sources. A summary has the following characteristics:

- A summary involves putting the main idea(s) of a source into your own words, including only the main point(s). In general, a summary should be at least 50 percent shorter than the original, but it can be as little as 10 percent of the original's length. It should be only as long as needed to capture the main point and main supporting points accurately.
- It is significantly shorter than the original and takes a broad overview of the source material.
- Just as you would cite the source of a quotation, you must also cite the source when you summarize.

Milton then lists specific allegations against the Presbyterians, in their participation in the Civil War and the acts of the Parliament to reject the king's authority, as support for this suggestion. By cataloguing the ways in which they were instrumental in reducing the king from magistrate to "malefactor," he accuses the Presbyterians of participating vicariously in his execution, if not openly.<sup>1</sup>

<sup>1</sup>John Milton. *The Tenure of Kings and Magistrates*. (Oxford: Oxford UP, 1991), 292-295.

This summary covers 4 pages of material.

## Citing Sources Part 2: The In-Text Citation

Whenever you quote, paraphrase or summarize someone else's words or ideas, you must (1) attribute it to the person and (2) make it easy for your reader to find the original information. Turabian documentation style (as well as most other documentation styles) uses a very logical two part system to accomplish this:

There are three main components to Turabian citation:

1. A **superscript number at the end of a quotation, summary or paraphrase** (a brief, formal way of tagging everything you quote, summarize or paraphrase that connects it to its source);
2. A **footnote that corresponds to the superscript number** (which provides bibliographic information about the author and source of the quotation, summary or paraphrase);
3. A **bibliographic entry** (appears at the end of the paper on a formal alphabetized list of each of the sources you used with complete biographical information that allows your reader to find your original sources themselves).

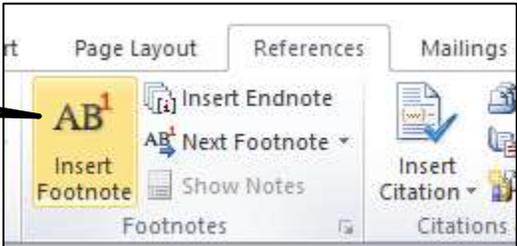
## How to Add Superscript Numbers and Footnotes

Adding superscript numbers and footnotes are simple to do in any modern word processor. In Microsoft Word, for example, the software does most of the work for you. Follow these steps to add a superscript number and corresponding footnote:

Sir Henry Spelman was apparently responsible for the much of the circulation of superstition in this regard. Spelman produced a cataloguing of “the punishments which God had bestowed for sacrilege from the time of the Old Testament onwards, but the most influential part related to the fate of the purchasers of the monastic lands in England.”<sup>1</sup>

**Step 1:** Place your cursor right after the final punctuation for the quotation, summary or paraphrase.

**Step 2:** Click on the References tab at the top of the screen, then click on the Insert Footnote icon.



**Step 3:** A line will appear at the bottom of the page along with a number.. Also, note the cursor’s down there, too! Type in your footnote entry here. When you’re ready to return to writing your document, simply mouse upward and click.

fate of the purchasers of the monastic lands in England.”<sup>1</sup>

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<sup>1</sup> |

fate of the purchasers of the monastic lands in England.”<sup>1</sup>

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Note that the number at the end of the quotation is the same as the number of the footnote. Footnotes in Turabian style are numbered consecutively from beginning to end. Each time you add a new footnote, it will get the next number in the sequence.

<sup>1</sup> Keith Thomas, *Religion and the Decline of Magic* (New York: Scribner’s, 1971), 96.

## Citing Sources Part 3: The Bibliography Page

The final part of Turabian citation is the Bibliography page. The list should include all of the sources cited in the text of the paper and any other sources you used in your research but did not quote. Sources are listed in alphabetical order.

### Creating and Formatting a Bibliography Page

Follow the steps below to create and format a Bibliography page.

**Step 1:** Begin by creating a “page break” at the end of your paper. (In MS Word, go to the *Insert* menu and click *Page Break*.)

**Step 2:** At the top of the new page, type the word “Bibliography” and click the *Center* alignment icon on your word processor.

**Step 3:** Below the title, reset your alignment to *Left*, and then type a list of the sources you referred to in your report, in alphabetical order by author’s last name (or article title, if the article is unsigned).

#### Bibliography

Thornhill, Anthony C. “The Resurrection of Jesus and Spiritual (Trans) Formation.” *Journal of Spiritual Formation & Soul Care* 5, no. 2 (Fall 2012): 243-56.

Turabian, Kate L. *A Manual for Writers of Research Papers, Theses, and Dissertations: Chicago Style for Students and Researchers*. 8<sup>th</sup> ed. Revised by Wayne C. Booth, Gregory G. Colomb, and Joseph M. Williams. Chicago: University of Chicago Press, 2013.

**Step 4:** Bibliographic entries are single-spaced. Skip two lines between each entry. Enter each new source in its own separate line, each one formatted with a ½ inch hanging indent. (In MS Word, right click your mouse, choose **Paragraph**. In the dialog box that opens, find the section called **Indentation**. In the **Spacing** box, choose “hanging”).

**Note:** Your Bibliography page should be the last page(s) of your paper, so your page numbers should continue on from the last page of writing..

## Footnote and Bibliography Entry Examples

**Creating and Formatting Bibliography Entries:** Although there are some differences between the ways you create a bibliographic entry for different types of publications, there are a few things that are consistent. Each entry will have the following basic information:

- **Authors/Contributors:** All entries begin with the name of the author of the work with the author's last name, then a comma, and then the author's first name. If there are multiple authors, the primary author appears first and secondary authors are listed afterwards. However, only the first author's name appears with the last name first.
- **Titles/Publication Information:** All entries should also include the title(s) of the source and the relevant publication information. Include the year of publication for all sources (for magazines and newspapers, also give the month and if known, the day.) For web pages, include the date of the most recent update.
- **Access Information:** Turabian style requires a URL for online sources. For all online sources, Turabian style also requires that you list the title of the database or website and the date you accessed the information.

Bibliographic entries are slightly different from Footnote entries, but the differences are important. Make sure you follow the correct format for each type.

**NOTE:** The examples below come, primarily from the Purdue OWL webpage on CMS documentation (<https://owl.english.purdue.edu/owl/owlprint/717/>). Some of the entries have been updated or corrected from examples in *A Manual for Writers of Research Papers, Theses, and Dissertations, 8th Edition* by Kate L. Turabian.

### Books

#### Footnote or endnote:

1. Firstname Lastname, *Title of Book* (Place of publication: Publisher, Year of publication), page number.

#### Corresponding bibliographical entry:

Lastname, Firstname. *Title of Book*. Place of publication: Publisher, Year of publication.

#### **Book by One Author**

#### Footnote or endnote:

1. William Faulkner, *Absalom, Absalom!* (New York: Vintage Books, 1990), 271.

#### Corresponding bibliographical entry:

Faulkner, William. *Absalom, Absalom!*. New York: Vintage Books, 1990.

### **Book by Two or More Author**

#### Footnote or endnote:

1. Robert Hodge and Gunther Kress. *Social Semiotics*. (Ithaca, NY: Cornell UP, 1988), 89.

#### Corresponding bibliographical entry:

Hodge, Robert and Gunther Kress. *Social Semiotics*. Ithaca, NY: Cornell UP, 1988.

### **Translated Work with One Author**

#### Footnote or endnote:

3. Julio Cortázar, *Hopscotch*, trans. Gregory Rabassa (New York: Pantheon Books, 1966), 165.

#### Corresponding bibliographical entry:

Cortázar, Julio. *Hopscotch*. Translated by Gregory Rabassa. New York: Pantheon Books, 1966.

### **Book with Author and Editor**

#### Footnote or endnote:

4. Edward B. Tylor, *Researches into the Early Development of Mankind and the Development of Civilization*, ed. Paul Bohannan (Chicago: University of Chicago Press, 1964), 194.

#### Corresponding bibliographical entry:

Tylor, Edward B. *Researches into the Early Development of Mankind and the Development of Civilization*, Edited by Paul Bohannan. Chicago: University of Chicago Press, 1964.

### **Article, Chapter, Essay, Short Story, etc., in an Edited Collection**

#### Footnote or endnote:

5. Peter Chilson, "The Border," in *The Best American Travel Writing 2008*, ed. Anthony Bourdain (Boston: Houghton Mifflin Company, 2008), 46.

#### Corresponding bibliographical entry:

Chilson, Peter. "The Border." In *The Best American Travel Writing 2008*, edited by Anthony Bourdain, 44-51. Boston: Houghton Mifflin Company, 2008.

**Introduction in a Book**Footnote or endnote:

6. Steven Pinker, introduction to *What is Your Dangerous Idea?*, ed. John Brockman (New York: Harper Perennial, 2007), xxv.

Corresponding bibliographical entry:

Pinker, Steven. Introduction to *What is Your Dangerous Idea?*, Edited by John Brockman. New York: Harper Perennial, 2007.

**Anonymous Works-Unknown Authorship**

Sources that have no known author or editor should be cited by title. Follow the basic format for "Footnote or Endnote" and "Corresponding Bibliographical Entry" that are exemplified above omitting author and/or editor names and beginning respective entries with the title of the source.

**Citing Indirect Sources**

Because authors are generally expected to be intimately familiar with the sources they are citing, Turabian discourages the use of a source that was cited within another (secondary) source. In the case that an original source is utterly unavailable, however, Turabian recommends the use of "quoted in" for the note:

Footnote or endnote:

7. Ian Hacking, *The Social Construction of What?* (Cambridge, MA: Harvard University Press, 1999), 103, quoted in Manuel DeLanda, *A New Philosophy of Society* (New York: Continuum, 2006), 2.

**Periodicals**

Periodicals include printed journals, electronic journals, magazines, and newspapers. Citations for these sources should include enough information for the reader to find the resource in a library or a database. Thus, dates are essential (month, day, and year for magazines and newspapers and volume and year plus month or issue number for journals). In notes, the major elements are separated by commas; in the bibliography, these elements are separated by periods.

**Journals**

Notes and bibliographic entries for a journal include the following: author's name, article title, journal title and issue information. Issue information refers to volume, issue number, month, year, and page numbers. For online works, retrieval information and the date of access are also included.

- *Author's Name:* Notes include the author's name as listed in the article. Bibliographic entries, however, invert the author's name.
- *Article Title:* Both notes and bibliographies use quotation marks to set off the titles of articles within the journal.
- *Journal Title:* Journal titles may omit an initial "The" but should otherwise be given in full, capitalized (headline-style), and italicized.
- *Issue Information:* The volume number follows the journal title with no punctuation and is not italicized. The issue number (if it is given) is separated from the volume number with a comma and is preceded by "no." The year appears in parenthesis after the volume number (or issue number if given). The year may be preceded by a specific date, month, or season if given. Page information follows the year. For notes, page number(s) refer only to the cited material; the bibliography includes the first and last pages of the article.

Footnote or endnote:

1. Susan Peck MacDonald, "The Erasure of Language," *College Composition and Communication* 58, no. 4 (2007): 619.

Corresponding bibliographical entry:

MacDonald, Susan Peck. "The Erasure of Language." *College Composition and Communication* 58, no. 4 (2007): 585-625.

## Magazines

Notes and bibliographic entries for magazines include the following information: author's name, article title, magazine title, date.

Footnote or endnote:

1. Emily Macel, "Beijing's Modern Movement," *Dance Magazine*, February 2009, 35.

Corresponding bibliographical entry:

Macel, Emily. "Beijing's Modern Movement." *Dance Magazine*, February 2009.

## Newspapers

Notes and bibliographic entries for newspapers should include the following: name of the author (if listed), headline or column heading, newspaper name, month (often abbreviated), day, and year. Since issues may include several editions, page numbers are usually omitted. If an online edition of a newspaper is consulted, the URL should be added at the end of the citation.

- *Names of Newspapers:* If the name of a newspaper begins with "The," this word is omitted. For American newspapers that are not well-known, a city name should be added along with the

newspaper title (see below). Additionally, a state abbreviation may be added in parenthesis after the city name.

- *News Services*: News services, such as the Associated Press or the United Press International, are capitalized but not italicized and often appear in the author position of the citation.
- *Headlines*: Headlines may be capitalized using “headline style,” in which all major words are capitalized, or “sentence style,” in which only the first word and other proper nouns are capitalized. Although many major newspapers prefer sentence style, the CMS recommends headline style for consistency among various types of cited sources.
- *Regular Columns*: If a regular column is cited, the column name may be included with the article title or, to save space, the column name may replace the article title.
- *Citing in Text*: Newspapers are more often cited in text or in notes than in bibliographies. If newspaper sources are carefully documented in the text, they need not be cited in the bibliography.

Footnote or endnote:

1. Nisha Deo, “Visiting Professor Lectures on Photographer,” *Exponent* (West Lafayette, IN), Feb. 13, 2009.

Corresponding bibliographical entry:

Deo, Nisha. “Visiting Professor Lectures on Photographer.” *Exponent* (West Lafayette, IN), Feb. 13, 2009.

## **Electronic Sources**

### **General Model for Citing Web Sources in Turabian Style**

Footnote or Endnote (N):

1. Firstname Lastname, “Title of Web Page,” *Publishing Organization or Name of Website in Italics*, publication date and/or access date if available, URL.

Corresponding Bibliographical Entry (B):

Lastname, Firstname. “Title of Web Page.” *Publishing Organization or Name of Website in Italics*. Publication date and/or access date if available. URL.

### **Electronic Journals**

Citing electronic journals generally follows the same format for printed periodicals, which is explained in the Journals section. Additionally, entries include the DOI or URL (DOIs are preferred). The date accessed may also be included, especially if the material is time sensitive, but it is not required by Turabian in citations of formally published electronic sources. The access date may be included immediately prior to the DOI or URL and, if included, should be separated by commas in notes or periods in bibliographical entries.

- *Dates*: Even if weekly or monthly magazines are numbered by volume or issue, they are cited by date only. When following the CMS Note and Bibliography style, the year is presented as shown

in the examples below. When following the CMS Author Date style, the date is essential to the citation and it is not enclosed in parentheses.

- *Departments*: Regular department titles are capitalized headline-style but not put in quotation marks.
- *Page Numbers*: Citations for magazine articles may include a specific page number. Inclusive page numbers for the entire article are often omitted in bibliographical entries, however, because the pages of the article are often separated by many pages of unrelated material. If page numbers are included, they should follow the date and be preceded by a colon.

Footnote or endnote:

1. Henry E. Bent, "Professionalization of the Ph.D. Degree," *College Composition and Communication* 58, no. 4 (2007): 141, accessed December 5, 2008, <http://www.jstor.org/stable/1978286>.

Corresponding bibliographical entry:

Bent, Henry E. "Professionalization of the Ph.D. Degree." *College Composition and Communication* 58, no. 4 (2007): 0-145. Accessed December 5, 2008. <http://www.jstor.org/stable/1978286>.

## Online Magazines

Notes and bibliographic entries for online magazines should follow the relevant examples for printed magazines. Additionally, online magazine entries should also contain the DOI or URL.

*Access Date*: If an access date is necessary, the access date should be included in parentheses at the end of the citation. Access dates are used for time-sensitive details and may be required by certain publishers or disciplines.

Footnote or endnote:

1. John F. Mercurief, "The ABC's of H2O," *Texas Parks and Wildlife Magazine*, July 2014, 1, accessed August 10, 2016, [http://www.tpwmagazine.com/archive/2014/jul/scout5\\_waterterms/](http://www.tpwmagazine.com/archive/2014/jul/scout5_waterterms/).

Corresponding bibliographical entry:

Mercurief, John F. "The ABC's of H2O." *Texas Parks and Wildlife Magazine*, July 2014. Accessed August 10, 2016. [http://www.tpwmagazine.com/archive/2014/jul/scout5\\_waterterms/](http://www.tpwmagazine.com/archive/2014/jul/scout5_waterterms/).

## Electronic Books and Books Consulted Online

Electronic books are cited exactly as their print counterparts with the addition of a media marker at the end of the citation: Kindle edition, PDF e-book, Microsoft Reader e-book, Palm e-book, CD-ROM, etc. Books consulted online are also cited exactly as their print counterparts with the addition of a DOI (or URL) at the end of the citation. See also Books.

*Note:* Stable page numbers are not always available in electronic formats; therefore, you may, instead, include the number of chapter, section, or other easily recognizable locator.

Lemon, Rebecca, Emma Mason, Johnathan Roberts, and Christopher Rowland, ed. *The Blackwell Companion to the Bible in English Literature*. West Sussex: Wiley-Blackwell, 2009. PDF e-book.

Footnote or endnote:

1. Grant Ian Thrall, *Land Use and Urban Form* (New York: Methuen, 1987), <http://www.rri.wvu.edu/WebBook/Thrallbook/Land%20Use%20and%20Urban%20Form.pdf>.

Corresponding bibliographical entry:

Thrall, Grant Ian. *Land Use and Urban Form*. New York: Methuen, 1987. <http://www.rri.wvu.edu/WebBook/Thrallbook/Land%20Use%20and%20Urban%20Form.pdf>.

**Online Periodicals (Journal, Magazine, and Newspaper Articles)**

Online periodicals are cited exactly as their print counterparts with the addition of a DOI or URL at the end of the citation. See also Periodicals. Also keep in mind that while access dates are not required for formally published electronic sources (journal articles), they can be useful for informally published electronic sources or may be required for by some disciplines for all informally and formally published electronic sources. Access dates should be located immediately prior to the DOI or URL.

Footnote or endnote:

1. Kirsi Peltonen, Noora Ellonen, Helmer B. Larsen, and Karin Helweg-Larsen, "Parental Violence and Adolescent Mental Health," *European Child & Adolescent Psychiatry* 19, no. 11 (2010): 813-822, doi: 10.1007/s00787-010-0130-8.

Corresponding bibliographical entry:

Peltonen, Kirsi, Noora Ellonen, Helmer B. Larsen, and Karin Helweg-Larsen. "Parental Violence and Adolescent Mental Health." *European Child & Adolescent Psychiatry* 19, no. 11 (2010): 813-822. doi: 10.1007/s00787-010-0130-8.

**Web Page with Known Author and Date**

Footnote or endnote:

7. Mister Jalopy, "Effulgence of the North: Storefront Arctic Panorama in Los Angeles," *Dinosaurs and Robots*, last modified January 30, 2009, <http://www.dinosaursandrobots.com/2009/01/effulgence-of-north-storefront-arctic.html>.

Corresponding bibliographical entry:

Mister Jalopy. "Effulgence of the North: Storefront Arctic Panorama in Los Angeles." *Dinosaurs and Robots*. Last modified January 30, 2009. <http://www.dinosaursandrobots.com/2009/01/effulgence-of-north-storefront-arctic.html>.

**Web Page with Known Date but without Known Author**Footnote or endnote:

8. "Illinois Governor Wants to 'Fumigate' State's Government," CNN.com, last modified January 30, 2009, <http://edition.cnn.com/2009/POLITICS/01/30/illinois.governor.quinn/>.

Corresponding bibliographical entry:

"Illinois Governor Wants to 'Fumigate' State's Government." CNN.com. Last modified January 30, 2009. <http://edition.cnn.com/2009/POLITICS/01/30/illinois.governor.quinn/>.

**Web Page with Unknown Publication Date and Author**Footnote or endnote:

9. "Band," Casa de Calexico, accessed January 30, 2009, <http://www.casadecalexico.com/band>.

Corresponding bibliographical entry:

"Band." Casa de Calexico. Accessed January 30, 2009. <http://www.casadecalexico.com/band>.

**Blog**

Generally, blog entries and comments are cited only as notes. If you frequently cite a blog, however, then you may choose to include it in your bibliography. *Note:* if the word "blog" is included in the title of the blog, there is no need to repeat it in parentheses after that title.

Footnote or endnote:

1. J. Robert Lennon, "How Do You Revise?," Ward Six (blog), September 16, 2010 (8:39 a.m.), <http://wardsix.blogspot.com/2010/09/how-do-you-revise.html>.

2. Susan Woodring, September 17, 2010 (2:31 a.m.), comment on J. Robert Lennon, "How Do You Revise?," Ward Six (blog), September 16, 2010 (8:39 a.m.), <http://wardsix.blogspot.com/2010/09/how-do-you-revise.html>.

## Videos and Podcasts

To cite videos and podcasts, include, at a minimum, the name and description of the item plus an access date and a URL. *Note:* If the word “podcast” is included in the title of the podcast, there is no need to repeat it enclosed in commas after that title. “Podcast audio” is used below, then, as an example placeholder and would not necessarily be required for this specific example.

### Footnote or endnote:

1. Adele, “Someone like You” (music video), directed by Jake Nava, posted October 11, 2011, accessed February 1, 2016, <https://www.youtube.com/watch?v=hLQI3WQQoQ0>.

### Corresponding bibliographical entry:

Adele, “Someone like You” (music video). Directed by Jake Nava. Posted October 11, 2011. Accessed February 1, 2016. <https://www.youtube.com/watch?v=hLQI3WQQoQ0>.

## Film and Television

Citations for film, television, and other audiovisual materials recorded media usually include some or all of the following information: name of the person primarily responsible for the content of the recording (composer, writer, performer, etc.), a title in quotation marks or italics, recording company or publisher’s name, identifying number, an indication of medium (DVD, videocassette, etc.), and a copyright and/or production or performance date. Entries for recorded material found online should also include a DOI or URL.

### General Model for Citing Film, Television, and Other Recorded Mediums

#### Footnote or Endnote:

1. Firstname Lastname, Title of Work, Format, directed/performed by Firstname Lastname (Original release year; City: Studio/Distributor, Video release year.), Medium.

#### Corresponding Bibliographical Entry:

Lastname, Firstname. Title of Work. Format. Directed/Performed by Firstname Lastname. Original Release Year. City: Studio/Distributor, Video release year. Medium.

## DVD

### Footnote or endnote:

1. *Joe Versus the Volcano*, directed by John Patrick Shanley (1990; Burbank, CA: Warner Home Video, 2002), DVD.

Corresponding bibliographical entry:

*Joe Versus the Volcano*. Directed by John Patrick Shanley. 1990. Burbank, CA: Warner Home Video, 2002. DVD.

**Sound Recordings (including audio books)**Footnote or endnote:

1. Ludwig van Beethoven, Piano Sonata no. 29 (“Hammerklavier”), Rudolf Serkin, recorded December 8-10, 1969, and December 14-15, 1970, Sony Classics, 2005, MP3.

Corresponding bibliographical entry:

Beethoven, Ludwig van. Piano Sonata no. 29 (“Hammerklavier”). Rudolf Serkin. Recorded December 8-10, 1969, and December 14-15, 1970. Sony Classics, 2005. MP3.

Footnote or endnote:

1. Eric Schlosser, *Fast Food Nation: The Dark Side of the American Meal*, read by Rick Adamson, New York: Random House, RHCD 493, 2004, 8 CDs.

Corresponding bibliographical entry:

Schlosser, Eric. *Fast Food Nation: The Dark Side of the American Meal*. Read by Rick Adamson. New York: Random House RHCD 493, 2004. 8 CDs.

**Interviews and Personal Communication**

In citations for interviews and personal communications, the name of the person interviewed or the person from whom the communication is received should be listed first. This is followed by the name of the interviewer or recipient, if given, and supplemented by details regarding the place and date of the interview/communication.

- *Unpublished* interviews and personal communications (such as face-to-face or telephone conversations, letters, e-mails, or text messages) are only cited in a footnote or endnote. There’s no corresponding bibliographical entry from this form.
- *Published* interviews, on the other hand, should be like periodical articles or book chapters.

**Unpublished Interviews**Footnote or endnote:

1. Alex Smith (retired plumber) in discussion with the author, January 2009.
2. Harvey Kail, interview by Laurie A. Pinkert, March 15, 2009, interview 45B, transcript.

**Published or Broadcast Interviews**Footnote or endnote:

1. Carrie Rodriguez, interview by Cuz Frost, Acoustic Café, 88.3 WGWG FM, November 20, 2008.

Corresponding bibliographical entry:

Rodriguez, Carrie. Acoustic Café. By Cuz Frost. 88.3WGWG FM, November 20, 2008.

**Personal Communications**Footnote or endnote:

1. Patricia Burns, e-mail message to author, December 15, 2008.

If you cannot reveal the identity of the person interviewed, format the note as follows:

1. Interview with a health care worker. March 13, 2016.

***Lectures and Papers Presented at Meetings***

After the author and title of the speech or paper, list the sponsorship, location, and date of the meeting at which it was given. Enclose this information in parentheses in a note but not in a bibliography. If you acquire a transcript of the lecture online, then include an access date and a URL. If you watched or listened to the presentation online, use the guidelines for *Videos and Podcasts*.

Footnote or endnote:

1. Paul Hanstedt, “This is Your Brain on Writing: The Implications of James Zull’s The Art of Changing the Brain for the Writing Classroom” (presentation, Annual Convention of the Conference on College Composition and Communication, San Francisco, CA, March 11-14, 2009).

Corresponding bibliographical entry:

Hanstedt, Paul. “This is Your Brain on Writing: The Implications of James Zull’s The Art of Changing the Brain for the Writing Classroom.” Presentation at the Annual Convention of the Conference on College Composition and Communication, San Francisco, CA, March 11-14, 2009.

## Public Documents and Unpublished Materials

Notes and bibliographic entries for public documents, like other documents, should include the elements needed to locate the items. These essential elements often include the following:

- Country, city, state, county
- Legislative body, executive department, court, bureau, board commission or committee
- Subsidiary divisions
- Title, if any, of the document or collection
- Individual author (editor or compiler), if given
- Report number or any other identification necessary or useful in finding the specific document
- Publisher, if different from issuing body

### Footnote or endnote:

1. Firstname Lastname, "Title of Unpublished Material" (source type identifier, Place of Publication, year of publication), page number(s).

### Corresponding bibliographical entry:

Lastname, Firstname. "Title of Unpublished Material." Source type identifier, Place of Publication, year of publication.

## ***Unpublished Materials: Theses, Dissertations, Presentations, Etc.***

Titles of unpublished works should be capitalized and enclosed in quotation marks. In a note, the identification of a thesis or dissertation, the academic institution, and the date are enclosed in parentheses. In a bibliographic entry, they are not. Citations for a PhD dissertation would resemble those below but would replace the words "master's thesis" with "PhD diss."

### Footnote or endnote:

1. Tara Hostetler, "Bodies at War: Bacteriology and the Carrier Narratives of 'Typhoid Mary'" (master's thesis, Florida State University, 2007), 15-16.

### Corresponding bibliographical entry:

Hostetler, Tara. "Bodies at War: Bacteriology and the Carrier Narratives of 'Typhoid Mary.'" Master's thesis, Florida State University, 2007.