



THE WRITING CENTER
DALLAS BAPTIST UNIVERSITY

Turabian Packet

Parenthetical References

This Turabian packet will help students organize the Reference List and format parenthetical references.

These handouts conform to the current Turabian standards. However, professors may change the requirements for individual papers. Please consult the professor for any special requirements.

Sample Pages

Title page for a class paper (Pg. 378-9)

THE FIRST CHAPTER OF GENESIS

Ima Student
Old Testament Survey 1301
January 9, 2010

Title page for a dissertation (Pg. 378-9)

DALLAS BAPTIST UNIVERSITY
THE FIRST CHAPTER OF GENESIS

ESSAY SUBMITTED TO
DR. MILLER

IN PARTIAL FULFILLMENT OF THE
REQUIREMENTS FOR THE COURSE
OLD TESTAMENT SURVEY
RELI1301

DEPARTMENT OF RELIGION

BY
IMA STUDENT

DALLAS, TEXAS
9 JANUARY 2010

-or-

Sample first page

1

Introduction

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2

Sample second page

2

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Subheading

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Maecenas. Donec vitae sapien ut libero venenatis faucibus. Lorem ipsum dolor sit amet, ligula eget dolor. Aenean massa. Nulla consequat massa quis enim. Donec pede justo, fringilla ve. Lorem ipsum dolor sit amet, Lorem ipsum dolor sit amet, Lorem ipsum dolor sit amet. (Amet 2007, 145)

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Turabian Basics

Title Page (Pg. 377-379, 386-387 in the Turabian Manual)

On the title page for a **class paper**, center the title in all caps. About seven spaces down, type the student's name, the course name and number, and the date of submission (see example on page 2 of this packet).

On the title page for a **dissertation**, type the following information *centered* and in *all caps*: Dallas Baptist University, Title, Essay submitted to (professor's name) in partial fulfillment of the requirements for the course (class and course number), class department (ex. Department of Philosophy), by (student's name), location (Dallas, TX), and the date (see example on page 2). This is the standard title page in the 6th edition of Turabian, and many professors prefer this style. Be sure to consult with the professor for specific guidelines.

Margins (Pg. 374)

Margins are to be 1" on all sides of the page. *In Microsoft Word, under "Page Layout," click on "Margins" set the measurements to "Normal." This should set all margins at 1".*

Pagination (Pg. 375-376)

The page header should be .75" from the top and 1" from the right-hand edge of the paper.

Microsoft Word does not have a simple way to format Turabian-style pagination, so it takes a little extra attention. Detailed instructions are available on the last page of this packet.

There should not be a number on the Title Page; however, it does count as page #1. On the first page of text and on the bibliography page, center the number at the foot of the page. On all other pages, the number should be in the upper right-hand corner. If a Table of Contents or any pretext is included, mark the pages with lowercased Roman numerals (ex. i, ii, iii, iv). *If a student is required to submit hard copy only, it may be easier to print some pages with one style of pagination, change the pagination, then print the rest out separately.*

Spacing (Pg. 375)

Double-space the body of the paper. **Single-space** footnotes, block quotes, and each entry on the bibliography page; however, **a blank line** is needed **between** each entry in the bibliography. *In Microsoft Word, go to the "Home" menu. Then, find the "Paragraph" section and click the small arrow in the bottom right corner. Under the "Line spacing" section, choose "double." Finally, check the "Don't add space between paragraphs of the same style" box. For more help, see the video on our YouTube channel:*

<http://www.youtube.com/watch?v=H5bUIVCJltY>

Indents (Pg. 147, 350, 375)

Tab once before all paragraphs and footnote entries. For quotes longer than **five** lines, *single-space* and *indent* each line as a **block quote** with *no quotation marks* (see page 4 and 6 of sample paper).

Subheadings (Pg. 397-398)

Turabian utilizes subheadings to transition and indicate different sections of the paper. These are generally **centered** and **bold**, in 12 point font. Some professors prefer these headings to be in all caps with no bolding. However, according to the manual, it is also acceptable to create a unique typography as long as it is used with consistency (pg. 398). Second and third-level subheads may also be used if necessary; however, in a typical class paper, one level of subheads is usually sufficient.

The first page of text and the bibliography page should include a 2" gap before the first heading. Other pages will maintain 1" margins on all sides. However, if the natural length and format of the paragraphs leaves a subheading dangling on the end of a page, it is acceptable to insert an extra line to push the title to the next page with the accompanying information. See the sample paper for examples of all of this information.

Names and Titles (Pg. 75, 167, 308-309, 316-317)

Within the paper, the first reference to a researcher or author should include his or her entire name. In subsequent references, only the last name needs to be included.

Complete works should be *italicized*, and parts of these works—such as articles, chapters, etc.—should be typed in “quotation marks.”

Numbers (Pg. 319-330)

The general rule for Turabian is to spell out all numbers up to one hundred and any whole numbers followed by hundred, thousand, hundred thousand, million, and so on. Numerals are used for all other numbers.

Formatting Citations

Styles for Citing Sources in a Paper (Pg. 136, 151-157, 157-159)

In Turabian style, there are two citation options. The first uses **footnotes or endnotes**, and the other uses **parenthetical references**. The instructor will usually indicate which type of documentation to use. If the professor does not have a preference, the student may decide which method to use, and then use only that method throughout the paper. The majority of professors prefer footnotes or endnotes, but this packet addresses the alternative of parenthetical references. If one is instructed to use footnotes or endnotes, the Writing Center has an additional handout with instructions for formatting in that style.

Why Cite?

If **someone else’s ideas or words** are used to help create ideas and reach conclusions while writing, credit must be given to the author of the source; otherwise, the student is **plagiarizing**. Footnotes and endnotes are used to show where credit is due.

Basic Format of Parenthetical Citations

If parenthetical references are used, the parentheticals refer to the reference list. Parenthetical references are inserted within the text of the paper, right after information from a source has been used in the text. Typically, this should occur at the end of the sentence. Final punctuation will come after the parenthetical reference, unless the original material ends with something other than a period or comma (eg. a question mark or exclamation mark). In this case, a final period is still added at the end of the parenthetical reference. Examples of parenthetical references are given below, but the basic format includes the author’s last name, the copyright date, a comma, and the page number.

According to nutritionists, chocolate chip cookies are “the best snack in the entire world” (Lastname 1997, 82). With this nutritional information, Dr. Cookie Monster asks, “What is keeping everyone from eating cookies all day long?” (Grover 2005, 12).

Reference List (Pg. 404)

The reference list is an alphabetical list of all the sources consulted in order to write the paper. It will be located after the last page of text in the paper. The page title, “Reference List,” will be located two inches from the top of the page. Pagination will switch back to the center, bottom of the page for the first page of the reference list. Each entry will contain all the publication information available for each source. This might include the following:

- Author’s name
- Book title
- Article or chapter title
- Page numbers for articles/chapters
- Journal or magazine title
- Volume, issue, edition, etc.

- Place of publication
- Publishing company
- Copyright date
- Editor, translator, etc.

Also, notice that sentence style capitalization is usually used for titles of books and articles. Capitalize the first word and all proper nouns. Foreign language titles also utilize this style (Pgs. 313-317). However, titles of journals, magazines, and newspapers are capitalized headlines style. In this style, capitalize all major words except prepositions and conjunctions (Pg. 217).

Printed Sources (404)

The following are examples of citations for printed sources used during the research process (books, magazines, newspapers, and other non-electronic sources.) If online versions of printed sources have been consulted, refer to the “Internet Sources” section.

Book with One Author (Pg. 218)

- *Parenthetical Reference*

(Daniels 2006, 78).

- *Reference List*

Daniels, James. 2006. *Postmodernism and Scripture: Cultural Analysis and Repercussions*. Ennis, TX: Dallas Baptist University Press.

Book with Two Authors (Pg. 218)

- *Parenthetical Reference*

(Jakobson and Waugh 1979, 78).

- *Reference List*

Jakobson, Roman, and Linda R. Waugh. 1979. *The Sound Shape of Language*. Bloomington, IN: Indiana University Press.

Book with Three Authors (Pg. 218)

- *Parenthetical Reference*

(Lee, Jones, and Lope 1983, 98).

- *Reference List*

Lee, Jane, Bryce Jones, and Henry Lope. 1983. *The Enchanted Book*. New York: Harcourt, Brace and World.

Book with More Than Three Authors (Pg. 219)

- *Parenthetical Reference*

(Gilman et al. 1993, 110) or (Gilman et al. 1974, 110).

- *Reference List*

Gilman, Sander, First Last, First Last, and First Last. 1993. *Hysteria Beyond Freud*. Berkeley: University of California Press.

Two or More Books by the Same Author (Pg. 222)

- *Parenthetical Reference*

(Durant and Durant 1965, 47).

(Durant and Durant 1977, 23).

➤ **Reference List**

Durant, Will, and Ariel Durant. 1965. *The Age of Voltaire*. New York: Simon.

_____. 1977. *A Dual Autobiography*. New York: Simon.

A Work in a Collected Work (Pg. 245) – Use this for a biblical commentary

➤ **Parenthetical Reference**

(Hooten 2009, 45).

➤ **Reference List**

Hooten, Laura. 2009. “The Chicago Statement on Biblical inerrancy and the Biblical worldview.”

Edited by David Eugene. *The Proceedings of the Conference on the Christian Worldview*. Dallas: Dallas Baptist University Press.

An Encyclopedia Article without an Author (Pg. 257)

➤ **Parenthetical Reference**

(*Encyclopedia Americana* 16th ed., s.v. “mandarin”).

➤ **Reference List**

No reference list entry is needed for well-known reference books. (Ex: *Encyclopedia Britannica*, Webster’s dictionary, etc.)

An Anonymous Book (Pg. 222, 225, 232)

➤ **Parenthetical Reference**

(*A guide to our federal lands* 1984, 26).

➤ **Reference List**

[Author’s name if discovered], *A Guide to Our Federal Lands*. 1984. Washington: National Geographic Society.

Editor or Compiler as “Author” (Pg. 231)

➤ **Parenthetical Reference**

(McKeon 1941, 33).

➤ **Reference List**

McKeon, Richard, ed. 1941. *The Basic Works of Aristotle*. New York: Random House.

A Multivolume Work (Pg. 239)

➤ **Parenthetical Reference**

(Sadie 1980, 129-31).

➤ **Reference List**

Sadie, Stanley, ed. 1980. *The New Grove Dictionary of Music and Musicians*. Vol. 12. London: Macmillan.

Scholarly Journal With Continuous Pagination (Pg. 220)

➤ ***Parenthetical Reference***

(Deluch 1978, 343).

➤ ***Reference List***

Deluch, Max. 1978. "Mind From Matter." *American Scholar* 47 (May): 339-53.

Scholarly Journal and Each Issue Begins With Page 1 (Pg. 220, 249)

➤ ***Parenthetical Reference***

(Johnson 1987, 13, 98-99).

➤ ***Reference List***

Johnson, James. 1987. "Art in the Masses." *Art Journal* 13, no. 4: 98-99.

Magazine Article (Pg. 225)

➤ ***Parenthetical Reference***

(Smith 1994, 87-89).

➤ ***Reference List***

Smith, John. 1994. "Preparing for 2000." *Technology Today*, 10 March, 87-89.

Internet Sources

For the most part, the same important information for a printed source must be reported for electronically accessed sources. However, there are a few extra things that are very important to include. For example, because the Internet is constantly changing, it is essential that the date the information was accessed is recorded. Following are a few examples:

When citing a document from the World Wide Web, include as much of the following information as possible, depending on the material that the website offers to the public. For example, if the material being cited does not have an author, simply begin with the title of the document.

- Author's name
- Title of document (in quotation marks for notes style; without quotation marks for reference list style)
- Title of website from which the document was retrieved, in italics
- Any other pertinent data about the source or contributors (journal title, volume, issue, editor, etc.)
- URL
- Date of access

World Wide Web Site in General (Pg. 251, 259)

➤ ***Parenthetical Reference***

(Author's last name and year, page) Do not use a comma before the year, and if there is no date for the work, use "n.d."

➤ ***Reference List***

Author's name, last name first. Year of access. "Title of article or document,"
Title of Complete Work or Website. City if applicable: Publisher if applicable. Database on-line.
Available from URL. Accessed day month year.

Electronic Journal Article (Pg. 230, 250)

➤ ***Parenthetical Reference***

(Novak 2006, 5).

➤ **Reference List**

Novak, Ivana. 2006. "Keeping up with Bicarbonate." *The Journal of Physiology* 528, no. 2 (September): 4-12. <http://www.jphysiol.org/cgi/content/full/528/2/235> (accessed October 24, 2007).

Article Obtained Through Electronic Database in DBU Library (Pg. 259-260)

➤ **Parenthetical Reference**

(Engberg 2002, 21).

➤ **Reference List**

Engberg, Gillian. 2005. "The Elephant and the Hippopotamus." *Booklist* 98, no. 22 (January): 19-27. <http://web.ebscohost.com/ehost/detail?vid=1&hid=113&sid=645eba97-a1b8-41b7-b520-df9221ec3493%40sessionmgr103> (accessed February 12, 2008).

Using the Bible as a Source

When using a biblical commentary, follow the example for "A Work in a Collected Work."

When referring to whole chapters or books... (Pg. 190, 340-344)

Spell the complete name. Books and versions of the Bible are **not underlined, italicized, or "quoted."**

Ex: The New Testament was written after Christ resurrected from the dead.

Ex: This passage is taken from the New American Standard version of the Bible.

Ex: The book of Hebrews has an anonymous author.

Ex: Proverbs 31 may be one of the most beautiful chapters in the Bible.

When citing by verse...

- Use abbreviations both in text and in references (parenthetical references or notes).
- List the chapter and verse, separated by a colon (pg. 340). Always be consistent. Identify which version is being cited. It is good to list the version with the first citation and mention in the footnote that all Bible sources will be the same version unless otherwise stated; after that, the version does not need to be listed in the text.

Ex: Gen. 1:1 KJV

Ex: ¹ Rev. 1.1 NASB. All subsequent Scripture quotations are taken from the New American Standard Version unless otherwise stated.

Punctuation (Pg. 341)

Commas are used to indicate that only the listed numbers are being cited. A hyphen is used to indicate inclusive numbers.

Ex: Col. 3:16, 23 (only verses 16 and 23 are being cited)

Col. 3:16-23 (every verse from 16 to 23 is being cited)

Reference List and In-Text Citations (Pg. 256-257)

Biblical citations omit all facts of publication, including place (city), publishing agency, and date.

➤ **Parenthetical Reference**

(2 Cor. 5:13 [KJV]).

➤ **Reference List**

The Holy Bible, King James Version.

(Usually the Bible is not included on the Reference List, but it is acceptable to add it.)

Citing a Study Bible (Pg. 143, 231)

If citing the notes from a study Bible, one should cite it like an ordinary book with an editor as author.

➤ **Paranthetical Reference**

(Criswell 1991, 35).

➤ **Reference List**

Criswell, W. A., ed. 1991. *The Believer's Study Bible*, New King James Version.
Nashville: Thomas Nelson.

Abbreviations (Pg. 341-343)

Old Testament

Gen.	Genesis	1 Kings	1 Kings	Eccles.	Ecclesiastes	Obad.	Obadiah
Exod.	Exodus	2 Kings	2 Kings	Song of Sol.	Song of Solomon	Jon.	Jonah
Lev.	Leviticus	1 Chron.	1 Chronicles	Isa.	Isaiah	Mic.	Micah
Num.	Numbers	2 Chron.	2 Chronicles	Jer.	Jeremiah	Nah.	Nahum
Deut.	Deuteronomy	Ezra	Ezra	Lam.	Lamentations	Hab.	Habakkuk
Josh.	Joshua	Neh.	Nehemiah	Ezek.	Ezekiel	Zeph.	Zephaniah
Judg.	Judges	Esther	Esther	Dan.	Daniel	Hag.	Haggai
Ruth	Ruth	Job	Job	Hosea	Hosea	Zech.	Zechariah
1 Sam.	1 Samuel	Ps.	Psalms	Joel	Joel	Mal.	Malachi
2 Sam.	2 Samuel	Prov.	Proverbs	Amos	Amos		

New Testament

Matt.	Matthew	2 Cor.	2 Corinthians	1 Tim.	1 Timothy	2 Pet.	2 Peter
Mark	Mark	Gal.	Galatians	2 Tim.	2 Timothy	1 John	1 John
Luke	Luke	Eph.	Ephesians	Titus	Titus	2 John	2 John
John	John	Phil.	Philippians	Philem.	Philemon	3 John	3 John
Acts	Acts	Col.	Colossians	Heb.	Hebrews	Jude	Jude
Rom.	Romans	1 Thess.	1 Thessalonians	James	James	Rev.	Revelation
1 Cor.	1 Corinthians	2 Thess.	2 Thessalonians	1 Pet.	1 Peter		

The authors of this handout consulted *A Manual for Writers of Research Papers, Theses, and Dissertations*, 7th ed. by Kate L. Turabian. Revised by Wayne C. Booth, Gregory G. Colomb, Joseph M. Williams, and University of Chicago Press Editorial Staff. Chicago: University of Chicago Press, 2007.