

A WCU WRITING AND LEARNING COMMONS MINI-COURSE

Turabian – Research Documentation

7th Edition

Information in this handout is based on *A Manual for Writers of Research Papers, Theses, and Dissertations*, Seventh Edition, by Kate L. Turabian (Chicago: The University of Chicago, 2007). The complete *Manual for Writers* may be found in Hunter Library's Reference section, and should be consulted for more detailed information. Purdue University's Online Writing Lab (OWL) also has Turabian guidelines available at <http://owl.english.purdue.edu/owl/resource/717/01/>.

Formatting Your Footnotes/ Endnotes and Your Bibliography

In this mini-course, 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 7th 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 mini-course, 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.*

1. Max Plowman, *An Introduction to the Study of Blake* (London: Gollancz, 1982), 32.
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.

1. Max Plowman, *Introduction to the Study of Blake* (London: Gollancz, 1952), 58-59.
4. Plowman, *Study of Blake*, 125.

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:

- N. 8. *Jones v. Day*, 127 Miss.136 (1921); *Pugsley v. Sellmeyer*, 158 Ark. 247 (1923); Palladino, *Teenagers*, 162; Arlene S. Skolnick, *Embattled Paradise: The American Family in an Age of Uncertainty* (New York, 1991); James Burkhart Gilbert, *A Cycle of Outrage: American's Reaction to the Juvenile Delinquent in the 1950s* (New York, 1986), 16; Board of Education, Buffalo, New York, School-Community Coordination, "Recommendations of the Inter-High School Student Council for Appropriate Dress of Students in High School," in *American Record*, ed. Graebner and Richards, II, 320-21.
- N. 11. *Tinker v. Des Moines*, 393 U.S. at 503. On high school press freedom, see *Shanley v. Northeast Independent School District*, 462 F.2d 960 (1972); *Quarterman v. Byrd*, 453 F.2d (1971); and *Scoville v. Board of Education of Joliet Township High School District*, 425 F.2d 10 (1970). Student political expression was handled in *Guzick v. Drebus*, 305 F. Supp. 472 (1969). Due process in high school discipline was established in *Goss v. Lopez*, 419 U.W. 565 (1975).

Bibliographic Entries

Books

Books by a single author

- N. 1. John Hope Franklin, *George Washington Williams: A Biography* (Chicago: University of Chicago Press, 1985), 54.

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

- B. Franklin, John Hope. *George Washington Williams: A Biography*. Chicago: University of Chicago Press, 1985.

Books by two or three authors

- N. 2. Brian W. Kernighan and Dennis M. Ritchie, *The C Programming Language* (Englewood Cliffs, N.J.: Prentice-Hall, 1978), 185.

- B. Kernighan, Brian W., and Dennis M. Ritchie. *The C Programming Language*. Englewood Cliffs, N.J.: Prentice-Hall, 1978.

Books by more than three authors

- N. 3. Martin Greenberger and others, eds., *Networks for Research and Education: Sharing of Computer and Information Resources Nationwide* (Cambridge: MIT Press, 1974), 50.

- B. Greenberger, Martin, Julius Aronofsky, James L. McKenney, and William F. Massy, eds. *Networks for Research and Education: Sharing of Computer and Information Resources Nationwide*. Cambridge: MIT Press, 1974.

Books by organization as author

- N. 4. American Library Association, Young Adult Services Division, Services Statement Development Committee, *Directions for Library Service to Young Adults* (Chicago: American Library Association, 1978), 25.
- B. American Library Association. Young Adult Services Division, Services Statement Development Committee. *Directions for Library Service to Young Adults*. Chicago: American Library Association, 1978.

Anonymous books

- N. 5. *The Lottery* (London: J. Watts, [1732]), 20-25.
- B. *The Lottery*. London: J. Watts, [1732].

Later editions of books

- N. 6. M. M. Bober, *Karl Marx's Interpretation of History*, 2nd ed. Harvard Economic Studies (Cambridge: Harvard University Press, 1948), 89.
- B. Bober, M. M. *Karl Marx's Interpretation of History*, 2nd ed. Harvard Economic Studies. Cambridge: Harvard University Press, 1948.

Parts of a single author books

If you are citing the author

- N. 7. John Charles Chasteen, "Neocolonialism," in *Born in Blood and Fire: A Concise History of Latin America* (New York: W.W. Norton & Company, 2001), 190-91.
- B. Chasteen, John Charles. "Neocolonialism." In *Born in Blood and Fire: A Concise History of Latin America*, 179-206. New York: W. W. Norton & Company, 2001.

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

- N. 8. Craig Calhoun, foreword to *Multicultural Politics: Racism, Ethnicity, and Muslims in Britain*, by Tariq Modood (Minneapolis: University of Minnesota Press, 2005), xvi.
- B. Calhoun, Craig. Foreword to *Multicultural Politics: Racism, Ethnicity, and Muslims in Britain*, by Tariq Modood. Minneapolis: University of Minnesota Press, 2005.

Edited books with selections by different authors

If you are citing the editor

- N. 9. Robert von Hallberg, ed., *Canons* (Chicago: University of Chicago Press, 1984), 225.
- B. von Hallberg, Robert, ed. *Canons*. Chicago: University of Chicago Press, 1984.

If you are citing an author

- N. 10. Mary Higdon Beech, "The Domestic Realm in the Lives of Hindu Women in Calcutta," in *Separate Worlds: Studies of Purdah in South Asia*, ed. Hanna Papanek and Gail Minault (Delhi: Chanakya, 1982), 115.
- B. Beech, Mary Higdon. "The Domestic Realm in the Lives of Hindu Women in Calcutta." In *Separate Worlds: Studies of Purdah in South Asia*, edited by Hanna Papanek and Gail Minault, 110-38. Delhi: Chanakya, 1982.

Multivolume works

- N. 11. Ellen Pollak, *The Poetics of Sexual Myth: Gender and Ideology in the Verse of Swift and Pope*, Women in Culture and Society (Chicago: University of Chicago Press, 1985), 124.
- B. Pollak, Ellen. *The Poetics of Sexual Myth: Gender and Ideology in the Verse of Swift and Pope*. Women in Culture and Society. Chicago: University of Chicago Press, 1985.

Multivolumes with a different author and title for each

- N. 12. Gordon N. Ray, ed., *An Introduction to Literature*, vol. 2 of *The Nature of Drama*, by Hubert Hefner, (Boston: Houghton Mifflin Co., 1959), 47-49.
- B. Ray, Gordon N., ed. *An Introduction to Literature*. Vol. 2 of *The Nature of Drama*, by Hubert Hefner. Boston: Houghton Mifflin, 1959.

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

- N. 13. *The Complete Works of Samuel Taylor Coleridge*, ed. W. G. T. Shedd, vol. 1 of *Aids to Reflection* (New York: Harper & Bros., 1884), 18.
- B. Coleridge, Samuel Taylor. *The Complete Works of Samuel Taylor Coleridge*. Edited by W. G. T. Shedd. Vol. 1 of *Aids to Reflection*. New York: Harper & Bros., 1884.

Articles in encyclopedias or other reference works

- N. 14. Encyclopaedia Britannica, 15th ed., s.v. "Salvation."

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.

- N. 15. *The Times Guide to English Style and Usage*, rev. ed. (London: Times Books, 1999), s.v.v. "police ranks," "postal addresses."
- B. Aulestia, Gorika. *Basque English Dictionary*. Reno: University of Nevada Press, 1989.

Author's work translated or edited by another

- N. 16. Jean Anouilh, *The Lark*, trans. Christopher Fry (London: Methuen, 1955), 86.
- B. Anouilh, Jean. *The Lark*. Translated by Christopher Fry. London: Methuen, 1955.

One source quoted in another

- N. 17. 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.

Periodical Articles**Magazines**

- N. 18. Bruce Weber, "The Myth Maker: The Creative Mind of Novelist E. L. Doctorow," *New York Times Magazine*, October 25, 1985, 42.
- B. Weber, Bruce. "The Myth Maker: The Creative Mind of Novelist E. L. Doctorow." *New York Times Magazine*, October 20, 1985.

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

Articles in journals with continuous pagination throughout annual volumes

- N. 19. Richard Jackson, "Running down the Up-Escalator: Regional Inequality in Papua New Guinea," *Australian Geographer* 14 (May 1979): 180.
- B. Jackson, Richard. "Running down the Up-Escalator: Regional Inequality in Papua New Guinea." *Australian Geographer* 14 (May 1979): 175-84.

Articles in journals with separate pagination for each issue

- N. 20. Lawrence P. Smith, "Sailing Close to the Wind," *Politics in Action* 10, no. 4 (1993): 82, 99-100.
- B. Smith, Lawrence P. "Sailing Close to the Wind." *Politics in Action* 10, no. 4 (1993): 80-102.

Signed articles in newspapers

- N. 21. Mathew Jones, "Ireland on Fire," *Irish Daily Independent*, June 16, 1904.

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.

- B. Jones, Mathew. "Ireland on Fire." *Irish Daily Independent*, June 16, 1904.

Printed book reviews

- N. 22. Dwight Frankfather, 1985, review of *The Disabled State*, by Deborah A. Stone, *Social Service Review* 59 (September): 524.
- B. Frankfather, Dwight. 1985. Review of *The Disabled State*, by Deborah A. Stone. *Social Service Review* 59 (September): 523-25.

Performance reviews

- N. 23. Review of *Fool for Love*, by Sam Shepard (Circle Repertory Company, New York), *New York Times*, May 27, 1983.
- B. Review of *Fool for Love*, by Sam Shepard. Circle Repertory Company, New York. *New York Times*, May 27, 1983.

Letters

- N. 24. Percy Bysshe Shelley, Padua, to Mary Wollstonecraft Shelley, Este, September 22, 1818, transcript in the hand of Mary Wollstonecraft Shelley, Special Collections, Joseph Regenstein Library, University of Chicago, Chicago.
- B. Shelley, Percy Bysshe. Percy Bysshe Shelley, Padua, to Mary Wollstonecraft Shelley, Este, September 22, 1818. Transcript in the hand of Mary Wollstonecraft Shelley. Special Collections, Joseph Regenstein Library, University of Chicago, Chicago.

NOTE: Padua is the city (in Italy) from where Percy wrote, and Este is the site (also in Italy) where Mary resided.

Government Documents

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

- N. 25. Senate Committee on Foreign Relations, *The Mutual Security Act of 1956*, 84th Cong., 2d sess., 1956, S. Rep. 2273, 9-10.
- B. U.S. Congress. Senate. Committee on Foreign Relations. *The Mutual Security Act of 1956*. 84th Cong., 2d sess., 1956. S. Rep. 2273.

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 University Writing Center (Hunter 161) or in Hunter Library's Reference section.

Congressional Publications

Debates, p. 206
 Reports and Documents, p. 207
 Bills and Resolutions, p. 207
 Statues, 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

Non-Print Sources

Personal interviews (cited only in note, unless center to your argument)

- N. 25. Mayor Harold Washington of Chicago, interview by author, September 23, 1985, Chicago, tape recording, Chicago Historical Society, Chicago.
- N. 26. Andrew Macmillan, interview by author, San Diego, CA, March 2, 2007.

Live performances (cited only in note)

Theater, Music and Dance

- N. 27. *Birdie Blue*, by Cheryl L. West, directed by Seret Scott, Second Stage Theater, New York, June 22, 2005.

Movies

- N. 28. *Capote*, directed by Bennett Miller, Sony Pictures Classics, 2005, opening scene.

Broadcast performances (cited only in note)

Television and Radio

- N. 29. *Seinfeld*, "The Opposite," episode 86, September 22, 2005 (originally aired May 19, 1994).
- N. 30. *All Things Considered*, NPR, April 20, 2006.

Interviews

- N. 31. Condoleezza Rice, interview by Jim Lehrer, *News Hour*, PBS, July 28, 2005.

Advertisements

- N. 32. Federal Express, "Caveman" advertisement, aired during *Super Bowl XL*, February 2, 2006.

Recordings

Video

- N. 33. John Cleese, Terry Gilliam, Eric Idle, Terry Jones, and Michael Palin, "Commentaries," disc. 2, *Monty Python and the Holy Grail*, special ed. DVD, directed by Terry Gilliam and Terry Johns (Culver City, CA: Columbia TriStar Home Entertainment, 2001).
- B. Cleese, John, Terry Gilliam, Eric Idle, Terry Jones, and Michael Palin. "Commentaries." Disc 2. *Monty Python and the Holy Grail*, special ed. DVD. Directed by Terry Gilliam and Terry Jones. Culver City, CA: Columbia TriStar Home Entertainment, 2001.

Sound

- N. 34. Leonard Bernstein, dir., *Symphony no. 5*, by Dmitri Shostakovich, New York Philharmonic, CBS IM 35854, 1985.
- B. Bernstein, Leonard, dir. *Symphony no. 5*, by Dmitri Shostakovich. New York Philharmonic. CBS IM 35854. 1985.

Electronic Sources

Organization site

- N. 35. National Association of Investors Corporation, *NAIC Online*, September 20, 1999, <http://www.better-investing.org> (accessed October 1, 1999).
- B. National Association of Investors Corporation. *NAIC Online*, September 20, 1999. <http://www.better-investing.org> (accessed October 1, 1999).

E-book

- N. 36. Thomas H. Davenport and John C. Beck, *The Attention Economy: Understanding the New Currency of Business* (Cambridge, MA: Harvard Business School Press, 2001), TK3 Reader e-book.
- B. Davenport, Thomas H. and John C. Beck. *The Attention Economy: Understanding the New Currency of Business*. Cambridge, MA: Harvard Business School Press, 2001. TK3 Reader e-book.

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

- N. 37. Lawrence A. Shapiro, "Multiple Realizations," *Journal of Philosophy* 97, no. 12 (December 2000): 642, <http://links.jstor.org/sici?sici=0022-362X%28200012%2997%3A12%3C635%AMR%3E2.0.CO%3B2-Q> (accessed June 27, 2006).
- B. Shapiro, Lawrence A. "Multiple Realizations." *Journal of Philosophy* 97, no. 12 (December 2000): 635-54. <http://links.jstor.org/sici?sici=0022-362X%28200012%2997%3A12%3C635%AMR%3E2.0.CO%3B2-Q> (accessed June 27, 2006).

Electronic journal article without numbered pages

- N. 38. Brian Uzzi and Jarrett Spiro, "Collaboration and Creativity: The Small World Problem," *American Journal of Sociology* 111, no. 2 (September 2005), under "Milgram's Small World Theory," <http://www.journals.uchicago.edu/AJS/journal/issues/v111n2/090090/090090.html> (accessed December 19, 2005).

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.

- B. Uzzi, Brian and Jarrett Spiro. "Collaboration and Creativity: The Small World Problem." *American Journal of Sociology* 111, no. 2 (September 2005). <http://www.journals.uchicago.edu/AJS/journal/issues/v111n2/090090/090090.html> (accessed December 19, 2005).

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

Electronic magazine article

- N. 39. Nathan Myhrvold, "Confessions of a Cybershaman," *Slate.com*, June 12, 1997, <http://www.slate.com/CriticalMass/97-06-12/CriticalMass.asp> (accessed October 19, 1997).
- B. Myhrvold, Nathan. "Confessions of a Cybershaman." *Slate.com*, June 12, 1997. <http://www.slate.com/CriticalMass/97-06-12/CriticalMass.asp> (accessed October 19, 1997).

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

- N. 40. Yigal Schleifer, "A More Intimate Grand Bazaar," *New York Times*, February 10, 2008, <http://travel.nytimes.com/2008/02/10/travel/10dayout.html?8dpc> (accessed February 13, 2008).

Online government documents

- N. 41. U.S. Bureau of the Census, "Income, Poverty, and Health Insurance Coverage in the United States, 2004," under "Ratio of Income to Poverty Level," <http://www.census.gov/prod/2005pubs/p60-229.pdf> (accessed December 19, 2005).
- B. U.S. Bureau of the Census. "Income, Poverty, and Health Insurance Coverage in the United States, 2004." <http://www.census.gov/prod/2005pubs/p60-229.pdf> (accessed December 19, 2005).

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," *Informed Comment Blog*, entry posted July 9, 2005, <http://www.juancole.com/2005/07/friedman-wrong-about-muslims-again-and.html> (accessed February 19, 2008).

Block Quotations

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...

...composed by Maria Leatherwood, *Turabian Research Documentation*, University Writing Center, Western Carolina University, 1997; revised by Ryan Wierzbicki, James Hogan, and Barbara Hardie, 2001; revised by Barbara Hardie, Jeff Atkins, and Jacob Babb, 2002; revised by Jacob Babb, 2003; revised by Joseph Ross, 2004. Revised by Barbara Hardie, 2006. Revised by Barbara Hardie, Maryann Peterson, and Neal Piwowarski, 2008.