

## Overview of Turabian Footnote-Bibliography Style

Student First and Last Name

Course ID and Name

Professor Name

Due Date (Month, Day, Year)

## Page Formatting

**Title Page** The title page is the first page of your paper. The title should be centered and about 1/3 of the way down the page. Put a few spaces after that and write your name, class information, professor's name, and the due date. All of this information will be single-spaced.

**Page Numbers** Page numbers are required for your paper. The number should be placed in the top right margin of the header. NOTE: The page count does not start on the title page. To take off the page number on the title page, once you have the next page started, select the header on that second page and check-mark "Different First Page" under "Options" on the toolbar.

**Line Spacing** Your paper will be double-spaced with the exception of the title page, bibliography, block quotations, table captions, figure captions, and footnotes (more on that later). Make sure to remove any extra spaces before and after paragraphs by using the line spacing options on the toolbar.

**Bibliography** The bibliography will begin on a new page at the end of your paper. It will be labelled Bibliography centered on the page. The entries will be single-spaced with one double space between each entry. The entries will be listed in alphabetical order by author's last name or organization name.

**Figures** Figures (images, drawings, maps, illustrations, diagrams, charts, graphs) must be placed immediately after the paragraph where it is mentioned in text. Figures will be labelled numerically directly underneath by order they appear in the paper. After the label you can provide a title for the figure or a caption that explains what the figure shows. It can be of any length, depending on what you believe needs to be talked about. The

caption will be single-spaced. After the caption put one double-space between the caption and the start of your next paragraph. See below for an example.



Figure 1. The *Mona Lisa*. It was painted by Leonardo da Vinci in 1503.

**Tables** Tables must also be placed near where it is mentioned in the text. The table is labelled and titled directly above. Underneath the table is where you would put the caption, labelled as a “*note*.” If the table is taken from another source, underneath the table is also where you would cite it, labelled as “*source*.” The caption and source information are single-spaced. Leave one double space between the caption/source and the next paragraph of writing. See below for an example.

Table 1. The Error Rate on Different Forms

The Error Rate on Different Forms						
Form name	A	B	Total fields (X = A × B)	Fields with errors (Y)	Error rate* (Y/X) × 100 (%)	
					X/Y	%age
<b>High Risk Errors</b>						
Breast pathology	48	733	35,184	188	0.0053	0.53
Clinical follow-up	15	1,115	16,725	2	0.0001	0.01
Patient consent	11	379	4,169	11	0.0026	0.26
<b>Low Risk Errors</b>						
Demographics	20	348	6,960	9	0.0013	0.13
Specimen accession	28	667	18,676	63	0.0034	0.34
Total	122	3,242	81,714	273	0.0033	0.33

*Source:* Data from Richard H. Adams, “Remittances, Investment, and Rural Asset Error Rates,” *Economic Development and Cultural Change* 55, no.1 (1998): 155-73.

*Note:* Table outlines the different variables involved in the study.

**Block Quote** If including a direct quotation that is more than four lines, you will need to format it as a block quote. It is single-spaced with one blank line before and after the quote. The entire left margin of the quote is indented one half inch (just like this paragraph is). No quotation marks are needed. The superscript citation goes at the very end of the quote, connected to the last sentence.

**Headings** If choosing to use headings, there are several different levels that you need to be aware of. Below are the levels and formatting.

**Level One Heading**

Level Two Heading

*Level Three Heading*

Level four heading (not sentence case)

*Level five heading.* It introduces the sentence and the sentence continues right after the heading.

**In-Text Citations**

The Turabian footnote-bibliography style uses superscripts and footnotes as citations for text. The superscripts are numbered numerically as they appear in the text. The numbered superscript corresponds with the numbered footnote that appears at the bottom of the page.

The superscript is placed directly at the end of the sentence but outside the punctuation. This sentence is an example of how to place a superscript.<sup>1</sup> This is true even when the sentence is a direct quote. “This is how you properly place a superscript at the end of a quote.”<sup>2</sup>

You will need to cite any information that is not general knowledge, that came from another source, that is paraphrased from another source, or that is quoted from another source.

### **Footnotes**

The first line of the footnote citation should be placed in the footnote .5 inches to the right. To make it so that it does this automatically, click into the footnote, select paragraph options on the toolbar under “Home,” and then under “Indentation” make it so that the left indentation is .5 inches.

One problem you may come across is that your footnote will be the same for every page. To change this, you will need to go to the “Layout” tab, select “Breaks,” and click on “Next Page.” On the new page that appears select into the footnote and then under “Navigation” click on “Link to Previous” to turn it off.

Footnote citations come in two formats: full citation and shortened version. When you first cite a source in your paper you will need to provide the full citation in the corresponding footnote. Any consecutive citations for that same source will only require the shortened version be placed in the corresponding footnote.

The following will explain how to format the footnote citation for different types of sources. Remember that each will be single-spaced. Only the first line of the source is indented over .5 inches (it is the opposite of a hanging indent). Between each footnote citation should be one double-spaced line.

#### Books

*Full citation:*

1. Author(s) First Name Last Name, *Title of Book* (Publisher Location/City: Publisher, Year), Page Range.

1. Brian Grazer and Charles Fisherman, *A Curious Mind* (New York: Simon & Schuster, 2015), 188.

*Shortened Version:*

2. Author(s) Last Name, *Title of Book*, page number being cited.

2. Grazer and Fisherman, *A Curious Mind*, 188.

*More than three authors:*

For any work that has more than three authors, only list the first author's name and then et al. For example: Claire Hark et al., *Mediated Lives*, 14.

#### Journal Article

*Full Citation:*

1. Author(s) First Name Last Name, "Article Title," Journal Name Issue number, Volume (no.) number (Year Published): pages, DOI link or URL if the article is only available online.

1. Ashley Hope Pérez, "Material Morality and the Logic of Degrees in Diderot's *Le neveu de Rameau*," *Modern Philology* 114, no. 4 (May 2017): 874, <https://doi.org/10.1086/689836>.

*Shortened Version:*

1. Author(s) Last Name, "Article Title Shortened," page number/range being cited.

1. Pérez, "Material Morality," 818.

Website Page*Full Citation:*

1. Author(s) First Name Last Name, "Page Title," Website Name, Month  
Day, Year, URL

1. Jack Caulfield, "A Step-by-Step Guide to the Writing Process," Scribbr,  
April 24, 2020, <https://www.scribbr.com/academic-writing/writing-process/>.

*Shortened Version:*

1. Author(s) Last Name, "Page Title Shortened."

1. Caulfield, "Writing Process."

*No date:* If there is no date of publication, include the last modified or accessed date. You would write accessed or last modified before the date to clarify that is what it is.

*No authors:* If there are no authors, in the footnote you would start the citation with the page title. However, in the shortened version and in the bibliography, you would start the citation with the organization that published it. For example:

Full Note: "Climate Change Is Affecting the Way Europe Floods, Experts Warn," University of Glasgow, October 25, 2019,  
[https://www.gla.ac.uk/news/headline\\_681850\\_en.html](https://www.gla.ac.uk/news/headline_681850_en.html).

Shortened Version: University of Glasgow, "Climate Change."

Bibliography: University of Glasgow. "Climate Change Is Affecting the Way Europe Floods, Experts Warn." October 25, 2019.  
[https://www.gla.ac.uk/news/headline\\_681850\\_en.html](https://www.gla.ac.uk/news/headline_681850_en.html).

**Commented [WC1]:** Some websites may only specify the year, and it is okay to only have the year it was published instead of the month and day

## **Bibliography Page**

The citations you place in the bibliography for your sources is very similar to the full version of the citations you placed in the footnotes. The main difference is that instead of a comma separating each part of the source, they are separated by a period. Another difference is that the first author's last name is placed first. Lastly, unlike footnotes the citations here will have a hanging indent. Below are explanations of how to format different sources.

### Book

Author Last Name, First Name. *Title of Book*. Publisher Location: Publisher, Year

### Journal Article

Author Last Name, First Name. "Article Title." *Journal Name* issue number, volume (no.) number (Year): page range. DOI or URL.

### Webpage

Author Last Name, First Name. "Page Title." Website Name. Month, Day, Year.  
URL.



## Bibliography

Bacon, Kelsie. *How to Get Famous: The Importance of a Delicious Last Name*. New York: Fake Publishing Publishers, 2013. ProQuest Ebrary.

Cyrus, Cynthia J. 2009. *The Scribes for Women's Convents in Late Medieval Germany*. Toronto: University of Toronto Press.

Google. "Privacy Policy." Privacy & Terms. Last modified April 17, 2017.  
<https://www.google.com/policies/privacy/>.

Jackson, Kenneth T. "All the World's a Mall: Reflections on the Social and Economic Consequences of the American Shopping Center." *American Historical Review* (October 1996): 1111-1121. <https://doi.org/10.1086/ahr/101.4.1111>.

LaSalle, Peter. "Conundrum: A Story about Reading." *New England Review* 38, no. 1 (2017): 95-109.

Orphan, Mark, et al. *Flying Like Eagles*. Chicago: University of Chicago Press, 2018.

Sassler, Sharon, and Amanda Miller. *Cohabitation Nation: Gender, Class, and the Remaking of Relationships*. Oakland: University of California Press, 2017.

Utrecht University. "Strategic Themes." Accessed June 15, 2019.  
<https://www.uu.nl/en/research/profile/strategic-themes>.

**Commented [WC2]:** Your sources will be single-spaced with a double space between each. To place a double space, select the entire bibliography once finished, go to the "Design" tab where it says "Paragraph Spacing" and select "Double."

**Commented [WC3]:** Whenever you are citing an eBook, after the year of publication you will put where the book is found.

**Commented [WC4]:** This is an example of a journal article that is not only available online. There is no DOI or URL. It ends with the pages.

**Commented [WC5]:** More than three authors require you to only put the first author and then et al. Note that there is still a comma after the first name and before the et al.

**Commented [WC6]:** Whenever there is more than one author only the first author listed is written as Last Name, First Name. Authors listed after that are written as First Name Last Name.

**Commented [WC7]:** This is an example of when there is no author and there is no date published. The organization is listed first and the accessed date is placed instead of a published date.

