A Sample Paper for the Purpose of Correct Formatting In

Notes-Bibliography Style for All Students Using Turabian Format

Claudia S. Sample

ENGL 100: Introduction to English

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Contents

"Turabian" style is an abbreviated version of the more-comprehensive "Chicago" style. Turabian is named for Kate L. Turabian, the author of *A Manual for Writers of Research Papers, Thesis, and Dissertations: Chicago Style for Students & Researchers*, which is currently in its 9th printed edition.[1] This sample paper will strive to provide students with all the foundational elements of a Turabian paper using the Notes-Bibliography format for students majoring in History, (some) Government, and Divinity programs of study. **All class assignments will follow the Notes-Bibliography format <u>except</u> book reviews**, which use the Author-Date format (*see the Author-Date section of the OWC's Turabian Quick Guide for resources on that format*).

Many incoming students have opted not to purchase the Turabian manual; this can have significant negative effects on those students' ability to learn and master Turabian format. Fortunately, Liberty University subscribes to the Chicago Manual of Style (CMOS) database in its Jerry Falwell Online Library for those students who do not have a current Turabian manual readily available to them. Since the Turabian manual is the official resource commonly used in academia, the Online Writing Center (OWC) strongly encourages students to buy the current Turabian manual (about $10 for hard copy or electronic version). This sample paper, however, includes references to the correlating CMOS section(s), delineated by red hyperlinked text to denote the relevant CMOS section, in an effort to ensure all Liberty University students have the necessary resources to excel academically. It is not proper to include hyperlinks or colored lettering in academic class papers; those are merely included here for ease-of-access purposes.

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[1] Kate L. Turabian, *A Manual for Writers of Research Papers, Theses, and Dissertations,* 9th ed. (Chicago: University of Chicago Press, 2018).

This paper will focus primarily on the stylistic elements discussed in Chapters 16 and 17 of the Turabian manual[2] —*with some minor revisions.*[3] Students will need to incorporate proper grammatical elements to their papers as well, but those will not be addressed in detail herein.

It is important to delineate that undergraduate students will not use headings, subheadings, or a contents page in most of their class papers. Graduate and doctoral students are <u>recommended</u> to include these elements for any paper with at least ten pages in the body, and <u>required</u> to do so in all papers with twenty or more pages in the body. Those elements are all included and illustrated throughout this sample paper for organization and ease-of-access purposes, but students should adhere to the parameters in their specific class assignment to determine whether or not they should include subheadings (and a contents page, when appropriate) in that class paper and use the appropriate template provided on the OWC's <u>Turabian Quick Guide page</u>.

Many students' papers will require an <u>introductory section</u> that summarizes or previews the argument of the whole paper, though this is not universally required for all papers.[4] Note that the body of your paper should generally begin with the introductory paragraph itself (not with a heading titled Introduction, as used in years' past). Dissertations, theses, and longer papers may require a section delineated as Introduction (which would be bolded on the top line above your introductory paragraph); your instructions will specify that requirement. Turabian suggests that

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[2] Turabian, *A Manual for Writers*, 149-235.

[3] For example, footnote numbers in standard Turabian are not superscripted and are followed by a period (pages 149-50, 162, and 406 of the Turabian manual), but **Liberty University programs require superscripted numbers with no periods**, as depicted throughout this paper.

[4] Turabian, *A Manual for Writers*, 400, 402.

"most introductions run about 10 percent of the whole."[5] She also suggests that conclusions are typically shorter than introductions.

<div align="center">

Ibid.

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The abbreviation *ibid.* is used in most cases to refer to "the same" source cited <u>immediately before</u> *on the same page*[6]—in this case, footnotes #5 and #6 on the prior page. One of the changes in the 9th edition of the Turabian manual was to discourage the use of the term *ibid*. However, all schools and departments within Liberty University have universally decided to continue to require and encourage its use at this time, as it is a long-used historical term that will occur in many scholarly resources printed prior to 2018, including most seminal works. As such, students are instructed to disregard Turabian's 2018 position on the use of *ibid.* for all Liberty University coursework.

The term *ibid.* itself is a Latin abbreviation (which is why it is italicized in the text of a sentence), so <u>do</u> include the period. Capitalize it when it begins the footnote, since it depicts the beginning of a sentence, but do **not** italicize the term in notes.[7] If the page numbers for that footnote and the one preceding it differ, use Ibid. followed by a comma and the correct page number(s), as shown in footnotes #5 and #6 on the previous page. If the page number is the same for both the current footnote and the one that precedes it, simply use the word Ibid. for that second footnote, as shown in footnote #8 below.

Liberty University's History Department allows students to carry forward the use of ibid. onto subsequent pages as long as there are no other sources cited between them. For

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[5] Turabian, *A Manual for Writers*, 107.

[6] Ibid., 166-67.

[7] Ibid.

all other students, however, each new page of a student's paper restarts the requirements, so the

first footnoted citation to a source on each page would include the author's name and a shortened

title (if previously cited), then students can resume using *ibid.* for subsequent consecutive

citations on that page, as shown in footnotes #8 above and #12 below. Standard Turabian format

allows two forms of shortened notes,[8] but Liberty University programs of study require the

author-title version that includes both the author's name and a shortened version of the source's

title. Footnote #11 below (and the first footnote on each new page referring to the Turabian

manual) depicts a shortened note—where the author's name is given, along with a few words of

the title. Always include the page number, whether using a full footnote or a shortened note.

Basic Formatting

Overview

Turabian generally offers writers great flexibility in the choices they make regarding

many stylistic elements.[9] However, Liberty University's schools and departments have adopted

specific requirements as detailed herein. General formatting elements[10] required include:

- One-inch margins on all four sides of the paper.

- Liberty University requires Times New Roman size 12-pt. font for all content in the

  paper itself, except Times New Roman 10-pt. font for all footnote content.

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[8] Turabian, *A Manual for Writers*, 164-66.

[9] For example, Turabian does not specify a font size or style, although all programs of study at Liberty University using Turabian require Times New Romans, 12-point font. Many other elements are also left by Turabian up to individual writers; the OWC has incorporated its own educated judgment for those in this sample paper, but students have freedom to stray from those, where permitted in the Turabian manual.

[10] Turabian, *A Manual for Writers*, 384-87.

- Double-spacing throughout the body of the paper, except in the footnotes, block quotes, table titles, and figure captions. Lists in appendices should be single-spaced, too.[11]

- Quotations should be blocked if the citation is five or more lines.

Title Page

The Turabian manual provides two different examples and details for the title page format options.[12] Liberty University has adopted the more formal one, as shown in this sample paper and in the templates provided to students.

Page Numbering

The title page should not include any page number,[13] although it is considered the first page of any paper. The front matter (anything between the title page and the first page of the body of the paper) should be numbered with <u>lowercase Roman numerals</u> centered in the footer, beginning with ii, to correspond with the fact that it begins on page two.[14] The paper's body, bibliography, and appendices display <u>Arabic numerals</u> (i.e., 1, 2, 3) placed flush-right in the header, beginning with page 1 on the first page of the body of the paper.[15] Liberty University now offers students templates that are already formatted with pagination, margin, font, etc.

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[11] Turabian, *A Manual for Writers*, 385.

[12] Ibid., 391-92.

[13] Ibid., 385.

[14] Ibid., 386.

[15] Ibid.

Table of Contents

Although this page/section is commonly referred to as the "table of contents," only the word "Contents" should appear at the top, centered, without the quotation marks.[16] Students may not need a table of contents, but one was included in this sample paper as a visual aid, and because it is lengthy enough to include subheadings. Liberty University assignments will specify if students are required to include subheadings and/or a contents page. Generally, subheadings and a contents page are required for assignments with twenty pages or more of content, and both are encouraged for assignments of ten to nineteen pages of content.

The table of contents can span more than one page when necessary, as it does in this sample paper. Double-space between each item but single-space the individual items themselves. Add an extra line between each of the major sections (including the front and back matter). 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).

"Leaders" —the dots between the words on the left margin and their corresponding page numbers at the right margin in a table of contents—are acceptable. Only include the first page each element begins on; not the full page-span.[17] MS Word will automatically populate this.

Number all pages of this element with Roman numerals. If the table of contents is more than one page, do not repeat the title. Leave two blank lines between the title and the first listed item.[18] Single-space individual items listed but add a blank line after each item. Between the lists

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[16] Turabian, *A Manual for Writers*, 390, 394-395.

[17] Ibid., 390.

[18] Ibid.

for the front and back matter and the chapters, or between parts or volumes (if any), leave two blank lines. This video tutorial shows how to format subheadings and convert those into a Contents page for larger projects.

<div align="center">Thesis Statements</div>

Section A.2.1.4 of the Turabian manual discusses the placement and labeling of an abstract or thesis statement. Specifically, it acknowledges that "most departments or universities have specific models … that you should follow exactly for content, word count, format, placement, and pagination."[19] This paper does not include a separate sample thesis statement page; some classes will require such. Do not confuse a purpose statement with a thesis statement, however. A purpose statement states the reason why the paper is written. For all practical purposes, the purpose statement introduces the thesis statement. An example of a purpose statement is, "The purpose of this paper is to demonstrate that when one recognizes God's freedom, he/she can find biblical inerrancy defensible." An example of a thesis statement is, "Biblical inerrancy is defensible in the context of divine freedom." Remember, the purpose and thesis statements determine the form and content of an outline.

The distinction between a purpose statement and a thesis statement is important. The purpose of this sample paper is to provide a template for the correct formatting of a research paper. The thesis is, "Students who use this paper as a sample or template are more likely to format their papers correctly in the future."

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[19] Turabian, *A Manual for Writers*, 389.

Line Spacing

Section A.1.3 of the Turabian manual addresses line spacing.[20] As mentioned above, all text in papers should be double-spaced except for block quotes, table titles, figure captions, and lists in appendices. The table of contents, footnotes, and bibliography entries should be single-spaced internally, but double-spaced between each entry.[21] Turabian specifies in Section A.2.2.4 to "put more space before a subheading than after."[22] Liberty University recommends adding an extra single-spaced line before each subheading, so the total space between the end of one section and the next subheading should be the equivalent of three single-spaced lines (or one-and-a-half double-spaced lines); this is demonstrated throughout this sample paper and pre-programmed into the Turabian templates. For those students who wish to learn how to format this element themselves, see the tutorial on formatting subheadings. There should only be one space after periods and other punctuation at the end of each sentence, before beginning a new sentence.[23]

Capitalization

Turabian style has two forms of capitalization for titles: headline-style and sentence-style. In headline style, all major words in a title (usually those with four or more letters, excepting prepositions) begin with capital letters.[24] In sentence-style, only the first word of a title, the first

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[20] Turabian, *A Manual for Writers*, 385.

[21] Ibid., 385.

[22] Ibid., 404.

[23] Ibid., 385.

[24] Ibid., 325-26.

word of a subtitle, and proper nouns begin with capital letters.[25] Liberty University courses use headline style for subheadings.

Chapters versus Subheadings

Turabian allows each writer to determine whether to use subheadings or chapters to divide his or her paper into sections.[26] There are separate rules for both. Chapters are usually reserved for thesis projects and dissertations; subheadings are often used for class papers of graduate and doctoral students. **Class assignments will specify whether subheadings are permitted or required**.

Turabian allows great flexibility and individuality in how one formats the various subheading levels, when used. Liberty University has adopted the format for heading levels shown herein, for the sake of consistency and uniformity.

The title of a heading should never be "orphaned" at the bottom of a page, without its supporting text.[27] If there is not enough room on the previous page for both the heading title and at least the first line of the paragraph, begin a new page. Authors can, however, have two headings in a row[28] as shown on page 17 below. The formats used and recommended in this sample paper reflect that:

1. First-level headings should be centered, bolded, and use headline-style capitalization.

2. Second-level subheadings should be centered, not bolded, and use headline-style capitalization.

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[25] Turabian, *A Manual for Writers*, 326.

[26] Ibid., 402, 404.

[27] Ibid., 405.

[28] Ibid., 404.

3. Third-level subheadings should be left-justified, bolded, and use headline-style capitalization.

4. Fourth-level subheadings—though rare in Turabian style—should be left-justified, not bolded, with only the first letter of the first word capitalized.

5. Fifth-level subheadings are extremely rare; they should be indented ½" from the left margin, not bolded, italicized, in sentence case (including a period), followed by one space, with the text following on the same line.

Except for fifth-levels, all text would begin on the line beneath the heading. Note that there must be at least two of any subheading used under a larger heading.[29] Turabian also does not allow orphaned headings, where the heading appears at the bottom of the page, isolated from its content on the next page.[30] First- and second-level subheading levels are used throughout this sample paper, but below is a visualization of each of five levels.

Contemporary Art (First-level)

What Are the Major Styles? (Second-level)

Abstract Expressionism (Third-level)

Major painters and practitioners (Fourth-level)

Pollack as the leader. (Fifth-level) This one is unique in that the heading ends with a period and the text begins on the same line.

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[29] Turabian, *A Manual for Writers*, 404.

[30] Ibid., 405.

"Voice" and Tense

As a general rule, use active voice and **avoid** first person (I, me, we, us, our) or second person (you, your) pronouns in academic writing unless permitted by the assignment instructions. This paper uses third person (one, this author). In historical writing, use simple past tense verbs, but when referring to an author's written work, use present tense.

Organizing a Paper Using an Outline

When writing a paper, students should organize their outline first so that they are able to plan how they will make their argument and then give their reasoning and evidence to support their thesis statement. The first paragraph of each section should explain how this will fit into the author's reasoning, and then each section will end with a summary of how the evidence has shown such reasoning to be correct. Also, transitions are very helpful at the end of each major section so that the reader anticipates how the next section is connected to the logical progression of the reasoning the author uses to support his or her thesis.

Liberty University undergraduate papers will generally be less than ten or twelve pages and most will not use subheading levels or a contents page at all (unless specified in the instructions); most Liberty University graduate and doctoral research papers will be no longer than twenty pages and generally will not have long and detailed outlines or subheadings beyond the third level.[31] Details that would be appropriate for the fourth or fifth heading level tend to distract the reader's attention from the overall thesis within a short essay (typically fewer than 20 pages). Even if a fourth level is unavoidable, a fifth level is discouraged.

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[31] Papers with ten to nineteen pages in the body are recommended to include subheadings and a contents page; those with twenty pages or more are required to do so; the instructions will specify what is required.

Quotations and Paraphrases

All content gleaned from another source will be presented as either a quote or a paraphrase. A paraphrase means that the original wording has been change sufficiently into the student's own words while keeping the same meaning (not simply just rearranging the order of the words or replacing only a few of them); a direct quote means that the words are used verbatim, which requires quotation marks. Both require a citation with a page number to the original source. Quotes with four or fewer lines of text in the student's paper will be incorporated into the text of the paragraph, as has been demonstrated herein (such as the bottom of the first paragraph on page ten).

Quotes that span five lines or more, however, must be block quoted. Blocked quotations are single-spaced with one blank line before and after each excerpt, and the entire left margin of the block quote is indented one half-inch. No quotation marks are used when using a blocked quotation, but do use them if it contains an internal quote. Turabian requires blocked quotes to be introduced in the writer's own words.[32] For example, Jackson evokes the supremacy of home:

> Housing is an outward expression of the inner human nature; no society can be fully understood apart from the residences of its members. A nineteenth-century melody declares, "There's no place like home," and even though she had Emerald City at her feet, Dorothy could think of no place she would rather be than at home in Kansas. Our home are our havens from the world.[33]

Citations

All content that is taken from another source must include a citation, whether direct-quoted or paraphrased. Though Turabian allows two forms of citing sources in the body of a

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[32] Turabian, *A Manual for Writers*, 361.

[33] Kenneth T. Jackson, *Crabgrass Frontier: The Suburbanization of the United States* (New York: Oxford Press, 1985), 3.

paper, this sample paper focuses exclusively on the notes-bibliography style. Chapters 16 and 17 of the Turabian manual focus on these elements (Chapter 14 in the CMOS). The "N" denotes (foot)notes, and the "B" denotes bibliography entries. Be sure to use the correct format for each since there are some variances between them for each resource. Notably, the first/only author's name is inverted (i.e., last name first) in bibliography entries, but not in notes.[34]

Accessed dates are only required for electronic resources if there is no publication, modification, or updated date provided in the source itself. When required, access dates precede the URL, separated by commas in the footnote entry and periods in the bibliographic entry.[35]

When formatting a footnote, indent the first line of each footnote the same amount as the first line of the paragraphs within the paper (1/2"). The indentation should be before the superscripted footnote number. Insert one space after the superscript number before the first word of the footnote.[36] The footnotes should be single-spaced, and there should be a single blank space between (or 12-pt. line space after) each footnote.[37] Font within the footer should be 10 point (the OWC recommends Times New Roman, 10-pt.). Note that Turabian specifies that the numbering in the footer itself should be non-superscripted with a period. However, MS Word, which Liberty University requires all students to use for all class assignments, only allows footnote numbering to be both-superscripted (in the body of the paper and the footer), or both-non-superscripted. To that end, Turabian's Section 16.3.4 authorizes the use of superscripted

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[34] Turabian, *A Manual for Writers*, 154.

[35] *Oxford English Dictionary*, s.v. "religion," accessed February 12, 2021, https://www.oed.com/viewdictionaryentry/Entry/161944.

[36] This rule is specific to Liberty University. In standard Turabian, the footnote number is not superscripted, and it is followed by a period.

[37] Turabian, *A Manual for Writers*, 162.

footnote numbering in the footer, as depicted in this sample paper and programmed in the templates provided by Liberty University.

When citing one source quoted in another, Turabian encourages students to go to the original source and cite it directly.[38] In those cases where the original cannot be located or accessed, cite both resources as detailed in Section 17.9.3.

An example of each of the major types of footnoted resources is included herein for sample purposes. Note that writers would only include footnotes and bibliography entries for resources whose content was actually used in supporting the author's position in a paper. Note also that author names are never inverted in notes. These samples that follow are for illustration purposes only, and each source footnoted herein is also included in the bibliography section. See the Chart of Turabian Citations to show correlating note and bibliography entries, side by side, for each major type of resource.

- Book by one author.[39]
- Book by two authors.[40]
- Book by three authors.[41]
- Book by four or more authors (modify the note only to name the first author followed by et al. In the bibliography entry, however, list all authors if a resource has four to ten authors, or up to the first seven authors followed by et al. if the resource has more than ten authors).[42]
- Editor, translator, or compiler instead of author.[43]

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[38] Turabian, *A Manual for Writers*, 205.

[39] Wendy Doniger, *Splitting the Difference* (Chicago: University of Chicago Press, 1999), 65.

[40] David Baggett and Jerry L. Walls, *Good God: The Theistic Foundations of Morality* (New York: Oxford University Press, 2011), 110.

[41] Alex Fiebold, Sarah Gray, and Stan Swallows, *Purpose for the Season* (King's Landing: Castamere Publishing, 2018), 188.

[42] Mark Orphen et al., *Flying Like Eagles* (Chicago: University of Chicago Press, 2018), 8-9.

[43] Richmond Lattimore, trans., *The Iliad of Homer* (Chicago: University of Chicago Press, 1951), 91–92.

- Editor, translator, or compiler <u>in addition to</u> author.[44]
- Chapter or other part of a book.[45]
- Preface, foreword, introduction, or similar part of a book.[46]
- Book published electronically.[47, 48]
- Kindle or e-reader Book (no page numbers).[49,50]
- Article in a print journal.[51, 52]
- Article in an online journal.[53,54, 55, 56]
- Popular magazine article.[57]

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[44] Jovi Rockwell, *The Stray Cats of Lynchburg: A Guide to Cat Identification*, ed. Chris M. Schulz (Lynchburg, VA: Warwick House Publishing, 2006), 56.

[45] Andrew Wiese, "'The House I Live In': Race, Class, and African American Suburban Dreams in the Postwar United States," in *The New Suburban History,* ed. Kevin M. Kruse and Thomas J. Sugrue (Chicago: University of Chicago Press, 2006), 101–2.

[46] James Rieger, introduction to *Frankenstein; or, The Modern Prometheus,* by Mary Wollstonecraft Shelley (Chicago: University of Chicago Press, 1982), xx–xxi.

[47] Kelsie Bacon, *How to Get Famous: The Importance of a Delicious Last Name* (New York: Fake Publishing Publishers, 2013), 41, ProQuest Ebrary.

[48] Note: if the book is a PDF of a hard-copy publication, do not include the web address (URL); cite it as if you are holding it in your hand. If a book is available in more than one format, cite the version you consulted. For books consulted online, include a URL. If the book was consulted in a library or commercial database, give the name of the database instead of a URL.

[49] Dave Earley and Rod Dempsey, *Disciple Making Is … : How to Live the Great Commission with Passion and Confidence* (Nashville: B&H Publishers, 2013), Chapter 2, "Start with Clarity," para.1, Kindle.

[50] If the publication is in digitized form and does not have page numbers reflecting the actual pages in the book, include a section title or a chapter or other number in place of the page number, as shown in the previous footnote.

[51] John Maynard Smith, "The Origin of Altruism," *Nature* 393, no. 2 (April 1998): 639.

[52] Note: if the journal has more than one issue per year—i.e., (April 1998)—put the month before the date.

[53] Mark A. Hlatky et al., "Quality-of-Life and Depressive Symptoms in Postmenopausal Women after Receiving Hormone Therapy: Results from the Heart and Estrogen/Progestin Replacement Study (HERS) Trial," *Journal of the American Medical Association* 287, no. 5 (February 2002): page #s or chapter if page numbers are not available, https://jamanetwork.com/journals/jama/fullarticle/194612.

[54] For a journal article consulted online, include a URL. For articles that include a DOI, form the URL by appending the DOI to http:// dx.doi.org/ rather than using the URL in the address bar. If the article was consulted in a library or commercial database, give the name of the database instead.

[55] Kenneth T. Jackson, "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.

[56] Kenneth T. Jackson, "Reflections on the Consolidation of New York," *New York Law School Law Review* XLII (1998): 713-721.

[57] Steve Martin, "Sports-Interview Shocker," *New Yorker,* May 6, 2002, 84.

- Newspaper article.[58]
- Book review.[59]
- Thesis or dissertation.[60]
- Interview.[61, 62]
- Lecture.[63]
- Paper and/or PowerPoint presented at a meeting or conference, or in class (unpublished).[64]
- Letter in a print collection.[65]
- Document in a print collection.[66]
- Information from a website.[67]
- Unpublished photograph held by an author (exclude from bibliography).[68]
- Videos and podcasts.[69]

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[58] William S. Niederkorn, "A Scholar Recants on His 'Shakespeare' Discovery," *New York Times,* June 20, 2002, Arts section, Midwest edition, B122.

[59] James Gorman, "Endangered Species," review of *The Last American Man,* by Elizabeth Gilbert, *New York Times Book Review,* June 2, 2002, 16.

[60] A. Chadwick Thornhill, "To the Jew First: A Socio-Historical and Biblical-Theological Analysis of the Pauline Teaching of 'Election' in Light of Second Temple Jewish Patterns of Thought." PhD diss., Liberty Baptist Theological Seminary, 2013.

[61] Professor of History Samuel C. Smith at Liberty University, interview by author, Lynchburg, VA, February 9, 2016.

[62] Ordinarily, "unpublished interviews (including those the author has conducted him/herself) should usually be cited only in notes" (Turabian 2018, 197). The bibliography section of this paper, however, includes an example of how to format an interview entry when necessary.

[63] Robert Ritchie, "Vietnam: Lessons from the War" (video lecture in HIUS 500 at Liberty University, Lynchburg, VA, March 19, 2016).

[64] Brian Doyle, "Howling Like Dogs: Metaphorical Language in Psalm 59" (paper presented at the annual international meeting for the Society of Biblical Literature, Berlin, Germany, June 19–22, 2002).

[65] George Whitefield to Mr. I. Roberts, July 18, 1740, *The Works of the Reverend George Whitefield*, vol. 1 (London: Printed for Edward and Charles Dilly, 1771), 199-200.

[66] Egerton Leigh, *The Man Unmasked: or, the World Undeceived in the Author of a Late Pamphlet, Intitled, 'Extracts from the Proceedings of the High Court of Vice-Admiralty in Charlestown, South-Carolina,' &c with Suitable Remarks on that Masterly Performance* in Philip Hamer, et al., eds., *The Papers of Henry Laurens*, vol. 6 (Columbia, SC: University of South Carolina Press, 1969-2003), 19-23.

[67] Silas Deane to Elizabeth Deane, (Letter 16) 7 September 1774, *Delegates to Congress: Letters of Delegates to Congress*, 1774-1789, vol. 1, August 1774-August 1775, Electronic Text Center, University of Virginia Library, 35, http://etext.virginia.edu/toc/modeng/public/DelVol01.html.

[68] Carolyn Curtis, *Farm Work*, September 8, 1999, Shreeve, OH, in author's possession.

[69] Andrew Hanon, "Never Give Up" (music video), directed by Patrick Keene, October 2, 2011, 4:25, https://www.youtube.com/watch?v=abcdeQWver.

- Publications of Government Departments and Agencies—Census.[70]
- Reference works (omit from Bibliography).[71]

Special Applications

Examples of Citing the Bible

Many students struggle with the proper formatting in citing the Bible. When citing biblical passages, there are some general guidelines to follow that are important. It is not necessary to write out full quotes of verses or paragraphs from the Bible since readers can find the references that are cited. Citations are quoted in full when the author needs to make a specific observation, such as when he/she chooses to follow Luke's example in his message to Theophilus; "so that you may know the exact truth about the things you have been taught" (Luke 1:4, English Standard Version). Be sure to remove the internal numbering when you copy and paste an excerpt from an online source that has verse numbers imbedded within so as not to confuse your reader with superscripted numbers that can be misread as footnote numbering; the citation itself will denote the verse span.

In the past, Liberty University has instructed its students to include a footnote denoting a specific version "unless otherwise noted." This is no longer recommended or required because Turabian allows that the Bible be cited parenthetically in the body of the paper (with no corresponding footnotes or bibliographic entries), but students must instead denote the version used (spelled out) in the first citation (e.g., 1 Cor. 1:13, English Standard Version).[72] Subsequent

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[70] National Archives and Records Administration, *Department of Commerce—Bureau of the Census: Fourteenth Census of the United States: 1920*, Famous and Infamous Census Records, Politicians and Public Servants, 1920.

[71] *Peloubet's Bible Dictionary,* 6th ed., s.v. "Romans, Epistle to the."

[72] Turabian, *A Manual for Writers*, 204; see also section 24.6.

Bible citations would omit the version used unless the student changes versions. If the student initially identified the English Standard Version as the version cited, for example, but then chose to use the New American Standard when quoting a particular verse such as John 14:6, the parenthetical citation following that passage would be (John 14:6, New American Standard). When using multiple translations or versions of the Bible, after spelling out the translation used in the first citation to each version, the student would then use a system of abbreviations in the text within parentheses (ESV, NASB, KJV, NIV, etc.) for all remaining Scripture citations in that paper. The writing is simplified if the author chooses one version of the Bible and uses it exclusively; then he or she will only name the version in the first citation.

Notice that Turabian has a rule in section 22.3.2.3 that explicitly advises not to italicize Bible versions. All biblical references are given in the text of the paper, not in the footnotes, unless content in the footnote requires biblical references. Students are permitted (and encouraged, in some cases, as specified in assignment instructions) to include a footnote to add depth or "unpack" a particular point of emphasis or clarification about that sentence/verse more fully.

In the actual text of a paper, be sure to follow proper grammatical and style requirements. Here are some correct examples of how to cite references or allusions from the Bible. Luke wrote to Theophilus in verse four of his first chapter so that his patron would have a more exact understanding of the details of the salvation offered also to the Gentiles. Luke claims that he wrote his Gospel, "in consecutive order," after having "investigated everything carefully from the beginning" (Luke 1:3, New American Standard). In verse one of Chapter One, Luke seems to be aware of previous Gospel accounts, but in Luke 1:2, he claims that he has information from eyewitnesses. Note in the previous example that authors are permitted to use standard biblical

references like Luke 1:2 within a sentence as long as it is introduced as a biblical reference rather than as part of the text of that paper.

The abbreviations for the books of the Bible can be used only in parentheses within the text or in footnotes.[73] For example, an author may make a reference to Romans 1:16, but if he or she states that Christians should not be ashamed of the gospel (Rom. 1:16), then the author should use the abbreviation within parentheses. The following examples are all correct: Paul, in verse sixteen of Chapter One of his Epistle to the Romans, states that he is not ashamed of the gospel; Paul states that he is not ashamed of the gospel (Rom. 1:16); and in Romans 1:16, Paul states that he is not ashamed of the gospel.[74]

<center>Map, Photography, Figure, or Table</center>

When referring to a map, photograph, figure, or table, it must be cited in the footnotes, according to Turabian 17.1.7.2.[75] For example:

[2] R. Alan Culpepper, "Luke," in *The New Interpreter's Bible*, Vol. 9, eds. Leander E. Keck, et al. (Nashville, TN: Abingdon Press, 1995), 89, table 6.4.

<center>Crediting Authors of Chapters in Edited Collections</center>

In Turabian format, authors are required to credit the author of each individual chapter of an edited collection that they gleaned material from; each of those would be individual references. See section 17.1.8.2 of the Turabian manual.[76]

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[73] Turabian includes a comprehensive list of abbreviations for the books of the Bible in sections 24.6.1-24.6.4. Liberty University, however, requires its students to use the Bible abbreviations as itemized in the Sacred Book Reference List and Capitalization Glossary.

[74] Notice the word "gospel" is not capitalized when referring to the evangelical message (i.e. "good news"). It is capitalized when referring to one of the first four books of the New Testament, however.

[75] Turabian, *A Manual for Writers*, 182.

[76] Ibid., 184.

Numbering

Any number used in the text that is less than one hundred and any whole number of hundreds should be spelled completely within the body of the paper (one hundred, two hundred, etc.).[77, 78] Generally, if the number can be written with one or two words, it should be spelled completely. For numbers written with more than two words (i.e., 108 or 210), numerals should be used. However, one should never mix the styles. If any number used must be written with numerals, then all should be in the same style (i.e., 98, 108, 210, 300; not ninety-eight, 108, 210, three hundred). Of note here is an exception that when writing percentages in the text, write 98 percent or 100 percent, and so forth;[79] always using the numeral, but writing out "percent."

Permalinks

Some resources have permalinks available. They may appear as a paperclip or linked-chains icon, or by the word Permalink. This webpage explains more. The age of internet technology has significantly increased the number of resources available online, which trend is expected to continue. URLs based on DOIs are most reliable; use those whenever possible. If there is no DOI-based URL, use a permalink when available.[80] If one cannot find a viable URL that does not require log-on credentials, then omit the URL altogether and substitute the name of the database (i.e., ProQuest).[81] Note that URLs including "ezproxy" in them (as most of the URLs do from the Jerry Falwell Online Library) are not proper to include since those require

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[77] Turabian, *A Manual for Writers*, 330-31.

[78] The exception is within a footnote where all numeric numerals can be used (e.g. 100, 200, etc.).

[79] Turabian, *A Manual for Writers*, 332.

[80] Ibid., 145.

[81] Ibid.

log-on credentials. Instead, search scholar.google.com or the Internet to try to find a DOI or direct-URL that does not require log-on credentials; otherwise exclude the URL. Some DOIs obtained through the Jerry Falwell Online Library and other similar repositories have additional details that must be removed. For example, the DOI below was copied from the Jerry Falwell Online Library: https://doi-org.ezproxy.liberty.edu/10.1177/1524838017742386. The dash between doi-org would need to be replaced with a period and the content highlighted in green above would need to be omitted, so that the DOI was presented in simple URL format without the unnecessary data: https://doi.org/10.1177/1524838017742386.

Turabian – Videos

Formatting of videos and podcasts (such as used in Liberty University course lectures) in notes-bibliography style is addressed in section 17.10.3.3 of the Turabian manual.[82] See the examples in footnotes #64-65 above as well.

Turabian – Ebooks with No Page Numbers

Section 17.1.10 addresses electronic books, or ebooks.[83] For those electronic sources that have no page numbers, cite the details necessary for the reader to locate that content in any version of that resource (i.e., chapter or section name or number), rather than citing app-specific location numbers (see footnote #84 below).[84]

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[82] Turabian, *A Manual for Writers*, 210.

[83] Ibid., 186.

[84] Dave Earley and Rod Dempsey, *Disciple Making Is … : How to Live the Great Commission with Passion and Confidence* (Nashville: B&H Publishers, 2013), Chapter 2, "Start with Clarity," para.1, Kindle.

Bibliography Entries and Tips

The bibliography list itself begins on a new page following the Conclusion, even though a great deal of room may be left on a final page. To do this, hold down the "Ctrl" key and then hit the "Enter" key, which will drop the cursor down to an entirely new page to start the bibliography. Type the word Bibliography, centered, in bold type, followed by one blank line. The bibliography is single-spaced but with an extra blank line (or 12-pt line space) inserted between each entry. Chapter 17 of the Turabian manual is dedicated to the various forms of bibliographic entries.[85]

The following depicts a bullet list summary of bibliography rules and parameters:

- Use the term *Bibliography* for the final list of bibliographic entries. Other terms such as *References* or *Works Cited* are not acceptable.
- Bold the title, center it, and begin a new page with normal page numbering.
- Use a one-half inch hanging indention for the second+ line(s) of each.
- Use single-line spacing between (or 12-pt. line spacing after) entries.
- Only cite sources directly referenced in the body of the paper. Do not cite works that have only been consulted. For every bibliography entry, there should be a footnote and vice-versa.
- When including two or more works from the same author in the bibliography, Liberty University has opted to use eight underscore lines (_____) in place of the author's name for the second+ bibliography entries. There are three resources by Kenneth T. Jackson in the bibliography list of this paper. The first includes his name; the second and third have the underscored lines in place of that.
- Break the URL at a logical breaking point (after a period, /, etc.) to go to the next line. Do this by placing the cursor where it should break, then click Ctrl-Enter.
- When consulting an anthology where all the chapters are written by different authors, insert the inclusive page numbers of that particular chapter in the bibliographic entry. If citing from a book within a collection of books, also insert the inclusive page numbers of that particular book in the bibliographic entry.
- When citing an article from an online library/search engine, authors do not need to cite the search engine or article address if the article is in the same form as it would have been in a print journal (typically this can be discerned as the case if the online article is downloadable into a .pdf). If one does need to cite the link to the article, it is preferred to cite the article using the Digital Object Identifier (DOI). If no DOI is available, make sure to use a permalink rather than a link copied and pasted from the web browser's address bar. When signed into the Liberty University Jerry Falwell Library online using a

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[85] Turabian, *A Manual for Writers*, 169-222.

username and password, then the address from the address bar will not work for anyone who does not have a Liberty University username/password.
- Italicize book titles; use quotation marks for article titles.
- Do not include the Bible in the bibliography. Since the Bible is considered a sacred work, cite it initially in the footnotes and subsequently in parenthetical references. For example, note the parenthetical reference in the following sentence: Christ declares his exclusive salvific value when he states, "I am the way, the truth, and the life" (John 14:6). The Bible reference is not included within the quotation marks because it is not a part of Christ's declaration. The period would come after the parenthesis because one cannot begin a new sentence without a period immediately preceding it.

Conclusion

The conclusion of a paper in Turabian style should reiterate the thesis (though not necessarily verbatim) and provide the audience with a concise summary of all the major points.[86] The importance of an effective conclusion cannot be overstated, as it frames the writer's closing thoughts and should provide a lasting impression on the reader.

This is the last page of text in the body of the paper. Even though it only covers the first half of the page, drop down to the next page before beginning the bibliography. We invite Liberty University's online students to take advantage of the OWC's tutor-review services once they have their drafts written: https://www.liberty.edu/online/casas/writing-center/ — click on the drop-down arrow next to Draft Reviews, then scroll down through the new content that pops up to the link to Request Tutoring.

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[86] Turabian, *A Manual for Writers*, 111.

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