

Turabian 8th Edition

Beulah Heights University

Writing Lab

Disclosure

- ▶ Instructions are for *Microsoft Word 2010 & 2013*
- ▶ Follow the general format
- ▶ Consult the instructor
- ▶ Consult the 8th edition Turabian book

Tips

- ▶ Visit www.Eturabian.com
- ▶ Visit www.bibme.org to organize your sources.
 - ▶ Its free.
 - ▶ Sign up using your BHU email.
 - ▶ Paragraphs are 5-7 sentences.

Formatting Paper

- ▶ Click Page Layout
- ▶ Click Margins
 - ▶ Should be set at no less than 1” and no greater than 1.5” per your instructor’s directions.

Formatting Paper Cont'd

- ▶ Select “Home” Tab and click the Font arrow to choose font
- ▶ Set the font to Times New Roman, Courier New, or Helvetica, body regular, and size 12
- ▶ Click Page Layout, search for Spacing After and Before, set to Zero “0”
- ▶ Click in paragraph, for “line spacing” click “Double” , then OK

Page Number

- ▶ Click “Insert” Tab
- ▶ Page Number
- ▶ Then select Format Page Numbers and set to “1, 2, 3 ...”

Page Number Cont'd

- ▶ Then select start at Zero “0”
- ▶ Click OK
- ▶ Repeat “Page Number”
- ▶ Choose either Bottom or Top of Page
- ▶ Choose Plain Number 2 or 3

Page Number Cont'd

- ▶ Click different from First Page
- ▶ Close Header

Cover Page

- ▶ The title should be centered a third of the way down the page.
- ▶ Drop 7 spaces down from the top of page
- ▶ **Title (*only*) Bolded in upper /lower case**

Coverage Cont'd

- ▶ For subtitles, end the title line with a colon and place the subtitle on the line below the title.
- ▶ Drop 7 spaces down from the title
- ▶ Your name, class information, and date (*not bold*).

Main Body

- ▶ Click “Insert”
- ▶ Click “Page Break”

Main Body Cont'd

- ▶ Start paper on page 1 with Introduction centered
- ▶ On Keyboard click “Enter”
- ▶ Click “Home”
- ▶ Click “Align Left”

Main Body Cont'd

- ▶ On Keyboard click “Tab”
- ▶ Begin typing your Introduction Paragraph”
- ▶ Book and periodical titles (titles of larger works) should be italicized.
- ▶ Article and chapter titles (titles of shorter works) should be enclosed in double quotation marks.

Main Body Cont'd

- ▶ **Main Heading: Boldfaced**, centered, headline-style capitalization;
- ▶ **Level 2 Heading: Centered**, headline-style capitalization;
- ▶ **Level 3 Heading: Boldfaced**, flush left, or *italic* uppercase and lowercase.

Main Body Cont'd

- ▶ Otherwise, take a minimalist approach to capitalization.
 - ▶ Lowercase terms used to describe periods, except in the case of proper nouns
 - ▶ (e.g., “the colonial period,” vs. “the Victorian era”).

Insert Footnotes

- ▶ Put quotation marks around the author's statement.
- ▶ Place cursor at the end of your reference. Click "References"
- ▶ Click AB 1 insert footnote and input citation information.
- ▶ Font size 10 pt.
- ▶ Example for footnote 1

¹ Philip Bell, *Bright Earth: Art and The Invention of Color* (New York: Farrar, Straus and Giroux, 2001), 140.

Footnotes

Internet Source

- ▶ Period: After books and periodicals, not after a URL
- ▶ Internet resource - include the date accessed
- ▶ Example
 - 1 Craig Marks, “How To Build Paper Airplanes,” Paper Airplanes, <http://www.paperairplanes.com/learningtools> (accessed February 6, 2014).

Footnotes Cont'd

- ▶ Click “Home”
- ▶ Click “Paragraph”
- ▶ Find “Special”
 - ▶ Choose First Line
- ▶ Leave an single line space between footnotes.

Short Forms of Footnotes

- ▶ Use Author's last name, title of resource, and page number
 - ▶ Example - Bell, Bright Earth, 204.

Short Forms of Footnotes

- ▶ Citing the same source twice on the same page
 - ▶ Use Ibid and page number
 - ▶ Example - Ibid., 141
- ▶ Subsequent citation of a source throughout the paper
 - ▶ Use Author's last name, page number
 - ▶ Example - Bell, 204.

Footnote Cite Bible Sources

- ▶ Depending on the context, you may either spell out the name of the version, at least first occurrence, or use abbreviation.
- ▶ Since different versions of the scriptures use different names and numbers for books, identify the version you are citing.
 - ▶ 1 Song of Sol. 2:1-5, NRSV.
 - ▶ Ruth 3:14, NAB.

In-Text Bible Source

- ▶ Examples of parenthetical citation:
 - ▶ (Gen. 12:1-3 [Revised Standard Version])
 - ▶ (Jn 3:16-17 [NAB])

Block Quotations

- ▶ Text should be consistently double-spaced, with the following exceptions:
 - ▶ Block quotations, table titles, and figure captions should be single-spaced.

Block Quotations Cont'd

- ▶ A prose quotation of five or more lines should be blocked.
- ▶ A blocked quotation does not get enclosed in quotation marks.
- ▶ An single line space should immediately precede and follow a blocked quotation.
- ▶ Blocked quotations are indented **.5"** from both margins.

Bibliography

- ▶ Leave two blank lines between the Bibliography Heading and your first entry.
- ▶ Bibliographies should be singled-spaced internally; however, leave an single line space between notes and bibliographic entries.
- ▶ **Bibles** do not appear on Bibliography pages; they are included in the footnotes.

Bibliography Cont'd

- ▶ Bibliography entries use “Hanging Indentations”
- ▶ Click “Paragraph” the “Line & Paragraph Spacing options”
 - ▶ Look for “Special,” then select “Hanging”

Bib. Cont'd

- ▶ Click in box and choose “Hanging.”
- ▶ Leave one blank line between remaining entries.
- ▶ List entries in letter-by-letter alphabetical order according to the first word in each entry.

Bibliography

Clements, Jessica, Elizabeth Angeli, Karen Schiller, S. C. Gooch, Laurie Pinkert, and Allen Brizee. "General Format." *The Purdue OWL*. October 12, 2011. <http://owl.english.purdue.edu/owl/resource/717/13>Turabian, accessed February 6, 2014.

Turabian, Kate L. *A Manual for Writers of Research Papers, Theses, and Dissertations, Eighth Edition: Chicago Style for Students and Researchers* (*Chicago Guides to Writing, Editing, and Publishing*). 8th ed. Chicago: University Of Chicago Press, 2013.