Turabian Style Formatting - Quick Start Guide

Style

- Active voice.
- There are two citation styles in Turabian— Choose one and stick to it.
  - Bibliography Style
  - Reference-List Style
    - (Be aware of your professor’s preference. See: p. 137)
- When referring to a source whose bibliographical information is in the prior footnote, shorten the citation by using “ibid.” instead. (See: p. 155)
- Since the Bible is considered a sacred work, cite it in footnotes, not in the bibliography.

Formatting

- Spacing: Text is double-spaced
  - (See all exceptions: p. 375)
- Margins: 1” margins
- Font: Times New Roman
- Font Size: 12 font
- Some exceptions include:
  - Block Quotes
  - Figure Captions
  - Footnotes
  - Bibliographies
  - Reference Lists
- Do not number the title page (if it is the only front matter).
- If there is a table of contents and/or other front matter, the title page will be page i (see p. 386).
References

The second line (and all subsequent lines) of each item on the reference list should be indented.

Bibliography Style

Footnotes

Book with a single author or editor

- Note Number. Author’s First and Last Names, Title of Book: Subtitle of Book (Place of Publication: Publisher’s Name, Date of Publication), XX-XX.

Book with multiple authors

- Note Number. Author #1’s First and Last Names and Author #2’s First and Last Names, Title of Book: Subtitle of Book (Place of Publication: Publisher’s Name, Date of Publication), XX-XX.

Journal Article in Print

- Note Number: Author’s First and Last Names, “Title of Article: Subtitle of Article,” Title of Journal Volume Number (Date of Publication): XX-XX.
Journal Article Online

- **Note Number. Author’s First and Last Names, “Title of Article: Subtitle of Article,” Title of Journal Volume Number (Date of Publication), under “Descriptive Locator,” accessed date, URL.**

**Bibliography**

Book with a single author or editor

- **Author’s Last Name, Author’s First Name. Title of Book: Subtitle of Book. Place of Publication: Publisher’s Name, Date of Publication.**

Book with multiple authors

- **Author #1’s Last Name, Author #1’s First name, and Author #2’s First and Last Names. Title of Book: Subtitle of Book. Place of Publication: Publisher’s Name, Date of Publication.**

Journal Article in Print

- **Author’s Last Name, Author’s First Name. “Title of Article: Subtitle of Article.” Title of Journal Volume Number (Date of Publication): YY-YY.**

Journal Article Online

- **Author’s Last Name, Author’s First Name. “Title of Article: Subtitle of Article.” Title of Journal Volume Number (Date of Publication). Accessed Date. URL.**
Reference List-Style

In reference list-style, there is one general form used:

- Last Name, First Name. Year Published. Title of book: Subtitle of book. Publication City: Publisher.