General Guidelines

1. Names of scriptures (the Bible) and versions (the New International Version) are capitalized but not italicized.

2. For citations to resources from a database, use either the static URL for that resource or the URL of the main page of the database.

3. Bibliography and Reference list entries should be in smaller font than the main text, single-spaced but double spaced between entries, and in flush-and-hanging style (the first line is flush left and the following lines are indented the same space as paragraphs).

4. Turabian allows two ways to cite resources: notes (either footnotes or endnotes) and bibliography or author-date parenthetical reference and reference list. History and Bible & Theology professors require footnotes, but Music professors require parenthetical citations. (Turabian 18.3)

A. Notes and bibliography (History and Bible & Theology Departments)

Footnote

Bibliographic entry (print)

Bibliographic entry (electronic access)

1. Footnotes are indented like other paragraphs in the text; all following lines are flush left. (Turabian 16.1.7)

2. Bibliography entries capitalize first and last words in titles and subtitles, and all major words. *Book and journal titles are italicized.*

3. Bibliographic entries should be listed alphabetically by the last name of the author. If there are multiple entries by the same author(s), put them in alphabetical order by title. Multiple entries by the same author(s), editor(s), or institution also require the use of a 3-em dash (---) instead of repeating the name.


B. Author-date and reference list (Music Department)

Parenthetical in-text citation
(Bohlman 2006, 43) or (2006, 43) if the author is mentioned in the text

Reference list entry (print)
Reference list entry (electronic access)

1. When using author-date parenthetical references, citations include the authors' last name(s), publication date, and page number(s).

2. Reference list entries capitalize first word in titles and subtitles, and all proper names. Book and journal titles are italicized.

3. Reference list entries should be listed alphabetically by the last name of author. If there are multiple entries by the same author(s), put them in chronological order by publication date. Multiple entries by the same author(s), editor(s), or institution also require the use of a 3-em dash (---) instead of repeating the name.


Abbreviations: N = notes, B = bibliography (History and Bible & Theology Departments)
P = parenthetical (in-text) citation, R = reference list (Music Department)

NOTE: Most examples given below are for resources accessed electronically. For print resources, follow the examples below but exclude the URL and access date.

Citing the Bible

The Bible and Bible versions are not cited in Bibliographies or Reference lists. It is not necessary to cite the URL and access date.


Citing a Book

Print


P. (Taylor 1995, 23)


NetLibrary


P. (Zubkova 1998, 238)

LOGOS


P. (Feinberg, Feinberg, and Huxley 1993, 3)


Citing a Chapter in a Book


P. (Drucker 2008, 302)


Citing a Section in a Reference Work

Well-known reference works such as major dictionaries and encyclopedias should usually be cited in notes and parenthetical citations rather than bibliographies and reference lists. When citing electronic resources, always include an access date in addition to the URL. "Treat reference works that are less well known as you would a book." (Turabian 19.5.3) (See Citing a Book)


Citing a Journal Article

Below is an example of the use of a static URL.


P. (Arthur 1950, 13)

Citing a Magazine Article

Magazines are usually not scholarly publications and are more accessible to readers than journals. When in doubt whether to treat a periodical as a journal or magazine, treat it as a journal. (Turabian 17.2)


P. (Thompson 2004, 33)


Citing a Newspaper Article

Cite newspaper articles in notes or parenthetical references instead of bibliographies or reference lists. You may include some of the elements of the citation in your text. eg. "... in an article published on March 12, 2008, the Columbus Dispatch..." (Turabian 17.4; 19.4)


P. (Science Centers 1991)

Citing a Book Review


P. (Willey and Hume 2004)


Citing a Website

Include as much of the following as possible: author, title of the page, title or owner of the site, URL, and access date. (Turabian 17.7.1: 19.7.1)


P. (Bolen)

Citing a Blog or Weblog

Include as much of the following as possible: author, title of the page, title or owner of the site, URL for main page of site, and access date. If entry is cited in a note or parenthetical citation, no entry is needed in the bibliography or reference list. If you choose to include the entry in the bibliography or reference list, use the pattern for a website. (Turabian 17.7.2; 19.7.2)


P. (Peter Pearson, The Becker-Posner Blog, comment posted March 6, 2006.)

Citing an E-mail

E-mail and personal communication are not cited in Bibliographies and Reference lists. Include name of author, name of list, and date of posting in footnotes and parenthetical citations. If material is archived include URL and date you accessed it. (Turabian 17.6.3; 17.7.3; 19.6.3; 19.7.3)


P. (John Doe, May 21, 2008, e-mail message to author)

P. (John Doe, May 21, 2008, e-mail to Atheism vs. Christianity mailing list http://group.com/group/Atheism-vs-Christianity)

Bibliography