Turabian Guidelines for Citing Print and Electronic Sources

Centennial Library — Cedarville University

User Guide

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

   1. Koslowski, Peter, ed. *The Discovery of Historicity in German Idealism and Historism*. (Berlin, Heidelberg: Springer, 2005), 149-150.

   Bibliographic entry (print)

   Koslowski, Peter, ed. *The Discovery of Historicity in German Idealism and Historism*. Berlin, Heidelberg: Springer. 2005.

   Bibliographic entry (electronic access)

   Koslowski, Peter, ed. *The Discovery of Historicity in German Idealism and Historism*. Berlin, Heidelberg: Springer. 2005. http://ebooks.ohiolink.edu/ebc-home/ (accessed March 25, 2010).

   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.

      Koslowski, Peter, ed. *The Discovery of Historicity in German Idealism and Historism*. Berlin, Heidelberg: Springer, 2005. http://ebooks.ohiolink.edu/ebc-home/ (accessed March 25, 2010).

      ---. *The Origin and the Overcoming of Evil and Suffering in the World Religions.* Boston: Kluwer Academic Publishers, 2001.

   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)

   Bohlman, Philip V., Edith L. Blumhofer, and Maria M. Chow, eds. 2006. *Music in American religious experience*. New York: Oxford University Press.

Reference list entry (electronic access)
Bohlman, Philip V., Edith L. Blumhofer, and Maria M. Chow. eds. 2006. *Music in American religious experience*. New York: Oxford University Press. http://ebooks.ohiolink.edu/ebc-home/ (accessed March 25, 2010)

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.

   Koslowski, Peter, ed. 2001. *The origin and the overcoming of evil and suffering in the world religions*. Boston: Kluwer Academic Publishers.

   ---. 2005. *The discovery of historicity in German idealism and historism*. Berlin, Germany: Springer. http://ebooks.ohiolink.edu/xtf-ebc/ (accessed March 25, 2010).

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.

N. 1. John 5:39-40 (New International Version).

P. (John 5:39-40, New International Version).

Citing a Book

Print

N. 2. Preston A. Taylor, *Ecclesiastes: Life Under the Sun* (Kearney, NE: Morris, 1995), 23.

B. Taylor, Preston A. *Eccesiastes: Life Under the Sun*. Kearney, NE: Morris, 1995.

P. (Taylor 1995, 23)

R. Taylor, Preston A. 1995. *Ecclesiastes: Life under the sun*. Kearney, NE: Morris.

NetLibrary

N. 1. Elena IUrevna Zubkova, *Russia After the War: Hopes, Illusions, and Disappointments, 1945-1957* (Armonk, NY: M. E. Sharpe, 1998), 238. http://www.netlibrary.com/ (accessed March 25, 2010).

B. Zubkova, Elena IUrevna. *Russia After the War: Hopes, Illusions, and Disappointments, 1945-1957*. Armonk, NY: M. E. Sharpe, 1998. http://www.netlibrary.com/ (accessed March 25, 2010).

P. (Zubkova 1998, 238)

R. Zubkova, Elena IU. 1998. *Russia after the war: Hopes, illusions, and disappointments, 1945-1957*. Armonk, NY: M.E. Sharpe. http://www.netlibrary.com/ (accessed March 25, 2010).

LOGOS

N. 2. John S. Feinberg, Paul D. Feinberg and Aldous Huxley, *Ethics for a Brave New World*, (Wheaton, IL: Crossway Books, 1993), 3, Logos Bible Software.

B. Feinberg, John S., Paul D. Feinberg and Aldous Huxley. *Ethics for a Brave New World*. Wheaton, IL: Crossway Books, 1993. Logos Bible Software.

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

R. Feinberg, John S., Paul D. Feinberg, and Aldous Huxley. 1993. *Ethics for a brave new world*. Wheaton, IL: Crossway Books. Logos Bible Software.

Citing a Chapter in a Book

N. 5. Peter F. Drucker, "What is Our Mission?" in *Business Leadership: A Jossey-Bass Reader*, ed. Joan V. Gallos (San Fancisco: Jossey-Bass, 2008), 302.

B. Drucker, Peter F. "What is Our Mission?" in *Business Leadership: A Jossey-Bass Reader*, edited by Joan V. Gallos, 301-304. San Francisco: Jossey-Bass, 2008.

P. (Drucker 2008, 302)

R. Drucker, Peter F. 2008. What is our mission? In *Business leadership: A Jossey-Bass reader*, ed. Joan V. Gallos. 301-304. San Francisco: Jossey-Bass. http://proquest.safaribooksonline.com/ (accessed March 25, 2010).

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)

N. 3. *World Book Online Reference Center*, s.v. "Equal Employment Opportunity Commission (EEOC)," http://www.worldbookonline.com/wb/Home (accessed March 25, 2010).

P. (*World Book Online Reference Center*, s.v. "Equal Employment Opportunity Commission (EEOC)," http://www.worldbookonline.com/wb/Home [accessed March 25, 2010])

Citing a Journal Article

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

N. 4. William B. Arthur, “MVA--Its Background and Issues,” *Congressional Digest* 29, no. 1 (1950): 13, http://search.ebscohost.com/login.aspx?direct=true&db=a9h&AN=12175753&site=ehost-live&scope=site (accessed March 25, 2010).

B. Arthur, William B. “MVA--Its Background and Issues.” *Congressional Digest* 29, no. 1 (1950): 13-14. http://search.ebscohost.com/login.aspx?direct=true&db=a9h&AN=12175753&site=ehost-live&scope=site (accessed March 25, 2010).

P. (Arthur 1950, 13)

R. Arthur, William B. 1950. MVA--Its background and issues. *Congressional Digest* 29, no. 1:13-14. http://search.ebscohost.com/login.aspx?direct=true&db=a9h&AN=12175753&site=ehost-live&scope=site (accessed March 25, 2010).

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)

N. 6. Mark Thompson, et. al. "How Safe Are Our Troops?" *Time*, December 20, 2004, 33. http://search.ebscohost.com/ (accessed October 1, 2010).

B. Thompson, Mark, et al. "How Safe Are Our Troups?" *Time*, December 20, 2004, 30-33. http://search.ebscohost.com/ (accessed October 1, 2010).

P. (Thompson 2004, 33)

R. Thompson, Mark, Chris Maag, Nathan Thornburgh, and Phil Zabriskie. 2004. "How safe are our troops?" troops?" *Time*, December 20. http://search.ebscohost.com/ (accessed October 1, 2010).

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)

N. 7. "Science Centers Help Bring Schoolwork to Life." *The New York Times*. October 30, 1991, late edition - final, section B. http://www.lexis-nexis.com/ (accessed March 25, 2010).

P. (Science Centers 1991)

Citing a Book Review

N. 8. Susan Willey and Janice Hume, review of *God's Man for the Gilded Age: D.L. Moody and the Rise of Modern Mass Evangelicalism*, by Bruce J. Evensen, *Journalism History* 29, no. 4 (2004): 202. http://search.ebscohost.com/ (accessed March 25, 2010).

B. Willey, Susan, and Janice Hume. Review of *God's Man for the Gilded Age: D.L. Moody and the Rise of Modern Mass Evangelicalism*, by Bruce J. Evensen. *Journalism History* 29, no. 4 (2004): 202. http://search.ebscohost.com/ (accessed March 25, 2010).

P. (Willey and Hume 2004)

R. Willey, Susan, and Janice Hume. 2004. Review of *God's man for the Gilded Age: D.L. Moody and the rise of modern mass Evangelicalism*, by Bruce J. Evensen. *Journalism History* 29, no. 4:202. http://search.ebscohost.com/ (accessed March 25, 2010)

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)

N. 14. Todd Bolen, "Bethsaida," BiblePlace.com, http://www.bibleplaces.com/bethsaida.htm (accessed April 1, 2010).

B. Bolen, Todd. "Bethsaida." BiblePlace.com, http://www.bibleplaces.com/bethsaida.htm (accessed April 1, 2010).

P. (Bolen)

R. Bolen, Todd. Bethsaida. BiblePlace.com. http://www.bibleplaces.com/bethsaida.htm (accessed April 1, 2010).

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. (Turbian 17.7.2; 19.7.2)

N. 7. Peter Pearson, comment on "The New American Dilemma: Illegal Immigration," The Becker-Posner Blog, comments posted March 6, 2006, http://www.becker-posner-blog.com/archives/2006/03/the_new_america.html#c080052 (accessed March 28, 2006).

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)

N. 10. John Powell, e-mail message to author, October 30, 2004.

N. 10. John Powell, e-mail to Grapevine mailing list, October 30, 2004, http://www.electriceditiors.net/grapevine/issues/83.txt (accessed October 12, 2005).

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

Turabian, Kate L. *A Manual for Writers of Research Papers, Theses, and Dissertations*. 7th ed. Chicago: University of Chicago Press, 2007.