

TURABIAN STYLE GUIDE—9th Edition

- ◆ 1" margins, 12-point Times New Roman font, entire document is double spaced. Left justification. Each paragraph is indented.
- ◆ Order of pages: title page, text, bibliography.
- ◆ TITLE PAGE: No page number for title page. Format is centered and double spaced. Title should be 1/3 of the way down the page and if there is a subtitle, that will be on the next line down. 2/3 of the way down the page, is the student name, the next line is the course number and name, the next line is the date (month day, year).
- ◆ The page number on the first page of text should be at the bottom middle, and for the rest of the pages, the page numbers should be at the top right.
- ◆ More information: chicagomanualofstyle.org/turabian/toc.html



SAMPLE CITATIONS

- ◆ All cited resources should be included in an alphabetical (author's last name) bibliography at the end of the paper.
- ◆ **Citation with one author:**

Footnote: Leonard Sweet, *Summoned to Lead* (Grand Rapids: Zondervan, 2004), 12.

Bibliography: Sweet, Leonard. *Summoned to Lead*. Grand Rapids: Zondervan, 2004.
- ◆ **Citation with two authors:**

F: Alan Roxburgh and Fred Romanuk, *The Missional Leader: Equipping Your Church to Reach a Changing World* (San Francisco: Jossey-Bass, 2006), 148-150.

B: Roxburgh, Alan J., and Fred Romanuk. *The Missional Leader: Equipping Your Church to Reach a Changing World*. San Francisco: Jossey-Bass, 2006.

BIBLIOGRAPHY

- ◆ Last name, first name. *Title: Subtitle*. City, State of publisher: Publisher, year released.
- ◆ List works in alphabetical order, according to the first piece of information in the entry. They should be formatted as a "hanging indent".
- ◆ If there are two works by the same author, an "underscore" is used here.

TITLE PAGE

[space]

[space]

[space]

[space]

Title of Paper:

Subtitle

[space]

[space]

[space]

Student's Full Name

Course # and Class Name (ex. TH300 Teachings of Friends)

Month Day, Year

[space]

[space]

BIBLIOGRAPHY

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Bibliography

Barna, George. *Habits of Highly Effective Churches*. Ventura, CA: Gospel Light, 1999.

Campolo, Anthony. *Which Jesus?* Nashville: W Publishing Group, 2002.

Covey, Stephen M.R. *The Speed of Trust: The One Thing That Changes Everything*. New York: Free Press, 2006.

_____. *Principled-Centered Leadership*. New York: Fireside, 1992.

Citing Sources: Footnotes

- ◆ Footnote: First Name Last Name, *Title: Subtitle* (City, State: Publisher, year), page number.
- ◆ In Microsoft Word, click on the “References” tab and select “enter footnote”. The text should be size 10, Times New Roman font, single-spaced, one line of space between each entry, with the first line indented.
- ◆ The first time you cite a source in a footnote, use the entire footnote citation. For anymore uses of the source, just put the last name and page number: ⁴ Smith, 43.
- ◆ If you have multiple sources by the same author, after the initial citation, shorten the footnote to, last name, title, page number: ⁵ Fretheim, *The Pentateuch*, 83.
- ◆ **For 2+ consecutive footnotes** from the **same** source, write “Ibid.” followed by a comma, the page number and a period: ⁶ Ibid., 135.
- ◆ For further information visit:
chicagomanualofstyle.org/turabian/turabian-notes-and-bibliography-citation-quick-guide.html



How to Format Page Numbers:

*Make the title page (see reverse), and write the paper. (At least more than a page.)

1. Make a Section/Page Break so you can format the pages differently.

- ◆ Click the bottom of the title page.
- ◆ Under the *Page Layout* tab, click the *Breaks* submenu.
- ◆ Under *Section Breaks*, click *Next Page*. (*Note: Do not click *Page Break* under the *Insert* tab. It must be a section break.)
- ◆ On your first page of text (after the title page), *double-click* the bottom of the page to open the **Footer menu**.
- ◆ First, check the *Different First Page* box.
- ◆ At this point, the words “*Link to Previous*” should already be highlighted in orange. You don’t want this! Click *Link to Previous* to **deselect** it.
 - If *Link to Previous* is not highlighted, and cannot be selected (in grey text), you probably used a *Page Break* and not a *Section Break: Next Page*. Go back and remove the page break, and replace it with a *Section Break* (see above). Then go back to step 5.

2. Put the page number at the bottom of the first page, in the middle.

- ◆ With the *Header/Footer* design tab still open, select the *Page Number* menu.
- ◆ From here, select *Bottom of Page*, then *Plain Number 2*. (The one in the middle.)
- ◆ It probably inserted a “2” here, but you want it to be page “1”.
- ◆ From the *Header/Footer* tab, select the *Page Numbers* menu again.
- ◆ This time, select *Format Page Numbers*, and a dialogue box should appear.
- ◆ Look for “Start At” at the bottom, type “1” (with no quotes, of course), and select “Okay.” That “2” should be a “1” now.

3. Put the page number at the top right for the second and subsequent pages.

- ◆ Double-click the top of the second page of your text. This again opens the *Header/Footer* design tab.
- ◆ Under the *Header/Footer* design tab, select the *Page Number* menu.
- ◆ This time, click *Top of Page*, then *Plain Number 3* to put the page number in the top right.
- ◆ This one should already be a number “2”, with subsequent numbering throughout the paper.
- ◆ Double-click your body of text (or press the *Close Header and Footer* button at the top) to return to your text. You’re finished with page number formatting!