

A Quick Guide to Turabian Writing Style for Pacific Islands University



Revised August 2019

INTRODUCTION

“The standard format for student papers at all PIU colleges and sites is commonly referred to as Turabian. Specifically, we use the style outlined in the most recent edition of *A Manual for Writers of Term Papers, Theses, and Dissertations* by Kate Turabian.”
(2018-2019 Faculty & Staff Handbook p.19)

Pacific Islands University requires students to use the Turabian Style format in doing any research paper and can be used for other writing assignment. The most recent edition of *A Manual for Writers of Research Papers, Theses and Dissertations* is the 9th edition, published in 2018.

It is essential to know and be able to write a thorough college level research paper. This *Quick Guide to Turabian Guide for PIU* will help you to succeed in creating a satisfying research paper for any of your classes. It guides and teaches how to format the paper - include page numbers and setting margins - present a title page, create a bibliography, tell where the information or quotation comes through footnote or parenthetical reference, and prepare a proper bibliography of sources used. *Turabian Manual* and this *Guide* gives an outline of how to do a quality and organized research paper.

Please note: Each instructor may have a different way of writing and presenting regular assignments – look at the course syllabus or discuss with your instructors if a different format is wanted.

Turabian is a condensed version of the Chicago Style, one of the famous styles of writing in the world. It is founded by Kate L. Turabian in 1937. She was one of the first to establish a guideline template of writing. In *A Manual for Writers of Research Papers, Theses, and Dissertations* she presents three main guided sections of doing a proficient research paper: Research and Writing; Source Citation; and Style.

This *Quick Guide* explains how to create the most common uses you will make in your paper or assignments but the 462 page 9th edition Manual provides the full explanation for also every situation that you will need. This Quick Guide gives in brackets [] the section of the *Manual* that explains in more detail the topic presented here.

Note: This Guide is based on course work of students in STDY301 Research Methods course in Fall 2018. A note of appreciation for their efforts and permission to include parts in this Guide.

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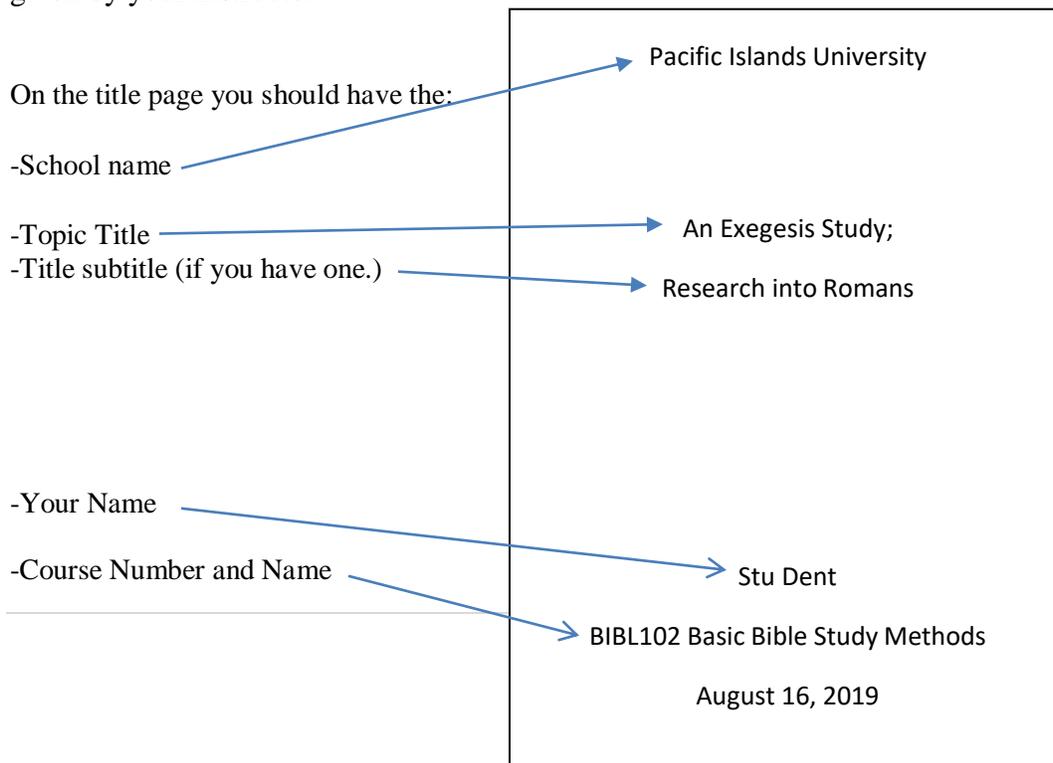
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Title Page for a Formal Paper [A.2.1.2, A.1.5]

The title or cover page must be in a separate paper at the beginning of your formal paper. All the information is centered. This page only can be in a larger type or font style than the paper's Times New Roman 12 font size. [A.1.5]

School name is at the top of the page. The topic should be about one-third (1/3) of the way down the page. If you have a subtitle, it should be on a separate line after the title with a space between these lines and place your name 2/3 down on the same page along with the information that was given by your instructor.



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-Due Date

Format of the Paper [A.1]

Use 12-point Times New Romans font on every page of the paper. Double space the text while the footnotes, block quotations, and bibliography use single space. Margins should be one (1) inch on every side - this is the standard setting in most word processing software such as Google Drive. Number every page of the whole paper except the title (cover page).

The Bible [17.8.2]

Verses of the Bible do not need footnote or parenthetical reference and are not listed in the bibliography. The Bible verses quoted have quotation marks “ “ at the beginning and end and have a parentheses that gives the verse’s book, chapter and verse(s) and the Bible version used, For example after quoting the verses, this note is put right after the last word quoted: (John 3:16-17 NIV). *Note: the word Bible is always Capitalized when referring to Scripture.*

Using Exact words from a Source: Use of Quotation [25.2.2.1]

A quotation is using the exact words found in a source. Generally more than four words in a row. Remember to include footnote or parenthetical reference to the source.

If using four or fewer lines for the quotation, include it in your writing with a quotation mark “ “ at the beginning and end of the exact words taken from a source [7.5].

When quoting five or more lines in your writing, present it in single space and indented as a new paragraph from the left. This longer quotation is called Block Quotation.

Leave a blank line before and after the block quotation and do not use quotation marks “ “

To introduce a block quotation start with a complete sentence which ends with colon :.

The author begins the discussion:

Truk, lying in the centre of the Caroline Archipelago 500 miles south-east of Guam, is a cluster of small volcanic islands enclosed by a single barrier reef of about 130 miles circumference. The peaks of a number of its 13 major islands are easily visible from beyond the reef, and there are several navigable passes furnishing access to a lagoon that has always been considered an ideal natural anchorage. But for all the geographical features of the island group that would seem to have favored the early development of intensive foreign contact, Truk remained relatively unknown to the outside world throughout most of the 19th century. Indeed, Truk enjoys the distinction of being the last major island group in Micronesia to have been opened to intensive contact with the colonial powers of East and West. (Hezel, 1973, 53).

Note: This is an example of a longer quotation and using Parenthetical Reference format.

Footnotes, Parenthetical References [Part II]

When writing it is necessary to indicate where the information came. Not only when we use quotes (the exact words) and when we paraphrase (write in our own words) but every time information is written that was created or written by another person. Citing, or telling where the information came, also supports our writing in that someone else has the same ideas or view. Not providing the source of information is using someone’s work without giving them credit: this is plagiarism. Good news: most word processing systems such as Google Docs, Open Office, or Word have a feature that does a lot of the arrangement and numbering for you.

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In the writing part of the paper there are two ways to tell where the information was found.

Footnotes are brief descriptions of where information is found, including the page number(s).

The footnote is actually found at the foot, or the bottom of a paper. Each is indented or started like a new paragraph. Any more lines of a footnote come out to the left edge.

Footnotes are numbered starting with the first footnote is marked 1, the second is marked 2, and so on through the paper.

In Footnotes the Publishing information is in Parentheses ().

If there are more than one footnote on a page, leave a single space between footnotes. [16.3.4.1]

Mormonism is a cult that believes that there are three stages of Heaven and there are is no such things as Heaven.¹ The plan of salvation is very different from most religions or cults in this world.²

1. James R. Spencer, *Have You Witnessed to a Mormon Lately?* (Old Tappen, New Jersey: Fleming H. Revell Company, 1986), 166.

2. Mette Ivie Harrison. "Do Mormons Believe in Hell?" *The Huffington Post*. February 04, 2017. <https://www.huffingtonpost.com/mette-ivie-harrison/do-mormons-believe-in->

Ibid or Shortened Footnote [16.4.2]

When the next source cited in a footnote is the same as the one just before it, Ibid is used instead of the complete footnote description already presented. OR, instead of Ibid. use a shortened note with just the last name.

Using footnote 1 above, if footnote 2 is also from Spencer's book it would be given:

1. James R. Spencer, *Have You Witnessed to a Mormon Lately?* (Old Tappen, New Jersey: Fleming H. Revell Company, 1986), 166.

2. Ibid., 172.

OR 2. Spencer, 172.

A special type of footnotes is to use them Not at the bottom of each page but at the end of the writing. This arrangement is called **Endnotes**, or Notes.

A second way to note the source of the information is to put a brief description of the source in the actual writing at the end of the information used. These are called **Parenthetical References** or in-text citations. In parentheses (). Parenthetical References are found at the end of the sentence inside the text and should include enough information to allow readers to find the full citation in the paper's bibliography—usually the author's name, date of publication, and page number or numbers of the information.

In Parenthetical References, there is no punctuation between the author's last name and the year.

There is a comma between the year and the page or pages where the information came.

Mormonism is a cult that believes that there are three stages of Heaven and there are is no such things as Heaven (Spencer 1986, 166).

The plan of salvation is very different from most religions or cults in this world (Harrison 2017).

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A complete list of all the sources used is made at the end of the paper. This is called the **Bibliography** or Reference List and is described fully at the end of this *Guide*.

Note: Footnotes have parentheses () around the publisher information; No parentheses in the Bibliography.

Examples of Citation Format for Most Often Used Types of Sources

The following are examples of how to create the footnote or parenthetical reference and bibliography for the most common types of sources used. For a complete guide to the wide variety of sources, both print and electronic or media (sound, movies) see the 9th edition (2018) of *A Manual for Writers of Research Papers, Theses, and Dissertations*.

Note: A shortened note for of the citation type is used in the following. The format is given with an example. N=Footnote P=Parenthetical Reference B=Bibliography

Special notes:

Look at the title page and the back side of the title page for almost all the information needed to make citations.

Definition of Citation Terms

Name or Author's Name is the name of the author, the person or persons who wrote the source no matter the type of source - book, article, Internet blog [17.1.1]. When there are more than three authors in a book, journal article, website or whatever, only give the first three authors.

If an author has a middle name or middle initial, it always comes after the first name – see examples in these examples.

Do not use titles or other designations in the author information, even if given in the source.

Francis X. Hezel, not Francis X. Hezel, S.J.

David L. Owen, not Dr. David L. Owen

Sources created by government agencies [17.11] or corporate organizations are the author when the publication is created by agency and a specific person(2s) is not provided.

U S National Library of Medicine

Pacific Islands University

For Title, give the full title, including the subtitle which is the second part of a title. Semi-colon ; separates title and subtitle. These are using in *italics* font in almost all ways to cite sources. All the main words and the first and last word of the title and subtitle are Capitalized [17.1.2].

Isla, A Journal of Micronesian Studies.

Idyllic No More : Pacific Islands Climate, Corruption and Development Dilemma.

Old Testament Today; The Journey from Ancient Context to Contemporary Relevance.

Location is the place where the item was published or made [17.1.6.1]. Start with the city name, and include the state (for United States publications) or country if most people wouldn't know where it is. For U.S. states and Canadian provinces use the two letter abbreviation [24.3.1].

Toyko:

Mangilao GU:

Majuro Marshall Islands:

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Publisher is the name of the company which is responsible for the source being produced or made. If there is more than one listed on the title page or back side of the title, use only the first listed [17.1.6.2].

Year is when the item was published. Usually marked as copyright or the copyright symbol ©. If there are multiple copyright years listed in the source, use only the most recent. Do not include the copyright symbol © in any citation. If no date can be found, use the abbreviation n.d. for year. [17.1.6.3].

Page is the page number or page numbers where the quote or information was found. Just give the number or numbers with no words pages, p, or pp. Note: Information on the Internet usually doesn't have page numbers; for these sources just don't put anything.

135 not pages 135 or not p.135

The following are the arrangements and examples of the most common types of sources that you will use.

Book with One Author [16.1]

N Author's First Name Last Name, *Title*. (Location: Publisher, Year), Page Number or numbers.

1. Harper Lee, *To Kill a Mockingbird*. (New York: Warner Books, 1960), 20-24.
2. Kevin Giles, *What on Earth is the Church?* (London: Intervarsity Press, 1995), 32.

P (Last Name Year, Page Number)

(Lee 1960, 33)

(Giles 1995, 32)

B Last Name, First Name *Title*. Location: Publisher, Year.

Lee, Harper. *To Kill a Mockingbird* New York: Warner Books, 1960.

Giles, Kevin. *What on Earth is the Church?* London: Intervarsity Press, 1995.

Book by Two (or three) Authors [16.1.2, 18.1.1]

N Author's First Name Last Name and First Name Last Name and First Name and Last Name. *Title*. (Location: Publisher, Year), Pages.

3. Francis Chan and Yankoski Danae *Crazy Love* (Colorado Spring CO: David C. Cook,, 1978), 44-49.

4. William A. Barry and Robert G. Doherty. *Contemplative in Action*. (Mahwah, New Jersey: Palest Press), 2002.

P (Last name Year, page) Note: Only the first author listed.

(Chan 1978, 4-9)

(Barry 2002, 51)

B Last Name, First Name and First Name Last Name. *Title*. Location: Publisher, Year.

Chan, Francis and Danae Yankoski *Crazy Love*. Colorado Springs CO: David C. Cook , 1978

Barry, William A. and Robert G. Doherty. *Contemplative in Action* Mahwah, New Jersey:

Paulist Press, 2002.

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Book with no author

When no author or editor is provided, use the title as the start of the citation. For parenthetical references, use a shortened form of the title [18.3.2.3]

N *Title*. (Location: Publisher, Year), Pages.

5. *A Guide to Our Federal Lands*. (Washington D.C.: National Geographic Society, 1984), 88.

P (*Shortened Title* Year, page)

(*A Guide* 1984, 66)

B *Title*. Location: Publisher, Year.

A Guide to Our Federal Lands. (Washington D.C.: National Geographic Society, 1984), 96

Edition [16.1.4, 17.1.3]

Books are often reprinted with changes and these are called editions. This needs to be included, but the first or original edition is not noted. They may be numbered, second, third, or revised or updated.

Note: The book format remains the same, but the edition number and the abbreviation ed. are put after the title. If revised use rev.

N Author's First Name Last Name and First Name Last Name and First Name and Last Name. *Title*. (Location: Publisher, Year), Pages.

6. John H. Walton and Andrew E. Hill. *Old Testament Today; the Journey from Ancient Context to Contemporary Relevance*, 2nd ed. (Grand Rapids Michigan: Zondervan, 2013), 51.

P (Author Year, page)

(Walton 2013, 4-9)

B Last Name, First Name and First Name Last Name. *Title*, edition Location: Publisher, Year.

Walton, John H. and Andrew E. Hill. *Old Testament Today; the Journey from Ancient Context to Contemporary Relevance* 2nd ed. Grand Rapids Michigan: Zondervan, 2013.

Chapter/Section/Entry in a Collective Book or Encyclopedia [17.1.8]

A Collective book is a book that has a collection of writings by different authors or different authors for different chapters. Encyclopedia or handbook entries or articles also.

In these cases the author listed in the author of the chapter or writing used, not the editor of the book. The editor is given in the bibliography, but later in the citation

N Author's First Name and Last Name " Title of the chapter or entry" In *Title of the Collective Works*, edited by First Name and Last name (Location: Publisher, year), Pages.

7. Mary Beach, "The Domestic Realm," In *Separate World*, ed. Hanna Papnanek, (Delhi: Chanakya, 1982), 115.

P (Last Name year, page) Last name of the author of the chapter or entry, not the book editor. (Beach 1982, 115)

B Last Name, First Name "Title of a Text" In *Title of Collected Work*, edited by First name Last name, page numbers, Location: Publisher, year.

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Beach, Mary. "The Domestic Realm" In *Separate Worlds*, edited by Hanna Papnanek. 107-139. Delhi: Chanakys, 1982.

Journal Article [16.1.6]

NOTE: when giving the volume, only give the volume number; the words volume or vol. or v. are not included. If no month or season is given, leave it out.

N Author's First Name Last Name. "Title of Article" *Journal Title* volume number issue no. (Month Year): page.

8. Larry J. Waters. "'Bibliotheca Sacra's 175th Anniversary" *Bibliotheca Sacra* 175 no.697 (July-September 2018):3.

9. Roberta R. King. "Music, Peacebuilding, and Interfaith Dialogue: Transformative Bridges in Muslim Christian Relation," *Mission Research* 40 no. 3 (July 2016) 202.

P (Last Name year, page)

(Water 2018, 3)

(King 2016, 214)

B Last Name First Name. "Title of Article," *Journal Title* volume number issue no. (Month year): pages.

Water, Larry J. "Bibliotheca Sacra's 175th Anniversary" *Bibliotheca Sacra* 175 no.697 (July-Sep 2018):3-4.

King, Roberta R. "Music, Peacebuilding, and Interfaith Dialogue: Transformative Bridges in Muslim Christian Relation," *Mission Research* 40 no. 3 (July 2016) 202-218.

Electronic or Online Sources [15.4]

Information found on the Internet or a library database can be an electronic copy of a printed item or a source written for the Internet or library database that never was printed. [15.4.12]

1. If a source has also been printed or produced in a print form, write the citation as if it were the print copy AND add the URL (or DOI is provided).

Note: Turabian 9th edition no longer requires including the access date.

Book (or EBooks) *Note: electronic copy of books are often called EBooks.* [17.1.10]

When using from the Internet, give the URL (Internet address) or DOI is that is given.

If downloaded from a website or from Kindle (see example 10 on next page) or Amazon, include that information instead.

N 10. David Mathis, *Habits of Grace* (Wheaton, Illinois: Crossway, 2016), 67.

<http://document.desiringgod.org/habits-of-grace-eNpdf?1456697851>

P (Mathis 2016, 67)

B Mathis, David. *Habits of Grace*. Wheaton, Illinois: Crossway, 2016.

<http://document.desiringgod.org/habits-of-grace-eNpdf?1456697851>

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N 11. Terry C. Muck, Harold A. Netland and Gerald R. McDermott, eds., *Handbook of Religion: A Christian Engagement with Traditions, Teachings, and Practices* (New York: Baker Academic, 2014), 135. Kindle.

P (Muck 2014, 135)

B Muck, Terry C., Harold A. Netland and Gerald R. McDermott, eds., *Handbook of Religion: A Christian Engagement with Traditions, Teachings, and Practices*. New York: Baker Academic, 2014. Kindle.

Journal Articles from the Internet[17.2]

Journal articles can be found on the Internet through Google Scholar and journal publisher websites. If from a print journal, these are described the same way as the print journal (see this *Guide* page 8) with the URL (Internet address) or doi if provided on the web site.

Note: If the electronic copy does not provide page numbers, then you can't list pages.

N 12. Donald H. Rubinstein and David Hanlon, "Remaking Micronesia: Discourses over Development in a Pacific Territory, 1944-1982," *Pacific Affairs* 72, no. 2 (1999). doi:10.2307/2672165.

P (Rubinstein 1999)

B Rubinstein, Donald H. and David Hanlon. "Remaking Micronesia: Discourses over Development in a Pacific Territory, 1944-1982." *Pacific Affairs* 72, no. 2 (1999): 312+. doi:10.2307/2672165.

Library Databases (LIRN) [17.1.10]

If the electronic source is from a library database, do not include the URL or DOI but include the name of the library database unless the database supplies a recommended URL. [15.4.1.4].

Suggestion: Rather than try to determine whether there is a recommended URL from the library database, it is easier to just give the name of the database.

At PIU we have access to 37 databases through LIRN.

N 13. Elizabeth B. Carr. "The Unexplored - a Call for Poets." *National Forum* 76, no. 4 (1996) 27. Academic OneFile.

P (Carr 1996, 27)

B Carr, Elizabeth B. "The Unexplored - a Call for Poets." *National Forum* 76, no. 4 (1996): 25+. Academic OneFile.

N 14. Adrienne L. Kaeppler. *The Pacific Arts of Polynesia and Micronesia*. (Oxford, England: Oxford University Press, 2008), 227. ProQuest EBook Central.

P (Kaeppler 2008, 227)

B Kaeppler, Adrienne L. *The Pacific Arts of Polynesia and Micronesia*. Oxford, England: Oxford University Press, 2008. ProQuest EBook Central.

2. If the electronic or Internet is not from a print source

Quality information can be found on the Internet that was never printed in a book, journal, magazine or newspaper. These can be websites, blogs, and social media.

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Include the author if given, title of the page in quotation marks “ “website title - not italics -, the person or organization responsible for the website if not in the website name, the date posted or produced, and the URL (Internet address) [17.5].

If there is no page number in the electronic source, none is included.

N 15. “What is Christian Leadership?” Got Questions, n.d.

<https://www.gotquestions.org/Christian-leadership.html>.

P (What n.d.)

B “What is Christian Leadership?” Got Questions, n.d. <https://www.gotquestions.org/Christian-leadership.html>.

What is a **Bibliography**?

The bibliography, or Reference List, lists all the sources used for the paper. It is at the end of the paper on a separate page. It gives complete information of the source that isn't provided in footnotes.

Why have a Bibliography? It helps the writer list where the ideas and information come that supports the research paper. The sources listed also can help someone get more information on the topic.

Things to remember about the bibliography

- It is a list of sources used in the paper or assignment
- The bibliography list is in alphabetical order by author's last name. [18.2.1.1]
- If there is no author or editor, list by the title. Include but not list by articles.
- English language articles (a, an, the) are included but not used to alphabetize – use the next word. See the example below *A Guide to Our Federal Lands* which is listed by “G.”
- If the bibliographic citation go to a second or more lines, these additional lines are indented.
- If there are two sources by the same author, the second listing does not list the author(s) but has a line of about a half inch. See the example of two editions of Francis Chan's book *Crazy Love*.
- For the way to write the information for different types of sources, see the explanations above.

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Sample Bibliography:

- Bond, Adam, L. "March to Freedom," *Christian History* no. 126. (2018) 16-18.
- Carr, Elizabeth B. "The Unexplored - a Call for Poets." *National Forum* 76, no. 4 (1996): 25+. Academic OneFile.
- Chan, Francis and Danae Yankoski. *Crazy Love*. Colorado Spring, CO: David C. Cook, 2008.
- _____. *Crazy Love*. 2nd ed., revised and updated. Colorado Spring, CO: David C. Cook, 2013.
- A Guide To Our Federal Lands*, Washington, D.C.: National Geographic, 1984.
- Kaeppeler, Adrienne L. *The Pacific Arts of Polynesia and Micronesia*. Oxford, England: Oxford University Press, 2008. ProQuest EBook Central.
- Lee, Harper. *To Kill a Mockingbird* New York: Warner Books, 1960.
- Muck, Terry C., Harold A. Netland and Gerald R. McDermott, eds., *Handbook of Religion: A Christian Engagement with Traditions, Teachings, and Practices*. New York: Baker Academic, 2014. Kindle.
- Owen, Paul. "Monotheism, Mormonism, and the New Testament Witness," In *The New Mormon Challenge*, Francis J. Beckwith, Carl Mosser, and Paul Owen, editors. Grand Rapids, Michigan: Zondervan, 2002.
- Weeks, Noel K. "The Bible and the 'Universal' Ancient World: A Critique of John Walton" *The Westminster Theological Journal*, 78 no.1 (2016), 1-29.
- "What is Christian Leadership?" Got Questions, n.d. <https://www.gotquestions.org/Christian-leadership.html>.

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Notes:

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