

**TURABIAN WRITING GUIDELINES:
RESEARCH PAPER FORM & CITATION
June 27, 2008**

I. General Information:

A. Required Style Guide: M.Min. research papers will be submitted in accordance with *A Manual for Writers of Research Papers, Theses, and Dissertations, Chicago Style for Students and Researchers*, 7th ed. by Kate L. Turabian, Chicago: University of Chicago Press, 2007. ISBN 13: 978-0-226-82337-9. This is available from booksellers like Amazon.com for approximately \$12.00.

B. Questions on format of assignments: Questions on the specific format of assignments (margins, title page layout, etc.) should be addressed to the professor teaching the class. **Note**: not all written assignments are research papers. Instructors will provide formatting instructions for those assignments which do not follow Turabian. However, all bibliography and footnote entries will follow Turabian.

C. Questions on format of citations: Questions concerning the proper format of bibliography and footnotes should be addressed to the college librarian, Jay Bolan, jbolan@tbc.edu.

II. Supplemental Instructions Concerning Turabian, 7th Edition

A. Bibliographic Style: Of the two bibliographic style options mentioned in paragraph 15.3 (page 135), *notes-bibliography style* (“bibliography style”) and *parenthetical citations-reference list style* (“reference list style”), **bibliography style** is required (paragraph 15.3.1).

B. Use of Footnotes. Of the two note options mentioned in paragraph 15.3.1, *footnote* and *endnote*, **footnote** is required. In-text citation is not permitted.

C. Abbreviations of Books of the Bible. Of the two options for abbreviating the names of books of the Bible on pages 341-343, the *Traditional abbreviation* and the *Shorter abbreviation*, **Traditional** abbreviation is required. A list of these abbreviations follows at the end of this document.

D. List the Bible in the bibliography. The requirement in para 17.5.2 to omit the Bible from bibliographies will not be followed. Please include it in your bibliographies, specifying which version(s) you used.

E. Include page numbers for magazine articles. The option in Para 17.3 to omit the page numbers of magazine articles in bibliography entries will not be followed. Such articles listed in the bibliography should include the page numbers.

F. Include all cited sources in bibliographies. Chapter 17 of Turabian allows various types of sources cited in notes to be excluded from bibliographies. Some examples are: newspaper articles (para 17.4), dictionary and encyclopedia entries (para 17.5.3), unpublished and personal interviews (para 17.6.3) and Web log entries (para 17.7.2). The bibliography should include all sources footnoted in the paper.

F. Citation of articles retrieved from online databases. Articles Published Online, para 17.2.7., page 185, second paragraph, second sentence. The requirement to list the “stable URL,” which can be hundreds of characters, is not necessary. List instead the database package and the name of the specific database searched which contained the article. If “PowerSearch” or similar options which cross-search multiple databases is used, list only the database package being searched, for example, InfoTrac or ProQuest.

a. Sample bibliographic entry showing use of a specific database to retrieve an article.

Pardee, Dennis. “A Catalogue of Biblical Passages in the Dead Sea Scrolls.” *Journal of Near Eastern Studies* 66, no. 1 [January 2007]: 74. InfoTrac, InfoTrac OneFile [accessed June 15, 2007].

b. Sample bibliographic entry where no specific database was used – multiple databases were searched simultaneously.

Pardee, Dennis. “A Catalogue of Biblical Passages in the Dead Sea Scrolls.” *Journal of Near Eastern Studies* 66, no. 1 [January 2007]: 74. InfoTrac [accessed June 15, 2007].

c. Sample footnote entry showing use of a specific database to retrieve an article.

Dennis Pardee, “A Catalogue of Biblical Passages in the Dead Sea Scrolls,” *Journal of Near Eastern Studies* 66, no. 1 [January 2007]: 74, InfoTrac, InfoTrac OneFile [accessed June 15, 2007].

d. Sample footnote entry where no specific database was used – multiple databases were searched simultaneously.

Dennis Pardee, “A Catalogue of Biblical Passages in the Dead Sea Scrolls,” *Journal of Near Eastern Studies* 66, no. 1 [January 2007]: 74, InfoTrac [accessed June 15, 2007].

e. To footnote database articles which have no page numbers, the guidance in the last sentence of para 17.2.7 on page 185 would apply, with the modification that a descriptive location of the passage being cited/quoted (such as a preceding subheading) would follow the word “under” before the database name in the entry:

Joe Zias, “The Tomb of Absalom Reconsidered,” *Near Eastern Archaeology* 68, no. 4 [December 2005], under “Dating the Inscription,” InfoTrac Academic OneFile [accessed June 15, 2007].

Old Testament

Genesis	Gen.
Exodus	Exod.
Leviticus	Lev.
Numbers	Num.
Deuteronomy	Deut.
Joshua	Josh.
Judges	Judg.
Ruth	Ruth
1 Samuel	1 Sam.
2 Samuel	2 Sam.
1 Kings	1 Kings
2 Kings	2 Kings
1 Chronicles	1 Chron.
2 Chronicles	2 Chron.
Ezra	Ezra
Nehemiah	Neh.
Esther	Esther
Job	Job
Psalms	Ps. (plural, Pss.)
Proverbs	Prov.
Ecclesiastes	Eccles.
Song	Song of Sol.
Isaiah	Isa.
Jeremiah	Jer.
Lamentations	Lam.
Ezekiel	Ezek.
Daniel	Dan.
Hosea	Hosea
Joel	Joel
Amos	Amos
Obadiah	Obad.
Jonah	Jon.
Micah	Mic.
Nahum	Nah.
Habakkuk	Hab.
Zephaniah	Zeph.

Haggai	Hag.
Zechariah	Zech.
Malachi	Mal.

New Testament

Matthew	Matt.
Mark	Mark
Luke	Luke
John	John
Acts	Acts
Romans	Rom.
1 Corinthians	1 Cor.
2 Corinthians	2 Cor.
Galations	Gal.
Ephesians	Eph.
Philippians	Phil.
Colossians	Col.
1 Thess	1 Thess.
2 Thess	2 Thess.
1 Timothy	1 Tim.
2 Timothy	2 Tim.
Titus	Titus
Philemon	Philem.
Hebrews	Heb.
James	James
1 Peter	1 Pet.
2 Peter	2 Pet.
1 John	1 John
2 John	2 John
3 John	3 John
Jude	Jude
Revelation	Rev.