

**CITING SOURCES: Footnotes & Bibliography in Turabian Style  
(8th Edition)**

Footnotes are required in your paper to show the source of information. They provide sufficient information for the reader to locate the sources. This quick guide provides information and examples to properly cite your resources. If you can't find an example here, please consult chapter 16 of the Turabian Manual (8<sup>th</sup> edition).

<b>Formatting for Your Footnotes</b>	<b>Help</b>
<p><b>Fonts:</b> In Microsoft Word use Times New Roman 10-point font.</p>	<p><b>How to insert a footnote:</b> <a href="#">This video</a> shows how to insert footnotes using Microsoft Word 2013.</p>
<p><b>Numbering:</b> Use Arabic numbers consecutively throughout your paper, beginning with one. The number should be in superscript text after the quote. A super script is half the height of a standard character.</p>	<p><b>How to delete a footnote:</b> To delete a footnote, delete the footnote from the body of the document, and this will delete all content for that footnote.</p> <p><b>How to change the footnote font, font size, superscript, and spacing in Microsoft Word 2013:</b> <a href="#">View this video</a> (4<sup>th</sup> video).</p>
<p><b>Line spacing:</b> Footnotes are single spaced with double space between each note.</p>	<p><b>How to reformat the separator line:</b> Footnotes come at the bottom of each page below a separator line. By default, this is a short two inch line (twenty spaces) and it is inserted automatically in Microsoft Word. If this line is too long or short you can reformat it. <a href="#">View this video</a>.</p>
<p><b>Indentation:</b> Indent the first line (before the number) of each entry with 5 spaces or ½ inch.</p>	

[Please click here for help on inserting footnotes in MS Word 2013, 2010 & 2007](#)

<b>Formatting for Your Bibliography</b>	<b>Help</b>
<p>A bibliography is a list of sources used in your paper arranged alphabetically by the last name of the author. Sources in the bibliography are the same as those used in your footnotes.</p>	<p><a href="#">This tutorial</a> will demonstrate how to format bibliographies properly using hanging indents in Word 2010 instead of hitting the tab or space bar.</p> <p><a href="#">This tutorial</a> will explain what an annotated bibliography is and how to create one.</p>
<p><b>Line spacing:</b> Double space between the title “Bibliography” and the first entry. Single space the entries in your bibliography with a double space between each entry.</p>	
<p><b>Indentation:</b> The first line of each entry should be aligned to the left margin. If an entry is two lines or longer, each subsequent line should be indented, using a “hanging indent.”</p>	

## Example Citations for Bibliography and Footnotes

(Key: N- Footnote; B-Bibliography)

BOOKS	
Single Author	<p><b>Format:</b> Note number. Author's First and Last Names, <i>Title of Book: Subtitle of Book</i> (Place of Publication: Publisher's Name, Date of Publication), Page Number(s).</p> <p style="text-align: center;"><sup>1</sup> Paul P. Enns, <i>The Moody Handbook of Theology</i> (Chicago, IL: Moody Press, 1989), 67-69.</p> <p><b>Note:</b> The first time a reference is cited, the footnote must include full information in the order cited above.</p>
	<p>Subsequent footnotes for the same source should use the shortened form (author's or editor's last name, page number).</p> <p style="text-align: center;"><sup>2</sup> Enns, 70.</p>
	<p>Subsequent footnote for the same source preceded by a different work or on a different page:</p> <p style="text-align: center;"><sup>3</sup> Enns, <i>The Moody Handbook of Theology</i>, 91.</p>
	<p>Subsequent footnote when the source is the same as the previous one on the same page :</p> <p style="text-align: center;"><sup>4</sup> Ibid.</p>
	<p><b>Format:</b> Author's Last Name, Author's First Names. <i>Title of Book: Subtitle of Book</i>. Place of Publication: Publisher's Name, Date of Publication.</p> <p style="text-align: center;">Enns, Paul P. <i>The Moody Handbook of Theology</i>. Chicago, IL: Moody Press, 1989.</p>
Editor (instead of an author)	<p><b>Format:</b> Note number. Editor's First and Last Names, ed., <i>Title of Book: Subtitle of Book</i> (Place of Publication: Publisher's Name, Date of Publication), Page Number(s).</p> <p style="text-align: center;"><sup>5</sup> Robert W. Kellemen, ed., <i>Scripture and Counseling: God's Word for Life in a Broken World</i> (Grand Rapids, MI: Zondervan, 2014), 1.</p>
	<p><b>Format:</b> Editor's Last Name, Editor's First Name, ed. <i>Title of Book: Subtitle of Book</i>. Place of Publication: Publisher's Name, Date of Publication.</p> <p style="text-align: center;">Kellemen, Robert W., ed. <i>Scripture and Counseling: God's Word for Life in a Broken World</i>. Grand Rapids, MI: Zondervan, 2014.</p>
Translator (instead of an author)	<p><b>Format:</b> Note number. Translator's First and Last Names, trans., <i>Title of Book: Subtitle of Book</i> Place of Publication: Publisher's Name, Date of Publication), Page Number(s).</p> <p style="text-align: center;"><sup>6</sup> Richmond Lattimore, trans., <i>The Iliad of Homer</i> (Chicago: University of Chicago Press, 1951), 91-92.</p>
	<p><b>Format:</b> Translator's Last Name, Translator's First Name, trans. <i>Title of Book: Subtitle of Book</i>. Place of Publication: Publisher's Name, Date of Publication.</p> <p style="text-align: center;">Lattimore, Richmond, trans. <i>The Iliad of Homer</i>. Chicago: University of Chicago Press, 1951.</p>

Multiple Authors	N	<p><b>Format:</b> Note number. Author #1's First and Last Names and Author #2's First and Last Names, <i>Title of Book: Subtitle of Book</i> (Place of Publication: Publisher's Name, Date of Publication), Page Number(s).</p> <p><sup>7</sup> Ravi K. Zacharias and Kevin Johnson, <i>Jesus Among Other Gods</i>, youth ed. (Nashville, TN: Word Pub., 2000), 74.</p> <p><b>Note:</b> For books with two or three authors, list all of the authors' names in both the note and the bibliography.</p>
	B	<p><b>Format:</b> Author #1's Last Name, Author #1's First Name, and Author #2's First and Last Names. <i>Title of Book: Subtitle of Book</i>. Place of Publication: Publisher's Name, Date of Publication.</p> <p>Zacharias, Ravi K., and Kevin Johnson. <i>Jesus Among Other Gods</i>. Youth ed. Nashville, TN: Word Pub., 2000.</p>
Multiple Authors (4 or more)	N	<p><b>Format:</b> Note number. Author#1's First and Last Names et al., <i>Title of Book: Subtitle of Book</i> (Place of Publication: Publisher's Name, Date of Publication), Page Number(s).</p> <p><sup>8</sup> Norman L. Geisler et al., <i>Reasons for Faith: Making a Case for the Christian Faith</i> (Wheaton, IL: Crossway Books, 2007), 51.</p> <p><b>Note:</b> If the book has four or more authors, list only the first author's name followed by "et al." in the note.</p>
	B	<p><b>Note:</b> List all of the authors in the bibliography.</p> <p><b>Format:</b> Author #1's Last Name, Author #1's First Name, Author #2's First and Last Names, Author #3's First and Last Names, and Author #4's First and Last Names. <i>Title of Book: Subtitle of Book</i> Place of Publication: Publisher's Name, Date of Publication.</p> <p>Passantino, Robert, Gretchen Passantino Coburn, Norman L. Geisler, and Chad V. Meister. <i>Reasons for Faith: Making a Case for the Christian Faith: Essays in Honor of Bob Passantino and Gretchen Passantino Coburn</i>. Wheaton, IL: Crossway Books, 2007.</p>
Author(s) plus Editor or Translator	N	<p><b>Format:</b> Note number. Author's First and Last Names, <i>Title of Book: Subtitle of Book</i>, ed. Editor's First and Last Names (Place of Publication: Publisher's Name, Date of Publication), page number(s).</p> <p><sup>9</sup> Wolfhart Pannenberg, <i>Theology and the Philosophy of Science</i>, ed. Francis McDonagh (Philadelphia: Westminster Press, 1976), 23.</p>
	B	<p><b>Format:</b> Author's Last Name, Author's First Name. <i>Title of Book: Subtitle of Book</i>. Edited by Editor's First and Last Names. Place of Publication: Publisher's Name, Date of Publication.</p> <p>Pannenberg, Wolfhart. <i>Theology and the Philosophy of Science</i>. Edited by Francis McDonagh. Philadelphia: Westminster Press, 1976.</p>
Article in a Theological Dictionary	N	<p><sup>10</sup> R. V. Pierard, "Evangelicalism" in <i>Evangelical Dictionary of Theology</i>, ed. Walter A. Elwell, (Grand Rapids, MI: Baker Book House, 1984), 379-382.</p>
	B	<p>Pierard, R. V. "Evangelicalism." In <i>Evangelical Dictionary of Theology</i>. Edited by Walter Elwell. Grand Rapids, MI: Baker Book House, 1984, 379-382.</p>

Doctoral Thesis	N	<sup>11</sup> Benjamin Andrew Karner. "Easy Effective Counseling: A Strategy for Busy Pastors." (Doctoral thesis, Lynchburg, VA: Liberty University, 2013), XX.
	B	Karner, Benjamin Andrew. "Easy Effective Counseling: A Strategy for Busy Pastors." Doctoral thesis, Liberty Baptist Theological Seminary, 2013.
<b>EBOOKS</b>		
eBook - online	N	<b>Format:</b> Note number. Author's First and Last Names, <i>Title of Book: Subtitle of Book</i> (Place of Publication: Publisher's Name, Date of Publication), Page Number(s) or "description," Accessed Date, URL. <b>Note:</b> For web-based books, include the date you accessed the book and the URL.
	B	<b>Format:</b> Author's Last Name, Author's First Name. <i>Title of Book: Subtitle of Book</i> . Place of Publication: Publisher's Name, Date of Publication. Accessed Date. URL.
eBook – using databases	N	<b>Format:</b> Note number. Author's First and Last Names, <i>Title of Book: Subtitle of Book</i> (Place of Publication: Publisher's Name, Date of Publication), Page Number(s) or "description," Accessed Date, Name of Database used.  <sup>13</sup> John R W. Stott, <i>Problems of Christian Leadership</i> (Downers Grove, IL: InterVarsity Press, 2014), 15, accessed May 20, 2015, <a href="http://proxygsu-irb1.galileo.usg.edu/login?url=http://search.ebscohost.com/login.aspx?direct=true&amp;db=nlebk&amp;AN=675290&amp;site=eds-live&amp;scope=site">http://proxygsu-irb1.galileo.usg.edu/login?url=http://search.ebscohost.com/login.aspx?direct=true&amp;db=nlebk&amp;AN=675290&amp;site=eds-live&amp;scope=site</a> .
	B	<b>Note:</b> For books from library e-book collections, you may give the name of the database instead of the URL. <b>Format:</b> Author's Last Name, Author's First Name. <i>Title of Book: Subtitle of Book</i> . Place of Publication: Publisher's Name, Date of Publication. Accessed Date. Name of Database used. Stott, John R. W. <i>Problems of Christian Leadership</i> . Downers Grove, IL: InterVarsity Press, 2014. Accessed May 20, 2015. <i>eBook Collection (EBSCOhost)</i> .
Kindle Edition	N	<sup>14</sup> Christopher R. Little, <i>Polemic Missiology for the 21st Century: In Memorium of Roland Allen</i> , (Amazon Digital Services, 2013) Kindle edition, chapter one.
	B	Little, Christopher R. <i>Polemic Missiology for the 21st Century: In Memorium of Roland Allen</i> . Amazon Digital Services, 2013. Kindle edition.
<b>PRINT PERIODICALS</b>		
Journal Article	N	<b>Format:</b> Note number. Author's First and Last Names, "Title of Article," <i>Journal Title</i> Volume number, no. Issue Number, (Publication Date): Page Number(s).  <sup>15</sup> Garry J. Williams, "Penal Substitution: a Response to Recent Criticisms," <i>Journal of the Evangelical Theological Society</i> 50, no. 1 (March 1, 2007): 71-86.
	B	<b>Format:</b> Author's Last Name, Author's First Name. "Title of Article." <i>Journal Title</i> Volume number, no. Issue Number (Publication Date): Page Numbers. Williams, Garry J. "Penal Substitution: a Response to Recent Criticisms." <i>Journal of the Evangelical Theological Society</i> 50, no. 1 (March 1, 2007): 71-86.

Magazine Article	N	<b>Format:</b> Note number. Author's First and Last Names, "Title of Article," <i>Magazine Title</i> , Publication Date, Page Number(s).  <sup>16</sup> Alister McGrath, "Understanding Seeking Faith: The Day I Realized Knowing about Jesus Was Not Enough," <i>Christianity Today</i> , 2015, 56.
	B	<b>Format:</b> Author's Last Name, Author's First Name. "Title of Article." <i>Magazine Title</i> , Publication Date.  McGrath, Alister. "Understanding Seeking Faith: The Day I Realized Knowing about Jesus Was Not Enough." <i>Christianity Today</i> , 2015, 56.
Newspaper Article	N	<b>Format:</b> Note number. Author's First and Last Names, "Title of Article," <i>Newspaper Title</i> , Publication Date, Page Number(s).  <sup>17</sup> David W. Chen, "Rehabilitating Thomas Paine, Bit by Bony Bit," <i>New York Times</i> , March 30, 2001, regional edition.
	B	Chen, David W. "Rehabilitating Thomas Paine, Bit by Bony Bit." <i>New York Times</i> , March 30, 2001, Regional edition.
Book Review	N	<sup>18</sup> Esther D. Reed, review of <i>Theology in a Global Context: The Last Two Hundred Years</i> , by Hans Schwartz, <i>Reviews in Religion and Theology</i> 14, no.1 (2007): 50-53.
	B	Reed, Esther D. Review of <i>Theology in a Global Context: The Last Two Hundred Years</i> , by Hans Schwartz. <i>Reviews in Religion and Theology</i> 14, no.1 (2007): 50-53.
<b>WEBSITES</b>		
Websites	N	<b>Format:</b> Note number. Author's First and Last Names, "Title of Page," Title or owner of Site, Publication or Revision Date, accessed Date, URL  <sup>19</sup> Susannah Brooks, "Longtime Library Director Reflects on a Career at the Cross-roads," University of Wisconsin-Madison News, September 1, 2011, accessed May 14, 2012, <a href="http://www.news.wisc.edu/19704">http://www.news.wisc.edu/19704</a> .
	B	<b>Format:</b> Author's Last Name, Author's First Name. Publication or Revision Date. "Title of Page." Title or owner of Site, Publication or Revision Date. Accessed Date. URL.  Brooks, Susannah. 2011. "Longtime Library Director Reflects on a Career at the Cross-roads." University of Wisconsin-Madison News. September 1. Accessed May 14, 2012. 19704. <a href="http://www.news.wisc.edu/19704">http://www.news.wisc.edu/19704</a> .
<b>BLOGS</b>		
Blogs	N	<b>Format:</b> Note number. Author's First and Last Name (exactly as listed, even if pseudonym). Date. "Title of Blog," <i>Name of Blog</i> , Date Posted. Accessed Date. URL.  <sup>20</sup> Gary Becker, "Is Capitalism in Crisis?," <i>The Becker-Posner Blog</i> , February 12, 2012, accessed February 16, 2012. <a href="http://www.becker-posner-blog.com/2012/02/is-capitalism-in-crisis-becker.html">http://www.becker-posner-blog.com/2012/02/is-capitalism-in-crisis-becker.html</a> .
	B	<b>Format:</b> Author's Last Name, Author's First Name (exactly as listed, even if pseudonym), Date. "Title of Blog." <i>Name of Blog</i> , Date Posted. Accessed Date. URL.  Becker, Gary. 2012. "Is Capitalism in Crisis?" <i>The Becker-Posner Blog</i> , February 12. Accessed February 16, 2012. <a href="http://www.becker-posner-blog.com/2012/02/is-capitalism-in-crisis-becker.html">http://www.becker-posner-blog.com/2012/02/is-capitalism-in-crisis-becker.html</a> .

<b>SOCIAL NETWORKING</b>		
<i>Social Networking Services</i>	<b>N</b>	<p><b>Format:</b> Note number. Poster’s First and Last Name, Name of Service, Date and (Time) of Post, accessed Date, URL.</p> <p><sup>21</sup> Sarah Palin, Twitter post, August 25, 2011 (10:23 p.m.), accessed September 4, 2011, <a href="http://twiter.com/sarahpalinusa">http://twiter.com/sarahpalinusa</a>.</p>
	<b>B</b>	<p><b>Format:</b> (Poster’s Last Name, Poster’s First Name, Name of Service, Date and [Time] of Post, accessed Date, URL)</p> <p>(Sarah Palin, Twitter post, August 25, 2011 [10:23 p.m.], accessed September 4, 2011, <a href="http://twitter.com/sarahpalinusa">http://twitter.com/sarahpalinusa</a>)</p>
<b>VIDEO AND PODCASTS</b>		
Videos and Podcasts	<b>N</b>	<p><b>Format:</b> Note number. Creator’s First and Last Names (exactly as listed, even if pseudonym), “Title of Page” (Description), Source, Posted Date, accessed Date, URL.</p> <p><sup>22</sup> Smith Library, "Choosing the Best Bible Commentary" (YouTube video), Luther Rice College &amp; Seminary, September 01, 2016, accessed September 15, 2016, <a href="https://www.youtube.com/watch?v=yTsxA0y06wk">https://www.youtube.com/watch?v=yTsxA0y06wk</a>.</p>
	<b>B</b>	<p><b>Format:</b> Creator’s First and Last Names (exactly as listed, even if pseudonym), “Title of Page” (Description). Source. Posted Date. Accessed Date. URL.</p> <p>Smith Library, "Choosing the Best Bible Commentary" (YouTube video). Luther Rice College &amp; Seminary. September 01, 2016. Accessed September 15, 2016. <a href="https://www.youtube.com/watch?v=yTsxA0y06wk">https://www.youtube.com/watch?v=yTsxA0y06wk</a>.</p>