LUTHER RICE

COLLEGE & SEMINARY

**Turabian 9th Edition Tutorial Instructions**

Smith Library

**Introduction** – Welcome to the **Turabian Style Formatting 9th Edition** Tutorial.

**MicroSoft Word (2016)**

**File -> New -> Blank Document**

**Getting Started (Word 2016):**

* Show/Hide **Paragraph** Markings - ¶ (Ctrl+Shift+\*)
* Show Ruler – **View** - Ruler
* **Font** Group Arrow Button
  + Select Font – (Ctrl+Shift+F) Times New Roman (or Courier New)
  + Select Font Style – Regular, Size - (Ctrl+Shift+P) 12
  + ‘Set as Default’ – ‘All documents Click ‘OK’
* Set all your margins for 1 inch – **Layout** – Margins – 1”
* **Paragraph** Group Arrow Button
  + Set line spacing – Right mouse-click – Paragraph – Line Spacing – Double (everything else 0 or blank)
  + Click ‘Set As Defaults’ (for font and paragraph formatting)
* Check ‘Menu’ bar to confirm ‘Design’ tab does not have ‘Different First Page’ checked. Click ‘Insert’ on menu bar ‘Page Number’ and ‘Bottom of Page’
* **Tabs** are already set (Paragraphs arrow, ‘Tabs’ button) - **.5 inch**

**\*** Footnotes (10 size) and Bibliographies (12 size) must be done in the same font (16.3.4). Confirm with syllabus or professor.

**\*\*** Can ‘right mouse-click’ for formatting paragraph options.

**Title Page**

* Set to double-spaced and center
* Place your title 1/3 of the way down the page (7 enters)
* **Title - Title** of paper in boldface (22.3), headline style capitalization. Title in single line (A.2.1) – “**Peter’s Denials:**”
* **Subtitle** - If the paper has a sub title, begin the **subtitle** on a new line with an intervening double line space “**An Examination of the Narratives**”
* Enter 2/3 down the page, turn bold type off
* Type your name, course name, and date
* Do not number a title page

**\* Ctrl-Enter (page break)**

**Style Formatting – Headings**

***\*Heading styles are needed for the different headings in the table of content.***

**Heading 1** – Click on Heading 1 – Right Click -Modify

* Times New Roman
* Bold
* Size 12
* Color Black
* Center
* Singled Space

 Set your font size to 12 pt.

 Set to double space, but do not include extra space between paragraphs

 Indent each paragraph to 1/2 inch (five spaces)

 Set up page numbers centered in the footer using Arabic numerals (1, 2, 3

 Headings are typically set as follows (check with professor for preferences):

* First level: centered, boldface, headline-style capitalization
* Second level: centered, regular type, headline-style capitalization
* Third level: flush left, bold face, headline-style capitalization
* Fourth level: flush left, regular type, sentence-style capitalization
* Fifth level: run in at beginning of paragraph (no blank line after), boldface, sentence-style capitalization, terminal period

**Introduction**

* Highlight ‘Introduction’

**Heading 1** – Click on Heading 1 – Right Click - Modify

* Times New Roman
* Bold
* Size 12
* Color Black
* Center
* Singled Space
* Highlight ‘Peter’s Denial 1’ – Repeat ‘Heading 1 steps for each heading.

**Conclusion**

* Click ‘Heading 1’ in ribbon
* Type ‘Conclusion’ and Enter
* Ctrl-Enter for page break

**Bibliography**

* Click ‘Heading 1’ in ribbon
* Type ‘Bibliography’ and Enter

**Page Numbering**

* Go back to title page
* Turn off (Hide) Paragraph Markings - ¶ (Ctrl+Shift+\*)
* Go to ‘Title’ page
* Click on Insert – Page Number – Format Page Number – Number Format – Start At (Roman Numeral i)
* Page Number – Bottom of Page – Plain Number 2
* Remove page number from title page: Design – Check ‘Different First Page’
* Go to ‘Introduction’ page
* Click on page 3 - Page Number – Format Page Number – Number Format – Start At ‘1’
* Title (blank), Outline (ii), Body (1) – Scroll back up to confirm page numbering
* Double click in middle of page to close Header/Footer

File -> Save As -> Turabian Page Numbering

**Table of Contents/Outline (Refer to syllabus or confirm with professor)**

* Turn on **Bold** on ribbon
* Turn off Centering on ribbon
* Type ‘Outline’

**Note:** Table of Contents will be demonstrated in another tutorial.

Reference – Table of Contents – Custom Table of Contents (Confirm with syllabus or professor) – Click OK

**Section Breaks:** Layout – Breaks – Section Break – Next Page (only once)

***\*Section breaks are needed for different page formatting.***

* Confirm with syllabus or professor.

**Introduction Text – Insert Footnote**

* Go to ‘Introduction’ page and click enter
* Type (or copy and paste) the text and footnotes.
* References - Insert (**Superscript)** Footnote, **space after number**
* Format footnote – Indent first line, font size 10 pt. and double space between footnotes.

Lane, however, correctly points out that the statement is intentionally left without an object in the Greek text. This denotes that he cursed himself if he is lying and those present if they insist on asserting that he is a disciple.[[1]](#footnote-1)

**Shortened Notes (16.4.1)**

**Ibid. (16.4.2)**

**Access Date (15.4.1.5)**

For Turabian 9th edition, the ‘**accessed date**’ should now be included ONLY when a publication date or date the source was last modified or updated is not listed in the website information.[[2]](#footnote-2) Include the access date (the date you accessed or retrieved the content) and the URL (web address) in the footnote (Turabian 9th Edition manual 15.4.1.5). Always include the URL in the footnote when citing from **websites**.[[3]](#footnote-3)

**Bibliography**

* Go to ‘Bibliography’ page and click enter
* Copy and paste the following text and footnotes.
* List your sources alphabetically, according to each author's last name
* If you have two works by the same author, place them alphabetically by title (**AZ↓** – sort on Home menu) – Leave default settings. Click ‘OK’. (Delete extra line spacing.)
* **Paragraph** Group Arrow Button
* **Single** space each entry, double space between entries – **12 pt After**
* The first line of each entry should be aligned to the left margin. Each additional line should be indented by 1/2 inch. This is called a hanging indent - **Paragraph – Hanging – .5 inch**

\*Type Bibliography in bold font, centered,

\*Set your font size to 12 pt. Contents (Confirm with syllabus or professor)

\*The Bible should not appear in your bibliography, only in your footnotes.

**Bibliography**

Carson, D. A. and D. Moo. *An Introduction to the New Testament*. 2nd ed. Grand Rapids: Zondervan, 2005.

Dunn, J. D. G., *The Theology of Paul the Apostle.* Grand Rapids: Eerdmans, 2006.

Hooker, M. “Were there False Teachers in Colossae?” In *Christ and the Spirit in the New Testament: Studies in Honor of Charles Francis Digby Moule*, ed. B. Lindars and S. Smalley, 315–331. Cambridge: Cambridge University Press, 1973.

Hurtado, L. *Lord Jesus Christ: Devotion to Jesus in Earliest Christianity*. Grand Rapids: Eerdmans, 2003.

Moo, D. *The Letters to the Colossians and to Philemon*. Pillar New Testament Commentary. Grand Rapids: Eerdmans, 2008.

O’Brien P. C*olossians, Philemon*. Word Biblical Commentary 44. Waco, TX: Word, 1982*.*

Reicke, B. “The Historical Setting of Colossians.” *Review & Expositor* 70 (1973): 429–38.

**Block Quotations**

 **Use block quotations for 5 or more lines**

 Text should be single spaced

 Leave a blank life before and after

 Indent entire block quotation to 1/2 inch (First Line - .5 under Paragraph)

 Do not add quotation marks at the beginning or the end

When quoting more than one paragraph, do not add extra line space between them, but indent the first line of the second and subsequent paragraphs farther than the rest of the quotation (p. 75)



* Go to ‘Body’ page and click enter
* Copy and paste the following text and footnotes.

Reference – Insert footnote (No quotes needed at the end of blocked text.)



#######################################Start Block Quote

Although the argument is correct that Annas was the most influential high priest of his time and was influential long after he was compelled to retire, John 18:13 makes it all too clear that Caiaphas was high priest *that year*. He is the one who holds the office that John is speaking about. A. E. Breen explains that,

St. John is very precise to determine the identity of the high priest; and then in the following verse he tells us that Jesus was brought before the high priest. By all the laws of human speech a writer is obliged to mean one and the same individual by such a sequence of statements. St. John has never told us that Annas was considered as the high priest; he has implicitly told us that he was not the high priest. He has told us with great clearness the name and character of the high priest. In all his Gospel there is but one high priest and that man is Caiaphas.

Alfred Edersheim states, “No account is given of what passed before Annas. Peter and evidently John, followed Him into the palace of the high priest – that is, into the palace of Caiaphas, not of Annas.”[[4]](#footnote-4) George G. Findlay says, “The captors of Jesus take Him to the father-in-law, only to find that he shifts on to the son-in-law the entire responsibility of the case.”[[5]](#footnote-5) Friedrich Blass evaluates this text as follows: “After having distinctly told that Caiaphas was the high priest that year, and not Annas, we read that the other disciples went in with Jesus into the place of the high priest. Whose palace, therefore? Of course that of Caiaphas.[[6]](#footnote-6)

#######################################End Block Quote

1. William L. Lane, *The Gospel According to Mark*, The New International Commentary on the New Testament(Grand Rapids: Wm. B. Eerdmans, 1974), 542. [↑](#footnote-ref-1)
2. Janet M. Davis, *The Gospel of Kindness: Animal Welfare and the Making of Modern America* (Oxford: Oxford University Press, 2016), 144-45, https://doi.org/10.1093/acprof:oso/9780199733156.001.0001. [↑](#footnote-ref-2)
3. William Germano, “Futurist Shock,” Lingua Franca (blog), *Chronicle of Higher Education*, February 15, 2017, http://www.chronicle.com/blogs/linguafranca/2017/02/15/futurist-shock/. [↑](#footnote-ref-3)
4. Alfred Edersheim, *The Life and Times of Jesus Christ the Messiah*, 8th ed. (New York: Longmans, Green, & Company, 1899), 2:548. [↑](#footnote-ref-4)
5. George G. Findlay, “The First Trial of Jesus,” *The Expository Times* 6 (October 1894-September 1895): 335. [↑](#footnote-ref-5)
6. Friedrich Blass, *Philology of the Gospels* (New York: MacMillan Company, 1898), 57. [↑](#footnote-ref-6)