



How to Reference:
Turabian Style Guide

How to Reference: Turabian Style

Referencing styles vary across institutions. At Alphacrucis College the **Turabian Style** of referencing is used. The Turabian style cites reference material in footnotes, including all relevant bibliographic information. The footnotes provide the immediate details of a source from which the information has been acquired. Secondly, the Turabian style includes all the bibliographic information in a bibliography at the end of the paper. Except for a few minor differences, the Turabian style is very similar to ‘The Chicago Manual of Style.’ However, the Turabian Style is very different to the Harvard, MLA (Modern Language Association of America) or APA (American Psychological Association) styles which are endorsed in other academic institutions.

More information on the Turabian style can be found by referring to:

Turabian, Kate L. *A Manual for Writers of Research Papers, Theses, and Dissertations*, 7th Edition. Chicago: University of Chicago Press, 2007.

OR <http://www.lib.berkeley.edu/instruct/guides/chicago-turabianstyle.pdf>

When using the Turabian style, every time you refer to information from a source you need to footnote the details. The first time a work is mentioned, the footnote should include the **complete** bibliographic information. Thereafter it may be abbreviated (see Subsequent Referencing). There is a particular order that you need to conform to in writing the bibliographic details of your citations. The following paragraphs provide you with information about how to cite different sources in your paper; whether it is a book, journal, or online reference.

SECTION A

1. Books

For books, the full reference must include the following information in the order shown:

- Name of author(s)
- Title and (if any) subtitle
- Name of editor, compiler or translator (if any)
- Number or edition, if other than the first
- Facts of Publication
- Place of Publication
- Name of Publisher
- Date of Publisher
- Page numbers (only in footnotes)

a. One to three authors

The most common reference you will cite is a book with one to three authors.

i. **First citation in the footnotes:**

¹ Jacqueline Grey, *Them, Us and Me: How the Old Testament Speaks to People Today* (Sydney: APPS & SCD Press, 2007), 45.

² Neil J. Ormerod and Shane Clifton, *Globalization and the Mission of the Church* (Edinburgh: T & T Clark International, 2009), 4.

ii. Subsequent citations in the footnotes:

¹ Grey, 45.

Or

¹ Grey, *Them, Us and Me*, 45.

Note: You should use the second option if you are citing numerous texts written by Grey.

² Ormerod and Clifton, 4.

Or

² Ormerod and Clifton, *Globalization and the Mission of the Church*, 4.

Alternatively

If you are referencing the exact same text as the footnote *immediately prior* to the one you are currently inserting then you can use “Ibid,” meaning “in the same place.” However, depending on whether the page number of your current reference is the same as or different to the reference immediately prior, you will either write:

¹ Ibid.

Or

¹ Ibid., 47.

iii. In the bibliography:

Grey, Jacqueline. *Them, Us and Me: How the Old Testament Speaks to People Today*. Edinburgh: T & T Clark International, 2009.

Ormerod, Neil J., and Shane Clifton. *Globalization and the Mission of the Church*. Edinburgh: T & T Clark International, 2009.

Note:

- Any designations such as Dr, Professor, Mrs, or academic qualifications etc., are omitted from your citation of the author
- The Title of the book is *italicised*
- The Title of the Book retains the original spelling
- The Title of the Book should be capitalised except for the articles, prepositions and coordinating conjunctions (For example the words: ‘the’, ‘and’, ‘for’, ‘but’, ‘or’, ‘it’, ‘a’, ‘is’, etc., are not capitalised within the title unless it is the first word of the title. See Jacqueline Grey example above)
- The ‘Facts of Publication’ ARE put in parentheses or brackets in the footnotes but NOT in the bibliography!
- The author’s name is in a different order in the footnotes compared to the bibliography. (In the bibliography the author’s surname comes first, in the footnotes the author’s given name goes first)
- The footnotes include page numbers. However, this is NOT included in the bibliography (except, as will be noted later, for journal articles and chapters in a book.)
- Do not include ISBN numbers, postcodes or copyright symbols etc

b. Three or more authors

If the work has more than three authors it is normal to cite the first author, and to follow it with the Latin term ‘et al.’ (meaning “and others”).

i. First citation in the footnotes:

¹ Martin Greenberger et al., *Networks for Research and Education: Sharing of Computer Information Resources Nationwide* (Cambridge: MIT Press, 1974), 54.

ii. Subsequent citations in the footnotes:

¹ Greenberger et al., 54.

Or

¹ Greenberger et al., *Networks for Research and Education: Sharing of Computer Information Resources Nationwide*, 54.

Alternatively

If you are referencing the exact same text as the footnote *immediately prior* to the one you are currently inserting then you can use “Ibid,” meaning “in the same place.” However, depending on whether the page number of your current reference is the same as or different to the reference immediately prior, you will either write:

¹ Ibid.

Or

¹ Ibid., 62.

iii. In the bibliography:

Greenberger, M., et al. *Networks for Research and Education: Sharing of Computer Information Resources Nationwide*. Cambridge: MIT Press, 1974.

c. Author Plus Editor

If the book has an author as well as an editor or editors, you need to indicate this with the abbreviation “ed.”

i. First citation in the footnotes:

¹ Walter Brueggemann, *The Psalms and the Life of Faith*, ed. Patrick D. Miller (Minneapolis: Fortress Press, 1995), 29.

ii. Subsequent citations in the footnotes:

¹ Brueggemann, 29.

Or

¹ Walter Brueggemann, *The Psalms and the Life of Faith*, 29.

Alternatively

If you are referencing the exact same text as the footnote *immediately prior* to the one you are currently inserting then you can use “Ibid,” meaning “in the same place.” However, depending on whether the page number of your current reference is the same as or different to the reference immediately prior, you will either write:

¹ Ibid.

Or

¹ Ibid., 30.

iii. In the bibliography:

Brueggemann, Walter. *The Psalms and the Life of Faith*. Edited by Patrick D. Miller. Minneapolis: Fortress Press, 1995.

d. No given author

When there are no identifiable authors or editors the citation is as follows.

i. In the footnotes and bibliography:

The Holy Bible. New International Version (Grand Rapids, Michigan: Zondervan Publishing House, 1984).

Note: In the bibliography, a source with no author is inserted where it fits alphabetically, according to the first letter of the title.

e. Chapter in a Book

When a book is a collection of essays or chapters, written by different authors and compiled by an editor or editors, reference it is as follows.

i. First citation in the footnotes:

¹ Lily Arasaratnam, "Communication and Expectations: Differences Between Men and Women Explored," in *Raising Women Leaders: Perspectives on Liberating Women in Pentecostal and Charismatic Contexts*, ed. Shane Clifton and Jacqueline Grey (Sydney: APS, 2009), 236.

ii. Subsequent citations in the footnotes:

¹ Arasaratnam, "Communication and Expectations," 236.

Alternatively

If you are referencing the exact same text as the footnote *immediately prior* to the one you are currently inserting then you can use "Ibid," meaning "in the same place." However, depending on whether the page number of your current reference is the same as or different to the reference immediately prior, you will either write:

¹ Ibid.

Or

¹ Ibid., 240.

iii. In the bibliography:

Arasaratnam, Lily. "Communication and Expectations: Differences Between Men and Women Explored." In *Raising Women Leaders: Perspectives on Liberating Women in Pentecostal and Charismatic Contexts*, edited by Shane Clifton and Jacqueline Grey, 236-253. Sydney: APS, 2009.

Note: You include the page numbers of the whole chapter cited in the bibliography.

f. Book with a Translator**i. First citation in the footnotes:**

¹ Wolfhart Pannenberg, *Basic Questions in Theology: Volume One*, trans. George H. Kelm (London: SCM, 1970), 11–12.

ii. Subsequent citations in the footnotes:

¹ Pannenberg, 11–12.

Or

¹ Pannenberg, *Basic Questions in Theology*, 11–12.

Alternatively

If you are referencing the exact same text as the footnote *immediately prior* to the one you are currently inserting then you can use “Ibid,” meaning “in the same place.” However, depending on whether the page number of your current reference is the same as or different to the reference immediately prior, you will either write:

¹ Ibid.

Or

¹ Ibid., 20.

iii. In the bibliography:

Pannenberg, Wolfhart. *Basic Questions in Theology: Volume One*. Translated by George H. Kelm. London: SCM, 1970.

2. Dictionaries/Encyclopaedias

Dictionary and encyclopaedia articles can either be signed or unsigned, and are generally treated the same as citing chapters in a book. For example:

i (a). If *signed*, include the author as follows in the footnotes:

¹ T. A. Hiebert, “Theophany in the OT,” in *Anchor Bible Dictionary*, vol. VI, ed. D.E. Freedman (New York: Double Day, 1992), 505.

i (b). If this source was *unsigned* it would be cited as:

¹ “Theophany in the OT,” in *Anchor Bible Dictionary*, vol. VI, ed. D.E. Freedman (New York: Double Day, 1992), 505.

ii. Subsequent citations in the footnotes:

¹ T. A. Hiebert, “Theophany in the OT,” 505.

Or

¹ “Theophany in the OT,” 505.

Alternatively

If you are referencing the exact same text as the footnote *immediately prior* to the one you are currently inserting then you can use “Ibid,” meaning, “in the same place.” However, depending on whether the page number of your current reference is the same as or different to the reference immediately prior, you will either write:

¹ Ibid.

Or

¹ Ibid., 506.

iii. In the bibliography:

Hiebert, T. A. "Theophany in the OT." In *Anchor Bible Dictionary*, vol. VI, ed. D.E. Freedman, 505-511. New York: Double Day, 1992.

"Theophany in the OT." In *Anchor Bible Dictionary*, vol. VI, ed. D.E. Freedman, 505-511. New York: Double Day, 1992.

Note: The unsigned source goes in alphabetical order by the first letter in the title of the chapter.

3. Journals

For journals, the full reference should include the following information in the order shown in accordance to the general principles noted above:

- Author(s)
- Title of the article - in inverted commas
- Title of the Periodical or Journal - in italics
- Volume or issue number (or both)
- Publication date - in brackets
- Page numbers

i. First citation in the footnotes:

¹ David Parker, "Situating the Spirit in the Preface of the Acts Narrative," *APS* 9 (2005/6): 77.

² Shane Clifton, "The Spirit and Doctrinal Development: A Functional Analysis of the Traditional Pentecostal Doctrine of Baptism in the Holy Spirit," *Pneuma* 29, no. 1 (Spring 2007): 10.

³ Eric N. Newberg, review of *Extreme Islam: Anti-American Propaganda of Muslim Fundamentalism*, by Adam Parfrey and Mattias Gardell, *Nova religio* 11, no. 2 (N2007): 121.

ii. Subsequent citations in the footnotes:

¹ David Parker, "Situating the Spirit in the Preface of the Acts Narrative," 77.

² Shane Clifton, "The Spirit and Doctrinal Development: A Functional Analysis of the Traditional Pentecostal Doctrine of Baptism in the Holy Spirit," 10.

³ Eric N. Newberg, review of *Extreme Islam: Anti-American Propaganda of Muslim Fundamentalism*, 121.

Alternatively

If you are referencing the exact same text as the footnote *immediately prior* to the one you are currently inserting then you can use "Ibid," meaning "in the same place."

However, depending on whether the page number of your current reference is the same as or different to the reference immediately prior, you will either write:

¹ Ibid.

Or

¹ Ibid., 20.

iii. In the bibliography:

Parker, David. "Situating the Spirit in the Preface of the Acts Narrative."
APS 9 (2005/6): 74-80.

Clifton, Shane. "The Spirit and Doctrinal Development: A Functional Analysis of the Traditional Pentecostal Doctrine of Baptism in the Holy Spirit." *Pneuma* 29, no. 1 (Spring 2007): 5-23.

Newberg, Eric, N. Review of *Extreme Islam: Anti-American Propaganda of Muslim Fundamentalism*, by Adam Parfrey and Mattias Gardell. *Nova religio* 11, no. 2 (N2007): 121-124.

Note: Within journal citations the title of the article is in "inverted commas," and the title of the journal is *italicised*.

4. Unpublished Material

For papers presented at conferences or personal communications the citation is as follows.

i. First citation in the footnotes:

¹ Shane Clifton, "Preaching the 'Full Gospel' in the Context of Global Environmental Crises" (paper presented at the annual meeting of the Society for Pentecostal Studies, Durham, NC, March 13–15, 2008).

² Eric Newberg, interviewed by author, Sydney, NSW, December 12, 2009.

ii. Subsequent citations in the footnotes:

As above

Alternatively

If you are referencing the exact same text as the footnote *immediately prior* to the one you are currently inserting then you can use "Ibid," meaning "in the same place."

¹ Ibid.

iii. In the bibliography:

Clifton, Shane. "Preaching the 'Full Gospel' in the Context of Global Environmental Crises." Paper presented, annual meeting of the Society for Pentecostal Studies, Durham, NC, March 13–15, 2008.

Newberg, Eric. 2009. Interviewed by author. Sydney, NSW. December 12.

5. Online Sources

Today there are a lot more references available online. When citing these sources the general principles noted above apply. However, you also need to include the URL and the date of access.

Note: Be careful which websites you choose to reference. Make sure it is a credible source. Do NOT reference wikipedia as the content on the site can be edited by any one.

i. First citation in the footnotes:

¹ Matt Redman, "Trinity," *Worship Leader Magazine*,
http://www.worshipleader.com/index.cfm?tdc=dsp&page=articles_previous_detail&aid=31 [accessed December 9, 2009].

² Australian Christian Churches: Assemblies of God in Australia, "What We Believe," About Us,
<http://www.aog.org.au/AboutUs/WhatWeBelieve/tabid/109/language/en-US/Default.aspx> [accessed December 9, 2009].

³ Matthew Del Nevo, "Parameters of Pentecostal Aesthetics," *Cyberjournal for Pentecostal-Charismatic Research* 18 (January 2009), under "Cyberjournal 18,"
<http://www.pctii.org/cyberj/cyberj18/nevo.html> [accessed December 9, 2009].

ii. Subsequent citations in the footnotes:

As above

Alternatively

If you are referencing the exact same text as the footnote *immediately prior* to the one you are currently inserting then you can use "Ibid," meaning "in the same place."

¹ Ibid.

iii. In the bibliography:

Redman, Matt. "Trinity." *Worship Leader Magazine*.
http://www.worshipleader.com/index.cfm?tdc=dsp&page=articles_previous_detail&aid=31 [accessed Dec 9, 2009].

Australian Christian Churches: Assemblies of God in Australia. "What We Believe." About Us.
<http://www.aog.org.au/AboutUs/WhatWeBelieve/tabid/109/language/en-US/Default.aspx> [accessed December 9, 2009].

Del Nevo, Matthew. "Parameters of Pentecostal Aesthetics." *Cyberjournal*

for *Pentecostal-Charismatic Research* 18 (January 2009).
<http://www.pctii.org/cyberj/cyberj18/nevo.html> [accessed December 9, 2009].

Note: Be aware of online sources and make sure they are of reputable quality before including them in your papers.

6. Kindle Book (Electronic Edition, without page numbers)

Many of us now prefer to read via electronic readers such as Kindles. When citing these sources the general principles noted above apply. However, when there are no page numbers indicated, you need to refer to the Kindle Location number (or equivalent) at the bottom of the screen.

i. First citation in the footnotes:

¹ Phyllis Tribble, *God and the Rhetoric of Sexuality* (Philadelphia: Fortress, 1978), Kindle Electronic Edition: Chapter 4, Location 288-90.

iii. In the bibliography:

Tribble, Phyllis. *God and the Rhetoric of Sexuality*. Philadelphia: Fortress, 1978. Kindle Electronic Edition.

7. Films

Occasionally you may want to reference a film, for subjects such as *Theology and Film* or *Cultural Hermeneutics*. The way to do this is as follows:

i. First citation in the footnotes:

¹ *Jesus of Montreal*, DVD, directed by Denys Arcand (Canada: Centre National de la Cinématographie (CNC), 1989).

ii. Subsequent citations in the footnotes:

As above

Alternatively

If you are referencing the exact same text as the footnote *immediately prior* to the one you are currently inserting then you can use “Ibid,” meaning “in the same place.”

¹ Ibid.

iii. In the bibliography:

Jesus of Montreal. DVD. Directed by Denys Arcand. Canada: Centre National de la Cinématographie (CNC), 1989.

8. Referencing an Author Cited in a Secondary text

Finally, you may want to insert a quote or summarise the view of a particular scholar found in a text not written by that particular person. For example, you might come across Walter Kasper quoted in Shane Clifton’s text *Pentecostal Churches in Transition: Analysing the Developing*

Ecclesiology of the Assemblies of God in Australia, and may want to use Kasper's quote, which reads: "All dialogues define the visible unity of all Christians as *communion*-unity, and agree in understanding it, in analogy with the original Trinitarian model, not as uniformity but as unity in diversity and diversity in unity."¹ In this case, the citation should be referenced as follows:

i. First citation in the footnotes:

¹ Walter Kasper as cited in Shane Clifton, *Pentecostal Churches in Transition: Analysing the Developing Ecclesiology of the Assemblies of God in Australia* (Leiden: Brill, 2009), 10-11.

Note: Do NOT look up Clifton's reference of Kasper and insert a footnote which looks as if you have cited Kasper's text itself.

ii. Subsequent citations in the footnotes:

¹ Walter Kasper as cited in Clifton, 10-11.

Or

¹ Walter Kasper as cited in Clifton, *Pentecostal Churches in Transition*, 10-11.

Alternatively

If you are referencing the exact same text as the footnote *immediately prior* to the one you are currently inserting then you can use "Ibid," meaning "in the same place."

¹ Ibid.

iii. In the bibliography:

Clifton, Shane. *Pentecostal Churches in Transition: Analysing the Developing Ecclesiology of the Assemblies of God in Australia*. Leiden: Brill, 2009.

SECTION B

Putting it all together - An Example Bibliography:

A bibliography is the final list of all the sources referred to in your paper. The information is ordered in alphabetical order by surname (or title if there is no author). The other general principles of citations remain the same. Furthermore, in a bibliography no page numbers are required unless you are citing a journal article or a separately authored chapter within a book. There should be no more than one or two texts in the bibliography that are not directly referred to in the body of your paper. The rest of the references in the bibliography will be those specifically cited in your paper. For a 2000 word paper you should have at least 10 references in the bibliography (i.e. approx 1 reference per 200 words of assignment word count).

Bibliography

Arasaratnam, Lily. "Communication and Expectations: Differences Between Men and Women Explored." In *Raising Women Leaders: Perspectives on Liberating Women in Pentecostal and Charismatic Contexts*, edited by Shane Clifton and Jacqueline Grey, 236-253. Sydney: APS, 2009.

Clifton, Shane. "The Spirit and Doctrinal Development: A Functional Analysis of the Traditional Pentecostal Doctrine of Baptism in the Holy Spirit." *Pneuma* 29, no. 1 (Spring 2007): 5-23.

Del Nevo, Matthew. "Parameters of Pentecostal Aesthetics." *Cyberjournal for Pentecostal-Charismatic Research* 18 (January 2009).
<http://www.pctii.org/cyberj/cyberj18/nevo.html> [accessed December 9, 2009].

Greenberger, M., et al. *Networks for Research and Education: Sharing of Computer Information Resources Nationwide*. Cambridge: MIT Press, 1974.

Grey, Jacqueline. *Them, Us and Me: How the Old Testament Speaks to People Today*. Edinburgh: T & T Clark International, 2009.

Newberg, Eric, N. Review of *Extreme Islam: Anti-American Propaganda of Muslim Fundamentalism*, by Adam Parfrey and Mattias Gardell. *Nova religio* 11, no. 2 (N2007): 121-124.

Ormerod, Neil J., and Shane Clifton. *Globalization and the Mission of the Church*. Edinburgh: T & T Clark International, 2009.

Pannenberg, Wolfhart. *Basic Questions in Theology: Volume One*. Translated by George H. Kelm. London: SCM, 1970.

Parker, David. "Situating the Spirit in the Preface of the Acts Narrative." *APS* 9 (2005/6): 74-80.

Trible, Phyllis. *God and the Rhetoric of Sexuality*. Philadelphia: Fortress, 1978. Kindle Electronic Edition.

Note:

- The list is ordered in alphabetical order by surname
- The title of the book is italicised
- The facts of publication are NOT in parentheses or brackets
- The author's name is in a different order to the footnotes. (In the bibliography the surname comes first, in the footnotes the given name is first)
- When there are multiple authors, only the first author is put in Surname-First Name order, the other authors are kept in First Name-Surname order.
- The bibliography does not include page numbers, except when citing journal articles or a chapter/s in an edited book.

SECTION C: Additional Information

Referencing the Bible:

When referring to a Bible verse you only need to give the Scripture reference and translation, you do not need to quote the whole verse. However, there are times when quoting a verse is relevant to the paper.

For example: Paul is continually encouraging the early believers to stand firm in the faith.¹

¹ Cor. 16:13; Gal. 5:1; Eph. 6:14; & 2 Thess 2:15 TNIV (Today's New International Version).

The accepted abbreviations for the books of the bible are as follows:

Old Testament

Genesis	Gen
Exodus	Ex or Exod
Leviticus	Lev
Numbers	Num
Deuteronomy	Dt or Deut
Joshua	Josh
Judges	Judg
Ruth	Ruth
1 & 2 Samuel	1 & 2 Sam
1 & 2 Kings	1 & 2 Kings
1 & 2 Chronicles	1 & 2 Chron or Chr
Ezra	Ezra
Nehemiah	Neh
Esther	Esther or Est
Job	Job
Psalms	Ps
Proverbs	Pr or Prov

Ecclesiastes	Eccl or Eccles
Song of Songs	S of S
Isaiah	Is or Isa
Jeremiah	Jer
Lamentations	Lam
Ezekiel	Ezek
Daniel	Dan
Hosea	Hos
Joel	Joel
Amos	Am or Amos
Obadiah	Obad
Jonah	Jon
Micah	Mic
Nahum	Nah
Habakkuk	Hab
Zephaniah	Zep
Haggai	Hag
Zechariah	Zec
Malachi	Mal

New Testament

Matthew	Matt or Mt
Mark	Mk or Mark
Luke	Lk or Luke
John	John or Jn
Acts	Acts
Romans	Rom
1 & 2 Corinthians	1 & 2 Cor
Galatians	Gal
Ephesians	Eph
Philippians	Phil
Colossians	Col
1 & 2 Thessalonians	1 & 2 Thess
1 & 2 Timothy	1 & 2 Tim
Titus	Tit
Philemon	Philem or Phlm
Hebrews	Heb
James	Jas or James
1 & 2 Peter	1 & 2 Pet
1 & 2 & 3 John	1 & 2 & 3 Jn or John
Jude	Jude
Revelation	Rev

Footnoting Tools:

There are tools in your Word processing software to make footnoting easier.

In Microsoft Word:

- Place your cursor where you want your footnote to go, (usually this should be at the end of your sentence).
- Go to the “Insert” menu
- Scroll down and click on “References”
- Choose “Footnote”
- Click “Insert”

You will then find that a superscript number has been inserted in your text, and that you can write in the footer of your document the citation details.

This tool is very easy to use. Another feature of this tool is that if you cut and paste a sentence within your paper which has a footnote citation, it will automatically cut the footnote and paste it in the footer with the sentence. It will even re-order the superscript numbers for you and put the citation in the correct placement in the footer.

Zotero

An additional research tool is known as Zotero. Zotero is a free tool that helps you to collect, organise and cite your research sources.

See www.zotero.com for more information.