

TURABIAN FORMATTING TUTORIAL

INTRODUCTION

Hello, and welcome to Grand Canyon University's Turabian Formatting Tutorial. This tutorial will cover the basic format required for all papers submitted to GCU courses that require use of the Turabian style and will utilize Microsoft Word 2010. Most of the features demonstrated in this tutorial are available in earlier versions of Microsoft Word but may be found in different locations. If you do not have Word installed on your computer, you can get it for free by going to GCU Technical Support or at the following link: <http://www.gcu.edu/Documents/upload/Technical%20Support/Office-365-ProPlus-Guide.pdf>

USING THE TURABIAN TEMPLATE

The easiest way to format your paper correctly is by beginning with the Turabian Template provided in the Student Success Center. To access the Student Success Center, first log into your course. Next, look at the blue bar at the top of the page, go to the **Resources tab** and click on **Student Success Center**. **[ENTER A COURSE AND CLICK ON RESOURCES AND THEN STUDENT SUCCESS CENTER]**

On the Student Success Center page look at the menu bar towards the top of the page. Click on **The Writing Center** and then **Style Guides and Templates**. **[CLICK ON THE WRITING CENTER AND THEN STYLE GUIDES AND TEMPLATES]**

Under Style Guides and Templates you will see the Turabian 8th Edition Template listed. **[CLICK ON TURABIAN 8TH EDITION TEMPLATE]**.

Note that there are a number of different templates available in the Writing Center and that different level classes and disciplines have unique formatting requirements. [Also, you're assignment may not require any style template but just solid academic writing.](#) You should select and use the correct template for your assignment. If you are unsure which template to use, consult your instructor.

When you click on the template, your computer will ask you to open or save the file. Choose **Save** and save it with your other Word documents, or somewhere that you will easily remember. **[DEMONSTRATE SAVING THE WORD FILE TO YOUR COMPUTER.]**

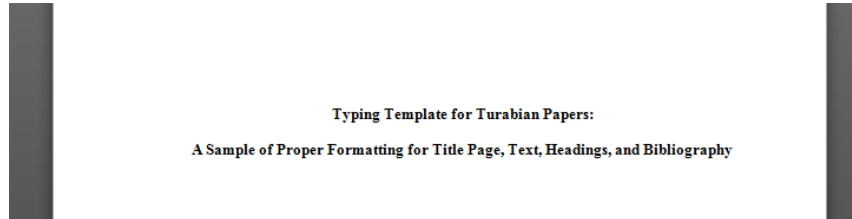
Once you save the template, double click on the file to open it. The file template may also open automatically depending on your computer's settings.

If there is a yellow bar at the top of the page that says **Protected View** you will need to click **Enable editing** before you can make changes. **[SHOW WORD DOC OPENING IN PROTECTED VIEW AND CLICK ENABLE]**

Now that the template is open, you will be able to simply insert your information into the paper by highlighting the text you want to replace and typing over it.

TITLE PAGE

First, add your title to the paper in place of the text "Typing Template for Turabian Papers: A Sample of Proper Formatting for Title Page, Text, Headings, and Bibliography." **[INSERT THE TITLE "Using Library Resources for Student Success"]**



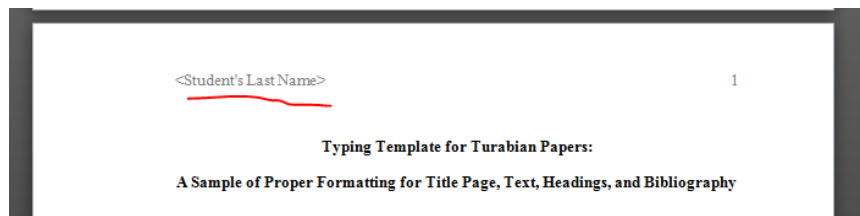
For tips and more information on composing titles, you can look at section 10.3 of *A Manual for Writers of Research Papers, Theses, and Dissertations: Chicago Style for Students and Researchers*, 8th Edition by Kate L. Turabian.

After you have entered your title, add your Name where the Template says "Student A. Sample." **[INSERT Johnny Lope]**

Next, enter the course prefix and number followed by the course title **[ENTER "UNV-505: Introduction to Graduate Studies in Ministry and Theology"]** and the date on the line below the course. **[ENTER "March 11, 2015"].**

MAIN BODY

After you are finished creating your title page, go to the next page, page 1 and change the page header. To do this, double click at the top of the page where it says "Student's Last Name." **[DOUBLE CLICK ON HEADER]**



Add your last name. **[ENTER "SampleLope" IN HEADER.]** You will notice that it says "Header – Section 2." This is because there is a section break at the bottom of the title page, allowing that page to have no header and page number. When you are finished entering your name, click the red x to close the header and footer box. **[CLOSE HEADER AND FOOTER BOX]**

Now you can begin to write your paper. Highlight the entire title and type in your title. **[HIGHLIGHT TITLE AND ENTER "Using Library Resources for Student Success"]**

Typing Template for Turabian Papers:

A Sample of Proper Formatting for Title Page, Text, Headings, and Bibliography

Once you have done this, you are ready to start typing the body of your paper on the line below the title. Notice that the first line

A Sample of Proper Formatting for Title Page, Text, Headings, and Bibliography

This is an electronic template for papers written in Turabian style based on *A Manual for Writers of Research Papers, Theses, and Dissertations: Chicago Style for Students and Researchers* (Turabian manual).¹ The purpose of the template is to help the student set the

A Sample of Proper Formatting for Title Page, Text, Headings, and Bibliography

This is an electronic template for papers written in Turabian style based on *A Manual for Writers of Research Papers, Theses, and Dissertations: Chicago Style for Students and Researchers* (Turabian manual).¹ The purpose of the template is to help the student set the

of the paragraph is indented.

Each

time you start a new paragraph, the first line will automatically be indented. **[HIGHLIGHT FIRST LINE OF THE PARAGRAPH]**

If you wish to divide your paper into two or three sections, follow the subheading format shown in the template. All of the subheadings are in headline capitals with the first letter of each major word capitalized. **[POINT OUT WHERE THE SUBHEADINGS ARE.]**

First-Level Subheading

The heading above would be used if you want to have your paper divided into sections based on content. This is the first level of heading, and it is centered and boldface with each

There is more information about subheadings in the Organization section of the *Turabian Style Guide for Writing* in the Student Success Center.

IN TEXT CITATIONS

As you type your paper, make sure that you cite any content that is from another person or another source—whether a direct quote, or just an idea. Citations will go in two places. First, you will add a footnote directly after the end quote mark for a quotation or after the period for a paraphrase.

This is an electronic template for papers written in Turabian style based on *A Manual for Writers of Research Papers, Theses, and Dissertations: Chicago Style for Students and Researchers* (Turabian manual).¹ The purpose of the template is to help the student set the

To do this in Word 2010, go to **Reference** in the top tool bar, then in the **Footnote** group of icons, click **Insert Footnote [SHOW SEQUENCE OF CLICKS]**.

¹ Kate L. Turabian, *A Manual for Writers of Research Papers, Theses, and Dissertations: Chicago Style for Students and Researchers*, 8th ed. (Chicago: University of Chicago Press, 2013).

² William Strunk Jr. and E. B. White, *The Elements of Style*, 4th ed. (New York: Longman, 2000), accessed August 22, 2014, <http://library.gcu.edu:2048/login?url=http://GCU.eblib.com/patron/FullRecord.aspx?p=1101189>

This will insert a number in the text where your cursor is and an identical number in the footnote section at the bottom of the page. Rules and examples of citing sources according to Turabian style can be found in the *Turabian Style Guide for Writing* in the Student Success Center and in *A Manual for Writers of Research Papers, Theses, and Dissertations: Chicago Style for Students and Researchers* by Kate L. Turabian. Secondly, you will copy the citation into the bibliography at the end of your paper and make minor changes to compose it into the format for bibliographic entries.

³ Kate L. Turabian, *A Manual for Writers of Research Papers, Theses, and Dissertations: Chicago Style for Students and Researchers*, 8th ed. (Chicago: University of Chicago Press, 2013), 349-50.

⁴ Turabian 3-132.

To do this, highlight footnote 3 at the bottom of page 3 (minus the footnote number), right click and select copy from the menu that pops up, and paste it at the beginning of the line above the first entry in the template's bibliography section using the middle icon for merging. You need not be concerned about alphabetizing the entries, as you will learn how to do that with two clicks later. Then cut the author's first name and middle initial and paste them after the last name. Change the comma after the author's name to a period and delete the cited page numbers. Finally, remove the parentheses enclosing the publisher information and add a line space. **[DO THIS USING THE TURABIAN FOOTNOTE, PASTING IT IN THE BIBLIOGRAPHY AND CONVERTING]**.

Bibliography

Strunk, William Jr. and E. B. White. *The Elements of Style*, 4th ed. New York: Longman, 2000.
Accessed August 22, 2014.
<http://library.gcu.edu:2048/login?url=http://GCU.eblib.com/patron/FullRecord.aspx?p=1101189>

Lanimore, Mark. "Religion and the Promise of Happiness." *Social Research* 77, no. 2 (Summer

Turabian, Kate L. *A Manual for Writers of Research Papers, Theses, and Dissertations: Chicago Style for Students and Researchers*, 8th ed. Chicago: University of Chicago Press, 2013.

Make sure that your footnote requires a bibliography entry first. Some sources, such as newspaper articles, encyclopedia entries, reviews, unpublished works, and blog posts, do not require a bibliography entry.

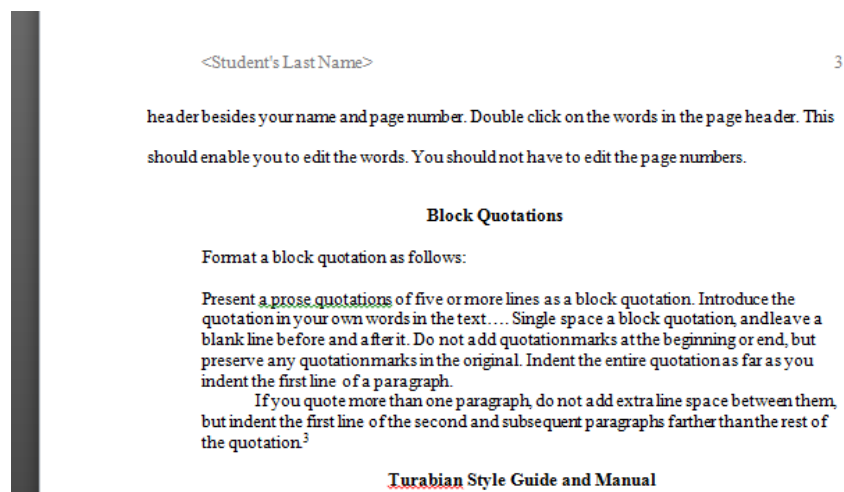
Footnotes can be written in an abbreviated format after the first citation if there is more than one citation from the same source on a page.

³ Kate L. Turabian, *A Manual for Students and Researchers*, 8th ed. (Ch:

⁴ Turabian, 3-132.

They generally include the author's last name followed by the page number. If there are more than one works by the same author cited in the paper, an abbreviated title is added between the author and page number. For example, at the bottom of page 3 of the template, the full citation for the Turabian manual is given in footnote 3 **[HIGHLIGHT FOOTNOTE 3]** even though the full citation was given in footnote 1 on page 1. However, footnote 4 is an abbreviated footnote with just the author's last name and page numbers **[HIGHLIGHT FOOTNOTE 4]**. The title is not used because there are no other works by Kate Turabian cited on the page.

If your quote is five or more lines, it will need to be placed into a block quotation. Quotation marks should not be used. The quote should begin on a new line and should be formatted to be single spaced and indented half an inch from the left margin. **[HIGHLIGHT FIRST PARAGRAPH OF BLOCK QUOTE AND CLICK ON THE CORNER ARROW OF THE PARAGRAPH TAB TO BRING UP THE BOX SHOWING PARAGRAPH SETTINGS. POINT CURSOR TO .5 INCH INDENTATION AND SINGLE LINE SPACING].**



<Student's Last Name> 3

header besides your name and page number. Double click on the words in the page header. This should enable you to edit the words. You should not have to edit the page numbers.

Block Quotations

Format a block quotation as follows:

Present a prose quotations of five or more lines as a block quotation. Introduce the quotation in your own words in the text.... Single space a block quotation, and leave a blank line before and a after it. Do not add quotation marks at the beginning or end, but preserve any quotation marks in the original. Indent the entire quotation as far as you indent the first line of a paragraph.

If you quote 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 quotation³

Turabian Style Guide and Manual

-If the block quote has more than one paragraph, indent the first line of subsequent paragraphs an additional half inch. **[HIGHLIGHT SECOND PARAGRAPH AND PLACE CURSOR ON INDENT SPACE].**

BIBLIOGRAPHY

At the end of your paper, you will have your bibliography list. This is formatted correctly according to the rules for Turabian bibliography entries with a half-inch hanging indent. **[POINT OUT INDENTATION]**

Bibliography

Turabian, Kate L. *A Manual for Writers of Research Papers, Theses, and Dissertations: Chicago Style for Students and Researchers*, 8th ed. Chicago: University of Chicago Press, 2013.

Strunk, William, Jr. and E. B. White. *The Elements of Style*, 4th ed. New York: Longman, 2000. Accessed August 22, 2014. <http://library.gcu.edu:2048/login?url=http://GCU.eblib.com/patron/FullRecord.aspx?p=1101189>.

Larimore, Mark. "Religion and the Promise of Happiness." *Social Research* 77, no. 2 (Summer 2010): 569-594. Accessed August 22, 2014. <http://library.gcu.edu:2048/login?url=http://search.ebscohost.com/library.gcu.edu:2048/login.aspx?direct=true&db=a9h&AN=52721728&site=ehost-live&scope=site>.

National Aeronautics and Space Administration. *The First 25 Years, 1958-1983: A Resource for Teachers: A Curriculum Project*. Washington, DC: NASA, 1983. Accessed August 22, 2014. http://archive.org/stream/nasa_techdoc_19840018495/19840018495_djvu.txt.

Bibliography

The bibliography of sources cited in alphabetical order should appear at the end of a paper (see last page). It provides the information necessary for a reader to locate and retrieve any

Let's take a look at how the bibliography entries are formatted. While all entries include the same basic information, each type of source is formatted slightly different. The first citation is a simple book with a single author and new edition. The second citation is a book with two authors. Note that the first author's last name come first, but the second author's last name comes after the first.

Turabian, Kate L. *A Manual for Writers of Research Papers, Theses, and Dissertations: Chicago Style for Students and Researchers*, 8th ed. Chicago: University of Chicago Press, 2013.

Strunk, William, Jr. and E. B. White. *The Elements of Style*, 4th ed. New York: Longman, 2000. Accessed August 22, 2014. <http://library.gcu.edu:2048/login?url=http://GCU.eblib.com/patron/FullRecord.aspx?p=1101189>.


Both books are in italics and the publication information is not in parentheses as in the footnotes. **[FOLLOW ALONG HIGHLIGHTING EACH PART OF THE FIRST AND SECOND REFERENCES AS IT IS DISCUSSED].**

Next, we'll look at the third reference, which is for a scholarly journal article. This article has the author's name, last first followed by the article title in quotation marks and the journal title. The journal title is in italics followed by the volume number and issue number if any. Next, there is the date, which includes the month or season and year in parentheses. The entry ends with the inclusive pages of the article, not the page number that was cited in the footnote, followed by the access date and permalink. **[FOLLOW ALONG HIGHLIGHTING EACH PART OF THE THIRD REFERENCE AS IT IS DISCUSSED]**

Larimore, Mark. "Religion and the Promise of Happiness." *Social Research* 77, no. 2 (Summer 2010): 569-594. Accessed August 22, 2014. <http://library.gcu.edu:2048/login?url=http://search.ebscohost.com/library.gcu.edu:2048/login.aspx?direct=true&db=a9h&AN=52721728&site=ehost-live&scope=site>.

The final reference we will look at is an online document authored by an organization. Instead of a person's name, the department or organization that is responsible for this publication is listed as the author. Following the author is the title of the document in italics, and the publication information. After the publication number, the location or web address of where the document was accessed from is included following the words "Accessed and the date of access. **[FOLLOW ALONG HIGHLIGHTING EACH PART OF THE LAST REFERENCE AS IT IS DISCUSSED]**

National Aeronautics and Space Administration. *The First 25 Years, 1958-1983: A Resource for Teachers: A Curriculum Project*. Washington, DC: NASA, 1983. Accessed August 22, 2014. http://archive.org/stream/nasa_techdoc_19840018495/19840018495_djvu.txt.

When you are building a bibliography from footnotes, you will enter each source in sequential order from first to last. However, the bibliography entries must be listed in alphabetical order by the author's last name. To avoid doing a lot of cutting and pasting, highlight the entire list, then click on the icon in the paragraph group that looks like this:  Your bibliography will be automatically alphabetized. **[DO THIS TO ALPHABETIZE LIST]**

FINDING CITATIONS IN THE LIBRARY

Many of the databases in the library include citations that you can copy and paste into the Bibliography section of your paper. In general, once you locate an article in a database, look for a button or link that says "cite." We will demonstrate how to locate citations in two of our general databases.

First, let's look at Academic Search Complete. When you locate an article that you wish to use as a source for your paper, click on the title of that article to view the detailed record. On the right side of the screen, you will see a list of tools. Locate the Cite icon and click on it. The center of the screen will now display citations formatted in different citation styles. Scroll down and Highlight the Chicago/Turabian Humanities formatted citation with your mouse, then right click and select copy from the menu that pops up. Next, go to your Word document, find the correct alphabetical location in your Bibliography list for the reference, and right click in that location. From the menu that pops up, click on Keep text only – the icon that looks like a capital letter A. **[GO TO HTTP://LIBRARY.GCU.EDU, CLICK ON FIND JOURNAL ARTICLES, THEN CLICK ON ACADEMIC SEARCH COMPLETE (FOUND IN THE GETTING STARTED SECTION ON THE RIGHT SIDE OF THE PAGE), YOU WILL BE PROMPTED TO LOG IN. ENTER THE FOLLOWING SEARCH TERMS IN EACH OF THE THREE BOXES: spirituality, children, happiness. CLICK ON THE TITLE OF THE FIRST ARTICLE ("Spirituality, Religiousness, and Happiness in Children Aged 8–12 Years"). NEXT, CLICK ON THE CITE ICON AND DEMONSTRATE HOW TO COPY THE CITATION. THEN, GO TO THE PAPER TEMPLATE, CLICK BEFORE THE AUTHOR NAME OF THE FIRST REFERENCE, THEN RIGHT CLICK AND PASTE THE TEXT USING THE MERGE FORMAT ICON.]**

Always proofread and double-check the citations from any library database. Don't assume the citation is correct. Many are based on an older version of the manual and there can be typos or missing information. In this example, the journal title has the preposition "of" capitalized. The accessed note is

in parentheses after the location information instead of before it without parentheses. You will then correct these errors. **[DEMONSTRATE HOW TO CORRECT THE ERRORS IN THE CITATION.]**

Since this article is in the GCU Library and has a permalink available, you can replace the database name with the permalink. Highlight the name of the database at the end of the citation and delete. To access the permalink, return to the list of tools on the right side. Locate the Permalink Icon and click it. A box will open above the title of the article in the middle of the page. Right click inside the box with the permalink. The entire URL will highlight, then right click on the link again and select copy from the menu that pops up. Next go to your Word document, and right click at the very end of the citation. From the menu that pops up, click on Keep Text Only. Add a period to the end of the URL.

Figuring out the correct way to cite sources can be challenging, however there are many resources available to assist you in the process. Chapters 16 and 17 of *A Manual for Writers of Research Papers, Theses, and Dissertations: Chicago Style for Students and Researchers*, 8th edition has many examples of citations for different sources.

Inside the Writing Center, where you downloaded the template at the beginning of this tutorial, is a Style Guide for the Turabian 8th Edition that also includes examples of citations. **[GO TO WRITING CENTER AND HIGHLIGHT LOCATION OF STYLE GUIDE]**

If you are in doubt about a citation format, please do not hesitate to contact a librarian by e-mail, chat at <http://library.gcu.edu> or by phone at 1-800-800-9776, extension 639-6641. You can also consult with a tutor at the Center for Learning and Advancement, also called the CLA. Make an appointment and find out more at the CLA website. **[LIST WEB SITE ON THE SCREEN WITH THE ADDRESS URL PROMINENT:** <http://www.gcu.edu/Learning-Resources/Center-for-Learning-and-Advancement.php>]

This concludes the Turabian Formatting Tutorial. If you have further questions about Turabian style, please refer these additional resources.

[THE RESOURCES BELOW SHOULD BE THE FINAL SLIDE OF THE TUTORIAL]

Additional Resources:

GCU Library: <http://library.gcu.edu>

Center for Learning & Advancement: <http://www.gcu.edu/Learning-Resources/Center-for-Learning-and-Advancement.php>