

**TURABIAN FORMAT – FOOTNOTE AND ENDNOTE REFERENCES (7<sup>th</sup> Edition)**  
**Regis Writing Center**

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You must cite direct quotes, paraphrases, and ideas, data, or methods in Turabian. Turabian allows citations to be noted in either parenthetical (author/date) format or in footnotes/endnotes. This handout shows only footnote/endnote (footnotes are generally preferred). For additional information, refer to the Kate L. Turabian's *A Manual for Writers of Term Papers, Theses, and Dissertations* (7th edition) or come to the Writing Center.

**IN-TEXT CITATIONS**

A footnote or endnote is indicated in the text by a superscript (raised) number. Footnotes appear at the bottom of the same page as the note and are separated by a short line from the text. Endnotes are listed on a separate page at the end of the paper, before the Bibliography. Use Microsoft Word "Insert-Footer/Endnote" to format your notes.

The first mention of a source should include full publication information.

EXAMPLE      Shakespeare's images of the seasons favors the "more lovely and more temperate" days of summer.<sup>1</sup>

For the second mention of a source, you may use the author's name, a shortened version of the title, and the page number; or you may use the word "ibid." and page number if the very next citation is from the same author and work. For example:

EXAMPLE      The concept of a "sovereign" author may be fading in the world of the Internet.<sup>2</sup>

EXAMPLE      Lunsford claims that both traditional and .com corporations are engaged in a "gold-rush" mentality that will obliterate any sense of individual authorship.<sup>3</sup>

**BLOCK QUOTATIONS**

Quotations that are five or more lines should be indented and single spaced. Do not use quotation marks for block quotations. Place a period at the end of the quotation and place the citation as a footnote or endnote number.

**COVER PAGE**

The essay title should be centered, in all caps, about 1/3 of the way down from the top margin, and should be single-spaced. About 2/3 of the way down from the top margin and centered should be the student's name, the title of the course on the next line, and the date on a third line. These also should be single-spaced. The cover page is not included in page numbering.

**LINE SPACING**

All lines are double-spaced with the following exceptions:

1.      Quotations: Long, indented quotations *may* be single-spaced; however, double-spacing is also proper. Check with your professor about line spacing of block quotes.
2.      Footnotes are single-spaced.
3.      Works Cited: Single space the entry for each author, but double space between entries of different authors.
4.      Itemized lists: Single space lists in your text.

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<sup>1</sup>William Shakespeare, "Shall I Compare Thee to a Summer's Day," in *The Norton Introduction to Literature*, ed. Jerome Beaty and J. Paul Hunter, 7th ed. (New York: W. W. Norton, 1998), 810-11.

<sup>2</sup>Andrea Abernethy Lunsford, "Rhetoric, Feminism, and the Politics of Textual Ownership," *College English* 61, no. 5 (May 1999): 529-544.

<sup>3</sup>Lunsford, "Rhetoric," 532. [Or *Ibid.*, 532.]

## TABLE OF CONTENTS

If the paper is long and is divided into chapters or sections, include a table of contents immediately following the cover page. Title it "CONTENTS," using all uppercase letters.

## BIBLIOGRAPHY OR SOURCES CONSULTED

Whether you use footnotes or endnotes, include a separate page at the end of the paper that lists complete publication information about the sources. The title of this reference page may be Bibliography or Sources Consulted (which is appropriate if oral interviews were used, for example).

- ▶ Alphabetize sources by the author's last name and first name, followed by a period. If there are two or more authors, only the first author's name should be reversed, and all authors' names should be included. For subsequent entries for the same author(s), use an em-dash (Microsoft Word "Insert, Symbol, Typographic Symbols" then use the long dash).
- ▶ For books, italicize the title and subtitle, but capitalize only the first word and any proper names. Publication information is separated by a colon (city: publishing company), followed by a period.
- ▶ For periodicals and magazines, enclose the title of the article in quotation marks and capitalize all important words. Place a period at the end of the article's title. Underline or italicize the name of the periodical and include the volume number and date of publication, followed by a colon and the page numbers. If you are using an electronic source, also include the URL (<http://>) and date accessed in square brackets [August 28, 2009], or a Digital Object Identifier (DOI) if one is provided. For popular magazines, such as *Time* or *The Atlantic*, do not use the volume and issue numbers.
- ▶ In the Bibliography, omit information about newspaper articles; classical literary works; the Bible and other sacred works; dictionaries and encyclopedias; personal communications; works of art, live performances, and television programs; and the U.S. Constitution and legal cases.
- ▶ The first line should be flush with the left margin, and all following lines should be indented five spaces. Single-space each entry, but double-space between entries.

### Bibliography Examples

Hewlett, Paul and Andrew Smith. "Effects of repeated doses of caffeine on performance and alertness: new data and secondary analyses," *Human Psychopharmacology* 22, no. 6 (August 2007): 339-350.  
doi:10.102/hup.854

Lunsford, Andrea Abernethy. "Rhetoric, Feminism, and the Politics of Textual Ownership."  
*College English* 61, no. 5 (May 1999): 529-544.

Shakespeare, William. "Shall I Compare Thee to a Summer's Day." In *The Norton Introduction to Literature*, 7th ed., edited by Jerome Beaty and J. Paul Hunter, 810-11. New York: W. W. Norton, 1998.

Wolf-Meyer, Matthew. "The World Ozymandias Made: Utopias in the Superhero Comic, Subculture, and the Conservation of Difference," *Journal of Popular Culture* 36, no. 3 [Winter 2003].  
[http://web.ebscohost.com.dml.regis.edu/ehost/resultsadvanced?vid=6&hid=101&sid=bdf0a1c8-8f0d-406b-b8e0-afab9e48e4f3%40replicon103&bquery=\(%C3%9Cbermensch\)&bdata=JmRiPWFwaCZjbGkwPVJWJmNsdjA9WSZjbGkxPVBUODImY2x2MT0oUFQrQWNhZGVtaWMrSm91cm5hbCtvcitQVctQZXJpb2RpY2FsK29yK1BUK1RyYWRIK1B1YmxpY2F0aW9uKSZ0eXBIPTEmc2l0ZT1laG9zdC1saXZl](http://web.ebscohost.com.dml.regis.edu/ehost/resultsadvanced?vid=6&hid=101&sid=bdf0a1c8-8f0d-406b-b8e0-afab9e48e4f3%40replicon103&bquery=(%C3%9Cbermensch)&bdata=JmRiPWFwaCZjbGkwPVJWJmNsdjA9WSZjbGkxPVBUODImY2x2MT0oUFQrQWNhZGVtaWMrSm91cm5hbCtvcitQVctQZXJpb2RpY2FsK29yK1BUK1RyYWRIK1B1YmxpY2F0aW9uKSZ0eXBIPTEmc2l0ZT1laG9zdC1saXZl) [accessed August 29, 2009].