

## TURABIAN DOCUMENTATION

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You must cite the words or ideas of others that you use in your research paper in order to (1) give credit to the original source, (2) let your readers judge the accuracy and reliability of your facts, and (3) allow readers to follow your research. Use quotation marks if you use the exact words of the original source. You do not need quotation marks if you paraphrase (restate the idea in your own words), but you still need to cite the source.

Kate Turabian, the dissertation secretary at the University of Chicago for over 30 years, created a guide for students and researchers, based on *The Chicago Manual of Style*. The Turabian manual describes two forms of citation:

- the **Notes-Bibliography Style** (15.3.1, p.142) — uses numbered notes to cite
- the **Author-Date Style** (15.3.2, p.143) — uses parenthetical, in-text citations

This guide will cover the **Notes-Bibliography Style**. For Notes-Bibliography Style citations, place a superscript number at the ends of sentences containing borrowed information (15.3.1):

According to Fruchtman, Thomas Paine was hailed as a champion of individual liberties in England after the publication of Paine's pamphlet, *Common Sense*.<sup>1</sup>

Cite the source of the information in a corresponding numbered note that provides information about that source and relevant page numbers. Use a new number each time you include a new quote or paraphrase, even if you use only one or two sources. Notes are arranged in numerical order, either at the bottom of the page as **footnotes** or in a list at the end of your paper as **endnotes**. Indent the first line of the note five spaces, or the same number of spaces that you use to indent paragraphs. Notes should be single-spaced with one blank line between notes.

Use the Latin abbreviation **ibid.** (for *ibidem*, "in the same place") to cite a work already cited in the immediately preceding note. *Ibid.* should be capitalized but not italicized and must end with a period. If a note is for the same work, different page, place a comma after *ibid.* followed by the page number (16.4.2, p.166-167).

To format your bibliography, leave two spaces between the word "Bibliography" and the first entry. Single-space the sources in your bibliography, leaving a blank line between each entry. 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" like this:

Lastname, Firstname. *The Austin Community College Library Guide to Turabian Citations: How to Format with Style*. Austin: ACC Guides, 2018.

To format hanging indents:

In Microsoft Word, highlight the text and click the arrow next to "Paragraph" in the Word toolbar to open the Paragraph menu. Under "Indentation" go to the "Special" drop box, select "Hanging," then click OK.

In Google Docs, highlight all but the first line in your citation and use the *increase indent* option on the Google Docs toolbar. Your citation will now have a hanging indent. You can also use the ruler (you may have to make it visible through the View menu) and drag the left margin control over to about five spaces or one-quarter inch.

Examples in this guide show the **Footnote/Endnote** citation first, then the **Bibliography** example. References to sections and page numbers in *A Manual for Writers of Research Papers, Theses, and Dissertations: Chicago Style for Students and Researchers*, 9<sup>th</sup> edition are included for further explanation.

### Note and Bibliography Examples

(Note examples appear first and are numbered.)

Type of Source	Example
<b>Books (Section 17.1, pp. 171-187)</b>	
<i>Book with one author</i>	1. David L. Holmes, <i>The Faiths of the Founding Fathers</i> (New York: Oxford University Press, 2006), 64.
<i>Preceding work, same page</i>	2. Ibid.
<i>Preceding work different page</i>	3. Ibid., 82.
<i>Shortened form for note of work already cited, preceded by a different work (16.4.1, p. 164)</i>	4. Holmes, <i>The Faiths of the Founding Fathers</i> , 80.
<i>Bibliography</i>	Holmes, David L. <i>The Faiths of the Founding Fathers</i> . New York: Oxford University Press, 2006.
<b>Book with more than one author or editor</b>	
<i>Footnote or Endnote</i>	5. Dorothy Denneen Volo and James M. Volo, <i>Daily Life during the American Revolution</i> (Westport, CT: Greenwood Press, 2003), 42.
<i>Footnote or Endnote</i> <i>Shortened note form, following a note for a different work.</i>	6. Volo and Volo, <i>Daily Life during the American Revolution</i> , 42.
<i>Bibliography</i>	Volo, Dorothy Denneen, and James M. Volo. <i>Daily Life during the American Revolution</i> . Westport, CT: Greenwood Press, 2003.
<b>Book with four or more authors</b>	
<i>Footnote or Endnote</i> <i>Use et al. after the first author's name</i>	7. Jacquelyn Dowd Hall et al., <i>Like a Family: The Making of a Southern Cotton Mill World</i> (Chapel Hill: University of North Carolina Press, 2000), 23-25.
<i>Bibliography</i> <i>List all authors' names</i>	Hall, Jacquelyn Dowd, James Leloudis, Robert Korstad, Mary Murphy, Lu Ann Jones, and Christopher B. Daly. <i>Like a Family: The Making of a Southern Cotton Mill World</i> . Chapel Hill: University of North Carolina Press, 2000.
<b>Book with author(s) plus editor (ed.) or translator (trans.) (17.1.1.1, p. 172)</b>	
<i>Footnote or Endnote</i>	8. Alexis de Tocqueville, <i>Democracy in America: and Two Essays on America</i> , trans. Gerald E. Bevan (London: Penguin, 2003), 600.
<i>Bibliography</i>	Tocqueville, Alexis de. <i>Democracy in America: and Two Essays on America</i> . Translated by Gerald E. Bevan. London: Penguin, 2003.
<b>Book with editor, translator, or compiler in place of author (17.1.1.2, p. 172-173)</b>	
<i>Footnote or Endnote</i> <i>Use the abbreviations ed. (or eds.), trans. or comp.</i>	9. Jack Goldstone, ed., <i>Who's Who in Political Revolutions</i> (Washington D.C.: Congressional Quarterly, 1999), 119-120.
<i>Bibliography</i>	Goldstone, Jack, ed. <i>Who's Who in Political Revolutions</i> . Washington D.C.: Congressional Quarterly, 1999.
<b>Chapter or other parts of a book (17.1.8, p. 183-184)</b>	
<i>Footnote or Endnote</i>	10. Eric Foner, "Tom Paine's Republic: Radical Ideology and Social Change," in <i>The American Revolution: Explorations in the History of American Radicalism</i> , ed. Alfred F. Young (DeKalb: Northern Illinois University Press, 1976), 189-90.
<i>Bibliography</i>	Foner, Eric. "Tom Paine's Republic: Radical Ideology and Social Change." In <i>The American Revolution: Explorations in the History of</i>

	<i>American Radicalism</i> , edited by Alfred F. Young, 189-228. DeKalb: Northern Illinois University Press, 1976.
<b>Two or more books by the same author</b>	
<i>Footnote or Endnote</i> When the work is not the first edition, an edition number or other information (e.g., revised edition) is abbreviated and follows the title in the citation.	11. Eric Foner, <i>Give Me Liberty!: An American History</i> , 3rd ed. (New York: W.W. Norton, 2012), 1:100-101.  12. Eric Foner, <i>The Story of American Freedom</i> (New York: W.W. Norton, 1998), 15-16.
<i>Bibliography</i> Arrange the entries alphabetically by title. After the first entry, replace the author's name with six hyphens (16.2.2, pp. 156-157)	Foner, Eric. <i>Give Me Liberty!: An American History</i> . 3rd ed. New York: W.W. Norton, 2012.  ----- . <i>The Story of American Freedom</i> . New York: W.W. Norton, 1998.
<b>Preface, foreword, introduction, or similar part of a book</b> (17.1.8, p.183)	
<i>Footnote or Endnote</i>	13. Joyce Oldham Appleby, Introduction to <i>Common Sense and Other Writings</i> , by Thomas Paine (New York: Barnes & Noble Classics, 2005), xxxvii.
<i>Bibliography</i>	Appleby, Joyce Oldham. Introduction to <i>Common Sense and Other Writings</i> , by Thomas Paine. New York: Barnes & Noble Classics, 2005.
<b>Electronic Books</b> (Section 17.1.10, p. 186) If you read the book online, include a URL. If you used a book from a library ebook collection, give the name of the database instead of a URL. If you download a book in a format that requires a specific app or device, include that information (e.g., EPUB, Adobe Digital Editions PDF, Kindle). For ebooks without page numbers, you can cite a chapter or section number (see 17.1.7.1 and 17.1.8). Access dates are not needed for formally published electronic sources (14.12, CMOS, 17th edition)	
<i>Footnote or Endnote</i>	14. Thomas Paine, <i>Rights of Man: Being an Answer to Mr. Burke's Attack on the French Revolution, Part 1</i> , ed. Moncure Daniel Conway (London: G.P. Putnam, 1894), 16-17, <a href="http://books.google.com/books?id=GrYBAAAAYAAJ">http://books.google.com/books?id=GrYBAAAAYAAJ</a> .
<i>Bibliography</i>	Paine, Thomas. <i>Rights of Man: Being an Answer to Mr. Burke's Attack on the French Revolution, Part 1</i> . Edited by Moncure Daniel Conway. London: G.P. Putnam, 1894. <a href="http://books.google.com/books?id=GrYBAAAAYAAJ">http://books.google.com/books?id=GrYBAAAAYAAJ</a> .
<i>Footnote or Endnote</i>	15. Jack Fruchtman, <i>Thomas Paine: Apostle of Freedom</i> (New York: Four Walls Eight Windows, 1996), 450-54, eBooks on EBSCOhost.
<i>Bibliography</i>	Fruchtman, Jack. <i>Thomas Paine: Apostle of Freedom</i> . New York: Four Walls Eight Windows, 1996. eBooks on EBSCOhost.
<i>Footnote or Endnote</i>	16. Thomas Paine, <i>Common Sense</i> (Philadelphia: W. & T. Bradford, February 14, 1776; Project Gutenberg, 2008), chap. 2, <a href="http://www.gutenberg.org/ebooks/147">http://www.gutenberg.org/ebooks/147</a> .
<i>Bibliography</i>	Paine, Thomas. <i>Common Sense</i> . Philadelphia: W. & T. Bradford, February 14, 1776; Project Gutenberg, 2008. <a href="http://www.gutenberg.org/ebooks/147">http://www.gutenberg.org/ebooks/147</a> .
<b>Reference Works – Encyclopedias, dictionaries, handbooks, almanacs, atlases, etc.</b> (Section 17.9, p. 204). “Well-known reference works, such as major dictionaries and encyclopedias, should usually be cited	

only in notes. You do not need to include them in your bibliography, although you may choose to include a specific work that is critical to your argument or frequently cited. Within the note, you may omit the facts of publication, but you must specify the edition (if not the first, or unless no edition is specified). Items consulted online will require a URL (see 15.4.1.3); for undated items, include an access date (see 15.4.1.5). For a work arranged by key terms such as a dictionary or encyclopedia, cite the item (not the volume or page number) preceded by *s.v.* (for *sub verbo*, meaning “under the word”; pl. *s.vv.*)” (p. 204).

Edition and volume numbers in reference works: If volumes are not individually titled (17.1.4.1, p. 178), list the volume number followed by a colon and the page numbers in the Note Form. For reference works in library subscription databases (15.4.1.4, p. 145), list page and volume numbers if available. If the database provides a URL for the source, use the one provided instead of the URL in your browser address bar. A URL based on a DOI is best. If there is no short or direct URL, substitute the name of the database for the URL.

<i>Footnote or Endnote</i>	17. <i>Encyclopaedia Britannica</i> , <i>s.v.</i> "Paine, Thomas (1737–1809)," <a href="http://www.britannica.com/EBchecked/topic/438489/Thomas-Paine">http://www.britannica.com/EBchecked/topic/438489/Thomas-Paine</a> .
<i>Bibliography</i>	No bibliography entry is needed for well-known reference works.
<i>Footnote or Endnote</i>	18. Mark Grossman, "Paine, Thomas (1737-1809)," in <i>Encyclopedia of the Continental Congresses</i> , (Amenia, NY: Grey House Publishing, 2015), 2:1104-1110, Gale Virtual Reference Library.
<i>Bibliography</i>	Grossman, Mark. "Paine, Thomas (1737–1809)." In <i>Encyclopedia of the Continental Congresses</i> , Vol. 2, 1104-1110. Amenia, NY: Grey House Publishing, 2015. Gale Virtual Reference Library.
<i>Footnote or Endnote</i>	19. Michael Allen Holmes, "Common Sense," in <i>Milestone Documents in American History: Exploring the Primary Sources that Shaped America</i> , ed. Paul Finkelman (Dallas: Schlager Group, 2008), 1:115-121.
<i>Bibliography</i>	Holmes, Michael Allen. "Common Sense." In <i>Milestone Documents in American History: Exploring the Primary Sources that Shaped America</i> . Vols. 1-4, edited by Paul Finkelman. Dallas: Schlager Group, 2008.

**Journals** (17.2, pp. 187-191), **Magazines** (17.3, pp.191-192), & **Newspapers** (17.4, pp. 192-193). For articles consulted online, include an access date and a URL. If articles include a DOI, use that instead of the URL in your browser address bar. If you retrieved the article from a library database, you may give the name of the database instead of a URL. Access dates are not needed for formally published electronic sources (14.12, CMOS, 17th ed.). You can usually omit an initial *The* in journal, magazine, and newspaper titles.

“Journals are scholarly or professional periodicals available primarily in academic libraries and by subscription.” (17.2, p. 187).

<i>Article from a database</i> <i>Footnote or Endnote</i>	20. Robert Lamb. "The Liberal Cosmopolitanism of Thomas Paine." <i>Journal of Politics</i> 76, no. 3 (July 2014): 636-648, Academic Search Complete. <a href="http://doi.org/10.1017/S0022381614000115">http://doi.org/10.1017/S0022381614000115</a> .
<i>Bibliography</i>	Lamb, Robert. "The Liberal Cosmopolitanism of Thomas Paine." <i>Journal of Politics</i> 76, no. 3 (July 2014): 636-648. Academic Search Complete. <a href="http://doi.org/10.1017/S0022381614000115">http://doi.org/10.1017/S0022381614000115</a> .
<i>Article in a print journal</i> <i>Footnote or Endnote</i>	21. Thomas C. Walker, "Two Faces of Liberalism: Kant, Paine, and the Question of Intervention," <i>International Studies Quarterly</i> 52, no. 3 (September 2008): 449.
<i>Bibliography</i>	Walker, Thomas C. "Two Faces of Liberalism: Kant, Paine, and the Question of Intervention." <i>International Studies Quarterly</i> 52, no. 3 (September 2008): 449-468.

**Magazines** (17.3, pp.191-192). “Cite magazines by date only, even if they are numbered by volume and issue. You may omit the article’s inclusive page numbers in a bibliography entry, since magazine articles often span many pages.... As with journals, you can omit an initial *The* from the magazine title.”

<i>Article in a print magazine Footnote or Endnote</i>	22. Richard Brookhiser, "Tom Paine. / Collected Writings," <i>National Review</i> , May 15, 1995, 65.
<i>Bibliography</i>	Brookhiser, Richard. "Tom Paine. / Collected Writings." <i>National Review</i> , May 15, 1995.
<i>Article from a database Footnote or Endnote</i>	23. Barbara Ehrenreich, "Real Patriots Speak Their Minds," <i>Time</i> , July 8, 1991, 66, Academic Search Complete.
<i>Bibliography</i>	Ehrenreich, Barbara. "Real Patriots Speak Their Minds." <i>Time</i> , July 8, 1991. Academic Search Complete.
<b>Newspaper articles</b> (Sections 17.4, pp. 192-193) Keep the initial article for newspapers published in other countries, e.g., <i>Le Soleil de Québec</i> , <i>El Mundo</i> . Add the name of the city to the title if it is not a well-known newspaper like <i>Wall Street Journal</i> or <i>Christian Science Monitor</i> . The name of a news website can usually be treated similarly. Do not include page numbers because a newspaper may have several editions where items may appear on different pages or may even be dropped. Do include the edition you consulted. Articles from Sunday "magazine" supplements or other special sections should be treated the same as magazine articles. (p.193). Newspaper articles may be cited in running text ("As David Chen noted in a <i>New York Times</i> article on March 30, 2001. . . .") instead of in a note, and they are commonly omitted from a bibliography, unless a "specific article ... is critical to your argument or frequently cited."	
<i>Article from a database Footnote or Endnote</i>	24. David W. Chen, "Rehabilitating Thomas Paine, Bit by Bony Bit." <i>New York Times</i> , March 30, 2001, <a href="http://search.proquest.com/docview/431684606?accountid=7013">http://search.proquest.com/docview/431684606?accountid=7013</a> .
<i>Bibliography</i>	Chen, David W. "Rehabilitating Thomas Paine, Bit by Bony Bit." <i>New York Times</i> , March 30, 2001. <a href="http://search.proquest.com/docview/431684606?accountid=7013">http://search.proquest.com/docview/431684606?accountid=7013</a> .
<b>Websites, Blogs, and Social Media</b> (Sections 17.5 pp. 194-197) "Social media content is normally cited in the text or notes but not in the bibliography. Include a specific item in your bibliography only if it is critical to your argument or frequently cited. To cite direct messages and other personal or private content, follow the guidelines for citing personal communications" (see 17.6.2, p. 195).	
<i>Website Footnote or Endnote Webpage with author</i>	25. Steven Kreis, "Thomas Paine, 1737-1809," <i>The History Guide: Lectures on Modern European Intellectual History</i> , last revised May 30, 2013, <a href="http://www.historyguide.org/intellect/paine.html">http://www.historyguide.org/intellect/paine.html</a> .
<i>Bibliography (If there is no author, list the source under the title of the website or the name of its owner or sponsor)</i>	Kreis, Steven. "Thomas Paine, 1737-1809." <i>The History Guide: Lectures on Modern European Intellectual History</i> . Accessed April 20, 2018. <a href="http://www.historyguide.org/intellect/paine.html">http://www.historyguide.org/intellect/paine.html</a> .
<i>Blog Footnote or Endnote Blog entries or comments may be cited in running text instead of in a note.</i>	26. Kenneth W. Burchell, "On the Bicentennial of the Death of Thomas Paine, June 8, 1809," <i>Thomas Paine Review</i> , accessed April 20, 2018, <a href="http://kenburchell.blogspot.com/p/on-bicentennial-of-death-of-thomas.html">http://kenburchell.blogspot.com/p/on-bicentennial-of-death-of-thomas.html</a> .
<i>Bibliography Blog entries are commonly omitted from a bibliography</i>	Burchell, Kenneth W. "On the Bicentennial of the Death of Thomas Paine, June 8, 1809." <i>Thomas Paine Review</i> . Accessed April 20, 2018. <a href="http://kenburchell.blogspot.com/p/on-bicentennial-of-death-of-thomas.html">http://kenburchell.blogspot.com/p/on-bicentennial-of-death-of-thomas.html</a> .
<i>Twitter Footnote or Endnote</i>	27. Thomas Paine Society, Twitter post, January 26, 2014 (3:10 p.m.), <a href="https://twitter.com/CitizenPaine">https://twitter.com/CitizenPaine</a> .
<i>Generative AI</i>	ChatGPT, response to "Based on the novel, who do blue eyes symbolize in Toni Morrison's <i>The Bluest Eye</i> ?" OpenAI, March 7, 2024, <a href="https://chat.openai.com/chat">https://chat.openai.com/chat</a> .
<b>Visual and Performing Arts</b> (Section 17.10, pp. 206-213)	
<i>Actual image in a gallery Footnote or Endnote</i>	28. John Wesley Jarvis, <i>Thomas Paine</i> , ca. 1806-1807, National Gallery of Art, Washington, D.C.
<i>Bibliography</i>	Bibliography entry is usually not needed.

<i>Image in a published source Footnote or Endnote</i>	29. William Sharp, Thomas Paine (engraving), 1793, in Jack Fruchtman, <i>Thomas Paine: Apostle of Freedom</i> (New York: Four Walls Eight Windows, 1996), 274, eBooks on EBSCOhost.
<i>Bibliography</i>	Sharp, William. <i>Thomas Paine</i> (engraving), 1793. In Jack Fruchtman, <i>Thomas Paine: Apostle of Freedom</i> . New York: Four Walls Eight Windows, 1996. eBooks on EBSCOhost.
<i>Live performance Footnote or Endnote</i>	30. <i>1776</i> , by Peter Stone, music and lyrics by Sherman Edwards, directed by Cheryl Denson, Lyric Stage, Irving, Texas, October 26, 2012.
<i>Bibliography</i>	Bibliography entry is usually not needed for live performances.
<i>Movies, Television, Radio, and Similar Productions and their recordings -Footnote or Endnote</i>	31. <i>Liberty! The American Revolution</i> , directed by Ellen Hovde and Muffie Meyer (KTCA-TV in association with Middlemarch Films, Inc.; Twin Cities Public Television, 1997), DVD, PBS Video, 2004.
<i>Bibliography</i>	<i>Liberty! The American Revolution</i> . Directed by Ellen Hovde and Muffie Meyer. KTCA-TV in association with Middlemarch Films, Inc.; Twin Cities Public Television, 1997. DVD. PBS Video, 2004.
<i>Streaming Media Database Footnote or Endnote</i>	32. <i>To Begin the World Over Again</i> (The Life of Thomas Paine Productions, Inc., 2015), 74 min., Kanopy, <a href="http://austincc.kanopy.com/video/begin-world-over-again">http://austincc.kanopy.com/video/begin-world-over-again</a> .
<i>Bibliography</i>	<i>To Begin the World Over Again</i> . The Life of Thomas Paine Productions, Inc. 2015. 74 min. Kanopy. <a href="http://austincc.kanopy.com/video/begin-world-over-again">http://austincc.kanopy.com/video/begin-world-over-again</a> .
<i>TEDx, YouTube Video Footnote or Endnote</i>	33. Alec Looorz, <i>The World in Our Grasp</i> (TEDxYouth@SanDiego, YouTube, Dec 14, 2011), 7:37 min., <a href="https://youtu.be/OcguzSPuAlo">https://youtu.be/OcguzSPuAlo</a> .
<i>Bibliography</i>	Looorz, Alec. <i>The World in Our Grasp</i> . TEDxYouth@SanDiego. YouTube. Dec.14, 2011. 7:37 min. <a href="https://youtu.be/OcguzSPuAlo">https://youtu.be/OcguzSPuAlo</a> .
<i>YouTube Video Footnote or Endnote</i>	34. <i>Paine vs. Burke</i> , Thom Hartmann Program (YouTube, December 10, 2013), 9:16 min., <a href="http://youtu.be/PjE3xbbj6eI">http://youtu.be/PjE3xbbj6eI</a> .
<i>Bibliography</i>	<i>Paine vs. Burke</i> . Thom Hartmann Program. YouTube. December 10, 2013. 9:16 min. <a href="http://youtu.be/PjE3xbbj6eI">http://youtu.be/PjE3xbbj6eI</a> .
<i>Sound Recordings Footnote or Endnote</i>	35. "Thomas Paine." <i>Heritage USA, Vol. 2, Part 1: Documents and Speeches</i> , read by David Kurlan, text by Charles Edward Smith, produced by Richard Brandon Morris, released 1956. Smithsonian Folkways Recordings, 2004, CD. 2:43 min
<i>Bibliography</i>	"Thomas Paine." <i>Heritage USA, Vol. 2, Part 1: Documents and Speeches</i> . Read by David Kurlan. Text by Charles Edward Smith. Produced by Richard Brandon Morris. Released 1956. Smithsonian Folkways Recordings, 2004. CD. 2:43 min
<i>Video Games and Apps</i>	"To cite video games and apps, adapt the examples ... on multimedia as needed. Titles of video games, like titles of movies, can be italicized. Include a version number and information about the device or operating system required to run the game or app" (p. 211).
<b>Lectures, Interviews, and Personal Communications</b> (17.6 – 17.7.2, pp. 197-199)	
<i>Unpublished lecture Footnote or Endnote</i>	36. Joe Conason, "Thomas Paine Memorial Lecture" (Center for Inquiry, New York, NY, January 21, 2009).
<i>Bibliography</i>	Bibliography entry is usually not needed for unpublished lectures.
<i>Personal communication Footnote or Endnote</i>	37. In a conversation with me, John Jones stated that Thomas Paine...
<i>Bibliography</i>	Cite conversations, letters, email or text messages, and direct or private messages shared through social media only in notes.
<b>Public Documents</b> (Section 17.9, pp. 206-215)	

These vary considerably, and include congressional publications, reports and documents, bills and resolutions, hearings, statutes, presidential publications, publications of government departments and agencies, the US Constitution, treaties, legal cases, state and local government documents, Canadian and British government documents, publications of international bodies, and online public documents. It is best to consult the Turabian manual or *The Chicago Manual of Style* for an example that is similar to the source you are using.

#### **Notes** (16.3-16.4.3.2, pp. 160-168)

Notes are numbered as they appear in the text of your paper, using the formats in the examples above.

To insert footnotes:

In Microsoft Word, click in the text to place an insertion point where you are referring to a source used for information. Click on **References** in the top menu, choose **Turabian** from the drop down menu, and then choose **Insert Footnote**. Word will place a superscript number at the insertion point and a short rule between the last line of your text and the first footnote on the page. You can then type in the footnote citation next to the number at the bottom of the page. Repeat this process to add footnotes.

In Google Docs click in the text to place an insertion point where you are referring to a source used for information. Click Insert, then select Footnote from the drop-down menu. Google Docs will place a superscript number in the body of the document, as well as at the bottom of the page. You can then type in the footnote citation. Repeat these steps to add footnotes.

The following is an **Endnote** example. Endnotes are placed on a separate page at the end of your paper, just before your bibliography.

#### **Endnotes**

1. David L. Holmes, *The Faiths of the Founding Fathers* (New York: Oxford University Press, 2006), 64.
2. Ibid.
3. Eric Foner, "Tom Paine's Republic: Radical Ideology and Social Change," in *The American Revolution: Explorations in the History of American Radicalism*, ed. Alfred F. Young (DeKalb: Northern Illinois University Press, 1976), 189-90.
4. Holmes, *The Faiths of the Founding Fathers*, 66.
5. Jack Fruchtman, *Thomas Paine: Apostle of Freedom* (New York: Four Walls Eight Windows, 1996), 450-54, eBooks on EBSCOhost.
6. Robert Lamb, "The Liberal Cosmopolitanism of Thomas Paine," *Journal of Politics* 76, no. 3 (July 2014): 636-648, <http://doi.org/10.1017/S0022381614000115>.
7. Eric Foner, *The Story of American Freedom* (New York: W.W. Norton, 1998), 15-16.

#### **Bibliographies** (16.2-16.2.2, pp. 155-157)

Please see the Turabian manual for more information on the various types:

- Selected bibliography
- Single-author bibliography
- Annotated bibliography

Your bibliography should be on a separate page at the end of your paper. Create a bibliography entry for each source and arrange entries in alphabetical order by the first word of the work, which could be a person's last name, an organization's name, or the first word of a title (ignore the articles A, An, and The in titles and alphabetize by the next word). Well-known dictionaries and encyclopedias are normally cited only in notes and do not appear in bibliographies, but you may want to include entries from subject-specific encyclopedias.

If you are citing more than one work by the same individual, arrange the entries alphabetically by title (16.2.2, pp. 156-157). After the first entry, replace the author's name with six hyphens.

Single-space the bibliography, leaving one blank line between entries. Use a "hanging indent" style if the entry is more than one line in length, as shown in the Type of Source examples.

The following is an example of a bibliography that lists the sources cited in the notes in alphabetical order.

### Bibliography

Burchell, Kenneth W. "On the Bicentennial of the Death of Thomas Paine, June 8, 1809." *Thomas Paine Review*. Accessed April 20, 2018. <http://kenburchell.blogspot.com/p/on-bicentennial-of-death-of-thomas.html>.

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