Sample Turabian Style and Formatting
(Adapted from Kate L. Turabian, A Manual for Writers, 6th ed.)

On the following pages you will find examples that should help you as you write class papers, theses or dissertations. The earlier you or the person who does you typing gets familiar with the Turabian style and formatting, the easier it will become.

It’s recommended that you get a copy of the sixth edition, as there will likely be specialized questions that are not answered in this document. When in doubt you should go directly to the Turabian book.
Sample Title Page

Note that when this model is used, spacing may vary slightly depending upon the number of Lines in the title, etc. But space $A'$ should always be equal to or greater than space $A$, $B'$ should always equal space $B$, and $C'$ should equal space $C$. 

1. Western State University
2. A study of Corn Futures
3. On the Commodities Exchange
4. A dissertation submitted to
5. The faculty of the Division of the Social Sciences
6. In candidacy for the degree of
7. Doctor of Philosophy
8. Department of Economics
9. By
10. Jane Smith
11. City, State
12. Month Year

$A = 1$ inch or more

$B = \text{Will vary with length of title}$

$C = \text{Will vary with length of title}$

$A' = A \text{ or greater than } A$

$B' = B$

$C' = C$

$1 \frac{1}{2}$ inches or more

1 inch or more
Sample Table of Contents, First Page

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Every study is based on certain foundational principles and underlying assumptions and this one is no different. Since this study is based largely on work done in the relatively new field of “Church Health and Effectiveness,” we must start with a brief description of this field of study, as well as the principles upon which the field is founded.

In the 1950’s, the term “church growth” was virtually unknown. There were no books on the subject, and no seminars for pastors to attend. And, there were certainly no courses in Bible Colleges or Seminaries on the subject. A complete turnaround took place in the next 30 years, with the term “church growth” now recognized by virtually everyone associated with church work of any kind.

The field of church growth began with the publication of a book, The Bridges of God, by Dr. Donald McGavran in 1955. Based on his experience in the mission field as well as his observations and practical research, the book was the first of its kind. While it was not immediately accepted, it gradually drew the attention of more and more people, until Dr. McGavran was asked to serve as Dean of the School of World Missions at Fuller Seminary.

Since that time, Dr. McGavran has been designated the “father” of the church growth movement.
Dr. O.D. Emery has stated, “Growing churches have purposeful, goal-directed, achievement-oriented leadership.” This idea of clearly defined objectives and goals provides the foundation for proper decision-making and planning. Lawrence Richards points out that, “It is necessary for renewal to focus thinking in our churches on goals—not on means. When the goals are defined, and our objectives are stated, God can lead us into creative ways of working them out.” Edward Dayton and Ted Engstrom have provided some of the clearest thinking in regard to goals and their purpose.

Goals give a sense of direction and purpose. (2) Goals give us the power to live in the present. (3) Goals promote enthusiasm and strong organizational life. (4) Goals help us to operate more effectively. (5) Goals help us to evaluate our progress. (6) Goals force us to plan ahead. (7) Goals help us to communicate within the organization. (8) Goals give people a clear understanding of what is expected. (9) Goals help to reduce needless conflict and duplication of effort. (10) Goals take the emphasis off activity and place it on output. (Dayton and Engstrom 1979, 56-58.)

Fulfilling the Great Commission

While most churches give lip service to the fulfillment of the Great Commission church that puts evangelism at the very top of its priorities that is going to see growth. The church that establishes evangelism as a top priority and then constantly evaluates the success or failure of its efforts is the church that has the most potential for reaching new people. In a recent study that was done comparing the growth rates of several churches, the one variable that accounted for the major difference was the emphasis each pastor placed on his activities

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9Dr. O.D. Emery quoted in Vergil Gerber, God’s Way to Keep a Church Going and Growing (Glendale, CA: G/L Publications, 1973), 137.
10Lawrence O. Richards, A New Face for the Church (Grand Rapids, MI: Zondervan, 1970), 192.
Sample Bibliography (List of works cited)

BIBLIOGRAPHY


Sample Citations

The following sets of examples illustrate footnotes/endnotes (F/E), bibliographic references (B), parenthetical references (PR), and reference-list (RL) entries exclusive of those used in citations of public documents. For footnotes or endnotes you are allowed to use either numbers in superscript (with no period following) or simply by typing the note number preceding the footnote/endnote followed by a period. Titles of books can either be italicized or underlined.

BOOKS

Single Author

F/E


B


PR

(Franklin 1985, 54)

RL


Two Authors

F/E


B


FR

(Kernighan and Ritchie 1978, 185)

RL


Three Authors

F/E

3 Mary Lyon, Bryce Lyon, and Henry S. Lucas, The Wardrobe Book of William de Norwell, 12 July 1338 to 27 May 1340, with the collaboration of Jean de Sturier (Brussels: Commission Royale d'Histoire de Belgique, 1983), 42.

B


FR

(Lyon, Lyon, and Lucas 1983, 42)

RL

More than Three Authors


FR. (Greenberger and others 1974, 50)


No Author Given


PR (The lottery [1732], 20-25).


No Author Given, Name Supplied

F/E 6[Henry K. Blank], *Art for Its Own Sake* (Chicago: Nonpareil Press, 1910), 8.


PR ([Blank] 1910, 8)


Pseudonymous Autnor, Real Name Supplied


PR (Markham 1872, 9)

Or

(Penrose 1872, 9)


Or

Penrose, Elizabeth Cartright. 1872. *See* Markham, Mrs [Elizabeth Cartright Penrose]. 1872.

Institution, Association, or the Like as Author

F/E 8American Library Association, Young Adult Services Division, Services Statement Development Committee, *Directions for Library Service to Young Adults* (Chicago: American Library Association, 1978), 25.
B American Library Association, Young Adult Services Division, Services Statement Development Committee. Directions for Library Service to Young Adults. Chicago: American Library Association, 1978.

PR (American Library Association 1978, 25)


Editor or Compiler as “Author”


PR (von Hallberg 1984, 225)


Author’s Work Translated or Edited by Another


PR (Anouilh 1955, 86)


Author’s Work Contained in Collected Works


PR (Coleridge 1884, 18)


Volume in a Multivolume Work with a General Title and Editor(s)


PR (Ray 1959, 47-49)

Or

(Hefner 1959, 47-49)


Or

**Volume in a Multivolume Work with a General Title**

F/E  

B  

PR  
(Wright 1978, 67)

RL  

**Book in a Series**

F/E  

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PR  
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RL  

**Books in a Series Naming the Series Editor**

F/E  

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PR  
(Issawi 1980, 48)

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**Edition Other Than the First**

F/E  

B  

PR  
(Bover 1948, 89)

RL  
Reprint Edition

In footnotes and endnotes the publisher and date of a reprint edition are given following the usual information about the book as originally issued. In reference list entries the date of the source the citation was taken from follows the author’s name, and the date and publisher of the original edition are added either following the title or at the end of the entry as shown below.

F/E

B

PR
David 1990, 134-56)

RL

Or

Paperback Edition

Entries for paperback reprints should also give original publication data as well as reprint data; citations of original paperbacks often are identified by the name of the paperback line (e.g., Anchor Books, Phoenix Books):

F/E

B

PR
(Kennan 1970, 50)

RL

Or

Component Part by One Author in a Work by Another

F/E

B

PR
Beech 1982, 115)

**Book Privately Printed**

F/E 20 John G. Barrow, A Bibliography of Bibliographies in Religion (Austin, TX: by the author, 1955), 25.


PR (Barrow 1955, 25)


**Secondary Source of Quotation**


PR (Barthes 1968)


**Published Reports and Proceedings—Author Named**


PR (Cohen 1984, 150)


**Published Reports and Proceedings—Chairman of Committee Named**


PR (Report of the Committee on Financial Institutions 1963, 12)

Or
(Heller 1963, 12)


**Unpublished Reports and Proceedings**

Titles of unpublished reports and proceedings are put in quotation marks. When not given in the title, place and date follow the title. There may also be the notation “typewritten” or “photocopied.”


PR (Psacharopoulos and Hincliffe 1983, 5)


**Yearbooks: Department of Government**


PR (Department of Agriculture 1981, 250)


**Yearbooks: Article in a Yearbook**


PR (Wilson 1917, 21)


**Articles in Journals**


PR (Jackson 1979, 180)


**Articles in a Magazine**


PR (Weber 1985, 42)


**Articles in Encyclopedias—Unsigned Article**

Well known reference books are generally not listed in bibliographies. In notes or parenthetical references the facts of publication are usually omitted, but the edition, if not the first, must be specified.


PR (Columbia Encyclopedia, 5th ed., s.v. “cold war”)

**Articles in Encyclopedias—Signed Article**


PR (Morris Jastorw, “Nebo,” in Encyclopaedia Britannica, 11th ed.)

**Newspapers**

News items from daily papers are rarely listed separately in a bibliography or reference list. If a newspaper is cited only once or twice, a note or a parenthetical reference in the text is sufficient:

F/N  31Irish Daily Independent (Dublin), 16 June 1904.

PR (Irish Daily Independent [Dublin], 16 June 1904).

**Newspapers—Repeated References to Newspapers or Periodicals**

If the writer has used issues of a newspaper or periodical covering a considerable period, this fact may be indicated by giving the title of the publication plus the dates. Such references are usually grouped in a separate section of the bibliography or reference list:

Turabian Style and Formatting


**Interviews—Published Interview**


PR   (Fowles 1985-86, 370)


**Interviews—Unpublished Interview**

F/E  33 Benjamin Spock, interview by Milton J. E. Senn, 20 November 1974, interview 67A, transcript, Senn Oral History Collection, National Library of Medicine, Bethesda, MD.


PR   (spock 1974)


**Unpublished Interview by Writer of Paper**


PR   (Washington 1985)


**Unpublished Materials—Letter**

F/E  35 Percy Bysshe Shelley, Padua, to Mary Wollstonecraft Shelley, Este, 22 September 1818, transcript in the hand of Mary Wollstonecraft Shelley, Special Collections, Joseph Regenstein Library, University of Chicago, Chicago.

B    Shelley, Percy Bysshe, Padua, to Mary Wollstonecraft Shelley, Este, 22 September 1818. Transcript in the hand of Mary Wollstonecraft Shelley. Special Collections, Joseph Regenstein Library, University of Chicago, Chicago.

PR   (Shelley 1818)

Unpublished Materials—Speech

F/E  36 Eulogy of Charles V in Latin, apparently written at the monastery of St. Just, Spain, [ca. 1500]. Special Collections, Joseph Regenstein Library, University of Chicago, Chicago.

B  Eulogy of Charles V. In Latin, apparently written at the monastery of St. Just, Spain, [ca. 1500]. Special Collections, Joseph Regenstein Library, University of Chicago, Chicago.

PR  (Eulogy of Charles V [ca. 1500])

RL  Eulogy of Charles V. [Ca. 1500.] In Latin, apparently written at the monastery of St. Just, Spain. Special Collections, Joseph Regenstein Library, University of Chicago, Chicago.

Unpublished Materials—Manuscript


PR  (Craft 1970[?], 136)


The use of the question mark in parentheses after the date means that its accuracy is uncertain, even though parts of the manuscript may have been dated with some certainty. Note that if an unpublished manuscript is undated by a reliable date has been supplied, this date appears in brackets. Brackets are also used in place of parentheses within parentheses.

Unpublished Materials—Thesis or Dissertation


PR  (Artioli 1985, 10)


Unpublished Materials—Electronic Document


PR  (Flax 1979)