**TURABIAN FORM**

The most commonly used authority for the style and documentation of academic papers in the humanities is **Kate L. Turabian, *A Manual for Writers of Research Papers, Theses, and Dissertations*, 9th ed. (Chicago: University of Chicago Press, 2018)**. Turabian form will be followed for this course. Copies are available on library reserve. Much of her book is irrelevant for the brief type of paper you will be preparing, but if you have never used Turabian, it would be useful at least to skim through the work. Special attention, however, should be paid to the following:

***21.1-12 on punctuation***, esp. 21.2-4 on commas, semicolons, and colons. Rules 21.2.1, 21.2.3, and 21.3 are particularly crucial.

***22.2.1 on italicizing*** foreign (e.g., Greek) words (unless you are already using a foreign alphabet, e.g., Greek).

***7.9, 25.1 on plagiarism*** and accuracy of quotation

***7.5, 25.2.2 on block quotations*** (five or more lines, single-spaced, indented, without quotation marks).

***15.3.1, 16.3.2-4 on use of footnotes/endnotes***. Superscripts always go after punctuation.

***17.1-17.10 on sample footnote and bibliographic entries***. You will not have to use the vast majority of these; instead, almost all your entries will follow one of these forms: 17.1.1 (one author), 17.1.8 (first example), and 17.2.4.

**Instances in which Turabian form should be simplified include**: (1) Information about translators and revisions may be deleted from footnotes and bibliography. (2) Following the first **full** reference in the footnotes to a particular work, subsequent references should contain only the author’s last name, an abbreviated title (italicized, if a book, or enclosed in quotations if an article) and pages [e.g. Stein, *Parables*, 53]). (3) Never write out the words “chapter(s)” or “verse” after the title of a biblical book, but use the form: Matthew 5, Luke 6:9. (4) For journal articles do **not** include the month or issue number unless pagination is not cumulative for the entire year.

***Put scripture references in the text as parenthetical notes, not in footnotes or endnotes***. For example, “The most famous saying of Jesus on judgment appears in the Sermon on the Mount (Matt. 7:1).” Never include punctuation before an open parenthesis, always after the close parenthesis, unless what is in parenthesis forms an entire sentence—then the punctuation comes before the close parenthesis. Punctuation, however, always comes before a close quotation mark. Abbreviations may appear in parenthesis and footnotes/endnotes but should be avoided in the text itself.

***For cumulative pagination*,** never use more than two digits with the second number, unless you change hundreds in the process. Thus pages 5-9 are written as 5-9, pages 20-63 are written as 20-63, but pages 245-267 are written as 245-67. But pages 298-323 *are* written as 298-323. If the first and last page is within the first ten of any hundred, use only the final digit of the second number. Thus pages 101-109 are written as 101-9.

***Abbreviations should appear only in parentheses or footnotes/endnotes*.** The main instances of these will be with “verse(s),” “chapter(s),” and the names of biblical or extra-biblical books. Thus in the regular text of a paper, write “In verses 8-10 we read. . .” but in parentheses or footnotes, write (“In vv. 8-10 we read. . .”).

**SAMPLE FOOTNOTES & BIBLIOGRAPHIC ENTRIES IN TURABIAN FORM**

Follow these models religiously!

**FOOTNOTES (First Entries)**

1 Craig L. Blomberg with Jennifer Foutz Markley, *A Handbook of New Testament Exegesis* (Grand Rapids: Baker, 2010), 35.

2 David Mathewson, “Reading Heb 6:4-6 in Light of the Old Testament,” *Westminster Theological Journal* 61 (1999): 209.

3 William W. Klein, “Exegetical Rigor with Hermeneutical Humility: The Calvinist-Arminian Debate and the New Testament,” in *New Testament Greek and Exegesis*, edited by Amy M. Donaldson and Timothy B. Sailors (Grand Rapids: Eerdmans, 2003), 26-27.

4 J. Goetzmann, “Understanding,” in *New International Dictionary of New Testament Theology*, ed. Colin Brown, vol. 3 (Grand Rapids: Zondervan, 1978), 130-33.

**Second Entries:** use author’s last name only (unless there are two authors with the same last name), plus a one- to four-word shortened title reflecting the most important words of the title, and pagination. . .

5 Blomberg with Markley, *New Testament Exegesis*, 41.

6 Mathewson, “Heb 6:4-6,” 210-11.

7 Klein, “Exegetical Rigor,” 33.

8 Goetzmann, “Understanding,” 131.

. . . unless two consecutive notes are from the same source, in which case use Ibid., followed by the page number(s). If the page number(s) are unchanged, use Ibid. by itself. (Ibid. is the abbreviation of the Latin *ibidem*, meaning “in the same place. Because it is an abbreviation it has a period after it, even if followed by a comma and pagination.)

**BIBLIOGRAPHY (must be alphabetized by authors’ last names)**

Blomberg, Craig L. with Jennifer Foutz Markley. *A Handbook of New Testament Exegesis*. Grand Rapids: Baker, 2010.

Goetzmann, J. “Understanding.” In *New International Dictionary of New Testament Theology*, edited by Colin Brown, vol. 3, 130-33. Grand Rapids: Zondervan, 1978.

Klein, William W. “Exegetical Rigor with Hermeneutical Humility: The Calvinist-Arminian Debate and the New Testament.” In *New Testament Greek and Exegesis*, edited by Amy M. Donaldson and Timothy B. Sailors, 23-36. Grand Rapids: Eerdmans, 2003.

Mathewson, David. “Reading Heb 6:4-6 in Light of the Old Testament.” *Westminster Theological Journal* 61 (1999): 209-25.

**COMMENTARIES**

When an **entire volume is written by a single author**, you may treat it just like an ordinary book, omitting the name of the series and series editor:

**Footnote**: 9 Craig L. Blomberg, *Matthew* (Nashville: Broadman, 1992), 102.

**Bibliography Entry**: Blomberg, Craig L. *Matthew*. Nashville: Broadman, 1992.

When the author has contributed only **a portion of a multi-author volume**, treat it like a multi-author work:

**Footnote**: 10 William W. Klein, “Ephesians,” in *Expositor’s Bible Commentary*,rev. ed., ed. David E. Garland and Tremper Longman III, vol. 12 (Grand Rapids: Zondervan, 2006), 114-16.

**Bibliography Entry**: Klein, William W. “Ephesians.” In *Expositor’s Bible Commentary.* Rev. ed. Edited by David E. Garland and Tremper Longman III, vol. 12. Grand Rapids: Zondervan, 2006, 19-173.

**ELECTRONIC MEDIA**

See Turabian, sec. 17.2.7, 17.5, 17.7. Usually you will include as much of the identical information as possible, often minus only page numbers. If the source is a website rather than a CD-ROM include the entire web address and date accessed. If the book is on Kindle or a comparable reader, use the pagination that appears, if any.