

DEL REY BIBLE INSTITUTE

A Guide to Writing Turabian Research Papers

**ATTENTION DEL REY BIBLE
INSTITUTE STUDENTS:
THIS PAPER EXPLAINS HOW TO
PROPERLY FORMAT AND COMMENT
YOUR PAPERS IN THE DRBI.**

General Introduction

This guide is to help DRBI students in preparing and formatting research papers. The instructions in this guide apply to all papers submitted in the DRBI. This is simply an introduction to *A Manual for Writers of Term Papers, Theses, and Dissertations* 6th ed. by Kate L. Turabian. Chicago: The University of Chicago Press, 1996. You can consult this book for further understanding, but we hope this appendix will help you sufficiently.

General Writing Instructions

- Avoid contractions: use “do not” instead of “don’t”
- Avoid abbreviations except where appropriate
- Avoid first and second person pronouns: I, me, we, and you
- Avoid colloquialisms
- Avoid personal titles: use Jones instead of Dr. Jones
- Be cautious when capitalizing: capitalize Bible but not biblical
- Spell out numbers: five instead of 5

General Research Instructions

- Use primary sources whenever possible, which means you should not quote person X who quotes person Y. Instead just directly quote person Y yourself.
- Use the latest edition of a work (unless there is a reason not to)
- There should be at least one source for every page of text required, preferably two to three sources per page of text required
- Take notes on each source rather than trying to write your paper directly from the source
- Always keep citation information with your notes to avoid plagiarism
- Keep the notes you have taken and printed copies of any electronic sources you used even after your paper is turned in

Paper Format

Every paper* should include:

1. Coversheet
2. Table of Contents (if lengthy paper with multiple parts)
3. The Paper
 - a. Introduction
 - b. Body
 - c. Conclusion
4. Bibliography

Papers should be double-spaced (with the exception of block quotes) and typed in 12 point Arial font.

Margins should be set at 1” on all edges.

*Note: Papers under five pages or in which the body of the paper does not include multiple sections do not need a table of contents.

Page Numbers (Turabian, 253)

Beginning with the first page of the text, all subsequent pages (including the bibliography and any appendices) should be numbered in the top right corner of the page with Arabic numerals. Numeration for pages with major headings should be centered at the bottom of the page.

The length of your paper will be determined by word count rather than page count. 250 - 300 words will be expected for every page assigned. If your professor assigns a 10 page paper, it should contain 2500 - 3000 words of text to meet the length requirement.

Footnote Formatting (Turabian 121, 137-141)

Footnotes are not sounds made by walking on a piano or other musical instrument. They are the acknowledgment of intellectual property, the attribution of information to the correct originator and owner.

OMMITTING FOOTNOTES IS PLAGIARISM. In other words, failure to correctly footnote the information in your paper is stealing ideas and information. Plagiarism will result in automatic failure of the course and will be reported to the Dean of Student Life. Properly done footnotes maintain your academic integrity, credibility, and your character, which is vital to your Christian witness.

Footnotes should be placed at the bottom of the page and separated from the text by a horizontal line. The footnote must be on the page where it is referenced. The footnotes should be single-spaced, with a blank line between each note, indented eight spaces, and 10 point Arial.

It is preferred that compound footnotes are used for research papers. (Turabian 121) In a paragraph which has no direct quotes, all sources should be cited in one footnote, in the order cited, and separated by a semicolon. If a direct quote occurs, the information before the quote should be cited by one footnote, the quote should receive its own note, and the remainder of the paragraph should receive its own footnote. After a reference has been cited in full as a footnote once, abbreviated citations may be used. Refer to the following example or pages 137-141 in Turabian for further

assistance.

The bibliography (or “Works Cited”) should only include sources actually referenced in the paper. Sources should be listed in alphabetical order by the author’s last name. The bibliography should be single-spaced, with a blank line between each source, and 12 point Arial. All lines but the first line of the entry should be indented eight spaces.

Citing Printed References

Footnotes should be used in all papers. The following examples are commonly accessed forms of information and include the footnote and bibliographic forms. Text in square brackets, i.e. [], is explanatory and should not be included in the citation. For more citation information, refer to pages 116-239 of Turabian.

Single Author (Turabian 187)

Footnote:

1 Author [first name first], *Title of the Book* (Place Published : Publisher, Year Published), page number.

Bibliography:

Author [last name, first name]. *Title of the Book*. Place Published : Publisher, Year Published.

Two or Three Authors (Turabian 188)

Footnote:

1 Author [first name first] and Author [first name first] *Title of the Book* (Place Published : Publisher, Year Published), page number.

Bibliography:

Author [last name, first name] and Author [last name, first name]. *Title of the Book*. Place Published : Publisher, Year Published.

More than Three Authors (Turabian 188)

Footnote:

1 Author [first name first] and others, eds., *Title of the Book* (Place Published : Publisher, Year Published), page number.

Bibliography:

Author [last name, first name], Author [first name first], Author [first name first], and Author [first name first], eds. *Title of the Book*. Place Published : Publisher, Year Published.

Translated or Edited by Another (Turabian 190)**Footnote:**

1 Author [first name first], *Title of the Book*, trans./ed. Translator/Editor [first name first] (Place Published : Publisher, Year Published), page number.

Bibliography:

Author [last name, first name]. *Title of the Book*. Translated by/Edited by Translator/Editor [first name first]. Place Published : Publisher, Year Published.

Author in Collected Works (Turabian 191)**Footnote:**

1 Title of the Collection, ed. Editor [first name first], vol. #, Title of Work (Place Published : Publisher, Year Published), page number.

Bibliography:

Author [last name, first name]. Title of the Collection. Edited by Editor [first name first]. Vol #, Title of Work. Place Published : Publisher, Year Published.

Volume in a Multivolume work with a General Title and Editor (Turabian 191)**Footnote:**

1 Editor [first name first], ed., Title of the Collection, ed. Editor [first name first], vol. #, Title of Work, by Author [first name first] (Place Published : Publisher, Year Published), page number.

Bibliography:

Editor [last name, first name], ed. Title of the Collection. Edited by Editor [first name first]. Vol #, Title of Work, by Author [first name first]. Place Published : Publisher, Year Published.

Book in a Foreign Language, Translation Supplied (Turabian 196)

Footnote:

1 Author [first name first], *Title of the Book* (Translated *title of the book*) (Place Published : Publisher, Year Published), page number.

Bibliography:

Author [last name, first name]. *Title of the Book* (Translated *title of the book*). Place Published : Publisher, Year Published.

Secondary Source of Quotation (Turabian 198)

Footnote:

1 Author [first name first], *Title of the Book* (Place Published : Publisher, Year Published), page number; quoted in Author [first name first], *Title of the Book* (Place Published : Publisher, Year Published), Page Number, n. # [footnote number].

Bibliography:

Author [last name, first name]. *Title of the Book* (Translated *title of the book*). Place Published : Publisher, Year Published. Quoted in Author [first name first]. *Title of the Book*, Page Number, n. # [footnote number]. Place Published : Publisher, Year Published.

Article in a Journal (Turabian 202)

Footnote:

1 Author [first name first], "Title of the Article," *Name of the Journal* # [volume number], no. # [issue number] (Publication Date) : Pages Cited.

Bibliography:

Author [last name, first name]. "Title of the Article." *Name of the Journal* # [volume number], no. # [issue number] (Publication Date) : Pages the Article is On.

Article in a Magazine (Turabian 203)

Footnote:

1 Author [first name first], "Title of the Article," Name of the Magazine, Date [Day Month Year], Pages Cited.

Bibliography:

Author [last name, first name]. "Title of the Article." Name of the Magazine, Date [Day Month Year], Pages the Article is On.

Article in an Encyclopedia (Turabian 204)

Footnote:

(Unsigned)

1 Name of Encyclopedia, Edition [abbreviate with ed.], s.v. "Title of Article."

(Signed)

1 Author [first name first], "Title of Article" in Name of Encyclopedia, Edition [abbreviate with ed.].

Newspapers (Turabian 204)

Footnote:

1 Name of Newspaper (Location), Date [Day Month Year].

The Bible

Footnote:

1 Title of the Bible, Translation, Subtitle, Editors [first name first], ed. (Place Published : Publisher, Year Published), Book Chapter: Verse(s). All scripture references are taken from this translation unless otherwise noted.

Bibliography:

Title of the Bible. Subtitle. Edited by Editors [first name first]. Place Published : Publisher, Year Published.

Citing Electronic References

(Citation guidelines for electronic documents adapted from Dr. Justin Murphy's "Guidelines for Citing Internet and Electronic Sources using *The Chicago Manual of Style*")

When citing information from an electronic source, keep in mind that sources found on the internet may not be reliable. Always, when possible, do electronic research through the library database and other reputable academic databases. It is always wise to print electronic sources before processing them and keep these printed copies. If a PDF version is available, it is preferable to an HTML version.

Magazine Articles

Footnote:

1 Author [first name first], "Title of Article," *Title of Magazine*, Date [Day Month Year]. Accessed from [Database or URL].

Bibliography:

Author [last name, first name]. "Title of Article." *Title of Magazine*, Date [Day Month Year], Accessed from [Database or URL].

Newspaper Articles

Footnote:

1 Author [first name first], "Title of Article," *Name of Newspaper*, Date [Day Month Year], Accessed from [Database or URL].

Bibliography:

Author [last name, first name]. "Title of Article," *Name of Newspaper*, Date [Day Month Year]. Accessed from [Database or URL].

Encyclopedia Articles

Footnote:

1 "Title of Article," *Name of Encyclopedia*. Date [Year].

Bibliography:

"Title of Article." *Name of Encyclopedia*. Date [Year].

E-Books

Footnote:

1 Author [first name first], *Title of the Book* (Place Published : Publisher, Year Published), page number. E-book from Database Name.

Bibliography:

Author [last name, first name]. *Title of the Book*. Place Published : Publisher, Year Published. E-book from Database Name.

Academic Journals**Footnote:**

1 Author [first name first], *Title of the Article*, *Name of the Journal* # [volume number], no. # [issue number] (Publication Date) : Pages Cited, Accessed from Database Name.

Bibliography:

Author [last name, first name]. *Title of the Article*. *Name of the Journal* # [volume number], no. # [issue number] (Publication Date) : Pages the Article is On.

Accessed from Database Name.**Web Pages**

Web pages citations should provide as much of the following as possible: author, "title," date posted, organization, and URL.

Online Reports**Footnote:**

1 Author [first name first], "Title of the Article," Name of the Report, Publication Date, Name of Group who Published the Report, Accessed from [Database/URL].

Bibliography:

Author [last name, first name]. "Title of the Article." Name of the Report, Publication Date. Name of Group who Published the Report. Accessed from [Database/URL].

Online Government Documents

Footnote:

1 U. S. Department of Department Name, Commission or Institute Name, Office who Published the Document, Title of the Document (Publication Date), by Author [first name first]. Report. Accessed from [Database/URL].

Bibliography:

U.S. Department of Department Name. Commission or Institute Name. Office who Published the Document. Title of the Document (Publication Date). by Author [first name first]. Report. Accessed from [Database/URL].