

## TURABIAN AND FORMAT SIMPLIFIED

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### 1. Writing Footnotes and Endnotes

- a. The names of books are in italics: *The Kingdom of God*.
- b. The names of articles are in quotation marks: “The Rhetoric of Social Conscience in the Book of Job.”
- c. The names of journals are in italics: *The Journal of Biblical Literature*.
- d. When writing the bibliographical information for books, include the following: the name of the author, title of the book, place of publication, the publisher, date of publication, and page number. Examples:

(1) One Author

John Bright, *The Kingdom of God: The Biblical Concept and Its Meaning for the Church* (Nashville: Abingdon Press, 1981), 25.

(2) Two Authors

Raymond B. Dillard and Tremper Longman III, *An Introduction to the Old Testament* (Grand Rapids: Zondervan Publishing House, 1994), 75.

(3) Three Authors

Henry J. Flanders, Jr., Robert W. Crapps, and David A. Smith, *People of the Covenant: An Introduction to the Hebrew Bible* (New York: Oxford University Press, 1996), 183.

- e. When writing the bibliographical information for articles, include the following: the name of the author, the title of the article, the name of the journal, the volume number, the year of publication, and page number (here you must include only the page number where the information is found).

Geoffrey J. Aimers, "The Rhetoric of Social Conscience in the Book of Job," *Journal for the Study of the Old Testament* 91 (2000): 75.

- f. When writing the bibliographical information for an article found in a book, include the following: the name of the author, the title of the article, the name of the book, the editor of the book, place of publication, the publisher, date of publication, and page number (here you must include only the page number where the information is found).

Tikva Frymer-Kensky, "Law and Philosophy: The Case of Sex in the Bible," in *Women in the Hebrew Bible*, ed. Alice Bach (New York: Routledge, 1999), 295.

- g. When writing the bibliographical information for encyclopedia articles, include the following: the name of the author of the article (not the editor of the encyclopedia), the title of the article, the name of the encyclopedia, the number of volumes, the name of the editor, the place of publication, the publisher, and the volume number and the page where information is found (here you must include only the page number where the information is found).

Claude F. Mariottini, "Laban," *The Anchor Bible Dictionary*, 6 vol., ed. David Noel Freedman (New York: Doubleday, 1992), 4:113.

- h. When using the Internet, you must give the precise Internet address where the information is found:

Thomas A. K. Reilly, "Moses," <http://www.newadvent.org/cathen/10596a.htm>.

"Moses," <http://en.wikipedia.org/wiki/Moses>.

- i. When writing the information for a book review, include the following: the name of the reviewer, the statement "review of," the name of the book being reviewed, the name of the author (or editors), the name of the journal where the review appears, the volume number, the year of publication, and the pages where the review appears.

Carol Meyers, review of *The Archaeology of Israel: Constructing the Past, Interpreting the Present*, ed. Asher Silberman and David Small, *Journal of Biblical Literature* 118 (1999): 530-531.

## 2. Writing the Bibliography

- a. The bibliography must be written be in alphabetical order.
- b. When writing the bibliographical information, use the last name of the author first, then his first name and middle initial.

Aimers, Geoffrey J. "The Rhetoric of Social Conscience in the Book of Job,"  
*Journal for the Study of the Old Testament* 91 (2000): 99-107.

Bright, John. *The Kingdom of God: The Biblical Concept and Its Meaning for the Church*. Nashville: Abingdon Press, 1981.

Dillard, Raymond B. and Tremper Longman III. *An Introduction to the Old Testament*. Grand Rapids: Zondervan Publishing House, 1994.

Flanders, Henry J. Jr., Robert W. Crapps, and David A. Smith. *People of the Covenant: An Introduction to the Hebrew Bible*. New York: Oxford University Press, 1996.

Frymer-Kensky, Tikva. "Law and Philosophy: The Case of Sex in the Bible." In *Women in the Hebrew Bible*, ed. Alice Bach, 293-305. New York: Routledge, 1999.

Mariottini, Claude F. "Laban," *The Anchor Bible Dictionary*. 6 vol. Edited by David Noel Freedman. New York: Doubleday, 1992. 4:113-114.

Meyers, Carol. Review of *The Archaeology of Israel: Constructing the Past, Interpreting the Present*, ed. Asher Silberman and David Small. *Journal of Biblical Literature* 118 (1999): 530-531.

"Moses," <http://en.wikipedia.org/wiki/Moses>.

Reilly, Thomas A. K. "Moses." <http://www.newadvent.org/cathen/10596a.htm>.

- c. When writing the bibliographical information for a book, include the following: the name of the author (as mentioned above), title of the book, place of publication, the publisher, and date of publication (note that the format differs from the endnotes):

Bright, John. *The Kingdom of God: The Biblical Concept and Its Meaning for the Church*. Nashville: Abingdon Press, 1981.

- d. When writing the bibliographical information for articles, include the following: the name of the author (as mentioned above), the title of the article, the name of the journal, the volume number, the year of publication, and page numbers where the article is found (here you must include all the pages of the article).

Aimers, Geoffrey J. "The Rhetoric of Social Conscience in the Book of Job," *Journal for the Study of the Old Testament* 91 (2000): 99-107.

- e. When writing the bibliographical information for an article found in a book, include the following: the name of the author, the title of the article, the name of the book, the editor of the book, page number (here you must include all the pages where the article is found in the book), place of publication, the publisher, and date of publication.

Frymer-Kensky, Tikva. "Law and Philosophy: The Case of Sex in the Bible." In *Women in the Hebrew Bible*, ed. Alice Bach, 293-305. New York: Routledge, 1999.

- f. When writing the bibliographical information for encyclopedia articles, include the following: the name of the author of the article (not the editor of the encyclopedia), the title of the article, the name of the encyclopedia, the total amount of volumes, the editor of encyclopedia, the place of publication, the published, the date of publication, the volume number, and the page numbers where the article is found (here you must include all the pages of the article).

Mariottini, Claude F. "Laban," *The Anchor Bible Dictionary*, 6 vol., ed. David Noel Freedman (New York: Doubleday, 1992), 4:113-14.

- g. When providing bibliographical information for material taken from the Internet, you must give the precise Internet address where the information is found, including the name of that author of the material (if any), and page number (if any).

Reilly, Thomas A. K. "Moses." <http://www.newadvent.org/cathen/10596a.htm>.

"Moses." <http://en.wikipedia.org/wiki/Moses>.

- h. When writing the bibliographical information for a book review, include the following: the name of the reviewer, the statement "review of," the name of the book being reviewed, the name of the author (or editors), the name of the journal where the review appears, the volume number, the year of publication, and the pages where the review appears.

Meyers, Carol. Review of *The Archaeology of Israel: Constructing the Past, Interpreting the Present*, ed. Asher Silberman and David Small. *Journal of Biblical Literature* 118 (1999): 530-531.

- i. Write a unified bibliography in alphabetical order: include books, articles, and other sources.
- j. Your bibliography should list only works cited in the body of the paper, not work consulted.

### 3. Issues of Format

#### A. Title Page

- a. Type the title page.
- b. Include the title of your paper.
- c. Include your course title and number.
- d. Include the name of your professor.
- e. Include the date the paper was submitted.
- f. Include your name.

#### B. Numbering your paper

- a. Remember that the title page is not page 1.
- b. Page 1 is the first page where the text of the paper begins.
- c. The endnotes and the bibliography do not count as part of the required number of pages for the paper.

#### C. Using proper format

- a. Margins are 1 inch on every side.
- b. Use fonts Times New Roman or CG Times, 12 size.
- c. Don't use big fonts and do not use bold for the main text.
- d. Don't forget to include your footnotes.
- e. Don't forget to include your bibliography.

#### D. Avoiding Plagiarism

- a. If you are quoting from a book or an article, you must use quotation marks “ ”. This means that if you are copying one line, one sentence, or one paragraph, you must use quotation marks. If the quotation is more than 3 lines of text, the text must be indented and you must use single space.
- b. Failure to use quotation marks when the material is taken from the source constitutes plagiarism.
- c. The Seminary policy of plagiarism states: *Providing a footnote after copied material without using quotation marks is not adequate documentation and constitutes plagiarism.*

Note:

For another good example on how to use Turabian visit:

<http://depts.gallaudet.edu/englishworks/writing/turabianguide.html>