The Turabian style sample essay has been prepared to help answer some of the questions and problems that you may have when writing your first term paper using this style of formatting and citing. It includes explanations and illustrations of format, quotations, endnotes and bibliography, using the style set out in the 7th edition of *A Manual for Writers of Term Papers, Theses, and Dissertations* by Kate Turabian, a dissertation secretary at the University of Chicago for 30 years. (For the purpose of teaching Turabian style in this essay, most of the notes examples are fabricated but are formatted correctly in accordance to type of source.) Please note that the colored highlighted sections of this paper *should not* be highlighted in a student’s paper. These highlights are used to illustrate the connections between the number at the end of the quote and the corresponding endnote.

For basic information about Turabian style, it is almost identical to Chicago style, which is why both styles are often referred to in combination. An important feature of Turabian style is that references can be placed either in the text of your research papers (parenthetical citing, as in MLA) or as footnotes/endnotes. Whatever style students choose, that style must be used consistently and a bibliography is always included. This use of footnotes/endnotes in combination with parenthetical referencing separates Turabian style from other styles of writing formal papers. (Papers that use Chicago style are typically more formal papers designed for publication. However, Turabian style is flexible enough to work with almost any type of paper, including a thesis or dissertation.)

The title (or cover) page is an important page of the essay because it is the first impression that an instructor has of a student’s work. Although Turabian style requires a basic format for the title page, follow the professor’s guidelines. However, all information on the title page needs to be accurate. Check for correct spelling and placement of the information that
should be included on the title page. The font size and type is 14-pt Times New Roman, as or designated by the professor. Single space the lines on the title page. All words of the title of the paper are typed in capital letters. The contents on the title page are dictated by the professor; thus, follow his or her guidelines. However, basic guidelines for a Turabian Style title page are the following: place the title of the essay one-quarter (1/4) of the way down (or about 2 inches from the top) of the page, around line 9. Three-quarters (3/4) of the way down from the top of the page, around line 28, the student types his or her name. On the next line (line 29), the course name and number is typed as well as the class days and time. On line 30, type the date in month, date, and complete year format. The title page is not numbered as page 1; page 1 begins on the first page of the body of the paper,

For the body of the paper, as is shown in this sample essay, follow the guidelines for spacing, margins, indentation, and pagination. The horizontal spacing is double-spaced on one side of each sheet. Allow 1” margins on all four sides. However, the contents of the right margin are not aligned. Thus, the marginal setting needs to be set on “left aligned” instead of “justified.” Use the tab key (set at 0.5”) to indent new paragraphs. Teachers sometimes prefer to have their students paginate using their last names, a space, and then the page number at the top right hand corner of each page just in case any pages of the essay are separated from each other. Therefore, number these pages in this fashion if the professor wishes. Otherwise, Turabian Style offers choices among numbering at the top right, bottom center, or bottom right.

The next section of this sample essay is devoted to quotations and endnotes. Endnotes are generally used to indicate the origin of quotations or ideas. A direct quotation in an essay is placed in quotation marks and followed by a superscripted number. Turabian Style dictates, “Note, numbers must follow one another in numerical order beginning with the number one.”


Thus, Turabian style requires the use of Arabic numbers for notes rather than Roman numerals. In addition, Turabian style uses superscripted numbers; that is, they are placed slightly above and after the quoted sentence.

When an endnote is needed, first, type the number 1 (or whichever number you need in consecutive order) after the period of the sentence with the quoted or paraphrased material. Highlight the number and hit the exponent button in the toolbar (it looks like this: \(x^2\)). Next, go to the end of your document to start the Notes page. Note the first line of the endnote, including the number, is indented while the next line is flush against the left margin. Each endnote should be single-spaced, but an extra line should be inserted between the last line of one endnote and the beginning of the next. The title of this page should say “Notes,” and the page should list the citations in the order they appear in your paper. For example, take a look at the citation in the first paragraph on the first page. There is a small number “1.” Now, take a look at the “Notes” page on page 6. Do you see the corresponding “1”? This is the first place where writers should put the bibliographic information for this source. In this instance, it was information from Thomas R. Chicago.

Since the exact words of another author have been used in the quote in the paragraph on the bottom of page 2, this must be acknowledged by using quotation marks, the superscripted number and corresponding endnote. If you refer to the Notes page, endnote 3 reflects this quotation. The font size for endnotes should be 12, and the type is Times New Roman, the same as the body of the paper.

Quotes that are less than five lines remain as prose within the paragraph. However, if a quote is five lines or longer, include it as an indented block quotation:

Introduce the quotation in your own words in the text. . . . If you introduce the quotation with a complete sentence, end the sentence with a colon. If you use only an attribution
phrase such as notes, claims, argues, or according to along with the author’s name, end the phrase with a comma. If you weave the quotation into the syntax of your sentence, do not use any punctuation before the quotation if no punctuation would ordinarily appear there. Single-space a block quotation, and leave a blank line before and after it. Do not add quotation marks at the beginning or end, but preserve any quotation marks in the original. Indent the entire quotation as far as you indent the first line of a paragraph.

The “...” in the quotation used are called ellipses and are used to indicate deliberate omissions of words from a direct quote. Quotation marks are not used in block quotes.

The first time a source is cited, give the full citation in the footnote. Each entry begins with the author’s first name first, followed by last name. For subsequent citations of the same source, the abbreviated version can be used, which simply consists of the author’s last name, an abbreviated title of the work (unless the title is already short), and the page number for the reference. The Turabian Style Guide explains, “When references to the same work follow each other without any intervening reference . . . the abbreviation “Ibid.” is used.”

Look at endnote 4 and compare with endnote 3 on the Notes page. Note 3 shows the full citation from the Turabian style guide. Note 4 is from the same book, but from a different page, so Ibid. (followed by a period and the page number) is used. In addition, refer to Note 5: since the note is from the same book and the same page as Note 4, use Ibid. and follow with a period.

Be sure that the first line of the endnote is indented using the tab key, the footnote begins with the corresponding number as indicated from the superscripted number in the body of the paper, and the punctuation within the entire note is correct. Moreover, each endnote always ends with a period. Always italicize the titles of books, journals, and encyclopedias. However, titles of chapters of books, articles for electronic sources, and other shorter works are annotated within quotation marks. In addition, each footnote should be single spaced and there should be double-spacing between individual footnotes.
Typically, a Bibliography page follows the Notes page, which includes all the sources that the student used for writing the essay. Even if there is available space on the Notes page, the Bibliography page begins on a separate page of its own and is numbered along with the essay. All sources that were directly referred to in the body of the paper must be listed as sources on the Bibliography and visa versa. Unlike notes that list authors’ names in first name, last name format, the names on the Bibliography page are noted in last name, first name format. Thus, all of the sources that were used in the body of the essay are listed in alphabetical order by the author’s surnames. However, for sources that do not include the names of authors, begin the Bibliographic citation by listing the title. Each entry is single-spaced and separated from the next citation by a double space.

The word “Bibliography” is typed and centered to begin the Bibliography page. Avoid underlining, italicizing, or boldfacing. The first line of the source rests against the left margin while the next and subsequent lines are indented. The lines of information of a source are single-spaced, but a double space is used between the listing of subsequent sources. The formatting of each source depends its type (i.e., book, journal article, and internet sources). However, the basic structure for formatting on the Bibliography page is closely similar to the Notes page.

This sample essay outlines the Turabian Style of formatting in writing assignments. Because teachers make varying requirements for citing sources and formatting papers that may deviate from Turabian Style’s guidelines, students should find out their instructors want for formatting and writing assignments. In all cases, the teacher’s preferences and requirements take precedence.
NOTES


2. Ibid.


4. Ibid., 159.

5. Ibid.

Bibliography


Turabian, Kate L. A Manual for Writers of Term Papers, Theses, and Dissertations, (Chicago: University of Chicago Press, 2007).