

Kate L. Turabian Notes-Bibliography Style

(Adapted from Kate Turabian's *A Manual for Writers of Research Papers, Theses, and Dissertations* 7th ed.)

SOURCE CITATION

One of the primary duties in writing a research paper is to tell the reader where the information is coming from. To do this, you must cite the sources of facts, ideas, or words used in the paper. While there are many different forms of citation, this handout covers the *notes-bibliography style* (or *bibliography style*), commonly used in history, humanities, and sometimes in social sciences.

Note: Some instructors may ask for alterations or make specific requests concerning style. Always follow the instructor's direction and check with him or her in case of any questions concerning citations.

GENERAL INFORMATION

Instead of using parenthetical citations with documentation (as in APA or MLA format), in notes-bibliography format you signal that you have used a source by placing a superscript number at the end of the sentence in which you refer to it:

Conquest argues that the year 1933 had special significance to Stalin "because it was then that Hitler took power in Germany."¹

You then cite the source of that information in a correspondingly numbered note printed either at the bottom of the page (called a *footnote*) or on a separate sheet at the end of the entire paper (called an *endnote*). This note should contain all necessary information on the source such as author, title, facts of publication, and relevant page number(s):

1. Robert Conquest, *Stalin: Breaker of Nations* (New York: Penguin Books, 1991), 171.

If you then cite the same source again, you can shorten the note corresponding to the subsequent citation(s):

4. Conquest, *Stalin*, 223-225.

Furthermore, if you cite the same source that is in the **immediately** preceding note, you can use the abbreviation *ibid.* Because it is an abbreviation, a period needs to be placed at the end of *ibid.* and it should be capitalized in your notes. If the citation refers to the same page number in the previous note, "Ibid." can stand alone as the note. If a different page number is used, put a comma after the period and list the pages used:

7. Conquest, *Stalin*, 232.
8. Ibid.
9. Ibid., 235.

In addition to *footnotes* or *endnotes* in the paper, you often need to include a complete list of all the sources used at the end of the paper labeled *Bibliography*, although in a slightly different format:

Conquest, Robert. *Stalin: Breaker of Nations*. New York: Penguin Books, 1991.

When typing footnotes or endnotes, the first line of the note should be indented and each subsequent line flush left. Put a short rule, or line, between the last line of the text on the page and the first line of your footnotes. Each note should be single spaced with an additional space between notes. See example footnotes at the end of this handout.

When typing your bibliography, each entry should have a hanging indent. The first line should be flush left and each subsequent line should be indented. List bibliography entries in alphabetical order. Each entry should be single spaced with an additional space between each entry. See example bibliography at the end of this handout.

CITATIONS IN NOTES AND BIBLIOGRAPHY

The notes portion (whether footnotes or endnotes) and the bibliography give basically the same information, although in different format. Below are some examples of specific types of sources with both the notes form (N) and the bibliography form (B).

Note: All notes should be done with the first line indented while bibliography entries should have hanging indentions, or all lines indented except the first.

Book with One Author

N: Note number. Author's first and last names, *Title of book* (Place of publication: Publisher's name, date of publication), page number used.

Ex. 4. Tony Judt, *Reappraisals: Reflections on the Forgotten Twentieth Century* (New York: The Penguin Press, 2008), 64-72.

B: Author's last name, author's first name. *Title of book*. Place of publication: Publisher's name, date of publication.

Ex. Judt, Tony. *Reappraisals: Reflections on the Forgotten Twentieth Century*. The Penguin Press. New York: 2008.

Book with Two Authors

N: Note number. Author #1's first and last names and author #2's first and last names *Title of book* (Place of publication: Publisher's name, date of publication), page number used.

Ex. 6. Richard Sennett and Jonathan Cobb, *The Hidden Injuries of Class* (New York: Vintage Books, 1972), 84.

B: Author #1's last name, author #1's first name, and author #2's first and last names. *Title of book*. Place of publication: Publisher's name, date of publication.

Ex. Sennett, Richard and Jonathan Cobb. *The Hidden Injuries of Class*. New York: Vintage Books, 1972.

Book with Three or More Authors – adapt the pattern as follows:

N: Note number. Author #1's first and last names, Author #2's first and last names, and author #3's first and last names, *Title of book* ...

Ex. 3. Michael A. Patten, Guy McCaskie, and Philip Unitt, *Birds of the Salton Sea* ...

B: Author #1's last name, author #1's first name, author #2's first and last names, and author #3's first and last names. *Title of book* ...

Ex. Patten, Michael A., Guy McCaskie, and Philip Unitt. *Birds of the Salton Sea* ...

Single Chapter in an Edited Book

N: Note number. Chapter author's first and last names, "Title of chapter," in *Title of book* ed. Editor's first and last names (Place of publication: Publisher's name, date of publication), page number used.

Ex. 12. Ida B. Wells, "Lynch Law in All Its Phases," in *With Pen and Voice: A Critical Anthology of Nineteenth-Century African-American Women*, ed. Shirley Wilson Logan (Carbondale: Southern Illinois University Press, 1995), 34.

B: Chapter author's last name, chapter author's first name. "Title of chapter." In *Title of book*, edited by Editor's first and last names, chapter's page numbers. Place of publication: Publisher's name, date of publication.

Ex. Wells, Ida B. "Lynch Law in All its Phases." In *With Pen and Voice: A Critical Anthology of Nineteenth-Century African-American Women*, edited by Shirley Wilson Logan, 80-99. Carbondale: Southern Illinois University Press, 1995.

Journal Article

N: Note number. Author's first and last names, "Title of article," *Title of journal* Volume, Number (Date of publication): page number used.

Ex. 6. Dieter Segert, "An Unexpected Dawn: The Prague Spring and the Mechanism of Change in State Socialism," *Debatte: Review of Contemporary German Affairs* 16, no. 2 (Aug. 2008): 207.

B: Author's last name, author's first name. "Title of article," *Title of journal* Volume, Number (Date of publication): Page numbers of article.

Ex. Segert, Dieter. "An Unexpected Dawn: The Prague Spring and the Mechanism of Change in State Socialism." *Debatte: Review of Contemporary German Affairs* 16, no. 2 (Aug. 2008): 203-211.

Lectures and Papers Presented

After the note number, author, and title of speech or paper, list the sponsorship, location, and date of the meeting at which it was given enclosed in parentheses.

N: 8. Stephen E Medvec, "The Legacy of 1968: The Prague Spring, the Invasion of Czechoslovakia, and Poland's March Events" (paper presented at the conference Memory, Remembrance and Legacy, Boston, MA, November 14, 2008).

B: Medvec, Stephen E. "The Legacy of 1968: The Prague Spring, the Invasion of Czechoslovakia, and Poland's March Events." Paper presented at the conference Memory, Remembrance and Legacy, Boston, MA, November 14, 2008.

Interviews and Personal Communications

Begin with the names of the person interviewed and the interviewer and include the place and date of the interview. You generally do not need to include interviews in your bibliography, although you may choose to include a specific interview that is vital to your argument or frequently cited.

N: 12. Joseph Friedman, interview by author, Saint Joseph, MO, January 12, 2004.

Congressional Reports and Documents

Include Congress and session numbers and series number if possible. Abbreviate Senate (S.) and House (H.), Report (Rep.) and Document (Doc.), and page number used.

N: 14. Senate Committee on Foreign Relations, *Czechoslovakia 1968*, 90th Cong., 2nd sess., 1968, S. Rep., 1.

B: U.S. Congress. Senate. Committee on Foreign Relations. *Czechoslovakia 1968*. 90th Cong., 2nd sess., 1968. S. Rep.

For more information on these or any other sources, see chapters 15 – 17 in Kate Turabian's *A Manual for Writers of Research Papers, Theses, and Dissertations* 7th ed. Remember to always refer to your instructor if you have any questions.

NOTE: If using Microsoft Word 2007, the program can automatically format the notes into your paper. Go to the “References” header and click “Insert footnote” at the end of the sentence when a footnote is desired. After typing the note in correct format, you can place your cursor back on the main text after the superscript and begin typing your paper again. Word 2007 will automatically correct notes that go over to other pages.