A Short Guide to Turabian Referencing
The information in this guide is based on the 7th edition of Kate L. Turabian’s *A Manual for Writers of Research Papers, Theses, and Dissertations* (Chicago: University of Chicago Press, 2007).

About Turabian
In academic work, you are required to acknowledge the source of all information, ideas, statistics and quotes you have located in your research and presented as evidence in your essays or reports. This is known as referencing. Turabian is a referencing style developed by Kate L. Turabian at the University of Chicago that sets out specific conventions for how to do this.

There are two versions of Turabian: the notes-bibliography style, used in the humanities and some social sciences, and the reference-list style, used in the social sciences, physical and natural sciences. The version used at CQUniversity is the notes-bibliography style. This style (which we will call Turabian throughout this guide) includes footnotes in the text of your essay or report and a bibliography at the end.

What is a footnote?
A footnote is a numbered note that appears at the foot of the page. Whenever you refer to information or ideas you have taken from a particular source (for example, a journal article, book or primary text), you add a superscript number to the end of the sentence. This is an example.¹ You then give details of the source you have referred to in a note at the bottom of the page (footnotes) or at the end of the document (endnotes). At CQUni, footnotes are preferred to endnotes.

What is a bibliography?
A bibliography is a list of all the sources you have given in your footnotes. It may also include sources you have consulted in preparing your assignment but have not referred to in your footnotes. Generally, a bibliography for a CQUni assignment should include only sources you have referred to in the assignment. However, some lecturers may ask you also to include sources you consulted in preparing your assignment but did not refer to in your footnotes.

The bibliography begins on a new page at the end of your assignment. The entries in the bibliography are not numbered, but are arranged in alphabetical order. The way sources are presented in the bibliography differs slightly from the way they appear in footnotes, since the bibliography has a different purpose to the footnotes.

How to footnote
Your word-processing package should insert footnotes into your text automatically. (In Word 2010, the button “Insert Footnote” can be found under the “References” tab.) Footnotes should be numbered sequentially throughout your assignment; do not start the numbering anew on every page. The footnote number should be inserted after any sentence punctuation (for example, the full-stop at the end of a sentence or the comma at the end of a clause).

What to footnote
Most of your references will be paraphrases or summaries, that is, you acknowledge the source of the information, idea or statistic you have incorporated into your own words.

If you use the actual wording from a source, you must show this as a quotation. If the quotation is fewer than five lines, enclose it in double quotation marks within the sentence. In History at CQUni, this applies if the quotation is fewer than three lines or thirty words.

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(Note that your lecturer may prefer you to use single quotation marks. If so, they will specify this.)

If your quotation is more than 5 lines (or 3 lines in History), use a **block quote**. The entire quotation is indented, with the indent at the same depth as the indent for the first line of your paragraph. Block quotes are single-line spaced, and have a blank line before and after them. Quotation marks are not needed as the block form itself indicates a quote. An example of how to format a block quote follows:

> There is a view [of culture] in which all the love of our neighbour, the impulses towards action, help, and beneficence, the desire for stopping human error, clearing human confusion, and diminishing the sum of human misery, the noble aspiration to leave the world better and happier than we found it, — motives eminently such as are called social, — come in as part of the grounds of culture, and the main and pre-eminent part. Culture is then properly described not as having its origin in curiosity, but as having its origin in the love of perfection; it is a study of perfection.²

Place the superscript number after the closing quotation mark for an in-line quotation or after the full-stop at the end of a block quote. Quote sparingly and only use “gems”, i.e. where the impact would be lost by putting it into your own words.

**Formatting a footnote reference**

Footnote references are regarded as paragraphs in their own right. For this reason, the first line of each footnote should be indented, like the first line of a paragraph in the assignment. **Note, however, that in History at CQU, it is not necessary to indent footnotes.**

Both the footnote number in the text and the corresponding number in the footnote itself should be superscript.

Insert a short line at the bottom of each page to separate the footnotes from the text (note that Word will do this for you automatically). Leave a blank line between one footnote and the next.

Because footnotes are intended to be read as text, the major elements of a footnote are separated with commas, while brackets are used for publication information. The bibliography, however, is intended to be read as a list, so full-stops are used to separate the major elements of the reference, and publication information is not enclosed in brackets.

**What to include in a footnote**

A footnote should include the author’s name, the title of the source, the full publication details, and the exact page number of the evidence being cited or words being quoted. The second time you refer to the same source, you can provide a shortened form of this information.

If you use CQU's “Discover It!” to find sources, you will probably be familiar with the **Cite tool** (see the Tools menu on the right-hand side of the “search results” page). This tool sets out the reference for the item you are looking at in a range of styles, including Chicago/Turabian Humanities, which is the style described in this guide. Note, though, that the formatting shown applies not to the footnote but to the bibliography entry. In addition, it does not always conform exactly to Turabian style, so you will always need to check it against this guide. Please consult the bibliography section below for more details.

Authors’ names

- In footnotes, each author’s name appears with the initials or first name first, then the surname. In the bibliography, the surname of the first author comes first, followed by their initials or first name, because the order of names/entries is alphabetical by the first author’s surname.
- Give the author’s name in the form it appears on the source. If the first name is given, include the first name in your reference. If only initials are given, include only the initials in your reference. Titles (such as Dr. or Prof.) are not included.
- For up to three authors, give all authors’ names with “and” between the last two names. For four or more authors, give the first author’s name only, followed by the term et al. in ordinary text. See footnote 9 below. Do not use et al. in the bibliography.

Titles

- Give the titles of journal articles, book chapters and Web documents in double quotation marks.
- Give the titles of books and journals in italics.
- Use maximal capitalisation for all titles: that is, capitalise the first letter of the first and last words of the title and sub-title (if any) and all major words.

Publication information

- For books, include the place of publication (i.e. the city name), the publisher and the year of publication. You do not need to include the word “The” at the beginning of the publisher’s name, or abbreviations such as Inc., Ltd., Co. and Publishing Co.
- For books, the place of publication is the city where the book was published. If the city is likely to be unknown to readers or could be confused with another city of the same name, include the state and/or country. See footnote 8 below.
- For journal articles, include the volume and/or issue number of the journal and the date of publication. If you found the article online, include the URL of the article and the date you accessed it. This applies whether you found the article in a database, on the Web, or through the CQUni Library catalogue. See footnotes 11, 15 and 16 below.
- For Web sites, give the URL and the date you accessed the Web page, in addition to the author, the title of the document and the title of the Web site (if different from the title of the document). See footnotes 21 and 32 below.

Page numbers

- In footnotes, include the exact page number of the evidence being cited or words being quoted. In the bibliography, do not include the specific page numbers cited, but do include the page numbers on which journal articles and book chapters begin and end.
- The abbreviations p. and pp. are not used.
- For evidence from two different pages in the one work, separate the pages with a comma. See footnote 16 below.

Abbreviations

- In footnotes, abbreviate “editor”, “translator”, “edition” and “volume” (for books only) to ed., trans., ed. and vol.
- In the bibliography, use “Edited by” or “Translated by” to introduce an element, but “ed.” or “trans.” to conclude it.
- For journals, give the volume number immediately after the journal title without either “volume” or “vol.” Follow this with the issue number, using the abbreviation “no.”
Interviews

Interviews you conduct yourself, as well as other unpublished interviews, are usually cited only in footnotes, not in the bibliography. Note, though, that if the interview is crucial to your assignment, you may include it in the bibliography.

- In footnotes, give the name of the person being interviewed and the name of the interviewer. If you are the interviewer, use the phrase: “interview by author”. Give the place (i.e. city name) of the interview and the date. If you are not the interviewer, include the location of the tapes or transcripts you accessed. See footnote 23 below.

- If the interviewee wishes to be anonymous, use a description of the person. For example: Interview with a Hogwarts student, May 17, 2012.

- For repeated footnotes, give the last name of the person being interviewed and the word “interview”. See footnote 25 below.

Television or Radio Broadcast

- In a footnote, give the title of the program, the episode title and number (if available), key performers (if relevant), the name of the organisation that broadcast the program, and the date of the broadcast. If the original broadcast date is different to the date you saw/heard it, include the original date in brackets at the end of the footnote. See footnote 35 below.

- For a broadcast interview, include the name of the person being interviewed, the name of the person who did the interview, the title of the program, the name of the organisation that broadcast the program, and the date of the broadcast. See footnote 36 below.

- Broadcasts are not included in the bibliography. Note, however, that if you watched or listened to a recording of the broadcast, the recording should be referenced both in a footnote and in the bibliography. Include the author/creator, the title of the program, the medium (e.g. DVD, CD, VHS), the place of publication, the name of the publisher, and the year of publication.

Repeated footnotes

Repeated references to the same work are not written in full again. Traditionally, abbreviated Latin terms were used and we still use one today: ibid., which is short for “ibidem” and means “in the same place”. It is used when the same source appears in two or more footnotes in a row. The full reference is given in the first footnote, and the word ibid. is used in the second footnote and any later footnotes, provided they are consecutive. No other information is given, unless the page number referred to is different, in which case it is included after ibid. The convention is to include a full-stop to signify the abbreviation (as well as a following comma where necessary). Capitalise the word ibid. if it occurs at the beginning of the note. See footnotes 3, 7 and 8 below.

If the repeated footnotes do not follow the original footnote directly, a shortened version of the full reference is used. This includes the author’s last name and a short version of the title—up to four words. The page number is also given. See footnote 6 below.

Sample footnotes


3 Ibid., 15.


6 Turner, Bonner, and Marshall, *Fame Games*, 14. [Full details of this work have already been given in footnote 2 above.]

7 Ibid.

8 Ibid., 17.


13 Wesley, “Perspectives,” 52.


20 “Indigenous Issues at the Forefront,” Courier Mail, April 17, 2002. [Hard copy newspaper article with no author – page numbers not required. Newspaper articles should not be included in the bibliography.]


22 Yarwood, Asian Migration, 11.

23 Luna Lovegood, interview by author, Catchpole, UK, May 17, 2012.


25 Lovegood, interview.


27 Ibid., March 12, 1950, 151.

28 Jellicoe Report on Naval Defence, vol. 4, 221–23, quoted in N. Meaney, Australia and the World: A Documentary History from the 1870s to the 1970s (Melbourne: Longman Cheshire, 1985), 290–291. [Because Meaney has been cited previously, only an abbreviated reference is needed here.]

29 Walter Long, Colonial Secretary, to Sir Ronald Munro Ferguson, Governor-General, March 2, 1917, quoted in Meaney, Australia and the World, 244. [Because Meaney has been cited previously, only an abbreviated reference is needed here.]

30 Barbara Webster, HIST11037 Ancient and Medieval Civilisations Study Guide (Rockhampton: CQUniversity, 2011), 86. [Form for referencing the study guide.]

31 Marvin Perry, Western Civilization: A Brief History (Boston: Houghton Mifflin, 2001), 51–52. [Form for referencing a CRO. No need for chapter title.]

32 Kevin Rudd, “Speech to mark the opening of Australia’s embassy in Addis Ababa,” The Hon Kevin Rudd MP, Former Minister for Foreign Affairs, http://www.foreignminister.gov.au/speeches/2011/kr_sp_110126.html (accessed January 31, 2011). [Electronic material found via Google search. Include the title or owner of the site, if available, in ordinary text after the title of the page or document. If no individual is named as author, use the title or owner of the site as the author. If there is no title, provide a description of the site in ordinary text after the author’s name.]

What to include in a bibliography

The bibliography should contain all sources cited in your footnotes, except for the following:
- newspaper articles;
- well-known reference works, such as major encyclopaedias and dictionaries;
- unpublished interviews and personal communications;
- online forum discussions and blog posts;
- television shows and other broadcasts.

These should be cited in footnotes only.

How to format a bibliography

The bibliography should be formatted with a hanging indent. That is, the first line of each reference should begin at the left margin, but the second and subsequent lines should be indented.

(Your word processing program will insert a hanging indent for you automatically. For instructions, search for “hanging indent” in Word Help, or on YouTube.)

Differences between footnote entries and bibliography entries

The main differences between references in a footnote and in a bibliography are the order of an author’s first and last names, and the punctuation of the different elements. In a bibliography,
- the first author’s name is reversed to appear as: last name, first name
- the different elements of each reference are separated using full-stops rather than commas, and the publication information is not given in brackets
- the specific page numbers you consulted are not included, but the page span for journal articles and chapters in edited books is.

In addition, the entries in your bibliography should not be numbered or dot-pointed. Instead, they should be listed in alphabetical order by the first author’s surname.

Note that for journal articles from a database, including CQUni’s “Discover It!” only the URL and the accessed date are needed. The Cite tool in “Discover It!” includes the database name at the end of the reference instead of the URL, but this is incorrect.

Sample bibliography


———. “A Model of Teleported Texts.” *Continuum: The Australian Journal of Media and Culture* 3, no. 2 (1990). http://wwwmcc.murdoch.edu.au/ReadingRoom/3.2/teleport.html (accessed May 8, 2012). [Note that when you have two or more entries by the same author, you do not need to repeat the author’s name. Instead, use three continuous dashes, as shown. Entries should be in alphabetical order by title, disregarding the article (“A”, “An” or “The”).]


# Quick reference guide

<table>
<thead>
<tr>
<th>Footnote</th>
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<td><strong>Study guide</strong></td>
<td>Barbara Webster, <em>HIST11037 Ancient and Medieval Civilisations Study Guide</em> (Rockhampton: CQUniversity, 2011), 86.</td>
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[If the CRO is a chapter of a book, reference the book as a whole. No need for chapter title (unless it is a chapter in an edited book).]
### Radio and TV programs

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<td>35</td>
<td><em>Hindsight</em>, “The Gentlemen’s Club,” ABC Radio National, May 13, 2012.</td>
<td>[The name of the program is given first in italics, followed by the name of the episode in quotation marks.]</td>
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<tr>
<td>36</td>
<td>Paul Keating, interview by Kerry O’Brien, <em>Four Corners</em>, ABC, March 16, 2012.</td>
<td>Cite these only as footnotes.</td>
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### Electronic material

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Further information
For more information on the Turabian referencing style, see the “Turabian Quick Guide” on the University of Chicago Press Web site at http://www.press.uchicago.edu/books/turabian/turabian_citationguide.html
Alternatively, consult Kate Turabian’s *A Manual for Writers of Research Papers, Theses, and Dissertations* at the CQUni Library (Chapters 16 & 17).
If you’re still in doubt, contact the Academic Learning Centre – Academic Communication (contact details are on the Web site, which is at http://www.cqu.edu.au/clc) or your Course Coordinator.