

GUIDE TO STYLE
for the
DOCTOR OF MINISTRY PROJECT REPORT

Columbia Theological Seminary
August 11, 2011

This Guide to Style is based on Kate L. Turabian's *A Manual for Writers of Research Papers, Theses, and Dissertations*, 7th ed. (Chicago: The University of Chicago Press, 2007). In the body of this document, subsequent references to Turabian are to the 7th edition. We strongly recommended that you purchase and use this edition of Turabian's *Manual* as a final authority in preparing your Doctor of Ministry Project Report.

We want to make the preparation of your D.Min. Project Report as painless as possible. The standards, style, and format of all D.Min. Project Reports should follow the standards outlined in this guide. **Follow these instructions carefully.**

TABLE OF CONTENTS

Format for Final Copy of Project Report	2
Format for Body of Text	2
Margins	2
Typeface	2
Spacing	2
Pagination	3
Capitalization	3
Abbreviations	3
Sections/Subsections	3
Punctuation	3
Format for Source Citation: Footnotes & Bibliography	4
Submission for Form Reading	5
Checklist for Final Submission	5
Inclusive Language	6
Sample Pages	
Title page.....	7
Copying Agreement	8
Abstract	9
Subheadings	10
Footnote form	11
Bibliography form	12
Biblical Abbreviations	13
Footnote and Bibliography Examples	14-22

I. FORMAT FOR FINAL COPY OF PROJECT REPORT

Include the following pages in this order:

	PRELIMINARY PAGES (FRONT MATTER)
First page	- blank page (counted but not numbered)
*Second page	- title page (counted but not numbered)
*Third page	- copying agreement (numbered lowercase roman numeral iii)
Fourth page	- dedication and acknowledgements (optional)
* Fifth page	- abstract (see below)
Sixth and following pages	TEXT (the body of the paper)
	REFERENCE PAGES (BACK MATTER)
	- Appendix(es)
	- Bibliography

***See attached sample pages (the last pages of this document) for correct form and spacing for the title, copying agreement, and abstract pages.**

****Your page count consists of all pages numbered with arabic numerals, beginning with the first page of the text and continuing through the reference pages (back matter). Do not include the preliminary pages (front matter pages numbered with lowercase roman numerals) in your page count.**

A Note about the Abstract

Include in the heading of the abstract page the title of the Project Report, your name, date, and the **number of pages**** (see note below) of the Report. As you write your abstract, remember the following: a) be brief and concise (**100 words maximum**); b) state your thesis clearly and succinctly; c) describe briefly the method of research you have followed; d) state the result of the research or the conclusion reached in the study; e) write in complete sentences, preferably in the third person active voice ("This project proposes ..." or "The research discloses ...").

Students are to submit an abstract to the **Research in Ministry Index**, a national database of D.Min. Project Report abstracts. Instructions will be provided and a copy is to be submitted with your final, ready-to-be-bound copies.

II. FORMAT FOR BODY OF TEXT

A. MARGINS – The margins at the top and bottom of the Project Report should be 1" from the edge of the paper. **The left-hand margin should be 1 1/2" since a larger margin is needed for binding.** The body of the text should be left justified with a "ragged" right edge. The Form & Style Reader will measure your margins.

B. TYPEFACE – Times New Roman or Times Roman is perhaps the best choice; Courier is also acceptable. **Twelve-point type** (ten characters per inch) is to be used **for text** and **ten-point type** (twelve characters per inch) **for notes**.

C. SPACING – All materials should be double-spaced, except for block quotations, notes, and references, which are single-spaced. Quoted matter of up to four typed lines may be run into the text; ALL direct quotations of over four lines, or quotations needing to be highlighted, should be set off from the text, indented four spaces, without quotation marks and single-spaced (that is, block quoted). See Turabian, page 350.

D. PAGINATION – The maximum length for the Project Report is 35 pages.

Number the preliminary pages (**front matter**) with lower-case roman numerals, **centered at the bottom of the page** approximately one inch above the bottom edge. Numbering begins with the copying agreement page, which is numbered "iii" (the title page counts as page ii). Number the **text** (introduction through conclusion) with arabic numerals **flush right in the header** on the **top** edge of the paper. Number the **back matter** (bibliography, appendix, etc.) continuous with the text, using arabic numerals flush right in the header.

E. CAPITALIZATION – In American usage, the tendency is, wherever possible, not to capitalize. This is called a *down* style. Proper names are capitalized, but “many words derived from or associated with proper names (brussels sprouts, board of trustees), as well as the names of significant offices (presidency, papacy) may be lowercased with no loss of clarity or respect” (*Chicago Manual of Style*, 15th ed., p. 311). Consult Turabian chapter 22 (or index) for specific rules. In addition, we suggest:

- a. Pronominal references to God should not be capitalized.
- b. Metaphors for the church should not be capitalized.
- c. The word "Church" should be capitalized only if it means the "one, holy, apostolic Church."
- d. The word "sacrament" should not be capitalized.
- e. The word "Bible" should be capitalized; "biblical" should not be capitalized.

Follow the down style for capitalization and be consistent in usage.

F. ABBREVIATIONS – Avoid abbreviations such as "i.e." "e.g." in the body of your text. If you must abbreviate, follow the rules in Turabian chapter 24.

Abbreviations for biblical references (including Apocrypha, Pseudepigrapha, Mishnah, and related literature) should follow those established by the *Society of Biblical Literature Handbook of Style*, 2006, Section 8.3. An electronic version may be found at the SBL web site at <http://www.sbl-site.org/assets/pdfs/SBLHS.pdf>.

G. SECTIONS AND SUBSECTIONS – Your Project Report may be divided into **sections (not chapters)**, which may then be divided into subsections. Such divisions are given titles, called subheadings or subheads, which are designated respectively first-, second-, and third-level and differentiated from each other by typing style and placement. **See page 10 for examples.**

H. PUNCTUATION – Consult Turabian, particularly chapter 21, pp. 295-307, for punctuation rules. See especially 21.11.2 for a discussion of rules for the use of multiple punctuation marks (for example, quotation marks and a period or comma).

III. FORMAT FOR SOURCE CITATION: FOOTNOTES AND BIBLIOGRAPHY

Use footnotes and bibliography for source citations. This is called the notes-bibliography citation style (or bibliography style). Chapters 16 and 17 of Turabian provide a ready reference guide to the details of this style. Consult chapter 17 for more detailed information on the form of notes and bibliography entries for a wide range of sources. Following is a brief description of the bibliography style:

In bibliography style, you signal that you have used a source by placing a superscript number at the end of the sentence in which you refer to that source. You then cite the source of that quotation in a correspondingly numbered note that provides information about the source (author, title, and facts of publication) plus relevant page numbers. Notes are printed at the bottom of the page (called *footnotes*) ... **If your software program automatically inserts superscript numbers in your footnotes, that will be acceptable. Be consistent.**

You also list sources at the end of the paper in a bibliography. That list normally includes every source you cited in a footnote. Each bibliography entry includes that same information contained in a full note, but in a slightly different form.

Readers expect you to follow the rules for correct citations exactly. These rules cover not only what data you must include and their order, but also punctuation, capitalization, italicizing, and so on. To get your citations right, you must pay close attention to many minute details. (Turabian, pp. 141-142)

In summary, you will use notes-bibliography style for your Project Report citations. The notes will be footnotes and will be located at the bottom of the page. The bibliography will appear at the end of the Report. Following is information that addresses specific citation issues that are related to frequently asked questions:

- **Typography of titles:** Titles of larger entities (books, journals) are printed in italics; titles of smaller entities (chapters, articles) are printed in roman type and enclosed in quotation marks. Titles of unpublished works (such as dissertations) are printed in roman type and enclosed in quotation marks, even if they are book length (Turabian, p. 194).
- **Shortened notes:** In most cases, you can give a complete citation the first time you cite a work and a shortened one in subsequent notes. Consult Turabian 16.4 (pp. 154-157) for information on the correct form for shortened notes.
- **Bible translations:** If your Project Report includes quotations from an English version of the Bible, you need to provide citation information for the version you are using. A footnote something like the following would be appropriate:
 1. All scriptural citations are from the Revised Standard Version of the Bible, Old Testament Section, copyright 1952; New Testament Section, second edition, copyright 1971.

Subsequent biblical references require only the Society of Biblical Literature style designation (example: Gen 2:23).

IV. SUBMISSION FOR FORM READING

After your first and second readers approve the content of your Project Report, and you have made all required revisions, you may move on to the form and style reading stage. A clean, revised paper copy (what you consider to be final, ready-to-be-bound copy) should then be submitted to the Advanced Professional Studies Office for reading. The Advanced Professional Studies Office will submit the Report to a seminary-approved form reader to be checked for correctness of form and style.

If it is evident that you have not used the proper format and style according to this Guide to Style, your Project Report will be returned to you. When you return it in the proper format, it will be read for form and style.

If revisions are necessary, the Project Report will be returned to you with an indication of the changes that need to be made. A second form reading may be required. When the Project Report is in acceptable form, you are then ready to photocopy your document and submit the final copies to be bound (see V. D. below).

V. CHECKLIST FOR FINAL SUBMISSION IN "READY-TO-BE-BOUND" FORM

A. Turn in the final copies of your Project Report **before the established deadline**. This deadline is inflexible, and failure to comply, even because of unforeseen delays beyond your control, will delay your degree one full year.

B. Make sure your pages are presented to be bound in numerical order with no pages missing. Neither the CTS staff nor the bindery will perform this task for you.

C. **Sign all copies** of the COPYING AGREEMENT.

D. Since all Project Reports are bound and preserved in the library for years to come, we have stringent rules concerning their physical form and condition. Turn in at least **TWO** copies of your Project Report for binding. **ALL** copies must be on plain white **twenty-pound weight or higher paper with a cotton content of 25% or higher**. Do not use erasable bond papers. You may submit one original and copies, or all copies if the copies are of excellent quality. The two copies are for the library (one circulating, one non-circulating). **You may submit as many as four copies for your own personal use (see F. below)**. You are responsible for all duplicating and binding costs.

You may produce your document on any word processor. **Along with the final, printed form of your Project Report, please submit electronic copies of the Report on a CD, diskette or other means of electronic storage**. Save one copy of your Project Report in the format used by your word processor (e.g., Word for Windows Version X), and save one copy as an "ASCII" file or a "Text Only" file. Identify the diskette with your name, title of your Project Report, date, and degree program.

E. Submit your Project Report to the Staff Associate/Binding at the CTS JBC Library. A check payable to Columbia Theological Seminary must accompany the Report when it is presented. The fee for binding is \$25.00 per copy.

There is no choice of colors in the binding of your Report. Bindery colors are determined by the degree conferred: red for the D.Min degree. Depending on volume and production schedules, the bindery will need approximately four to six weeks to process your order.

F. When the bound copies are returned to the CTS JBC Library, they will be checked to make sure each copy is bound correctly. It is your responsibility to pick up all personal copies. The Library will, upon request, mail documents to authors who are out of town and who do not expect to return to campus. Authors must provide the Library with a correct mailing address.

VI. INCLUSIVE LANGUAGE

Columbia Theological Seminary is committed to the use of inclusive language about human beings and about God. Inclusive language with reference to human beings intentionally seeks to acknowledge the diversity of humankind. Inclusive language with reference to God seeks to express the diverse ways the Bible and our theological tradition speak about God. In both cases, such language should enable everyone, regardless of differences such as gender, age, race, and denominational affiliation, to feel included, addressed, and equally valued before God.

We recognize there are different points of view in the church and in the seminary community concerning inclusive language, especially language used about God, and that the use of inclusive language often requires time, love, patience, instruction, and careful consideration on the part of all concerned.

With these considerations in mind, the policy of Columbia Theological Seminary concerning the use of inclusive language is:

All members of the seminary community are expected to use inclusive language in classroom lectures and discussions, in written work, in seminary publications and official statements, and in seminary worship. While this policy expresses the expectations of the Seminary, the use of inclusive language will not be a factor in the grading of students or in any person's acceptance by the community.

Footnote:

We believe this statement is in accord with the more specific guidelines on inclusive language established by the 197th General Assembly (1985) of the Presbyterian Church (U.S.A.). Copies of those guidelines are available in Campbell Library. . . .

Statement on Inclusive Language by the Faculty of Columbia Theological Seminary, April 7, 1988

VII. SAMPLE PAGES

What follows in this Guide to Style are sample pages for correct form and spacing for the **title, copying agreement, and abstract pages**. The goal is for these preliminary pages (front matter) to be uniform for all Projects Reports. Also see the sample pages for footnotes and the bibliography.

SAMPLE TITLE PAGE FOR D. MIN. PROJECT REPORT

2¼"↓

A MODEL FOR TEACHING MINISTRY IN RELATIONSHIP
TO THE ELECTRONIC CHURCH

→ 1½"

4"↓

By

4½"↓ (full name)

(list all degrees, each

on separate line: degree,
school, and year)

Alden Glenn Bass

B.S., East Carolina University, 1961

M.Div., Union Theological Seminary, 1971

6½"↓

(first reader's name)

(second reader's name)

(typed)

Supervised by:

Dr. Stephen A. Hayner, first reader

Dr. Rodger Y. Nishioka, second reader

8¼"↓

A Doctor of Ministry Project Report
submitted to the faculty of
Columbia Theological Seminary
in partial fulfillment of the requirements of the degree of
Doctor of Ministry
2008

SAMPLE COPYING AGREEMENT PAGE FOR D. MIN. PROJECT REPORT

2¼"↓

COPYING AGREEMENT

In presenting this Project Report in partial fulfillment of the requirements for an advanced degree at Columbia Theological Seminary, I agree that the library shall make it freely available for inspection and circulation in accordance with its regulations governing materials of this type. I further agree that permission for "fair use" copying of this Project Report for scholarly purposes may be granted by the seminary librarian. It is understood that any copying or publication of this Project Report for potential financial gain shall not be allowed without my written permission.

→ 1½"

Author Signature

Date

2¼"↓

ABSTRACT

THE UNICAMERAL PLAN OF THE SECOND PRESBYTERIAN CHURCH IN
NEWTOWN, SOUTH CAROLINA

by

Ronald Allen Southwick

February 2008

32 pages

The question of bicameral or unicameral systems of governance has been an issue in Presbyterian congregations. This project focuses on a particular congregation and upon the role of the pastor in deciding which organization to use.

The report explores the offices of elder and deacon in church history and considers the pastor's leadership role from the perspective of the "priesthood of all believers." It uses a model of leadership styles developed by Norman Shawchuck to evaluate the particular style used by the pastor in this process, which results in an extensive plan for unicameral organizational structure.

→ 1 ½"

Subheadings

Put an extra blank line before and after subheads. Do not end them with a period.

First level: centered, boldface, capitalize each important word

Contemporary Art

Second level: centered, regular type, capitalize each important word

The Major Painters and the Issues of the Age

Third level: flush left, italic type, capitalize each important word

Abstract Expressionism and the Painters

PAGE OF TEXT WITH FOOTNOTES

805

influence alone. In fact, the Democrats did not win control of the House until 1875, and it was Republican-controlled Congresses that passed most of the cuts.⁶⁶ Support for a small peacetime military was widespread, on both sides of the aisle in Congress and among the public at large. A tradition of antimilitary sentiment among Americans, which had been well established by the antebellum era, survived into the postwar era.⁶⁷ In December 1865, soon after President Johnson delivered his address to Congress, the pro-Republican *Cincinnati Daily Commercial* newspaper argued,

It is not in accordance either with our national interest or the principles of our Government, to keep up a heavy standing army in time of peace. The enormous expense of standing armies is perhaps their least evil. They absorb and withdraw from useful occupations a large class of citizens who would otherwise be engaged in productive industry. They foster a spirit of restlessness, ambition, and discontent. They create and maintain national jealousies and animosities, and minister to that spirit of domination and passion for conquest which is fatal to the steady growth and permanent prosperity of a people.⁶⁸

On the subjects of the peacetime military establishment and national government expenditures, many Republicans could find common ground with their Democratic colleagues. There were many fiscal conservatives in Republican ranks; these included Elihu Washburne, the former Van Wyck committee member, who in 1870 wrote from Paris to his brother (another Congressman) in Washington to say that he was dismayed by the recent Court of Claims awards to war contractors. "I hope your committee," continued Washburne, "will put the knife to the throats of every appropriation not absolutely necessary."⁶⁹ Although most Congressmen and their constituents naturally

66. Utley, *Frontier Regulars*, 59–68.

67. Marcus Cunliffe, *Soldiers and Civilians: The Martial Spirit in America, 1775–1865* (Boston: Little, Brown & Co., 1968).

68. *Cincinnati Daily Commercial*, December 16, 1865.

69. Elihu Washburne to C. C. Washburn, February 5, 1870, C. C. Washburn Papers, SHSW.

Figure A.10. Page of text with footnotes. Reprinted with permission from Mark R. Wilson, "The Business of Civil War: Military Enterprise, the State, and Political Economy in the United States, 1850–1880" (PhD diss., University of Chicago, 2002).

BIBLIOGRAPHY

- America Takes Charge/America's Enemy*. Vol. 3 of *Vietnam: A Television History*. VHS. Boston: WGBH Boston Video, 1997.
- Arnett, Peter *The Ten Thousand Day War*. VHS. Toronto: Canadian Broadcasting Corporation, 1980.
- Brinkley, Alan. *American History: A Survey, Since 1865*. Vol. 2. New York: McGraw-Hill, 1995.
- . *The Unfinished Nation: A Concise History of the American People, From 1865*. Vol. 2. New York: McGraw-Hill, 1997.
- Griffith, Robert, ed. *Major Problems in American History Since 1945*. Lexington, MA: D.C. Heath, 1992.
- "The Gulf of Tonkin Resolution, August 7, 1964." In *Vietnam: A History in Documents*, edited by Gareth Porter, 286-287. New York: New American Library, 1981.
- Kimball, Jeffrey P., ed. *To Reason Why: The Debate about the Causes of U.S. Involvement in the Vietnam War*. New York: McGraw-Hill, 1990.
- Kolko, Gabriel. *Anatomy of a War: Vietnam, The United States, and the Modern Historical Experience*. New York: Pantheon Books, 1985.
- Maclear, Michael. *The Ten Thousand Day War: Vietnam: 1945-1975*. New York: St. Martin's Press, 1981.
- Marquis, Jefferson P. "The Other Warriors: American Social Science and Nation Building in Vietnam." *Diplomatic History* 24, no. 1 (Winter 2000): 79-105. <http://proquest.umi.com/pqdweb?did=50799805&sid=5&Fmt=2&clientId=7985&RQT=309&VName=PQD> (accessed December 10, 2000).
- The Pentagon Papers: The Defense Department History of the United States Decisionmaking on Vietnam*. Vol. 1. Boston: Beacon Press, 1971, 187. Quoted in Gabriel Kolko, *Anatomy of a War: Vietnam, The United States, and the Modern Historical Experience*. New York: Pantheon Books, 1985.
- Porter, Gareth, ed. *Vietnam: A History in Documents*. New York: New American Library, 1981.
- Salisbury, Harrison E., ed. *Vietnam Reconsidered: Lessons from a War*. New York: Harper and Row, 1984.
- Trueman, Chris. "The Causes of the Vietnam War." History Learning Site. http://www.historylearning.co.uk/causes_vietnam_war.htm (accessed November 30, 2000).

BIBLICAL ABBREVIATIONS

Old Testament

Genesis	Gen.
Exodus	Exod.
Leviticus	Lev.
Numbers	Num.
Deuteronomy	Deut.
Joshua	Josh.
Judges	Judg.
Ruth	Ruth
1 Samuel	1 Sam.
2 Samuel	2 Sam.
1 Kings	1 Kings
2 Kings	2 Kings
1 Chronicles	1 Chron.
2 Chronicles	2 Chron.
Ezra	Ezra
Nehemiah	Neh.
Esther	Esther
Job	Job
Psalms	Ps. (plural, Pss.)
Proverbs	Prov.
Ecclesiastes	Eccles.
Song	Song of Sol.
Isaiah	Isa.
Jeremiah	Jer.
Lamentations	Lam.
Ezekiel	Ezek.
Daniel	Dan.
Hosea	Hosea
Joel	Joel
Amos	Amos
Obadiah	Obad.
Jonah	Jon.
Micah	Mic.
Nahum	Nah.
Habakkuk	Hab.
Zephaniah	Zeph.

Haggai	Hag.
Zechariah	Zech.
Malachi	Mal.

New Testament

Matthew	Matt.
Mark	Mark
Luke	Luke
John	John
Acts	Acts
Romans	Rom.
1 Corinthians	1 Cor.
2 Corinthians	2 Cor.
Galatians	Gal.
Ephesians	Eph.
Philippians	Phil.
Colossians	Col.
1 Thess	1 Thess.
2 Thess	2 Thess.
1 Timothy	1 Tim.
2 Timothy	2 Tim.
Titus	Titus
Philemon	Philem.
Hebrews	Heb.
James	James
1 Peter	1 Pet.
2 Peter	2 Pet.
1 John	1 John
2 John	2 John
3 John	3 John
Jude	Jude
Revelation	Rev.

The following are examples of citations in notes-bibliography style. This is not an exhaustive list. For further examples please consult the Turabian Manual.

Book Citation - General Format

1. First name Last name, *Title of Book* (Place of publication: Publisher, Year of publication), page number.

Note
EXAMPLE

Last name, First name. *Title of Book*. Place of publication: Publisher, Year of publication.

Bibliography
EXAMPLE

Book by One Author (162)

1. Gunther Barth, *Bitter Strength: A History of the Chinese in the United States, 1850-1870* (Cambridge: Harvard University Press, 1964), 51.

Note
EXAMPLE

Barth, Gunther. *Bitter Strength: A History of the Chinese in the United States, 1850-1870*. Cambridge: Harvard University Press, 1964.

Bibliography
EXAMPLE

Book by Two or More Authors (163)

2. Deborah Howe, James Howe, and Alan Daniel, *Bunnicula: A Rabbit Tale of Mystery* (New York: Anthem, 1979), 5.

Note
EXAMPLE

Howe, Deborah, James Howe, and Alan Daniel. *Bunnicula: A Rabbit Tale of Mystery*. New York: Anthem, 1979.

Bibliography
EXAMPLE

Book by Four or More Authors (163)

- With four or more authors list only the first author's name followed by et al. in the note.

3. Andrew Gagliano et al., *How to Build an Elevator* (Chicago: Construction Press, 2009), 58.

Note
EXAMPLE

- Include all of the authors in the bibliographic entry, no matter how many, do not use et al.

Gagliano, Andrew, Ann Zielke, Emily Wagner, and Danielle Kerr. *How to Build an Elevator*. Chicago: Construction Press, 2009.

Bibliography
EXAMPLE

Editor or Translator in Place of an Author (164)

4. Chuck Green, ed., *Green Gross* (New York: Color Press, 2006), 40.

5. Charles Rover, trans., *Orange Shoes* (New York: Color Press, 2003), 33.

Note
EXAMPLE

Green, Chuck, ed. *Green Gross*. New York: Color Press, 2006.

Rover, Charles, trans. *Orange Shoes*. New York: Color Press, 2003.

Bibliography
EXAMPLE

Chapter or Other Part of a Book (178)

6. Ann Zielke, "Different People," in *Surviving the College Experience*, ed. Thomas Smith (New York: College Press, 1999), 56.

Note
EXAMPLE

Zielke, Ann. "Different People." In *Surviving the College Experience*, edited by Thomas Smith, 54-78. New York: College Press, 1999.

Bibliography
EXAMPLE

Preface, Foreword, or Introduction (178)

7. Gina Sevick, foreword to *Surviving the College Experience*, by Margaret Wagner (New York: College Press, 1999), xxi.

Note
EXAMPLE

Sevick, Gina. Forward to *Surviving the College Experience*, by Margaret Wagner, xx-xxii. New York: College Press, 1999.

Bibliography
EXAMPLE

An Anonymous Book (165)

8. *Basic History of Immigration* (San Francisco: Migration Press, 2009), 24.

Note
EXAMPLE

Basic History of Immigration. San Francisco: Migration Press, 2009.

Bibliography
EXAMPLE

Edition Other than the First (171)

9. Grace Gato, *How to Tie Your Shoes*, 3rd ed. (Chicago: Footwear Press, 2005), 70.

Note
EXAMPLE

Gato, Grace. *How to Tie Your Shoes*. 3rd ed. Chicago: Footwear Press, 2005.

Bibliography
EXAMPLE

Unpublished Thesis or Dissertation (194)

10. Sylvia Caballero, "How to Teach First Graders" (master's thesis, University of Wisconsin, 2004), 68.

11. Sylvia Caballero, "How to Teach First Graders" (PhD diss., University of Wisconsin, 2004), 58.

Note
EXAMPLE

Caballero, Sylvia. "How to Teach First Graders." Master's thesis, University of Wisconsin, 2004.

Caballero, Sylvia. "How to Teach First Graders." PhD diss., University of Wisconsin, 2004.

Bibliography
EXAMPLE

Print Periodical - General Format

1. First name Last name, "Title of Article," *Title of Journal* Volume number (Year): page number.

Note
EXAMPLE

First name Last name, "Title of Article." *Title of Journal* Volume number (Year): inclusive page numbers.

Bibliography
EXAMPLE

An Article in a Print Journal (181-185)

2. Brice Crate, "Queer Theory in English Literature," *Queer Theory Quarterly* 16 (June 2008): 238.

3. Sarah Wagner, "Why Kids Can't Learn," *Education in Wisconsin Quarterly* 56, no. 3 (1999): 205.

Note
EXAMPLE

Crate, Brice. "Queer Theory in English Literature." *Queer Theory Quarterly* 16 (June 2008): 230-260.

Wagner, Sarah. "Why Kids Can't Learn." *Education in Wisconsin Quarterly* 56, no. 3 (1999): 200-215.

Bibliography
EXAMPLE

An Article in a Popular Magazine (185-186)

4. Chris Craven, "Vampires, Vampires, Vampires," *Vampire Magazine*, January 24, 2003, 24.

**Note
EXAMPLE**

Craven, Chris. "Vampires, Vampires, Vampires." *Vampire Magazine*, January 24, 2003.

**Bibliography
EXAMPLE****An Article in a Newspaper (186-187)**

- In most cases, you only need to cite articles from newspapers in notes. You only need to include newspaper articles that are critical to your argument or are frequently cited in your bibliography.

Kevin Trost, "Creating Something Out of Nothing," *New York Times*, July 16, 2008.

**Note
EXAMPLE**

E-book (181)

1. Gunther Barth, *Bitter Strength: A History of the Chinese in the United States, 1850-1870* (Cambridge: Harvard University Press, 1964), NetLibrary e-book.

Note
EXAMPLE

Barth, Gunter. *Bitter Strength: A History of the Chinese in the United States, 1850-1870*. Cambridge: Harvard University Press, 1964. NetLibrary e-book.

Bibliography
EXAMPLE

An Article from an Online Database (185)

- Follow the guidelines for a print journal article and include the URL and access date.

2. Brice Crate, "Queer Theory in English Literature," *Queer Theory Quarterly* 16 (June 2008): 238, <http://jstor.org/038493484%> (accessed July 14, 2009).

Note
EXAMPLE

Crate, Brice. "Queer Theory in English Literature." *Queer Theory Quarterly* 16 (June 2008): 230-260. <http://jstor.org/038493484%> (accessed July 14, 2009).

Bibliography
EXAMPLE

Website (198)

- Include as much of the following information as you can: author, title of page, title or owner of site, URL, and access date.

3. Craig Marks, "How to Build Paper Airplanes," Paper Airplanes, <http://www.paperairplanes.com/learningtools> (accessed June 1, 2006).

Note
EXAMPLE

Marks, Craig. "How to Build Paper Airplanes." Paper Airplanes. <http://paperairplanes.com/learningtools> (accessed June 1, 2006).

Bibliography
EXAMPLE

FOOTNOTES & BIBLIOGRAPHY EXAMPLES FOR

Dissertations
Lectures
Interviews & Personal Comments
Visual & Performing Arts
Public Documents

See Turabian, 7th Edition, chapter 17

For one source quoted in another source, see Turabian, 7th Edition, page 215.