APPENDIX A

TURABIAN FOOTNOTE AND BIBLIOGRAPHY
INFORMATION AND SAMPLES
(Primarily for papers written for the Seminary or Religious Education)

The first footnote reference for a book should include the following information in the order given:

Name of author(s)—or editor(s) when no author is given
Title and, if any, subtitle
Name of editor, compiler, or translator, if any, in addition to author
Name of author of preface, introduction, or foreword only when of special interest to study
Number or name of edition, if other than the first
Name of series in which book appears, if any, with volume or number in series
Facts of publication: Place, publishing agency, date
Page number(s) of specific citation

In the footnote samples shown below, titles of commentaries, encyclopedias, dictionaries, journals, and magazines are shown written out, shortened, or abbreviated. All forms are permissible, but whichever form is chosen should be used consistently and with the approval of adviser and committee. Footnote indentations should be the same as paragraph indentations used in text. Bibliography entries start flush left. Runover lines line up under the sixth space or according to default indent. One bibliographic entry should never be split between two pages.

“N” indicates footnote entry. “B” indicates bibliographic entry.

Note: When the city of publication is not well known, provide the two-letter state abbreviation. Country names, when needed, are always written out. Use commonly used English names for foreign cities.

1. Book—one author (see Turabian 17.1.1)


2. Book—more than one author (see Turabian 17.1.1)

N 2Mary Lyon, Bryce Lyon, and Henry S. Lucas, The Wardrobe Book of William de Norwell, 12 July 1338 to 27 May 1340, with the collaboration of Jean de Sturler (Brussels: Commission Royale d’Histoire de Belgique, 1983), 42.

3. Book—more than one volume published in more than one year


Note: If date is of special concern, include the date of the specific volume cited; i.e., 1 (1951): 9 instead of 1:9.

4. Book—in a series (see Turabian 17.1.5)


5. Book—with component part by one author in a book edited by another (see Turabian 17.1.8)


6. Book—one source quoted in another (see Turabian 17.10)


7. Commentaries—authored volumes (Commentary title written out in footnote)


Note: The use of abbreviations in footnotes for well-known and/or frequently used commentaries, dictionaries, encyclopedias, journals, and magazines (even in the first footnote) is usually permitted, but only when a list of abbreviations is included in the paper. A list of abbreviations should not include references that are used only once. Such a practice would make the list long and defeat its purpose. Be sure to check with your adviser and committee as to their preference. Full titles for all works are always written out in the bibliography.

8. Commentaries—authored volumes (Commentary title abbreviated in footnote)


9. Commentaries—with signed articles (Commentary title written out in footnote)


10. Commentaries—with unsigned articles (Commentary title shortened in footnote)

Note: Articles that have a specific title are referenced with that title (note first example 10); articles that comment on a Bible text only are referenced by the Bible book title (note second example 10).


11. Dictionaries—with signed articles (Dictionary title abbreviated in footnote)


12. Dictionaries—with unsigned articles (Dictionary title shortened in footnote)

N  12 Siegfried H. Horn, Seventh-day Adventist Bible Dictionary (SDABD), rev. ed. (1979), s.v. “angel.”


Note: Use lower case for the word looked up unless it is a proper noun.

13. Encyclopedias—with signed articles (Encyclopedia title written out in footnote)


14. Encyclopedias—with unsigned articles (Encyclopedia title shortened in footnote; see Turabian 17.5.3)


15. Multivolume works—with specific volume and general title (see Turabian 17.1.4)


16. Ancient and medieval works (see Turabian 17.5.1)

N Irenaeus Against Heresies 2.2.3 (ANF, 1:361).


17. Journals (Journal title abbreviated in footnote)


18. Magazines (see Turabian 17.3)


19. Article—reprinted


20. Article—no title, author supplied


21. Denominational minutes


22. Unpublished manuscript collections (see Turabian 17.6.4)


23. SDA Yearbook—1905-1966


25. Dissertations and theses (see Turabian 17.6.1)


Note: To cite a dissertation consulted in an online database, add database name, URL, and access date.


26. E. G. White research materials—(a) unpublished letter, (b) manuscript with no title

N "Ellen G. White to Dr. Patience Bourdeau, 8 June 1905, Letter 177, 1905, Ellen G. White Research Center, Andrews University, Berrien Springs, MI."

B Ellen G. White, MS 154, 1902, Ellen G. White Research Center, Andrews University, Berrien Springs, MI.

White, Ellen G. MS 154, 1902. Ellen G. White Research Center. Andrews University, Berrien Springs, MI.

27. CD-ROM (see Turabian 17.1.10 and 17.5.8)


28. Online databases (see Turabian 17.5.9)


29. Web sites (see Turabian 17.7.1 and 15.4)


Note: When no author’s name is present, give the name of the owner of the site:


Note: Refer to electronic sources only when items are not published elsewhere. Make sure the URL is accurate, even to the spaces and dots. If it is necessary to divide the URL between two lines, break only after a slash mark or immediately before a dot. Always include the date you accessed the source (at the end, in parentheses). Remove hyperlinks. (In Microsoft Word™, use the Tools menu, AutoCorrect Options, AutoFormat As You Type, Replace as you type, then clear the check-box: “Internet and network paths with hyperlinks.”)

Sources available online are less stable than printed sources; URLs come and go—therefore, retain copies of downloaded material until your paper or dissertation has been approved.

For more help regarding electronic media, see Nancy Vyhmeister’s excellent chapter, “Taming the Internet,” in Your Guide to Writing Quality Research Papers, 2d ed. (Grand Rapids: Zondervan, 2008).