

Overview of Turabian Author-Date Style

Student First and Last Name

Course ID and Name

Professor Name

Due date (Month, Day, Year)

Page Formatting

Title Page The title page is the first page of your paper. The title should be centered and about 1/3 of the way down. Put a few spaces after that and write your name, class information, professor's name, and due date (this will all be single-spaced).

Page Numbers Page numbers are required for your paper. The number should be placed in the top right margin of the header. NOTE: The page count does not start on the title page. To take off the page number on the title page, once you have the next page started, select the header on that second page and check-mark "Different First Page" under "Options" on the toolbar.

Line Spacing Your paper will be double-spaced with the exception of the title page, table captions, figure captions, and lists in appendices. Make sure to remove any extra spaces before and after paragraphs by using the line spacing options on the toolbar.

Headings If choosing to use headings, there are several different levels that you need to be aware of. Below are the levels and formatting.

Level One Heading

Level Two Heading

Level Three Heading

Level four heading (not sentence case)

Level five heading. It introduces the sentence and the sentence continues right after the heading.

Reference Page The reference page will begin on a new page at the end of your paper. It will be labelled References, centered and bold. Leave one double-spaced blank line

between the title and the first reference. The references are placed in alphabetical order and are double-spaced like the rest of the paper.

Figures Figures (images, drawings, maps, diagrams, or charts/graphs) must be placed either immediately after the paragraph that mentions it or just before the mention. It is labelled numerically directly below the image. Directly after the label, on the same line, write a title or brief description. If the caption is more than one line, single-space the entire caption. Put one double-space between the caption and the start of your next paragraph. See below for an example.

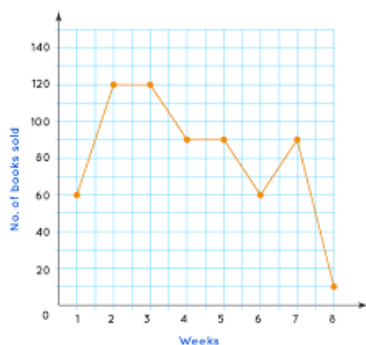


Figure 1. Number of Books Sold Within 8 Weeks (Graph by author).

Tables Tables are formatted similar to figures. The table must be inserted near where it is mentioned. The table is labelled directly below. After the label, write a title or brief description of what it shows. If the caption is more than one line, single-space the entire caption. Leave one double-space between the caption and the next paragraph. See below for an example.

No.	Full Name	Position	Salary
1	Bill Gates	Founder Microsoft	\$1000
2	Steve Jobs	Founder Apple	\$1200
3	Larry Page	Founder Google	\$1100
4	Mark Zuckerberg	Founder Facebook	\$1300

Table 1. List of CEOs and Their Salary (Table by author).

Block Quotes If the direct quote is five or more lines you will need to format it as a block quote. Block quotes are single-spaced with one blank line before and after the quote. The entire left margin of the quote is indented one half inch (just like this paragraph is). No quotation marks are needed. The citation will go at the very end of the block quote after the last sentence.

In-Text Citations

General Format: (Author Last Name Year). Note that there is not a comma between the name and year.

When there are two authors: (Jones and Smith 2001).

When there are three authors: (Lee, Sing, and Wood 2009).

When there are more than three authors: (Weber et al. 2017).

When there is no author:

Use the title of the webpage or title of the article instead of the author's name. For example ("Turabian Citation Style Guide" 2022) or ("Effects of Sleep Deprivation" 2010). Note that the title is placed in quotations, as that is how it is formatted on the reference page for those sources.

Reference Page

Hanging Indent: The opposite of a first line indent, 0.5 inches for everything past the first line of a reference. Required for all sources.

Books

Author Last Name, First Name. Year. *Title*. Location of Publisher: Publisher.

Kitamura, Katie. 2017. *A Separation*. New York: Riverhead Books.

Chapter in a Book

Author Last Name, First Name. Year. "Chapter Title." In *Title of Book*, edited by (if applicable) First Name Last Name, Page Range. Publisher Location: Publisher.

Rowlandson, Mary. 2016. "The Narrative of My Captivity." In *The Making of the American Essay*, edited by John D'Agata, 19–56. Minneapolis: Graywolf Press.

Journal Article

Author Last Name, First Name. Year. "Title of Article." *Journal Name* Issue Number, Volume (no.) Number: Page Range. DOI link or URL if an online article.

Lewis, Helen. 2019. "Supporting the Development of Young Children's Metacognition through the Use of Video-Stimulated Reflective Dialogue." *Early Child Development and Care* 189, no. 11: 1842–58.

<https://doi.org/10.1080/03004430.2017.1417273>

List up to ten authors of the article in the reference. If there are more than ten authors then list the first seven and then et al.

Website

Author Last Name, First Name. Year revised or published. "Title of Webpage."
Website Name/Sponsor of Site/Site Owner. Accessed Date (Month, Day,
Year). URL.

American Library Association. 2019. "Evaluating Information: Information
Literacy." American Library Association. Accessed June 10, 2019.
<https://libguides.ala.org/InformationEvaluation/Overview>

Commented [WC1]: Note that there is no single author for this webpage, so the organization that wrote it will go in place of an author name

Figures and Tables

If the image or table is not an original by you, then you need to cite the figure or table directly after the caption/title that you wrote underneath. It will be formatted as:

Creator First Name Last Name, "Original Title," in/from Author, *Title of the Source*, page number if available, original figure/table number if one was there in the original source.

Anything not available about the figure or table can be omitted, such as page number, original title, or figure/table number.

If the figure/table was created by you, then at the end of the caption or title you will put (Table/Figure by Author). See the figure and table examples on page 3 for reference of how that looks.

References

Columbia University. n.d. "History of Columbia University." Columbia University. Accessed May 15, 2017. <http://www.columbia.edu/content/history.html>.

Commented [WC2]: When there is not a date you put n.d. in place of the year.

Haraway, Donna J. 1994. "A Game of Cat's Cradle: Science Studies, Feminist Theory, Cultural Studies." *Configurations* 2, no. 1: 59-71.

Commented [WC3]: Note that this one ends at the page number. That means that the article is in print, not online.

Lynd, Robert, and Helen Lynd. 1929. *Middletown: A Study in American Culture*. New York: Harcourt, Brace and World.

Commented [WC4]: Only the first author listed is placed as Last Name, First Name. Other authors are listed as First Name Last Name. This is true no matter how many authors are listed after, and even if it is just one author total.

Pérez, Ashley Hope. 2017. "Material Morality and the Logic of Degrees in Diderot's *Le neveu de Rameau*." *Modern Philology* 114 (4): 872-98. <https://doi.org/10.1086/689836>.

Weber, Jesse N., Martin Kalbe, Kum Chuan Shim, Noémie I. Erin, Natalie C. Steinel, Lei Ma, and Daniel I. Bolnick. 2017. "Resist Globally, Infect Locally: A Transcontinental Test of Adaptation by Stickleback and Their Tapeworm Parasite." *American Naturalist* 189, no. 1: 43-57. <https://doi.org/10.1086/689597>.

Commented [WC5]: Make sure to list every author name up to ten authors

Welch, Kathleen E. 1999. *Electric Rhetoric: Classical Rhetoric, Oralism and a New Literacy*. Cambridge: MIT Press. netLibrary e-book.

Commented [WC6]: This is an example of an ebook reference. When it is an online book, after the publisher information you put the format of the book or where it is located.