

Avondale College Referencing Guide for Turabian

With notes for EndNote

June 2017



**AVONDALE
LIBRARIES**

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Print Resources – Books

Books	Reference List	Notes	EndNote
One Author	<p>Talbert, Charles H. <i>Matthew</i>. Grand Rapids, MI: Baker Academic, 2010.</p> <p>Note the hanging indent for reference list items.</p> <p>In titles of books and articles in reference lists, capitalise all the major words. See General Rule 19 for more information.</p> <p>Where more than one place of publication is given, show only the first listed place.</p>	<p>First Note: Charles H. Talbert, <i>Matthew</i> (Grand Rapids, MI: Baker Academic, 2010), 55.</p> <p>Subsequent Notes: Talbert, 85-90.</p>	Select <i>Book</i> as the Reference Type. Enter Author, Year, Title, Place Published and Publisher.
Two or three authors	<p>McLaren, Brian, and Tony Campolo. <i>Adventures in Missing the Point</i>. Grand Rapids, MI: Zondervan, 2006.</p> <p>Appleby, Joyce, Lynn Hunt, and Margaret Jacob. <i>Telling the Truth About History</i>. New York: Norton, 1994.</p>	<p>First Note: Brian McLaren and Tony Campolo, <i>Adventures in Missing the Point</i> (Grand Rapids, MI: Zondervan, 2006), 52.</p> <p>Subsequent Notes for the second reference: Appleby, Hunt, and Jacob, 301-4.</p>	<p>Add author names one under the other: Appleby, Joyce Hunt, Lynn Jacob, Margaret</p> <p>EndNote will adjust subsequent notes.</p>
Four or more authors or editors	<p>List all authors or editors</p> <p>Evans, J., Peter Grimshaw, D. Philips, and S. Swain. <i>Equal Subjects, Unequal Rights: Indigenous Peoples in British Settler Societies</i>. Manchester: Manchester University Press, 2003.</p> <p>Clements, Dave, Alastair Donald, Martin Earnshaw, and Austin Williams, eds. <i>The Future of Community: Reports of a Death Greatly Exaggerated</i>. London: Pluto Press, 2008.</p>	<p>First Note: J. Evans et al, <i>Equal Subjects, Unequal Rights: Indigenous Peoples in British Settler Societies</i> (Manchester: Manchester University Press, 2003), 91-93.</p> <p>Dave Clements et al, eds., <i>The Future of Community: Reports of a Death Greatly Exaggerated</i> (London, UK: Pluto Press, 2008), 54.</p> <p>Subsequent Notes: Evans et al, 121-23. Clements et al, 34-35. (Do not add 'eds')</p>	<p>Enter Author (or editors), Year, Title, Place Published and Publisher.</p> <p>Add author names one under the other.</p>
Books (cont.)	Reference List	Notes	EndNote

Edited book	<p>Gibbs, J. T., and L. N. Huang, eds. <i>Children of Colour: Psychological Interventions with Minority Youth</i>. San Francisco: Jossey-Bass, 1991.</p> <p>If there is no author on the title page of a work, list instead the name(s) of the editor (ed. or eds.), compiler (comp. or comps.), or translator (trans.). The abbreviated forms appear in notes as well as in the bibliography.</p>	<p>First Note: J. T. Gibbs and L. N. Huang, eds., <i>Children of Colour: Psychological Interventions with Minority Youth</i>. (San Francisco: Jossey-Bass, 1991), 325-26.</p> <p>Subsequent Notes: Gibbs and Huang, 350. (Do not add 'eds')</p>	<p>Select <i>Edited Book</i> as the Reference Type.</p> <p>EndNote adds 'eds' to the subsequent notes. Edit by using <i>Edit & Manage Citations</i>, exclude author and type "Gibbs and Huang" in the Prefix field, or just edit manually.</p>
Article or chapter in an edited book	<p>Didion, Joan. "Marrying Absurd." In <i>Twenty-Five Great Essays</i>, edited by R. DiYanni, 227-44. New York: Pearson, 2008.</p> <p>Include either the chapter (e.g. ' chap. 2' in notes and ' Chap. 2' in the bibliography) or the chapter's page range, as above.</p>	<p>First Note: Joan Didion, "Marrying Absurd," in <i>Twenty-Five Great Essays</i>, ed. R. DiYanni, (New York: Pearson, 2008), 229.</p> <p>Subsequent Notes: Didion, 240.</p>	<p>Select <i>Book Section</i> as the Item Type. Enter 'Joan Didion.' in the <i>Author</i> field. Enter 'Marrying Absurd' in the <i>Title</i> field. Enter 'R. DiYanni' as an <i>Editor</i>. Enter 'Twenty-Five Great Essays' in the <i>Book Title</i> field. Enter <i>Place, Publisher, Date & Pages</i>.</p>
Book with an author plus editor or translator	<p>Demarest, Bruce. <i>The Cross and Salvation: The Doctrine of God</i>. Edited by John Feinberg. Wheaton, Ill: Crossway Books, 2006.</p> <p>The author's name appears first. In addition, the name(s) of the editor(s), compiler(s) or translator(s) appear after the title.</p> <p>In the bibliography, a spelled-out version is used: "edited by," "translated by," "compiled by."</p> <p>EndNote produces this reference with a comma after the title in the reference list. Edit using No. 19 on p. 18.</p>	<p>First Note: Bruce Demarest, <i>The Cross and Salvation: The Doctrine of God</i>, ed. John Feinberg (Wheaton, IL: Crossway Books, 2006), 47.</p> <p>Subsequent Notes: Demarest, 72.</p> <p>In notes, use the abbreviation "ed." (not "eds.") and "comp." (not "comps.") even if there is more than one editor or compiler.</p>	<p>Select <i>Book</i> as the Reference Type. Add Author, Year and Title. Add the editor's name under Series Editor.</p> <p>If it is a translated work, add the name in the Translator field.</p>
No author or editor	<p><i>Handbook of Signs and Symptoms</i>. 3rd ed. Ambler, PA: Lippincott Williams & Wilkins, 2009.</p> <p>As there is no author, the title is placed in the position of the author. Do not use "anonymous" unless the book uses that.</p>	<p>First Note: <i>Handbook of Signs and Symptoms</i>, 3rd ed. (Ambler, PA: Lippincott Williams & Wilkins, 2009), 67-68.</p> <p>Subsequent Notes: <i>Handbook of Signs</i>, 76.</p>	<p>Select <i>Book</i> as the Reference Type and fill in the Year, Title, Place of Publication and Publisher fields. Add '3rd' to the Edition field.</p>
Books(Cont.)	Reference List	Notes	EndNote

Corporate author	Victorian Department of Education. <i>Schools of the Future</i> . Melbourne: Victorian Department of Education, 1994. In this case the author and the publisher are the same.	First Note: Victorian Department of Education, <i>Schools of the Future</i> (Melbourne: Victorian Department of Education, 1994), 54. Subsequent Notes: Victorian Department of Education, 59.	Select <i>Book</i> as the Reference Type. Enter 'Victorian Department of Education,' in the <i>Author</i> field. Fill in the Title, Place, Publisher and Date fields. NB Make sure you put a comma after the corporate author's name.
Edition other than the first	Harmer, J. <i>The Practice of English Language Teaching</i> . 3rd ed. Essex, UK: Longman, 2001.	J. Harmer, <i>The Practice of English Language Teaching</i> , 3rd ed. (Essex, UK: Longman, 2001), 6-11. If it is a revised edition, put 'Rev.'	Select <i>Book</i> as the Reference Type. Fill in Author. Enter Title. Enter '3rd' in the <i>Edition</i> field. Fill in Place and Publisher.
Reprint	If there is more than one date, choose the date for the copy you have read. If this was more than a year or two after the original publication, you may cite it as a reprint. Dickens, Charles. <i>Pictures from Italy</i> . 1846. Reprint, Cambridge: Cambridge University Press, 2011.	Charles Dickens, <i>Pictures from Italy</i> (1846; repr., Cambridge: Cambridge University press, 2011), 67.	Select <i>Book</i> as the Reference Type. Enter "1990. Reprint," in the <i>Place Published</i> field. <i>Adjust the footnote using No. 19 on p. 18.</i>
Secondary source	Zukofsky's journal article is mentioned in Costello's book. This is how it would be cited: Zukofsky, Louis. "Sincerity and Objectification." <i>Poetry</i> 37 (February 1931): 269. Quoted in Bonnie Costello, <i>Marianne Moore: Imaginary Possessions</i> . Cambridge, MA: Harvard University Press, 1981.	Louis Zukofsky, "Sincerity and Objectification," <i>Poetry</i> 37 (February 1931): 269, quoted in Bonnie Costello, <i>Marianne Moore: Imaginary Possessions</i> (Cambridge, MA: Harvard University Press, 1981), 78.	Do this manually.
Encyclopedia or Dictionary Well known	Well-known encyclopedias and dictionaries are usually cited only in notes , with the edition specified but not all the publication facts. It is not necessary to list them in bibliographies. The abbreviation "s.v." (<i>sub verbo</i> , Latin for "under the word") is used to identify the article's title if there is no author for the article.	First Note: <i>Encyclopedia Britannica</i> , 15th ed., s.v. "Sir Francis Drake." <i>This won't look right in your EndNote preview but it will be correct in your footnote.</i>	Select <i>Encyclopedia</i> as the Reference Type. Enter Title of the article and Encyclopedia Title, putting a comma after the encyclopedia title. Add '15th' to Edition. If there is no edition, add the date as the edition: '2011 ed.'
Reference works Not well known	Lesser-known encyclopedias should include publication details in both notes and bibliographic entries. <i>Encyclopedia of American Cultural and Intellectual History</i> . New York: Charles Scribner's Sons, 2001.	First Note: <i>Encyclopedia of American Cultural & Intellectual History</i> (New York: Charles Scribner's Sons, 2001), s.v. "Education in Early America."	Select <i>Encyclopedia</i> as the reference type.

Books(Cont.)	Reference List	Notes	EndNote
Commentary	Parsons, Michael. <i>Luther and Calvin on Old Testament Narratives: Reformation Thought and Narrative Text</i> . Texts and Studies in Religion 106. Lewiston, NY: Edwin Mellen Press, 2004.	First Note: Michael Parsons, <i>Luther and Calvin on Old Testament Narratives: Reformation Thought and Narrative Text</i> , Texts and Studies in Religion 106 (Lewiston, NY: Edwin Mellen Press, 2004), 167. Subsequent notes: Parsons, 195-99.	Select Book as the reference type. EndNote does not put a full stop after the title in the bibliography. You will need to edit this using No. 19 on p. 18.
Commentary with multiple elements	Lechler, G. V., and K. Gerok. <i>Theological and Homiletical Commentary on the Acts of the Apostles: Specially Designed and Adapted for the Use of Ministers and Students</i> . Edited by J. P. Lange. Translated by Paton J. Gloag. 2nd ed. 2 vols. Clark's Foreign Theological Library. Edinburgh: T. & T. Clark, 1869.	G. V. Lechler and K. Gerok, <i>Theological and Homiletical Commentary on the Acts of the Apostles: Specially Designed and Adapted for the Use of Ministers and Students</i> , ed. J. P. Lange, trans. Paton J. Gloag, 2nd ed., 2 vols., Clark's Foreign Theological Library (Edinburgh: T. & T. Clark, 1869), 1:52.	EndNote doesn't handle this very well. Best to do it manually.
Specific volume in a multivolume work	Use this if the volume has a title different from the work as a whole: Pelikan, Jaroslav. Christian Doctrine and Modern Culture (since 1700). Vol. 5 of <i>The Christian Tradition: A History of the Development of Doctrine</i> . Chicago: University of Chicago Press, 1989.	Jaroslav Pelikan, Christian Doctrine and Modern Culture (since 1700), vol. 5 of <i>The Christian Tradition: A History of the Development of Doctrine</i> (Chicago: University of Chicago Press, 1989), 201-9	Do this manually.
Volumes not individually titled – citing one volume	Use this if the work has the same title for all volumes: Crago, Tony. <i>Australian Explorers</i> . Vol. 2. Belrose West: David Murray Publishing in Association with Cameron House, 2011.	First Note: Tony Crago, <i>Australian Explorers</i> , (Belrose West: David Murray Publishing in Association with Cameron House, 2011), 2:31. Subsequent Notes: Crago, 2:30.	Select <i>Book</i> as the Reference Type. Add "2" to <i>Volume</i> field. Add '2:31.' to the <i>Pages</i> field for the Footnotes. This indicates Vol. 2, p. 31. Adjust to take "Vol. 2" out of the Notes section using No. 19 on p. 18.
The Bible	Does not need to be cited in the references; be sure to include the version you used in the first footnote.	First Note: Acts 10:17 (King James Version) Subsequent Notes: James 3:12 (KJV)	Do this manually. See p. 17 for Scripture abbreviations.

Books(Cont.)	Reference List	Notes	EndNote
Preface, introduction, foreword, epilogue, afterword	Rieger, James. Introduction to <i>Frankenstein: or, The Modern Prometheus</i> , by Mary Wollstonecraft Shelley, xi-xxxvii. Chicago: University of Chicago Press, 1982.	First Note James Rieger, Introduction to <i>Frankenstein; or, The Modern Prometheus</i> , by Mary Wollstonecraft Shelley (Chicago: University of Chicago Press, 1982), xx-xxi.	Probably easiest to do this manually.
Book, group author (govt agency) as publisher	Australian Bureau of Statistics. <i>Estimated Resident Population by Age and Sex in Statistical Local Areas, New South Wales, June 1990</i> . No. 3209.1. Canberra, ACT: Australian Bureau of Statistics, 1991. EndNote does not put a full stop after the title in the Reference list. Edit this using No. 19 on p. 18.	First Note Australian Bureau of Statistics, <i>Estimated Resident Population by Age and Sex in Statistical Local Areas, New South Wales, June 1990</i> , No. 3209.1 (Canberra, ACT: Australian Bureau of Statistics, 1981).	Select <i>Book</i> as the Item Type. Enter 'Australian Bureau of Statistics' as the Author. Enter Title, Place, Publisher (in this case, 'Australian Bureau of Statistics') Date. Enter 'No. 3209.1' in the <i>Series Title</i> field.
Doctoral Dissertation	Windham, Robert Neal. "On Forming Leaders for Ministry in the Postmodern World: A Model Based on the Writings of Henri J. M. Nouwen." DMin diss., Azusa Pacific University, 2006. After the author and title, list the type of thesis, the academic institution and the date.	First Note Robert Neal Windham, "On Forming Leaders for Ministry in the Postmodern World: A Model Based on the Writings of Henri J. M. Nouwen" (DMin diss., Azusa Pacific University, 2006), 35. Subsequent Notes Windham, 39.	Select <i>Thesis</i> as the Item Type. Enter Author, Year, Title and University. Enter 'DMin diss' in <i>Thesis Type</i> field. Other types could be master's thesis, or PhD diss.,
Lectures and papers presented at meetings	Cole, Ross. "The Relevance of the Psalms." Class Lecture, Exegesis of the Psalms from Avondale College of Higher Education, Cooranbong, NSW, March 13, 2012. "The Relevance of the Psalms" is the name of the lecture. "Exegesis of the Psalms" is the unit name.	Ross Cole, "The Relevance of the Psalms." (Class Lecture, Exegesis of the Psalms from Avondale College of Higher Education, Cooranbong, NSW, March 13, 2012). No need for a bibliographical entry if the details are given in the body of your essay as well as in the note.	Select <i>Personal Communication</i> as the Item Type. Enter Author, Year and Title. Enter all the rest into <i>Publisher</i> field. You may need to edit this using No. 19 on p.18.

Periodicals

---- Journals, monthly and weekly magazines, and newspapers.

Articles	Reference List	Notes	EndNote
One author	Jones, David Clyde. "The Westminster Confession on Divorce and Remarriage." <i>Presbyterion</i> 16, no. 1 (Spring 1990): 17-40. Provide the full journal title in italics - do not abbreviate	First Note David Clyde Jones, "The Westminster Confession on Divorce and Remarriage," <i>Presbyterion</i> 16, no. 1 (Spring 1990): 32. Subsequent Notes Jones, 39.	Select <i>Journal Article</i> as the Item Type. Enter details. In notes , only the page number(s) where the cited reference appears, is given.
Two to three authors	LeBlanc, Douglas, Jim Sheppard, and Gary D. Moore. "Should the Jobless Tithe on Their Unemployment Benefits? Stewardship Dilemma." <i>Christianity Today</i> 55, no. 3 (2011): 40-41.	First Note Douglas LeBlanc, Jim Sheppard, and Gary D. Moore, "Should the Jobless Tithe on Their Unemployment Benefits? Stewardship Dilemma," <i>Christianity Today</i> 55, no. 3 (2011): 40. Subsequent Notes LeBlanc, Sheppard, and Moore, 41.	Enter as above, putting the names of the author one underneath the other: LeBlanc, Douglas Sheppard, Jim Moore, Gary D
Four or more authors	Diefenthaler, Jon, Albert Collver, Philip Krey, and Jane Fryar. "'A God Who Hides': Four Views on God and Disaster." <i>Concordia Journal</i> , 37, no. 1 (2011): 11-20. List ALL authors	First Note Jon Diefenthaler et al., "'A God Who Hides': Four Views on God and Disaster," <i>Concordia Journal</i> , 37, no. 1 (2011): 19. Subsequent citations: Diefenthaler et al., 20.	Enter as above
No author named	"Spotlight: How We Give." <i>Christianity Today</i> 55, no. 1 (2011): 7.	All Notes "Spotlight: How We Give," 7.	Enter as a journal article, omitting the Author field.
Popular magazine article	Behr, R. "Minority Report." <i>New Statesman</i> , January 16, 2012. Page numbers not required in bibliography, but may be added. Weekly or monthly magazines are cited by date (month/year) only, even if there is a volume/issue number on the cover.	R. Behr, "Minority Report," <i>New Statesman</i> , January 16, 2012, 31.	Select <i>Magazine</i> as the Item Type. Enter details. Put a comma and space after the name of the magazine.

Articles	Reference List	Notes	EndNote
Newspaper article	If a newspaper article is described in detail in your paper and included in a note, it is not necessary to list the article in the bibliography. Include an edition statement (e.g. national edition, weekend edition) if you can, after the date e.g. "2010, national edition."	Shweta Desai, "Wrong Place, Wrong Colour," <i>Indian Express</i> , January 21, 2012.	Select <i>Newspaper Article</i> as the Reference Type. Enter 'January 21, 2012' into the <i>Year</i> field. Complete other fields. Add a comma and space after the name of the Newspaper in the Newspaper field.
Newspaper article, no author	Not usually included in the Reference List. To only add footnotes, hold 'Shift' and drag items into your footnote field	"Youngsters Join Trip to the Jungle," <i>The Gloucestershire Echo</i> , November 21, 2011.	Select <i>Newspaper Article</i> as the Reference Type. Omit Author field. Place a comma and space after the name of the Newspaper.
Newspaper article, Anonymous author	Not usually included in the Reference List. To only add footnotes, hold 'Shift' and drag items into your footnote field	Anonymous, "Addicted to Compassion," <i>Winnipeg Free Press</i> , November 12, 2011.	Select <i>Newspaper Article</i> as the Reference Type. Only put 'anonymous' if the article lists it as the author.
Letter to the editor	Not usually included in the Reference List. To only add footnotes, hold 'Shift' and drag items into your footnote field	Rosemary Chapman, letter to the editor, <i>The Spectator</i> , August 4, 2011.	Do this manually.
Book review No title	Rockland, James K. Review of <i>The American Dream</i> , by Jonathan Davies. <i>History Journal</i> 12, no. 1 (April 22, 2000): 32-33.	James K. Rockland, review of <i>The American Dream</i> , by Jonathan Davies. <i>History Journal</i> 12, no. 1 (April 22, 2000): 32.	Do this manually.
Book review with title	Gorman, James. "Endangered Species." Review of <i>The Last American Man</i> , by Elizabeth Gilbert. <i>New York Times Book Review</i> . June 2, 2002.	James Gorman, "Endangered Species," review of <i>The Last American Man</i> , by Elizabeth Gilbert, <i>New York Times Book Review</i> , June 2, 2002.	Do this manually.

Electronic media

Treat these items much the same as for print material, but add the URL and date the item was accessed.

Online Media	Reference List	Notes	EndNote
Online journal article	<p>Brockopp, Jonathan E. "Islam and Bioethics." <i>Journal of Religious Ethics</i> 36, no. 1 (2008): 25-29. Accessed May 23, 2012. http://onlinelibrary.wiley.com/doi/10.1111/j.1467-9795.2008.00333.x/full.</p> <p>EndNote puts a full stop after the date e.g. (March 1990). and does not add page numbers. Also places the access date at the end of the reference. Edit this using No. 19 on p. 18.</p>	<p>Jonathan E. Brockopp, "Islam and Bioethics," <i>Journal of Religious Ethics</i> 36, no. 1 (2008): 27, accessed May 23, 2012, http://onlinelibrary.wiley.com/doi/10.1111/j.1467-9795.2008.00333.x/full.</p> <p>EndNote puts a full stop after the date e.g. (March 1990). and won't add page numbers. Access date is in the wrong place. Edit using No. 19 on p. 18.</p>	Select <i>Electronic Article</i> as the Reference Type and fill in the fields.
Article from a database	<p>Ferrell, Robert H. "Truman's Place in History." <i>Reviews in American History</i> 18, no. 1 (March 1990): 8-10. Accessed May 3, 2011. http://www.jstor.org/stable/2702718. See corrections needed as above.</p>	<p>Robert H. Ferrell, "Truman's Place in History," <i>Reviews in American History</i> 18, no. 1 (March 1990): 8-9, accessed May 3, 2011, http://www.jstor.org/stable/2702718. See corrections needed as above.</p>	Select <i>Electronic Article</i> as the Reference Type and fill in the fields.
Magazine article from a database	<p>Sacirbey, Omar. "In Academia, Comments About Islam Remain Risky." <i>The Christian Century</i> (February 8, 2012): 9-12. Accessed June 14, 2011. http://web.ebscohost.com/ehostpdfviewer?sid=5d583d7a-f134-4eb2-933f-f676962c503a. See corrections needed as above.</p>	<p>Omar Sacirbey, "In Academia, Comments About Islam Remain Risky," <i>The Christian Century</i> (February 8, 2012): 10, accessed June 14, 2012, http://web.ebscohost.com/ehostpdfviewer?sid=5d583d7a-f134-4eb2-933f-f676962c503a. See corrections needed as above.</p>	Select <i>Electronic Article</i> as the Item Type and fill in the relevant fields.
Online Newspaper article	<p>Not usually included in the bibliography.</p>	<p>Kane Young, "Bathed in Harmony," <i>Mercury</i>, May 28, 2012, accessed May 28, 2012, http://proquest.umi.com/pqdweb?index=12&did=2671179581&SrchMode=2&sid=1&Fmt=3&Vinst=PROD&VType=PQD&RQT=309&VName=38858.</p>	Select <i>Electronic Article</i> as the Reference Type and fill in the relevant fields. EndNote puts in both footnote and bibliography. Edit using no. 19 on p. 18.

Online Media	Reference List	Notes	EndNote
Electronic book	In general, follow the guidelines for print books, adding the URL and the date you accessed the item. White, Ellen G. <i>Education</i> . Mountain View, CA: Pacific Press. 1952. Accessed December 2, 2011. http://www.whiteestate.org/books/ed/ed.asp#35 .	Ellen G. White, <i>Education</i> , (Mountain View, CA: Pacific Press, 1952), under "Methods of Teaching," accessed December 2, 2011, http://www.whiteestate.org/books/ed/ed.asp#35 . Adjust using no. 19 on p. 18.	Select <i>Electronic Book</i> as the Reference Type and fill in the relevant fields. Enter URL and date accessed.
Electronic book from a library database	Root, Andrew. <i>The Children of Divorce: The Loss of Family as the Loss of Being</i> . Grand Rapids, MI: Brazos, 2010. Accessed May 2, 2011. EBL Library.	Andrew Root, <i>The Children of Divorce: The Loss of Family as the Loss of Being</i> (Grand Rapids, MI: Brazos, 2012), accessed May 2, 2011 EBL, Library.	List the database the book came from. Add EBL Library manually later using No. 19 on p. 18.
Electronic book - translated	Calvin, John. <i>Institutes of the Christian Religion</i> . Translated by Henry Beveridge. Grand Rapids, MI: Eerdmans, 1989. Accessed September 29, 2008. http://www.ccel.org/ccel/calvin/institutes.html . EndNote cannot handle translated details in an electronic book. You will need to edit this using No. 19 on p. 18.	John Calvin, <i>Institutes of the Christian Religion</i> , trans. Henry Beveridge (Grand Rapids, MI: Eerdmans, 1989), 53, accessed September 29, 2008). http://www.ccel.org/ccel/Calvin/institutes.iii.vi.html . If a page number is not available for the note, include a descriptive locator such as the heading under which the quote can be found: John Calvin, <i>Institutes of the Christian Religion</i> , trans. Henry Beveridge (Grand Rapids, MI: Eerdmans, 1989), under "4," accessed September 29, 2008, http://www.ccel.org/ccel/calvin/institutes.iii.vi.html .	Select <i>Electronic Book</i> as the Reference Type and fill in the relevant fields. Enter URL and date accessed.
Online Encyclopedia	"Campephilus Principalis." In <i>Encyclopedia of Life</i> , 2005. Accessed January 24, 2011. http://www.eol.org/pages/917243 .	"Campephilus Principalis," in <i>Encyclopedia of Life</i> , 2005, 42, accessed January 24, 2011, http://www.eol.org/pages/917243 .	Select <i>Book Section</i> as the Item Type and fill in the relevant fields.
Online Dictionary	"Pluperfect." In <i>Oxford English Dictionary Online</i> , 2009. Accessed May 2, 2010. http://dictionary.oed.com .	"Pluperfect," in <i>Oxford English Dictionary Online</i> , 2009, 55, accessed May 2, 2010, http://dictionary.oed.com .	Select <i>Book Section</i> as the Item Type and fill in the relevant fields.

Flickr	No need to include in your reference list.	jimgoldstein, "Crater Lake Reflection," Flickr image, accessed October 15, 2009, http://www.flickr.com/photos/jimgoldstein/423818	Do this manually
Online Media	Reference List	Notes	EndNote
Website	Robinson, B. A. "Religions of the World: Information About 40 Organized Religions and Faith Groups." Religious Tolerance.org. Accessed June 12, 2012. http://www.religioustolerance.org/var_rel.htm	B. A. Robinson, "Religions of the World: Information About 40 Organized Religions and Faith Groups," Religious Tolerance.org, accessed 12 June, 2012, http://www.religioustolerance.org/var_rel.htm	Select <i>Website</i> as the Reference Type. Type "Religious Tolerance.org." in the <i>Publisher</i> field. Adjust punctuation using No. 19 on p. 18.
Episode from a TV series	Cite TV, radio and other programs only in notes. Include at least title and date you saw it. Can also include episode title and number, names of key performers, broadcast venue and date of original broadcast if different from when you saw it. Italicise titles of programs but put titles of episodes in quotation marks.	<i>Seinfeld</i> , season 5, episode 22, "The Opposite," aired May 19, 1994 on NBC. Or you can quote this in your document and not bother with a note e.g. The <i>Seinfeld</i> episode titled "The Opposite" (aired May 19, 1994) perfectly illustrates this story structure.	Do this manually
YouTube	Do not include in your Reference List. To only add footnotes, hold 'Shift' and drag items into your footnote field.	sup3rshing0, "poor french bulldog can't roll over," YouTube video, 00:59, accessed October 15, 2009, http://www.youtube.com/watch?v=JIK .	Do this manually.
Blog post	Weblog entries or comments may be cited in your text ("In a comment posted to the Becker-Posner Blog on March 6, 2006, Peter Pearson noted . . .") and omitted from a bibliography or reference list. For a formal entry: Becker-Posner Blog, The. Accessed March 28, 2006. http://www.becker-posner-blog.com/ .	Peter Pearson, comment on "the New American Dilemma: Illegal Immigration," The Becker-Posner Blog, comment posted March 6, 2006, accessed March 28, 2006, http://www.becker-posner-blog.com/ .	Do this manually.
E-mail message	E-mail messages may be cited in running text ("In an e-mail message to the author on October 31, 2005, John Doe revealed . . .") instead of in a note. They are rarely listed in a bibliography or reference list.	The following example shows the more formal version of a note: John Doe, e-mail message to author, October 31, 2011.	Do this manually
Interviews, personal communication	No Reference necessary	Ted White, interview by Ima Student, June 6, 2011.	Do this manually

Reports, Theses, manuscripts, fact sheets etc.

	Reference List	Notes	EndNote
Paper presented at a meeting or conference	Doyle, Brian. "Howling Like Dogs: Metaphorical Language in Psalm 59." Paper presented at the annual international meeting for the Society of Biblical Literature, Berlin, Germany, June 19-22, 2002.	First Note Brian Doyle, "Howling Like Dogs: Metaphorical Language in Psalm 59" (paper presented at the annual international meeting for the Society of Biblical Literature, Berlin, Germany, June 19-22, 2002). Subsequent Notes Doyle, 2002.	Select <i>Conference Paper</i> as the Reference Type. Enter author, Year and Title. Enter everything after 'Paper presented...' in the Publisher field. EndNote does not change the 'P' in "Paper presented..." to lowercase for the note. You will need to edit this using No. 19 on p. 18.
Pamphlets, Brochures, Reports etc.	Cite these as you would a book. If you cannot find author, publisher etc . Just give enough other information to identify the document.	Do not include in your bibliography.	Do this manually.
Artwork eg paintings, sculptures, photographs, ads, cartoons, maps etc	Italicise the titles of paintings and sculptures, but place other titles in quotation marks. Identify the type of item if it is unclear from the title. Do not include in your bibliography.	1. Pablo Picasso, <i>Weeping Woman</i> , 1937, National Gallery of Victoria, Melbourne. 2. Bill Brandt, "East End Girl, Dancing the Lambeth Walk," 1938, National Gallery of Australia, Canberra.	Do this manually.
Artwork where a photocopy of the image is in your text.	Images should be referred to as figures and numbered successively. Do not include in your bibliography.	1. Jackson Pollock, <i>Naked Man with Knife</i> , ca. 1938-41, oil on canvas, 127 x 91.4 cm, Tate Gallery, London. (fig. 1). 2. Pollock, (fig. 1).	Do this manually.
Artwork cited from a book	Cite the book instead of the gallery name and location. Do not include in your bibliography.	Leonardo da Vinci, <i>Mona Lisa (La Gioconda)</i> , ca. 1503-5, in M. Laclotte, <i>Favorite Old Master Paintings From the Louvre Museum, Paris</i> (New York, Abbeyville, 1979), 31.	Do this manually.

Audio	Reference List	Notes	EndNote
Sound recording	<p>Barrs, Jerram. <i>The God of Grace and Glory</i>. CD. L'Abri Audio Library. Chesterton, IN: Sound Word Associates, 2003.</p> <p>Wright, N. T. <i>Kingdom, Spirit & the People of God: Eschatology and the Church's Task and Role in Pauline Theology</i>. 6 CDs. Vancouver, BC: Regent College, 1999.</p> <p>Include as much information as possible about the recording, including the names of the performers, the name of the production company, any identifying numbers (catalog number, etc.), and the media format (CD, audiocassette, etc.).</p>	<p>Jerram Barrs, <i>The God of Grace and Glory</i>, CD, L'Abri Audio Library (Chesterton, IN: Sound Word Associates, 2003).</p> <p>N. T. Wright, <i>The Redemption of Creation</i>, RGCD2900B1, disc 3 of <i>Kingdom, Spirit & the People of God: Eschatology and the Church's Task and Role in Pauline Theolog</i>, 6 CDs (Vancouver, BC: Regent College, 1999).</p>	<p>Select <i>Audiovisual Material</i> as the Reference Type.</p> <p>You will need to edit this using No. 19 on p. 18.</p>
Book CD-ROM	<p><i>Oxford English Dictionary</i>. 2nd ed. CD, version 4.0. New York: Oxford University Press, 2009.</p>	<p><i>Oxford English dictionary</i>, 2nd ed., CD, version 4.0 (New York: Oxford University Press, 2009).</p>	<p>Do this manually.</p>
DVD/ Movie	<p><i>Mississippi Masala</i>. DVD. Directed by Mira Nair. Culver City, CA: Columbia Tristar Home Entertainment, 2003.</p> <p>Heitler, Susan. <i>The Angry Couple: Conflict-Focused Treatment</i>. DVD. Hicksville, NY: Newbridge Communications, 1995.</p> <p>In general, cite as for a book and indicate the media format (DVD, VHS, etc).</p>	<p><i>Mississippi Masala</i>, DVD, directed by Mira Nair (Culver City, CA: Columbia Tristar Home Entertainment, 2003).</p> <p>Susan Heitler, <i>The Angry Couple: Conflict-Focused Treatment</i>, DVD (Hicksville, NY: Newbridge Communications, 1995).</p>	<p>Do this manually.</p>

General Rules

1. Differences between the format of footnotes and bibliography entries

	Bibliography	Footnotes
Author	Author's name is in the format last name, first name	Author's name is in the format first name last name
Indentation	Hanging indent	First line indented with number, subsequent lines flush to the left
Punctuation	Use full stops to separate fields	Use commas to separate fields
Page numbers	Only include page numbers if they indicate the pages of a complete article or chapter	Include specific page numbers for location of information
Numbering	Bibliography entries are alphabetised If the same author has written a number of books, the entries are then sorted according to date.	Footnotes are numbered

2. Titles

List and italicise the whole title, including subtitles. If there are two subtitles, use a colon before the first and a semicolon before the second: *Reading Revelation: Uncivil Worship and Witness; Following the Lamb*

Do not use '&' in a title, even if it is listed like that in the book.

Capitalise all words in the title except:

- Unimportant prepositions (*above, about, across, against, along, among, around, at, before, behind, below, beneath, beside, between, beyond, by, down, during, except, for, from, in, inside, into, like, near, of, off, on, since, to, toward, through, under, until, up, upon, with and within*)
- Articles and conjunctions *a, an, and, the, for, yet, but, nor, or, so, not*.
- Capitalise the second part of a hyphenated word (*Socio-Economic*) unless it is a preposition, article or conjunction (*Power-off*), or is a modifier (*A-sharp*), or the first part is a prefix (*Pre-ordained, Anti-war*).
- For most foreign language titles use sentence case.

See General Rule 19 for more detail on capitalisation.

3. Footnotes

The first time a source is used, all the publication information should be listed within the footnote. For subsequent references just include the author's last name, a shortened title (don't shorten titles of four words or less) and the page number e.g.

e.g. ⁴ Williams, *Boyd's Letters*, 23.

If two or more works from the same author are used, include each author's first name in the shortened footnote.

Subsequent Footnotes

¹ Will Durant and Ariel Durant, *The Age of Voltaire*, 47.

² Will Durant and Ariel Durant, *A Dual Autobiography*, 23.

If two consecutive references are from the same source, use the term "Ibid"

e.g. ⁴ Smith, 56.

⁵ Ibid, 58.

4. Reference List

In the Reference list, do not repeat the name of the author/s if they are the same:

Durant, Will, and Ariel Durant. *The Age of Voltaire*. New York: Simon, 1965.

———. *A Dual Autobiography*. New York: Simon, 1977.

(For the underlined space, type 'ctrl alt -' (minus) three times.)

Arrange reference list alphabetically. Ignore articles such as *a*, or *the*.

5. Authors

- Spell out "and" in letters - do not use an ampersand "&" between the first and second authors' names e.g. Smith, J. and Edwin Jones.
- For works with **more than three, and less than ten authors**, all names should be fully cited in the bibliography. In the footnote or endnote, however, only the first author's name needs to be fully cited; the rest of the names can be replaced by the phrase "**et al.**"
- An **organisation as author** may be an organisation, association, corporation, committee, city, etc. If there is no personal author's name on the title page, provide the organisation as author in the bibliography even if the organisation is also the publisher.
- If there is **no author** on the title page of a work, list instead the name(s) of the editor (ed. or eds.), compiler (comp. or comps.), or translator (trans.).
- Write **abbreviations** such as Sr., Jr., III (or 3rd) without commas before them. Use them only after a full name, not with the surname alone.

Oliver Wendell Holmes Jr. William J. Kaufmann III Mary II

e. g. Gates, Henry Louis Jr. *America Behind the Color Line: Dialogues with African Americans*. New York: Warner Books, 2004.

But NOT Gates Jr., *America Behind the Color*, 78.

- If a **forward or introduction** is written by someone other than the author, do not include them, unless you are using information from there. Ignore descriptions such as "Edited with an Introduction and Notes by..." and just cite the editor.
- For someone with a professional title or degrees e.g. Dr. John Hammond, Senator Barack Obama, Rev. Jane Schaefer, John Smith, MA, B Ed (Science) omit the degrees and titles.
- If an author's name is in the title omit the author's name and begin with the title in the Notes. Cite as normal in the Bibliography eg:

Footnote *Horace Walpole: Memoirs and Portraits*, ed. Matthew Hodgart, rev. ed. (London: B. T. Batsford, 1963), 56.

Bibliography Walpole, Horace. *Horace Walpole: Memoirs and Portraits*. Edited by Matthew Hodgart. Rev. ed. London: B. T. Batsford, 1963.

6. Place of publication

It is not necessary to include the state or country for well-known locations like New York, Oxford, or Chicago. For less well-known cities, include the state or country.

If a work contains more than one **place of publication**, only include the first place listed. If the place of publication is not well known or could be confused with another place with the same name then add the state without periods separating the letters (e.g. Cambridge, MA).

7. Date of publication

Use the copyright date. Revised editions may have more than one copyright date. Use the most recent. e.g. "©1975, 1985, 2001" use 2001 as the date.

8. Publisher

List the publisher exactly as it appears on the title page. Omit *The* and abbreviations such as *Inc.*, *Ltd.*, *Co.*, *Publishing Co.* etc

University of Chicago Press NOT The University of Chicago Press
Houghton Mifflin NOT Houghton Mifflin Co.

9. Page Numbers

Numbers	Rule	Examples
1-99	Use all digits	3-10, 71-72, 96-118
100 (or multiples of 100)	Use all digits	100-104, 1100-1113
101-109, 201-209, etc.	Use the changed part only	101-7, 505-24, 1106-8
110-199, 210-299, etc.	Use two digits	345-49, 115-23
	Use more digits if the part changes	478-501, 1067-198, 1386-411

10. Book Editions

"Revised edition" should be abbreviated as "Rev. ed." and "Abridged edition" should be abbreviated as "Abr. ed." "Second edition, revised and enlarged" can be abbreviated simply as "2nd ed." The edition can usually be found on the title page, as well as on the copyright page, along with the edition's date.

Smith, John. *The Sample Book*. 2nd ed. Pittsburgh: BibMe, 2008.
Smith, John. *The Sample Book*. Rev. ed. Pittsburgh: BibMe, 2008.

11. Reprint

If the book is a reprint edition and is a newly republished version of an older book, include the original year of publication after the book title. Place the word "Reprint" and a comma before the publication city. The publication year at the end of the citation should be the year of the book's reprinting.

Smith, John. *The Sample Book*. 1920. Reprint, Pittsburgh: BibMe, 2008.

12. Internet sources

Use the same information as you would for printed material but add a URL and the date you downloaded the material. Include as much of the following information as possible:

- Author's name
- Title of document in quotation marks
- Title of website in italics
- Information about the source or contributors (journal title, volume, issue, editor, etc.)
- URL
- Date of access

13. URL

The URL must NOT have the underlining that Word automatically applies. Correct this if it happens

e.g. <http://www.abs.gov.au/> Incorrect
 <http://www.abs.gov.au/> Correct

If the URL does not fit onto a line, break it to make it fit better. Do this before punctuation, such as the '/'.

14. General Rules for a Book with Multiple Additional Elements

When citing a book that involves a combination of editors, translators, multiple volumes, multiple editions, a series title, etc., build the citation piece by piece in the following order:

1. Name of author(s)
2. Title of book
3. Name of translator(s) and/or editor(s)
4. Edition designation (if not the first)
5. Volume number cited or total count of volumes [in bibliography only]
6. Series title and enumeration (if given)
7. Facts of publication
8. Volume and page numbers cited [in notes only]

² Walther Zimmerli, *Ezekiel: A Commentary on the Book of the Prophet Ezekiel*, trans. Ronald E. Clements, ed. Frank Moore Cross and Klaus Baltzer with Leonard Jay Greenspoon, Hermeneia (Philadelphia: Fortress Press, 1979–83), 1:142.

footnote

³ G. V. Lechler and K. Gerok, *Theological and Homiletical Commentary on the Acts of the Apostles: Specially Designed and Adapted for the Use of Ministers and Students*, ed. J. P. Lange, trans. Paton J. Gloag, 2nd ed., Clark's Foreign Theological Library (Edinburgh: T. & T. Clark, 1869), 1:52.

Zimmerli, Walther. *Ezekiel: A Commentary on the Book of the Prophet Ezekiel*. Translated by Ronald E. Clements. Edited by Frank Moore Cross and Klaus Baltzer with Leonard Jay Greenspoon. 2 vols. Hermeneia. Philadelphia: Fortress Press, 1979–83.

bibliography

Lechler, G. V., and K. Gerok. *Theological and Homiletical Commentary on the Acts of the Apostles: Specially Designed and Adapted for the Use of Ministers and Students*. Edited by J. P. Lange. Translated by Paton J. Gloag. 2nd ed. 2 vols. Clark's Foreign Theological Library. Edinburgh: T. & T. Clark, 1869.

15. Using the Bible

When referring to **whole chapters or books** in your assignment, spell the complete name – do not shorten, underline, italicise or put in quotations e.g.

- The Old Testament contains books of poetry.
- This passage is taken from the New American Standard Bible
- Exodus 20 contains the Ten Commandments

When citing **verses** use abbreviations in both text and in notes and identify the version being used. List the version in the first citation and mention in the footnote that all Bible sources will be the same version unless otherwise stated; after that the version does not need to be listed in the text. If the reference is given in the sentence, no footnote is necessary e.g.

- Gen. 3:15 NKJV. All subsequent Scripture quotations are taken from the New King James Version unless otherwise stated.

Use commas for separate verses. Use hyphens to indicate a series of verses e.g.

Rom. 12 : 1, 4 (only verses 1 and 4 are being cited)

Rom. 12 : 1-4 (every verse from 1 to 4 is being cited)

It is not necessary to include facts of publication (city, publisher, date) in a Bible reference

Footnote 5 Psa. 150 : 4 KJV (King James Version).

Bibliography Not necessary, but if you feel you need to it would appear as: The Holy Bible, New King James Version.

Reference a study Bible as you would an ordinary book.

16. Abbreviations for books of the Bible

Old Testament	Abbreviation	Book	Abbreviation	Book	Abbreviation	Book	Abbreviation
Genesis	Gen.	Kings	Kings	Song of Solomon	Song of Sol.	Obadiah	Obad.
Exodus	Exod.	Chronicles	Chron.	Isaiah	Isa.	Jonah	Jon.
Leviticus	Lev.	Ezra	Ezra	Jeremiah	Jer.	Micah	Mic.
Numbers	Num.	Nehemiah	Neh.	Lamentations	Lam.	Nahum	Nah.
Deuteronomy	Deut.	Esther	Esther	Ezekiel	Ezek.	Habakkuk	Hab.
Joshua	Josh.	Job	Job	Daniel	Dan.	Zephaniah	Zeph.
Judges	Judg.	Psalms	Ps.	Hosea	Hosea	Haggai	Hag.
Ruth	Ruth	Proverbs	Prov.	Joel	Joel	Zechariah	Zech.
1 Samuel	1 Sam. etc	Ecclesiastes	Eccles.	Amos	Amos	Malachi	Mal.
New Testament	Abbreviation	Book	Abbreviation	Book	Abbreviation	Book	Abbreviation
Matthew	Matt.	1 Corinthians	1 Cor.	Thessalonians	Thess.	Peter	Pet.
Mark	Mark	2 Corinthians	2 Cor.	Timothy	Tim.	John	John
Luke	Luke	Galatians	Gal.	Titus	Titus	Jude	Jude
John	John	Ephesians	Eph.	Philemon	Philem.	Revelation	Rev.
Acts	Acts	Philippians	Phil.	Hebrews	Heb.		
Romans	Rom.	Colossians	Col.	James	James		

17. Abbreviations for American States and Territories

Alabama AL	Alaska AK	American Samoa AS	Arizona AZ
Arkansas AR	California CA	Canal Zone CZ	Colorado CO
Connecticut CT	Delaware DE	District of Columbia DC	Florida FL
Georgia GA	Guam GU	Hawaii HI	Idaho ID
Illinois IL	Indiana IN	Iowa IA	Kansas KS
Kentucky KY	Louisiana LA	Maine ME	Maryland MD
Massachusetts MA	Michigan MI	Minnesota MN	Mississippi MS Missouri
MONTANA MT	Nebraska NE	Nevada NV	New Hampshire NH
New Jersey NJ	New Mexico NM	New York NY	North Carolina NC
North Dakota ND	Ohio OH	Oklahoma OK	Oregon OR
Pennsylvania PA	Puerto Rico PR	Rhode Island RI	South Carolina SC
South Dakota SD	Tennessee TN	Texas TX	Utah UT
Vermont VT	Virginia VA	Virgin Islands VI	Washington WA
West Virginia WV	Wisconsin WI	Wyoming WY	

18. Typing International Characters with Word

à è ì ò ù or À È Ì Ò Ù	CTRL+` (Accent_Grave), the letter
á é í ó ú or Á É Í Ó Ú	CTRL+' (Apostrophe), the letter
â ê î ô û or Â Ê Î Ô Û	CTRL+SHIFT+^ (Caret), the letter
ä ë ï ö ü or Ä Ë Ì Ö Ü	CTRL+SHIFT+(Colon), the letter
ß	CTRL+SHIFT+&, S

19. Rules for Capitalisation in Turabian

Do not capitalise the second part (or subsequent parts) of a hyphenated compound unless it is a proper noun or adjective e.g. *Self-reliant*, *Twenty-first-century* but you would capitalise *Mid-Atlantic*, *Un-American*.

Do not capitalise parts of proper nouns that are normally in lowercase (*van* in *Ludwig van Beethoven*)

Capitalise **prepositions** only if they are used adverbally (part of a verb i.e. *Looked Up a Word* where *Up* is a preposition but is part of the verb *Looked*) or used adjectivally (part of an adjective ie *The On Button*).

The words in blue below are prepositions.

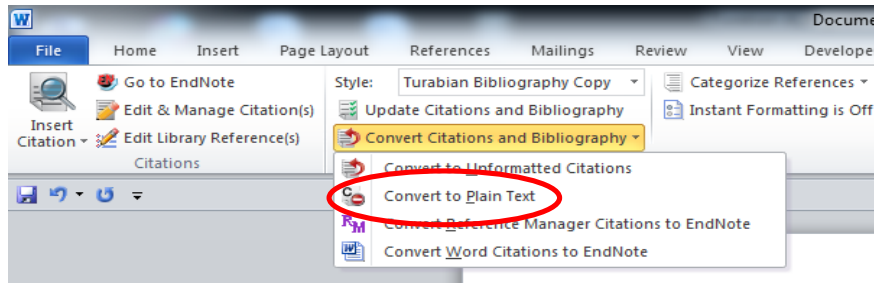
On the whole, do not capitalise these words:

a	beyond	off	unlike
aboard	but	on	until
about	by	onto	up
above	concerning	opposite	upon
across	considering	or	versus
after	despite	outside	via
against	down	over	with
along	during	past	within
amid	except	per	without
among	excepting	plus	yet
an	excluding	regarding	
and	following	round	
anti	for	save	
around	from	since	
as	in	so	
at	inside	than	
before	into	the	
behind	like	through	
below	minus	to	
beneath	near	toward	
beside	nor	under	
between	of	underneath	

20. Changing details manually using EndNote

If there are some things that need changing in your reference list that can't be done in EndNote, you can manually make corrections - but if you do an *Update Citations and Bibliography* all those changes will be lost! It would be best to convert the EndNote references into plain text and make the changes then, but do this when you finish your assignment as you CANNOT change back to EndNote format.

- In Word click on **EndNote** and choose *Convert Citations and Bibliography* from the EndNote tab
- Select the option *Convert to Plain Text*. You can now make changes as you would in a normal Word document.



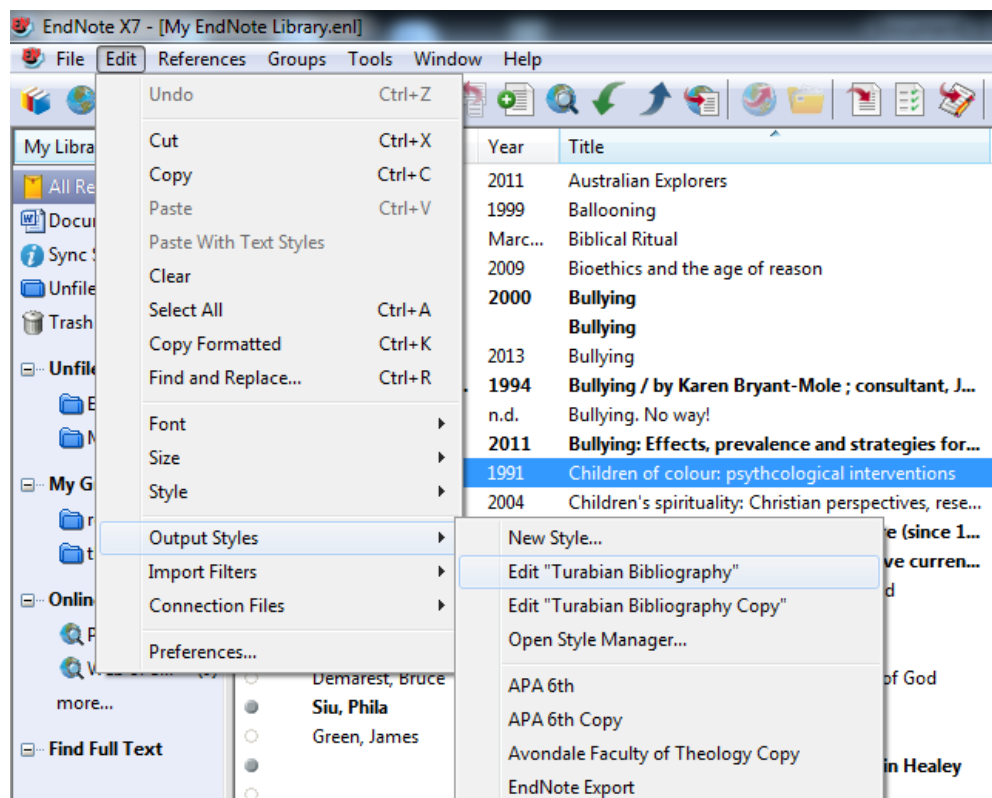
Hint: A good idea would be to highlight references that need changing, adding a note on changes to be made, and then make the changes just before printing out your assignment .

e. g. Highlight the footnote in red and add a note about what needs to be changed:

2. Huang and Smith, eds, 56. (Take out the eds before handing in assignment)

21. Changing details within the style

You are able to manually change features in EndNote by going to *Edit > Output Styles > Edit "Turabian bibliography"*



You may change either Bibliography or Footnotes. Select the *Reference Type* (e.g . book) and add fields by using the *Insert Field* button. You will need to save this as a separate style, and then select this style in Word as well as EndNote when you use it again.

