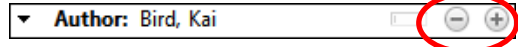
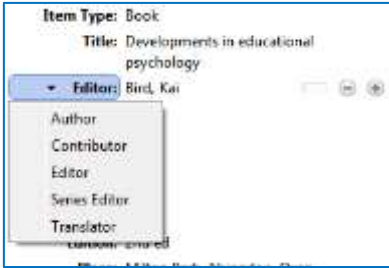
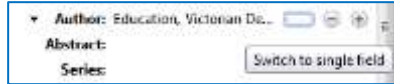


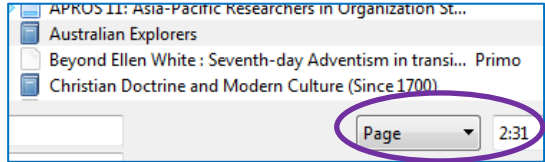
Print Resources – Turabian

Books

Books	Reference List	Notes	Zotero
One Author	<p>Diamond, Jared. <i>Guns, Germs and Steel: The Fates of Human Societies</i>. New York: W. W. Norton and Company, 1997.</p> <p>Note the hanging indent for reference list items.</p> <p>In titles of books and articles in reference lists, capitalize all the major words.</p> <p>Where more than one place of publication is given, show only the first listed place.</p>	<p>First Note: Jared Diamond, <i>Guns, Germs and Steel: The Fates of Human Societies</i> (New York: W. W. Norton and company, 1997), 47-48.</p> <p>Subsequent Notes: Diamond, 85-90.</p>	<p>Select <i>Book</i> as the Reference Type. Enter Author, Year, Title, Place Published and Publisher.</p>
Two or three authors	<p>Bird, Kai, and Martin J. Sherwin. <i>American Prometheus: The Triumph and Tragedy of J. Robert Oppenheimer</i>. New York: Alfred A. Knopf, 2005.</p> <p>Appleby, Joyce, Lynn Hunt, and Margaret Jacob. <i>Telling The Truth about History</i>. New York: Norton, 1994.</p>	<p>First Note: Kai Bird and Martin J. Sherwin, <i>American Prometheus: The Triumph and Tragedy of J. Robert Oppenheimer</i> (New York: Alfred A. Knopf, 2005), 52.</p> <p>Subsequent Notes: Appleby, Hunt, and Jacob, 301.</p>	<p>Use the PLUS sign to the right of the Author field to add more author names.</p> 
Four or more authors or editors	<p>List all authors or editors</p> <p>Evans, J., P. 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>Greenberger, Martin, Julius Aronofsky, James L. McKenney, and William F. Massey, eds. <i>Networks for Research and Education: Sharing of Computer Information Resources Nationwide</i>. Cambridge, MA: MIT Press, 1974.</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), 9.</p> <p>Martin Greenberger et al, eds., <i>Networks for Research and Education: Sharing of computer Information Resources Nationwide</i> (Cambridge MA: MIT Press, 1974), 20-21.</p> <p>Subsequent Notes: Evans et al, 101-103. Greenberger et al, 34-35.</p> <p>(Do not add 'eds' to the subsequent Notes)</p>	<p>Use the PLUS sign to the right of the Author field to add more author names.</p> <p>Change the Author field to <i>Editor</i> if you are adding editor names.</p> 

Books (cont.)	Reference List	Notes	Zotero
Edited book	Gibbs, J. T., and L. N. Huang, eds. <i>Children of Colour: Psychological Interventions with Minority Youth</i> . San Francisco: Jossey-Bass, 1991.	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. Subsequent Notes: Gibbs and Huang, 350. (Omit 'eds')	Use the PLUS sign to the right of the Author field to add more author names. Change the Author field to <i>Editor</i> if you are adding editor names. Change the Author field to <i>Translator</i> if the work has been translated.
Article or chapter in an edited book	Lett, W. "Creativity and Giftedness." In <i>Educational Psychology</i> , edited by P. Langford, 64-89. Sydney: Longman Cheshire, 1989.	First Note: W. Lett, "Creativity and Giftedness," in <i>Educational Psychology</i> , ed. P. Langford (Sydney: Longman Cheshire, 1989), 64-89. Subsequent Notes: Lett, 71.	Select <i>Book Section</i> as the Item Type. Enter Creativity and Giftedness in the Title field. Enter Lett, W. in the <i>Author</i> field. Enter Langford, P. as an <i>Editor</i> . Enter Educational Psychology in the <i>Book Title</i> field. Enter <i>Place, Publisher, Date & Pages</i> .
Book with an author plus editor or translator	Harley, J. B. <i>The New Nature of Maps</i> . Edited by Paul Laxton. Baltimore: Johns Hopkins University Press, 2002.	Harley, J. B. <i>The New Nature of Maps</i> , ed. Paul Laxton (Baltimore: Johns Hopkins University Press, 2002), 6.	Use the PLUS sign to the right of the Author field to add more author names. Enter Harley, J. B. as <i>Author</i> and Laxton, Paul as <i>Editor</i> or <i>Translator</i> if there is a translator.
No author or editor	<i>United Press International Stylebook: The Authoritative Handbook for Writers, Editors and News Directors</i> . 3rd ed. Lincolnwood, IL: National, 1992. The title is placed in the position of the author.	First Note: <i>United Press International Stylebook: The Authoritative Handbook for Writers, Editors and News Directors</i> , 3rd ed. (Lincolnwood, IL: National, 1992), 67-68. Subsequent Notes: <i>United Press International Stylebook</i> , 76.	Enter <i>Title</i> and leave author fields blank. Add 3 to <i>Edition</i> field. Add <i>Place, Publisher</i> and <i>Date</i> . Add United Press International Stylebook in the <i>Short Title</i> field <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;">ISBN: 9780415469937 Short Title:</div>
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. Change the Author field to one bar  and enter Victorian Department of Education in the <i>Author</i> field. Fill in the Title, Place, Publisher and Date fields.

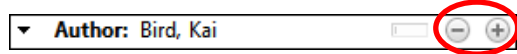
Books(Cont.)	Reference List	Note	Zotero
Edition other than the first	Harmer, J. <i>The Practice of English Language Teaching</i> . 3rd ed. Essex, UK: Longman, 2001.	First Note: J. Harmer, <i>The Practice of English Language Teaching</i> , 3rd ed. (Essex, UK: Longman, 2001), 9-13. Second Note: Harmer, 15.	Select <i>Book</i> as the Reference Type. Fill in Title and Author. Enter 3 in the <i>Edition</i> field. Fill in Place and Publisher. If it is a revised edition, put 'Rev.' instead of a number.
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. You will need to manually change the details (1846; repr.,)in the footnote. <small>³ Charles Dickens, <i>Pictures from Italy</i> (1846; repr., Cambridge: Cambridge University Press, 2011), 6.</small>	Select <i>Book</i> as the Reference Type. Enter 1846. Reprint, Cambridge in the <i>Place</i> field. Place: 1846. Reprint, Cambridge
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. Manually change full stop to comma after '269' and lower case Q in 'quoted'	Select <i>Encyclopedia Article</i> . Enter Title and Author. Enter Poetry 37 in the Encyclopedia Title. Enter (February 1931): 269. Quoted in Bonnie Costello, <i>Marianne Moore: Imaginary Possessions</i> in the Series field. Enter Place, Publisher and Date.
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 the reference list. → The abbreviation " s.v. " (<i>sub verbo</i> ,) is used to identify the article's title if there is no author for the article.	Encyclopedia Britannica, 15th ed., s.v. "Sir Francis Drake", 2001. To only add footnotes, place your cursor in the document in the correct place and click Insert Footnote. The little number will appear in your document and down in the footnote field. Now hold 'Shift' and drag item into your footnote field.	Select <i>Book</i> as the Item Type. Enter Title. Enter s.v. "Sir Francis Drake" in the Series field. Enter 15 in the Edition field. Enter Date.
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.	<i>Encyclopedia of American Cultural & Intellectual History</i> (New York: Charles Scribner's Sons, 2001), 67.	Select <i>Book</i> as the reference type and enter as for a book with no author.
Specific volume in a multivolume work	Use this if the volume has a title different from the work as a whole: Pelikan, Jaroslav. <i>Christian Doctrine and Modern Culture (Since 1700)</i> . Vol. 5, <i>The Christian Tradition: A History of the Development of Doctrine</i> . Chicago: University of Chicago Press, 1989.	Jaroslav Pelikan, <i>Christian Doctrine and Modern Culture (Since 1700)</i> , vol. 5, <i>The Christian Tradition: A History of the Development of Doctrine</i> (Chicago: University of Chicago Press, 1989), 16.	Select <i>Book</i> . Enter <i>The Christian Tradition: A History of the Development of Doctrine</i> in the Series field. Enter all other details.

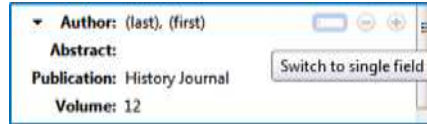
Books(Cont.)	Reference List	Note	Zotero
Commentary with multiple elements	Lechler, G. V., and K. Gerok. <i>Theological and Homiletical Commentary on the Acts of the Apostles: Specially Designed and Adapted for the Use of Ministers and Students</i> . Edited by J. P. Lange. Translated by Paton J. Gloag. 2nd ed. Vol 2. 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., vol. 2., Clark's Foreign Theological Library (Edinburgh: T. & T. Clark, 1869), 52.	Select Book as the Item Type. Enter authors, editor and translator. Enter 2 in # of Volumes and 2nd in Edition. Enter Clark's Foreign Theological Library in Series.
Volumes not individually titled – citing one volume	Use this if the work has the same title for all volumes and you have used several volumes. Crago, Tony. <i>Australian Explorers</i> . Vols. 2 and 4. Belrose West: David Murray Publishing in Association with Cameron House, 2011. You will need to add 's' to Vol. manually, but beware. This change may disappear if you do a refresh at any time.	Tony Crago, <i>Australian Explorers</i> , (Belrose West: David Murray Publishing in Association with Cameron House, 2011), 2:31. Subsequent Notes: Crago, 2:30. Adjust to take "Vol. 2 and 4" out of the Footnotes manually. Changes in footnotes are not affected by a refresh.	Select Book as the Reference Type. Add 2 and 4 to Volume field. Add 2:31 to the Pages field for the Footnotes. This indicates Vol. 2, p. 31. 
The Bible	Does not need to be cited in the references; be sure to include the version you used in the first footnote.	Acts 10:17 (King James Version) or James 3:12 (KJV)	See p. 16 for Scripture abbreviations. To only add footnotes, hold 'Shift' and drag items into your footnote field or write item in manually. Remember to Insert footnote first.
Preface, introduction, foreword, epilogue, afterword	Kroll, Jeri and Graeme Harper, eds. <i>Introduction to Research Methods in Creative Writing</i> . 1-13. New York: Palgrave Macmillan, 2013. Changes will disappear if you do a refresh at any time.	Jeri Kroll and Graeme Harper, eds, <i>Introduction to Research Methods in Creative Writing</i> (New York: Palgrave Macmillan, 2013), 1-13. Adjust punctuation in both footnote and reference.	Add as you would for a Book Section. Add the words Introduction to in the Title and Research Methods in Creative Writing in the Book Title. Add 1-13 in Pages.
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.	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 Book as the Item Type. Enter Australian Bureau of Statistics as the Author. Enter Title, Place, Publisher (in this case, Australian Bureau of Statistics) and Date. Enter 'No. 3209.1' in the Series Number 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.	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.	Select Thesis as the Item Type. Enter Title, Author, University and Date. Enter 'DMin diss.' in Type field. Other types would be master's thesis, or PhD diss.,

Books(Cont.)	Reference List	Note	Zotero
Lectures and papers presented at meetings	<p>Cole, Ross. "The Relevance of the Psalms." Class Lecture, Exegesis of the Psalms from Avondale College of Higher Education, Cooranbong, NSW, March 13, 2012.</p> <p>"The Relevance of the Psalms" is the name of the lecture. "Exegesis of the Psalms" is the unit name.</p>	<p>Ross Cole, "The Relevance of the Psalms." (Class Lecture, Exegesis of the Psalms from Avondale College of Higher Education, Cooranbong, NSW, March 13, 2012).</p> <p>No need for a bibliographical entry if the details are given in the body of your essay as well as in the note.</p>	<p>Select <i>Document</i> as the Item Type. Enter Title and Author. Enter all the rest, except date, into <i>Publisher</i> field. Enter Date.</p>

Periodicals : Articles in Print


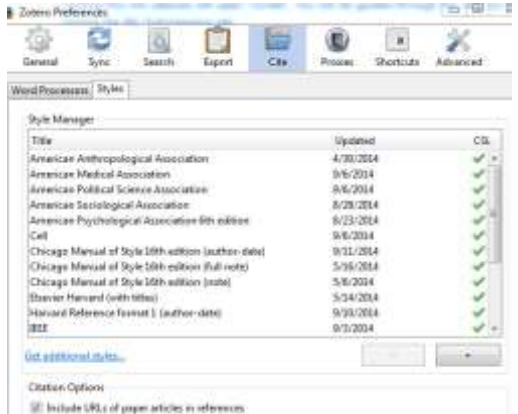
---- Journals, monthly and weekly magazines, and newspapers.

Periodicals	Reference List	Note	Zotero
One author	<p>Smith, John Maynard. "The Origin of Altruism." <i>Nature</i> 393 (1998): 639-40.</p>	<p>John Maynard Smith, "The Origin of Altruism," <i>Nature</i> 393 (1998): 640.</p> <p>Subsequent Notes Smith, 640.</p>	<p>Select <i>Journal Article</i> as the Item Type. Enter details into Title (of article), Author, Publication (name of journal), Volume, Issue, Pages and Date.</p>
Two to three authors	<p>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.</p>	<p>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.</p> <p>Subsequent Notes LeBlanc, Sheppard, and Moore, 41.</p>	<p>Enter as above. Click the + sign beside each author to add another author.</p> 
Four or more authors	<p>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.</p> <p>List ALL authors</p>	<p>Jon Diefenthaler et al., "'A God Who Hides': Four Views on God and Disaster," <i>Concordia Journal</i>, 37, no. 1 (2011): 19.</p> <p>Subsequent citations: Diefenthaler et al., 20.</p>	<p>Enter as above. Click the + sign beside each author to add another author.</p>
No author named	<p>"Spotlight: How We Give." <i>Christianity Today</i> 55, no. 1 (2011): 7.</p>	<p>"Spotlight: How We Give," 7.</p>	<p>Enter as above, omitting the Author field.</p>
Popular magazine article	<p>Behr, R. "Minority Report." <i>New Statesman</i>, January 16, 2012.</p> <p>Weekly or monthly magazines are cited by date (month/year) only, even if there is a volume/issue number on the cover.</p> <p>Page numbers not required in bibliography, but may be added.</p>	<p>R. Behr, "Minority Report," <i>New Statesman</i>, January 16, 2012, 31.</p>	<p>Select <i>Magazine</i> as the Item Type. Enter details.</p>

Articles (cont.)	Reference List	Note	Zotero
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.
Newspaper article, no author	Not usually included in the Reference List. To only add footnotes, hold 'Shift' and drag items into your footnote field. Remember to insert a footnote first.	"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.
Newspaper article, Anonymous	Not usually included in the Reference List. To only add footnotes, hold 'Shift' and drag items into your footnote field. Remember to insert a footnote first.	Anonymous, "Addicted to Compassion," <i>Winnipeg Free Press</i> , November 12, 2011. Only list as 'anonymous' if the article uses that term.	Select <i>Newspaper Article</i> as the Reference Type. Select 'Switch to single field'  beside the <i>Author</i> field and enter Anonymous
Letter to the editor	Not usually included in the Reference List. To only add footnotes, hold 'Shift' and drag items into your footnote field. Remember to insert a footnote first.	Virginia J. Davis, letter to the editor, <i>Chicago Tribune</i> , July 29, 2005.	Select <i>Letter</i> as the Item Type. Complete <i>Author</i> field. Enter letter to the editor, <i>Chicago Tribune</i> in the <i>Type</i> field and July 29, 2005 in the <i>Date</i> field.
Book review	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. Adjust punctuation manually.	Select <i>Journal Article</i> and add details. Insert Review of <i>The American Dream,</i> by Jonathan Davies in the <i>Title</i> field. Manually remove the quotation marks.
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.	As above. Use the symbols <i> and </i> to format words into italics.

Electronic media

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

Articles	Reference List	Notes	Zotero
Online journal article	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/10.1/j.q467-9795/full .	Jonathan E. Brockopp, "Islam and Bioethics," <i>Journal of Religious Ethics</i> 36, no. 1 (March, 2008), accessed May 23, 2012, http://onlinelibrary.wiley.com/doi/10.1/j.q467-9795/full .	Select <i>Journal Article</i> as the Item Fill in the fields.
Article from a database	Borg, Marcus J. "Is Christianity about Heaven?" <i>Word & World</i> 3, no. 2 (December 1, 2011): 1-12. Accessed February 15, 2012. http://search.ebscohost.com/login.aspx?direct=true&db=rfh&AN=ATLA000180643&site=ehost-live&scope .	Marcus J. Borg, "Is Christianity about Heaven?" <i>Word & World</i> 3, no. 2 (December 1, 2011): 11, accessed February 15, 2012, http://search.ebscohost.com/login.aspx?direct=true&db=rfh&AN=ATLA000180643&site=ehost-live&scope .	Select <i>Journal Article</i> as the Item Type. If the URL does not appear in your reference, go to the cog  < Preferences < Cite<> Styles and tick <i>Include URLs of paper articles in references</i> . 
Online Magazine article	Sacirbey, Omar. "In Academia, Comments About Islam Remain Risky." <i>The Christian Century</i> , February 8, 2012. Accessed May 2, 2012. http://search.proquest.com/docview/921024154 .	Omar Sacirbey, "In Academia, Comments About Islam Remain Risky," <i>The Christian Century</i> , February 8, 2012, accessed May 2, 2012, http://search.proquest.com/docview/921024154 .	Select <i>Magazine Article</i> as the Item Type and fill in the relevant fields.
Online Newspaper article	Not usually included in the Reference List. To only add footnotes, hold 'Shift' and drag items into your footnote field. Remember to insert a footnote first.	Dave Hoekstra, "Restoring a Legacy," <i>Chicago Sun-Times</i> , December 19, 2005, accessed December 19, 2005, http://www.suntimes.com/Output/hurricane/cst-ctr-nola19.html . Give the URL of the home page when the online version of the article is available to avoid nonworking URLs.	Select <i>Newspaper Article</i> as the Item Type and fill in the relevant fields.

Electronic books

Online books	Reference List	Notes	Zotero
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 .	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.
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.iii.vi.html .	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>Book</i> as the Item 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> . 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> . Fill in the relevant fields.
Flickr	Not usually included in the Reference List. To only add footnotes, hold 'Shift' and drag items into your footnote field. Remember to insert a footnote first.	jimgoldstein, "Crater Lake Reflection," Flickr image, accessed October 15, 2009, http://flickr.com/photos/jimgoldstein/438113/ .	Select <i>Blog Post</i> as the Item Type. Enter Title and Author. Enter Flickr image , in <i>Website Type</i> . Enter "" in the Date field to omit 'n.d.'

Online media	Reference List	Notes	Zotero
Website	Robinson, B. A. "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 .	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 . Change full stops to commas manually in the Footnote.	Select <i>Web Page</i> as the Item Type. Enter Title and web name in <i>Website Type</i> . Enter "" in Date field to omit 'n.d.'
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>Sienfeld</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	Not usually included in the Reference List. To only add footnotes, hold 'Shift' and drag items into your footnote field. Remember to insert a footnote first.	sup3rshing0, "poor french bulldog can't roll over," YouTube video, 00:59, accessed October 15, 2009, http://www.youtube.com/watch?v=JIKalriiK8w .	Select <i>TV Broadcast</i> as the Item Type. Enter Title and Director. Enter YouTube video, 00:59 in Date field. Enter URL and Access date.
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/archives/2006/03/the_new_america.html#c080052 .	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	Not usually included in the Reference List. To only add footnotes, hold 'Shift' and drag items into your footnote field. Remember to insert a footnote first.	Ted White, interview by Ima Student, June 6, 2011.	Do this manually

Reports, Theses, manuscripts, fact sheets etc

	Reference List	Notes	Zotero
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, 2002.	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, 2002).	Select <i>Presentation</i> as the Item Type. Enter Title and Presenter. Enter everything after paper presented... in the <i>Type</i> field, starting with lower case 'p'. Enter date and place.
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.	Not usually included in the Reference List. To only add footnotes, hold 'Shift' and drag items into your footnote field. Remember to insert a footnote first.	
Artwork eg paintings, sculptures, photographs, ads, cartoons, maps etc	Italicise the titles of paintings and sculptures, but place other titles, such as photographs, in quotation marks. Identify the type of item if it is unclear from the title. Not usually included in the Reference List. To only add footnotes, hold 'Shift' and drag items into your footnote field. Remember to insert a footnote first.	Pablo Picasso, <i>Weeping Woman</i> , 1937, National Gallery of Victoria, Melbourne. Bill Brandt, "East End Girl, Dancing the Lambeth Walk," 1938, National Gallery of Australia, Canberra.	Select <i>Artwork</i> as the Item Type. Enter National Gallery of Victoria, Melbourne in the <i>Archive</i> field. Enter National Gallery of Australia, Canberra in the <i>Archive</i> field
Artwork where a photocopy of the image is in your text.	Not usually included in the Reference List. To only add footnotes, hold 'Shift' and drag items into your footnote field. Remember to insert a footnote first.	Jackson Pollock, <i>Naked Man with Knife</i> , ca. 1938-41, oil on canvas, 127 x 91.4 cm, Tate Gallery, London. Images should be referred to as figures and numbered successively.	Select <i>Artwork</i> as the Item Type. Enter Title and Artist. Enter ca. 1938-41, oil on canvas in the <i>Medium</i> field. Enter Artwork Size. Enter place in the <i>Archive</i> field.
Artwork cited from a book	Cite the book instead of the gallery name and location. Not usually included in the Reference List. To only add footnotes, hold 'Shift' and drag items into your footnote field. Remember to insert a footnote first.	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. Remove the quotation marks from the title. Change the word ed. to in manually in the footnote	Select Encyclopedia Article. Add <i>Mona Lisa (La Gioconda)</i>, ca. 1503-5 to Title. Add Leonardo as an author and Laclotte as an editor. Add Favorite Old Master Paintings From the Louvre Museum, Paris as the Encyclopedia Title. Add Place, Publisher and Date.

Audio	Reference	Notes	Zotero
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>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 Theology</i>. 6 CDs. Vancouver, BC: Regent College, 1999.</p> <p>Include as much information as possible about the recording, including names of the performers, name of the production company, any identifying numbers and the media format (e.g. CD, audiocassette).</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 Theology</i>, 6 CDs (Vancouver, BC: Regent College, 1999).</p>	<p>Select <i>Audio Recording</i> as the Item Type. Enter Title and Performer. Enter CD in Format. Enter L'Abri Audio Library in <i>Series Title</i>. Enter Place, Label and Date.</p> <p>Enter Title and Performer. Enter RGCD2900B1, disc 3 of <i>Kingdom, Spirit & the People of God: Eschatology and the Church's Task and Role in Pauline Theology</i> in the Format field. Enter 6 CDs in Series Title. Enter Place and Date.</p> <p>Change full stop after the Title to comma manually in the Reference List.</p>
Book CD-ROM	<p><i>Oxford English Dictionary</i>. 2nd ed. CD-ROM, version 2.0. New York: Oxford University Press, 1999.</p>	<p><i>Oxford English dictionary</i>, 2nd ed., CD-ROM, version 2.0 (New York: Oxford University Press, 1999).</p>	<p>Select <i>Book</i> as the Item Type. Enter CD-ROM, version 2.0 in the <i>Series</i> field.</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>Select <i>Video Recording</i> as the Item Type. Enter DVD. Directed by Mira Nair in the <i>Format</i> field.</p> <p>Select <i>Video Recording</i> as the Item Type. Enter Susan Heitler as <i>Director</i> and DVD in <i>Format</i>.</p>

General Rules

1. Differences Between the Format of Footnotes and References

	References	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 alphabetized 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 italicize 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.

Capitalize 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*.
- Capitalize 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.

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 and the page number.

e.g. ⁴ Williams, 23.

If two or more works from the same author are used, include each author's first name and a shortened title in the subsequent footnotes.

e.g. 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 **organization as author** may be an organization, association, corporation, committee, city, etc. If there is no personal author's name on the title page, provide the organization as author in the bibliography even if the organization 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., 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

e.g. <http://search.ebscohost.com/vuid&profile=ehost>
 [/login.aspx?authtype=ip,uid&profile=ehost&defaultdb=rfh](http://search.ebscohost.com/vuid&profile=ehost)

Malchiodi, C. A. *Art therapy and health care*. Accessed January 20, 2014. http://primo.unilinc.edu.au/primo_library/libweb/action/dlDisplay.do?vid=AVN&docId=aleph002991846

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, italicize 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 Ps. 150 : 4 KJV (King James Version).

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

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 MO	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

15. 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