



THE DOCUMENTED ESSAY

Notes-Bibliography (Turabian) Documentation

In writing your research paper, you must document everything that you borrow—not only direct quotations and paraphrases but also information and ideas. You must indicate the source of any appropriated material that readers might otherwise mistake for your own. There are several documentation styles for citing and listing sources. **Notes-Bibliography or Turabian** documentation style is a traditional method of citing and listing sources, which has been supplanted in many disciplines by the more current MLA (Modern Language Association) and APA (American Psychological Association) styles, among others. Used primarily in literature, history, and the arts, Notes-Bibliography style presents bibliographic information in footnotes or endnotes and, usually, a bibliography. Note: Before using Notes-Bibliography style, check to be sure this is the style you are required to use.

IN-TEXT CITATION

Note references include all the information found in the bibliography (see below), as well as the specific page reference of the quoted or paraphrased material. Note form, however, differs slightly from bibliographic form.

Footnotes are numbered consecutively throughout a research paper, except for those notes accompanying special material (figures, tables, etc.). Within the text, note numbers are "superior" or "superscript": arabic numbers that appear above the line, like this, ¹ without periods, parentheses, or slashes. They can follow all punctuation marks except dashes. In general, to avoid interrupting the continuity of the text, note numbers are placed at the end of the sentence, clause, or phrase containing the quoted or paraphrased material.

The term **footnote** refers to notes that appear at the bottom, or foot of the page. However, this system is now considered outdated and has been replaced by **endnotes**, a list of notes at the end of a paper. In research papers, make all notes endnotes, unless you are instructed otherwise. Endnotes contain the information a reader needs to locate a source: the name(s) of the author(s), title of the work, the facts of publication (publisher, place, and date of publication), and the specific page or pages of the source used.

As their name implies, endnotes appear after the text, starting on a new page numbered in sequence with the preceding page. Center the title **Notes** one inch from the top, double-space, indent five spaces from the left margin, and type the note number, followed by a period. Leave a space and type the reference. If the note extends to two or more lines, single-space and begin subsequent lines at the left margin. Type the notes consecutively, double-space between notes, and number all pages. The following endnote form is the one commonly used in the humanities. Research papers in the social and natural sciences use different endnote forms, and there are several different systems of notation in these fields. Consult with your instructors on the forms they want you to use. Use whichever system you choose consistently throughout the paper.

Sample Endnote Citations

A Work by a Single Author

1. Norman Lewis, *Comprehensive Word Guide* (New York: Harper & Row, 1959), 159.

A Work by a Single Author, Later Edition

2. Ella V. Aldrich, *Using Books and Libraries*, 5th ed. (Englewood Cliffs, N.J.: Prentice-Hall, 1969), 71.

A Work by Two or Three Authors

3. Harold F. Graves and Lynne S. Hoffman, *Report Writing*, 4th ed. (Englewood Cliffs, N.J.: Prentice-Hall, 1965), 84.

A Work by More than Three Authors: for four or more authors, list all the authors in the bibliography; in the note, only the first author can be listed, followed by “et al.” (“and others”).

4. Ingo Plag, Maria Braun, Sabine Lappe, and Mareile Schramm, *Introduction to English Linguistics* (Berlin: Mouton, 2007), 85-86.

or

4. Ingo Plag et al., *Introduction to English Linguistics* (Berlin: Mouton, 2007), 85-86.

A Work by an Editor, Compiler, or Translator

5. Charles McCurdy, ed., *Modern Art: A Pictorial Anthology* (New York: Praeger, 1959), 159.

6. Paul Valery, *Monsieur Teste*, trans. Jackson Mathews (New York: Knopf, 1947), 47.

A Work with an Author and an Editor

7. William Shakespeare, *The Tragedy of King Lear, The Complete Works of William Shakespeare*, ed. G. L. Kittredge (Boston: Houghton-Mifflin, 1936), 1203-4.

A Work with No Author Given

8. *The Chicago Manual of Style*, 16th ed. (Chicago: University of Chicago Press, 1969), 27.

A Work with More than One Volume

9. Bernard Dorival, *Twentieth Century Painters*, vol. 2 (New York: Norton, 1959), 80.

An Entry in a Reference Work (Encyclopedia, Dictionary, or Atlas): for a reference in an alphabetically arranged work, use the abbreviation “s.v.,” standing for “sub verso” (“under the word”). Entries in well-known reference works are cited in notes, but not in the bibliography.

10. *Encyclopedia Americana*, 1985 ed., s.v. “Melodeon.”

A Selection from a Collection or Anthology

11. Cleanth Brooks, "A Plea to the Protestant Churches," in *Who Owns America?*, ed. Herbert Agar (Cambridge: Harvard University Press, 1936), 105.

An Introduction, Preface, Foreword, or Afterword

12. William Cronon, foreword to *The Republic of Nature*, by Mark Fiege (Seattle: University of Washington Press, 2012), ix.

An Article from a Print Journal, Author Given

13. Alexandra Bogren, “Gender and Alcohol: The Swedish Press Debate,” *Journal of Gender Studies* 20, no. 2 (June 2011): 156.

An Article in an Online Journal, Author Given

15. Campbell Brown, “Consequentialize This,” *Ethics* 121, no. 4 (July 2011): 752, accessed December 1, 2012, <http://dx.doi.org/10.1086/660696>.

Note: For a subsequent reference to the same page with no intervening references, use the abbreviation “Ibid.” (“in the same place”).

16. Ibid.

A subsequent reference to a new page with no intervening references, would be:

17. Ibid., 763.

A subsequent reference to the same work with intervening references, would be:

18. Brown, 768.

THE BIBLIOGRAPHY

If you use notes for documentation, you may not need a bibliography, but check with your instructor to make certain.

The bibliography may list only the works from which you extracted endnotes ("List of Works Cited") or list all the works you explored, whether or not you used them for endnotes ("List of Works Consulted").

Usually, a bibliography is a list of works consulted, but be sure to ask your instructors which form they require.

- List all entries in alphabetical order by the author's last name. If the author is unknown, list the work by the first **significant** word of the title (disregard "a" or "the"). When you list two or more works by the same author, list the author's name only in the first entry; for subsequent works, use a line of twelve dashes in place of the author's name.
- Do not list page numbers for books, but do list inclusive page numbers for articles in periodicals and newspapers.
- Do not separate the list according to the kind of publication; again, list all works in alphabetical order by author's last name.
- Do not number the entries.

There are several systems of punctuation for bibliography entries, so it is best to check with your instructors to see if they use different systems.

Sample Bibliography Entries

A Work by One Author

Lewis, Norman. *Comprehensive Word Guide*. New York: Harper & Row, 1959.

A Work by One Author, Later Edition

Aldrich, Ella V. *Using Books and Libraries*. 5th ed. Englewood Cliffs, N.J.: Prentice-Hall, 1959.

Note: To cite two or more works by the same author, give the name in the first entry only. Thereafter, in place of the name, use a 3-em dash, followed by a period and the title.

Scholes, Robert. *Semiotics and Interpretation*. New Haven: Yale University Press, 1982.

———. *Textual Power: Literary Theory and the Teaching of English*. New Haven: Yale University Press, 1985.

A Work by Two or Three Authors

Graves, Harold F., and Lynne S. Hoffman. *Report Writing*, 3rd ed. Englewood Cliffs, N.J.: Prentice-Hall, 1965.

A Work by More than Three Authors

Plag, Ingo, Maria Braun, Sabine Lappe, and Mareile Schramm, *Introduction to English Linguistics*. Berlin: Mouton, 2007.

A Work by an Editor, Compiler, or Translator

McCurdy, Charles, ed. *Modern Art: A Pictorial Anthology*. New York: Praeger, 1959.

Valery, Paul. *Monsieur Teste*. Translated by Jackson Mathews. New York: Knopf, 1947.

A Work with an Author and an Editor

Shakespeare, William. *The Tragedy of King Lear. The Complete Works of William Shakespeare*. Edited by G. L. Kittredge. Boston: Houghton-Mifflin, 1936.

A Work with No Author Given

The Chicago Manual of Style. 16th ed. Chicago: University of Chicago Press, 2010.

A Work with More than One Volume

Dorival, Bernard. *Twentieth Century Painters*. Vol. 2. New York: Norton, 1959.

A Selection from a Collection or Anthology

Brooks, Cleanth. "A Plea to the Protestant Churches." In *Who Owns America?*, edited by Herbert Agar. Cambridge: Harvard University Press, 1936.

An Introduction, Preface, Foreword, or Afterword

Cronon, William. Foreword to *The Republic of Nature*, by Mark Fiege, ix-xii. Seattle: University of Washington Press, 2012.

An Article from a Print Journal, Author Given

Bogren, Alexandra. "Gender and Alcohol: The Swedish Press Debate." *Journal of Gender Studies* 20, no. 2 (June 2011): 155-69.

An Article in an Online Journal, Author Given

Brown, Campbell. "Consequentialize This." *Ethics* 121, no. 4 (July 2011): 749-71. Accessed December 1, 2012, <http://dx.doi.org/10.1086/660696>.

An Online Book: if the book is available in more than one format, cite the consulted version.

Wilkerson, Isabel. *The Warmth of Other Suns: The Epic Story of America's Great Migration*. New York: Vintage, 2010. Kindle.

Quinlan, Joseph P. *The Last Economic Superpower: The Retreat of Globalization, the End of American Dominance, and What We Can Do about It*. New York: McGraw-Hill, 2010. Accessed December 8, 2012. ProQuest Ebrary.

A Personal Interview

Walker, Kara. Interview by author. Madison, WI, February 21, 2015.

An E-mail or Text Message: most often cited in running text instead of a note; if necessary, bibliographic citation as follows:

Oliver, Mary. E-mail to author. February 15, 2015.

A Web Site

"Privacy Policy," Google Policies & Principles, last modified July 27, 2012, accessed