WRITING AT BEREAN

Turabian quick guide

Turabian is the student edition of the Chicago Manual of Style. Most Berean courses use its notes-bibliography system: you cite each source in a numbered footnote and list your sources in a bibliography at the end of the paper. Your professor will tell you the style each course requires.

How notes and a bibliography work together

In your sentence	Put a superscript number at the end of the sentence or clause that uses the source, after the punctuation.
Footnote	The first time you cite a source, give a full note. Every later time, give a shortened note.
Bibliography	At the end of the paper, list every source in alphabetical order by the author's last name.

Notes and bibliography entries differ. A note puts the author's first name first, separates its parts with commas, puts the publication details in parentheses, and gives the exact page you used. A bibliography entry puts the last name first, separates its parts with periods, and drops the parentheses.

Patterns for common sources

Book, one author	
Note	1. Firstname Lastname, *Title of Book: Subtitle* (City: Publisher, Year), page.
Short	2. Lastname, *Short Title*, page.
Bib.	Lastname, Firstname. *Title of Book: Subtitle*. City: Publisher, Year.
Book, two authors	
Note	1. Firstname Lastname and Firstname Lastname, *Title of Book* (City: Publisher, Year), page.
Short	2. Lastname and Lastname, *Short Title*, page.
Bib.	Lastname, Firstname, and Firstname Lastname. *Title of Book*. City: Publisher, Year.

Chapter in an edited book	
Note	1. Firstname Lastname, “Title of Chapter,” in *Title of Book*, ed. Firstname Lastname (City: Publisher, Year), page.
Short	2. Lastname, “Short Chapter Title,” page.
Bib.	Lastname, Firstname. “Title of Chapter.” In *Title of Book*, edited by Firstname Lastname, first page–last page. City: Publisher, Year.
Journal article	
Note	1. Firstname Lastname, “Title of Article,” *Title of Journal* volume, no. issue (Year): page, DOI or URL.
Short	2. Lastname, “Short Article Title,” page.
Bib.	Lastname, Firstname. “Title of Article.” *Title of Journal* volume, no. issue (Year): first page–last page. DOI or URL.
Web page	
Note	1. Firstname Lastname, “Title of Page,” Title of Website, Month Day, Year, URL.
Short	2. Lastname, “Short Page Title.”
Bib.	Often cited in notes only. Add it to the bibliography if your professor asks or if the source is central to your paper.

If a web page shows no date, give the date you looked at it instead: accessed Month Day, Year.

Citing the Bible

Where	Cite Scripture in a footnote or in parentheses in your sentence. Do not list the Bible in your bibliography.
Book, chapter, verse	Put a colon between chapter and verse: Rom. 3:23. Use an en dash for a range of verses: Rom. 5:1–5.
Abbreviations	Abbreviate the book in a citation, but spell it out in your own sentences: “In Romans, Paul argues.” Use the traditional forms (Gen., Exod., Matt., Rom.) or the shorter forms (Gn, Ex, Mt, Rom), and use one set throughout.
Translation	Name the translation the first time you cite it: Rom. 3:23 (NRSV). Name it again whenever you switch to another translation.
No italics	Do not italicize or put quotation marks around book names or translations.

Formatting basics

Notes	Single-space each note and leave a blank line between notes. In the note itself, the number is full-size and followed by a period.
Bibliography	Title the page Bibliography. Single-space each entry, leave a blank line between entries, and use a hanging indent.
Titles	Italicize titles of books and journals. Put titles of chapters, articles, and web pages in quotation marks. Capitalize the first word and all major words.
Page numbers	Give the number alone, without “p.” or “pp.” Use an en dash for a range: 95–117.

Before you submit

- [ ] Every quotation and borrowed idea has a footnote.
- [ ] The first note for each source is full; later notes are shortened.
- [ ] Every book, chapter, and article I cited is in the bibliography, in alphabetical order.
- [ ] Each Scripture citation names the translation the first time I use it.