POL 503/606: RESEARCH PAPER BIBLIOGRAPHY and FOOTNOTES/ENDNOTES

I. A COMPLETE AND CONSISTENT BIBLIOGRAPHY

You can choose to do your Bibliography in either the Turabian style (below) or the APA style, as long as all of the entries are consistently and thoroughly cited in the Bibliography. Additional important things:

\* Entries are alphabetized (Beginning with “A” and ending with “Z”) according to the last name of the only or first author, or if there is no author, the first letter in the source title.

\* The lines within an entry are single-spaced, with each line after the first line indented about 5 spaces (in the example, below, the indentation is only about 3 spaces: I prefer 5-8 so that it is easier to distinguish one entry from the next).

\* As long as you indent each line after the first in a bibliographic entry, you can use single space between entries as well.

\* It is very important to have a correct Bibliography in place because your footnotes/endnotes must be easily connected to the source in the Bibliography. See below for detailed information on footnotes/endnotes.

II. FOOTNOTES/ENDNOTES

It is easy to create either footnotes or endnotes in Word (or to switch from one to the other). Just go to the “References” tab and then to the second set of commands from the left, and then to the “Footnotes” arrow in the bottom right corner (here you will choose between footnotes or endnotes).

Things to make sure of:

\* Make sure that the “Number Format” is Arabic, not Roman, numerals (that is, the number format should be 1,2,3).

\* Make sure that your footnotes or endnotes start at “1” and that the numbering is “Continuous” (that is, you do not begin with the number “1” on each page: if I make a reference to footnote or endnote #7 in your paper there should be only one footnote or endnote #7 in the whole paper).

\* Follow the guidelines below (Turabian/Chicago style) in your footnote or endnote citations. Note especially the use of “Ibid.” (short for the Latin “ibidem” – which is why you put a period after the “d” – meaning, “as above.”)

KATE L. TURABIAN, 8th EDITION

A Manual for Writers

of Research Papers, Theses, and Dissertations

Turabian Quick Guide

ALL OF THE FOLLOWING INFORMATION BELOW (except where I have written “Note from Dr. Beck”) is from:

<http://www.press.uchicago.edu/books/turabian/turabian_citationguide.html>

I’m informing you that all of the material below, except for my notes, is taken directly from the indicated website here so that I won’t put quotation marks around the material I am directly copying: the beginning and end quotation marks might confuse you with respect to how to do specific citations.

[NOTE FROM DR. BECK: In the citation examples after the first one (for which I have added something) given below, the citation format under no. 1 is the format for the first citation of the source in a footnote. The shortened citation under no. 2 is how you cite the source in a footnote after the first time you cite the full source.

The citation style right under the shortened style in no. 2 is the style you use to cite the source in the BIBLIOGRAPHY if you use the Turabian/Chicago Manual style. You can also use APA style for the Bibliography if you have already started using that.

In the Bibliography, you indent every line AFTER the first line by 3 spaces. You list the sources in your Bibliography ALPHABETICALLY by the last name of the author and you do not number the sources.]

Back to the material copied from the above website:

Kate L. Turabian's *Manual for Writers of Research Papers, Theses, and Dissertations* presents two basic documentation systems: notes-bibliography style (or simply bibliography style) and author-date style (sometimes called reference list style). These styles are essentially the same as those presented in *The Chicago Manual of Style*, sixteenth edition, with slight modifications for the needs of student writers.

Bibliography style is used widely in literature, history, and the arts. This style presents bibliographic information in footnotes or endnotes and, usually, a bibliography.Spacer

notes-bibliography style: sample citations

The following examples illustrate citations using notes-bibliography style. Examples of notes are followed by shortened versions of citations to the same source. For more details and many more examples, see chapters 16 and 17 of Turabian. For examples of the same citations using the author-date system, click on the Author-Date tab above.

Book

**One author**

1. Malcolm Gladwell, *The Tipping Point: How Little Things Can Make a Big*

*Difference* (Boston: Little, Brown, 2000), 64-65.

[NOTE FROM DR. BECK]: The first time you cite a source in a footnote or endnote, you always cite the full source (as above). If you use this source twice or more times in a row, you need only type Ibid. in the following footnote(s)/endnote(s) if the page number is also the same, or Ibid., page number (if the source is the same but the page number is different. If you cite the same source again later in the paper but not immediately after the first time you cite it, then you use a shorthand version, as in “8.” Below:

So, if your first footnote is the same as 1. above (full citation the first time you cite it) and your second footnote is the same source/same page and your third footnote is the same source/different page, this is what it would look like:

2. Ibid.

3. Ibid., 83.

[Here: footnotes/endnotes from other sources in numbers 4, 5, 6, and 7]. Then:

8. Gladwell, *Tipping Point*, 71.

Example of Turabian style for the Bibliography:

Gladwell, Malcolm. *The Tipping Point: How Little Things Can Make a Big Difference*. Boston: Little, Brown, 2000.

**Two or more authors**

1. Peter Morey and Amina Yaqin, *Framing Muslims: Stereotyping and*

*Representation after 9/11* (Cambridge, MA: Harvard University Press, 2011), 52.

2. Morey and Yaqin, *Framing Muslims*, 60-61.

Morey, Peter, and Amina Yaqin. *Framing Muslims: Stereotyping and Representation after 9/11*. Cambridge, MA: Harvard University Press, 2011.

For four or more authors, list all of the authors in the bibliography; in the note, list only the first author, followed by "et al."("and others"):

1. Jay M. Bernstein et al., *Art and Aesthetics after Adorno* (Berkeley: University of

California Press, 2010), 276.

2. Bernstein et al., *Art and Aesthetics*, 18.

Bernstein, Jay M., Claudia Brodsky, Anthony J. Cascardi, Thierry de Duve, Ales Erjavec, Robert Kaufman, and Fred Rush. *Art and Aesthetics after Adorno*. Berkeley: University of California Press, 2010.

**Editor or translator instead of author**

1. Richmond Lattimore, trans., *The Iliad of Homer* (Chicago: University of Chicago

Press, 1951), 91-92.

2. Lattimore, *Iliad*, 24.

Lattimore, Richmond, trans. *The Iliad of Homer*. Chicago: University of Chicago Press, 1951.

**Editor or translator in addition to author**

1. Jane Austen, *Persuasion: An Annotated Edition*, ed. Robert Morrison

(Cambridge, MA: Belknap Press of Harvard University Press, 2011), 311-12.

2. Austen, *Persuasion*, 315.

Austen, Jane. *Persuasion: An Annotated Edition*. Edited by Robert Morrison. Cambridge, MA: Belknap Press of Harvard University Press, 2011.

**Chapter or other part of a book**

1. Angeles Ramirez, "Muslim Women in the Spanish Press: The Persistence of

Subaltern Images," in *Muslim Women in War and Crisis: Representation and*

*Reality*, ed. Faegheh Shirazi (Austin: University of Texas Press, 2010), 231.

2. Ramirez, "Muslim Women," 239-40.

Ramirez, angeles. "Muslim Women in the Spanish Press: The Persistence of Subaltern Images." In *Muslim Women in War and Crisis: Representation and Reality*, edited by Faegheh Shirazi, 227-44. Austin: University of Texas Press, 2010.

**Preface, foreword, introduction, or similar part of a book**

1. William Cronon, foreword to *The Republic of Nature*, by Mark Fiege (Seattle:

University of Washington Press, 2012), ix.

2. Cronon, foreword, x-xi.

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

**Book published electronically**

If a book is available in more than one format, cite the version you consulted. For books consulted online, include an access date and a URL. If you consulted the book in a library or commercial database, you may give the name of the database instead of a URL. If no fixed page numbers are available, you can include a section title or a chapter or other number.

1. Isabel Wilkerson, *The Warmth of Other Suns: The Epic Story of America's Great*

*Migration* (New York: Vintage, 2010), 183-84, Kindle.

2. Philip B. Kurland and Ralph Lerner, eds., *The Founders' Constitution* (Chicago:

University of Chicago Press, 1987), chap. 10, doc. 19, accessed October 15, 2011,

<http://press-pubs.uchicago.edu/founders/>.

3. Joseph P. Quinlan, *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), 211, accessed December 8, 2012, ProQuest

Ebrary.

4. Wilkerson, *Warmth of Other Suns*, 401.

5. Kurland and Lerner, *Founders' Constitution*.

6. Quinlan, *Last Economic Superpower*, 88.

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

Kurland, Philip B., and Ralph Lerner, eds. *The Founders' Constitution*. Chicago: University of Chicago Press, 1987. Accessed October 15, 2011. <http://press-pubs.uchicago.edu/founders/>.

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.

Journal article

In a note, list the specific page numbers consulted, if any. In the bibliography, list the page range for the whole article.

**Article in a print journal**

1. Alexandra Bogren, "Gender and Alcohol: The Swedish Press Debate," *Journal of*

*Gender Studies* 20, no. 2 (June 2011): 156.

2. Bogren, "Gender and Alcohol," 157.

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

**Article in an online journal**

For a journal article consulted online, include an access date and a URL. For articles that include a DOI, form the URL by appending the DOI to http://dx.doi.org/ rather than using the URL in your address bar. The DOI for the article in the Brown example below is 10.1086/660696. If you consulted the article in a library or commercial database, you may give the name of the database instead.

1. Campbell Brown, "Consequentialize This," *Ethics* 121, no. 4 (July 2011): 752,

accessed December 1, 2012, http://dx.doi.org/10.1086/660696.

2. Anastacia Kurylo, "Linsanity: The Construction of (Asian) Identity in an Online

New York Knicks Basketball Forum," *China Media Research* 8, no. 4 (October

2012): 16, accessed March 9, 2013, Academic OneFile.

3. Brown, "Consequentialize This," 761.

4. Kurylo, "Linsanity," 18-19.

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

Kurylo, Anastacia. "Linsanity: The Construction of (Asian) Identity in an Online New York Knicks Basketball Forum." *China Media Research* 8, no. 4 (October 2012): 15-28. Accessed March 9, 2013. Academic OneFile.

Magazine article

1. Jill Lepore, "Dickens in Eden," *New Yorker*, August 29, 2011, 52.

2. Lepore, "Dickens in Eden," 54-55.

Lepore, Jill. "Dickens in Eden." *New Yorker*, August 29, 2011.

Newspaper article

Newspaper articles may be cited in running text ("As Elisabeth Bumiller and Thom Shanker noted in a *New York Times* article on January 23, 2013, . . .") instead of in a note, and they are commonly omitted from a bibliography. The following examples show the more formal versions of the citations.

1. Elisabeth Bumiller and Thom Shanker, "Pentagon Lifts Ban on Women in

Combat," *New York Times*, January 23, 2013, accessed January 24, 2013,

[http://www.nytimes.com/2013/01/24/us/pentagon-says-it-is-lifting-ban-on-women- in-combat.html](http://www.nytimes.com/2013/01/24/us/pentagon-says-it-is-lifting-ban-on-women-%20%20%20in-combat.html) (note: this line should be flush with the one above it).

2. Bumiller and Shanker, "Pentagon Lifts Ban."

Bumiller, Elisabeth, and Thom Shanker. "Pentagon Lifts Ban on Women in Combat." *New York Times*, January 23, 2013. Accessed January 24, 2013. <http://www.nytimes.com/2013/01/24/us/pentagon-says-it-is-lifting-ban-on-women-in-combat.html>.

Book review

1. Joel Mokyr, review of *Natural Experiments of History*, ed. Jared Diamond and

James A. Robinson, *American Historical Review* 116, no. 3 (June 2011): 754,

accessed December 9, 2011, <http://dx.doi.org/10.1086/ahr.116.3.752>.

2. Mokyr, review of *Natural Experiments of History*,752.

Mokyr, Joel. Review of *Natural Experiments of History*, edited by Jared Diamond

and James A. Robinson. *American Historical Review* 116, no. 3 (June 2011): 752-

55. Accessed December 9, 2011. <http://dx.doi.org/10.1086/ahr.116.3.752>.

Thesis or dissertation

1. Dana S. Levin, "Let's Talk about Sex . . . Education: Exploring Youth

Perspectives, Implicit Messages, and Unexamined Implications of Sex Education in

Schools" (PhD diss., University of Michigan, 2010), 101-2.

2. Levin, "Let's Talk about Sex," 98.

Levin, Dana S. "Let's Talk about Sex . . . Education: Exploring Youth Perspectives,

Implicit Messages, and Unexamined Implications of Sex Education in Schools."

PhD diss., University of Michigan, 2010.

Paper presented at a meeting or conference

1. Rachel Adelman, " 'Such Stuff as Dreams Are Made On': God's Footstool in the

Aramaic Targumim and Midrashic Tradition" (paper presented at the annual

meeting for the Society of Biblical Literature, New Orleans, Louisiana, November

21-24, 2009).

2. Adelman, "Such Stuff as Dreams."

Adelman, Rachel. " 'Such Stuff as Dreams Are Made On': God's Footstool in the Aramaic Targumim and Midrashic Tradition." Paper presented at the annual meeting for the Society of Biblical Literature, New Orleans, Louisiana, November 21-24, 2009.

Website

A citation to website content can often be limited to a mention in the text or in a note ("As of July 27, 2012, Google's privacy policy had been updated to include . . ."). If a more formal citation is desired, it may be styled as in the examples below. Because such content is subject to change, include an access date and, if available, a date that the site was last modified.

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

accessed January 3, 2013, <http://www.google.com/policies/privacy/>.

2. Google, "Privacy Policy." Google. "Privacy Policy." Google Policies &

Principles. Last modified July 27, 2012. Accessed January 3, 2013.

<http://www.google.com/policies/privacy/>.

Blog entry or comment

Blog entries or comments may be cited in running text ("In a comment posted to *The Becker-Posner Blog* on February 16, 2012, . . .") instead of in a note, and they are commonly omitted from a bibliography. The following examples show the more formal versions of the citations.

1. Gary Becker, "Is Capitalism in Crisis?," *The Becker-Posner Blog*, February 12,

2012, accessed February 16, 2012, <http://www.becker-posner-blog.com/2012/02/is-capitalism-in-crisis-becker.html>. (This line should be flush with the line above.)

2. Becker, "Is Capitalism in Crisis?"

Becker, Gary. "Is Capitalism in Crisis?" *The Becker-Posner Blog*, February 12,

2012. Accessed February 16, 2012. <http://www.becker-posner-blog.com/2012/02/is-capitalism-in-crisis-becker.html>. (This line should be flush with the one above).

E-mail or text message

E-mail and text messages may be cited in running text ("In a text message to the author on July 21, 2012, John Doe revealed . . .") instead of in a note, and they are rarely listed in a bibliography. The following example shows the more formal version of a note.

1. John Doe, e-mail message to author, July 21, 2012.

Comment posted on a social networking service

Like e-mail and text messages, comments posted on a social networking service may be cited in running text ("In a message posted to her Twitter account on August 25, 2011, . . .") instead of in a note, and they are rarely listed in a bibliography. The following example shows the more formal version of a note.

1. Sarah Palin, Twitter post, August 25, 2011 (10:23 p.m.), accessed September 4,

2011, http://twitter.com/sarahpalinusa.