

Documentation Checklist

9/7/2021

Notes-Bibliography and Author-Date: General Formatting	Turabian 16, 18, 25, and Appendix
<ol style="list-style-type: none"> 1. Use 12-point, Times New Roman or Courier New font. (Most teachers prefer Times New Roman.) Footnotes may be 10 point. 2. Insert page numbers in the top right corner in Times New Roman font, except on title and pledge pages (PCC local guidelines). 3. Use 1-inch margins on all sides of the paper. 4. Bold all titles of pages, including title of paper on title page (paper title, bibliography or references page, appendix titles, etc.) (Turabian A.1.5). 5. Use proper spacing. <ol style="list-style-type: none"> a. After titles: two blank, single-spaced lines (Turabian A.2.3.5) b. Within the body of the paper: double-spaced paragraphs (Turabian A.1.3) c. Notes and bibliography/reference list entries: single-spaced with a blank line after each entry (Turabian A.2.3.5) 6. Include the proper title. <ol style="list-style-type: none"> a. Paper: creative title of your topic b. List of sources in notes-bibliography: <i>Bibliography</i> (Turabian 16.2.1) c. List of sources in author-date: <i>References</i> (Turabian 18.2) 7. Remove extra space after paragraphs and bibliography/references entries. In Word, select <i>Format > Paragraph > Change space after paragraphs</i> to 0 (zero). 8. Format block quotations accurately: single space quotation, indent left margin ½ inch, add blank line before and after quotation. Block quotations are 5 or more lines (Turabian 25.2.2). 	
Notes-Bibliography and Author-Date: Citing Information	Turabian 7 and 18
<p>Notes-Bibliography Example</p> <p>Cecilia Friend and Donald Challenger, authors of <i>Contemporary Editing</i>, acknowledge that "pure objectivity may be an unreachable ideal, but balance, fairness, and perspective are not. They are an editor's everyday standards."¹ Therefore, while many journalists may consider objectivity to be unachievable or dated, most style manuals still encourage fair play in news writing.</p> <p>¹ Cecilia Friend and Donald Challenger, <i>Contemporary Editing</i>, 3rd ed. (New York: Routledge, 2000), 22.</p> <p>Author-Date Example</p> <p>Cecilia Friend and Donald Challenger (2014, 22), authors of <i>Contemporary Editing</i>, acknowledge that "pure objectivity may be an unreachable ideal, but balance, fairness, and perspective are not. They are an editor's everyday standards." Therefore, while many journalists may consider objectivity to be unachievable or dated, most style manuals still encourage fair play in news writing.</p> <ol style="list-style-type: none"> 9. Introduce evidence with the author's full name and credentials (Turabian 7.5). <i>Use only the author's last name or the title for subsequent mentions.</i> 10. Cite to show attribution to an author's words or ideas (Turabian 18.3.1). <i>Do not cite common knowledge or general summaries in a literary paper.</i> <ol style="list-style-type: none"> a. Notes-Bibliography: Use a superscript number and footnote after the evidence. b. Author-Date: Use a parenthetical citation after the author's name or at the end of a sentence or clause. 11. State your evidence, carefully avoiding plagiarism (Turabian 7.4). <ol style="list-style-type: none"> a. <i>Quote</i> evidence, especially when a source uses compelling language. b. <i>Paraphrase</i> when the language of the source will hinder its overall effectiveness. c. <i>Summarize</i> background information and when the source's main idea is more important than the details. 12. Explain the evidence by connecting back to the paragraph's claim (Turabian 7.7). <i>Do not summarize (repeat in your own words) the evidence.</i> 	
Notes-Bibliography and Author-Date: Reference and Bibliography Pages	Turabian 15, 17, 19, Quick Guide
<ol style="list-style-type: none"> 13. Arrange entries on bibliography and reference pages in alphabetical order. 14. Format entries on bibliography and reference pages with hanging indents (Turabian 16.1.7). 	

15. Do not list the Bible on bibliography and reference pages (Turabian 17.8.2).
16. Check carefully for these special situations:
 - a. Online journal articles (Turabian 15.4.1, 17.2, 19.2)
The page numbers that contain the article within the journal must be included.
 → Aurell, Jaime. "Writing beyond Time: The Durability of Historical Texts." *History & Theory* 57, no. 4 (December 2018): 50–70. <https://doi.org/10.1111/hith.12085>. (**Bibliography format**)
If the page numbers are not provided, remove the colon after the publication date as well. Do not use an accessed date with journal articles. Add https://org/ in front of the DOI number (Turabian 15.4.1.5).
 - b. Chapters in a book, edited collection, and anthologies (Turabian 17.1.8–17.1.8.3, 19.1.9–19.1.9.3; Quick Guide)
Similar to the example above, include the page numbers on which the work falls.
 - c. Websites and blogs (Turabian 17.5.1, 19.5; Quick Guide)
Include date or revision date (use Last modified before the revision date). If this date is not listed, include the access date in its place (use Accessed before the accessed date.)
 - d. Reference works and secondary citations (Turabian 17.9.1, 19.9.1; Quick Guide)

Notes-Bibliography: Footnotes and Bibliography Page

Turabian 16 and 17

17. End the footnote with the page number of the quoted portion (Turabian 16.1.1).
 → ¹ Andy Couch, *Culture Making: Recovering Our Creative Calling* (Downers Grove, IL: InterVarsity Press), 73.
18. Use a shortened form after the first use of a source (Turabian 16.4).
 → ¹ Couch, *Culture Making*, 210. (*Shorten title to four word maximum.* Turabian 16.4.1)
19. Use parentheticals for the primary source within a literary paper (Turabian 16.4.3).
 - a. Use page numbers for quoting prose (Turabian 16.4.3.2).
 - b. Use line numbers for poetry: (lines 3-6)
 - c. Use book and line numbers for epic poetry: 3.83-86. (Turabian 17.8.1.3).
 - d. Use act, scene, and line numbers for drama: 3.31-35. (Turabian 17.10.42).
20. Use the correct order for the author's name. (Turabian 16.1.1).
 - a. Notes: standard order (first name first)
 - b. Bibliography: inverted order (last name, first)
21. Separate each item within the notes and bibliographies with the correct punctuation (Turabian 16.1.2).
 - a. Notes: commas
 - b. Bibliography: periods
22. Use proper indents. (Turabian 16.1.7)
 - a. Notes: paragraph indent
 - b. Bibliography: hanging indent (*Indent second, third, etc. line ½ inch.*)

Author-Date: Parenthetical Citations

Turabian 18

23. Place citation after author's name in introduction to the evidence (Turabian 18.3.1).
 → Andy Crouch (**2008, 73**), in his book *Culture Making*, suggests that changing the culture does not solely rely on selective consumption or condemnation of goods, but rather that "creativity [original content by Christians] is the only viable source of change."
24. If author's name is not mentioned before the evidence, place the citation at the end of the sentence (before the end mark) or after a clause. Include the author's last name along with the year of publication and page number (Turabian 18.3.1).
 → The book *Culture Making* suggests that changing the culture does not solely rely on selective consumption or condemnation of goods, but rather that "creativity [original content by Christians] is the only viable source of change" (Crouch 2008, 73).
25. Carefully check formatting for special elements:
 - a. Source with no date (Turabian 18.3.2.4)
 - b. Source with no author (Turabian 18.3.2.3)