

Turabian Author-Date Format (see Chs. 18-19; Typically Political Science)

This handout covers basic Turabian style guidelines for class papers as adapted from the 9th edition of *A Manual for Writers of Research Papers, Theses, and Dissertations: Chicago Styles for Students & Researchers* by Kate L. Turabian (2017).



For more information regarding the Turabian guidelines for class papers, dissertations, and theses, refer to the aforementioned manual. Refer to page numbers included in this guide for reference to specific manual sections. **Writers should adhere to current guidelines set by professors, universities, disciplines or departments over general guidelines provided from the manual (xiv).**

Note: The format of this handout does not represent Turabian format guidelines.

General Format (384-386)

- Margins – Use at least 1 inch margins on all sides.
- Font type and size – Use a single, readable serif font, such as the equivalent of 12 pt. Times New Roman, or the equivalent of 10 pt. Arial. The former is preferred.
- Spacing – Double-space everything except block quotations, table titles, figure captions, and lists in appendices.
 - The following should be single-spaced internally but with a blank line between items: table of contents, footnotes or endnotes, reference lists, and lists of figures, tables, and abbreviations.
- Numbering – For class papers, choose to place page numbers centered or flushed right in header or footer and follow it consistently.
 - Use lowercase Roman numerals (iii, iv, v) for front matter pages (ex. Table of Contents). Do not number the title page if it is the only front matter page.
 - Use Arabic numerals (2, 3, 4) for all other pages, starting with the first page of body text (numbered page 2 if you are counting the title page).

Title Page (388)

- Center the title of the paper about 1/3 of the way down the page.
- Use “headline” capitalization in title matter, capitalizing all main words.
- If the paper has a subtitle, place a colon after the main title and enter the subtitle on the next line.
- Several lines below the title, include your name and any other information requested by the instructor.
- Unless otherwise specified, the title page counts as page *i*, but the number is not shown (376).

Abstract (389)

An abstract briefly summarizes the thesis and contents of the paper. Center the title “Abstract” at the top of the page and leave two blank lines between the title and the first line of text. Double-space text. Number the abstract page(s) with lower roman numerals.

Subheadings (405)

Unless you are given guidelines for subheads, you may use your own system as long as you are consistent (see Figure 1 for example headings and subheadings). There should be at least two subheads at any level. Two consecutive subhead levels may appear together without intervening text. Put two blank lines before and one after subheads, and do not end a subhead with a period (except for lower-level, sentence-style headings). Never end a page with a subhead.

First Level: Centered, Bold or Italic type, Headline-Style Capitalization

Second Level: Centered, Regular Type, Headline-Style Capitalization

Third Level: Flush Left, Bold or Italic Type, Headline Style Capitalization

Fourth Level: Flush left, regular type, sentence-style capitalization

Fifth level: Sentence-style capitalization, run in at beginning of paragraph (no blank line after), bold or italic type, end heading with a period.

Figure 1: Sample headings and subheadings

Author-Date Style (Parenthetical)

To signal that you have used a source, place a parenthetical citation next to your reference to that source. Every parenthetical citation refers to an entry on the reference list.

Parenthetical Citations:

The basic format for parenthetical citations is (Author Year, XX-XX). Note that there is NO comma between the author and year. Format multiple authors as follows:

Two Authors: (Author and Author Year, XX-XX). Ex: (Jones and Smith 2006, 89)

Three Authors: (Author, Author, and Author Year, XX-XX) Ex: (Jones, Smith, and Rogers 1989, 253)

Four or More Authors: (Author #1 et al. Year, XX-XX) Ex: (Jones et al. 2010, 335-352)

Place citations at the end of a sentence or clause—after quotation marks if it is a direct quote, but before the period or other terminal punctuation. If the author's name is included in the text, insert the year and page number in parentheses immediately following the name instead of including the citation at the end of the sentence.

Example: Olson and Warbler (2008, 193) provide discussion on how “levels of religious commitment and orthodoxy of religious belief are equally—if not more—important politically than religious affiliation.”

References:

Use a *Reference* list with author-date style citations. It includes all works referred to in the paper and sources consulted but not specifically mentioned in the text. Center the title “References” at the top of the page and leave two blank lines between the title and the first reference. Arrange the list in alphabetical order by the first author's last name. For multiple authors, invert the first author's name but write the names of all of the other authors in “First Name, Last Name” format. If multiple works have the same author or exactly the same group of authors, arrange the entries chronologically by the publication date, and replace the author's name with a long dash followed by the appropriate punctuation (comma or period).

Book:

Author's Last Name, Author's First Name. Year of Publication.

Title of Book: Subtitle of Book. Place of Publication: Publisher's Name.

Edwards, George C. III. 1983. *The Public Presidency: The Pursuit of Popular Support*. New York: St. Martin's.

Book Chapter:

Chapter Author's Last Name, Chapter Author's First Name. Year of Publication. “Title of Chapter: Subtitle of Chapter.” In *Title of Book: Subtitle of Book*, edited by Editor's First and Last Names, XX-XX. Place of Publication: Publisher's Name.

Green, John C. 2010. “The Old Religion Gap: The Politics of Belonging” and “The New Religion Gap: The Politics of Behaving and Believing.” In *The Faith Factor: How Religion Influences American Elections*. 21-66. Dulles, Virginia: Potomac Books, Inc.

Online Journal Article:

Author's Last Name, Author's First Name. Year of Publication. “Title of Article: Subtitle of Article.” *Title of Journal* Volume Number, Issue Number (Additional Date Information): XX-XX. [https://doi.org/\[insert doi\]](https://doi.org/[insert doi]).

Sheets, Penelope, David S. Domke, and Anthony G. Greenwald. 2011. “God and Country: The Partisan Psychology of the Presidency, Religion and Nation.” *Political Psychology* 32, no. 3. 459-484. <https://doi.org/10.1111/j.1467-9221.2010.00820.x>

Newspaper Article:

Author's last name, First name. Year of Publication. “Title of Article: Subtitle of Article.” *Name of Newspaper*, Publication date. URL or commercial database.

Irwin, Neil. 2019. “Why the U.S.-China Trade War Could Be Long and Painful: No Offramps.” *The New York Times*. May 4. <https://www.nytimes.com/2019/05/14/upshot/us-china-trade-war.html>

References

Edwards, George C. III. 1983. *The Public Presidency: The Pursuit of Popular Support*. New York: St. Martin's.

Green, John C. 2010. “The Old Religion Gap: The Politics of Belonging” and “The New Religion Gap: The Politics of Behaving and Believing.” In *The Faith Factor: How Religion Influences American Elections*. 21-66. Dulles, Virginia: Potomac Books, Inc.

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