BIBLIOGRAPHIC REFERENCING CONVENTIONS

TII PG - Student Guides

Turabian
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TURABIAN REFERENCING CONVENTIONS

Properly documenting sources used in your paper by following conventional referencing techniques, promotes academic honesty, provides creditability to your arguments and allow a reader to find and consult the source referenced. TII prefers the Chicago Manual of Style (CMS) style of documentation but be sure to discuss required styles with individual instructors. TII uses *A Manual for Writer of Research Papers, Theses, and Dissertations* by Kate L. Turabian, 8th edition. This style is often referred to as Turabian.

Turabian has options for using either notes/bibliography or parenthetical citations/reference list to cite sources. TII prefers parenthetical citations/reference list and this handout describes that method.

- Sources consulted, but not directly cited, may or may not be included (ask instructor).
- The reference list is alphabetized and the filing element may be transliterated according to the Library of Congress’ transliteration guides.

*Parenthetical References*

- Parenthetical references or in-text citations use the author's last name followed by year of publication. If necessary add page number(s). See examples below.

- If the reference is to an exact quotation, the parenthetical reference should appear right after the quote. Otherwise, place references within parenthesis, either at the end of the sentence and before the period, or as close to the documented source as possible.

- Remember – References in the text must clearly point to a specific source on the reference list.

- When the same page(s) of the same source are cited more than once in a single paragraph, you need only cite the source (in full) after the last reference or at the end of the paragraph.

- When the same source but different page numbers are referenced in the same paragraph, include a full citation upon the first reference and provide only page numbers thereafter.
Parenthetical References Examples

1. To cite a source, provide the author’s name and date then a comma with page number in parentheses.
   (Baker 2001, 50)

2. If the author’s name is mentioned in the text, provide the date after the name and the page number at the end in parentheses.
   Landers (2001) found the use of extensive footnotes by the translator may disrupt the narrative and affect the “mimetic effect” (323)

3. To distinguish between different works by the same author, same year, list alphabetically by title on the reference list and add the letters a, b, c, etc. to the year of publication.
   (Foucault 1984a, 15) or (Foucault, 1984b, 5)

4. For a source with two or three authors, include the last names of each author.
   (Leeson, Wurm, and Vermeerbergen 2011, 323-29)

5. For a source with more than three authors, provide the last name of the first author and "et al" for the rest.
   (Belenky et al. 1986)

6. To cite more than one source in defense of your argument, give the citations in alphabetical order and separate them with a semicolon.
   (Baker 2001, 235; Venuti 2012, 458)

7. For un-paginated sources (.html documents) identify the location of the cited passage by adding a description following the word “under”
   (Elmenfi 2014, under “Style and Translation”)

8. For group or corporate authors, use the full name of the group or an established shortened form.
   (International Association for Translation and Intercultural Studies 2014, 115) or (IATIS 2014, 115)

9. To cite a source with no date add n.d. in place of the year.
   (Smith n.d., 5)

10. For sources with no known authors, use a few words of the title as entered in the list of works cited. Place titles of articles and other short works in quotation marks, and italicize titles of books.
    (A Brief Inquiry 1852) for A Brief Inquiry into the Natural Rights of Man...
Reference List

Format

• Begin your list of references on a separate page at the end of your research paper.
• Label the page Reference List. Center this heading title but do not italicize it, use quotation marks or any other punctuation.
• Indent the second and subsequent lines of citations five spaces to create a hanging indent. The citations are not double spaced; however there is a space between the citations
• Simplify page numbers greater than 99, for example: 225-50 not 225-250
• List entries alphabetically by the author’s last name. For edited collections, use the editor’s last name. In the case of works with no known author, use the title.
• Use the following abbreviations for unavailable information:
  n.d. : no date of publication:
  n.p.: no place and/or no publisher
• Provide edition information for works with more than one edition or special editions, for example, C 2nd ed., Rev. ed., Abr. ed., 2008 ed.
Authorship

- For the first author/editor use the surname first. For subsequent authors and editors, place surname last.
- Follow Turabian guidelines and/or a language’s conventions in recording personal names.
- On the reference list, no matter how many authors are listed, list all authors. For in text citations see example above.
- Do not include titles (Dr., Sir, Saint, etc.) or degrees (PhD, MA, DDS, etc.) with names.


- If you have cited more than one work by the same author, order the entries alphabetically by title, and use three hyphens in place of the author’s name for every entry after the first:


- To cite an edited work, place a comma after the final name and add the appropriate abbreviation, for example, ed., eds., for editors.


- If the work has an author and an editor and/or translator, describe the second type of authorship after the title.


- If your citation refers primarily to the translator’s comment or choice of wording, begin the entry with the translator’s name.


- If an organization is used as the author, provide the name in full, but abbreviate it for the publisher’s part of the entry.

For English sources, capitalize each word in a title except for articles (a, the, an), prepositions, or conjunctions and unless they are the first word of the title or subtitle.

For non-English sources, follow the language’s capitalization conventions.

Use italics for titles of larger works (books, journals) and use quotation marks for titles of shorter works (poems, articles, chapters).


If readers are likely to know the abbreviated form of a publisher, omit articles, business abbreviations, descriptive words and first names, e.g., Benjamins *not* John Benjamins Publishing.

Abbreviate universities and university presses, e.g., Harvard UP *not* Harvard University Press,

Ohio State U *not* Ohio State University.

Depending on your readers’ knowledge of the language, you may substitute the place of publication and publisher with the equivalent and in your readers required language: رماد تناسلا, *or* Bayrūt: Dār al-Sāqī.

If there is a DOI for an online source, use that instead of the URL. Add http://dx.doi.org/ to the start of the DOI


Follow the previous guidelines and record the author(s)/editor(s) name, title and publication information as they appear in the source but with the following considerations:

If the source is in a language that uses the Roman alphabet

- Follow Turabian guidelines for writing personal names and observe the language’s capitalization conventions.
- As per your instructor’s/ readers’ requirements, follow the original title with a translation placed in square brackets.


- Discuss with your instructor whether you should compile a single interfiled reference list or split bibliographies according to the different scripts of sources used.

For an interfiled and alphabetized list of Works Cited:


- Use the conventional transliterated version of an author’s name. If you are not sure, run an author search on the Library of Congress Online Catalog ([http://catalog.loc.gov/](http://catalog.loc.gov/)).

- You may include the author(s) name in its original script and after the transliterated version. This is not part of Turabian referencing conventions but improves the ability of your reader to trace a source.
- Provide the title in its original script and as it appears in the source.
- As per your instructor’s/ readers’ requirements, provide a translation of the title in square brackets.
- Depending on your instructor’s/ readers’ knowledge of the language, you may substitute the city of publication with the equivalent in the required language and transliterate the publisher’s name.

- Prefer English for the date.
Author’s name - transliterated (use LC catalogue as guide). Date. Title in original script – follow language conventions [include back translation]. City of publication – translate/transliterate: Publisher – transliterate.


For separate reference lists

- A practice in Arabic scholarship is to split bibliographies according to different scripts but do discuss this with your instructor beforehand.
- Follow the general Turabian style but do not transliterate any part of a reference unless it is transliterated in the original source.
- Provide author(s)/editor(s) name, title and publication information as it appears in the source and according to the original script.
- Alphabetize the different lists according to the original scripts.
- Follow the language’s capitalization conventions and accepted filing elements of personal names.
**BOOK / ONLINE BOOK/ E-BOOKS**

Author. Year. *Book Title: Subtitle*. City of publication: Publisher.

Author. Year. *Book Title: Subtitle*. City of publication: Publisher. Date of access. Access date. Database.


**CHAPTER IN A BOOK/ANTHOLOGY**

Author. Year. “Chapter Title: Subtitle.” Additional authorship if required. In *Title: Subtitle*. Pages. City of publication: Publisher.


**MULTIVOLUME BOOK**

Author/Editor. Year. *Book Title: Subtitle*. Additional authorship if required. No. of volumes or volume number. City of publication: Publisher.


**REVIEW**

Author of review. Year. Review of *Title: Subtitle*, by author of reviewed item. *Journal Title* volume.issue: pages.


**FOREWORD/PREFACE/AFTERWORD**

Author of forward. Year. Forward to *Title*, by Author of work, pages. City of publication: Publisher


**JOURNAL ARTICLE – PRINT/ONLINE/SUBSCRIPTION DATABASE**

Author. Year. “Article Title.” *Journal Title* volume, no. issue: pages.


**DISSECTED/THESIS**

**Unpublished:** Author. Year. “Title: Subtitle.” PhD. diss., University.

**Published:** Author. Year. *Title: Subtitle.* PhD. diss., University. City of publication: Publisher.


**LECTURE**


**MAGAZINE/NEWSPAPER ONLINE**

Author. Year. “Title of Article.” *Title of Magazine/ Newspaper*, Month Day. URL [Access date].


**WEB PUBLICATION**

Author. Year. “Title of Page/Article.” Title of Web site, Month Day. Access date. URL.


**FILM** *(Unless you watched the movie in a theater, include information on medium.)*


Director, dir. Year. *Title of Work.* Featuring Firstname Lastname. Studio/Distributor. DVD, Year of DVD.


**TELEVISION/RADIO BROADCAST (Use the entity that originally produced or broadcasted the work)**

*Title of Program or Series. Year. “Episode Title,” directed by Name. Major Performers. Season, episode. Aired on Date and Station.*


**ONLINE VIDEO**

*Author’s Name or Poster’s Username. “Title of Video” (Media Type). Posting date. Access date. URL.*


**PODCAST**

*Creator’s name. “Episode Title.” Podcast Title (podcast). Larger Publication, Posting Date. Access date. URL.*


**BLOG POSTING**

*Blogger’s name. Year. “Episode Title.” Blog Title (blog). Larger Publication, Posting Date. Access date. URL.*


**ARABIC SOURCES - INTERFILED REFERENCES**

*Author’s name – transliterated. Year. Title in original script - follow language conventions [Back Translation]. City of publication – translate / transliterate: Publisher – transliterate.*


**EMAIL/TWITTER/TEXTS**

*Citing conversations, letters, emails, texts messages, tweets, etc. should only be parenthetical. (Turabian 19.6.3, 19.7.4)*
Resources and Further Reading

Turabian Style Guides


Citation Management Programs

Zotero – sign up for free account: http://www.zotero.org/download/
Online tutorial: http://ica.library.oregonstate.edu/tutorials/626--Introduction-to-Zotero

Refworks – sign up for an account on QNL>RefWorks
Online tutorial: http://www.refworks.com/tutorial/