Turabian Style Guidelines

Academic Papers

August 2019

**Some summary points to keep in mind are as follow:**

1. Document any resources used in your paper by **a)** summary, **b)** paraphrase, or **c)** direct quotation. Such are done in your footnotes.
2. ***All quotations*** require documentation.
3. Distinguishing researched points from your own knowledge, ideas, or opinions is important to avoid any suggestion of plagiarism.
4. A footnote can reference ***more*** than one source, using a semicolon (;) to separate the works cited.
5. All ***first citations*** of a work require complete documentation. Subsequent citations of that work are abbreviated.
6. Use **Ibid.** when referring to the previous footnote, only adding page numbers if different from that footnote.
7. When more than one author (or editor) of a work, cite the first person and put **et a**l. to acknowledge the other persons.
8. Avoid terms such as “passim”, “loc. cit.”, “op. cit.”, and “ff.”
9. A footnote can occasionally be a statement or point best cited in a footnote than in the body of the paper;

 *and*

Keep discourse in a footnote to a minimum; when it does occur, it precedes the citation itself.

*In sum, the purpose of a footnote is to allow a reader to find the same information used in research of your paper. Full data and accuracy are important.*

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 Skills in research and writing come with practice and time. No workshop or course can make one an expert in short order. Seeking input or review of a paper-in-process by someone else can often be helpful. Look for another student with more experience or ask a teacher to look over your work and help you edit, correct errors, or tighten it up. People are often flattered by the request and happy to oblige.