



AMBROSE
UNIVERSITY

Chicago/Turabian

A Supplement for Biblical Studies

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1. What Is Chicago/Turabian?

In most disciplines, students and researchers use a shared style for citation and document formatting, and using that standard style can help you establish your credibility as a writer. Scholars in biblical studies, Christian history, and theology often use one of two styles: Chicago (as outlined in the *Chicago Manual of Style*) or SBL (as outlined in the *SBL Handbook of Style*). At Ambrose, most professors require Chicago (often abbreviated as *CMS*).

At times, you might hear your professors use the terms “Chicago” and “Turabian” almost interchangeably, and you might start wondering what exactly your professors want from you. A bit of history helps here. The *Chicago Manual of Style* started out as a guide for researchers and publishers as they prepared book manuscripts for publication. Accordingly, if you read the actual *Chicago Manual of Style*, you’ll find guidelines for preparing an index, communicating with an editor, and writing a glossary. This information isn’t very relevant to student papers! Thus, one of the staff at the University of Chicago Press, Kate L. Turabian, prepared a version of the *Chicago Manual of Style* especially for students. This resource, *A Manual for Writers of Research Papers, Theses, and Dissertations*, offers guidelines specifically for students, including information about how to number your pages, what to include on your title page, and how to integrate your quotations. While the two handbooks differ in their instructions for document format, they are precisely the same in one area: citation. Thus, if you’re looking for information about how to **cite your sources**, you can use resources marked either as “Chicago” or as “Turabian.” They’re the same (though Chicago resources might go into a little more depth). If you’re looking for tips on how to **format your paper**, look for materials marked as “Turabian” or drawn from *A Manual for Writers of Research Papers, Theses, and Dissertations*.

2. Standard Chicago Citations

When it comes to citation, Chicago/Turabian allows writers to use one of two formats: Notes-Bibliography (Chicago NB) and Author-Date (Chicago AD). For student papers, Chicago NB is far more common than Chicago AD, both at Ambrose and in the academic community at large. Please use only resources marked as Chicago NB when preparing your citations.

Basic Format

In Chicago NB, each citation has two elements: the bibliography entry and the footnote.

- The bibliography entry. The bibliography appears at the end of your paper, starting on a fresh page, and lists all sources you used in writing your paper. Organize your list of sources in alphabetical order, by the last name of the author. Each entry should provide the full

bibliographic information—all the information your reader would need to look up that source.

- The footnote. Whenever you quote, paraphrase, or summarize material from a source, you should acknowledge your debt by inserting a footnote number at the end of the sentence. The superscript number (placed after the period and any quotation marks) should direct the reader to the note at the bottom of the page. (Again, your word processor will have a tool for this purpose.) The first time you cite a source, Source X, the footnote should include full bibliographic information for the source. You should also indicate the page number(s) for the passage you're using. If you cite Source X a second or third (or fourth or fifth) time in the paper, you may use a shortened footnote, even if you have cited a different source, Source Y, in between references to Source X. You may occasionally see other authors use the abbreviation "Ibid." when they refer to a source multiple times in a row. It is easy to make mistakes when using "Ibid.," so Chicago no longer recommends this abbreviation. Use the shortened footnote format, instead.

For example, let's imagine that you're citing a book by a single author. You would use the following format:

Bibliography Entry

LastName, FirstName. *Title: Subtitle*. Place of Publication: Publisher, year.

Spilsbury, Paul. *The Throne, the Lamb, and the Dragon: A Reader's Guide to the Book of Revelation*. Downers Grove: InterVarsity Press, 2002.

First Footnote (Full)

#. FirstName LastName, *Title of Book: Subtitle* (Publisher: Place of Publication, year), page #.

1. Paul Spilsbury, *The Throne, the Lamb, and the Dragon: A Reader's Guide to the Book of Revelation* (Downers Grove: InterVarsity Press, 2002), 101.

Subsequent Footnotes (Shortened)

#. LastName, *Shortened Version of Title*, page #.

4. Spilsbury, *The Throne*, 99.

As shown above, bibliography entries should be double-spaced. Footnotes should be single-spaced, but, when you have multiple footnotes at the bottom of the page, you should leave a blank line between them. Footnotes should have first-line indentation, while bibliography entries should have hanging indentation (where the first line is flush with the left margin but the second and subsequent lines are indented). To create first-line or hanging indentation, you do not need to indent each line manually: look for the appropriate formatting feature in your word processor. (To learn how, search something like "hanging indentation Microsoft Word" online.)

Be sure to pay attention to details when formatting your bibliography entry and footnotes. Even though the first footnote and bibliography entry have much the same information, the punctuation is quite different. These details may seem picky, but they say something to your reader about your diligence and professionalism, so pay careful attention.

Variations

Throughout your studies, you will need to cite a whole variety of sources, possibly including a book by a single author, a book with an author and a translator, a journal article, a dictionary or encyclopedia entry, and a chapter from an edited collection (a book where each chapter has a different author). For each type of source, your citation will look a little different. You will also sometimes need to deal with sources that have missing information (no page numbers, no author, etc.). To find out how to cite a specific type of source, or how to deal with missing information, we recommend that you check out a quick guide to Chicago/Turabian. The Ambrose Writing Centre recommends the following two:

- “Notes and Bibliography: Sample Citations,” by the University of Chicago Press:
https://www.chicagomanualofstyle.org/tools_citationguide/citation-guide-1.html.
- “Chicago Manual of Style 17th Edition,” by Purdue University:
https://owl.purdue.edu/owl/research_and_citation/chicago_manual_17th_edition/cmoss_formatting_and_style_guide/chicago_manual_of_style_17th_edition.html.

For the early years of your degree, these quick guides should answer most of your questions. However, if you have a more complex question, you can refer to *The Chicago Manual of Style* or *A Manual for Writers of Research Papers, Theses, and Dissertations*, both of which you can find in the Ambrose library. Whatever resource you’re using, make sure it draws its information from the most recent edition of Chicago (currently the 17th edition).

Many students choose to use citation generators for their footnotes and bibliography entries, and most citation generators will have a Chicago option. You’ll find helpful citation generators in the library catalogue as well as in citation management programs like Zotero or Mendeley. However, these generators often produce citations with small errors. Feel free to use these tools as a starting point, but be sure you check their output carefully.

If you have questions or need help navigating these resources, consider meeting with a tutor from the Ambrose Writing Centre (<https://ambrose.edu/writingcentre>).

3. Exceptions: Citing Biblical and Classical Sources

Chicago serves researchers in many disciplines, so it focuses on general guidelines; it cannot address the unique needs of every research area. In biblical studies, Christian history, and theology, researchers spend a great deal of time analyzing the bible and other classic Christian texts, and they make certain exceptions to standard Chicago style when dealing with these sources at length. In such cases, full Chicago-style footnotes are inconvenient and unnecessary. Instead, you should use brief parenthetical citations, following the guidelines below.

Citing the Bible

Imagine you are studying the Old Testament and writing a paper about Isaiah 7. To support your interpretation of the passage, you might draw on what other people have said *about* Isaiah 7 (in books, bible commentaries, and other sources), but your primary evidence will come from the bible,

which you will refer to often. Instead of providing a footnote each time you mention Isaiah, you can use a simple parenthetical citation, placed at the end of your sentence. Your citation should include name of the biblical book (in abbreviated form) and the chapter and verse you're citing, separated by a colon. If your sentence includes a direct quotation, you should also indicate which translation of the bible you're using, using the standard abbreviation. If you are using just one translation of the bible in your paper, you only need to indicate the translation the first time. If you're using multiple translations, clarify which translation you're using each time.

As for formatting, note that the parentheses should appear after any quotation marks but before the final period. If you are not sure how to abbreviate the name of a biblical book or a biblical translation, consult the *SBL Handbook of Style*. Most standard abbreviations for biblical books are three or four letters long (e.g., Gen, Eccl, Luke, Rev).

Paraphrase or Summary

The book of Genesis tells of how God created humanity (Gen 1:26-28).

Direct Quotation

As it says in Genesis, "God said, 'Let us make humankind in our image and according to our likeness'" (Gen 1:26, LEB).

You do not need to provide a bibliography entry for biblical citations.

Citing Other Classical Works

Scholars in biblical studies, theology, and Christian history also work frequently with ancient Christian texts, like Augustine's *Confessions* or Hildegard of Bingen's *Liber Vitae Meritorum*.

Sometimes, you may use these texts as secondary sources: in a paper about Romans, you may use what Ignatius says about Romans 1:16 to support your claims. Other times, you may use these texts as primary sources: you may write a whole paper unpacking the theology of Julian of Norwich's *Revelations of Divine Love*. When you are using a classical work as your primary source, you may, again, use parenthetical citations rather than full Chicago-style footnotes. However, you should provide a full bibliography entry for these works.

In your parenthetical citation, you should generally include a shortened form of the work's title, plus a number or numbers noting the section where you found the material. The exact format will depend on your source: many of these sources have numbered books, chapters, and even paragraphs. Page numbers are not helpful for classical works, as your readers may have a different edition of the text than you do. The sample citation below shows how you should cite a classic text numbered by book, chapter, and paragraph.

Parenthetical Citation

Thomas à Kempis argues that suffering can "help us to be humble, and shield us from false glory" (*Imitation* 1.12.1)

Bibliography Entry

Thomas à Kempis. *The Imitation of Christ*. Translated by William Benham. Teddington, UK: Echo, 2006.

Note that, in the bibliography entry, the author's name is not inverted because "à Kempis" is not Thomas' last name: it describes where he lived. Also, note that, for works not written in English, you should indicate the translator of your version.

For questions about these exceptions, please visit the writing centre or speak to your instructor.