**Title of Paper: (include colon if there is a subtitle)**

**Subtitle (if any)**

Student’s Name

Course #: Title

Month 99, YYYY

**Table of Contents (optional)**

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\*\* Don’t forget to type over the subheadings and page numbers in the table above. Make them match the actual subheadings and page numbers in your paper! The subheadings and page numbers in the Table of Contents should be identical to the subheadings and page numbers in your paper.

**Introduction**

Begin typing the introduction of your paper here. Limit the introduction to no more than 10% of the total essay length. If you are writing a research paper, your introduction should 1) survey the scholarly controversy that you have chosen to research, 2) state your thesis regarding that controversy, and 3) briefly preview the supporting arguments that you will discuss in the body of the paper to prove your thesis. If you are writing another kind of paper other than a research essay, ask your professor what he or she expects from the introduction. (Preliminary note: Plagiarism is using the work of another without properly giving credit to that source. You may not use the exact words of another without quoting that author and you may not put their work in your own words without giving credit to that author. Plagiarism is a serious offense and is absolutely prohibited. See Sections Two and Three of this Template for more information on how to avoid Plagiarism.)

**Subheading One**

Subsection/Subheading One text begins here. Use subsections sparingly. Overuse of subsections will make your paper seem busy and confusing to read. Unless your professor specifies otherwise, it is generally a good idea to limit yourself to one subsection for every three pages of text or where the paper naturally breaks between major topics.

The Turabian manual describes five levels of subsections (see A.2.2.4 of the manual). In general, however, it is best to use one, or at most, two levels of subsections. See the Turabian Tutorial video within the Turabian LibGuide for a demonstration of how to set up heading styles. See the Sample Exegetical Paper (within the Turabian LibGuide) to see an example of second-level subheadings.

**Subheading Two**

Section Two text begins here. Sample citations are provided in this section to help you visualize your paper; but you must insert your own footnotes, even when using a template. The first example citation is a quotation from a **print book**. Adrian Johns argues, "In an uncertain world, printed materials can be put to use in ways that make them powerful."[[1]](#footnote-1) The second is a quotation from a **journal article**. Gerhardsson states, “In the third episode Peter is *accosted* [emphasis added] by several persons . . . they express their accusation and provide a basis for it.[[2]](#footnote-2) The third is an **eBook** paraphrase. Freeman provides a simplistic and clear definition of what science is: science is looking closely at things; science is comparing things; science is collecting things; science is counting things; science is measuring things; science is wondering about things; and science is trying things out.[[3]](#footnote-3) Paraphrasing is reading an author’s work and putting the information in your own words. It is best to look away from the notes or text before attempting to do this, to avoid plagiarizing. Paraphrasing is preferred, in most cases, over quoting, unless the quote is particularly powerful or cannot be stated in a different way to get the point across. Your paper should not be more than 10% quotes, as a general rule.

The next example is a **block quotation**. Use block quotations for 5 or more lines of text. Text should be single spaced in a block quotation. Leave a blank line before and after the blocked quotation. Indent entire block quotation to 1/2 inch. Do not add quotation marks at the beginning or the end. When quoting more than one paragraph, do not add extra line space between them, but indent the first line of the second and subsequent paragraphs further than the rest of the quotation. Always introduce the quotation with your own words, such as Dr. Jason Lisle wrote:

We should use the “don’t answer, answer” strategy. That is, we never embrace the presuppositions of the unbeliever; otherwise, we, too, will draw the wrong conclusions about the evidence and will be reduced to foolishness. However, we do show for the sake of argument where the non-biblical assumptions of the unbeliever would lead if they were true. We show that the unbeliever cannot make sense of anything as judged by his own standards. We are exposing the fact that the unbeliever does know the biblical God but has suppressed that truth in unrighteousness (Romans 1:18). We expose the foolishness of the unbeliever with an attitude of reverence and humility, remembering that the unbeliever is also made in the image of God (Genesis 1:26-27), and is to be treated with respect.[[4]](#footnote-4)

You must discuss quotations in your own words. Do not permit a quotation to speak for itself. Since you are the author, you have the responsibility to assess, discuss, critique, and contextualize the claims of any quotation that you include in your paper. You are the author. Do not surrender your prerogative as author to a source.

**Subheading Three**

In this section, we cover creating footnotes. Do not try to format footnotes manually. Instead, position your cursor where you want the footnote. Then click the “References” menu, and then click “Insert Footnote.”[[5]](#footnote-5) (To find the References menu, look at the top of your screen. The “References” menu can be found to the right of the “File,” “Home,” “Insert,” and “Page Layout” menus. For more help, consult the Turabian Tutorial video.) Note that footnotes belong at the end of the sentence containing the quotation or paraphrase, not at the end of the paragraph.[[6]](#footnote-6) To delete a footnote, you must delete the note number from the body of your text.

When you cite the same work more than one time, there are shortcuts you may use for your footnotes. Use the **author’s last name, page number** when adding another citation from a previously fully cited source (full footnote).[[7]](#footnote-7) You may do this throughout the rest of your paper. However, if you are using two different sources by the same author—use the **author, *title*, page number** format for the sake of clarity. (Example: Lisle, *The Physics of Einstein,* 84.) Use **Ibid., pg.** when consecutively adding another citation from the same source but different page number.[[8]](#footnote-8) You may use just **Ibid.** when consecutively citing the same work and page number.[[9]](#footnote-9) However, avoid using this abbreviated citation when it is made on a different page of your document. In this case, use the author, page number footnote instead. Also, be aware that some professors do not prefer the use of Ibid. at all, but prefer you to stick with the other shortened methods covered above. Always follow the professor’s specific instructions provided.

For Turabian 9th edition, the **accessed date** should now be included ONLY when a publication date or date the source was last modified or updated is not listed in the website information. In this case, include the access date (the date you accessed or retrieved the content) and the URL (web address) in the footnote (Turabian 9th Edition manual 15.4.1.5). Always include the URL in the footnote when citing from **websites**.[[10]](#footnote-10) For journal articles from library databases, an access date is no longer needed.

**Conclusion**

Begin typing your conclusion here. Like the introduction, the conclusion should be no longer than 10% of the total essay length. It should sum up the conclusions of your paper without presenting any new information.

# Bibliography

Freeman, Marcia. *What Is Science?* Vero Beach, FL: Rourke Educational Media, 2004. EBSCOhost.

Gerhardsson, Birger. “Confession and Denial Before Men: Observations on Matthew 26:57 27:2.” *Journal for the Study of the New Testament* 13 (October 1981): 22-53.

Germano, William. “Futurist Shock.” Lingua Franca (blog). *Chronicle of Higher Education*, February 15, 2017, https://www.chronicle.com/blogs/linguafranca/2017/02/15/futurist-shock/.

Johns, Adrian. *The Nature of the Book: Print and Knowledge in the Making*. Chicago: Univ. of Chicago Press, 1998.

Lisle, Dr. Jason. *The Ultimate Proof of Creation: Resolving the Origins Debate*. Green Forest, AR: Master Books, 2009.

Note 1: Your instructor may call this the Works Cited or the Sources Cited page. Always follow the instructions of your professor. The Bibliography always begins on a new page. Use “Page Break” under the “Insert” Menu in Microsoft Word to start a new page.

Note 2: Follow the formatting above which lists the sources cited in your paper in alphabetical order by author’s last name. (To get the proper formatting, you must use the Hanging indent option in the “Paragraph” menu under the “Home” Menu in Word. See the Turabian Tutorial video for additional help.)

Note 3: The Bible should be cited only in footnotes and not in the bibliography (See Turabian 9th Edition manual 16.2.3 for a full list of references that may be omitted from your bibliography).

1. Adrian Johns, *The Nature of the Book: Print and Knowledge in the Making,* (Chicago: University of Chicago Press, 1998), 623. [↑](#footnote-ref-1)
2. Birger Gerhardsson, “Confession and Denial Before Men: Observations on Matthew 26:57-27:2,” *Journal for the Study of the New Testament* 4, no. 13 (October 1981): 53. [↑](#footnote-ref-2)
3. Marcia S Freeman, *What Is Science?* (Vero Beach, FL: Rourke Educational Media, 2004), EBSCOhost, 1-7. [↑](#footnote-ref-3)
4. Dr. Jason Lisle, *The Ultimate Proof of Creation: Resolving the Origins Debate*, (Green Forest: Master Books, 2009), 82. [↑](#footnote-ref-4)
5. Type the footnote citation here, being sure to follow the Turabian 9th edition format for the type of work you are citing. Verify with your professor whether the font should be Times New Roman 10 pt or 12 pt. [↑](#footnote-ref-5)
6. Notice that the first line of the footnote is indented one tab space (1/2 inch). If the footnote goes onto a second line, the second line is not indented. The footnotes are single spaced internally, but that an extra blank line (10 pt or 12 pt) has been inserted between footnotes. [↑](#footnote-ref-6)
7. Lisle, 84. [↑](#footnote-ref-7)
8. Ibid., 92. [↑](#footnote-ref-8)
9. Ibid. [↑](#footnote-ref-9)
10. William Germano, “Futurist Shock,” Lingua Franca (blog), *Chronicle of Higher Education*, February 15, 2017, http://www.chronicle.com/blogs/linguafranca/2017/02/15/futurist-shock/. [↑](#footnote-ref-10)