



加拿大華人神學院 卡加里
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研究專文及論文寫作守則 Term Paper & Thesis Style Manual 2023

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Simplified Turabian Citation and Format Style Guide

第一章

編寫研究專文及論文之電腦文書軟件 設定方法

第一節 選擇電腦文書軟件

原則上，本院鼓勵學員使用 Microsoft Word 電腦文書軟件來書寫各科目的研究專文(Research Paper)及論文(Thesis or Dissertation)。由於不同的電腦或打印機有可能讓檔案內的文章移位，建議學員在儲存檔案時，另多儲存 PDF 格式(在 Microsoft Word 儲存時可選擇 PDF 格式)，以避免文章移位導致老師無法閱讀。學員若使用其他文書軟件，請務必以 PDF 格式存檔。

第二節 字型(Fonts)

所有研究專文及論文必須於電腦軟件以中文或英文書寫。整篇文章中的中文字型必須使用「細明體或新細明體(Mingliu)，12 號字」，而英文字型必須使用 “12-point Times New Roman”。只有兩種例外情況：首先，若使用註腳(footnote)，註腳部分可使用 10 號字(10-point)，但仍以上列字型書寫。其次，若文章中必須使用希伯來文、希臘文或其他語文，自然不能採用上述文字，但使用時必須與文章中的字型大小一致。

所有主標體(main headings)均使用普通基本字型，之後各層之次標題(all levels of subheadings)均使用深色字型(bold)。

特別強調的字或字句可使用斜體字型(italic)。在提及書刊及期刊名稱等亦須使

用斜體字型，但書刊及期刊內的文章(articles)則仍使用基本字型。

任何字或字句下均不得劃線(underlined)，而所有字體必須使用黑色。

第三節 行距(Line Spacing)

所有研究專文及論文之正文(main body)必須使用雙行距(double-space)，但段落與段落之間則必須使用三行距(triple-space)。本守則之正文正是採用這格式來書寫。至於註腳、引文(block quotation)、參考書目(bibliography)及多於一行之標題等，均採用單行距(single-space)。

此外，學員必須明白，行距辭彙是以英語翻譯為中文的電腦設定用辭，因此，單行距其實是指兩行文字之間沒有間隔，雙行距其實是指兩行文字之間有 1 行之間隔，而三行距則是指兩行文字之間有 2 行之間隔。

有關扉頁(title page)等非正文部分之行距，將在第二章講解。

第四節 邊界(Margins)

一般研究專文在格式設定時均應採用上下左右邊界各 1 吋(或 2.54 厘米)。論文為方便釘裝的原故而應採用上下右邊界各 1 吋、左邊界 1.5 吋(或 3.81 厘米)。

主標題(如：每章標題、參考書目等大標題)則置於上邊界下面 1 吋(即由頁頂計 2 吋，約 4 行距，參本守則第 1 頁之標題及第 5 頁之範例)，由於頁底可能須因附加圖表、圖片及註腳等而不可能有固定的邊界，所以即使設定了 1 吋邊界，極有可能最後一行的文字還不足 1 吋的位置，因此，頁底的邊界以 1 吋至 1.5 吋為實質限制。

第五節 頁碼(Page Numbers)

研究專文分為兩個主要部分，就是正文(Main body)及參考文(reference matter)部分，除扉頁無需頁碼外，全部採用阿拉伯數字(1, 2, 3, ...)。論文則基本上分為三個主要部分，就是前文(preliminaries)、正文(Main body)及參考文(reference matter)部分；每部分均須編有頁碼。前文採用羅馬數字(i, ii, iii, ...)，而正文及參考部分則採用阿拉伯數字(1, 2, 3, ...)。

第六節 縮格(Indentation)

一般中文書寫文章的新段落必須縮格(indented)兩個中文字距，而英文書寫則必須縮格 0.7 吋(或 1.78 厘米)。至於引文(block quotation)，必須全段落縮格兩個中文字距，而第一行亦必須再縮格兩個中文字距。若用英文書寫，引文全段落必須縮格 0.35 吋(或 0.89 厘米)，而第一行亦必須再縮格 0.35 吋。

另外，所有圖表、圖片(不論是中、英文論文)等一律縮格 0.35 吋。

第二章

研究專文

本院的大多數科目均需要撰寫文章。若是研究專文，必須按本章之指定格式來書寫。若非研究專文(如：讀書報告、講章等)，除非講師另有指示或要求，否則亦一律按本章之指定格式來書寫。學員必須嚴格遵守！

研究專文基本上分為兩個部分，就是正文(main body)及參考文(reference matter)部分。在一般科目的研究專文中，由於頁數不多(不超過 20 頁)，所以像論文的「前文」(preliminaries)部分，如目錄、致謝文等，均不需要。扉頁(title page，即專文的首頁)後就可以直接進入「正文」。「正文」是專文的內容(包括：註腳)。「參考文」只需包括參考書目即可，除老師特別要求加上其他附錄外，均不需要加上其它內容。

第一節 扉頁(Title page)

請參考第 5 頁的扉頁範例。

在扉頁中，所有文字都必須是置中的(centered)。請留意研究專文的四邊邊界均是 1 吋。而全文必須使用雙行距(double-space)。

研究專文的頂部先書寫「加拿大華人神學院」，並須置於頁頂下 2 吋。接著第二部分是專文的題目。若超過 18 個中文字(英文字則是 4 吋)，就必須另開新行。若第 2 行超過 14 個中文字(英文字則是 3 吋)，就必須再開新行。基本原則是以前倒轉的三角型來排列，不過，若題目是分開成兩部分，亦可有例外處理(參第 5 頁)。所有題目原則上不得超過四行。若有特別需要超過此限，必須經授課老師核准。

圖表編號與標題
之間只需隔一字
距，不用加標點
符號。

圖一 研究專文扉頁範例

請留意此圖只是範
例，因此會比實際
紙張為小。字體也
比 12 號為小。

由於此文章的題
目分為兩部分，
而第二部分比第
一部分長，所以
不能以倒轉三角
型來排列。

加拿大華人神學院

本院名稱置在
頁頂下 2 吋的
位置。

基督教教育取向：
如何進行基督教教育事工

四個部分的分隔
沒有規定，但必
須盡量相等距
離。

道學碩士學位課程：

基督教教育導論

講師：鄒永恒博士

四個部分必須加
上一橫線以分隔
之。橫線為實
線，共 18 格。

學員：XXX

學號：xxxxxxxxxx

2016 年 3 月 3 日

日期與頁底必須
在 1 吋至 1 吋半之
間。

題目之後，第三部分就是科目資料，共分三行。第一行為學員的學位，並在後面加上「課程」二字及冒號(：)；第二行為科目名稱；而第三行則為授課老師姓名，並在名字前面加上「講師」二字及冒號。若多於一位老師，應列出所有老師姓名。

第四部分是學員資料及日期，共分三行。第一行是學員姓名，並在名字前面加上「學員」二字及冒號，學員名字後面不須加稱謂；第二行是學號，並在學號前面加上「學號」二字及冒號；最後一行是日期，請寫上學員繳交專文的日期而非老師指定的截止繳交日期。日期中的數字一律以阿拉伯數字書寫。

第二節 正文

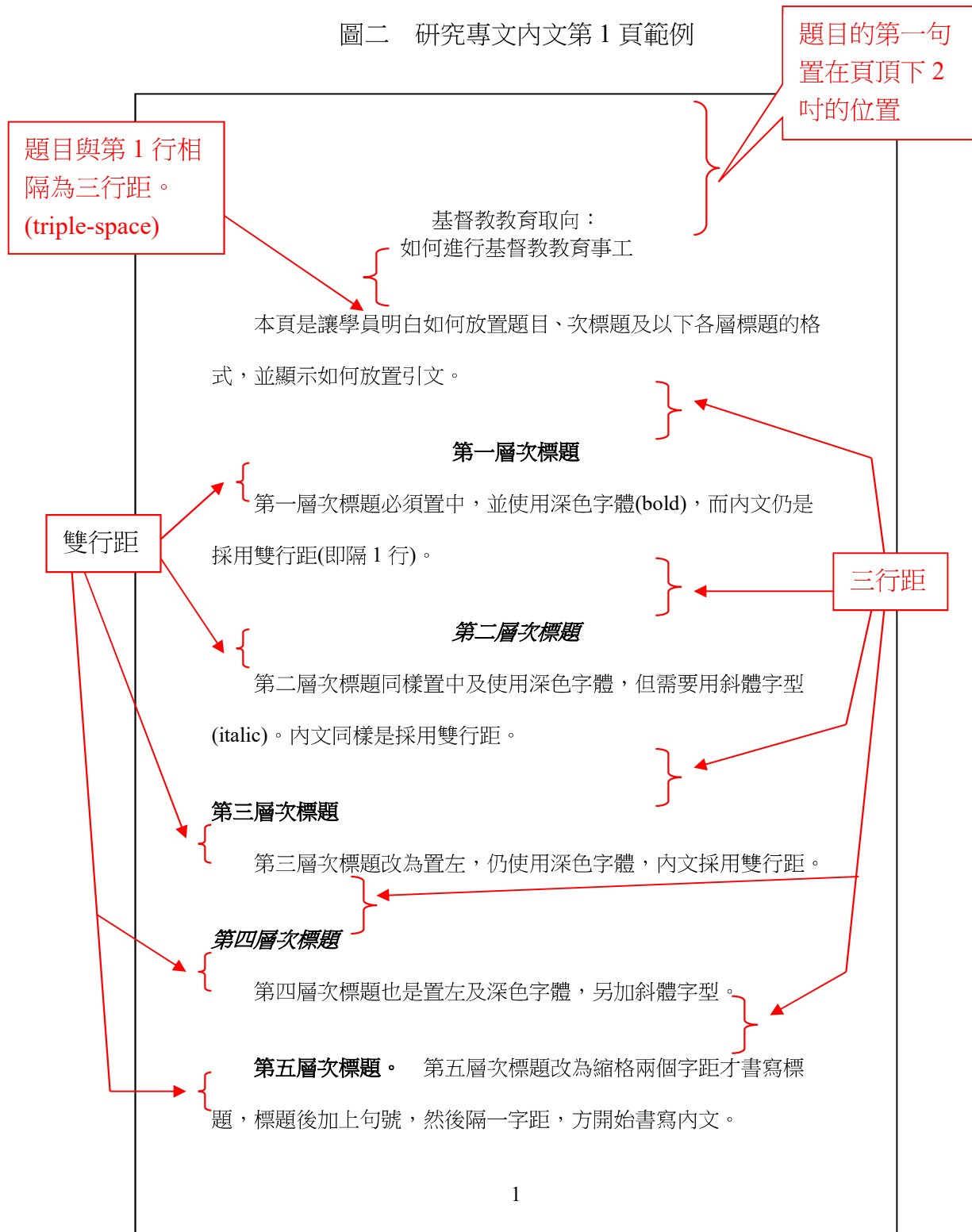
正文是研究專文的最重要部分，是學員研究的成果。因此，若然因書寫格式錯誤或不整潔導致扣分，是最不值得的事情，所以各學員務必留意本段所講論的基本格式。

首先，正文的書寫必須按著第一章所講論的各個要點，包括：字型、行距、邊界、頁碼與縮格的五方面規定。正文的首頁就是第 1 頁，以阿拉伯數字印出頁碼。正文以前的部分是只有扉頁，而扉頁是毋須加上頁碼的。

由於研究專文頁數不多，所以不需要用章節來區分。但由於文章仍是會有分段，所以必須按以下指定格式來分段。

首先，所有研究專文的第 1 頁必須以專文的題目來開始，置於頁頂以下 2 吋的位置，題目的排列仍按第一節扉頁中的格式，唯只須用單行距，毋須使用雙行距。然後直接進入專文的「導言」(introduction)，「導言」二字母須特別寫出來。而文章的開始與專文題目應相隔三行距(triple-space)。其餘有關各層次標題的位置格式，請

圖二 研究專文內文第 1 頁範例



參考第 7 頁之範例。此外，各層次標題的長度跟扉頁中的各標題一樣，即是超過 18 個中文字(英文字則是 4 吋)，就必須另開新行。若第 2 行超過 14 個中文字(英文字則是 3 吋)，就必須再開新行(參第 4 頁)。第 7 頁的範例提供五層的次標題格式，原則上一般研究專文約三層的次標題經已足夠使用了。因此，若專文超過五層的次標題，學員就應檢討是否分層過於細微，有讓讀者在閱讀時不能首尾呼應之虞。

另一方面值得留意的，是研究專文及論文與一般出版書籍的排版並不相同，均會使用靠左排列而非左右對齊排列，因此，右面每一行的最後一個字並不是排列整齊才是合理的，無需刻意將之排齊。

由第二頁開始，正文的每一頁均在已設定之上邊界(top margin 即 1 吋)開始書寫；即使頁首剛巧是次標題，亦毋須降至頁頂下 2 吋來開始書寫。學員亦應緊記本守則第 3 頁中有關「縮格」的要求，因為這是最容易忽略的部分之一。

引文(quotation)是研究專文中經常出現的寫作方式，主要是直接引用別人的資料之用，讓讀者對正在討論之論題在過去的研究論點有所認識。所有引文必須列明出處，否則將當為剽竊論(plagiarism)，講師有權給予學員的文章 F 等，請學員務必留意。此外，學員在正文中若引用他人的意見來支持其論點(即不使用直接的引文而只是說明他人的意見)，同樣必須透過使用註腳(footnote)列明出處，否則將當作抄襲別人作品論，老師有權給予學員的文章 F 等，請學員務必留意(有關註腳的樣式可參第 9 頁《圖三》)。若學員的文章經常出現上述的情況，經教務處屢勸不改，將有可能被勒令停學或退學。近年來，北美神學院校之教育學、領導學及輔導學等之實踐系研究專文及論文均改以括號註(parenthetical reference)來代替傳統的「註腳」，並以「參考資料」(reference list) 代替傳統的「參考書目」(bibliography)。本院並不限制學

圖三 研究專文正文第 2 頁範例

由於不是開新
段，所以不用縮
格兩個字距。

上邊界為
1 吋。

李露懿對基督教教育哲學及理論的研究極有負擔，當她擔任惠頓學院研究院的基督教教育系主任的時候，發覺以福音派神學為基礎的基督教教育理論書籍實在鳳毛麟角，因而決心寫作。她以所任教的主修科《基督教教育哲學 *Philosophy of Christian Education*》的內容為藍本，輔以與學生們一同研究四福音中，耶穌基督如何與人交往。這本書於 1958 年面世，取名為《基督教的教育 *Education That is Christian*》，這書的出版震撼整個基督教教育界。¹《基督教的教育》一書於 1989 年由李露懿的學生，亦是接替她擔任惠頓學院研究院基督教教育系主任的貝道民(*James E. Plueddemann*)增修再版。時至今天，《基督教的教育》一書仍是大部分神學院及聖經學院的基督教教育理論科目的必用課本。

本文採用傳
統的註腳方
式。但凡採
用別人的意
見，都必用
之表明出
處。

這是第一
層次標題。

李露懿的基督教教育理念要義

李露懿的基督教教育理念，可以稱為「話語為主、學生為重、聖靈為師」(*Word-centered, learner-focused, Spirit-filled*)的理念，² 因她相信，真正的基督教教育，必定是以神的話語為依歸，以學生全人成長

由於是啟
用次標
題，所以需要三行
距，即隔 2
行。

¹ David Setran, p.125.

² Michael J. Anthony, ed., *Evangelical Dictionary of Christian Education*. Grand Rapids, MI: Baker Book House, 2001, p.422.

員使用那一種格式，但學員在使用時必須全文統一使用一種格式。有關這兩種格式的使用規則及範例，請參第六章。

此外，在正文中若有需要以要點方式(**point form**)列出一些資料時，切勿使用電腦文書軟件所提供的「符號」(**bulleted list**)，而是應統一使用阿拉伯數目字來區分(即：1, 2, 3...)。而每一個要點都應縮格兩個字距來開始。另一方面，要點方式只適宜扼要地表達某一些意見或資料時使用。若然要點中的內容超過三行，就應取消使用要點方式，改而將這些資料寫入正式段落之中，每段開始時以「第一方面」、「第二方面」等來書寫更為合適。

第三章

論文提案(Thesis proposal)

論文提案(Thesis Prospectus/Proposal)之基本格式與一般研究專文相同，因此，一律必須根據第一及第二章所臚列的基本格式，包括：字型、行距、邊界、頁碼、縮格，並扉頁及正文之標題、參考資料等。本文的重點，只是指出論文提案中的特別部分。

論文提案的扉頁的版面格式與研究專文相同，但文字內容則與論文的扉頁相似(參第四章)。主要的分別是以「論文提案」代替「論文」二字，及日期改為提交論文提案的日期，其餘內容均與論文的扉頁一樣。有關論文扉頁範例可參第 19 頁。

論文一般分為兩種研究類別，一是人文科學類(humanities)，二是自然科學類(social sciences)。按神學學術界的慣例，一般聖經、神學及歷史系別之論文大都採用人文科學類的研究方式(humanistic research approach)，而實踐系別之論文則主要採用自然科學類的研究方式(social science research approach)。本院原則上按著此研究進路之規定，學員若須要使用非自己系別的研究方式，必須先取得論文指導老師的核准。

不論採用那一種方式，論文提案的正文必須包括五個標題，按次序為：(1)導言(introduction)，(2)論題(thesis)，(3)背景(background)，(4)方法步驟(methodology)及(5)大綱計劃(proposed outline)或暫定論文目錄(tentative table of contents)。除正文部分外，亦必須加上參考書目(bibliography)及學員個人簡歷(vita，參第 15 頁)。

圖四 論文提案正文第 1 頁範例

論文提案先書寫論文題目。由於這題目多於兩行，所以第二行置於頁頂下 2 吋(不是第一行)。

基督教教育神學：
李展時與彭米路對
「聖靈在教學中」之觀念的比較

序言

耶穌基督在離世升天以先，曾叮囑門徒們在傳福音建立信徒時，要緊記「...凡我所教訓你們的，都要教訓他們遵守...」(太 28:18-20)。教育工作一直是教會中的一個不可或缺的環節；敬拜、主日學、門徒訓練、團契小組、以至外展宣教等教會事工，其實都與教育工作分不開，只是所採用的媒介與教導的內容有所不同而已。一般教育家認為有果效的教導工作，必須具備四個因素，就是教師的預備、學生的準備、課程的設計及合適的設備。我們亦常常看見不少教會或基督教機構舉辦針對上述四方面的訓練講座，這是否意味著基督教教育與一般教育沒有分別呢？當然不是。基督教教育事工與一般的教育工作的主要分別，就是在基督教教育除了有人的工作外，還有聖靈的工作。

論題

聖靈在教學過程中的參與是一個常被忽略的課題。談到神學，不少人以為神學只是基督教教育的內容，其實聖靈的工作正是基督教教育神學的一個重要題目。在著名的「基督最後講論」(約 14-16 章)中，聖靈在教導信徒的工作上有所參與，是毋庸置疑的。很明顯，有果效的教育事工必須有聖靈的工作，可是，基督教教育家對於聖靈在實際

1

第一節 正文內容

正文內容包括五方面，學員必須依照這五方面來書寫論文提案(參第 12 頁)。任何不按照此論文提案格式者，論文提案將不會獲得通過，敬請留意。

(1) 導言

導言主要是將研究的基本問題所在言明，讓論文指導老師對於其研究的內容有一個概括性的認識。

(2) 論題

論題是從問題的所在引申至問題的癥結。當中應包括：此論文研究的論點、此論文研究的重要性、此論文研究的範圍及其限制等。

(3) 背景

背景是指有關這個論文研究論題的背景。當中應包括：前人對此論題的研究結果及其可作進一步研究的方向、學員個人對此論題所抱持的基本立場及原則。

(4) 方法步驟

接著，學員就應將論文研究的方法及步驟作一概括性的講解，讓論文指導老師對其研究的進路有所了解。

(5) 大綱計劃

最後，論文提案須加上計劃中的大綱。大綱將包括：章題(title of chapter)、各層之次標題(title of each level of subheadings)及各標題的估計頁數。

圖五 論文提案正文大綱計劃範例

學過程之三個主要步驟之中，就是教學的預備、教導及檢討。本文將會扼要地比較兩位基督教教育家的神學立場，並以聖經真理作出簡單的檢討和分析，刺激讀者思想聖靈在教學過程中的實際參與情形，從而強化教會教育事工。

隔 1 字距。

大綱計劃

第一章 導論(10 頁)

研究問題

近年有關教與學的研究課題

研究「聖靈在教與學中」的重要性

本研究的方向與限制

第二章 聖靈論(40 頁)

舊約中的「神的靈」

新約中的「聖靈」

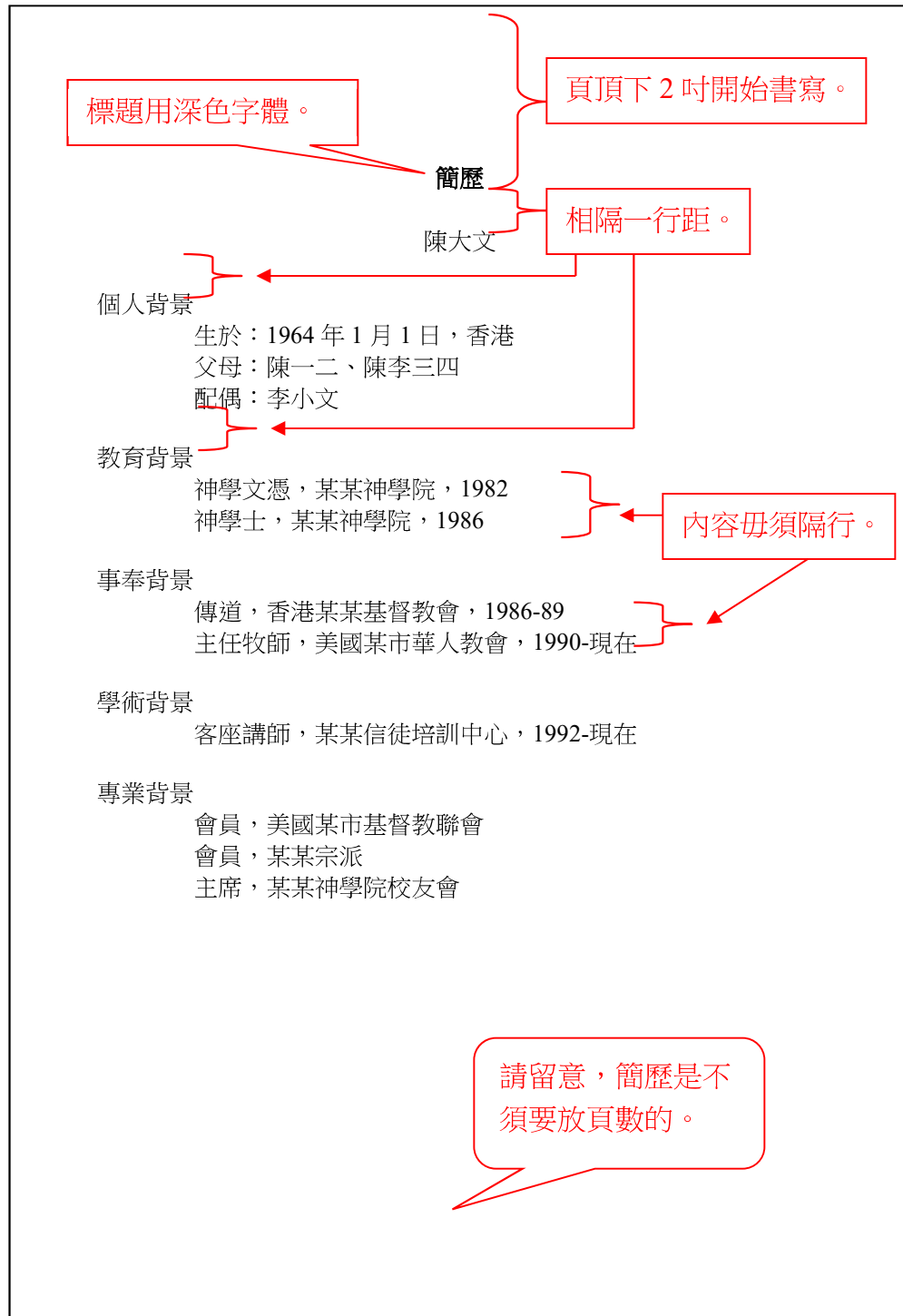
教會歷史中聖靈論的發展

近代有關聖靈工作的研究

第三章 教與學(40 頁)

聖經中的教導與學習

圖六 論文提案作者的個人簡歷範例



第四章

論文編頁格式

論文與研究專文及論文提案最大的分別，就是編頁(其餘有關扉頁、正文及參考文的內文格式，一律相同，請參考第一至三章)。一直以來，論文都有指定的編頁方式。雖然不同學術機關可能按其獨特需要對傳統的方式有所增刪，但基本編頁結構或格式大致相同。以下是本院論文的編頁格式，各學員務必切實遵守。

表格一 論文編頁格式表

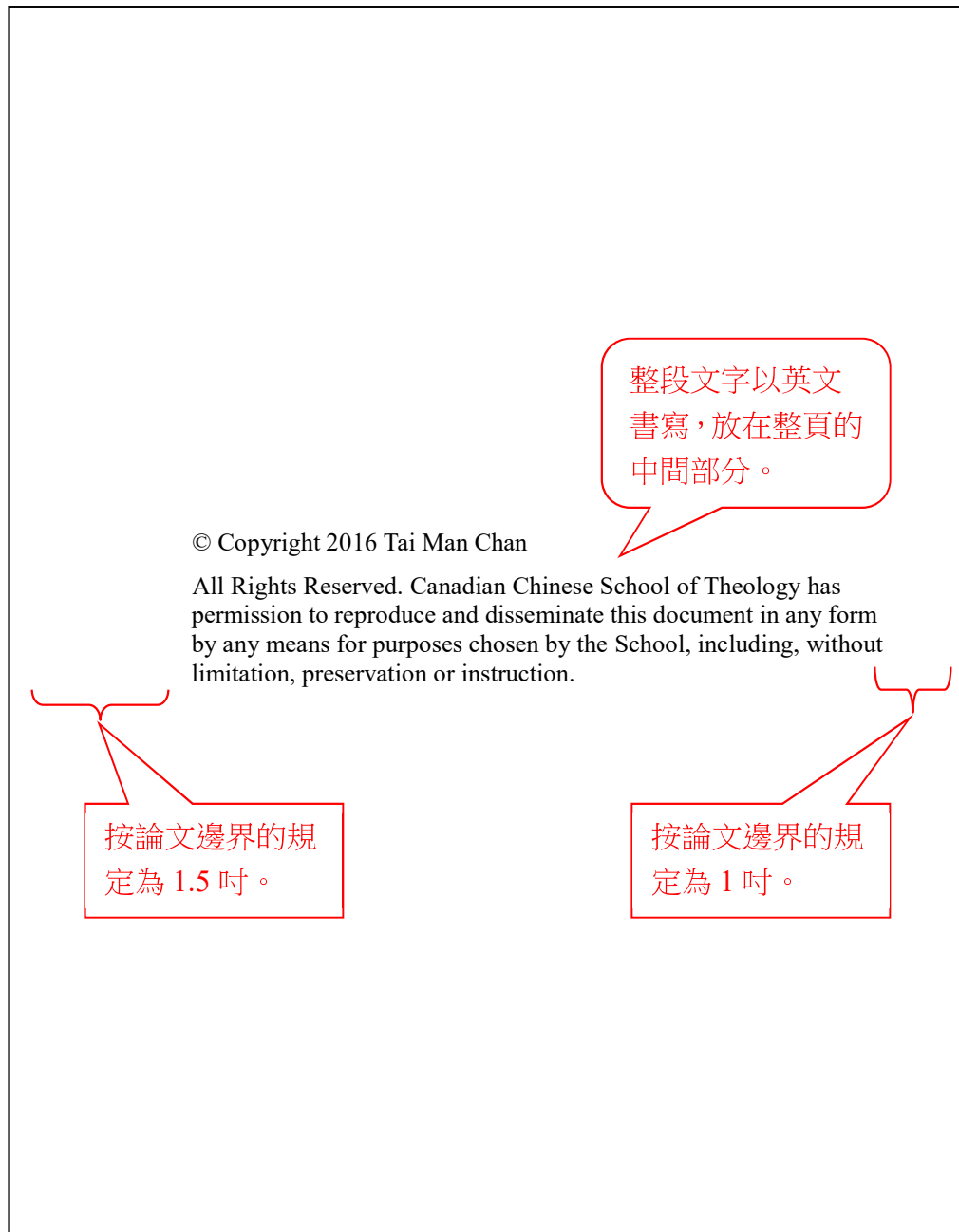
論文編頁次序		論文要求	頁碼要求
1	空白頁 Blank page	必須有 Required	不計算頁數、沒有頁碼 Not counted, no page number
2	版權頁 Copyright page	必須有 Required	不計算頁數、沒有頁碼 Not counted, no page number
3	扉頁(首頁/封面) Title page	必須有 Required	計算頁數，但沒有頁碼 Counted, but not numbered
4	審核頁 Approval sheet	必須有 Required	計算頁數，但沒有頁碼 Counted, but not numbered
5	獻詞 Dedication page	不一定需要 Not compulsory	計算頁數，但沒有頁碼 Counted, but not numbered
6	目錄 Table of contents	必須有 Required	計算頁數，羅馬數字頁碼 Counted, page number in Roman numerals
7	簡寫表 List of abbreviations	當正文中有使用簡寫時 Only if abbreviations are used	計算頁數，羅馬數字頁碼 Counted, page number in Roman numerals
8	附表目錄 List of tables	當正文中有使用附表時 Only if tables are included	計算頁數，羅馬數字頁碼 Counted, page number in Roman numerals
9	附圖目錄 List of illustrations	當正文中有使用附圖時 Only if illustrations are included	計算頁數，羅馬數字頁碼 Counted, page number in Roman numerals
10	序(致謝詞) Preface	必須有 Required	計算頁數，羅馬數字頁碼 Counted, page number in Roman numerals
11	正文 Main body	必須有 Required	計算頁數，阿拉伯數字頁碼 Counted, page number in Arabic numerals
12	附錄 Appendixes	若有此需要 If any	計算頁數，阿拉伯數字頁碼 Counted, page number in Arabic numerals

表格一 論文編頁格式表(續)

13a	參考文獻 Bibliography	當正文使用註腳時必須有 Required when using footnote	計算頁數，阿拉伯數字頁碼 Counted, page number in Arabic numerals
13b	參考書目 Reference list	當正文使用括弧註時必須有 Required when using parenthetical reference	計算頁數，阿拉伯數字頁碼 Counted, Arabic numerals page number
14	摘要 Abstract	必須有 Required	不計算頁數、沒有頁碼 Not counted, no page number
15	簡歷 Vita	必須有 Required	不計算頁數、沒有頁碼 Not counted, no page number
16	空白頁 Blank page	必須有 Required	不計算頁數、沒有頁碼 Not counted, no page number

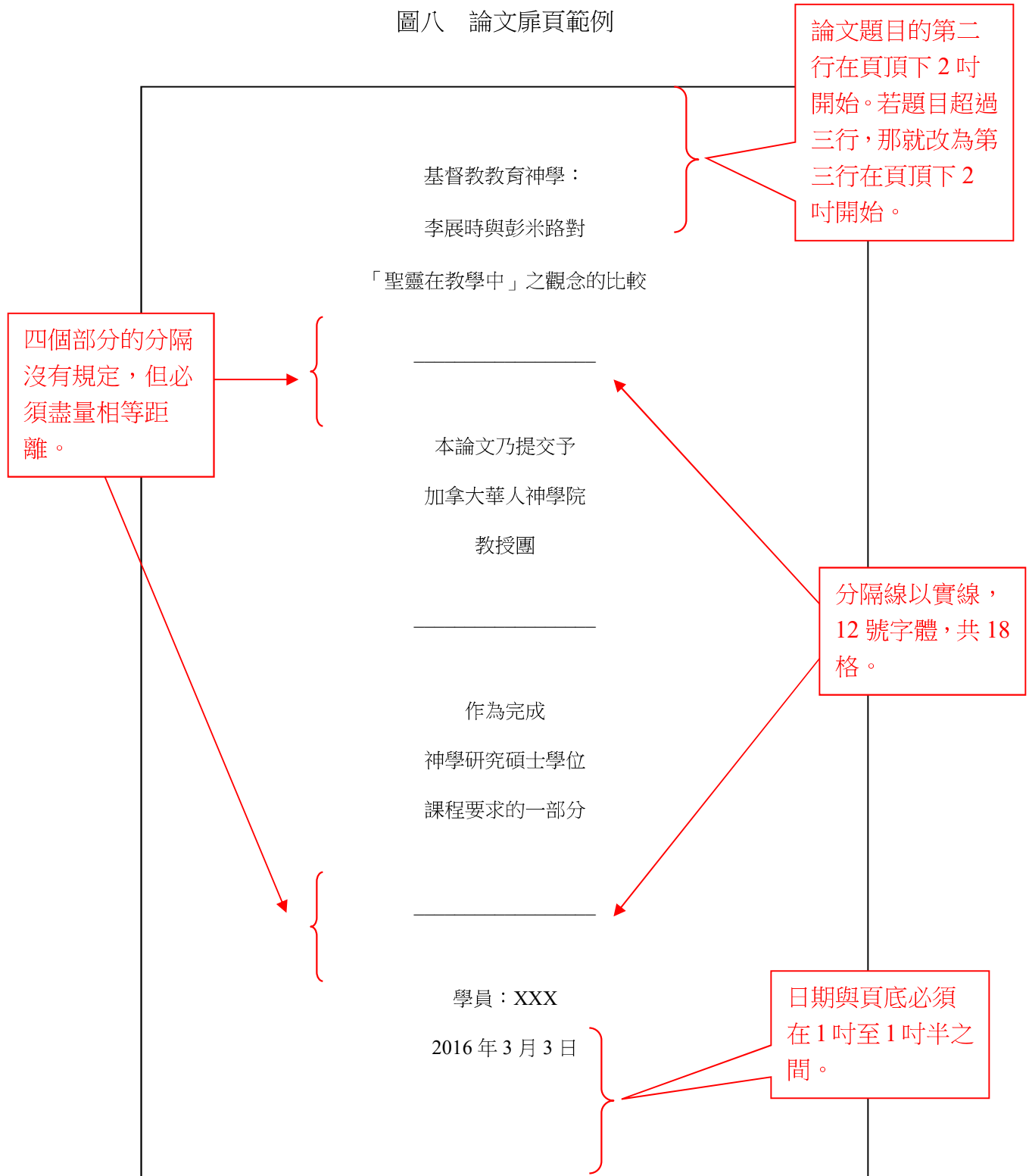
上面的表格顯示出論文的内容，請同時留意上面表格中第三欄中有部分英文使用小於 12 號的字體，此純粹為本守則排版的緣故，在研究專文及論文中切勿使用小於 12 號的字體。表格若需要多於一頁，應按上面的格式來處理，即第二頁中必須有顯示以下表格乃接續上頁表格的清晰標題。另外，論文的首尾兩頁均為空白頁，毋須書寫任何東西，但必須有。首兩部分及最後三部分不計算頁數，自然不會有頁碼。第 3 至 5 部分「計算頁數，但沒有頁碼」的意思，是開始計算頁數，即第 3 部分開始頁就是第 1 頁，但毋須將頁碼放在頁尾。第 6 至 10 部分「計算頁數，羅馬數字頁碼」的意思，是接續上面第 3 至 5 部分的頁數，並以羅馬數字頁(i, ii, iii, iv. . .)碼放在頁尾。若第 3 至 5 部分的共有 7 頁，那麼，第 6 部分的首頁就由「viii」開始。第 11 至 14 部分是「計算頁數，阿拉伯數字頁碼」。由第 11 部分開始，頁數會從新計算，並且改用阿拉伯數字作為頁碼，即由「1」開始。此乃一般論文的普遍格式，主要是方便閱讀的人在閱讀任何人士的論文時，都有一個固定的格式，減少混亂的情況。

圖七 版權頁範例



版權頁的內容一律按上面的例子，學員只須換上自己的名字及畢業年份即可。論文的版權是屬於學員所有，但本院有權使用其論文作教育、保存及非牟利用途。

圖八 論文扉頁範例



圖九 論文通過評核頁範例

The diagram illustrates the layout of a thesis page after passing the evaluation. It includes the following text and annotations:

- Header:** 標題在頁頂下 2 吋開始。 (Title starts 2 inches from the top of the page.)
- Main Title:** 論文通過評核 (Thesis Passed Evaluation)
- Subject:** 基督教教育神學： (Christian Education Theology:)
- Topic:** 李展時與彭米路對「聖靈在教學中」之觀念的比較 (Comparison of concepts of 'The Holy Spirit in Teaching' between Li Zhan-shi and Peng Mi-lu)
- Author:** 學員：XXX (Student: XXX)
- Evaluators:** 論文評核者： (Thesis Evaluators:)
 - 鄒永恒博士(論文指導教授) (Dr. Zou Yongheng (Thesis Supervisor))
 - 區應毓博士 (Dr. Au Ying-yuk)
- Date:** 日期：2016 年 3 月 3 日 (Date: March 3, 2016)

Annotations on the left side of the page:

- 三行距，即隔兩行 (Three-line spacing, i.e., two lines apart) - points to the main title.
- 四行距，即隔三行 (Four-line spacing, i.e., three lines apart) - points to the subject, topic, author, and evaluators.
- 按論文邊界要求 1.5 吋。 (According to the thesis boundary requirement of 1.5 inches) - points to the left margin.
- 縮格兩個字距。 (Reduce the margin by two character widths) - points to the indentation of the evaluators' names.
- 論文指導老師先寫，第二讀者後寫。 (The thesis supervisor writes first, the second reader writes second) - points to the evaluators' names.
- 寫上論文繳交的日期。 (Write the date of thesis submission) - points to the date.

圖十 論文目錄範例

目錄		
附圖目錄.....		vii
序.....		viii
第一章 導論.....		1
研究問題.....		2
近年有關教與學的研究課題.....		4
研究「聖靈在教與學中」的重要性.....		7
本研究的方向與限制.....		9
第二章 聖靈論.....		11
舊約中的「神的靈」.....		15
新約中的「聖靈」.....		25
教會歷史中「聖靈論」的發展.....		35
近代有關「聖靈工作」的研究.....		45
第三章 教與學.....		52
聖經中的教導與學習.....		58

標題在頁頂下
2 吋開始。

頁碼必須對齊。

隔 1 字距。

左邊界為
1.5 吋。

右邊界為 1
吋。

第五章

參考資料的基本格式

第一節 簡介

以往，一般寫作均採用「註腳」footnotes(或「尾註」endnotes)及「書目」bibliography，其實「註腳及書目」主要是人文科學類研究所採用的論文參考資料的格式。但近年愈來愈多學者採用「括弧註」parenthetical reference 及「參考書目」reference list 特別是社會科學類研究所採用的論文參考資料的格式。使用括弧註的基本原則，是將以註腳方式所加上的資料寫入正文之中，既減去註腳當中與正文無關的內容外，亦減省註腳對閱讀全文所帶來的不便。為統一起見，本院所有學員在提交作業時一律需要按「註腳及書目」格式來撰寫。本院以 Kate L Turabian 編著的“A Manual for Writers of Term Paper, Thesis, and Dissertations”為準，簡稱“Chicago Style 或 Turabian Style”。以下為使用中文資料的基本原則，有關英文資料可參考附錄之 Turabian Citation Style Guide。

(下面的例子分類，分別是：N = 註腳或尾註，B = 書目。請注意，每一個註腳前面應有號碼，以阿拉伯數目字列出，從 1 開始，一直順序安排編碼，全文之註腳號碼不會重覆，所以切勿每頁重新開始編碼；也不要同一個編碼的註腳在文章中多處使用，即使註腳內容完全一樣，也需要按次序安排不同的編碼)

第二節 範例

(1) 書籍

單一作者：

N 作者姓名，*斜體字書名* (出版城市：出版社，出版年份)，頁 xx-xx。

例：麥希真，*鐵磨鐵信箱* (香港：世界華人福音事工聯絡中心，2007)，頁 10-11。

B 作者姓名。*斜體字書名*。出版城市：出版社，出版年份。

例：麥希真。*鐵磨鐵信箱*。香港：世界華人福音事工聯絡中心，2007。

兩位或三位作者：

N 作者一姓名、作者二姓名，*斜體字書名* (出版城市：出版社，出版年份)，頁 xx-xx。

例：麥希真、陳永萱，*一個奇妙民族的故事* (多倫多：加拿大福音證主協會，2008)，頁 121-125。

B 作者一姓名、作者二姓名。*斜體字書名*。出版城市：出版社，出版年份。

例：麥希真、陳永萱。*一個奇妙民族的故事*。多倫多：加拿大福音證主協會，2008。

四位作者或以上：

N 作者一姓名等，*斜體字書名* (出版城市：出版社，出版年份)，頁 xx-xx。

例：區應毓等，*基督教教育導論* (南京：金陵協和神學院，2014)，頁 65-66。

B 作者一姓名等。*斜體字書名*。出版城市：出版社，出版年份。

例：區應毓等。*基督教教育導論*。南京：金陵協和神學院，2014。

未註明作者：

N *斜體字書名* (出版城市：出版社，出版年份)，頁 xx-xx。

例：*現代高級英漢雙解字典* (香港：牛津大學出版社，1981)，頁 537。

B *斜體字書名*。出版城市：出版社，出版年份。

例：*現代高級英漢雙解字典*。香港：牛津大學出版社，1981。

編者為作者：

N 編者姓名編，*斜體字書名* (出版城市：出版社，出版年份)，頁 xx-xx。

例：區應毓編，*榮美的事奉：獻與高雲漢牧師論文集* (多倫多：加拿大華人神學教育協會，2012)，頁 1。

B 編者姓名編。*斜體字書名*。出版城市：出版社，出版年份。

例：區應毓編。*榮美的事奉：獻與高雲漢牧師論文集*。多倫多：加拿大華人神學教育協會，2012。

作者文章在另一編者所編輯的文集之內：

N 作者姓名，〈文章名〉，編者姓名編，*斜體字書名* (出版城市：出版社，出版年份)，頁 xx-xx。

例：馬英傑，〈教會佈道事工的再思〉，區應毓編，*榮美的事奉：獻與高雲漢牧師論文集* (多倫多：加拿大華人神學教育協會，2012)，頁 145。

B 作者姓名，〈文章名〉。編者姓名編。*斜體字書名*。出版城市：出版社，出版年份，頁 xx-xx。

例：馬英傑。〈教會佈道事工的再思〉。區應毓編。*榮美的事奉：獻與高雲漢牧師論文集*。多倫多：加拿大華人神學教育協會，2012，頁 143-159。

(2) 期刊專文

雜誌文章：

N 作者姓名。〈文章名〉，*斜體字雜誌名*，出版期號，頁 xx-xx。

例：鄭佑生。〈持守合一〉，*今日華人教會*，2015 年 10 月號，頁 5。

B 作者姓名。〈文章名〉。*斜體字雜誌名*，出版期號，頁 xx-xx。

例：鄭佑生。〈持守合一〉。*今日華人教會*，2015 年 10 月號，頁 5-6。

期刊專文：

N 作者姓名，〈文章名〉，*斜體字期刊名*，卷號，期號 (出版年月)：頁 xx-xx。

例：孫寶玲，〈作更大的工作：約翰福音及書信的門徒意義〉，*山道期刊*，卷十二，第二期 (2009 年 12 月)，頁 99。

B 作者姓名。〈文章名〉，*斜體字期刊名*。卷號，期號 (出版年月)：頁 xx-xx。

例：孫寶玲。〈作更大的工作：約翰福音及書信的門徒意義〉，*山道期刊*，卷十二，第二期 (2009 年 12 月)，頁 85-105。

期刊書評：

N 評者姓名，〈評作者：書名〉，*斜體字期刊名*，卷號，期號 (出版年月)：頁 xx-xx。

例：曾思瀚，〈評吳獻章：背約沉淪的循環軌跡 -- 士師記析讀〉，*山道期刊*，卷十二，第二期 (2009 年 12 月)，頁 201。

B 評者姓名。〈評作者：書名〉，*斜體字期刊名*，卷號，期號 (出版年月)：頁 xx-xx。

例：曾思瀚。〈評吳獻章：背約沉淪的循環軌跡 -- 士師記析讀〉，*山道期刊*，卷十二，第二期 (2009 年 12 月)，頁 199-203。

(3) 電子資料

網頁文章：

N 作者姓名，〈文章名〉，*網頁名稱*，網址，xxxx 年 xx 月 xx 日讀取。

例：麥希真，〈最後一程〉，*末了的話：晚晴樓*，<http://www.maixizhen.com/37-%e6%9c%80%e5%be%8c%e4%b8%80%e7%a8%8b-%e6%99%9a%e6%99%b4%e6%a8%93/>，2016 年 8 月 11 日讀取。

B 作者姓名。〈文章名〉。網頁名稱，網址，xxxx 年 xx 月 xx 日讀取。

例：麥希真。〈最後一程〉。末了的話：晚晴樓，<http://www.maixizhen.com/37-%e6%9c%80%e5%be%8c%e4%b8%80%e7%a8%8b-%e6%99%9a%e6%99%b4%e6%a8%93/>，2016 年 8 月 11 日讀取)。

電子資料：

N 作者姓名，斜體字電子資料名 (出版城市：出版社，出版年份)。

例：李思敬，*聖潔的子民：利未記釋義* (多倫多：加拿大福音證主協會，2003)。

B 作者姓名。斜體字電子資料名。出版城市：出版社，出版年份。

例：李思敬。*聖潔的子民：利未記釋義*。多倫多：加拿大福音證主協會，2003。

Turabian Citation and Format Style Guide

This guide introduces the Turabian format and provides examples of citation styles you might use in research papers. Additional examples and explanations may be found in Turabian's *A Manual for Writers of Term Papers, Theses and Dissertations*, Sixth Edition, revised by John Grossman and Alice Bennett (LB2369 .T8 1996), available in the circulating stacks and at the reference desk. Turabian's lengthy and legendary career as a dissertation secretary at the University of Chicago provided her the opportunity to publish several editions of the Manual, each one prompted by a revision of *The Chicago Manual of Style*. This sixth edition of *Turabian* conforms to the fourteenth edition of *The Chicago Manual of Style* (Z253 .U69 1993-Reference Desk).

CONTENTS:

- Which subject areas use the Turabian standard?
- What is the basic format of the academic paper?
- Parenthetical Reference system of citation explained
- Use of Footnotes and Endnotes explained
- Citations in all formats
- Format for citing electronic sources
- Links to other Turabian citation guides

Which subject areas use the Turabian standard?

Turabian may be used in any class or course of study, including the humanities, social sciences, and natural sciences. Many people use Turabian as a catchall, for instance, when they do not know which style format their professor prefers.

It is always best to find out from your professor which style he or she prefers. If this is not possible, at least be consistent in choosing one style of presenting bibliographic information and using it throughout your paper.

What is the basic format of the academic paper?

The academic paper generally consists of three parts: (1) the front matter (title page, copyright page, dedication and/or epigraph, table of contents, lists of illustrations or tables, acknowledgements, abstract, etc.); (2) the text; and (3) the back or reference matter (appendixes, endnotes, bibliography).

The text of the research paper should be double-spaced, with the exception of indented block quotes, which can be single-spaced. Bibliographies, footnotes, and itemized lists should be single-spaced.

All pages "count" in a numbering system, although some pages, like the title page or dedication page, may not actually have numbers printed on them. Pages considered front matter should be numbered with consecutive lower case roman numerals in the bottom center. The rest should be numbered with Arabic numerals. Number the first page of text, and other pages with titles, in the bottom center, and number all other pages (including the back matter) in the top center or upper right corner.

Turabian's *Manual* spells out rules and conventions for chapter headings and subheadings, abbreviations, the use of numbers in text, alphabetizing non-English names, designations of tables, and the like, and there is simply no substitute for consulting the *Manual* directly for advice on these issues.

Finally, recognizing that this manual may be used in any discipline, *Turabian* offers advice on different systems of citation style. It recommends the parenthetical reference, or author-date, style of citation with corresponding Reference List for papers in the natural and social sciences (see chapter 10 of the *Manual*), and a system using footnotes or endnotes (see chapter 8 of the *Manual*) and corresponding

Bibliography (see chapter 9 of the *Manual*) for most papers in the humanities. (The two documentation styles are compared at chapter 11.) The style you choose should be consistent with your professor's instructions.

Parenthetical reference system of citation explained

Turabian recently added format advice for writers of academic papers desiring to use parenthetical references, alternately called the author-date system. Some scholars note that this citation system has now become the most widely used system, especially in the natural and social sciences. This system places, within the text of the paper, a reference to a different work within a set of parentheses. The parentheses contain the author of that referenced work (or compiler, translator, or editor), its date of publication, and a page reference, if appropriate.

Each source represented by a parenthetical reference within the text must be included in the Reference List. The Reference List entry will be a complete bibliographic citation, including author, title, source, publisher, and date of publication. ***Turabian* advises that the bibliography might be more accurately called a Selected Bibliography, Works Cited, or Sources Consulted list. Usually, it is in the form of a single, alphabetical list. It is single-spaced with one blank line between entries. The first line of each entry is flush left with subsequent lines indented five spaces.**

Footnotes and endnotes explained

Turabian explains that the citation system using footnotes with a corresponding bibliography has long been favored in the humanities, but, with this edition, recognizes that many disciplines are abandoning it in favor of the author-date system of documentation.

Notes have four basic purposes: (1) to cite authority for statements made in the text; (2) to make cross-references; (3) to amplify, qualify, or comment on material in the text that would break up the flow of the text if included there; and (4) to make acknowledgments. The first two purposes define reference notes, the last two, content notes.

Note numbers should be placed in the text following the passage requiring it, in Arabic superscript (a half space above the line). In current versions of Microsoft Word, selecting "Insert," followed by "Reference," followed by "Footnote" will automatically set up your superscript number, as well as automatically place the footnotes in numerical order for you. Numbers should be in numerical order beginning with 1. Corresponding footnotes should be placed at the bottom of the page containing the footnote reference, separated from the text by a separator, a short line made by underscoring. Footnotes can begin with a superscript number or a regular number on the same line as the text (preferred by *Turabian*). If a superscript is used, there needn't be a space between it and the body of the note. If an on-line numeral is used, a period and a space should follow it.

The first author's family name comes before his or her given name in a bibliography; subsequent contributing authors' names are not inverted. When a bibliography contains several works by the same author, subsequent entries replace the author's name with an eight-space underscore followed by a period. Primacy of such entries may be determined alphabetically or chronologically. Where a single author has several types of entries, they go in this order: works written by the author as single author, works edited by author (*ed.*), works translated by author (*trans.*), works compiled by author (*comp.*), and then co-authored works by author.

Citations in all formats

The following are examples given in the Footnote/Endnote (N) format, with its corresponding Bibliography (B) entry, and the Parenthetical Reference (PR) format with its corresponding Reference List (RL) entry. Examples are based on the sixth edition of *A Manual for Writers of Term Papers, Theses and*

Dissertations by Kate L. Turabian, revised by John Grossman and Alice Bennett. (LB2369 .T8 1996)
[available in the circulating stacks and at the reference desk]

Examples that are italicized may be underlined by those using typewriters and computer systems that cannot italicize. When italics are used, adjacent punctuation (except parentheses or brackets) must also be italicized.

N = Footnote or Endnote entry **PR** = Parenthetical Reference entry
B = Bibliographic list entry **RL** = Reference List entry

Standard Format (example only):

- N** 1. Author first name Author last name, *Title* (Location of Press: Press Name, Year Published), page number.
- B** Author last name, Author first name. *Title*. Location of Press: Press Name, Year Published.
- PR** (Author last name Year Published, page number)
- RL** Author last name, Author first name. Year Published. *Title (with only first word capitalized)*. Location of Press: Press Name.

Note: These examples are for clarification only, and should not replace close examination of the more specific examples below, or of the *Turabian* text itself.

I. BOOKS

By a single author or editor:

- N** 1. Richard Swinburne, *The Evolution of the Soul* (New York: Oxford University Press, 1997), 23.
- B** Swinburne, Richard. *The Evolution of the Soul*. New York: Oxford University Press, 1997.
- PR** (Swinburne 1997, 23)
- RL** Swinburne, Richard. 1997. *The evolution of the soul*. New York: Oxford University Press.

By two or three authors or editors:

- N** 2. Joe Weixlmann and Houston A. Baker, Jr., eds. *Black Feminist Criticism and Critical Theory* (Greenwood, FL: Penkeville Publishing Company, 1988), 56.
- B** Weixlmann, Joe and Houston A. Baker, Jr., eds. *Black Feminist Criticism and Critical Theory*. Greenwood, FL: Penkeville Publishing Company, 1988.
- PR** (Weixlmann and Baker, Jr. 1988, 56)
- RL** Weixlmann, Joe and Houston A. Baker, Jr., eds. 1988. *Black feminist criticism and critical theory*. Greenwood, FL: Penkeville Publishing Company.

By more than three authors or editors:

- N** 4. Kimberle Crenshaw and others, eds., *Critical Race Theory: The Key Writings that Formed the Movement* (New York: New Press, 1995), 50.
- B** Crenshaw, Kimberle, Neil Gotanda, Gary Peller, and Kendall Thomas, eds. *Critical Race Theory: The Key Writings that Formed the Movement*. New York: New Press, 1995.
- PR** (Crenshaw and others 1995, 50) OR (Crenshaw et al. 1995, 50)
- RL** Crenshaw, Kimberle, Neil Gotanda, Gary Peller, and Kendall Thomas, eds. 1995. *Critical race theory: the key writings that formed the movement*. New York: New Press.

No author given:

- N** 5. *The Lottery* (London: J. Watts, [1732]), 20-25.
- B** *The Lottery*. London: J. Watts, [1732].
- PR** (*The lottery* [1732], 20-25)
- RL** *The lottery*. [1732]. London: J. Watts.

Note: The date enclosed in square brackets indicates that it was not found in the book itself. If no date can be ascertained, the abbreviation "n.d." standing for "no date," replaces the date.

Editor or compiler as "author":

- N** 9. Robert I. Rotberg, ed., *Burma: Prospects for a Democratic Future* (Cambridge, MA: The World Peace Foundation, 1998), 225.
- B** Rotberg, Robert I., ed. *Burma: Prospects for a Democratic Future*. Cambridge, MA: The World Peace Foundation, 1998.
- PR** (Rotberg 1998, 225)
- RL** Rotberg, Robert I., ed. 1998. *Burma: Prospects for a democratic future*. Cambridge, MA: The World Peace Foundation.

Author's work contained in author's collected works:

- N** 11. *The Standard Edition of the Complete Psychological Works of Sigmund Freud*, ed. James Strachey, vol. 6, *The Psychopathology of Everyday Life* (London: Hogarth Press and the Institute of Psycho-Analysis, 1953), 45.
- B** Freud, Sigmund. *The Standard Edition of the Complete Psychological Works of Sigmund Freud*. Edited by James Strachey. Vol. 6, *The Psychopathology of Everyday Life*. London: Hogarth Press and the Institute of Psycho-Analysis, 1953.
- PR** (Freud 1953, 45)
- RL** Freud, Sigmund. 1953. *The standard edition of the complete psychological works of Sigmund Freud*. Edited by James Strachey. Vol. 6, *The psychopathology of everyday life*. London: Hogarth Press.

Note: An author's name may, but need not, be given first in a note if it is contained in the title, as in the above "N" example. Even when it is not given, the author's name must appear first in the bibliography (see

"B" example above). In the above example, it would be permissible to give the editor's name first in the note if the paper is about the work of another person, rather than Freud.

Separately titled volume in a multi-volume work with a general title and editor(s):

- N** 12. Gordon N. Ray, ed., *An Introduction to Literature*, vol. 2, *The Nature of Drama*, by Hubert Hefner (Boston: Houghton Mifflin, 1959), 47-49.
- B** Ray, Gordon N., ed. *An Introduction to Literature*. Vol. 2, *The Nature of Drama*, by Hubert Hefner. Boston: Houghton Mifflin, 1959.
- PR** (Ray 1959, 47-49) OR (Hefner 1959, 47-49)*
- RL** Ray, Gordon N., ed. 1959. *An introduction to literature*. Vol. 2, *The nature of drama*, by Hubert Hefner. Boston: Houghton Mifflin.

Note: *A Reference List (**RL**) may also include a Cross-Reference with the name of the individual volume's author. This must be done if the second form of a parenthetical reference from above is used:
Hefner, Hubert. 1959. *See* Ray, Gordon N., ed. 1959.

Separately titled volume in a multi-volume work with a general title and one author:

- N** 13. Sewall Wright, *Evolution and the Genetics of Populations*, vol. 4, *Variability within and among Natural Populations* (Chicago: University of Chicago Press, 1978), 67.
- B** Wright, Sewall. *Evolution and the Genetics of Populations*. Vol. 4, *Variability within and among Natural Populations*. Chicago: University of Chicago Press, 1978.
- PR** (Wright 1978, 67)
- RL** Wright, Sewall. 1978. *Evolution and the genetics of populations*. Vol.4, *Variability within and among natural populations*. Chicago: University of Chicago Press.

Edition other than first:

- N** 16. Dennis Gilbert, *The American Class Structure in an Age of Growing Inequality*, 5th ed. (Belmont, CA: Wadsworth Publishing, 1998), 89.
- B** Gilbert, Dennis. *The American Class Structure in an Age of Growing Inequality*, 5th ed. Belmont, CA: Wadsworth Publishing, 1998.
- PR** (Gilbert 1998, 89)
- RL** Gilbert, Dennis. 1998. *The American class structure in an age of growing inequality*. 5th ed. Belmont, CA: Wadsworth Publishing.

Essay or chapter by one author in a work edited by another:

- N** 24. Adrienne Rich. "Jane Eyre: The Temptations of a Motherless Woman," in *Jane Eyre: An Authoritative Text, Contexts, Criticism*, ed. Richard J. Dunn (New York: Norton, 2001), 469.
- B** Rich, Adrienne. "Jane Eyre: The Temptations of a Motherless Woman." In *Jane Eyre: An Authoritative Text, Contexts, Criticism*, ed. Richard J. Dunn, 469-483. New York: Norton, 2001.

PR (Rich 1999, 470)

RL Rich, Adrienne. Jane Eyre: the temptations of a motherless woman. In *Jane Eyre: an authoritative text, contexts, criticism*, ed. Richard J. Dunn, 469-483. New York: Norton, 2001.

II. PERIODICALS

Magazine article:

N 40. Alexandra Hall. "Girls with Guns," *Boston Magazine*, January 2003, 7.

B Hall, Alexandra. "Girls with Guns." *Boston Magazine*, January 2003, 6-10.

PR (Hall 2003, 8)

RL Hall, Alexandra. "Girls with guns." *Boston Magazine*, January 2003, 6-10.

Note: If the journal is published weekly, and therefore is dated in a month, day, year format (ex: January 30th, 2003), then you must record the date of publication as day month year (without commas). Using this example, it should appear as "30 January 2003" wherever you reference the date of publication.

Journal article:

N 37. Andrew Feffer, "Pragmatism, Feminism, and Democracy: Rethinking the Politics of American History," *Journal of American History* 89 (March 2003): 1612.

B Feffer, Andrew. "Pragmatism, Feminism, and Democracy: Rethinking the Politics of American History," *Journal of American History* 89 (March 2003): 1612-1615.

PR (Feffer 2003, 1613)

RL Feffer, Andrew. Pragmatism, feminism, and democracy: rethinking the politics of American History. *Journal of American History* 89: 1612-1615.

Note: The issue number in a journal is needed only if it is paginated separately, rather than sequentially through the entire volume. When used, it should be preceded by the abbreviation, "no." The month or season of publication can be omitted if an issue number is given.

Newspaper article, no author given:

If a newspaper is cited only once or twice in a research paper, a note is sufficient documentation; newspapers are rarely cited in a bibliography or reference list.

N 43. *Irish Daily Independent* (Dublin), 16 June 1904.

PR (Irish Daily Independent [Dublin], 16 June 1904)

Newspaper article, author given:

N 44. Robert W. Butler, "The Everywhereness of Post-Modernism: Whatever it is, Post-Modernism Riddles our Self-Conscious Acts." *Kansas City Star*, 19 April 2003, I4.

PR (Butler, 19 April 2003, I4)

Note: If a newspaper is cited repeatedly, covering a range of dates, group them in a bibliography or reference list using only one entry. Below are two different examples in the two list formats:

B *New York Times*. 27 February -16 June 1998.

RL *Saturday Review*. 1996. 2, 16, 30 July; 8, 22, 27 August.

Book review in a journal:

N Jan Hogendorn, "Competing for Cotton," review of *Two Worlds of Cotton: Colonialism and the Regional Economy in the French Soudan, 1800-1946*, by Richard L. Roberts, *Journal of African History* 39 (1998): 333.

B Hogendorn, Jan. "Competing for Cotton," review of *Two Worlds of Cotton: Colonialism and the Regional Economy in the French Soudan, 1800-1946*, by Richard L. Roberts. *Journal of African History* 39 (1998): 333-34.

PR (Hogendorn 1998, 333)

RL Hogendorn, Jan. 1998. "Competing for cotton," review of *Two worlds of cotton: Colonialism and the regional economy in the French Soudan, 1800-1946*, by Richard L. Roberts. *Journal of African History* 39: 333-34.

Note: A book review does not always carry its own title, and sometimes the name of the reviewer is not mentioned. An entry might begin, therefore, "Review of . . ." In that case, it is alphabetized in all lists under "Review."

N 45. Paula Boxie, review of *Dancing at the Louvre: Faith Ringgold's French Collection and Other Story Quilts*, by Dan Cameron and others, *The Western Journal of Black Studies* 22 (Spring 1998): 72.

B Boxie, Paula. Review of *Dancing at the Louvre: Faith Ringgold's French Collection and Other Story Quilts*, by Dan Cameron and others. *The Western Journal of Black Studies* 22 (Spring 1998): 72.

PR (Boxie 1998, 72)

RL Boxie, Paula. *Dancing at the Louvre: Faith Ringgold's French collection and other story quilts*, by Dan Cameron and others, *The Western Journal of Black Studies* 22 (Spring 1998): 72.

III. REFERENCE WORKS: ENCYCLOPEDIA, DICTIONARY, AND ATLAS ENTRIES

Encyclopedia, dictionary, and atlas citations generally omit all facts of publication except the edition and date. Turabian's 6th edition explains that well-known reference books are generally not listed in bibliographies. Should you wish to do so, simply adapt the note references below. References to an alphabetically arranged work like a dictionary or encyclopedia use the abbreviation "s.v.," standing for "sub verso" ("under the word"); there is no need to use a page number.

Signed article:

N 1. Morris Jastrow, "Nebo," in *Encyclopaedia Britannica*, 11th ed.

PR (Morris Jastrow, "Nebo," in *Encyclopaedia Britannica*, 11th ed.)

Unsigned article:

N 2. *Encyclopedia Americana*, 1963 ed., s.v. "Sitting Bull."

PR (*Encyclopedia Americana*, 1963 ed., s.v. "Sitting Bull")

IV. GOVERNMENT DOCUMENTS AND TECHNICAL REPORTS

Government document:

N 50. U.S. House of Representatives, Ninety-fifth Congress, second session. *Investigation of the Assassination of President John F. Kennedy*. (Washington, D.C., 1978), 16.

B U.S. House of Representatives, Ninety-fifth Congress, second session. *Investigation of the Assassination of President John F. Kennedy*. Washington, D.C., 1978.

PR (U.S. House of Representatives 1978, 16).

RL U.S. House of Representatives. Ninety-fifth Congress, second session. 1978. *Investigation of the Assassination of President John F. Kennedy*. Washington, D.C.

Note: You may record the publishers' information in any one of the following formats, as long as you choose one and use it consistently for government publications throughout the paper:

Washington, D.C.: U.S. Government Printing Office, 1985.

Washington, D.C.: Government Printing Office, 1985.

Washington, D.C.: GPO, 1985.

Washington, D.C., 1985.

Washington, 1985.

Technical report--Educational Resources Information Center (ERIC) document:

N 62. Robson, Barbara, *The Cubans: Their History and Culture* (Washington, D.C.: Center For Applied Linguistics, Refugee Service Center, 1996), 22, ERIC, ED 398322.

B Robson, Barbara. *The Cubans: Their History and Culture*. Washington, D.C.: Center for Applied Linguistics, Refugee Service Center, 1996. ERIC, ED 398322.

PR (Robson 1996, 22).

RL Robson, Barbara. 1996. *The Cubans: Their history and culture*. Washington, D.C.: Center for Applied Linguistics, Refugee Service Center. ERIC, ED 398322.

V. SECOND OR SUBSEQUENT CITATIONS IN NOTES

If you use the notes/bibliography style of referencing sources, only the first note reference to a source needs to be complete. Subsequent references should be shortened. If the first reference is this:

1. Max Plowman, *An Introduction to the Study of Blake* (London: Gollancz, 1982), 32.

The next reference to the same page, with no intervening references, would be:

2. Ibid.

The next reference to a different page, with no intervening reference, is:

3. Ibid., 68.

A subsequent reference where there has been an intervening reference would be:

6. Plowman, 68.

With an intervening reference and more than one title by the author, give author's surname, a brief title, and page number:

6. Plowman, *Study of Blake*, 125.

VI. ANNOTATED BIBLIOGRAPHIES

Annotations need not be in complete sentences, though they begin with a capital and end with a period. They begin on the line following the bibliographic information, and should be indented five spaces.

Thompson, Oscar, ed. *International Cyclopaedia of Music and Musicians*. New York: Dodd, Mead, 1936.

An admirable work that brings Grove up to date and deals adequately with contemporary music and American composers.

VII. FORMAT FOR CITING ELECTRONIC SOURCES

Citations of electronic documents can take the same basic form as citations of paper materials. However, since online sources may be updated or modified continually, the date you access the information is very important to include. As with all citations, the goal is to give authors the credit they deserve and to provide enough information to enable the items to be retrieved again, either by you or by someone else.

Turabian offers some guidance on the citation of electronic sources at 8.141, though this guidance falls short of covering the variety of electronic documents you may encounter. Nevertheless, the critical information to include is: Author/editor; Title; name and description of the source (e.g., whether CDROM, online source, diskette); city of publication if ascertainable; publisher, vendor, or both; date of publication, access, or both; and identifying numbers or pathways to access the material (e.g., a URL).

For Internet sources, you normally will not be able to supply a page number reference, as pagination will differ from machine to machine, depending on the settings of your browser. Try to supply some reference for where in the document the cited material occurs, such as a heading or subheading inherent in the document.

World Wide Web sites in general:

N 22. NAACP, "Legal Affairs," *NAACP Online* [home page on-line]; available from <http://www.naacp.org/programs/legal.html>; Internet; accessed 3 May 1999.

B NAACP. "Legal Affairs," *NAACP Online*. Home page on-line. Available from <http://www.naacp.org/programs/legal.html>; Internet; accessed 3 May 1999.

PR (NAACP 1999).

RL NAACP. 1999. "Legal affairs," *NAACP online*. Home page on-line. Available from <http://www.naacp.org/programs/legal.html>; Internet.

On-Line Periodical from Commercial Database with print counterpart:

- N** 3. Maura I. Strassberg, "Distinctions of Form or Substance: Monogamy, Polygamy and Same-Sex Marriage," 75 N.C. L. Rev. 1501, 1507 (1997) [journal on-line]; available from *Lexis-Nexis Academic Universe, Law Reviews*, <<http://web.lexis-nexis.com/universe>> (accessed 4 February 1999) (part 1 of 2).
- B** Strassberg, Maura I. "Distinctions of Form or Substance: Monogamy, Polygamy and Same-Sex Marriage." 75 N.C. L. Rev. 1501 (1997) [journal on-line]; available from *Lexis-Nexis Academic Universe, Law Reviews*, <<http://web.lexis-nexis.com/universe>> (accessed 4 February 1999).
- PR** (Strassberg 1997, 1507)
- RL** Strassberg, Maura I. 1997. Distinctions of form or substance: Monogamy, polygamy and same-sex marriage. 75 N.C. L. Rev. 1501 [journal on-line]; available from *Lexis-Nexis Academic Universe, Law Reviews*, <<http://web.lexis-nexis.com/universe>> (accessed 4 February 1999).
- N** 12. Mason Stokes, "Someone's in the Garden with Eve: Race, Religion, and the American Fall," *American Quarterly* 50, no. 4 (1998): 724, available from *Project Muse*, <http://muse.jhu.edu/journals/american_quarterly/v050/50.4stokes.html> (accessed 11 February 1999).
- B** Stokes, Mason. "Someone's in the Garden with Eve: Race, Religion, and the American Fall." *American Quarterly* 50, no. 4 (1998): 718-744, available from *Project Muse*, <http://muse.jhu.edu/journals/american_quarterly/v050/50.4stokes.html> (accessed 11 February 1999).
- PR** (Stokes 1998, 724)
- RL** Stokes, Mason. 1998. Someone's in the garden with Eve: Race, religion, and the American fall. *American Quarterly* 50, no. 4: 718-744, available from *Project Muse*, <http://muse.jhu.edu/journals/american_quarterly/v050/50.4stokes.html> (accessed 11 February 1999).

Electronic Journal (E-Journal):

- N** 7. Tessa Bartholomeusz, "In Defense of Dharma: Just-War Ideology in Buddhist Sri Lanka," *Journal of Buddhist Ethics* 6 (1999), [e-journal] <<http://jbe.la.psu.edu/6/bartho991.htm>> (accessed 15 February 1999).
- B** Bartholomeusz, Tessa. "In Defense of Dharma: Just-War Ideology in Buddhist Sri Lanka," *Journal of Buddhist Ethics* 6 (1999). [e-journal] <http://jbe.la.psu.edu/6/bartho991.html> (accessed 15 February 1999).
- PR** (Bartholomeusz 1999)
- RL** Bartholomeusz, Tessa. 1999. In defense of Dharma: Just-war ideology in Buddhist Sri Lanka," *Journal of Buddhist Ethics* 6. [e-journal] <<http://jbe.la.psu.edu/6/bartho991.htm>>

Electronic mail (E-mail):

Turabian offers no guidance for citing e-mail. One approach would be to treat it like personal correspondence, identifying the author and the correspondent, title (if any), subject description, and date, much like you would other unpublished material. Whether an e-mail communication should be noted in a bibliography is an open question. If you decide to do so, adapt the following consistent with conventions cited herein.

A text reference to an e-mail communication might look like this:

Some suggest that analysis of child maltreatment in Pennsylvania should be carried out on disaggregated data (R.W. Wilson, personal communication, March 24, 1999).

A foot- or end-note entry for the above may look like this:

56. R.W. Wilson to J.T. Berry,* March 24, 1999, "Child Maltreatment Research," personal e-mail.

Note: You may give the author's e-mail address at the * in angle brackets. If the date of access is different from the date of publication, put it in parentheses at the end of the note

CD-ROM:

N 1. Jeffrey Michael Jones, "A Survey of the Use of Household Appliances in Middle-Class American Homes, 1925-1960" (Ph.D. diss., University of Chicago, 1995), abstract in *Dissertation Abstracts International* 55 (1995): 3578A, *Dissertation Abstracts Ondisc* [CD-ROM], November 1995.

B Jones, Jeffrey Michael. "A Survey of the Use of Household Appliances in Middle-Class American Homes, 1925-1960." Ph.D. diss., University of Chicago, 1995. Abstract in *Dissertation Abstracts International* 55 (1995): 3578A, *Dissertation Abstracts Ondisc* [CD-ROM], November 1995.

PR (Jones 1995)

RL Jones, Jeffrey Michael. 1995. A survey of the use of household appliances in middle-class American homes, 1925-1960. Ph.D. diss., University of Chicago. Abstract in *Dissertation Abstracts International* 55: 3578A, *Dissertation Abstracts Ondisc* [CD-ROM], November 1995.

N 2. *Oxford English Dictionary*, 2d ed., s.v. "glossolalia" [CD-ROM] (Oxford: Oxford University Press, 1992).

B *Oxford English Dictionary*, 2d ed., s.v. "glossolalia" [CD-ROM] (Oxford: Oxford University Press, 1992).

PR (*Oxford English Dictionary*, 1992).

RL *Oxford English Dictionary*, 2d ed., 1992. s.v. "glossolalia" [CD-ROM] (Oxford: Oxford University Press, 1992).

Links to other Turabian citation guides

Andrew Harnack and Eugene Kleppinger have put online portions of their book [Online! A Reference Guide to Using Internet Resources](http://www.smpcollege.com/online-4styles-help/cite7.html), (<http://www.smpcollege.com/online-4styles-help/cite7.html>), including a section on citations in the Chicago Manual of Style format (same as Turabian). This source is especially useful because it adapts Chicago/Turabian formats to Internet sources that those books do not themselves cover.

A nice style guide from the [Ithaca College Library](http://www.ithaca.edu/library/course/turabian.html) (<http://www.ithaca.edu/library/course/turabian.html>) adapts Turabian rules to a small but oft-used sample of citation types in the footnote/bibliography style.

A concise style sheet of Turabian style, giving citations in bibliography format (first section), and footnote format (last section), was developed by the [University Libraries of The University of Southern Mississippi](http://www.lib.usm.edu/~facbib/Guides/turabian.html) (<http://www.lib.usm.edu/~facbib/Guides/turabian.html>).