

USING ENDNOTES IN TURABIAN DOCUMENTATION

IMPORTANT! This handout refers to the use of endnotes in Turabian documentation; it is NOT concerned with the use of EndNote software.

WITHIN THE TEXT

- Place endnote numbers in text after all punctuation in the sentence.
- Number endnotes in consecutive order.
- Superscript (i.e., smaller and higher) endnote numbers.

It may be true that "in the appreciation of medieval art the attitude of the observer is of primary importance."¹

Robert Johnson's study at Bellevue Hospital in New York City of 102 teenagers who attempted suicide showed that only one third of them lived with both parents.²

ENDNOTES

- Group endnotes at end of document (but before BIBLIOGRAPHY) under generic heading NOTES.
- In NOTES section, put a period after the number and follow the period with 2 spaces.
- Single space endnotes and use one blank line between each endnote entry.
- Indent first line of each endnote 6 spaces; runovers are flush with the left margin.
- Indicate inclusive page numbers as follows:
 - 1st number less than 100 = 3-10, 71-72, 96-117 [use all digits for 2nd number]
 - 1st number is 100 or multiple of 100 = 100-104, 600-613, 110-1123 [use all digits for 2nd number]
 - 1st number is 101 thru 109 (in multiples of 100) = 107-8, 505-17, 1002-6 [use changed part only for 2nd number, omitting unneeded zeros]
 - 1st number is 110 thru 199 (in multiples of 100) = 321-25, 415-532, 1536-38, 1496-504, 14325-28, 11564-78, 13792-803 [use two digits, or more if needed]

BIBLE

1. Psalm 103:6-14.
2. 1 Cor. 13.1-13 NEB (New English Bible).

BOOK BY SINGLE AUTHOR

3. Kate J. Simon, *Bronx Primitive* (New York: University of New York Press, 1982), 54.

BOOK BY AGENCY OR CORPORATION

4. Association for Research in Nervous and Mental Disease, *The Circulation of the Brain and Spinal Cord: A Symposium on Blood Supply* (New York: Hafner Press, 1966), 25.

BOOK BY THREE AUTHORS

5. James A. Dyal, William C. Corning, and Dale M. Willows, *Reading in Psychology: The Search for Alternatives*, 3d ed., (New York: McGraw-Hill Press, 1975), 67-68.

BOOK BY MORE THAN THREE AUTHORS

6. Walter Edens et al. [also ok to write "and others"], eds., *Teaching Shakespeare* (Princeton: Princeton University Press, 1977), 546-67.

BOOK BY UNKNOWN AUTHOR

7. *College Bound Seniors* (Princeton: College Board Publications, 1979), 8.

EDITION PREPARED BY NAMED EDITOR

8. Matthew van Horne, ed., *Culture and Anarchy* (Cambridge: Cambridge University Press, 1966), 67.

WORK FROM BOOK CONTAINING MANY INDIVIDUAL WORKS (ANTHOLOGY)

9. Ronald Gottesman, ed., *The Norton Anthology of English Literature* (New York: Norton Press, 1979), vol. 1, "Resistance to Civil Government," by Henry Thoreau, 98-99.

ESSAY IN ANTHOLOGY BY SAME AUTHOR:

10. Richard Weaver, *Ethics of Rhetoric*, vol. 4, "The Rhetoric of Social Science" (South Bend: Gateway Press, 1953), 87.

TRANSLATION

11. Leo Tolstoy, *War and Peace*, trans. Constance Garnett (London: Pan Press, 1972), 67.

INTRODUCTION, PREFACE, FOREWORD, OR AFTERWORD

12. Charles Dickens, *David Copperfield*, with a foreword by Edgar Johnson (New York: Signet-NAL Press, 1962), 10.

ARTICLE IN REFERENCE BOOK

13. Joseph Duncan, and Mary Jones, eds., *Encyclopedia Americana* (New York: Philosophical Publishing, 1985), s.v. "Nickelodeon," by James A. Porter.

ARTICLE IN JOURNAL WITH CONTINUOUS ANNUAL PAGINATION

14. Ronald Dworkin, "Law as Interpretation," *Critical Inquiry* 9 (May 1982): 179-200.

ARTICLE IN JOURNAL WITH EACH ISSUE PAGINATED SEPARATELY

15. Leon Festinger, "Cognitive Dissonance," *Scientific American*, n.s. 2 (October 1962): 151.

ARTICLE FROM DAILY NEWSPAPER

16. J. S. Lubin, "On Idleness: The Unemployed Shun Much Mundane Work, at least for a While," *Wall Street Journal*, 5 March 1980, 30(W) and 34(E).

ARTICLE IN MAGAZINE

17. Michael S. Serrill, "Bareknuckle Banking," *Time*, 30 July 1990, 48-50.

GOVERNMENT PUBLICATION

18. B. G. F. Cohen, *Human Aspects in Office Automation* (Cincinnati: National Institute for Occupational Safety and Health, Division of Biomedical and Behavioral Science, 1984), 150, NTIS, PB 83-240738.

19. U.S. Department of Agriculture, *Will There Be Enough Food? The 1981 Yearbook of Agriculture* (Washington, D.C.: Government Printing Office, 1981), 62.

COMPUTER SOFTWARE

20. Lotus 1-2-3 Rel. 2, Lotus Development Corporation, Cambridge, Mass.

REVIEW

21. Becky Johnson, review of *The Learning Curve*, by Deborah Stone, *In Social Service Review* 59 (September 1985): 523-25.

RECORD OR TAPE

22. Bruce Springsteen, "Dancing in the Dark," *Born in the U.S.A.*, cassette QC 38653, Columbia, 1984.

VIDEO RECORDING

23. John Dunn, *The Last Tango*, produced and directed by Jean Flynn, 162 min., Tri-Star Pictures, 1982, videocassette.

INTERVIEW

24. Mayor Anna Franklin of Austin, interview by author, 23 September 1985, Austin, tape recording.

MATERIAL FROM INFORMATION SERVICE OR DATABASE

25. Pamela Horn, "The Victorian Governess," article presented in *History of Education*, 18 May 1989, ERIC, ED 401 533.

THESIS or DISSERTATION

26. Anne Elizabeth Berkman, "The Quest for Authenticity: The Novels of Toni Morrison" (PhD. diss., University of Chicago, 1985), 34.

SECOND OR SUBSEQUENT REFERENCES TO THE SAME SOURCE

If the same source is used two or more times in a row, the first note must use the full citation, but the immediately following notes may use "Ibid." (for *ibidem*, "in the same place") to denote the same source as above. Also indicate any change in page number. However, do not use "Ibid." for an author when citing more than one work by that author.

26. Anne Elizabeth Berkman, "The Quest for Authenticity: The novels of Toni Morrison" (Ph.D. diss., University of Chicago, 1985), 34.
27. Ibid.
28. Ibid., 68.

SHORTENED REFERENCES

Once a full citation is given, the author may be referred to by last name only. Once a full citation is given, the title of a work may be shortened to keywords. If two or more sources have the same author, the abbreviated note must mention the author's last name and the work referenced.

1. Matthew van Horne, ed., *Culture and Anarchy* (Cambridge: Cambridge University Press, 1966), 67.
2. Richard Weaver, *Ethics of Rhetoric and other English Principles*, vol. 4, "The Rhetoric of Social Science" (South Bend: Gateway Press, 1953), 87.
3. Matthew van Horne, *Chemical Life* (New York: Harper and Row, 1987), 89.
4. van Horne, *Culture and Anarchy*, 134.
5. van Horne, 145.
6. Weaver, *Ethics of Rhetoric*, 189.

Please refer to *A Manual for Writers of Research Papers, Theses, and Dissertations* (7th ed.), by Kate L. Turabian, for additional explanations and examples in the use of endnotes. You can find this book at the main service desk at the Policy Sciences & Economics Library. *The Chicago Manual of Style* (15th ed.) is also helpful for explanations and examples of endnotes.