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:
  1. number less than 100 = 3-10, 71-72, 96-117 [use all digits for 2\(^{nd}\) number]
  1. number is 100 or multiple of 100 = 100-104, 600-613, 110-1123 [use all digits for 2\(^{nd}\) number]
  1. number is 101 thru 109 (in multiples of 100) = 107-8, 505-17, 1002-6 [use changed part only for 2\(^{nd}\) number, omitting unneeded zeros]
  1. 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

2. 1 Cor. 13.1-13 NEB (New English Bible).

BOOK BY SINGLE AUTHOR


BOOK BY AGENCY OR CORPORATION


BOOK BY THREE AUTHORS


BOOK BY MORE THAN THREE AUTHORS


BOOK BY UNKNOWN AUTHOR

**EDITION PREPARED BY NAMED EDITOR**

**WORK FROM BOOK CONTAINING MANY INDIVIDUAL WORKS (ANTHOLOGY)**

**ESSAY IN ANTHOLOGY BY SAME AUTHOR:**

**TRANSLATION**

**INTRODUCTION, PREFACE, FOREWORD, OR AFTERWORD**

**ARTICLE IN REFERENCE BOOK**

**ARTICLE IN JOURNAL WITH CONTINUOUS ANNUAL PAGINATION**

**ARTICLE IN JOURNAL WITH EACH ISSUE PAGINATED SEPARATELY**

**ARTICLE FROM DAILY NEWSPAPER**

**ARTICLE IN MAGAZINE**

**GOVERNMENT PUBLICATION**

**COMPUTER SOFTWARE**

**REVIEW**

**RECORD OR TAPE**
VIDEO RECORDING

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

MATERIAL FROM INFORMATION SERVICE OR DATABASE

THESIS or DISSERTATION

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.

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.
5. van Horne, 145.

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.