

# A Manual for Writers of Research Papers, Theses, and Dissertations (9<sup>th</sup> Edition) by Kate L. Turabian

This guide reviews the basic rules of style for organizing research papers recommended in *A Manual for Writers of Research Papers, Theses, and Dissertations* by Kate L. Turabian, which is derived from the *Chicago Manual of Style*. The examples of citations in this guide are based on the “Notes-Bibliography Style” of citation described in Chapters 16 and 17 of the Turabian *Manual*. For questions not addressed by this guide, consult the Turabian *Manual* at the Cheng Library (Call Number REF LB2369.T8) or the *Chicago Manual of Style* (Call Number REF Z253.U69).

## Basic Format

- Use standard-size paper, 8 ½ x 11 inches.
- All margins (top, bottom, and sides) should be one inch wide.
- Set your word processor to align text flush left with a ragged right margin unless your instructor recommends otherwise, and do not use automated hyphenation.
- The text of a paper should be double-spaced. Footnotes, block quotations, itemized lists, and bibliographic entries should be single-spaced, with blank lines separating each note, item, or entry.
- The title page is separate from the main body of the paper. For a class paper it should include the following information, centered on separate lines, as in the example to the right:
  - Full title of the paper (about a third of the way down the page)
  - Your name
  - Course number and title
  - Date
- The first page of the text of the paper and all other pages bearing titles are numbered with Arabic numerals centered or flush right in the footer (at the bottom of the page), unless your instructor recommends otherwise.
- Papers organized into sections and sub-sections should be set off by appropriate subheadings. Principal or first-level subheadings should be centered in boldface or italics, and capitalized headline style, e.g.,

The Formation of the Department Store Employees Union,  
Local 21, in New Jersey

Shanice Wilson

HIST 2100: United States Labor History

May 1, 2021

## The Union's Initial Organizing Strategy

Subsidiary or second-level subheadings should also be centered but appear in the paper's normal text type, capitalized headline style, e.g.,

The Union's Tactics in Recruiting Retail Workers

## Citing Another Person's Work in Your Paper:

Whenever you incorporate the work of others into your research paper – by quoting, paraphrasing, or referring to words or ideas you found in primary or secondary source materials – you must give proper credit to those sources by including a complete and accurate citation for each one. In the text of your paper, it is common to make reference to sources by quoting or paraphrasing short passages. A direct quotation from a source should be enclosed within double quotation marks and immediately followed by an Arabic numeral, typed in superscript, to direct your readers to the supporting footnote or endnote containing the citation, e.g.,

Opler argues that in the 1930s, Communists "were the only ones who recognized that these department store workers' unions needed to be formed."<sup>3</sup>

The first full reference to the cited work in a footnote or endnote will contain information identifying the author, title, publication details, and specific page references. The note begins with the identifying reference number from the text, and the first line of the note is indented, e.g.,

3. Daniel J. Opler, *For All White-Collar Workers: The Possibilities of Radicalism in New York City's Department Store Unions, 1934-1953* (Columbus: Ohio State University Press, 2007), 3.

Subsequent references to the same work are shortened in notes to the Latin abbreviation *Ibid.* (for ibidem, “in the same place”) or – when there are intervening references to other works – to short titles (e.g., Opler, *For All White-Collar Workers*, 3).

## **The Bibliography:**

The bibliography appears at the end of your paper. It starts on a new page and “Bibliography” or “Works Cited” should be typed and centered at the top of the page. It should list all sources used in writing your paper and cited in your text. The bibliography should be organized as a single alphabetical list of works arranged by the last name of each author. The listed works should be typed single-spaced with one blank line between entries. The first line of each entry is flush left, with all runover lines indented half an inch. The examples listed below represent common types of works found in research paper bibliographies. For additional types of sources and more examples, consult the *Manual*.

### **Books**

#### ***One Author***

McAuley, Jane. *A Collective Bargain: Unions, Organizing, and the Fight for Democracy*. New York, NY: Ecco, 2019.

#### ***Two Authors***

Haynes, Lauren, and Joachim Pissaro. *Crystals in Art: Ancient to Today*. Fayetteville: The University of Arkansas Press, 2019.

#### ***Three or More Authors***

Badiru, Adedeji Bodunde, I. Adetokunboh Badiru, and S. Abidemi Badiru. *Mechanics of Project Management: Nuts and Bolts of Project Execution*. Boca Raton: CRC Press, Taylor & Francis Group, 2019.

#### ***Organization / Government Agency as Author***

US Environmental Protection Agency, Office of Water and Office of Research and Development. *National Lakes Assessment: A Collaborative Survey of the Nation's Lakes*. Washington, DC: GPO, 2010.

#### ***No Author***

*The Deeds of Pope Innocent III*. Washington, DC: Catholic University of America Press, 2004.

#### ***Editor or Compiler as “Author”***

McClure, Laura, ed. *A Companion to Euripides*. Chichester, West Sussex: John Wiley & Sons Incorporated, 2017.

#### ***Component Part by One Author in a Work by Another***

Kain, Patrick. “Dignity and the Paradox of Method.” In *Realism and Antirealism in Kant's Moral Philosophy: New Essays*, ed. Robinson dos Santos and Elke Elisabeth Schmidt, 67-90. Berlin: De Gruyter, 2017.

### **Articles in Periodicals**

#### ***Article in a Scholarly Journal***

Miglianti, Giovanni. “Italian Holocaust Literature and the Paradox of Affect.” *Journal of War and Culture Studies* 13, no. 2 (May 2020): 179–95. <https://doi.org/10.1080/17526272.2019.1644270>

#### ***Magazine Article***

Jenkins, Philip. “The Great Age of African Gospel.” *The Christian Century*, February 10, 2021, 44.

#### ***Newspaper Article***

Matthews, Karen. “N.Y. Hopefuls Seek to Copy Success of Ocasio-Cortez.” *Philadelphia Tribune*, June 16, 2020, 12A.

### **Electronic Sources**

#### ***Web Page/Website***

Campbell, Bethany, Michelle John, Samantha Reid-Goldberg, Anne Sexton, and John Weimer. “America During the 1918 Influenza Pandemic.” Digital Public Library of America. April 2015. <https://dp.la/exhibitions/1918-influenza>.

#### ***Blog Post***

Faircloth, Kelly. “J.C. Penney and the End of America's Middle Class.” *Jezebel* (blog), June 1, 2020, <https://theattic.jezebel.com/j-c-penney-and-the-end-of-americas-middle-class-1843713264>.

#### ***Tweet***

Beals, Melodee (@mhbeals). “Improving the user experience for adding metadata is key to enabling all parties, university-affiliated and otherwise, to contribute their expertise.” Twitter, January 6, 2021. <https://twitter.com/mhbeals/status/1346885274316414977>.