

A Manual for Writers of Term Papers, Theses, and Dissertations (6th ed.) by Kate L. Turabian

This guide reviews the basic rules of style for organizing research papers recommended in A Manual for Writers of Term Papers, Theses, and Dissertations by Kate L. Turabian, which is derived from the Chicago Manual of Style. The examples of notes and bibliographic entries in this guide are based on the “humanities style” of citation described in Chapters 8 and 9 of the Manual. For questions not addressed by this guide, consult the Manual at the Reference Desk or the Chicago Manual (Call Number Z253.U69).

Basic Format:

- Use standard-size paper, 8 ½ x 11 inches.
- All margins (top, bottom, and side) should be one inch wide.
- Right margins should be justified only if it can be done without leaving large gaps between words.
- The text of a term 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. It should include the following information, capitalized and centered, on separate lines (see example below):
 - ◊ Name of the university
 - ◊ Full title of the paper
 - ◊ Course title and number
 - ◊ Date
 - ◊ Your name
- The first page of the text of the paper and all other pages bearing titles are numbered with arabic numerals centered at the bottom of the page; numbers on all other pages appear centered at the top or in the upper right corner.
- Term papers organized into sections and sub-sections should be set off by appropriate subheadings. Principal or first-level subheadings should be centered in boldface, italicized, or underlined, capitalized headline style, e.g.,

WILLIAM PATERSON UNIVERSITY AN EVALUATION OF NAPOLEON'S EASTERN CAMPAIGN THE FRENCH REVOLUTION AND THE NAPOLEONIC ERA, HIST 340 DECEMBER 12, 2001 BY CHARLES MCCORD

Napoleon's Strategic Gambit in Russia

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

The Views of Napoleon's Military Advisors

Citing Another Person's Work in Your Text:

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 in your text 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.,

Broers argues that while "Napoleon had clear political reasons for invading Russia, never before had he gone into war with such ill-defined military goals."³

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. Michael Broers, *Europe Under Napoleon, 1799-1815* (London: Arnold, 1996), 235.

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., Broers, *Europe Under Napoleon*, 236.).

The Bibliography:

The bibliography appears at the end of your research 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. 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

Ellis, Geoffrey. *Napoleon*. London: Longman, 1997.

Two Authors

Fogel, Robert William and Stanley L. Engerman. *Time On The Cross: The Economics of American Negro Slavery*. Boston: Little, Brown, 1974.

Three or More Authors

Matthew, Judy, Peter Tosh, and Linton Kwesi Johnson. *Dread Ruminations: The Cultural Politics of Reggae in the 1970s*. New York: Columbia University Press, 2000.

No Author

Diary of an Insomniac. New York: Grove Press, 1985.

Editor or Compiler as "Author"

Foner, Eric, ed. *The New American History*. Philadelphia: Temple University Press, 1990.

Component Part by One Author in a Work by Another

Klejmunt, Ann. "Dorothy Day and the Catholic Worker Movement." In *Against the Tide: Women Reformers in American Society*, ed. Paul A. Cimbala and Randall M. Miller, 139-152. Westport, Conn.: Praeger, 1997.

Articles in Periodicals

Article in a Scholarly Journal

Alexander, R.S. "The Hero as Houdini: Napoleon and 19th-Century Bonapartism." *Modern and Contemporary France* 8, no. 4 (2000): 457-467.

Magazine

Taylor, Jr., Stewart. "Before the Bar of History." *Newsweek*, 10 December 2001, 47.

Electronic Sources

Web Page/WebSite

Wagner, Kurt. *Guide for Citing Electronic Information*. Wayne, NJ: David and Lorraine Cheng Library, 2000. Available [Online]: <http://www.wpunj.edu/library/citing.htm> [Accessed 8 January 2002].

Journal Article from a World Wide Web Site

Kells, Fiona. "Love, Lust and Drunkenness: Prints as Propaganda in Sixteenth Century Nuremberg." *American Graduate: E-Journal of Social and Cultural History*, January 2000. Available [Online]: <http://www-dept.usm.edu/~amgrad/essays/kells.html> [Accessed 8 January 2002].