

Kate L. Turabian

A Manual for Writers

of Term Papers, Theses, and Dissertations

Fourth Edition



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and Dissertations*

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A Manual for Writers

Preface

This *Manual for Writers of Term Papers, Theses, and Dissertations* is designed as a guide to suitable style in the typewritten presentation of formal papers both in scientific and in nonscientific fields. While the ideas, the findings, and the conclusions put forth in the paper are of primary importance, their consideration by the reader depends in considerable measure upon an orderly presentation, well documented and free of mechanical flaws.

The genesis of this "thesis manual" lies in a sentence of the June 1929 edition of the *Handbook of the Graduate Schools* of the University of Chicago, which read "Samples of paper and directions concerning the form of the dissertation may be obtained at the Dissertation Desk, in Harper Library." When in 1931 the work of the Dissertation Desk was transferred to a dissertation secretary under the purview of the Dean of Students, the secretary inherited a one-page set of mimeographed instructions, the first paragraph stating, "In form, the dissertation should follow the style of the University of Chicago Press as exhibited in its publications and set forth in *A Manual of Style*." Students and their typists, therefore, were directed to that style manual for necessary detailed information concerning acceptable thesis form. But the *Manual of Style*, designed as a guide to typographers, editors, advertising writers, and others dealing with the printed word, required some interpretation if it was to serve as a guide to a person who was to produce a typescript conforming to its dictates. To supplement the *Press Manual*, the dissertation secretary furnished to students a two-page set of mimeographed instructions on such matters as spacing, indention, margins, underlining. With the flattening of student pocketbooks in the depression of 1930-35, there appeared to be a need to expand those instructions into a small booklet which would incorporate the materials in *A Manual of*

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Style that were relevant to the preparation of a typewritten dissertation. The title of the booklet was essentially the same that it bears today. Thus from the beginning the thesis manual has recommended in general the style of the University of Chicago Press as shown in its publications—both books and journals—and as explained in its *Manual of Style*.

The publication of the twelfth edition of the Press *Manual* in 1969 represented the first revision of that work since 1949, reflecting thus a twenty-year change in the reporting of scholarly and scientific investigation—a change that has moved increasingly toward simplification in literary style. That edition of *A Manual of Style* and my desire to pass along to students information on changes of style that afford economies in time and money have led to the preparation of this fourth edition of *A Manual for Writers of Term Papers, Theses, and Dissertations*.

Certain Latin abbreviations long familiar in footnote citations are eliminated in favor of the more readily identifiable short-form titles in secondary references. Other Latin abbreviations still in use are no longer underlined. The section on punctuation (now in chap. 3) is expanded, and there is further clarification in the employment of ellipsis points and in the expression of numbers. Finally, the use of arabic instead of roman numerals is recommended in *references* to the several parts of published works. Here it may be pointed out that the change to arabic numerals in references does not imply disapproval of capital roman numerals to express chapter or part numbers as they may appear at the heads of chapters or on part-title pages of a paper or dissertation. Special care has been given to the selection of examples, and there are more of them than in earlier editions.

It is not within the scope of this thesis manual to give instruction in English composition. The assumption is that if the student feels the need of further training in this field, he will consult an up-to-date work such as the excellent, widely used book on expository writing by Porter G. Perrin, *Writer's Guide and Index to English*, 5th edition (Glenview, Ill.: Scott, Foresman & Co., 1972).

In the natural sciences, where there is considerable variation in the methods of making reference to works in the several fields, students might profit from consulting the particular style manual or guide prepared by the outstanding scholarly association in his field. The following publications may be found in all college and university libraries and in most public libraries, and they may be

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procured from the publishers in each case. American Institute of Physics, *Style Manual for Guidance in the Preparation of Papers*, 2d revised edition (New York: American Institute of Physics, 1967). American Mathematical Society, "Manual for Authors of Mathematical Papers," reprinted from *Bulletin of the American Mathematical Society*, vol. 68, no. 5 (September 1962). Council of Biology Editors, Committee on Form and Style, *CBE Style Manual*, 3d edition (Washington, D.C.: American Institute of Biological Sciences, 1972). American Psychological Association, *Publication Manual*, 1967 revision (Washington, D.C.: American Psychological Association, 1967). The writer who is preparing a work for publication will find much helpful information in the twelfth edition of *A Manual of Style* (Chicago: University of Chicago Press, 1969).

I am greatly indebted to the University of Chicago Press for its generous cooperation in making this publication possible. In all my association with the Press, its directors and numerous staff members, past and present, have given me warm encouragement and shown me much kindness, besides teaching me a good part of what I know about bibliographical style.

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1 The Parts of the Paper

- 1:1 A paper¹ is normally made up of three main parts: the front matter, or preliminaries, the text, and the reference matter. In a long paper each of these main parts may consist of several sections (see below); but in a short paper there may be nothing more than a title page and text, the latter with or without subheadings, tables, illustrations, as the topic and treatment may require. The inclusion of a table or two, an illustration or two, does not automatically call for a list of tables and a list of illustrations; and for some papers a table of contents may have little value. These are matters, however, that must be left to the good sense of the writer, who should know best what arrangements are suitable for his particular piece of work.
- 1:2 The *order* of the following outline, regardless of the parts that may be omitted, should be observed. (Note that a table of contents and a list of illustrations or tables come before the preface. This is a change from the order specified in the third edition of this *Manual*.)

The front matter, or preliminaries:

Frontispiece (see par. 11:4)

Title page

Blank page

Table of contents

List of illustrations

List of tables

¹The term "paper" is used throughout this *Manual* to refer alike to term papers, reports, theses, and dissertations except in matters relating specifically to one of them.

1:3 *The Parts of the Paper*

Preface, including acknowledgments, or acknowledgments alone unless these appear as the final paragraph in the paper

The text:

Introduction

Main body of the paper, usually consisting of well-defined divisions, such as parts, chapters, sections, etc., and including footnotes

The reference matter:

Appendix(es)

Bibliography

Additional reference material, such as a glossary or a list of abbreviations devised specifically for use in the paper

THE FRONT MATTER, OR PRELIMINARIES

TITLE PAGE

- 1:3 Most universities and colleges have their own style of title page for theses and dissertations, and this should be followed exactly in matters of content and spacing. For term papers and reports, if a sample sheet is not provided, a title page might logically include the name of the university or college (usually centered at the top of the sheet), the exact title of the paper, the course, the date, and the name of the writer—all suitably capitalized, centered, and spaced upon the page.

TABLE OF CONTENTS

- 1:4 The table of contents, sometimes headed simply "Contents," includes the list of illustrations, list of tables, preface (or acknowledgments), introduction, chapters (or their equivalents) with their numbers and titles, appendix(es), and bibliography, with the page numbers of each. If the chapters are grouped under "parts," the numbers and titles (if any) of the parts also appear in the contents. Subheadings within the chapters are frequently included, in

one of various ways, or they may be omitted entirely from the table of contents. Four styles of tables of contents are shown in samples A–D following this chapter. (Note that none of these samples gives the complete contents of a paper. For suggestions on spacing and other matters related to typing the table of contents, see pars. 13:14–16.)

- 1:5 In preparing a table of contents for a paper containing subheadings of one or more levels (see par. 1:18), there is great latitude in choosing both the amount of information included and the method of presenting it. At one extreme, the contents may provide what is essentially an outline by including all the levels (sample B). At the other extreme, the contents may omit the subheadings—even though the paper may carry subheadings of one level or more than one—showing only the chapter numbers and titles. For many papers, both those with only one level and those with more than one level of subheadings, the contents includes the first-level (principal) subheadings, with or without the page numbers (sample A). Note that when more than one level of subheading is included in the contents, each must appear in order of its rank; that is, it is not permissible to begin with any but the first-level, or to skip from the first- to the third- or fourth-level.

THE UNIVERSITY OF CHICAGO
INTERNAL RELATEDNESS AND PLURALISM IN THE
PHILOSOPHY OF WHITEHEAD
A DISSERTATION SUBMITTED TO
THE FACULTY OF THE DIVISION OF THE HUMANITIES
IN CANDIDACY FOR THE DEGREE OF
DOCTOR OF PHILOSOPHY
DEPARTMENT OF PHILOSOPHY
BY
WILLIAM PAINE ALSTON
CHICAGO, ILLINOIS
MARCH 1951

Example of title page for a dissertation

- 1:6** As for the method of including subheadings in the contents, if more than one level is shown, each level is indented three spaces below the preceding higher level (sample B). If only the first-level is shown, each subheading may be indented three spaces below the chapter title (sample A), or, if the subheadings are short, the first one in each chapter is indented three spaces below the chapter title and the following ones are run in (samples C and D). Punctuation separating run-in subheadings may be semicolons, dashes, or periods. (For page numbers with subheadings, see par. 1:10.)
- 1:7** The wording of part and chapter titles and of all subheadings should follow exactly their wording within the body of the paper, although the capitalization of subheadings, as indicated below (par. 1:8), may differ from that appearing in the text.
- 1:8** *Capitalization* of titles in the table of contents should be as follows: For the titles of all major divisions (contents, list of illustrations, list of tables, preface, introduction, parts, chapters, appendix, bibliography), capitalize all letters (e.g., PREFACE). Subheadings may be capitalized in one of two ways: (1) capitalize the initial letter of the first and last words and of all words except articles, prepositions, and coordinate conjunctions (sample D); or (2) capitalize only the initial letter of the first subheading under the chapter and of proper nouns and proper adjectives (sample C).
- 1:9** *Numbers* designating parts and chapters should be given as they are in the text. Part numbers may be capital roman numerals (PART I, PART II, etc.) or spelled-out numbers (PART ONE, PART TWO, etc.). The number may precede the part title and be separated from it by a period (sample A) or it may be centered above the title and thus need no punctuation (sample C). Chapter numbers may be arabic or capital roman numerals or spelled-out numbers. The word "Chapter" is sometimes included with the number (sample D) or is placed over all the chapter numbers (samples A and B) or it may be omitted (sample C). Do not use the word "Chapter" in the contents if the sections of the paper are not so designated.

- 1:10** *Page numbers* in a typed table of contents are always given at the right-hand side of the page, each following a line of dots (period leaders) from the title of the section. Note that only the *beginning* page number of each chapter or other section is given. Page numbers for parts may be omitted unless they are not evidenced by the beginning page number of the first chapter under each part. Note that if the page number is given for one part, it must be given for all of them. Page numbers for subheadings may also be omitted; when they are included with run-in subheadings, they are best placed within parentheses immediately following the subheadings (sample D). (For alignment of leaders and page numbers, see par. 13:14.)

LIST OF ILLUSTRATIONS

- 1:11** A list of illustrations, sometimes headed simply “Illustrations,” consists of the figure numbers (indicated with arabic numerals), the legends (titles) of all the figures, and the page numbers. The legends should agree with those given under the illustrations, although if they are long, it is usually permissible to give them in shortened form in the list. For a thesis or dissertation, however, checking with the dissertations department is advisable. But if a descriptive or explanatory statement appears in addition to the legend under the illustration, there should be no hesitancy about omitting such a statement in the list of illustrations. (See sample E.)
- 1:12** In the list of illustrations, *but not under the illustrations* (par. 11:8), the legends are typed in capital and small letters (i.e., capitalize the initial letter of the first and last words and all words except articles, prepositions, and coordinate conjunctions). If in addition to illustrations called figures, there are others designated specifically as maps or charts or graphs (e.g., Map 1), these should be included in the list of illustrations, in separate sections under their designated labels (see sample F).

LIST OF TABLES

- 1:13** A list of tables gives the table numbers with their respective titles and page numbers. The titles as shown in the list

should agree exactly with their wording above the tables themselves. Table numbers are expressed in arabic numerals, and the titles are typed in capital and small letters, as for legends in the list of illustrations (see par. 1:12 and sample G).

PREFACE (OR ACKNOWLEDGMENTS)

- 1:14** Included in the preface are such matters as the writer's reasons for making the study, its background, scope, and purpose, and acknowledgment of the aids afforded him in the process of the research and writing by institutions and persons. If the writer thinks he has nothing significant to say about the study that is not covered in the main body of the paper and wishes only to acknowledge the various sorts of assistance that he has received, he should entitle his remarks "Acknowledgments" rather than "Preface."²

THE TEXT

INTRODUCTION

- 1:15** The text ordinarily begins with an introduction, which may be chapter 1. If it is short, the writer may prefer to head it simply "Introduction" and reserve the more formal heading "Chapter" for the longer sections of which the main body of the paper is composed. But the introduction, whether it is called chapter 1 or not, is the first major division of the text, not the last of the preliminaries, as is sometimes supposed. Thus the first page of the introduction is page 1 (arabic numeral) of the paper.

CHAPTERS OR THEIR EQUIVALENTS

- 1:16** The main body of the paper is usually divided into chapters, each chapter having a title and each beginning on a new page. In a short paper some writers prefer to omit the

²Although the student would wish to acknowledge special assistance such as consultation on technical matters and aid in securing special equipment and source materials, he may with propriety omit an expression of formal thanks for the routine help given by an adviser or a thesis committee.

word "Chapter" and to use merely numerals—roman or arabic—in sequence before the headings of the several main divisions. In a long paper some writers like to group related chapters into "parts," with or without individual titles (see sample A, p. 11). In that case, each part is preceded by a part-title page.

PART-TITLE PAGES

- 1:17** Part-title pages (sometimes referred to as half-title pages) are required if the chapters are grouped under "parts," the part-title page being placed immediately before the first chapter of the group composing the part. Since the introduction is to the *entire* paper, whether or not it is titled "Chapter 1," it is not included in "Part I." The first part-title page therefore follows rather than precedes the introduction.

SUBHEADINGS

- 1:18** In some papers the chapters or their equivalents are divided into sections, which may in turn be divided into subsections, and these into sub-subsections, and so on. Such divisions are customarily given titles, called *subheadings*, which are designated respectively *first-*, *second-*, and *third-level* subheadings and differentiated from one another by typing style. The style of subheading with the greatest attention value should be given to the principal, or first-level, subdivision. On a typewritten page centered headings have greater attention value than side headings, and underlined headings, centered or side, have greater attention value than those not underlined. A plan for the display of five levels of subheadings in a typed paper follows:

First-level, centered heading, underlined:

Traditional Controversy between Medieval
Church and State

Second-level, centered heading, not underlined:

Reappearance of Religious Legalism

1:19 *The Parts of the Paper*

Third-level, side heading underlined, beginning at the left margin:

Jesus and Paul

Fourth-level, side heading, not underlined:

The Gospel as initiated
by Jesus

Fifth-level, heading run into (at the beginning of) a paragraph and underlined:

The gospel legalized in the Church The gospel
that was offered by the early Christians to the pagans
was made available through the Church

Note that first- and second-level subheadings are typed in capital and small letters (i.e., first and last words and all other words except articles, prepositions, and coordinate conjunctions capitalized), and that lower-level subheadings capitalize only the first word, proper nouns, and proper adjectives.

- 1:19** If fewer than five levels are required, they may be selected in any suitable *descending order*, as indicated above. (For spacing subheadings see pars. 13:24–25.)

FOOTNOTES

- 1:20** Footnotes, also considered part of the text, are discussed in chapter 6.

THE REFERENCE MATTER

APPENDIX

- 1:21** An appendix, although by no means an essential part of every paper, is a useful device to make available to the reader material related to the text but not suitable for inclusion in it. Such material may be tables too detailed for text presentation; technical notes on method, and schedules and forms used in collecting materials; copies of documents not generally available to the reader; case studies too long to be put into the text; and sometimes figures or other illustrative materials.

1:26 *The Reference Matter*

- 1:22** If the materials relegated to an appendix are numerous and fall into several categories, each category should form a separate appendix. Where there is more than one appendix, each should be given a number or a letter (Appendix 1, Appendix 2, etc.; or, Appendix A, Appendix B, etc.).
- 1:23** The writer may use his discretion about whether a single appendix should carry a title, like a chapter title. If there is more than one appendix, however, each should carry a descriptive title.
- 1:24** Whether to type an appendix in single or double space depends upon the nature of the material; spacing need not be the same for all the appendixes. Documents and case studies may well be in single space, whereas explanations of methods and procedures may be in double space, like the text, for instance.

GLOSSARY

- 1:25** If a paper contains many foreign words or technical words and phrases not likely to be familiar to the reader, a list of these words, with their translations or definitions, will be helpful. The words should be arranged in alphabetical order, like a dictionary. Each word should be typed flush with the left margin and followed by a comma or a colon and the translation or definition. Any runover lines should be indented three spaces. If any of the definitions consist of one or more sentences, all entries should end with a period. If all definitions consist only of words or phrases, no final punctuation should be used. Double space should appear between items.

LIST OF ABBREVIATIONS

- 1:26** A list of abbreviations at the end of a paper is desirable only if the author has used a number of arbitrarily devised abbreviations in his footnotes, or elsewhere. It is not necessary to list commonly accepted abbreviations, such as those used for the titles of journals in various fields. Any such list should, like a glossary, be arranged in alphabetical order—by the abbreviation itself, not its spelled-out