

KATE L. TURABIAN

A
Manual
for Writers

of

*Term Papers,
Theses, and
Dissertations*

S I X T H E D I T I O N

A Manual for Writers of Term Papers, Theses, and Dissertations

Kate L. Turabia

Sixth Edition

Revised by

John Grossman and Alice Bennett

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Kate L. Turabian (1893–1987) was dissertation secretary at the University of Chicago from 1930 to 1958. **John Grossman** prepared and **Alice Bennett** copyedited the fourteenth edition of *The Chicago Manual of Style*.

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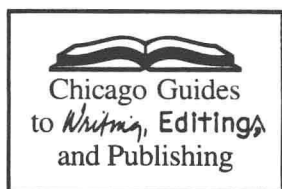
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A Manual for Writers



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Richard Hendel, Naomi B.
Pascal, and Anita Walker Scott

The Craft of Research
Wayne C. Booth, Gregory G.
Colomb, and Joseph M. Williams

Preface

Kate L. Turabian designed this manual as a guide to suitable style for presenting formal papers—term papers, theses, dissertations—in the humanities, social sciences, and natural sciences. Over the course of sixty years the book has become established as one of the basic reference works for undergraduate and graduate students in many disciplines. This sixth edition has been prompted by publication of the fourteenth edition of *The Chicago Manual of Style* and by new guidelines on dissertations from the Office of Academic Publications at the University of Chicago.

The University of Chicago Press receives many inquiries about Kate Turabian and the history of her manual. A reviewer for *Quill and Scroll* wrote that Turabian's name had become "part of the folklore of American higher education," and she has been called "the Emily Post of scholarship." So legendary has she become that some believe she is an invention. In fact, Kate Turabian worked for over thirty years at the University of Chicago, where she was dissertation secretary from 1930 to 1958. She died in 1987 at age ninety-four, a few months after publication of the fiftieth anniversary edition of her manual. Commenting on the more than eleven thousand theses and dissertations she inspected for the university, she told the *Chicago Tribune*, "I learned early that modern young people have ideas of their own on grammar and punctuation." It was to correct and guide these ideas that she wrote the instruction sheets that were given out to graduate students at the university. She later adapted materials from the Press's *Manual of Style* to expand the guidelines into a sixty-eight-page booklet, copyrighted by the University of Chicago in 1937 and distributed first by the campus bookstore, then by the Press. The University of Chicago Press published the book under its own imprint in a revised edition issued in 1955. Three years later Kate Turabian retired as dissertation secretary, but she remained involved in the next two revisions of her manual, published in 1967 and 1973. The fifth edition, substantially revised and enlarged by

Preface

Bonnie Honigsblum, was published in 1987. This sixth edition has been revised by John Grossman, now retired as managing editor of the University of Chicago Press, who also prepared the fourteenth edition of *The Chicago Manual of Style*, and by Alice Bennett, senior manuscript editor at the Press.

From the beginning Kate Turabian's book has had a close connection with the Press's older style manual. Since the tenth edition of the Press's manual was published in 1937, each new edition has been followed by a revision of "Turabian." This sixth edition brings Turabian's manual into conformity with the fourteenth edition of *The Chicago Manual of Style*. The new edition also reflects changes brought about by the increasing use of personal computers for preparing research papers. When Turabian's manual was last revised in 1987, many students were still using typewriters. Those who worked with computers found that word processing programs were not designed for the special formatting requirements of scholarly papers, such as placing footnotes at the bottom of the page. In less than a decade, the situation has changed dramatically. Not only do many more students have access to computers, but software now addresses the particular needs of scholars and students and offers a typographic sophistication that was not available before. With the help of style sheets, students can reduce the time spent on formatting and concentrate on presenting ideas. Dissertation offices can allow greater flexibility in decisions regarding margins, spacing, emphasis, headings, and general presentation. This new environment is reflected in the current edition, especially in chapter 13 on manuscript preparation and in chapter 14, showing sample pages from typical research papers.

Regular users of this manual will find that its basic structure remains much the same as in the fifth edition. Some chapters have been retitled or rearranged, but the same major topics are covered. Chapter 1 describes the parts of a long formal paper. Chapters 2–5 introduce students to the mechanics of writing, including the use of abbreviations, the treatment of numbers, some principles of spelling, punctuation, capitalization, and the use of italics, and the way to present quotations. Chapters 6 and 7 show how to prepare and refer to tables and illustrations. The section on documentation, chapters 8–12, describes two of the most commonly used systems of citation—the humanities style using notes and bibliographical references and the author-date style favored by scholars in the social and natural sciences—and gives many examples.

It is not within the scope of this manual to offer advice on how to select a topic, undertake research, and write up the results. That chal-

lenge is taken up by three master teachers, Wayne C. Booth, Gregory G. Colomb, and Joseph M. Williams, in their recent book *The Craft of Research* (Chicago, 1995), which is intended as a companion to Turabian's manual. Students may also need to consult a specialized style manual prescribed by their academic department or discipline. Although many scholarly authors and publishers follow one of the methods of documentation described here, there is not universal acceptance of every detail. Some disciplines follow the citation style of manuals published by learned societies or scholarly journals, listed in the bibliography at the end of this book.

The revisers of this edition thank all those who contributed information useful to the preparation of the fifth and sixth editions of Turabian's *Manual*. These include the many teachers, dissertation secretaries, and thesis advisers who have written to the Press with suggestions or have answered questionnaires, as well as members of the University of Chicago community who have advised on various items. The revisers have endeavored to continue Turabian's tradition of selecting the parts of *The Chicago Manual of Style* that are most useful to students.

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INTRODUCTION

- 1.1** The word *paper* is used throughout this manual for term papers, theses, and dissertations except when referring specifically to one of these. A term paper fulfills one of the require-

ments of a course or an undergraduate major. A thesis is a requirement of a graduate-level course or a master's degree. A dissertation is one of the requirements for a doctorate. Each kind of research paper must include references giving full publication data for works cited in the text, and each is to be submitted as finished copy rather than as a manuscript prepared for typesetting. Before beginning work on such a research paper, the writer should consult the department or degree-granting institution to determine any special requirements. To the extent that these do not conflict with the guidelines offered in this manual, or if no special requirements exist, the style presented here is recommended.

- 1.2 All the basic text in a dissertation must be double-spaced, and double-spacing is strongly urged for all academic papers. Indented block quotations (5.30–34), however, may be single-spaced. It is also conventional to single-space footnotes, itemized lists, and bibliographies or reference lists, leaving a blank line between notes, items, or entries. Runover lines in tables of contents, lists of tables and illustrations, and subheads may also be single-spaced.
- 1.3 A paper has three main parts: the front matter, or preliminaries; the text; and the back matter or reference matter. In a long paper, each of these parts may consist of several sections (see below), each beginning a new page.
- 1.4 There are two categories of pagination: the front matter, numbered with consecutive lowercase roman numerals, centered at the bottom of the page, and the rest of the work, numbered with arabic numerals centered at the bottom of pages that bear titles and centered at the top (or placed in the upper right corner) of all other pages of the text and back matter.
- 1.5 Although all pages are counted in the pagination, some of the preliminaries do not have page numbers typed on them (see 1.7–11).
- 1.6 Unless specified otherwise by the conventions of a department or discipline, the order given in the table of contents for this chapter should be observed, though not every paper will require all these parts. Should the paper later be published, the organization required by the publisher may differ from that recommended here.

FRONT MATTER, OR PRELIMINARIES

TITLE PAGE

- 1.7** Many universities and colleges have their own style of title page for theses and dissertations, and this should be followed exactly for content, capitalization, and position and spacing of the elements. For term papers, if a sample sheet is not provided, a title page might include the name of the university or college (usually centered near the top of the sheet), the full title of the paper, the course (including its department and number), the date, and the name of the writer. Although the title page counts as page i, the number is not shown on it. See sample 14.18 for one style that may be used for theses and dissertations.

BLANK PAGE OR COPYRIGHT PAGE

- 1.8** A blank sheet prevents the text of the following page from showing through the white space on the title page. The sheet may also be used as a copyright page, with the copyright notice, in the following form, placed near the bottom.

Copyright © 19— by Arthur Author
All rights reserved

In either case the sheet is counted in the pagination, but the page number is not shown. A copyright notice may be included even if the copyright is not registered.

DEDICATION

- 1.9** Dedications are usually brief and need not include the word *dedicated*. *To* is sufficient:

To Gerald

It is not necessary to identify (or even give the whole name of) the person to whom the work is dedicated or to give such other information as life dates, though both are permissible. Extravagant dedications are a thing of the past, and humorous ones rarely stand the test of time. The dedication, typed in upper-case and lowercase, should be centered on the width of a line about three inches from the top of the page, with no final punc-

1.10/ *Parts of the Paper*

tuation. If *to* introduces the dedication, it should begin with a capital. A dedication is not listed in the table of contents. No number appears on it, but the page is counted in the pagination of the preliminaries.

EPIGRAPH

- 1.10** An epigraph—a quotation placed at the beginning of a work or of one of its parts and adumbrating its theme—is not italicized, underlined, or put in quotation marks. When an epigraph heads a whole paper, its format is like that of a dedication (see 1.9). For epigraphs that begin chapters or sections of a paper, see 5.9. The source is given on the line following the quotation and should consist only of the author's name (just the last name of a well-known author) and, usually, the title of the work. The title should be italicized or underlined or enclosed in quotation marks in accordance with the guidelines in chapter 4. Epigraphs are usually self-explanatory: any explanation should be included in the preface or other introductory matter. An epigraph is not listed in the table of contents. No number appears on it, but the page is counted in the pagination of the preliminaries.

TABLE OF CONTENTS

- 1.11** The table of contents, usually headed simply CONTENTS (in full capitals), lists all the parts of the paper except the title page, blank page or copyright page, dedication, and epigraph, which all precede it. No page numbers appear on any of these four, but all are counted in the pagination of the front matter. If the chapters are grouped in parts, the generic headings (e.g., PART I) and titles (e.g., EARLY FINDINGS) of the parts also appear in the contents, though the pages carry no numbers in the text (see 1.18). Subheads within the chapters are frequently included in one of various ways (see 14.19–20), or they may be omitted from the table of contents.
- 1.12** In preparing a table of contents for a paper containing one level or more of subheads (see 1.37), there is great latitude in 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. At the other extreme the contents may omit the subheads—even though the paper carries subheads of one level or more than one—showing only the generic headings and titles of chapters. For many papers, both those with only one level and those with more than one level of subhead, the table of contents includes the first-level (principal) subheads, with or without the page numbers (sample 14.19). Note that when more than one level of subhead is included in the contents, they must appear in order of rank; that is, it is not permissible to begin with any but the first-level subhead or to skip from the first to the third or fourth level (sample 14.20).

- 1.13 First to be listed in the table of contents (see 14.19) are those elements of the front matter that have page numbers shown (1.19–32). These may include a list of illustrations, list of tables, preface, acknowledgments, list of abbreviations, glossary, editorial method, and abstract, usually in that order. Following the preliminaries, the various elements of the text are listed. Chapters are listed under that generic heading, with chapter numbers aligned at the left and chapter titles aligned on the first letter. If the chapters are divided into groups, or *parts*, the part title and number are centered above the constituent chapters (14.19). The back matter, or reference matter (appendix, endnotes, and bibliography or reference list; see 1.39–47), is listed last (14.20) and, like the front matter, starts flush left. A line space should be left between items in the table of contents; that is, the items are double-spaced. If an item runs to more than one line, however, the runover lines are single-spaced.
- 1.14 Subheads, when included, are indented a consistent distance (three spaces, for example) beyond the beginning of the chapter title. If more than one level of subhead is included, each level is indented an additional three spaces. Runovers are indented yet another three spaces, and the spaced periods (leaders) running to the page number (see 1.18) begin at the end of the last runover line. Multiple levels of subheads and a runover subhead are illustrated in example 14.20. If the subheads are short, those of the same level may be run in (run together), with each level, as a block, indented three spaces beyond the preceding one. Run-in subheads may be separated by semicolons, dashes, or periods.

1.15/ *Parts of the Paper*

- 1.15** Capitalization and wording of the titles of all parts, chapters, and sections should appear exactly as in the body of the paper.
- 1.16** Capitalization of titles in both the table of contents and the body of the paper should be as follows. For the titles of all major divisions (acknowledgments, preface, contents, list of illustrations, list of tables, list of abbreviations, glossary, editorial method, abstract, introduction, parts, chapters, appendix, notes, and bibliography or reference list), capitalize all letters (e.g., PREFACE). For subheads, use *headline style* (see 4.6–8), capitalizing the initial letter of the first and last words and of all other words except articles, prepositions, and coordinate conjunctions (sample 14.19), or use *sentence style* (see 4.9), capitalizing only the initial letter of the subhead and of any proper nouns or proper adjectives (sample 14.20).
- 1.17** Numbers designating parts and chapters should be given as they appear in the text. Part numbers may be uppercase roman numerals (PART I, PART II, etc.) or spelled-out numbers (PART ONE, PART TWO, etc.). The generic heading may precede the part title on the same line, followed by a period (sample 14.19), or it may be centered above the title and thus need no following punctuation (sample 14.20). Chapter numbers may be arabic or uppercase roman numerals or spelled-out numbers. The word *chapter* may precede each chapter number, or it may be given only once as a heading above the column listing all the chapter numbers (samples 14.19–20).
- 1.18** Page numbers in a table of contents are usually aligned on the right following a line of spaced periods (leaders) separating the title from the page number on which the part of the paper begins (sample 14.20). Note that only the *beginning* page number of each chapter or other section is given. Page numbers for parts need be given only if the part-title page contains some introductory text, but if the page number is given for one part, it must be given for all. Page numbers for subheads may be omitted (sample 14.19). When they are included with run-in subheads, page numbers are best placed in parentheses immediately following each subhead.

LIST OF ILLUSTRATIONS

- 1.19** In a list of illustrations, headed simply ILLUSTRATIONS, the figure numbers are given in arabic numerals followed by a period;

the captions follow the period; and the page numbers (in arabic) are usually separated from the caption by leaders. Double-space between captions, single-space within.

- 1.20 The figure numbers in the list are aligned on their periods under the word *figure*, and page numbers are listed flush right under the word *page*, as in sample 14.21.
- 1.21 Figures must not be numbered 1a, 1b, and so forth. A figure may, however, have lettered parts to which its legend, or descriptive statement, refers.

Fig. 1. *Digitalis*: a, cross section of stem; b, enlargement of a seed.

Do not include the lettered parts in the list of illustrations.

- 1.22 The captions in the list of illustrations should agree with those given beneath the illustrations, unless the latter are long (more properly, then, called *legends*), in which case it is best to shorten them in the list. For a thesis or dissertation, however, consult the dissertation office. Even if a descriptive or explanatory statement follows the caption under an illustration, do not include it in the list of illustrations (sample 14.21).
- 1.23 In this list captions are capitalized headline style (see 4.6–8), as in sample 14.21. Foreign language captions, however, should follow the conventions for the language.

LIST OF TABLES

- 1.24 In a list of tables, the table numbers are arabic numerals followed by periods and are aligned on the periods in a left-hand column headed *table*; the page numbers are listed flush right under the heading *page*. The table titles begin two spaces after the period following the table number and should agree exactly with the titles above the tables themselves. The titles are capitalized either sentence or headline style (see 4.6–9), and run-over lines are indented three spaces. Double-space between items, single-space within (sample 14.22).

PREFACE

- 1.25 In the preface, the writer explains the motivation for the study, the background of the project, the scope of the research, and

the purpose of the paper. The preface may also include acknowledgments. If a writer has nothing significant to add to what is covered in the body of the paper and wishes only to acknowledge the various sorts of assistance and permissions received, these remarks should be titled **ACKNOWLEDGMENTS** rather than **PREFACE**. A preface appears in the same format as an acknowledgments section (see 1.26).

ACKNOWLEDGMENTS

- 1.26** In the acknowledgments, the writer thanks mentors and colleagues, lists the individuals or institutions that supported the research, and gives credit to works cited in the text for which permission to reproduce has been granted (see 5.1). Although one might wish to acknowledge special assistance such as consultation on technical matters or aid in securing special equipment and source materials, one may properly omit formal thanks for the routine help given by an adviser or a thesis committee. The generic heading **ACKNOWLEDGMENTS**, which appears only on the first page, is in uppercase and centered over the text. The format of this page should be the same as for the first page of a chapter. Each page of the acknowledgments is numbered in lowercase roman numerals centered beneath the text.

LIST OF ABBREVIATIONS

- 1.27** A list of abbreviations is desirable only if the writer has devised new abbreviations instead of using commonly accepted ones, such as standard abbreviations of titles of professional journals. A list of abbreviations should be arranged alphabetically by the abbreviation itself, not the spelled-out term. Under the centered generic heading in uppercase, list abbreviations on the left in alphabetical order and leave two to four spaces between the longest abbreviation and its spelled-out term. Align the first letter of all other spelled-out terms and any runover lines with the first letter of the term following the *longest* abbreviation, and use the longest line in the column to center the list on the page(s). Double-space between items, single-space within, as in sample 14.32. A list of abbreviations helps the reader who looks at only a portion of the paper instead of