Style Guides | Turabian Format

GETTING STARTED

TITLE PAGE

There is no specific title page format for a term paper in Turabian Style. If you are asked to create a title page, follow the guidelines given by your professor or college. For a general format, consult Kate Turabian's *A Manual for Writers*, 6th edition (p. 3).

FORMAT

Use 12-point Times New Roman font on all pages of the paper. Double space the text, but single space the footnotes and endnotes. Leave a one-inch margin on all four sides of the document (p. 252, 14.2-5).

FOOTNOTES

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Quotations, paraphrases, and summaries are cited by using either footnotes or endnotes. In the text, the note numbers are superscript, follow the passage being referenced, and come immediately after the final punctuation mark. Corresponding footnotes are placed at the bottom of their page of reference.

The text and footnotes are separated by a short line, and the reference begins with a full-sized number. The first line should be indented. Footnotes continue their numbering throughout the paper rather than by page.

Most word processing programs will automatically track note references once they are added or rearranged (p. 185-213, 11).

THE HISTORY OF WESTERN MILITARY CODES

In Victorian England, strict parents made it hard for lovers to communicate with each other. "Lovers would have to invent their own ciphers, which they used to publish notes in newspapers."[1] This paper will explore some of the history of codes used by the west's militaries and how they aided in warfare.

Charles Babbage loved to read the paper and try to solve the codes. Once, he saw a message from a student inviting his girlfriend to elope. Babbage wrote in their code and advised them not to act so rashly. Their code had been discovered.[2]

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1. Richard Baker, "The Structure of the Military," *History Journal 27* (September 1938, College Edition): 597-607.

2. Benjamin McDonald, *The Roots of Military Codes* (Madison, N.J.:Farleigh Dickinson University Press, 1970), 386-88.

1

2

If it had not been for this secret coding, perhaps the outcome of the second World War would have been dramatically different. Yet because the information unveiled was so critical, the cryptoanalysts literally saved the day.[3]

The ability to decipher the code of the enemy enabled the allies to get the upper hand in WWII. American historian Thomas Powers wrote the following:

The American ability to read Japanese cables, code- named Magic, was one of the small advantages that helped the Allies win time and then the war. Another was the British ability to read the German military communications enciphered with the Enigma machine, code-named Ultra. (Powers 1977, 22)

Considering Powers' contribution to the development of the coding system within warfare, it is not surprising that each side in the war

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3. Alan Cutler, *Codes in Abodes* (Boston: Houghton Mifflin, 1943), 110.

TITLE

The title appears centered on the first page of text in all capital letters. It should be in 12-point font and *not* italicized, underlined, bolded, or in quotation marks (p. 254, 14.10).

NUMBERING

The page number is placed at the bottom center of the first page of text. On subsequent pages, the number appears in the upper right-hand corner. Every page is assigned a number even though page numbers do not appear on the title page or other display pages (i.e. tables or charts). However, the table of contents pages are assigned lowercase roman numerals (p. 253, 14.6-9).

BLOCK QUOTATIONS

Block quotations are quotations 3 lines or longer and include at least 2 sentences. They are single spaced and indented 4 spaces from the left. If the block quotation is an entire paragraph from the original text, the 1st line should be indented an additional four spaces.

Short block quotations should end with a superscript number leading to an endnote or footnote. Paragraph-long block quotations do not use a superscript number and footnote or endnote; instead, they are followed by parenthetical citations (Author's last name, year, of publication, page number) with the punctuation before the citation (p. 83-85, 5.30-34).

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ENDNOTES

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Rather than footnotes, your instructor may require endnotes. These are found at the conclusion of the paper and serve the same purpose as footnotes. In-text citations still appear as superscript numerals, but the actual entries are found at the end of the paper, preceded by full-sized numbers with periods. As with footnotes, the first line is indented.

Both endnotes and footnotes must contain information about the source. They may also provide further information or insight that would distract from the flow of the paper but still be relevant to the topic (p. 13, 1.46; 118, 8.2; and chapter 11)

BIBLIOGRAPHY

BIBLIOGRAPHY

In addition to endnotes or footnotes, a bibliography is required. The bibliography comes after endnotes and should list all sources that were looked at or consulted, whether or not they are referenced in the paper. The title should be centered and in all capital letters but not underlined, italicized, or bolded (p. 167, 9.7; and chapter 11).

HANGING INDENT

Use a hanging indent for entries longer than one line. Indent 1/2'' from the set margins after the first line of each entry (p. 167, 9.9-10).

10

Thus we see the relative importance of coding within the military. Though codes have proven beneficial to lovers, they have also proved fatal for enemies of war. Yet codes will forever add to the mysteries of military warfare.

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1. Marshall Savage, *Culture and Practical Reason* (Chicago: University of Chicago Press, 1976) 88.

2. Ibid, 89.

3. A reason why many codes have been broken is that people have gotten much more intelligent in recent years. While education opportunities have proliferated, IQ levels have also risen with the decreased infant mortality rate of women. While history is the supreme discipline, it is wise to remember that value can be found in "decoding" other academic disciplines. (Frank Graves, *The Living Principle: "History" as a Discipline of Thought* [London: Chatto & Windus, 1975], 12).

4. Savage, 144.

5. Savage, *Codes in Military History*, 66.

BIBLIOGRAPHY

Atomic Energy Policy in France under the Fourth Republic. Princeton: Princeton University Press, 1965.

Cutler, Alan. "The War-Time Reliability of Interstate Alliances, 1816-1965." Paper delivered at the Sixteenth Annual Conference of the International Studies Association, Washington, D.C. 19-22 February 1975.

Savage, Marshall. *The Foundations of Codes*. New York: Dover, 1972.

The Dispersion of Nuclear Weapons Strategy and Politics. New York: Columbia University Press, 1964.

Washington, George. *The George Washington Papers.* Library of Congress. Available at http://memory.loc.gov/ammem/gwhtml/gwseries1.html#D, accessed 1 Mar. 2006.

USING IBID.

Within footnotes or endnotes, identical source information need not be repeated. The abbreviation "Ibid." indicates that the note refers to the same information as the previous reference. Use it to replace the author's name, the title, and any other identical information. If the note refers to a different page number, include the correct page number (p. 138-39, 8.85-87).

SHORTENED REFERENCES

If an author's work has already been referenced but does not immediately precede the note in question, simply list the author's last name and the page number. If more than one work by the author is cited within the document, also include an abbreviated title (p. 139-41, 8.88-96.).

ALPHABETICAL ORDER

Arrange bibliographical entries in alphabetical order by the author's last name. If there is no author for a work, list it alphabetically by the title (excluding *the, a,* and *an*)

SPACING

Each entry should be single spaced, with double spacing between entries (p. 167, 9.8).

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CITATION GUIDELINES

Papers written in Turabian format require both endnotes or footnotes and a *Bibliography* page. The information in footnotes and endnotes should follow the same format, but the bibliography format is slightly different. Use the following formats for the most common types of sources. In general, names are cited as they appear in the author's text, such as including middle name or initial if provided. N = Note Format and B = Bibliography Format.

NOTE: The following list includes the most common types of sources. For further information, consult chapters 11 and 12 of Kate Turabian's *A Manual for Writers*, 6th edition.

BOOK BY A SINGLE AUTHOR (P. 187, 11.3)

N   First Name Last Name, *Title* (Location: Publisher, Year), pages.
       Frank R. Wilson, *The Hand: How Its Use Shapes the Brain, Language, and Human Culture* (New York: Pantheon, 1998), 14-21.

B   Last Name, First Name. *Title*. Location: Publisher, Year.
       Wilson, Frank R. *The Hand: How Its Use Shapes the Brain, Language, and Human Culture*. New York: Pantheon, 1998.

BOOK BY TWO AUTHORS (P. 188, 11.4)

N   First Name Last Name and First Name Middle Last Name, *Title* (Location: Publisher, Year), pages.
       Roger L. Welsch and Linda K. Welsch, *Cather's Kitchens: Foodways in Literature and Life* (Lincoln: University of Nebraska, 1987), 57-72.

B   Last Name, First Name, Middle, and First Name, Middle, Last Name. *Title*. Location: Publisher, Year.
       Welsch, Roger L., and Linda K. Welsch. *Cather's Kitchens: Foodways in Literature and Life*. Lincoln: University of Nebraska, 1987.

ELECTRONIC DOCUMENT (P. 210, 11.57)

Turabian does not address specific Internet sources, but it does give some basic guidelines for electronic documents. In general, begin by using the formats on this sheet for the appropriate type of document it is (article, newspaper, etc). Then list any relevant web information (date accessed, website, database name, etc.) that would help your reader locate the source. Also indicate the type of electronic medium (Internet, CD-ROM), etc). These are only some recommended ways of citing internet sources.

N   First Name Last Name, Title, *Organization*, or *Web Site*, type of electronic medium, access date.
       Richard Morningside, "Georgia County Agrees to Remove Ten Commandments Display from Courthouse," *American Civil Liberties Union*, Internet, available from http://www.aclu.org/religion/tencomm/20163prs20050719.html, accessed 4 March 2006.

B   Last Name First Name, Title, *Organization,* or *Web Site,* type of electronic medium, access date.
       Morningside, Richard. "Georgia County Agrees to Remove Ten Commandments Display from Courthouse." *American Civil Liberties Union.* Internet. Available from http://www.aclu.org/religion/tencomm/20163prs20050719.html, accessed 4 March 2006.

BOOK WITH NO AUTHOR GIVEN (P. 189, 11.7)

N   *Title* (Location: Publisher, [Year]), Pages.
       A Guide to Our Federal Lands (Washington: Natl. Geographic Soc., [1984]), 96.

B   *Title*. Location: Publisher, [Year].
       A Guide to Our Federal Lands. Washington: Natl. Geographic Soc., [1984].

TEXT IN COLLECTED WORKS (P. 127, 8.42; P.191, 11.13)

N   Author's First Name Last Name, "Title of Text," in *Title of Collected Works*, ed. Editor's First Name
   Last Name (Location: Publisher, Year), pages.
       Mary Beach, "The Domestic Realm," in *Separate Worlds*, ed. Hanna Papnanek (Delhi: Chanakya,
   1982), 115.

B   Last Name, First Name. "Title of Text." In *Title of Collected Works*, ed. First Name Last Name, pages.
          Location: Publisher, Year.
       Beach, Mary. "The Domestic Realm." In *Separate Worlds*, ed. Hanna Papnanek, 115. Delhi: Chanakya,
          1982.

ARTICLE IN A NEWSPAPER (P. 204, 11.44)

N   First Name Last Name, "Title of Article," *Title of Newspaper*, Day Month Year, section number,
   p. pages.
       Tyler Marshal, "100th Birthday of Stalin Celebrated," *Los Angeles Times*, 9 December 1979, sec.1A, p.
3.

B   Newspapers are rarely listed separately in a bibliography. If a newspaper is cited only once or twice,
      a note or parenthetical reference in the text is sufficient.

ARTICLE IN A JOURNAL (P. 202, 11.39-40)

N   First Name Last Name, "Article Title," *Journal Title* Volume Number, no. Issue Number (Year): page.
       Paul M.Craner, "New Tool for an Ancient Art: The Computer and Music," *Computers and the
   Humanities* 25, no. 5 (1991): 308.

B   Last Name, First Name. "Article Title." *Journal Title* Volume Number, no. Issue Number (Year):
          pages.
       Craner, Paul M. "New Tool for an Ancient Art: The Computer and Music." *Computers and the
          Humanities* 25, no. 5 (1991): 303-13.

ARTICLE IN A MAGAZINE (P. 203, 11.41)
N   First Name Last Name, "Article Title," *Magazine Title*, Day Month Year of Publication, pages.
       Pratap Mehta Bhanu, "Exploding Myths," *New Republic*, 6 June 1998, 17-19.

B   Last Name, First Name. "Article Title." *Magazine Title*, Day Month Year, pages.
       Mehta, Pratap Bhanu. "Exploding Myths." *New Republic*, 6 June 1998, 17-19.

SECONDARY SOURCE OF QUOTATION (P. 198, 11.31)

N   First Name Last Name, *Title* (Location: Publisher, Year), pages, translator (if there is one) (Location: Organization, Year), quoted in First Name Last Name, *Title*, (Location: Publisher, Year), pages.

      Richard Hollingsworth, *Military Methods in the Twentieth Century* (Cambridge: Cambridge University Press, 1995), 53, quoted in Mark Fallon, *Analyzing Warfare* (Washington: Collins Publishers, 2001), 401-421.

B   Last Name, First Name. *Title.* Publisher: Location, Year, pages. Translator (again, if needed). Location: Publisher, Year. Quoted in First Name Last Name, *Title*, pages. Location: Publisher, Year.

      Hollingsworth, Richard. *Military Methods*. Cambridge: Cambridge University Press. 1995, 53. Quoted in Mark Fallon, *Analyzing Warfare*, 401-421. Washington: Collins Publishers, 2001.

UNPUBLISHED INTERVIEW BY WRITER OF PAPER (P. 206-207, 11.50)

N   First Name Last Name (of interviewee), interview by author, day month year, location, type of recording, Institution, Location.

      Martin Lawrence, interview by author, 12 March 2004, Chicago, tape recording, Utah Valley State, Orem.

B   Last Names, First Name (of interviewee). Interview by author, day month year, location. Institution, Location.

      Lawrence, Martin. Interview by author, 12 March 2004, Chicago. Tape recording. Utah Valley State, Orem.

Source: Turabian, Kate L. *A Manual for Writers of Term Papers, Theses, and Dissertations*, 6th ed. Chicago: University of Chicago Press, 1996.