
General notes about this guide

It is important to note that individual instructors may vary from these recommendations and it is always wise to consult with your instructor before formatting and submitting your work.

The following formatting guidelines are intended for course papers only. If you are writing a thesis or dissertation please follow the formatting guidelines set up by your department or University or consult the 7th edition (2007) of *A Manual for Writers of Research Papers, Theses, and Dissertations: Chicago Style for Students and Researchers*.

The following examples follow the **notes-bibliography** style of citation, which is widely used in the humanities and social sciences. If you are not certain which style to use, consult your instructor.

Numbers in parentheses, i.e. (375) indicate the page number of the 7th edition (2007) of *A Manual for Writers of Research Papers, Theses, and Dissertations: Chicago Style for Students and Researchers* by Kate L. Turabian.
General Formatting Comments

Margins:
At least 1 inch all around each page (374).

Typeface:
Use a readable typeface such as Times Roman or Palatino and be consistent throughout the entire document. Use at least 10 or 12 point font (374).

Spacing:
Double-space all text except the following, which should be single-spaced:
• Title page
• Block quotations
• Table titles and figure captions
• Footnotes or endnotes
• Bibliographies or reference lists

Use only one space after each terminal punctuation mark (375).

Title Page
• Course papers should begin with a title page. The title page is the only front matter needed for a course paper.
• Do NOT put a page number on the title page.

Page numbers:
Page numbers can be placed in any of the following locations: centered in the footer, centered in the header, or flush right in the header. Choose one of these locations and be consistent (376).
Quotations (347-358)

- Whenever you directly cite or paraphrase anyone else’s words or thoughts, you must include a citation of the work.
- If the quotation is four lines or fewer, the quotation should run into your text and be enclosed by quotation marks.
- Indicate that you are citing a source by placing a superscript number at the end of the sentence.

According to Gunther Barth in *Bitter Strength: A History of the Chinese in the United States, 1850-1870*, “The term coolie which originally designated any hired laborer, porter, or carrier came to describe one pressed into service by coercion.”<sup>1</sup>

Block Quotations (348-350)

- If the quotation is five lines or longer, set the quotation off as a block quotation, without quotation marks.
- The block quotation should be single spaced, leaving a blank line before and after.
- Indent the entire quotation as far as you indent the first line of the paragraph.

The Chinese immigrant as sojourner is the model set up by Gunther Barth in *Bitter Strength: A History of the Chinese in the United States, 1850-1870*. Barth states:

In the 1850’s and 1860’s a tidal wave of Chinese surged into California in pursuit of a dream. The newcomers came with a vision; they would make money to return to China with their savings for a life of ease, surrounded and honored by the families which their toil had sustained. Their goal kept the Chinese apart from the flood of other immigrants who came to America as permanent residents.<sup>2</sup>

In the mode of the sojourner, many of the Chinese men who came to the United States to find work left their families in China.
Omissions (355)

- If you omit a word, phrase, or sentence, use ellipsis dots, or three periods with spaces between them.
- Leave a space between the last quoted word and the first ellipsis dot and a space after the last ellipsis dot and the next word.

According to Gunther Barth, “The term coolie … came to describe one pressed into service by coercion.”

Footnotes and Endnotes (141-142 and 151-154)

- Each time you paraphrase or cite a source directly, you must include either:
  - a citation for that source in a correspondingly numbered footnote at the bottom of the page
  OR
  - a list of endnotes at the end of your paper.
- Notes are indented like all other paragraphs in the body of the paper.
- Begin each note with its reference number, preferably not as a subscript but as regular text.
- Put a period and a space between the number and the text of the note.
- Footnotes and endnotes are single spaced with one blank line between notes.

Footnotes and Endnotes (141-142 and 151-154)

- If you cite the same source twice, shorten the note.

  2. Lau, 25.

Bibliography (147-150 and 404)

- In addition to the footnote or endnote for each source, you also list all of your sources at the end of the paper in the bibliography.
- The form of citations in your bibliography differs from the footnote or endnote form.
- Label the first page Bibliography at the top of the page, do not repeat the title on subsequent pages.
- Leave two blank lines between the title and the first item listed and one blank line between items.
- Bibliographic entries use hanging indentation.
- Arrange the list alphabetically by the last name of the author or editor.
The following are examples of citations in notes-bibliography style. This is not an exhaustive list. For further examples please consult the Turabian Manual.

**Book Citation - General Format**

1. First name Last name, *Title of Book* (Place of publication: Publisher, Year of publication), page number.

Last name, First name. *Title of Book*. Place of publication: Publisher, Year of publication.

**Book by One Author (162)**


**Preface, Foreward, or Introduction (178)**

7. Gina Sevick, foreword to *Surviving the College Experience*, by Margaret Wagner (New York: College Press, 1999), xxi.


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**An Anonymous Book (165)**


Print Periodical - General Format

1. First name Last name, “Title of Article,” Title of Journal Volume number (Year): page number.

First name Last name, “Title of Article.” Title of Journal Volume number (Year): inclusive page numbers.

An Article in a Print Journal (181-185)


An Article in a Popular Magazine (185-186)


An Article in a Newspaper (186-187)

- In most cases, you only need to cite articles from newspapers in notes. You only need to include newspaper articles that are critical to your argument or are frequently cited in your bibliography.


Website (198)

• Include as much of the following information as you can: author, title of page, title or owner of site, URL, and access date.


Example Title Page (386)

- Course papers should begin with a title page.
- The title page is the only front matter needed for a course paper.

Title Format

- Position a third of the way down the page
- All Caps - centered
- Main title on a single line followed by a colon
- Subtitle below main title

NOTE

Page Numbers

Do NOT put a page number on the title page.

CHINESE IMMIGRATION TO AMERICA:
A STUDY OF 19TH CENTURY AMERICAN NATIVISM

Betty Smith
Seminar in American History 101
November 5, 2010

Author Format

- Position several lines below title
- Included Information
  - Your Name
  - Course Title
  - Date
  - Any information requested by your instructor
Between the 1840’s and 1880’s nearly 370,000 Chinese immigrated to the United States. The overwhelming majority of these new immigrants were male. One explanation for the predominance of Chinese males immigration is the representation of the male Chinese immigrants as sojourners. The Chinese immigrant as sojourner is the model set up by Gunther Barth in *Bitter Strength: A History of the Chinese in the United States, 1850-1870*.

Barth states:

In the 1850’s and 1860’s a tidal wave of Chinese surged into California in pursuit of a dream. The newcomers came with a vision; they would make money to return to China with their savings for a life of ease, surrounded and honored by the families which their toil had sustained. Their goal kept the Chinese apart from the flood of other immigrants who came to America as permanent residents.

In the mode of the sojourner, many of the Chinese men who came to the United States to find work left their families in China. Some Chinese immigrants also found their way to the U.S. not through emigration by choice by being forced into the slave labor trade or “coolie” trade. According to Barth, “the term coolie which originally designated any hired laborer, porter, or carrier came to describe one pressed into service by coercion.” Hundreds of thousands of Chinese made their way to the U.S. in the 19th century through a broker, contract, or indentured agreement. As the Chinese population grew in the United States through the latter half of the 19th century so did the nativist reaction to these new immigrants. According to John Higham, “Racial nativism…what may be called the Anglo-Saxon tradition characterized the in-group directly, the alien forces only by implication.”

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3. Barth, 51.


3. Barth, 51.

Example Bibliography

NOTE
A paper should include a bibliography.

Bibliography


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