

ALPHA Ω MEGA
INTERNATIONAL COLLEGE



**TURABIAN 6TH EDITION
BRIEF GUIDE TO
RESEARCH PAPER**

TYPESCRIPT

1. The Research Paper must be type-written in English (except when sources in a different language are being cited or discussed, or the occasional use of Latin, French or German) on white A4 size paper. The print must be clear and sharp and must be in black. Only one side of the sheet is to be used.
2. The text (including that of the footnotes) should have a font size of either 11 or 12 points. The typeface chosen should be either Times New Roman or Arial except, when foreign languages (e.g., Greek, Hebrew) are being used.
3. Number of words for Research Papers
 - Undergraduate level (Certificate, Diploma, Bachelor) - 2000 to 2500 words (*excluding* appendices, bibliography)
 - Graduate level - 2500 to 3000 words (*excluding* appendices, bibliography)
 - Exegetical paper (Graduate level) - between 3000 to 5000 inclusive of footnotes; *or* between 2500 to 3000 excluding footnotes.
4. The headings, sub-headings, wordings in caption and footnotes should be of the same size as the font used in the text. A consistent hierarchy of headings is required.
5. The text should be double-spaced throughout except for the following, where single-space may be used:
 - a. Title page;
 - b. Captions for tables or diagrams;
 - c. Text of footnotes; and
 - d. Bibliography.
6. The right edge of the text should be justified for both the main text and the footnotes.
7. The margins to be used are one inch for the top, bottom, left and right margins.
8. The first line of each paragraph is to be indented.

ORGANIZATION

The Research Paper should be arranged in the following order:

- a. Title page;
- b. Table of contents;
- c. Body of paper;
- d. Appendices or annexes; and
- e. Bibliography.

NUMERATION

1. The pages are to be numbered consecutively, starting from the title page to the last page of the bibliography. There are two categories of pagination: for title and table of content pages, number with consecutive lowercase Roman numerals (e.g. i, ii), centered at the bottom of the page. For the rest of the paper, number with Arabic numerals centered at

the bottom of pages that bears chapter or section headings; and centered at the top (or place in the upper right hand corner) of all other pages of the text.

2. Footnotes are to be numbered serially throughout the paper.
3. Whole numbers up to 100 should be in words (e.g. four gospels, twenty-four elders, but 144,000). Use words and not numbers to start a sentence.

SPELLING AND OTHER CONVENTIONS

1. Although both British and American systems of spelling are accepted, the paper must adhere to one system consistently.
2. When alternative spellings are accepted within a system (such as the British), follow one form consistently (e.g. ‘organise’ and ‘theorise’, and not, ‘organize and theorise’).
3. Foreign words are to be in italics unless they have been naturalized in the English language (e.g. ‘*felix culpa*’ but ‘rendezvous’)
4. The trend is strongly away from the use of periods (full stops), especially in uppercase abbreviations. Contractions of biblical books should be done unambiguously and consistently, and no period is required (e.g. Gen, Exod).
5. A block of verses counts as a single unit unless the individual verses within this block are explicitly referred to (e.g. ‘Gen 1:27-8 tells us ... but vv. 30 and 31 seem to contradict...’).
6. The titles of sacred scriptures – Bible, Qur’an (Koran), Talmud, Upanishads, Vedas, and the like – and the names of books of the Bible and of the Apocrypha are neither italicized nor put in quotation marks. For e.g., The Book of Daniel is a part of the apocalyptic literature of the Bible.
7. In a biblical or theological paper, the Bible references are commonly placed in parentheses directly in the text. In English it has been accepted practice that no version is indicated when one uses the King James Version (KJV). Any version other than the KJV must be indicated. This is usually done in a footnote.

PUNCTUATION

The spacing required after punctuation marks is one space after period (full stop), comma, colon, or semicolon. For pages of books, there is no space after a colon, for e.g., 5:66. For pages of journals, there is a space after the colon, for e.g., (1998): 66.

QUOTATIONS

1. The use of quotation marks must be consistent. If single quotation marks are used as the ‘first level’, the ‘second level’ should be double quotation marks, and vice versa (e.g. ‘the “baby-step” development’ or “the ‘baby-step’ development”).

2. Short quotations (one sentence or less) are easily worked into the paragraph. Longer quotations (usually two sentences on eight lines or more) are typed as a separate paragraph as “block quotations,” without opening and close quotation marks. This paragraph must be indented from the left and right edges of the main text by half an inch.
3. The punctuation marks within the quotation marks must be from the materials quoted. Otherwise, put them outside the quotation marks (e.g., He loves repeating ‘the quick brown fox is spinning round and round’, but he hates ...).

ILLUSTRATIONS AND TABLES

1. These are to be placed within the body of the text and as close as possible to the place in the text where they are first mentioned.
2. These are to be numbered with Arabic numerals and in a manner which does not cause confusion.

FOOTNOTES

1. The texts of the footnotes are to be in the same font and one-point size smaller as that of the main text and single-spaced.
2. The footnote number should be in superscript and the numbers follow one another in numerical sequence throughout the paper.
3. Footnotes are placed below a short rule, or separator. A footnote must begin on the page where it is referenced though a long note may extend to the bottom of the next page.

BIBLIOGRAPHICAL REFERENCES

1. When the full details of bibliographical reference are to be given, the style as set out by Kate Turabian is to be used (see K.L. Turabian, *A Manual for Writers of Term Papers, Theses and Dissertations*, Chicago: University of Chicago Press, 6th edition revised by J. Grossman and A. Bennett, 1996).

For the convenience of the student, the most common forms he/she will most probably use in the footnotes are given below:

- a. S. S. Smalley, *Thunder and Love: John’s Revelation and John’s Community* (Milton Keynes: Word, 1995), 55.
 - b. When a bibliographical item is referred to for the first time, a full citation is required in the footnotes (e.g., S. S. Smalley, *Thunder and Love: John’s Revelation and John’s Community* (Milton Keynes: Word, 1995), 55.) Subsequent references to such works should use the short title system (e.g., Smalley, *Thunder*, 99; or *Ibid.*, 99)
2. The entries in the bibliography, at the end of the paper, must be arranged in alphabetical order. This means that the author’s surname (or the editor’s, when appropriate) should be written first and not his/her first names or initials. Note the following examples:
 - a. Bruce, F. F. “The Book of Zechariah and the Passion Narrative.” *BJRL* 43 (1960-1), 336-53.

- b. White, V. *The Fall of a Sparrow: A Concept of Special Divine Action*. Exeter: Paternoster, 1985.

Footnotes: In the text the note reference follows the passage to which it refers and is marked with an Arabic numeral typed slightly above the line (superscript). Notes are arranged numerically at the foot (Footnotes) of the page of the essay, article, or book. Notes include complete bibliographic information when cited for the first time.

Bibliography: Lists sources which are cited and consulted in writing the paper. Entries are arranged alphabetically by author's surname and include complete bibliographic information. A minimum of 5 bibliographies are required for the undergrad level and 10 for the master's level.

A few frequently used examples listed below. Note the difference in form and punctuation.

The examples use the following abbreviations:

N (for Note) shows the format of a full reference note.

B (for Bibliography) gives the format for a common, uncomplicated bibliographical entry.

Type of Entry: Book, one author

N ¹Dabuek A. Weiss, *Oedipus in Nottingham: D.H. Lawrence* (Seattle: University of Washington Press, 1962), 62.

B Weiss, Dabuek A. *Oedipus in Nottingham: D.H. Lawrence*. Seattle: University of Washington Press, 1962.

Type of Entry: Book, two authors

N ²Walter E. Houghton and G. Robert Strange, *Victorian Poetry and Poetics* (Cambridge: Harvard University Press, 1959), 27.

B Houghton, Walter E. and G. Robert Strange, *Victorian Poetry and Poetics*. Cambridge: Harvard University Press, 1959.

Type of Entry: Book, three authors

N ³Mary Lyon, Bryce Lyon, and Henry S. Lucas, *The Wardrobe Book of William de Norwell, 12 July 1338 to 27 May 1340*, with the collaboration of Jean de Sturler (Brussels: Commission Royale d'Histoire de Belgique, 1983), 42.

B Lyon, Mary, Bruce Lyon, and Henry S. Lucas, *The Wardrobe Book of William de Norwell, 12 July 1338 to 27 May 1340*. With the collaboration of Jean de Sturler. Brussels: Commission Royale d'Histoire de Belgique, 1983.

Type of Entry: Book, more than three authors

N ⁴Martin Greenberger and others, eds., *Networks for Research and Education: Sharing of Computer and Information Resources Nationwide* (Cambridge: MIT Press, 1974), 50.

B Greenberger, Martin, Julius Aronofsky, James L. McKenney, and William F. Massy, eds. *Networks for Research and Education: Sharing of Computer and Information Resources Nationwide*. Cambridge: MIT Press, 1974.

Type of Entry: Book, no author given

N ⁵*New Life Options: The Working Women's Resource Book* (New York: McGraw-Hill, 1976), 42.

B *New Life Options: The Working Women's Resource Book*. New York: McGraw-Hill, 1976.

Type of Entry: Institution, association, or the like, as author

N ⁶American Library Association, *ALA Handbook of Organization and 1995/1996 Membership Directory* (Chicago: American Library Association, 1995), MD586.

B American Library Association, *ALA Handbook of Organization and 1995/1996 Membership Directory*. Chicago: American Library Association, 1995.

Type of Entry: Editor or compiler as author

N ⁷J.N.D. Anderson, ed., *The World's Religions* (London: Inter-Varsity Fellowship, 1950), 143.

B Anderson, J.N.D., ed. *The World's Religions*. London: Inter-Varsity Fellowship, 1950.

Type of Entry: Edition other than the first

N ⁸William R. Shepherd, *Historical Atlas*, 8th ed. (New York: Barnes & Noble, 1956), 62.

B Shepherd, William R. *Historical Atlas*, 8th ed. New York: Barnes & Noble, 1956.

Type of Entry: Reprint edition

N ⁹Gunnar Myrdal, *Population: A Population for Democracy* (Cambridge: Harvard University Press, 1940; reprint, Gloucester, MA: Peter Smith, 1956), 9.

B Myrdal, Gunnar. *Population: A Population for Democracy*. Cambridge: Harvard University Press, 1940. Reprint, Gloucester, MA: Peter Smith, 1956.

Type of Entry: Component part by one author in a work by another

N ¹⁰Paul Tillich, "Being and Love," in *Moral Principles of Action*, ed. Ruth N. Anshen (New York: Harper & Bros., 1952), 663.

B Tillich, Paul. "Being and Love." In *Moral Principles of Action*, ed. Ruth N. Anshen, 661-72. New York: Harper & Bros., 1952.

Type of Entry: Electronic document: From Internet

N ¹¹William J. Mitchell, *City of Bits: Space, Place, and the Infobahn* [book-on-line] (Cambridge, MA: MIT Press, 1995, accessed 29 September 1995); available from http://www-mitpress.mit.edu:80/City_of_Bits/Pulling_Glass/index.html; Internet.

B Mitchell, William J. *City of Bits: Space, Place, and the Infobahn* [book-on-line]. Cambridge, MA: MIT Press, 1995, accessed 29 September 1995); available from http://www-mitpress.mit.edu:80/City_of_Bits/Pulling_Glass/index.html; Internet.

Type of Entry: Electronic document - From Email

- N** ¹² Norman Franke, "Sound App 2.0.2," 29 April 1996, personal email (3 May 1996).
¹³ Danny Robinette, "Epiphany Project," 30 April 1999, office communication (29 May 1999).

- B** Mitchell, William J. *City of Bits: Space, Place, and the Infobahn* [book-on-line]. Cambridge, MA: MIT Press, 1995, accessed 29 September 1995; available from http://www-mitpress.mit.edu:80/City_of_Bits/Pulling_Glass/index.html; Internet.

Type of Entry: Electronic document - Government publication

- N** ¹⁴ George Bush, "Principles of Ethical Conduct for Government Officers and Employees," Executive Order 12674, 12 April 1989, pt. 1, <<http://www.usoge.gov/exorders/eo12674.html>> (30 October 1997).

- B** Bush, George. "Principles of Ethical Conduct for Government Officers and Employees." In Executive Order 12674, 12 April 1989, pt. 1, accessed 30 October 1997; available from <http://www.usoge.gov/exorders/eo12674.html>; Internet.

Type of Entry: Encyclopedia, unsigned article

- N** ¹⁵ *Collier's Encyclopedia*, 1994 ed., s.v. "Mindoro."

- B** Well-known reference books are generally not listed in bibliographies.

Type of Entry: Encyclopedia, signed article

- N** ¹⁶ C. Hugh Holman, "Romanticism," in *Encyclopedia Americana*, 1988 ed.

- B** Well-known reference books are generally not listed in bibliographies.

Type of Entry: Interview (unpublished by writer of paper)

- N** ¹⁷ Nancy D. Morganis, interview by author, 16 July 1996, Fall River, MA, tape recording.

- B** Morganis, Nancy D. Interview by author, 16 July 1996, Fall River, MA. Tape recording.

Type of Entry: Newspaper article

- N** ¹⁸ "Profile of Marriott Corp.," *New York Times*, 21 January 1990, sec. III, p. 5.

- B** "Profile of Marriott Corp." *New York Times*, 21 January 1990, sec. III, p. 5.

Type of Entry: Article in a journal or magazine published monthly

- N** ¹⁹ Robert Sommer, "The Personality of Vegetables: Botanical Metaphors for Human Characteristics," *Journal of Personality* 56, no. 4 (December 1988): 670.

- B** Sommer, Robert. "The Personality of Vegetables: Botanical Metaphors for Human Characteristics." *Journal of Personality* 56, no. 4 (December 1988): 665-683.

Type of Entry: Article in a magazine published weekly (or of general interest)

N ²⁰Robin Knight, "Poland's Feud in the Family," *U.S. News and World Report*, 10 September 1990, 52.

B Knight, Robin. "Poland's Feud in the Family." In *U.S. News and World Report*, 10 September 1990, 52-53, 56.

Type of Entry: Thesis or dissertation

N ²¹O. C. Phillips, Jr., "The Influence of Ovid on Lucan's *Bellum Civile*" (Ph.D. diss., University of Chicago, 1962), 14.

B Phillips, O. C., Jr. "The Influence of Ovid on Lucan's *Bellum Civile*." Ph.D. diss., University of Chicago, 1962.

PLAGIARISM

By definition, a research paper involves the assimilation of prior scholarship and entails the responsibility to give proper acknowledgement whenever one is indebted to another for either words or ideas. Failure to give credit is plagiarism.

For more specific examples of formatting and documentation, please refer to K.L. Turabian, *A Manual for Writers of Term Papers, Theses and Dissertations*, Chicago: University of Chicago Press, 6th edition revised by J. Grossman and A. Bennett, 1996. (REF BL2396.T8.1996).