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INTRODUCTION

WCIU strives for excellence and the highest standards in academic research and integrity. The university cherishes the awareness that it is training future leaders and mentors to serve globally. With this in mind, WCIU recognizes that students are contributing to the task of solving the problems of human development. Consequently, WCIU insists that students approach their research and writing with equally high values and honesty. WCIU upholds institutional efforts to safeguard academic integrity and insists that students acknowledge and adhere to the *Statement of Academic Integrity*.

One of the tasks of researchers is to cite the sources of facts, ideas, or words that they use in their papers. Faculty, students, and alumni communicate the results of their research, which are intended to address human problems in a standard academic format that will be recognized and accepted by other scholars.

**An important note to the student:** Follow the rules of correct citations exactly, *as your readers will expect it*. These rules apply not only to the data you must include and their order, but also punctuation, capitalization, italicizing, etc. Pay attention to minute details; follow this reference guide, as you will not be able to remember them all. This style sheet is designed to provide you with examples of many of the common types of sources. Examples are provided here that have been extracted from *A Manual for Writers of Research Papers, Theses, and Dissertations*, 8th Edition, by Kate L. Turabian. Numbers in bold correspond to section numbers in the *Manual* so that the student can seek further explanation if necessary.
Ch. 15: CITING SOURCES, GENERAL MATTERS

15.1 Reasons for Citing Sources
1. *To give credit.* Giving the writer the recognition he or she has earned.
2. *To assure readers about the accuracy of the facts.* Fairness to other researchers is matched by earning the readers’ trust. It is not enough to get the facts right. The student must also tell readers the source of the facts. It is not possible to trust a source that is unknown and cannot be located. If the facts cannot be trusted then the student’s argument cannot be trusted either. The first link in the chain of trust is established by citing sources fully, accurately, and appropriately. It allows readers to check the facts if they choose to.
3. *To show readers the research tradition that informs the student’s work.* Researchers cite sources to indicate where they collect data, but this is not the only reason. Researchers also cite work that extend, support, contradict, or correct prior research. These citations help readers not only understand the student’s specific project but also connect it to the other research in the student’s field.
4. *To help readers follow or extend the student’s research.* By citing sources the student supports additional research in the field. Some readers use sources to pursue their own work. Consequently, citations help others to follow in the student’s footsteps or to strike out in a new direction.
5. *To indicate to readers the quality and breadth of the research.* Academic readers will be looking for well-known authors and reputable publishers in the field. Scholars and researchers also recognize each other by the referencing style employed.

15.2.1 Situations Requiring Citations
1. When you *quote exact words from a source.*
2. When you *paraphrase ideas* that are associated with a specific source, even if you don’t quote exact words from it.
3. When you use any idea, data, or method attributable to any source you consulted.

15.3 Style of Citation
William Carey International University requires for academic papers the *parenthetical citations-reference list style,* or simply *reference list style.*
1. The style of referencing indicates the field in which the writer is working. WCIU follows a social science style (author-date) that will be recognized by other scholars working in a variety of social science fields.
2. Attention to detail in consistently following a style manual (or the lack of consistency and accuracy) will immediately tell the readers whether or not the writer is someone they can respect or from whom they can expect to learn.
15.3.2 Reference List Style

In reference list-style citations, you signal that you have used a source by placing a parenthetical citation (including author, date, and relevant page numbers) next to your reference to it.

(Examples of parenthetical citations are identified with a P; examples of reference list entries are identified with an R.)

P: He concludes that “being a person is not a pat formula, but a quest, a mystery, a leap of faith” (Lanier 2010, 5).

At the end of the paper, you list all sources in a reference list. That list normally includes every source you cited in a parenthetical citation and sometimes others you consulted but did not cite. Each reference list entry includes complete bibliographical information for a source. The publication date immediately follows the name of the author, making it easy to follow a parenthetical citation to its corresponding entry in the reference list:


15.4 Citation of Electronic Sources

Researchers now increasingly rely on sources that are found online or in another electronic medium. Sources available online are inherently less stable than printed sources. The new sources have been used long enough for standard citation forms to be adapted to their special characteristics, especially the transitory and changeable nature of the electronic source.

(The six following numbered items are adapted from Turabian’s Manual 3.4.3 “Evaluate Sources for Relevance and Reliability”).

Evaluate online sources as you do those in print, but be more cautious. Reliable Web sources increase daily, but they are still islands in a swamp of misinformation. Here are some guidelines for signs of reliability:

1. The site is sponsored by a reputable organization. Most sites supported by an individual are not reliable.
2. It is related to a reliable professional journal.
3. It supplements reliable print sources. Many government and academic databases are only online.
4. It avoids heated advocacy for or against a contested social issue.
5. It does not make wild claims, attack other researchers, use abusive language, or make errors of spelling, punctuation, and grammar.
6. It indicates when the site was last updated. If it has no date, be cautious.
15.4.1 Online Sources

Many websites have no identifiable author, publisher, or sponsor. This makes them the equivalent of any other anonymous source. They are not reliable enough to use without serious qualification. (For more information see *Manual 3.4.3 “Evaluate Sources for Relevance and Reliability”*).

Most online sources are located through a URL (uniform resource locator), but URLs come and go. It is possible that a URL will not be available months, weeks, or even days later, which makes it difficult or impossible to find the content you originally consulted.

In your research, choose online sources carefully. When information is available on multiple websites or in multiple media (print and online), consult the most stable and reliable version available, and always cite the version you consulted.

Most information posted online often will lack the standard facts of publication: author, title, publisher, or date. Even so, the student researcher must include information beyond the URL in the reference list. If only a URL is cited and the URL changes or becomes obsolete, the citation becomes useless to the readers.

The URL tells where the material was located at the time it was consulted. A complete citation also must indicate what a source is and the date on which it was last accessed.

15.5 Preparation of Citations

Anticipate what you will need, and ease the process of preparing and checking citations. Here are some helpful hints:

- Use the most authoritative sources, in their most reliable version. If you find second-or thirdhand information, track down the original source.
- If a source is available in multiple versions, always cite the one you actually consulted. There may be small but important differences between the versions that could affect the accuracy of your quotations or other references to the source.
- Record all bibliographical information before you take notes. (See Figure 18.1)
- Record page numbers for every quotation and paraphrase.
- As you draft, clearly indicate every place where you may need to cite a source. It is much easier to remove an unnecessary citation when you revise than to remember where you may have relied on someone else’s ideas.
- You can assemble your reference list either as you consult your sources or as you draft and revise. Be sure to check each detail carefully.

Getting each citation right may be tedious, but as with every other phase of research, if you anticipate what you need and manage the process from the beginning, you can complete even this least exciting part of research faster, more easily, and more reliably.
Ch. 18: AUTHOR-DATE STYLE, \textit{THE BASIC FORM}

**Parenthetical Citations—Reference List Style: The Basic Form**

The \textit{reference list style} is also known as \textit{author-date style}, because the author’s name and the date of publication are the critical elements for identifying sources. Examples of parenthetical citations are identified with a \textit{P}; examples of reference list entries are identified with an \textit{R}.

In this style, you signal that you have used a source by placing a \textit{parenthetical citation} (including author, date, and relevant page numbers) next to your reference to that source:

According to one scholar, “The railroads had made Chicago the most important meeting place between East and West” (Cronon 1991, 92-93).

At the end of the paper, you list all sources in a \textit{reference list}. That list normally includes every source you cited in a parenthetical citation and sometimes others you consulted but did not cite. Since parenthetical citations do not include complete bibliographical information for a source, you must include that information in your reference list. All reference list entries have the same general form.


Readers expect you to follow the rules for correct citations exactly. These rules cover not only what data you must include and their order, but also punctuation, capitalization, italicizing, and so on. To get your citations right, you must pay close attention to many minute details that few researchers can easily remember. This reference manual provides a ready guide to most of those details. To cite some unusual sources, you may need to look up further details in Turabian’s \textit{Manual}. You can easily learn the basic patterns for the few kinds of citations you will use most often.
Figure 18.1 Reference Manual Template
The following templates show what elements should be included in what order when citing several common types of sources in reference lists (R) and parenthetical citations (P). They also show punctuation, capitalization of titles, and when to use italics or quotation marks. Gray shading shows abbreviations (or their spelled-out versions) and other terms as they would actually appear in a citation. XX stands in for page numbers actually cited, YY for a full span of page numbers for an article or a chapter.

Books

1. Single Author or Editor
   R. Author’s Last Name, Author’s First Name. Year of Publication. *Title of book: Subtitle of Book.* Place of Publication: Publisher’s Name.


   P: (Author’s Last Name Year of Publication, XX-XX)

   (Gladwell 2000, 64-65)

   For a book with an editor instead of an author, adapt the pattern as follows:

   R: Editor’s Last Name, Editor’s First Name, ed. Year of Publication . . .

   Greenberg, Joel, ed. 2008 . . .

   P: (Editor’s Last Name Year of Publication, XX-XX)

   (Greenberg 2008, 75-80)

2. Multiple Authors
   For a book with two authors, use the following pattern:

   R: Author #1’s Last Name, Author #1’s First Name, and Author#2’s First and Last Names. Year of Publication. *Title of Book: Subtitle of Book.* Place of Publication: Publisher’s Name.


   P: (Author #1’s Last Name and Author #2’s Last Name Year of Publication, XX-XX)

   (Morey and Yaqin 2011, 52)
Figure 18.1 Templates for reference list entries and parenthetical citations

For a book with three authors, adapt the pattern as follows:

R:  Author #1’s Last Name, Author #1’s First Name, Author #2’s First and Last Names, and Author #3’s First and Last Names. Year of Publication . . .


P:  (Author #1’s Last Name, Author #2’s Last Name, and Author #3’s Last Name Year of Publication, XX-XX)

(Soss, Fording, and Schram 2011, 135-36)

For a book with four or more authors, adapt the parenthetical citation pattern only as follows:

P:  (Author #1’s Last Name et al. Year of Publication, XX-XX)

(Bernstein et al. 2010, 114-15)

3. Author(s) Plus Editor or Translator

For a book with an author plus an editor, use the following pattern:

R:  Author’s Last Name, Author’s First Name. Year of Publication. Title of Book: Subtitle of Book. Edited by Editor’s First and Last Names. Place of Publication: Publisher’s Name.


P:  (Author’s Last Name Year of Publication, XX-XX)

(Austen 2011, 311-12)

If a book has a translator instead of an editor, substitute the phrase Translated by and the translator’s name for the editor data in the reference list entry.

4. Edition Number

R:  Author’s Last Name, Author’s First Name. Year of Publication. Title of Book: Subtitle of Book. Edition Number ed. Place of Publication: Publisher’s Name.


P:  (Author’s Last Name Year of Publication, XX-XX)

(Van Maanen 2011, 84)
**Figure 18.1 Templates for reference list entries and parenthetical citations**

### 5. Single chapter in an Edited Book

**R:** Chapter Author’s Last Name, Chapter Author’s First Name. Year of Publication. “Title of Chapter: Subtitle of Chapter.” *Title of Book: Subtitle of Book*, edited by Editor’s First and Last Names, YY-YY. Place of Publication: Publisher’s Name.


**P:** (Chapter Author’s Last Name Year of Publication, XX-XX)

(Ramírez 2010, 231)

### 6. Journal Article in Print

**R.** Author’s Last Name, Author’s First Name. Year of Publication. “Title of Article: Subtitle of Article.” *Title of Journal* Volume Number, Issue Number (Additional Date Information): YY-YY.


**P:** (Author’s Last Name Year of Publication, XX-XX)

(Bogren 2011, 156)

*For an article with multiple authors, follow the relevant pattern depicted above.*

### 7. Journal Article Online

*For a journal article consulted online, include an access date and a URL. For articles that include a DOI, from the URL by appending the DOI to [http://dx.doi.org/](http://dx.doi.org/) rather than using the URL in your address bar. The DOI for the Kiser article in the example below is 10.1086/658052.*

**R.** Author’s Last Name, Author’s First Name. Year of Publication. “Title of Article: Subtitle of Article.” *Title of Journal* Volume Number, Issue Number (Additional Date Information): YY-YY. Accessed Date of Access. URL.


**P:** (Author’s Last Name Year of Publication, XX-XX)

(Kiser 2011, 340)
18.1.1 Order of Elements in a Reference List
The order of elements in reference list entries follows the same general pattern for all
types of sources: author, date (year) of publication, title, other facts of publication.
Reference list entries include the full span of page numbers for a source that is part of a
larger work, such as an article or a chapter.

Parenthetical citations include only the first two of the elements mentioned above. If they
cite specific passages, they also include page numbers or other locating information.

18.1.2 Punctuation
In reference list entries, separate most elements with periods; in parenthetical citations,
do not use a punctuation mark between the author and the date, but separate the date
from a page number with a comma. (See Figure 18.1 for examples).

18.1.3 Capitalization
Capitalize most titles headline style, but capitalize titles in foreign languages sentence
style. Capitalize proper nouns in the usual way. (See Figure 18.1 for examples).

18.1.4 Italics and Quotation Marks
Titles of larger entities (books, journals) are printed in italics; titles of smaller entities
(chapters, articles) are printed in roman type and enclosed in quotation marks. Titles of
unpublished works (such as dissertations) are printed in roman type and enclosed in
quotation marks, even if they are book length. (See Figure 18.1 for examples).

18.1.5 Numbers
In titles, numbers are spelled out or given in numerals exactly as they are in the original.
Page numbers that are in roman numerals in the original are presented in lowercase
roman numerals. All other numbers (such as chapter numbers or figure numbers) are
given in arabic numerals, even if they are in roman numerals or spelled out in the original.
(See Figure 18.1 for examples).

18.1.6 Abbreviations
Abbreviate terms such as editor and translator (ed. and trans.) when they come after a
name, but spell them out when they introduce it (Edited by). The plural is usually formed
by adding s (eds.) unless the abbreviation ends in an s (use trans. for both singular and
plural). Terms such as volume, edition and number (vol., ed., and no.) are always
abbreviated. (See Figure 18.1 for examples).

The following link has both bibliography style and reference style examples.
Follow the P-R (Parenthetical Citations-Reference List) styles, also known as the author-
date style:
http://www.press.uchicago.edu/books/turabian/turabian_citationguide.html
18.2 Reference Lists

In papers that use parenthetical citations—reference list style, the reference list presents full bibliographic information for all the sources cited in parenthetical citations. In addition you may include works that were important to presenting the material in your paper but that you did not specifically mention in the text. In addition to providing bibliographical information, reference lists show readers the extent of the research and its relationship to prior work. They also help readers use your sources in their own research.

WCIU students must include a reference list in their academic research papers whenever they use this citation style. Label the list References. (See Figure A.16 for an example of reference list format).

18.2.1 Arrangement of Entries

Alphabetical and Chronological by Author. A reference list is normally a single list of all sources arranged alphabetically by the last name of the author, editor, or whoever is first in each entry. (For alphabetizing foreign names, compound names, and other special cases, see Turabian Manual 18.2.1.2)

If your reference list includes two or more works written, edited, or translated by the same individual, arrange the entries chronologically by publication date. For all entries after the first, replace the individual’s name with a long dash (called a 3-em dash, see below 21.7.3). For edited or translated works, put a comma and the appropriate designation (ed., trans., and so on) after the dash. List all such works before any that the individual coauthored or coedited.

[See Figure A.16 below for examples]


18.2.2 Sources That May be Omitted
By convention, you may omit the following types of sources from a reference list: (See Turabian Manual section numbers for specific examples).

- classical, medieval, and early English literary works (19.5.1.) and (in some cases) well-known English language plays (19.8.5.2)
- the Bible and other sacred works (19.5.2)
- well-known reference works, such as major dictionaries and encyclopedias (19.5.3)
- anonymous unpublished interviews and personal communications (19.6.3.), individual blog entries and comments (19.7.2), and postings to social networks (19.7.3) or electronic discussion groups or mailing lists (19.7.4)
- some sources in the visual and performing arts, including artworks (19.8.1) and live performances (19.8.2)
- the U.S. Constitution (19.9.5), and some other public documents (19.9)

However, you may choose to include in your reference list a specific work from one of these categories that is critical to your argument or frequently cited.

18.3 Parenthetical Citations
Parenthetical citations include enough information for readers to find the full citation in your reference list—usually the author’s name, the date of publication, and (if citing a specific passage), a page number or other locating information. The name and date must match those in the relevant reference list entry exactly. Do not confuse or combine citation styles.

If you wish to make substantive comments on the text, use footnotes instead of parenthetical citations. See 16.3.2-16.3.4 in the Turabian Manual for more information on note placement, numbering, and format.

Ch. 19: AUTHOR-DATE STYLE, CITING SPECIFIC TYPES OF SOURCES

The following are examples for citing electronic sources. See Turabian Manual 19.7 for more information.

19.7 Websites, Blogs, Social Networks, and Discussion Groups
Material posted or shared on websites, blogs, social networks, and the like may lack one or more of the standard facts of publication (author, date, title, or publisher). In addition to an access date and a URL (see 15.4.1.3) you must include enough information to positively identify and (if possible) locate a source even if the URL changes or becomes obsolete.
19.7.1 Websites
Include as much of the following as you can in your reference list: author, publication or revision date, title of the page (in roman type, enclosed in quotation marks), title or owner of the site, URL, and access date. If there is no author, the source should be listed under the title of the website or the name of its owner or sponsor. If there is no date, use the access date.


P: (Brooks, 2011)

19.7.2 Blog Entries and Comments
Blog entries are cited much like articles in newspapers (see 19.4). In your reference list, include as much of the following as you can determine: the author of the entry, the date, a title (in quotation marks), the name of the blog (in italics), and the specific day the entry was posted. Also include an access date and a URL (see 15.4.1.3).


P: (Cavett 2011)

19.10 One Source Quoted in Another
Responsible researchers avoid repeating quotations that they have not actually seen in the original. If one source includes a useful quotation from another source, readers expect you to obtain the original to verify not only that the quotation is accurate, but also that it fairly represents what the original meant. If the original source is unavailable, however, cite it as “quoted in” the secondary source in your reference list. In a parenthetical citation, give only the name of the original author.


P: (Zukofsky 1931, 269)

The same situation may arise with a quotation you find in a secondary source drawn from a primary source (see 3.1.1). Often, the student will not be able to consult the primary source, especially if it is in an unpublished manuscript collection. In this case, follow the principles outlined above.
Ch. 21: PUNCTUATION

21.7.1 Hyphen
Hyphens are used in a variety of contexts, including compounds words and inclusive numbers. (Your dictionary is the best authority for correct spelling of a compound word or a compound modifier. If you cannot find the compound there, you may need to refer to Section 20.3 in the *Turabian Manual*).

21.7.2 Dash
A dash is an elongated hyphen used to set off text in a way similar to but more prominent than commas or parentheses. Technically called an *em dash*, this character is available in most processors. It can be represented with two consecutive hyphens, but most word processors can be set to convert double hyphens to em dashes automatically. Do not leave space on either side of the dash.

21.7.3 Multiple Dashes
When you quote from a mutilated or illegible text or represent an obscenity, indicate a missing word or missing letters with a 2-em dash (formed with two consecutive em dashes, or four hyphens). For a missing word, leave a space on either side of the dash; for missing letters, leave no space between the dash and the existing part of the word.

The vessel left the —— of July.

H—— h? [Hirsch]

It was a d—— shame.

A 3-em dash (formed with three consecutive em dashes, or six hyphens) is used in bibliographies and reference lists to represent the repeated name of an author or editor (see Figure A.16 for an example).

Ch. 22: NAMES, SPECIAL TERMS & TITLES OF WORKS

22.3 Titles of Works
When you cite work, present its title exactly as it appears in the original work. If the original is unavailable, you may use the citation from a reliable source. Always preserve the original spelling (including hyphenation) in such titles, even if it does not conform to current usage.

Academic convention prescribes that titles follow specific patterns of capitalization and typography (italics, quotation marks, or neither) no matter how they appear in the original. The principles vary somewhat for titles used in text and those used in citations.
22.3.1 Capitalization
Titles have two patterns of capitalization: headline style and sentence style.

**HEADLINE-STYLE CAPITALIZATION:**

Headline-style capitalization is intended to distinguish titles clearly from surrounding text. In this style, the first letter of the first and last words of the title and subtitle and all other words are typically capitalized (Ref. 22.3.1.1 for all exceptions).

Although many short words are lowercase in this style, length does not determine capitalization. You must capitalize short verbs (*is, are*), adjectives (*new*), personal pronouns (*it, we*), and relative pronouns (*that*), because they are not among the exceptions listed. Use lowercase for prepositions (*according*) since prepositions are among the exceptions.

*Use headline-style capitalization for the title of your paper and the titles of any parts or chapters within it.* (WCIU prefers headline-style for the title pages of student papers). *Present most titles mentioned in the text in headline style.*

The Economic Effects of the Civil War in the Mid-Atlantic States

To Have and to Hold: A Twenty-First-Century View of Marriage

All That Is True: The Life of Vincent van Gogh, 1853-90

Four Readings of the Gospel according to Matthew

Self-Government and the Re-establishment of a New World Order

Global Warming: What We Are Doing about It Today

Still Life with Oranges

From *Homo erectus* to *Homo sapiens*: A Black-and-White History

E-flat Concerto

**SENTENCE-STYLE CAPITALIZATION:**

Sentence-style capitalization is a simpler, though less distinct, way of presenting titles than headline style. In this style, capitalize only the first letters of the first word of the title and subtitle and any proper nouns and proper adjectives thereafter.
For foreign language titles, use sentence style. In reference list-style citations, use sentence-style headlines.

Seeing and selling late-nineteenth-century Japan
Natural crisis: Symbol and imagination in the mid-American farm crisis
Religious feminism: A challenge from the National Organization for Women
The last supper

Sentence style is also used for titles of works in foreign languages. Foreign languages have capitalization principles different from English, so if you are uncertain about these principles in a particular language, consult a reliable authority.

Speculum Romanae magnificentiae
Historia de la Orden de San Gerónimo
Realexikon zur deutschen Kunstgeschichte
Phénoménologie et religion: Structures de l’institution chrétienne

Ch. 25: QUOTATIONS

This section offers some general guidelines for presenting quotations. Although all of the examples are in English, the guidelines also apply to quotations from other languages. Quoting directly from a source is just one of several options for representing the work of others in your paper. Remember to cite the source of the words or ideas you use.

25.1 Quoting Accurately and Avoiding Plagiarism
Accurate quotation is crucial to the scholarly enterprise. Follow these guidelines to help you in preparing your papers:

- Use the most reliable edition available (see Chapter 3).
- Transcribe words exactly as they are in the original or modify them only as described in 25.3.
- Accurately report the source in your bibliography or reference list so that readers can consult it for themselves.

The ethics of scholarship also requires that whenever you quote words, tables, graphics, or data from a source, you clearly indicate what you borrowed and from where, using the appropriate citation style. If you do not, you risk the charge of plagiarism.

25.2 Incorporating Quotations in Your Text
You can incorporate a quotation into your text in one of two ways, depending on its length. If the quotation is four lines or less, run it into your text and enclose it in quotation
marks. When it is five lines or longer, set it off as a block quotation, without quotation marks. Follow the same principles for quotations within footnotes or endnotes. You may use a block quotation for a quotation shorter than five lines if you want to emphasize it or compare it to a longer quotation.

25.2.1 Run-in Quotations
When quoting a passage of fewer than five lines, enclose the exact words quoted in double quotation marks. You may introduce it with the name of the author accompanied by a term such as notes, claims, argues, or according to. (These terms are usually in the present tense). In this case put a comma before the quotation.

Ricoeur writes, “The boundary between plot and argument is no easier to trace.”

As Ricoeur notes, “The boundary between plot and argument is no easier to trace.”

If you weave a quotation more tightly into your sentence as with the word that, do not put a comma before it.

Ricoeur warns us that “the boundary between plot and argument is no easier to trace.”

If you place the phrase in the middle of a quotation, set it off with commas.

“The boundary between plot and argument,” says Ricoeur, “is no easier to trace.”

For a quotation within a quotation, use single quotation marks for the inner set of quoted words.

Rothko, argues Ball, “wanted to make works that wrought a transcendent effect, that dealt with spiritual concerns: ‘Painting must be like miracles,’ he once said.”

25.2.2 Block Quotations
Present a prose quotation (as opposed to a poetry quotation) of five or more lines as a block quotation. Introduce the quotation in your own words in the text. If you introduce the quotation with a complete sentence, end the sentence with a colon. If you use only an attribution phrase such as notes, claims, argues, or according to along with the author’s name, end the phrase with a comma. If you weave the quotation into your sentence do not use any punctuation before the quotation if no punctuation would ordinarily appear there.

Single-space a block quotation, and leave a blank line before and after it. Do not add quotation marks at the beginning or end, unless they appeared in the original. Indent the entire quotation as far as you indent the first line of a paragraph.
Jackson begins by evoking the importance of home:

Housing is an outward expression of the inner human nature; no society can be fully understood apart from the residences of its members. A nineteenth-century melody declares, “There’s no place like home,” and even though she had Emerald City at her feet, Dorothy could think of no place she would rather be than at home in Kansas. Our homes are our havens from the world. (Jackson, 248)

In the rest of his introduction, he discusses...

(For other examples see Turabian Manual, section 25.2.2)

25.3 Modifying Quotations
Whenever you quote, you must record the exact wording, spelling, capitalization, and punctuation of the source, even if they do not follow the guidelines in this reference guide. When you incorporate the quotation, you may modify it to fit the surrounding text or to focus on certain parts of it.

APPENDIX: General Format Requirements
This section describes general format suggestions that apply to your paper as a whole. WCIUU recommends these guidelines for student papers.

A.1.1 Margins
Nearly all papers in the United States are produced on standard pages of 8 1/2 × 11 inches. Leave a margin of at least one inch on all four edges of the page.

A.1.2 Typeface
Choose a single, readable typeface designed for text, such as Times Roman or Palatino, and use it throughout. Avoid ornamental typefaces that distract readers and make your work seem less serious. For WCIU papers, use a twelve-point type. Use ten-point type for footnotes or endnotes, table titles, and figure captions.

A.1.3 Spacing and Indentation
Double-space all text in papers except the following items, which should be single-spaced:

- block quotations (Refer to Manual 25.2.2 for examples)
- table titles and figure captions
- lists in appendixes
The following items should be single-spaced internally but with a blank line between items:

- table of contents and any lists of figures, tables, and abbreviations
- footnotes or endnotes
- bibliographies or reference lists

Put only one space, not two, following terminal punctuation of a sentence. Use tabs rather than spaces for indentation, columns of texts, and other content requiring consistent alignment. Indent all paragraphs consistently.

Block quotations have their own rules for indentation. (Refer to *Turabian* Manual 25.2.2).

A.1.4 Pagination

**NUMBERING.** If your only front matter is a title page, do not number that page. Number pages in the body of the paper and the back matter with arabic numerals, starting on the first page of text.

**PLACEMENT.** Page numbers are usually placed in one of three locations: centered in the *footer* (at the bottom of the page), centered in the *header* (at the top of the page), or flush right in the header. For class papers, choose one of these locations and follow it consistently.

**OTHER IDENTIFIERS.** In some settings, you may be allowed or even encouraged to include identifying information besides the page number in the header or footer. For a class paper, your instructor may ask you to include your last name, the date of the paper, or a designation such as “First Draft.” For longer papers, chapter or section titles help readers keep track of their location in the text.
Analytical Essay of Daniel Reff’s Main Points in *Plagues, Priests, Demons*