This document gives instruction for Note-Bibliography style references. For information on Author-Date style or for more information in general, see A Manual for Writers of Research Papers, Theses, and Dissertations: Chicago Style for Students and Researchers, 9th edition.

**Title Page**
Class papers should begin with a title page. Place the title 1/3 of the way down the page and centered. If the paper has a main title and a subtitle, place the main title on a single line, followed by a colon, and begin the subtitle on the next line. Place your name 2/3 down the page, along with any information requested by your instructor, such as the course title and date. For an example of this format, consult Kate Turabian’s A Manual for Writers, 9th edition (p. 391).

For dissertation guidelines, see Turabian (p. 392).

Occasionally, you may be asked to put the title on the first page of the text, as shown below; consult your instructor.

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**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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Page Numbers
Do not number the title page, which is separate from the rest of the text (Tur. p. 385).

The page number can be placed in one of three locations: centered in the footer, centered in the header, or flush right in the header, as long as the location is consistent. Number the pages in the body of the paper and the back matter (appendix, endnotes), starting on the first page of the text, as shown below (Chi. p. 6, 1.6; Tur. p. 385-386).

THE HISTORY OF WESTERN MILITARY CODES

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 enables 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

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

Other front matter (glossaries, lists of tables, tables of contents, etc.) should be numbered with lowercase Roman numerals, as shown here (Chi. p. 7, 1.7; Tur. p. 388-400).

Glossary

Arabic numeral. One of the familiar digits used in arithmetical computation (1,2,3, etc.)

Block quotation. Quoted material set off typographically from the text by indentation.
Footnotes
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 (Chi. p. 764, 14.44; Tur. 162, 406).

Endnotes
Rather than footnotes, your instructor may require endnotes. These are found at the conclusion of the paper, but before the bibliography. Citations still appear in-text as superscript numerals, but the entries are found at the end of the paper, preceded by full-sized numbers with periods. Label the page Notes, and as with footnotes, the first line is indented and endnotes are single spaced (Chi. p. 764, 14.45-6; Tur. p. 411).

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

Considering Powers’ contribution to the development of the coding system within warfare, it is not surprising that each side in the war made use of these tactics.

Notes


3. Alan Cutler, Codes in Abodes (Boston: Houghton Mifflin, 1943), 110.
Shortened References
Within footnotes or endnotes, identical source information should be repeated in a shortened format. Simply list the author’s last name and the number of the page being referenced.

Use of the old format, the abbreviation ibid., is now discouraged (Chi. 759, 14.34; Tur. 164, 16.4.1).

Block Quotations
Block quotations are quotations five lines or longer. They do not have quotation marks around them. Introduce the quotation in your own words.

Turabian dictates that block quotations must be single spaced while Chicago dictates that block quotations must have the same line spacing as the surrounding text. Both agree that a block quotation begins on a new line. The entire block quotation is indented from the left by ½ inch.

If you introduce the quotation with a complete sentence, end the sentence with a colon (see 1).

If you use a phrase, such as notes, claims, argues, or according to along with the author’s name, end the phrase with a comma (see 2).

If you weave the quotation into the syntax of your sentence, do not use any punctuation before the quotation (see 3).

If you use multiple paragraphs in a block quotation, indent them as they are indented in the text, but do not add extra line space between them (see 3).

Block quotations may use a superscript number and footnote or endnote (see 1 & 2), or instead, they may be followed by parenthetical citations (see 3) with the punctuation before the citation (Tur. p. 361-363, 25.2.2).
Arrangement, Indentation, and Spacing

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).

Unlike foot and endnotes, which indent the first line, use a hanging indent for entries that continue onto subsequent lines. Indent 1/2” from the set margins after the first line of each entry (p. 221).

Each entry should be single spaced.

Bibliography

In addition to endnotes or footnotes, a bibliography is required at the end of the paper. If endnotes are used, the bibliography comes after endnotes. It should list all sources that were referenced in the paper. The title should be centered and in all capital letters but not underlined, italicized, or bolded (p. 402).

<table>
<thead>
<tr>
<th>BIBLIOGRAPHY</th>
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</table>

Citation Guidelines

Use the following formats for the most common types of sources. For further information, consult chapters 16 and 17 of Kate Turabian’s A Manual for Writers, 8th edition. N = Note Format and B = Bibliography Format.

Book by a Single Author (Chi. p. 753, 14.23; Tur. p. 151, 16.1)

N First Name Last Name, Title (Location: Publisher, Year), pages.


B Last Name, First Name. Title. Location: Publisher, Year.

Book by Two Authors (Chi. p. 753, 14.23; Tur. p. 151, 16.1)

N  First Name Last Name and First Name 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, and First and Last Name. Title. Location: Publisher, Year.


Book with No Author Given (Chi. p. 787, 14.79; Tur. p. 173, 17.1.1.5)

N  Title (Location: Publisher, Year), Pages.


B  Title. Location: Publisher, Year.


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.


B  Last Name, First Name. “Title of Text.” In Title of Collected Works, ed. First Name Last Name, pages.

Location: Publisher, Year.


Article in a Newspaper (Chi. 838, 14.191; Tur. p. 259, 19.4.1)

N  First Name Last Name, “Title of Article,” Title of Newspaper, Day Month Year.


B  Last Name, First Name. “Title.” Name of Newspaper, Month Day, Year.


Electronic Documents (Tur. 194-197, 17.5)

There are two categories of online sources:

First are those that are available in print and accessible online, e.g. journal articles, magazine and newspaper articles, etc. In this case, you will simply cite the source as you would for its print version and then add the URL, the DOI, or database through which you accessed the source.

Journal Article (Chi. p. 826, 14.161; p. 833, 14.175)

N  First Name Last Name, “Article Title,” Journal Title Volume Number, Issue Number (Date): page, date of access, URL.


B  Last Name, First Name. “Article Title.” Journal Title Volume Number, no. Issue Number (Date): pages, date of access, URL.


Website (Chi. p. 845, 14.207; Tur. p. 194, 17.5)

The second kind of online source is a website. In this case, you will include as much of the following information as possible in your citation: author, title of the page, title or owner of the site, publication or revision date, access date and URL. Normally you can limit citations of website content to the foot or endnotes. Include a specific item in your bibliography only if it is crucial to your argument, frequently cited, or both.

N  First Name Last Name, “Title of the Page,” Publisher, date published, date of access, URL.


B  Last name, first name, “Title of Page,” Publisher, date published, date of access, URL.