

**SAMPLE PAPER**

HELP FOR THOSE WRITING THEIR FIRST ESSAY

(Using the “Turabian” Style)

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## I. INTRODUCTION

The following sample essay has been prepared to help answer some of the questions and problems that you may have when writing your first term paper. It includes explanations and illustrations of format, quotations, footnotes and bibliography, using the style set out in "A Manual for Writers of Term Papers, Theses and Dissertations" by Kate Turabian.

## II. BODY

The title page is a very important page of your essay as it is the first impression that an instructor has of your work. Always put the full title of the essay in capital letters, one-quarter (1/4) of the way down the page. Halfway down, put your name and student number. Three-quarters (3/4) of the way down, put the course name and number, section number, your instructor's name, "Douglas College," and the date.

White, good quality, 8½" x 11" paper should be used whether your essay is typed, printed or handwritten. Note the spacing used for this sample essay – it is double-spaced on one side of each sheet. Allow 1 – 1½" on the left for binding and a 1" margin on the other three sides. Indentation for new paragraphs is five typed spaces. The number of each page is at the top right hand corner in Arabic numerals, beginning with the first typed page.

The next section of this sample essay is devoted to quotations and footnotes. Footnotes are generally used to indicate the origin of quotations or ideas. A quotation in an essay is placed in quotation marks and followed by a footnote number. "Note, numbers must follow one another in numerical order

beginning with the number one.”<sup>1</sup> As the exact words of another author have been used, this must be acknowledged by using quotation marks and a number. Note at the foot of this page the footnote made for this quotation. When quoting from a book, you must include: name of author, title of book, place of publication, publisher’s name, date of publication, and the page number of the specific quotation.

“When references to the same work follow each other without any intervening reference ... the abbreviation “Ibid.” is used.”<sup>2</sup> Look again at the footnotes on the bottom of this page. Number two (2) is from the same book, but from a different page, so “Ibid.” (followed by a period and the page number) is used. The “...” in this quotation are called ellipses and are used to indicate omissions of words.

To write a footnote for an article or statement in a journal, the following format should be used:

3 Ken Hatt, “Probation and Community Corrections in a Neo-Correctional Era,” Canadian Journal of Criminology 27 (July 1985): 299.

For an unsigned article in an encyclopedia, the footnote should look like this:

4 Encyclopedia Britannica, 14<sup>th</sup> ed., s.v. “Slang.”

When citing from any alphabetically arranged reference work such as a dictionary or encyclopedia, it is best to give the title of the article preceded by “s.v.” (which means “under the word”) rather than a volume and page number.

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<sup>1</sup> Kate L. Turabian, A Manual for Writers of Term Papers, Theses and Dissertations (Chicago: University of Chicago Press, 1987, p. 124)

<sup>2</sup> Ibid., p. 159

Be sure that the first line of your footnote is indented 6 spaces and that your punctuation is correct. Always underline the titles of books, journals and encyclopedias.

### III. CONCLUSION

This sample essay outlines one accepted style which may be used for footnotes in your term assignments. A bibliography follows which includes all the works referred to for this sample essay. Although not all were referred to directly, they must all be listed as sources consulted for this paper.

The works are listed in alphabetical order by the authors' surnames and those works with no author are listed by title. Each entry is single-spaced and separated from the text by a double space.

Other library handouts are available that will give you further information on footnote and bibliography form. Also available are books on essay writing.

Be sure to ask a Librarian for help.