



PROVIDENCE  
COLLEGE

***THE  
HISTORY HONORS  
THESIS***

**Department Guidelines for Thesis  
Format, Layout, and Documentation:  
*A Student Aid***

Department of History  
Providence College  
Fall 2014





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## **TO: WRITERS OF A HISTORY HONORS THESIS**

Now that you have undertaken to write a History Honors Thesis, it is important not only that you follow the high standards of historical research, analysis, and writing set by your thesis director but also that you adhere to the specific guidelines of the Department of History concerning the overall format, layout, and documentation of your thesis. *For a History Honors Thesis to be fully approved and accepted by the Department of History, it must satisfy the requirements in both these areas.*

The purpose of this pamphlet is to aid the thesis writer by explaining and illustrating, in a clear and precise manner, the Department's basic requirements as to format, layout, and documentation. Along with these guidelines, however, all thesis writers should refer to the most recent editions of the following sources (in the order listed) as their primary guides in writing their theses, all of which are readily available in the HELIN System:

Turabian, Kate L. *A Manual for Writers of Term Papers, Theses, and Dissertations*. Chicago: The University of Chicago Press.

Rampolla, Mary Lynn. *A Pocket Guide to Writing in History*. Boston: Bedford/St. Martin's.

*The Chicago Manual of Style*. Chicago: The University of Chicago Press.

### **I. Main Parts of the Thesis**

Your thesis will consist of three main parts and will be identified as such in these guidelines:

- \* Front (Preliminary) Matter
- \* Text
- \* Back (Reference) Matter

### **II. Overall Thesis Specifications**

Length: 40-50 double-spaced, single-sided pages (See History Honors Thesis Brochure)

Paper: Size: 8 1/2 x 11; Weight: 20 lb. (Turabian)

## ADDITIONAL HELPFUL INSTRUCTIONS REGARDING CITATION OF ELECTRONIC SOURCES

Please note that a URL (universal resource locator) alone is not sufficient or reliable identification in footnotes and bibliographic entries, as it can be moved without notice to a different location on the Web or even disappear altogether. Therefore, in addition to the URL, your documentation should include the full facts of publication about your source so that the reader will be able to authenticate your source easily.

If you use a copy-and-paste method to insert the URL from the web site into your thesis, it will appear with underscoring and most likely in colored print. The underscoring should be removed and the colored print changed to black so that the URL appears in the following format:

<http://www.chicagomanualofstyle.org/>

[This may be achieved easily by right-clicking on the URL and selecting "Remove Hyperlink."]

If the URL is so lengthy that it does not fit on one line, it can be broken at the end of a line and placed on two or more lines by separating the URL at any of the following points:

- \* after a colon or double slash (//);
- \* before a single slash (/), a tilde (~), a period, a comma, a hyphen, an underline ( \_ ), a question mark, a number sign, or a percent symbol; or
- \* before or after an equals sign or an ampersand.

[Please refer to *The Chicago Manual of Style* for the most complete and detailed rules for the citation of electronic sources.]

Typeface: *For Text and Back:* Use 12 pt., Times New Roman font (Turabian)  
*For Footnotes:* Use 10 or 12 pt., Times New Roman font (Turabian)

Margins: Use one-inch margins on all four sides of paper. Fully justify (align) the right-hand margin. (Turabian)

Tab Indentation: Use the standard computer tab default indentation for the beginning of paragraphs. (Using 12 pt. Times New Roman, this usually equals about 12 spaces.) (Turabian)

Indented Quotes: Long quotes (consisting of two-to-three sentences that equal eight or more lines of text) should be set off from the text and indented, in block-style, two inches from both the left and right sides of the paper (or one inch from the set margins), single-spaced, with a justified (aligned) right margin. Do not use quotation marks at the beginning or end of the indented quotation.

Footnotes: Use footnotes, and not endnotes, in your thesis. Examples of basic types of footnotes are included at the end of this pamphlet. (See Samples 7-16) "Part VI" of these Guidelines for sample references.

### III. Pagination

*For Front Matter:* Use consecutive lower-case Roman numerals, centered at the bottom of the page.\* (Turabian)

*For Text and Back Matter:* Use Arabic numerals, *centered at the bottom of pages containing main headings and placed at the top center or right-hand corner* of all remaining pages. (Turabian)

\*N.B. Some pages in the Front Matter do *not include* the page number on the page, although such pages are *counted* in the pagination. These pages will be specifically pointed out in Part IV.

#### IV. Basic Front Matter: Order of Pages

##### Title Page

- \* Follow the sample at the back of this pamphlet for the title page of your thesis, using the same style of punctuation, capitalization, spacing, and layout. (See Sample 1)
- \* The title page is *counted* as page “i” but the *page number does not appear on the page*. It also is *not* listed in the Table of Contents. (Turabian)

##### Blank Page

- \* Insert a blank page after the title page. (Turabian)
- \* This page is *counted* as a page but the *page number does not appear on the page*. It also is *not* listed in the Table of Contents. (Turabian)

##### Dedication

- \* This page is optional. (Turabian)
- \* If used, it is *counted* as a page but the *page number does not appear on the page*. It also is *not* listed in the Table of Contents. (Turabian)

##### Epigraph

- \* This page is optional. (An epigraph is a quotation placed at the beginning of a work that indicates its theme.) (Turabian)
- \* If used, it is *counted* as a page but the *page num-*

B: Correspondence of the New York Daily Times. "The Railroad Jubilee--Closing Day--The Weather." *New York Daily Times*, September 22, 1851. <http://www.proquest.com/> (accessed September 1, 2011).

##### Historical Statistics of the United States

N: John J. McCusker, "Population of Rhode Island, by age, sex, and race: 1708–1783," Table Eg132-140 in *Historical Statistics of the United States, Earliest Times to the Present: Millennial Edition*, edited by Susan B. Carter, Scott Sigmund Gartner, Michael R. Haines, Alan L. Olmstead, Richard Sutch, and Gavin Wright (New York: Cambridge University Press, 2006), <http://dx.doi.org/10.1017/ISBN-9780511132971.Eg1-193> (accessed September 1, 2011).

B: McCusker, John J. "Population of Rhode Island, by age, sex, and race: 1708–1783." Table Eg132-140 in *Historical Statistics of the United States, Earliest Times to the Present: Millennial Edition*. Edited by Susan B. Carter, Scott Sigmund Gartner, Michael R. Haines, Alan L. Olmstead, Richard Sutch, and Gavin Wright. New York: Cambridge University Press, 2006. <http://dx.doi.org/10.1017/ISBN-9780511132971.Eg1-193> (accessed September 1, 2011).

##### JSTOR – (Turabian)

N: Lawrence A. Shapiro, "Multiple Realizations," *Journal of Philosophy* 97, no. 12 (December 2000): 642, <http://links.jstor.org/sici?=0022362X-2800012%2997%3A12%3C635%> (accessed June 27, 2006).

B: Shapiro, Lawrence A. "Multiple Realizations." *Journal of Philosophy* 97, no. 12 (December 2000): 635-54. <http://links.jstor.org/sici?=0022-362X2800012%2997%3A12%3C635%> (accessed June 27, 2006).

##### Lexis-Nexis Academic

Legal cases should be noted in the footnotes of a paper but are *not* included in the bibliography. (Turabian)

N: United States v. Christmas, 222 F.3d 141, 145 (4<sup>th</sup> Cir. 2000). <http://www.lexisnexis.com/> (accessed September 1, 2001).

N.B. Although legal case names are *not* italicized in footnote references, they *are* italicized or underlined in the text, i.e., *United States v. Christmas*. (Turabian)

### **Book Review Digest – (Turabian)**

N: Doug Munro, "What Is History Now?" *Journal of Social History* 37, no. 3 (Spring 2004): 814, WilsonWeb (accessed September 1, 2011).

B: Munro, Doug. "What Is History Now?" *Journal of Social History* 37, no. 3 (Spring 2004): 814-16. WilsonWeb (accessed September 1, 2011).

### **E-Book**

All E-Books, i.e., those books specifically formatted to be used on an e-reader, must be cited to reflect the change in formatting and page numbers. (Turabian)

N: Thomas H. Davenport and John C. Beck, *The Attention Economy: Understanding the New Currency of Business* (Cambridge, MA: Harvard Business School Press, 2001), PDF e-book.

B: Hellman, Hal. *Great Feuds in Technology: Ten of the Liveliest Disputes Ever*. New York: John Wiley, 2004. Kindle e-book.

### **Google Books**

Assuming that the Google Book copy is simply a scan of the original printed edition, a book that is referenced using Google Books is not differentiated in a footnote or bibliography. If the book is presented in an altered format, follow the citation guidelines for e-books.

N.B. Some professors, however, may require you to denote books that are obtained from Google Books; always follow their specific requirements.

### **Historical Abstracts**

N: P. Masson, "La Politique Navale Française de 1850 a 1914," *Revue Maritime* 251 (February 1968): 187, *Historical Abstracts*, EBSCOhost (accessed September 1, 2011).

B: Masson, P. "La Politique Navale Française de 1850 a 1914." *Revue Maritime* 251 (February 1968): 183-203. *Historical Abstracts*, EBSCOhost (accessed September 1, 2011).

### **The Historical New York Times Online – (Turabian)**

N: Correspondence of the New York Daily Times, "The Railroad Jubilee--Closing Day--The Weather," *New York Daily Times*, September 22, 1851. <http://www.proquest.com/> (accessed September 1, 2011).

*ber does not appear on the page.* It also is not listed in the Table of Contents. (Turabian)

- \* N.B. For epigraphs placed at the beginning of chapters, refer to **Turabian**.

### **Table of Contents**

- \* Follow the Table of Contents sample page at the back of this pamphlet, using the same style of punctuation, capitalization, spacing, and layout. (See Sample 2)
- \*The Table of Contents lists all parts of the paper except the pages that appear before it in your thesis. (Turabian)
- \*N.B. The Table of Contents is the first page in the Front Matter *on which a page number (lower-case Roman numeral) actually appears.*

### **Acknowledgments**

- \* This page is optional. (Turabian)
- \* If used, it is *counted* as a page *and numbered with the next consecutive lower-case Roman numeral*. This page is listed in the Table of Contents. (Turabian)

### **Glossary**

- \* This page is optional. (Turabian)
- \* If used, it is *counted* as a page *and numbered with the next consecutive lower-case Roman numeral*. This page is listed in the Table of Contents. (Turabian)

## V. Text

- \* The Text may consist of the following items: “Introduction,” “Parts,” “Chapters,” “Sections and Subsections.”
- \* Number all pages of the text *as described above in “Part III. Pagination,”* beginning with page “1” and continuing to the end of the Back Matter.
- \* A sample of the first page of text is included in this pamphlet. (See Sample 3)
- \* A sample of a page of text containing an indented quote is included in this pamphlet. (See Sample 4)
- \* A sample of the last page of a chapter which contains a footnote (and which is *not* a full page of text) is included in this pamphlet. Note that the footnote in this case is placed *directly below the last line of text.* (Turabian) (See Sample 5)

## VI. Footnotes

- \* Footnotes are to follow strict historical format, using *Turabian* as a first reference source and *Rampolla* and the *Chicago Manual of Style* as supplemental sources if *Turabian* does not provide the information needed.

### Some Basic Footnote Rules:

- \* The first line of each footnote should be indented and numbered consecutively in the paper. The footnote itself should be single-spaced; however, a blank line is placed between each footnote.
- \* When citing a source for the first time, be sure to include all bibliographic information. N.B. In foot-

## ADDENDUM

### Additional Guidelines for Citing Electronic Sources in Footnote and Bibliographic References

#### America’s Historical Imprints

N: “By His Majesties Commissioners, for Examining and Enquiring into the Claims and Titles to the Kings Province or Narraganset Country [*sic*]” (1683), *Early American Imprints*, Series 1, no. 348, <http://infoweb.newsbank.com/> (accessed September 1, 2011).

B: “By His Majesties Commissioners, for Examining and Enquiring into the Claims and Titles to the Kings Province or Narraganset Country [*sic*]” (1683). *Early American Imprints*, Series 1, no. 348, <http://infoweb.newsbank.com/> (accessed September 1, 2011).

#### America: History & Life

N: Edwin A. Churchill, “Crafts In Transition: A Case Study of Two Portland Silversmiths in the Early Nineteenth Century,” *Maine Historical Society Quarterly* 24, no. 3 (January 1985): 299, *America: History & Life*, EBSCOhost (accessed September 1, 2011).

B: Churchill, Edwin A. “Crafts In Transition: A Case Study of Two Portland Silversmiths in the Early Nineteenth Century.” *Maine Historical Society Quarterly* 24, no. 3 (January 1985): 298-337. *America: History & Life*, EBSCOhost (accessed September 1, 2011).

#### America’s Historical Newspapers – (Turabian)

N: “Advertisement,” *The American Weekly Mercury*, May 19, 1720, <http://infoweb.newsbank.com/> (accessed September 1, 2011).

B: “Advertisement.” *The American Weekly Mercury*, May 19, 1720. <http://infoweb.newsbank.com/> (accessed September 1, 2011).

#### Archive.org

You are not required to specifically cite documents as being from Archive.org. A source referenced on Archive.org, which is a scan of the original, follows the same citation guidelines as the original. However, if the format is changed, or if you suspect that the page numbering has been altered, the citation needs to be changed accordingly.



## Samples 17-20 and 21-23

### Examples of Citations for Several Types of Bibliographic References

#### Nonelectronic Sources

##### 17-Bibliographic Reference for Book with Author

Brown, John. *Thesis Opportunities*. Providence: Providence College Press, 2011.

##### 18-Bibliographic Reference for Book with Editor

Brown, John, ed. *Thesis Opportunities*. Providence: Providence College Press, 2011.

##### 19-Bibliographic Reference for Item from Newspaper

Obituary. *New York Times*, October 7, 2009.

##### 20-Bibliographic Reference for Journal Article

Brown, John. "Thesis Opportunities." *The Art of College Writing* 10 (June 2010): 24-30.

#### Electronic Sources

##### 21-Newspaper Article

"Advertisement." *The American Weekly Mercury*, May 19, 1720.  
<http://infoweb.newsbank.com/> (accessed September 1, 2011).

##### 22-E-Book

Davenport, Thomas H., and John C. Beck. *The Attention Economy: Understanding the New Currency of Business*. Cambridge, MA: Harvard Business School Press, 2001. PDF e-book.

##### 23-Journal Article

Shapiro, Lawrence A. "Multiple Realizations." *Journal of Philosophy* 97, no. 12 (December 2000): 635-654. <http://links.jstor.org/sici?+0022-362X2800012%2997%3A12%3C635%> (accessed June 27, 2006).

notes the author's name appears in *first name/last name* order.

- \* Subsequent references to an earlier source may be shortened, using the last name of the author and the page number (if different from the original citation). The word "Ibid." may also be used in this way when referring to the last-mentioned source.
- \* If a footnote continues to the next page, a *continuous separator line*, instead of a standard footnote line, should be used. *However, please be aware that at times a continuous separator line may appear randomly in your footnotes (usually as a result of extra spacing within the footnote section). If this occurs in your thesis, it will not be acceptable. Please try to convert the continuous line to a standard footnote line length. If you are unable to rectify this, please visit the History Office for assistance. (Turabian)*
- \* Again, as explained above and illustrated in **Sample 5**, if a footnote appears on the last page of a chapter that does not contain a full page of text, the footnote and standard footnote line for that page are to be placed *directly below the last line of text* and not at the bottom of the page. (Turabian)
- \* For quick reference, several examples of citations for *nonelectronic* sources appear in **Samples 7-13**. Those for *electronic* sources appear in **Samples 14-16**. *N.B. Thesis writers may find it additionally helpful to refer to the more extensive guidelines to citing electronic resources, which are included as an Addendum at the end of this booklet.*

## VII. Bibliography

- \* Bibliographic entries are to follow strict historical format, using *Turabian* as a first reference source and *Rampolla* and the *Chicago Manual of Style* as supplemental sources if *Turabian* does not provide the information needed.

### Some Basic Bibliographic Rules:

- \* Bibliographic entries should be separated into the sub-headings of “Primary Sources” and “Secondary Sources” and, if applicable, into the more specialized categories of “Published Works,” “Unpublished Works,” “Manuscripts,” “Collections,” etc.
- \* Bibliographic entries should be arranged alphabetically in *last name/first name* order.
- \* The first line of a bibliographic entry should begin at the left margin. Subsequent lines of the entry are indented an inch.
- \* The bibliographic entry itself should be single-spaced, with a blank line placed between each entry.
- \* When a bibliography includes more than one work by the same author, a one-inch solid line replaces the author’s name in subsequent entries. *Books by the same author should be listed alphabetically by title.*
- \* For quick reference, several examples of bibliographic citations for *nonelectronic* sources appear in **Samples 17-20**. Those for *electronic* sources appear in **Samples 21-23**.

*N.B. Thesis writers may find it additionally helpful to refer to the more extensive guidelines to citing*

## Samples 7-13 and 14-16 Examples of Citations for Several Types of Footnote References

### Nonelectronic Sources

#### **7-Footer Reference for First-Time Use of a Book Source**

<sup>1</sup>John Brown, *Thesis Opportunities* (Providence: Providence College Press, 2011), 197.

#### **8-Footer Reference to Earlier Source with Intervening Footnotes**

<sup>2</sup>Brown, 207.

#### **9-Footer Reference to Last-Mentioned Source (Same Page Number)**

<sup>3</sup>Ibid.

#### **10-Footer Reference to Last-Mentioned Source (Different Page Number)**

<sup>4</sup>Ibid., 215.

#### **11-Footer Reference to Edited Work**

<sup>1</sup>John Brown, Jr., ed., *Thesis Opportunities* (Providence: Providence College Press, 2011), 197.

#### **12-Footer Reference for a Journal Source**

<sup>1</sup>John Brown, “Thesis Opportunities,” *The Art of College Writing* 10 (June 2010): 26.

#### **13-Newspaper Article**

“Advertisement,” *The American Weekly Mercury*, May 19, 1720.

### Electronic Sources

#### **14-Newspaper Article**

“Advertisement,” *The American Weekly Mercury*, May 19, 1720, <http://infoweb.newsbank.com/> (accessed September 1, 2011).

#### **15-E-Book**

Thomas H. Davenport and John C. Beck, *The Attention Economy: Understanding the New Currency of Business* (Cambridge, MA: Harvard Business School Press, 2001), PDF e-book.

#### **16-Journal Article**

Lawrence A. Shapiro, “Multiple Realizations,” *Journal of Philosophy* 97, no. 12 (December 2000): 642, <http://links.jstor.org/sici?+0022-362X2800012%2997%3A12%3C635%> (accessed June 27, 2006).

**Sample 6**

**Sample of first page of Bibliography which demonstrates format for separating sources into specific categories**

**BIBLIOGRAPHY**

[Place title two inches down from top of page, centered.]

[Use all caps and bold print for title, 12pt. font.]

[Follow title with one blank line.]

**Primary Sources**

[Use initial caps and bold print for main subheadings.]

[Place at left-hand margin. Follow with one blank line.]

Books

[Use initial caps, regular print, and underlining for specialized categories.]

[Place at left-hand margin. Follow with one blank line.]

Chiger, Krystyna. *The Girl in the Green Sweater*. New York: St Martin's Griffin, 2012.

Journal Articles

Hochberg, Severin Adam. "The Repatriation of Eastern European Jews from Great Britain, 1881-1914." *Jewish Social Studies* 50 (Winter 1988): 49-62.

Newspapers

"Australia against Hitler's Terms." *London Times*. October 9, 1939.  
[http:// http://0-find.galegroup.com/helin.uri.edu/](http://0-find.galegroup.com/helin.uri.edu/) (accessed February 22, 2013).

**Secondary Sources**

Books

Marrus, Michael R. *The Holocaust in History*. New York: Penguin Press, 1987.

Journal Articles

Lambroza, Schlomo. "The Tsarist Government and the Pogroms of 1903-06." *Modern Judaism* 7 (October 1987): 287-296.

*electronic resources, which are included as an Addendum at the end of this booklet.*

A sample of the first page of a bibliography that demonstrates how to break down your bibliography into specific categories is included in this pamphlet. (See Sample 6)

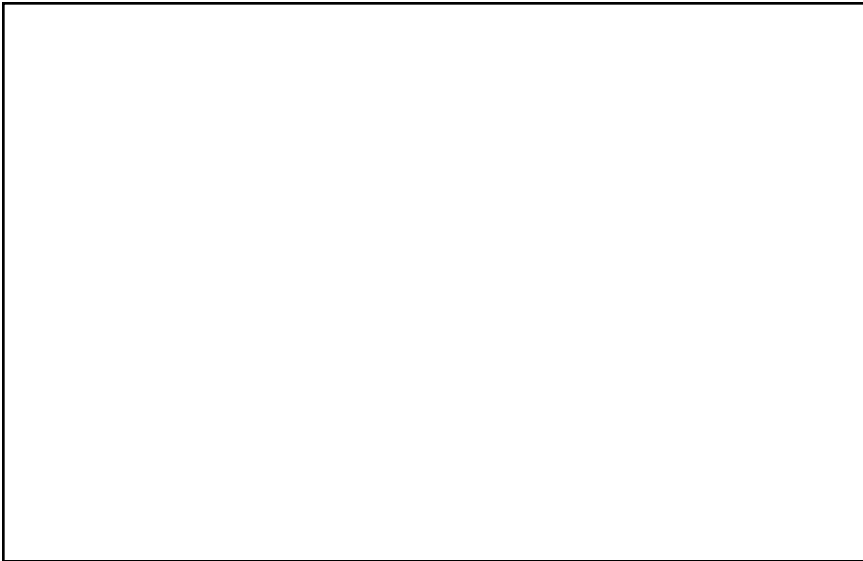
\* \* \* \* \*

*It is extremely important to follow the sample formats precisely in your thesis, paying close attention to correct order of information and to proper use of periods, commas, italics, etc. This may help eliminate the most common formatting errors that complicate completion of your thesis in a timely manner.*

\* \* \* \* \*

*The faculty and office staff of the Department of History are available at all times to offer assistance to you as you progress through the writing of your thesis. We hope that the process of producing your thesis will be an enjoyable learning experience for you.*

*The History Office is located in  
The Ruane Center for the Humanities  
Room 137  
Telephone 401-865-2193.*



***The following section contains sample thesis pages and examples of correct format for the citation of footnotes and bibliographic entries, including a variety of electronic sources. Please refer to these pages often as you work on your thesis.***



**Sample 5**  
**Last Page of Chapter (*short page*) Containing a Footnote**  
**[Footnote line and citation must be moved up below last line of text.]**

Finally, upon completion of all written and oral components of the history honors thesis, the accomplishment will be formally noted on the student's transcript.

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<sup>1</sup>John Brown, *Thesis Opportunities* (Providence: Providence College Press, 2011), 197.



**[Refer to "Part III. Pagination" for page numbering of first and subsequent pages of text.]**

**Sample 4**

**Page of Text with Indented Quote, Subheading, and Footnote**

The Department of History offers its majors the opportunity to write a thesis in the senior year.

**Part 3**

*[Use bold print, initial caps, and underlining for subheadings within text.]*

*[Subheading titles can be placed at left-hand margin or centered on page.]*

*[Leave two blank lines before the subheading title and one blank line after the subheading title.]*

Although an extremely challenging undertaking, a thesis can be an intellectually rewarding and totally satisfying experience both for the pursuit of graduate study and also for careers in education, business, government, or any of the professions.

As the History Honors Thesis brochure points out,

The option of doing a history honors thesis is available to any senior history major with a minimum cumulative G.P.A. of 3.55 in history.<sup>1</sup>

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<sup>1</sup>John Brown, *Thesis Opportunities* (Providence: Providence College Press, 2011), 197.

*[Refer to "Part III. Pagination" for page numbering of first and subsequent pages of text.]*

**Sample 1  
Title Page**

**Title of Thesis**

*[Place title two inches down from top of page, centered.]*  
*[Use initial caps and lower-case letters in bold print, as illustrated.]*

by

**Name of Student**

**HIS 490 History Honors Thesis**

*[Center this information on the page.]*  
*[Use bold print and initial caps (except for word "by," as illustrated.)]*

**Department of History**

**Providence College**

**Semester and Year**

*[Include the semester in which you registered for the thesis (i.e., Fall 2013) below "Providence College"]*

*[Center these three lines at the very bottom of the page.]*  
*[Use bold print and initial caps, as illustrated.]*

*[N.B. No page number appears on the title page.]*

**Sample 2**  
**Table of Contents Page**

**CONTENTS**

*[Place title two inches down from top of page, centered.]*

*[Use all caps and bold print for title.]*

*[Follow title with one blank line.]*

INTRODUCTION.....	1
CHAPTER 1. TITLE.....	15
Subheading Title.....	18
Subheading Title.....	21
Subheading Title.....	24
CHAPTER 2. TITLE.....	27
Subheading Title.....	30
Subheading Title.....	34
CHAPTER 3. TITLE.....	38
Subheading Title.....	41
Subheading Title.....	46
CONCLUSION.....	48
BIBLIOGRAPHY.....	52

*[N.B. If used within the text, subheadings should also be included in the Contents.]*

*[The Contents page is the first page on which a page number appears—in this instance, a lower-case Roman numeral.]*

**Sample 3**  
**First Page of Text**

**TITLE**

*[Use all caps and bold print for this heading, as illustrated.]*

*[Place chapter heading two inches down from top of page, centered.]*

*[Leave two blank lines after chapter heading unless a subtitle follows, in which case leave one blank line.]*

**SUBTITLE**

*[Use all caps and bold print for subtitle heading, centered.]*

*[Leave two blank lines after subtitle heading.]*

*[Your text should now follow in 12 pt., Times New Roman font, double-spaced.]*

The Department of History offers its majors the opportunity to write a thesis in the senior year. Although an extremely challenging undertaking, a thesis can be an intellectually rewarding and totally satisfying experience not only for students intending to pursue graduate study but also for those planning a career in education, business, government, or any of the professions.

Moreover, thesis writing makes a contribution to one's knowledge and understanding of the past so as to understand the

*[Refer to "Part III. Pagination" for page numbering of first and subsequent pages of text.]*