**Note:** This checklist is intended to be used as a quick way to check over your paper to make sure it meets the numerous Turabian formatting requirements before turning it in. For demonstration on how to accomplish each of these specific requirements, view the latest Turabian Tutorial video or the Step-by-Step Turabian Formatting Instructions document. For a model of what the paper should look like, see the appropriate Sample Paper within the Turabian LibGuide. You will find all of these resources in the Turabian LibGuide.

**Title Page**

* The **Title Page** is the first page of your document and only contains title page contents—title, subtitle (if used), your name, course number and course name, and the date.
* All text on the title page is double-spaced and centered. (See the Sample Papers.)
* The Title is 1/3 of the way down the page.
* The title is in bold font and each word is capitalized except for insignificant words such as “the” and “or.” It is NOT in ALL CAPS.
* If you have used a subtitle, you have included a colon after your title and have put the subtitle on the next double-spaced line.
* Your name, course name, and date is 2/3 down the page, and not in bold (See Turabian 9th Edition manual section A.2.1.2).
* The title page has no page number.

**Table of Contents/Outline**

* You have closely checked the assignment instructions or checked with your professor regarding whether you should use a **Table of Contents**, an **Outline**, or neither.
* If you have used a **Table of Contents** or **Outline**, it has its own section of the paper (using section breaks) and has Roman numeral page numbers (ii, iii, etc.).
* If you have used a **Table of Contents**, you have set up heading styles that will allow you to auto-update the table of contents. (See Turabian Tutorial video for a demonstration of how to set up section breaks, page numbers, heading styles, and how to auto-update the **TOC**.)

**Body of Paper**

* Margins are 1 inch.
* The body of the document is in Times new Roman, 12 pt. font.
* Each sentence has only one space between the period and the next sentence. (A.1.3)
* The Introduction and Conclusion of the paper each make up about 10% of the paper.
* Each paragraph is indented by ½ inch.
* Page numbers are centered in the footer using Arabic numerals (1, 2, 3.
* The text is double spaced, but there is no extra spacing between paragraphs (just the normal double spacing between each line of text), except for between a paragraph and a new subsection (section heading) See last checklist item in this section.
* **Section Headings** are in Times New Roman, font size 12, black color, single spaced and as follows (A.2.2.4):
  + First level: centered, **boldface**, headline-style capitalization
  + Second level: centered, regular type, headline-style capitalization
* Between each heading and the paragraph before it, there is a triple space (one extra space). See the **Sample Paper** for a visual of this.

**Block Quotations**

* **Block Quotations** have been used for quotes of 5 or more lines (25.2.2).

Note: Block quotations are not recommended for papers under 15 pages double-spaced. If your paper is shorter than this, consider putting the quotation in your own words (paraphrasing) or significantly shortening the quotation to less than 5 lines of text.

* Block quotation text is single spaced.
* There is a blank line before and after the block quotation.
* The entire block quotation is indented by 1/2 inch.
* There are no quotation marks at the beginning or the end of the block quotation.
* If there is more than one paragraph quoted, each subsequent paragraph is indented ½ inch further than the rest of the block quotation (25.2.2.1).
* There is a footnote reference at the end of the quote.

**Citations & Footnotes**

* **Do Not Plagiarize: All material you found from any source is properly cited using Turabian formatting in footnotes, including page numbers where the information was found.**
* You have used 10-point Times New Roman font for **footnotes** or 12 pt. font, if requested by your professor.
* Sources are listed with **author’s first name** and then last name; and all other footnote elements are in the proper order and format. See Turabian Manual Ch. 16 and 17 or the Turabian LibGuide for examples.
* Each footnote is single-spaced with a blank (10 pt.) line between each one (16.3.4).
* The first line of each footnote is indented (regular paragraph indent) ½ inch (16.3.4).
* Every footnote ends with a period.

**Bibliography**

* The bibliography is on a separate page.
* The word “**Bibliography**” is in bold, 12 pt. font, centered at the top of the page (Or “**Works Cited**” or “**Sources Cited**,” depending on what your professor calls this page).
* The list of sources is in 12 pt. font.
* Each entry (source) is single spaced with a double space between entries (4.2.3.5).
* You have used hanging indent for the sources listed on this page (4.2.3.5). The first line of each entry should be aligned to the left margin. Each additional line should be indented by ½ inch. (See the **Sample Paper** for a visual.)
* Sources are listed **alphabetically**, according to each **author’s last name** (16.2.2).
* If you have 2 or more works by same author, they are sorted alphabetically within the list—first by author’s last name and then by title (16.2.2).
* The Bible does not appear in your bibliography (16.2.3). If used, it need only be cited once in the first footnote, including the translation used, and then only parenthetically within the text like this (Matt. 5:3).
* Each bibliographic entry ends with a period.

**Important Notice: Always check your professor’s specific instructions (syllabus or assignments) concerning special requirements or preferences first — they are always the final authority. Turabian formatting does allow for some individual preferences. For Master of Leadership students, especially, be sure to follow your instructor’s preferred methods.**