

Formatting Checklist for Turabian 8th Edition

Getting Started

- ❖ Choose Times New Roman
- ❖ Set all your margins for 1 inch

Title Page

- ❖ Set to double-spaced and center
- ❖ Place your title 1/3 of the way down the page
- ❖ Title of paper in boldface (p.375), headline-style capitalization (ex. p.312-313)
- ❖ Title in single line (p.376)
- ❖ If the paper has a sub title, begin the subtitle on a new line with an intervening double line space
- ❖ Enter 2/3 down the page, turn bold type off
- ❖ Type your name, course name, and date
- ❖ Do not number a title page

Table of Contents/Outline:

- ❖ Only papers divided into chapters require a table of contents (p.380)
- ❖ All others papers require an outline (ex. p.64)

Body of Paper:

- ❖ Set your font size to 12 pt.
- ❖ Set to double space, but do not include extra space between paragraphs
- ❖ Indent each paragraph to ½ inch (five spaces)
- ❖ Set up page numbers centered in the footer using Arabic numerals (1, 2, 3....)
- ❖ Headings are typically set as follows (check with professor for preferences):
 - ❖ First level: centered, boldface, headline-style capitalization
 - ❖ Second level: centered, regular type, headline-style capitalization
 - ❖ Third level: flush left, bold face, headline-style capitalization
 - ❖ Fourth level: flush left, regular type, sentence-style capitalization
 - ❖ Fifth level: run in at beginning of paragraph (no blank line after), boldface, sentence-style capitalization, terminal period

Block Quotations:

- ❖ Use block quotations for 5 or more lines
- ❖ Text should be single spaced
- ❖ Leave a blank line before and after
- ❖ Indent entire block quotation to ½ inch
- ❖ Do not add quotation marks at the beginning or the end
- ❖ When quoting more than one paragraph, do not add extra line space between them, but indent the first line of the second and subsequent paragraphs farther than the rest of the quotation (page 349-350)

Citations & Footnotes:

- ❖ Use 10-point font such as Times New Roman (p. 372-373)
- ❖ Single-space each footnote entry (p. 157)
- ❖ Use a blank line (double space) between footnote entries (p.157)
- ❖ Footnotes should be indented by ½ inch (p. 156)

Bibliography

- ❖ Type Bibliography in bold font, centered,
- ❖ Set your font size to 12 pt.
- ❖ Single space each entry, double space between entries
- ❖ The first line of each entry should be aligned to the left margin. Each additional line should be indented by ½ inch. This is called a hanging indent
- ❖ Type Bibliography in bold font, centered,
- ❖ List your sources alphabetically, according to each author's last name
- ❖ If you have two works by the same author, place them alphabetically by title
- ❖ The Bible should not appear in your bibliography, only in your footnotes.