

TURABIAN 7TH EDITION FORMATTING CHECKLIST

Note: Turabian has two styles of formatting: bibliography style (footnotes at bottom of page) and reference style (parenthetical references at end of each sentence). This checklist is for the more common bibliography style.

GENERAL FORMATTING

Font: Times New Roman or Palatino, black	p. 374
Margins: <u>Research paper:</u> 1" all around paper; <u>Dissertation:</u> 1.5" on the left	p. 374
Pagination: <u>front matter:</u> in footer, centered, Roman numerals; <u>text:</u> in header, flush right, Arabic numerals	p. 375-6

TITLE PAGE

Class Paper: single space; title in all caps, centered 1/3 down the page; name, course name, and due date centered 2/3 down the page	p. 378
Dissertation: double space, all caps centered (see manual for information to include)	p. 379

BODY

Font size: 12 pt.	p. 374
Spacing: Double; single for table titles, block quotes, and captions; only one space after final punctuation of a sentence	p. 375
Indent: ½" at beginning of each paragraph	p. 375
Headings: <u>Main:</u> all caps, not bold; <u>Level 1:</u> bold , center, uppercase and lowercase; <u>Level 2:</u> bold , flush left	p. 398

CITATIONS (FOOTNOTES)

Font size: 10 pt.	p. 374
Spacing: Single within each entry, double between entries	p. 375
Indent: ½" first line of each footnote	p. 152
Footnote example (book): First name Last name, <i>Title of Work</i> (Place: Publisher, Year), #.	p. 162
Shortened footnotes: After one full footnote: Last name, #.; or Ibid.	p. 154-5
Block quotation: For quotes of 5+ lines, no quotation marks, single space	p. 350

BIBLIOGRAPHY

Font size: 12 pt.	p. 374
Spacing: Single within each entry, double between entries	p. 404
Indent: Hanging, ½"	p. 147
Title: "BIBLIOGRAPHY" centered, all caps	p. 404
Order: Alphabetical according to author's last name (use publication date if two works by one author)	p. 148
Period: After books and periodicals, not after a URL	p. 198
Italics: Titles of books and periodicals	p. 316
Bible: Does not appear on Bibliography page; it is included in footnotes	p. 150