

# TURABIAN 8<sup>TH</sup> EDITION FORMATTING CHECKLIST

Note: Turabian has two styles of formatting: bibliography or reference style. This checklist is for the more common bibliography style.

## GENERAL FORMATTING

|  |             |
|--|-------------|
| <b>Font:</b> Times New Roman or Courier, or Helvetica, black   | p. 372      |
| <b>Margins:</b> <u>At least</u> 1" all around paper; left justified  | p. 372      |
| <b>Pagination:</b> <u>front matter</u> : in footer, centered, lowercase Roman numerals; <u>text</u> : in header, flush right, Arabic numerals. Page numbers do not appear on the title page. | pp. 373 -74 |

## TITLE PAGE

|   |        |
|---|--------|
| <b>Class Paper:</b> double space; boldfaced or italicized title, centered 1/3 down the page; name, course name, and due date centered 2/3 down the page on separate lines (not boldfaced) | p. 376 |
| <b>Dissertation:</b> see manual for information to include  | p. 378 |

## BODY

|   |        |
|---|--------|
| <b>Font size:</b> 12 pt.  | p. 372 |
| <b>Line Spacing:</b> Double space, with no extra space between paragraphs.  | p. 373 |
| <b>Indent:</b> ½" at beginning of each paragraph  | p. 373 |
| <b>Headings*:</b> <b>Main:</b> <i>Italics</i> , centered, headline-style capitalization; <b>Level 2:</b> centered, <b>boldfaced</b> , headline-style capitalization; <b>Level 3:</b> centered, uppercase and lowercase. | p. 393 |

\* Note: The manual allows for variation between bold and italic type for titles and sub-headings as long as consistency is maintained throughout the paper. The Writing Center advocates italics for the main title and bold for the first level subheading, but the student is free to choose or follow the professor's instructions.

## CITATIONS (FOOTNOTES)

|   |           |
|---|-----------|
| <b>Font size:</b> 10 pt.  | p. 372    |
| <b>Spacing:</b> Single within each entry, a blank line between entries  | p. 157    |
| <b>Indent:</b> ½" first line of each footnote   | p. 156    |
| <b>Footnote example (book):</b> First name Last name, <i>Title of Work</i> (Place: Publisher, Year), #.           | p. 166    |
| <b>Shortened footnotes:</b> After one full footnote: Last name, #.; or Ibid.                                      | p. 158-61 |
| <b>Block quotation:</b> For quotes of 5+ lines, no quotation marks, single space with blank line before and after | p. 349    |

## BIBLIOGRAPHY

|  |            |
|--|------------|
| <b>Font size:</b> 12 pt.   | p. 372     |
| <b>Spacing:</b> Single within each entry, double between entries   | p. 373     |
| <b>Indent:</b> Hanging, ½"   | p. 150     |
| <b>Title:</b> "Bibliography" boldfaced or italicized, centered, headline-style capitalization                | p. 399     |
| <b>Order:</b> Alphabetical according to author's last name (use publication date if two works by one author) | p. 151     |
| <b>Period:</b> After books and periodicals (including URLs)  | p. 149     |
| <b>Italics:</b> Titles of books and periodicals  | p. 149     |
| <b>Bible:</b> Does not appear on Bibliography page; it is included in footnotes                              | p. 189-190 |