

TURABIAN 9TH EDITION FORMATTING CHECKLIST

GENERAL FORMATTING

- Create **at least 1" margins** all around paper; left justified (p. 384)
- Pagination:** Format your page numbers before you begin writing the document
 - Do not place page numbers on the **title** page (pp. 385-86)
 - Center **lowercase Roman numerals** in the footer of your **front matter** pages
 - Include **Arabic numerals** flush right in the header of your **body text** pages

TITLE PAGE

- Class Paper:** select **2.0** under line spacing; **bold** and **center** the title **1/3** down the page; center the **name, course name, and due date 2/3** down the page on separate lines, not bold (p. 388)
- Dissertation:** see manual for information to include (p. 388)

BODY

- Set the font to **12 pt. Times New Roman** or **10 pt. Arial** (p. 385)
- Select **2.0** under line spacing, with no extra space between paragraphs (p. 385)
- Indent ½"** before each paragraph (p. 385)
- Bold, center,** and use **headline-style capitalization** for first-level headings; **center** and use **headline-style capitalization** for second-level headings, not bold; italicize, use **headline style capitalization**, and align your third-level headings to the **left** (p. 404)

**Note: The manual allows variations between bold and italic type for titles and sub-headings as long as you maintain consistency throughout the paper. The Writing Lab advocates boldface for the main title and first level subheading and italics for the third level subheading, but students can choose or follow professor instructions.*

CITATIONS (FOOTNOTES)

- Set the font to **10 pt.** (Regent guideline) (p. 385)
- Select **1.0** under line spacing, and include a **blank line** between entries (p. 385)
- Indent ½"** before the first line of each footnote (p. 155)
- Footnote example (book):** First name Last name, *Title of Work* (Place: Publisher, Year), #. (p. 171)
- Shortened Footnotes:** After one full footnote: Last name, #. (pp. 165-67)
- Indent** quotes of 5+ lines **½"** do not not use quotation marks; select **1.0** space under line spacing, include a **blank line** before and after the quote (p. 361)

BIBLIOGRAPHY

- Set the font to **12 pt. Times New Roman** or **10 pt. Arial** (p. 411)
- Center and bold the title **"Bibliography"** at the top of the page (p. 411)
- Select **1.0** within each entry, and include a **blank line** between entries (p. 411)
- Create a **hanging indent ½"** (p. 411)
- Order works **alphabetically by author's last name**, but **order by the date** for two works by one author (p. 156)
- Place a **period** after books and periodicals (including URLs) (p. 171)
- Italicize** the titles of books and periodicals (p. 174)
- Do not place the **Bible** on Bibliography page; include Bible in footnotes (pp. 203-204)

PRACTICE NOW