

TURABIAN STYLE SHEET:

A brief checklist of the major stylistic issues for use with
Kate L. Turabian, *A Manual for Writers* 8th ed. (Chicago: University of Chicago, 2013).

TITLE PAGE

- Margins: 2" top margin, 1" margin on all other sides
Font: Use Times New Roman, 12 pt font through out your entire paper.
Spacing
and Indentation: Double-spaced
Title: At the top of the page and centered in the margin and in boldface type
N.B.: See Turabian (377) for a sample title page.

BLANK PAGE: Insert a blank sheet of paper between the title page and the first page of text. It improves the outward appearance of the paper and it provides space for professorial comments.

BODY PAGES

- Margins: 1" margin on all four sides
Spacing
and Indentation: Double-spaced (footnotes should be single spaced). Indent the first line of each paragraph and footnote entries ½". Check the paragraph format in your word processor and make changes to insure extra space is not being placed between paragraphs. Left justified (with a ragged right).
Pagination: The page number should appear bottom center on the first page and top center on second and subsequent pages. The first page of the body is page number one (1).
N.B.: See Turabian (394) for a sample body page but please note the page number format is not the one we have selected for our papers. And your footnote numbers in side the footnote should be superscript. See Turabian chapter 17, "Notes-Bibliography Style: Citing Specifics Types of Sources" for the various patterns of footnote entries.

BIBLIOGRAPHY PAGE

- Margins: 1" margin on all four sides
Spacing
and Indentation: Single-spaced with two blank lines between the heading and the first entry, then one blank line between each entry. Use a hanging indent for entries.
Pagination: The page number should appear bottom center on the first page of the bibliography and top center on second and subsequent pages. The first page of the bibliography should follow the last page of the body.
Heading: The first page of the bibliography should have the heading *Bibliography* located at the top center of the first page.
N.B.: See Turabian (402) for a sample bibliography page. See Turabian chapter 17, "Notes-Bibliography Style: Citing Specifics Types of Sources" for the various patterns of bibliographical entries.