

# Turabian Style Guidelines

This handout provides simple guidelines for using Turabian style. See *A Manual for Writers of Term Papers, Theses, and Dissertations*, by Kate Turabian, in the Writing Lab for further instructions.

1. **Title Page** (sections 1.7, 14.18)
  - The title page presents the name of the university; the full title of the paper; the subtitle, if any; the course title; the date; and your name.
  - Please note that format for the title page may vary by instructor.
2. **Margins** (sections 14.2-14.3)
  - Use at least one-inch margins on all sides of all pages. All information should be within these margins.
3. **Spacing** (sections 3.54, 5.4, 14.4-14.5)
  - The text should be double-spaced, with the exception of block quotations, notes, captions, and long headings.
  - Indent the first line of a new paragraph by using the tab key.
  - Block quotations (quotes of two or more sentences that run to eight or more lines of text) are indented four spaces from the left margin and single-spaced. Quotation marks are not used in block quotations.
  - One space, not two (in other words, a regular word space), follows *any* mark of punctuation that ends a sentence: periods, question marks, and exclamation points.
4. **Notes** (sections 8.7-8.11, 8.15)
  - Use the endnote or footnote function of the word processor to create notes.
  - Use superscript for reference numbers *in* the text.
  - The reference numbers (followed by a period) in the notes themselves are normal size.
  - Number notes consecutively throughout the paper unless it is divided into chapters. In that case, numbering starts over with each new chapter.
  - A reference number in the text appears at the end of a sentence or clause. It will precede a dash but follow any other punctuation, including a parenthesis.
  - A note number usually follows a quotation.
  - Notes are single-spaced, with a blank line between notes.
    - 4a. Endnotes (sections 8.2, 14.38)
      - Endnotes appear at the end of a paper/article on a “Notes” page, after any appendices but before the bibliography.
      - Endnotes work best for tables, quoted poetry, and matters requiring special typography.
    - 4b. Footnotes (section 14.13)
      - Footnotes appear at the bottom of the page below a *separator* line.

**5. Bibliography** (sections 9.8, 9.11, 9.14, )

- Entries in the bibliography are alphabetized by the last name of the author(s) or, if no author is given, by the title or a keyword readers are most likely to seek.
- The bibliography is single-spaced with one blank line between entries. The first line of each entry flush is left, with subsequent lines indented five spaces from the left margin (this is known as a “hanging indent”).
- If an entry has two or more authors, only the first author’s name is inverted (last name first) for alphabetization. Subsequent names are in the normal order (first name or initials, then last name).

**6. Miscellaneous** (sections 1.4, 2.29-2.35, 9.9, 9.11)

- In bibliographies, authors’ names are inverted to put the last name first. In footnotes, however, names are given in the normal order.
- In bibliographies, the main elements are separated by periods. In footnotes, they are separated by commas.
- Turabian’s general rule for **numbers** is that in nontechnical contexts, the following numbers are spelled out: all numbers from one through one hundred, round numbers, and any number beginning a sentence. All other numbers are written as figures.
- Although the title page is counted in the pagination, it has no page number on it. Other front matter pages are numbered with consecutive lowercase roman numerals at the bottom center of the page. In the rest of the paper, pages that bear titles are numbered with arabic numerals at the bottom center of the page and all other pages are numbered with arabic numerals at the top center or upper right hand corner of the page.
- See section 1.37 for subheading guidelines.