**Turabian Formatting Checklist**

Kate Turabian’s *A Manual for Writers of Research Papers, Theses, and Dissertations*, 9th edition, is commonly referred to as the Turabian manual or simply “Turabian.” Copies are available on reserve and in the reference collection at the Denver Seminary library. For a complete list of the Writing Center’s downloadable writing resources for Turabian, go to the Writing Center’s [Resources page](https://www.studentlife.densem.edu/writing-center-resources) or scan the QR code to access the Writing Center menu.

Papers must be properly formatted in Turabian. Errors in formatting could lead instructors to misinterpret content or question your expertise or attention to detail. This Formatting Checklist will help you cover the basics. Section numbers from the Turabian manual are included for further reference.

**Checklist Topics:**

[**Paper Components and Formatting**](#OrderPaper)

[**Title Page**](#TitlePage)

[**Body of Paper**](#BodyPaper)

[**Bibliography**](#Refs)

[**Formatting Headings**](#CreatingHeadings)

[**Heading Levels Table**](#Table)

**Paper Components and Formatting (A.1 – A.2)**

Standard graduate-level papers include a **title page**, the **body of the paper**, and **bibliography**. Insert page breaks between these components to ensure that each begins on a new page.

**Title Page (A.2.1.2)**

* Follow Turabian formatting for your title page. Use the “Turabian Cover-Title Page” template found on our [Resources](https://www.studentlife.densem.edu/writing-center-resources) page.

**Body of paper**

* **Margins (A.1.1):** Margins should be set to one inch.
  + - **Fonts (A.1.2):** Turabian requires a “readable and widely available font” such as 12-pt Times New Roman, which is the standard font used for Turabian at Denver Seminary.
    - **Line Spacing (A.1.3):** Double-space all text in paper with the following exceptions:
* *Block quotations:*Single-space block quotations (quotes of five lines or more).
* *Footnotes:*Footnotes should be single-spaced internally with a blank line between each.
* *Headings* (A.2.2.4):Place more space above a heading than below, e.g., a triple space (two blank lines) above a heading and a double space (one blank line) below.
* *Bibliography* (A.2.3.5):
  + Place a triple space (two blank lines) between “Bibliography” and the first entry.
  + Bibliography entries should be single-spaced internally with a blank line between each.
  + **Headings (A.2.2.4):** Most papers will require headings. See [Formatting Headings](#CreatingHeadings) below for more information.
  + **Page numbers (A.1.4):** Number pages starting on the first page of text with page 2 in the upper right-hand corner of the header. Do not place a page number on the title page.
  + **Paragraphs:** Paragraphs should be aligned to the left margin; the right margin should be “jagged.” The first line of each paragraph should be indented 0.5 inches. Do not leave single lines of text or headings at the bottom of a page. Indent block quotations in their entirety .5”.

**Body of paper (continued)**

* **Footnotes (16.3):** Turabian uses the *notes-bibliography style* to cite references in the text. Superscripts at the end of a sentence signal that you have used a source. Then cite the source in the corresponding footnote (or “note”).
  + - * Indent the first line and single-space each footnote; place a blank line between each.
      * Use Word to format your footnotes; do not insert them manually.
      * For examples of footnote citations, see “Citing References in Turabian” and the “Tips on Turabian PowerPoint” on the Writing Center’s [Resources](https://www.studentlife.densem.edu/writing-center-resources) page.

**Bibliography (16.2).** Most papers require a bibliography.

* The bibliography starts on a new page and includes all sources cited in the footnotes.
* Place a triple space (two blank lines) between “Bibliography” and the first entry.
* Alphabetize by last name.
  + - Single-space within but double-space between entries. Indent runover lines .5”.

For an example of a title page, one page of text, and a reference page, see the “Turabian Sample” on the Writing Center’s [Resources](https://www.studentlife.densem.edu/writing-center-resources) page or the sample papers in the Turabian manual’s appendix.

**Formatting Headings (A.2.2.4)**

Headings and subheadings help organize your paper by identifying the topic of each section. All topics of equal importance should have the same level of heading. Avoid having only one subheading within a section as a subheading cannot stand alone.

For examples showing the use of headings in context, see the “Turabian Sample” paper on the Writing Center’s [Resources](https://www.studentlife.densem.edu/writing-center-resources) page or the sample papers in the Turabian manual’s appendix.

**Heading Levels Table**

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| --- | --- |
| **Heading**  **Level** | **Formatting**  **Example Heading** |
| First level | **Centered, Boldface or Italic Type, Headline-style Capitalization**  **Contemporary Art** |
| Second level | Centered, Regular Type, Headline-style Capitalization  What Are the Major Styles? |
| Third level | *Flush Left, Boldface or Italic Type, Headline-style Capitalization*  *Abstract Expressionism* |
| Fourth level | Flush left, roman type, sentence-style capitalization  Major painters and practitioners |

Turabian provides the following plan for up to five levels of headings: