

TURABIAN 8TH EDITION FORMATTING CHECKLIST

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

GENERAL FORMATTING

	Font: Times New Roman, black	p. 372
	Margins: At least 1" all around paper, left justified, Footer: Blank (no page numbers)	p. 372
	Pagination: Title Page: no page numbers; Table of Contents: in footer, centered, lowercase Roman numeral; Text: in header, flush right, Arabic numerals.	pp. 373-374

TITLE PAGE

	Spacing: double; Title: bold, centered 1/3 down the page; Other information: Your name, course name, due date centered 2/3 down the page on separate lines (not bold); Font size: 12 pt (sample - p. 377)	p. 376
	Table of Contents: Title: Contents bold, centered; Spacing: leave two blank lines between title and first item listed, single space items, blank line between items; Order: list in order the first level headings of your text including bibliography; Page Numbers: flush right, only use the first page for each item	p. 380

BODY

	Font size: 12 pt	p. 372
	Spacing: Double space, do not add extra space between paragraphs	p. 373
	Indent: 1/2" at beginning of each paragraph	pp. 373
	Headings: Main: bold, centered, headline-style capitalization; Level 2: centered, headline-style capitalization; Level 3: bold or italic, flush left, headline-style capitalization	p. 393
	Block quotation: For quotations of 5+ lines, no quotation marks, single space with blank line before and after, indent entire block quotation 1/2"	p. 349

FOOTNOTES

	Font size: at least 10 pt, not greater than 12 pt	p. 372
	Spacing: Single space within each footnote, leave a blank line between entries (sample - p. 394)	p. 157
	Indent: 1/2" first line of each footnote, footnote number is indented as well	p. 156
	Footnote example (book): 1. First name Last name, <i>Title of Work</i> (Place: Publisher, Year), #.	p. 394
	Second footnote for source example: 3. Last name, #. If consecutively used: 2. Ibid., #. (if page number is the same as previous footnote, do not include the page number) (sample - p.161, 16.4.2)	pp. 158-161
	Bible: Abbreviate name of book in footnote, provide chapter number and verse number separated by a colon, identify the version you are using in first Biblical citation with spelled out name or accepted abbreviation	p. 189-190, 340-342
	Citing Multiple Pages: Give first and last numbers included separated by hyphen, for inclusive numbers of 100+, you may use either full numbers on either side of hyphen or abbreviate second number - Be consistent!	p. 325

BIBLIOGRAPHY

	Font size: 12 pt; Spacing: Single space each source, leave a blank line between entries; Indent: First line: left justified; Second Line and following: indent 1/2" (sample - p. 402)	pp. 372-373
	Title: Bibliography bold, centered	p. 399
	Order: Alphabetical according to author's last name (sample - p. 402)	p. 151
	Multiple works by one author: arrange the entries alphabetically by title (ignore articles such as <i>a</i> or <i>the</i>). For all entries after the first, replace the individual's name with 6 consecutive dashes (called a 3-em dash - see p. 303) It is best to do this after you have sorted your entire bibliography with all of the names in place. (sample - p. 402)	p. 151
	Period: After books and periodicals, not after a URL	p. 149
	Italics: Titles of books and periodicals	p. 149
	Bible: Does not appear on Bibliography page; it <i>is</i> included in footnotes	p. 189-190