

TURABIAN 9TH EDITION FORMATTING CHECKLIST (Google Docs)

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

GENERAL FORMATTING

	Font: Times New Roman, black	p. 385
	Margins: At least 1" all around paper; left justified	p. 384
	Pagination: <u>front matter</u> : in footer, centered, lowercase Roman numerals; <u>text</u> : in footer, centered, Arabic numerals. Page numbers do not appear on the title page .	p. 385-86

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. 391)	p. 388
	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 (<i>only include a TOC if required by your professor</i>)	p. 390

BODY

	Font: 12 pt. Times New Roman	p. 385
	Line Spacing: Double-space, with no extra space between paragraphs	p. 385
	Indent: 1/2" at beginning of each paragraph	p. 385
	Headings: Level 1: Bold, centered, headline-style capitalization; Level 2: centered, normal, headline-style capitalization; Level 3: flush left, italics, uppercase and lowercase.	p. 404
	Block quote: For quotes of 5+ lines, no quotation marks, single space with blank line before and after, indent 1/2"	p. 361

CITATIONS (FOOTNOTES)

	Font: 10 pt. Times New Roman	p. 385
	Line Spacing: Single within each entry, a blank line between entries (sample - p. 406)	p. 385
	Indent: 1/2" at beginning 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, #.; If consecutively used: Ibid, #. (if page number is the same as previous footnote, do not include the page number) (sample - p.165-67)	p. 165-67
	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. 203-204 ; 351-54
	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. 337

BIBLIOGRAPHY

	Font: 12 pt. Times New Roman ; Spacing: Single-space within each entry, double-space between entries Indent: Hanging, 1/2"	p. 411
	Title: "Bibliography" boldfaced, centered, headline-style capitalization	p. 411
	Order: Alphabetical according to author's last name (use publication date if two works by one author)	p. 156
	Period: After books and periodicals (including URLs)	p. 171
	Italics: Titles of books and periodicals p. 174	p. 174
	Bible: Does not appear on Bibliography page; it is included in footnotes	p. 203-204