Turabian 9th ed. Style Guide
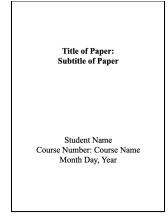
Notes-Bibliography Style

Note: Turabian is a version of the Chicago Manual of Style created specifically for student use. As such, it is similar to Chicago, but includes a few notable differences.

Title Page

Class papers other than theses or dissertations should follow the model found on page 388 of the Turabian 9th ed. manual.

- All text is in 12pt Times New Roman
- Title is ⅓ from top of page and course information is ⅓ from bottom of page
- Subtitle optional
- Do not include a page number on the title page. Pagination begins on page 2 and should be flush right in the header. If your instructor does not request identifying information next to the page number, none is required per page 386.

Title of Paper:
Subtitle of Paper

Student Name
Course Number: Course Name
Month Day, Year

Headings

Turabian does not require any specific heading style. Consistency is the most important thing. However, Turabian does suggest the following style on page 404.

- First level: centered, boldface or italic type, headline-style capitalization
- Second level: centered, regular type, headline-style capitalization
- Third level: flush left, boldface or italic type, headline-style capitalization
- Fourth level: flush left, regular type, sentence-style capitalization
- Fifth level: run in at beginning of paragraph (no blank line after), boldface or italic type, sentence-style capitalization, terminal period

It is not recommended to use more than two levels of headings in a typical class paper. Never end a page with a subheading. Skip a line and begin the next section on a new page.

Appendixes:

- Appendixes may appear at the end of a student paper after the bibliography.
- Center the word "Appendix" at the top of the page in bold and leave two blank lines.
- Only add a letter to the appendix label if there is more than one.
- Put the descriptive title on a second line and format the body of the text as normal.

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Citing Sources

<u>Footnotes</u>

In-text citations are formatted by placing a superscript number at the end of the sentence containing the reference. Most word processors have a footnote setting that streamlines this process. This general format of footnotes is presented on page 142. Note that the first line is indented 0.5in, whereas subsequent lines are not. Superscripts may be used for footnotes if your word processor makes this the easier option.

1. Firstname Lastname, *Title of Source* (Publication City: Publisher, Year), page number.

2. Firstname Lastname, "Title of Article: Subtitle of Article," *Title of Journal* Volume Number, Issue no. X (Date of Publication): page number. URL

If that same text is cited again, this can be shortened as explained on page 150.

1. Lastname, *Shortened Version of Title*, page number.

<u>Bibliography</u>

The information in the bibliography will be very similar to what is presented in the footnotes, but it will be formatted slightly differently. The bibliography uses hanging indentation, wherein the first line is not indented and subsequent lines are indented 0.5in. Use single space with individual lines between citations.

Lastname, Firstname. *Title of Source*. Publication City: Publisher, Year.

Lastname, Firstname. "Title of Article: Subtitle of Article." *Title of Journal* Volume Number, Issue no. X (Date of Publication): page range. URL

- If the source uses an editor rather than an author, simply add a comma and then "ed." after the editor's name in place of the author.
- If the source has multiple authors, only use the "Lastname, Firstname" format for the first author. All authors after the first will be cited using the "Firstname Lastname" format, as explained on page 154.
- Edition numbers follow the source title and are separate from the title by a comma. They are formatted as "2nd ed." "3rd ed." and so on.

<u>On online resources not found through academic journals or the university library:</u>

- Online content without an identifiable author is considered less reliable and usually not appropriate for academic work.
- If a site could be revised at a later date or if no publication date can be found, an access date must be included in the citation.
- Always look for a permalink or DOI over a regular URL. DOIs will always be formatted as https://doi.org/ followed by 10. and a string of numbers unique to that source.