**Turabian Style**

**Turabian Class Paper Format**


Paper: 8-1/2” x 11”

Margins: 1” all around (in Word, go to the Page Layout tab); unjustified right margin

Font: Readable, non-distracting (e.g., Times New Roman, Courier, Helvetica), 10 pt. minimum, 12 pt. preferred. Check with faculty for any variation

Spacing: Double space. [Check Word’s default space settings and adjust if necessary]

*Exception* – single space but with blank line between items:

- block quotation [5 or more lines; 25.2.2]; table titles, and figure captions; lists in appendixes
- individual footnotes/endnotes and bibliography/reference items; **however, double space between** the individual items
- sections of the title page (see sample) [A.2.1, fig. A.1]

Punctuation: One space at the end of a sentence (terminal punctuation).

Indentation: Be consistent. [Standard tab is ½” or .5]

Pagination: Do not number the title page. Begin page numbering (arabic numerals) with text (usually 2). Page number location options: centered or flush right either in the header or footer. Instructor also may require student’s last name in header.

Title Page *Paper Title*: Center and **boldface** title. Initial caps only (headline style) (22.3.1.1); sentence style for non-English titles (22.3.1.2). Locate about a third of the page down, centered. End with a colon if a *subtitle* follows. Center and enter the subtitle on the next line.

*Your name*: several lines down, centered.

*Instructor required information*: next line, centered. May include course title, date. Check with your instructor on specifics.

*A Koscielniak 2/28/15*