

# Turabian Formatting Musts!

## 8th Edition

General Format Requirements	
Margins	8½ x 11” paper; 1” on all four edges of the page
Typeface	Times New Roman, Courier, or Helvetica font; 12 point font for the body of the paper.
Spacing & Indentation	Double-space all text except block quotations. No extra spaces between paragraphs Indent ½” at the beginning of each new paragraph.
Pagination	<b>Front matter only in graduate papers 18 pages or longer</b> (submission and copyright pages, dedications, epigraphs, and table of contents): Centered, lower case Roman numerals in a footer.  <b>Body of Paper:</b> Numbered continuously starting with page 1, centered in a footer.  There should never be a page number on the title page.
Sub-headings	Bold, Centered – only used in papers longer than 5 pages.

Title Page	
Class Paper	Title should be centered, double spaced, 1/3 way down the page, subtitle on separate line.  Your name and class info, double spaced, and 2/3 down the page.  At minimum, title page should include the student’s name and title of the paper.
Front Matter	SUM will not require front matter (submission and copyright pages, dedications, epigraphs, and table of contents) for papers shorter than 18 pages.

## Footnotes

Typeface	10 point font
Indentation	½” indentation of the first line
Subsequent citations	After the initial citation, all subsequent citations should be the shortened footnote. SUM will not use <i>ibid.</i>
Footnote indicator number	The indicator for footnotes is always placed after the information you have used.
Bible	<p>Scripture references are placed in-text using parenthetical citation. More than 3 scripture references should be used a footnote.</p> <p>If you’re using a study Bible and you cite the notes, then you’ll use a footnote.</p>

## Bibliography

Typeface	12 point font
Spacing	Single within each entry, double between entries
Indentation	Hanging first line ½”
Title	Bold, Centered
Order	Alphabetical by author’s last name – if 2 or more by one author use the title (ignore articles like <i>a</i> or <i>the</i> ) and replace author’s name (after the first entry) with a long dash.
Bible	Is not included in the bibliography.