

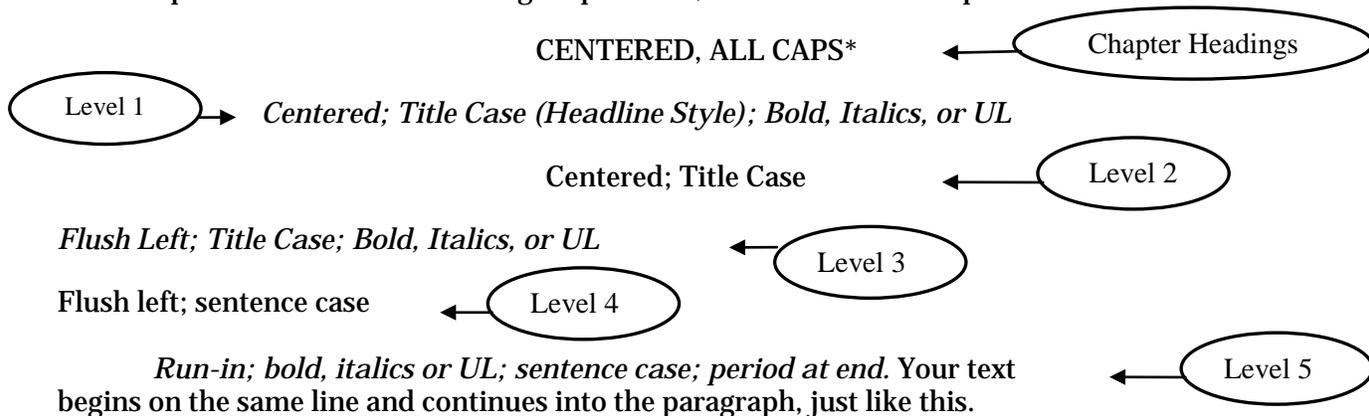
Turabian Style Guide Quick Reference

This reference sheet is intended to provide assistance while using the 7th edition of *A Manual for Writers of Research Papers, Theses, and Dissertations*. For more detailed information and specific examples, please reference the full text.

Turabian's *A Manual for Writers of Research Papers, Theses, and Dissertations* must be followed for headings and subheadings, tables and figures, in-text citations, and references. However, regarding **overall document considerations** (i.e., margins, pagination, etc.) the *Format Manual* requirements **supersede** those of Turabian.

Headings/Subheadings (pp. 397-398)

Headings and subheadings can be formatted as you see fit, however, your selected formatting must be used consistently throughout your document. Turabian advises writers to use no more than 3 subheadings if possible. An example of 5 levels of subheadings is provided, but its use is not required.



* Use Arabic numerals with generic chapter headings (e.g., CHAPTER 1), or spell out (e.g., CHAPTER ONE), and be sure to center and double space both generic and captioned titles.

Block Quotations (pp. 350-351)

Set off quotations of 5 or more lines; indent 4 spaces from left; double-spaced per formatting requirements; new paragraphs in block quotations should be indented an extra 4 spaces.

In-text Citation: Author Mentioned in Sentence (pp. 225-226)

Cite the publication date in parentheses directly following the author's name wherever it appears in the sentence.

In-text Citation: Author Not Mentioned in Sentence (pp. 224)

Cite the author's last name, comma, year of publication, comma, and page number; all in parentheses.

Figures (p. 370)

All maps, charts, graphs, and diagrams should be considered figures, labeled Figure flush left beneath the image and numbered consecutively using Arabic numerals. A caption should follow the figure number.

For example:

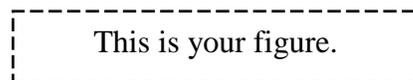


Figure 4. Caption of figure inserted here

Tables (pp. 362-368)

All tables should appear as close to the corresponding text as possible. Format captions by using the heading “Table” with an Arabic numeral, period, and a descriptive title on the same line, flush left (if more than one line, last line is centered), all in sentence case. Caption placement is above the table.

Table 1. Imaginary table title for imaginary data

This is your table.

References

General/Spacing (pp. 147-150)

Bibliography or reference list: arranged alphabetically; hanging indentation; single-spaced with double spacing between entries.

Books and Book Articles (pp. 162-181, 229-247)

- **Bibliography:** full name of author in reverse order, followed by a period; title in italics and title cased, followed by a period and the publication information, which includes city, followed by a colon, the publisher, a comma, and the publication date.
- **Reference List:** author-date style; full name of author in reverse order, followed by a period and the publication date, period; title in italics (capitalize first word only of both title and subtitle as well as proper nouns), followed by a period and the publication information, which includes city, followed by a colon, and the publisher.

Journal Articles (pp. 181-185, 247-251)

- **Bibliography:** full name of author in reverse order, followed by a period; title of article in title case and quotation marks, followed by a period; journal title in italics and title cased, followed by volume, date in parentheses, colon, and page number(s).
- **Reference List:** author-date style; full name of author in reverse order, followed by a period and the publication date, followed by a period; article title in sentence case w/out quotation marks, followed by a period; journal title in italics, followed by volume, date in parentheses, colon, and page number(s).

Website (pp. 137-139, 198-199, 263-265)

- **Bibliography.** List as many of the following as possible in the following order: author, period, page title in quotation marks and title case, period, owner of site, period, URL, open parenthesis, “accessed [date accessed]”, end parenthesis, period.

Meadow Council. “Bill the Cat’s 2012 Presidential Platform.” Meadow Party USA.
<http://billthecat.com/gokitty.html> (accessed October 28, 2010).

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