

PAPER FORMATTING IN CHICAGO STYLE, 18TH ED. / TURABIAN STYLE, 9TH ED.

SUMMARY OF MAIN GUIDELINES

Turabian style is the **student version** of **Chicago** style. Chicago style is aimed at professional scholars and publishers rather than students and therefore doesn't fill all the needs of those writing papers in an academic context. Turabian style is officially part of Chicago style and is fully compatible with it. This handout was created mainly created using the Turabian student paper-formatting [tip sheets](#).

The guidelines provided in this document may differ from your professors'. **Always follow their guidelines and check with them if in doubt.** Additionally, keep in mind that master's and doctoral theses and dissertations usually have their own more detailed formatting guidelines. Otherwise, those provided in this handout should suffice for most student papers.

In this handout:

[Font and size](#)

[Page numbers](#)

[Margins and paragraph alignment](#)

[Line spacing](#)

[Headings and subheadings](#)

[Footnote reference numbers](#)

[Block quotations](#)

[Footnotes](#)

[Bibliography](#)

[Title page](#)

FONT AND SIZE

Chicago/Turabian style does not state a font preference, but it recommends choosing a **simple font that is legible and widely available**, such as:

- Times New Roman (12 points)
- Arial (11 points)
- Calibri (12 points)

When in doubt, always choose a standard font, such as Times New Roman, and make sure it is **consistent** throughout the document.

PAGE NUMBERS

- Use Arabic numerals (1, 2, 3, etc.) for all page numbers.
- Count the title page but **do not number it**.
- Start numbering pages on the **first page of text** with the number 2.
- Place the page number in the **top right corner** or **centred at the bottom** of the page, without punctuation or “p.”
 - Use your word-processing program’s automatic page-numbering feature. *You may need to change the font to the one you’ve chosen for your paper; word-processing programs often use their default font, such as Calibri, for page numbers.*

MARGINS AND PARAGRAPH ALIGNMENT

- Margins are **2.54 cm** (1 inch) on all **four sides** of the page.
- **Do not justify your text. Align** the text to the **left only** and let each line end “unevenly.”

LINE SPACING

- **Double-space** the **title page** and all **pages of text**.
- **Do not** add extra spacing between paragraphs; regular double-spacing applies.
 - You may need to modify the spacing between paragraphs in the Paragraph tab of your word-processing program; the latter automatically adds space that is unnecessary.
- **Single-space footnotes, block quotations, and the bibliography** (see below for more on formatting the footnotes, block quotations, and bibliography).
- **Indent** the **first line of each paragraph**.
 - Use your keyboard’s tab key, not the space bar.

HEADINGS AND SUBHEADINGS

Note: Dividing your paper using headings and subheadings is **generally unnecessary** in very short papers; check with your professor.

Chicago/Turabian style does not provide preset formatting guidelines for headings and subheadings; **you must choose how to format them yourself (font size and colour, in bold and/or italics, flush left or centred, etc.) in a way that is consistent and logical**. However, Turabian style does make the following recommendations:

- Each level of heading/subheading should be different enough from the others to avoid confusion.

- Make sure that the formatting you choose for each level matches its “importance.” For example, a heading that is centred and in bold is logically more important than a heading that is flush left.
- Each level of heading’s formatting must be **consistent** throughout the paper. In other words, all headings/subheadings of the same level must look the same everywhere.
- **Do not add numbers** (1, 1.1, etc.) **or letters** (a, b, c, etc.) to your headings/subheadings.
- **Do not add a period** after your headings/subheadings.

FOOTNOTE REFERENCE NUMBERS

- Place the note number in superscript **after a sentence or clause**; use your word-processing program’s footnote feature.
 - **After a paraphrase, at the end of the sentence:** Place the number immediately after the final punctuation, with **no added space**.
 - Example: ... were not mentioned in the study.¹
 - **After a paraphrase, not at the end of the sentence:** Place the number immediately after any punctuation mark (except for the dash), with **no added space**.
 - Example: ... toward socialism;² but that expression...
 - Example: ... was apparent in the series³—and it must be...
 - **After a short direct quotation:** Place the number immediately after the closing quotation mark, with **no added space**.
 - Example: “... cannot be seen as final.”⁴

BLOCK QUOTATIONS

If your quotation consists of **more than 100 words** or **five lines of text**, it must be set apart from the main text in a separate block paragraph.

- Start it on a new line.
- Add a **blank line before** and **after** the block quotation.
- **Single-space** the block quotation.
- **Indent the entire quotation** 0.5 in from the left margin.
 - Do not use the space bar; select the entire quotation and use your keyboard’s tab key to move it.
- Do **not** use quotation marks.
- Place the note number immediately **after the final punctuation**.
- Add a blank line before continuing with your text.
 - If it is a **new paragraph**, simply **indent** the first line of text.
 - If it is **not** a new paragraph, simply **align left** (see example below).

Block quotation example:

On the other hand,

the variety of opportunities the religious organizations make available for people to be together and talk out their emotional concerns become quite a different thing when assayed from the point of view of Sullivan's philosophy. Perhaps the champion, at least during the earlier periods of development, for most parish counselors, especially in Roman Catholic Ranks, has been Carl Jung.⁴

This suggests that...

FOOTNOTES

This section provides guidance on formatting footnotes only. For examples and information about footnotes, consult our Chicago 18th ed. citation handout.

- Footnotes are separated from the main text by a short line.
- **Indent** the **first line** of each note (**with** the note number).
- **You may decrease the size of the footnotes if you wish to do so**, but you don't have to (e.g. 10 points instead of 12). Make sure you're **consistent throughout your paper**.
 - Don't forget to change the font to the one you've chosen for your paper; word-processing programs often use their default font, such as Calibri, for footnotes.
- **Single-space** each footnote.
- Add a blank **line** between each note.
- Note numbers are either in **superscript followed by a space** or **in regular font and size followed by a period** (see the two examples below).

¹ Ken Coates, *#IdleNoMore and the Remaking of Canada* (University of Regina Press, 2015), 174, <https://doi.org/10.1515/9780889773448>.

² Paul Cummins et al., *Leadership in Sports Coaching: A Social Identity Approach* (Routledge, 2017), 188, <https://doi.org/10.4324/9781315267005>.

³ Michel Foucault, *The Birth of the Clinic: An Archeology of Medical Perception*, trans. Alan Mark Sheridan (Routledge, 2003), 63.

OR

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1. Ken Coates, *#IdleNoMore and the Remaking of Canada* (University of Regina Press, 2015), 174, <https://doi.org/10.1515/9780889773448>.
 2. Paul Cummins et al., *Leadership in Sports Coaching: A Social Identity Approach* (Routledge, 2017), 188, <https://doi.org/10.4324/9781315267005>.
 3. Michel Foucault, *The Birth of the Clinic: An Archeology of Medical Perception*, trans. Alan Mark Sheridan (Routledge, 2003), 63.

BIBLIOGRAPHY

This section provides guidance on formatting the bibliography only. For examples and information about bibliography entries, consult our Chicago 18th ed. citation handout.

- Place the section label Bibliography centred at the top of a new page (in regular, full-sized font).
- Bibliography entries are **single-spaced**, with a **blank line between entries**.
- Bibliography entries have a **hanging indent of 0.5 in.**—i.e. the **first line is flush with the left margin and all subsequent lines are indented 0.5 in.** from the left margin (see examples provided in the Chicago 18th ed. citation handout).

TITLE PAGE

