

With all papers, be sure to know and understand your instructor’s preferences as they take precedence to anything found in this handout.

Formatting

- Use 1 “ margins
- Times New Roman size 12 font
- Double space paragraphs
- See Turabian guide for exceptions for block quotes, figure captions, footnotes, and bibliographies
- Do not use page numbers on the title cover page; begin body of paper with page number 1

Style

- Use an active voice.
- Turabian requires footnotes or endnotes (“notes”) for each citation. With the first occurrence, include the complete bibliographic data. For subsequent references, use *ibid.* for citations to the same source. For references two or more citations removed from the original, use a shortened form that includes only the author’s last name and the page number.
- Some classical works, such as the works by Shakespeare or the Bible, need only appear in the text and do not require listing in the bibliography. Cite location references in the notes.

Main Body

Headings are acceptable with Turabian style.

First Level
Second Level
Third Level
Fourth level
Fifth level. Text follows ...

Citations

See the WHO entry or handout, “Guide to Turabian Style.” With Turabian, full citations are included in the first note. These citations are styled differently than those that would appear in the bibliography. For example:

Notes:

John Lewis Gaddis, *The Landscape of History: How Historians Map the Past* (New York: Oxford University Press, 2002).

Bibliography:

Gaddis, John Lewis. *The Landscape of History: How Historians Map the Past*. New York: Oxford University Press, 2002.

Some instructors, however, may not require a bibliography if you are using notes. Be sure to check the assignment guidelines.

Bibliography

Format bibliographies using ½ inch hanging indent, single space lines, with 12 pt. separation between entries.

Genovese, Eugene D. *Roll, Jordan, Roll: The World the Slaves Made*. New York: Pantheon Books, 1974.

Rousey, Dennis Charles. "Friends and Foes of Slavery: Foreigners and Northerners in the Old South." *Journal of Social History* 35, no. 2 (2001): 373-96. Project Muse electronic resource (accessed May 4, 2011).