

Kate L. Turabian Style Requirements for a Thesis or Dissertation Manuscript

Please use this checklist to ensure that your thesis or dissertation meets the formatting and citation guidelines provided in Kate L. Turabian's *A Manual for Writers*, 9th edition.

Main Text

- Indent the first line of each new paragraph half an inch. Use the tab key rather than spaces for paragraph indentation.
- Double-space all text in the paper, except the items listed below, which should be single-spaced:
 - Block quotations. Quotations of five or more lines should be indented as a block. Single-space block quotations and apply a left indent of half an inch. Leave a blank line before and after the block (but at least two blank lines before a subhead).
 - Table titles and figure captions
 - Lists in appendices
- Put one space between sentences, not two.

Sections and Subsections

- Create a subhead for each section and use the same font size and style every time you use that level of subhead.
- First-level heads should be more eye-catching (such as bold) than second-level heads (such as italic).
- If you have subsections, use a different style for the second-level heads.
- If two subhead levels appear together, add a blank line between them.
- There should be at least two subheads at each level per chapter.
- Put more space before a subhead (two blank lines) than after (one blank line, or double line spacing).
- Never end a page with a subhead. Set your word processor to keep all headings attached to the corresponding section.

See an example of formatting sections and subsections [here](#).

Chapter Opening Page

- If you use epigraphs on chapter opening pages, format them as block quotations.

- On the line below an epigraph, give the author and title, flush right and preceded by an em dash (or two hyphens).
- Leave two blank lines between the source line and the beginning of text.

Figures

- Number figures sequentially throughout the document (e.g., Figure 1, Figure 2, etc.).
- Place a figure either immediately after the paragraph that first mentions it (on the same page or the next) or just before the first mention (but on the same page).
- Include clear and descriptive captions below each figure.
- Singlespace the caption.
- Add at least one blank line between the caption and any text below it.
- Use regular text or smaller for the caption.
- Ensure that figures are high-quality and easily readable.
- Refer to each figure within the text by its corresponding number.

See an example of a figure [here](#).

Tables

- Construct tables with clear and concise rows and columns.
- Avoid excessive use of shading or color; use shading sparingly and ensure it enhances readability.
- Each table should have a number and a title flush left on the line above the table, with the word Table (capitalized), followed by the table number and a period.
- Number tables separately from figures.
- Number tables consecutively throughout the paper.
- Capitalize the table title sentence-style.
- Do not put a period after the title.
- Refer to a table in the text by the table number.
- Provide clear labels and units for all columns and rows.
- Insert full-width horizontal rules to separate the table's title from the column heads, the column heads from the body of the table, and the body of the table from footnotes or the following text.
- Do not use vertical rules to enclose the table in a box.
- If a table is too long to fit on a single page, divide it between two (or more) pages. For tables, repeat the stub column and all column heads on every page. Omit the bottom rule on all pages except the last.

The Turabian system of source citation uses two citation styles: notes-bibliography style and author-date style. Follow your department's recommendations for choosing a citation style.

Notes-Bibliography Style

Bibliography

- Apply half-inch hanging indents for each entry.
- Singlespace each entry, and add a blank line between entries.
- For multiple works by the same author(s), replace the author or authors' names with a 3-em dash in all entries after the first.
- Ensure that each bibliography entry includes the same information contained in a full note.
- Italicize titles of books, journals, and websites.
- Use quotation marks with titles of journal articles.

See an example of a bibliography [here](#).

Endnotes (If you are using author-date style, your paper will not have endnotes.)

- Put endnotes after the main text and appendices but before the bibliography.
- Center the title Notes at the top of the first page and add two blank lines after.
- If note numbers restart with 1 in each chapter, add chapter subheads.
- For the note numbers, use normal text with a period and space after, or use superscript with a space but no period after.
- Indent the first line of each note half an inch like a paragraph in the main text.
- Single-space each note, and add a blank line between notes (and two blank lines before chapter subheads).
- If you cite the same text again, shorten subsequent notes.

See an example of endnotes [here](#).

Footnotes

- Each footnote should appear at the bottom of the page that includes its numbered in-text reference.
- For note numbers in the text, use superscript.
- Indent the first line of each note half an inch like a paragraph in the main text.
- Use a short rule to separate footnotes from the main text.

- Singlespace each note, and add a blank line between notes. Leave the right margin “ragged.”
- Use regular text or smaller for the notes.
- For note numbers in the notes, use normal text with a period and space after, or use superscript with a space but no period after.

See examples of footnotes [here](#).

Author-Date Style

Parenthetical Citations

- Include author's last name and page number for direct quotations (e.g., (Smith 45)).
- For two authors, list both last names separated by "and" (e.g., (Smith and Jones 67)).
- For three or more authors, use the first author's last name followed by "et al." and the page number (e.g., (Smith et al. 89)).
- Do not use punctuation between the author and the date.
- Separate the date from a page number with a comma.
- The name and date must match those in the reference list entry exactly.
- The closing parenthesis precedes a comma, period, or other mark when the quotation is run into the text.
- At the end of a block quotation, the opening parenthesis follows terminal punctuation.

See examples of parenthetical citations [here](#).

Reference List

- List sources in the alphabetical order.
- Apply half-inch hanging indents for each entry.
- Singlespace each entry, and add a blank line between entries.
- List sources by the same author chronologically.
- For multiple works by the same author(s), replace the author or authors' names with a 3-em dash in all entries after the first. Use letters (a, b, etc.) to differentiate works published in the same year.
- Capitalize titles.
- Use italics for titles of larger entries (books, journals).
- Use quotation marks for titles of smaller entities (chapters, articles).
- Use quotation marks for titles of works that have not been formally published (dissertations).

See an example of a reference list [here](#).