

Turabian 9th Edition Cheat Sheet

Font size and type

The font size should be 12 point and use either Arial or Times New Roman. Footnotes or endnotes, headings, tables, and other elements might require other type sizes.

Line spacing

Double-space all text in papers except the following items, which should be single-spaced:

- Block quotations
- Table titles and figure captions
- Lists in appendixes

The following items should be single-spaced internally but with a blank line between items:

- Table of contents and any list of figures, tables, or abbreviations
- Footnotes or endnotes
- Bibliographies or reference lists

Margins and paragraphs

A margin of approximately 2.54 centimetres all round, on the left and right edges of the page, as well as the top and bottom, is essential.

Page numbers

Pages of an essay must be numbered with the number centered at the top of the paper. Do not number your title page- begin the assignment with Page 1.

Punctuation

Ensure that all punctuation is correct. Special care needs to be taken with the use of apostrophes, especially in relation to their use to depict ownership. Remember to place the apostrophe after the actual owner/s. For example, the pupil's classroom versus the pupils' classroom. Be aware also of the use of an apostrophe in the word it's. It's refers to "it is", whereas, its refers to "the possessive case singular of it", for example 'Hold the book by its spine.' Take care to also differentiate between your (belonging to you) and you're (you are). Do not use contractions such as can't, haven't, etc.

Order of pages

Arrange the pages of the paper in the following order:

- Title page
- Abstract (start on a new page after the title page if required)

- Text (start on a new page after the abstract, or after the title page if the paper does not have an abstract)
- References (start on a new page at the end of the text)
- Appendices (start each on a new page after the tables and/or figures)

Tense

Avoid changes of tense within an assignment, and certainly within the one paragraph. Write in the tense appropriate to the topic e.g. an essay on an historical topic should be written in the past tense, but one describing the status quo would be in present tense.

Title pages

Students should follow the guidelines of their instructor when determining which title page format is most appropriate. If not instructed otherwise, students should include the following elements on the title page:

- Title of the paper
- Name of each author of the paper
- Course number and name for which the paper is being submitted
- Instructor name
- Assignment due date e.g. 4 November 2019
- Page number

Tables

These must be referred to in the text of your essay. Place a table number and title on the line above each numbered table. Run the title the full width of the table. Leave at least one blank line between the bottom of the table and the first note, and also between notes. Notes to tables can be presented in a smaller font than the text of your paper. Label every table and figure in a way that describes its data. For a table, the label is called a title and is set flush left above the table.

Figures and images

These must be referred to in the text of your essay. Label every table and figure in a way that describes its data. For a figure, the label is called a caption and is set flush left below the figure. Leave at least one blank line between the figure and any text above or below it.

Appendices

Material which is deemed necessary to support information in the text of the assignment but which is not considered appropriate for inclusion in the actual essay may be included as an appendix. Generally, such items as letters, tables, graphs, questionnaires etc. would be placed in the

appendix. Appendixes are placed at the back of the assignment, after the reference list. Each appendix included in the assignment must be referred to in the actual text of the essay.

Word limit

Make sure you meet the word limit, but do not exceed it. Usually a latitude of 10% either side is allowed. The total number of words is made up of the actual essay itself and does not include the cover page, abstract, references used in the actual essay, reference list or appendix. Direct quotes are also excluded from this count.