

## Turabian 9 Formatting Requirements at PCC

These most common format requirements apply to all research papers.

### Margins A.1.1

- One inch on all 4 edges of the page
- Use 1.5 inches left margin for papers that are bound.

### Font A.1.2

- PCC designates 12-point Times New Roman (every computer and printer has this).
- Footnotes may use 10- or 12-point font while endnotes must use 12-point font.
- Only one space follows terminating punctuation (periods, question marks, etc.).

### Line Spacing A.1.3

- Double space everything with the following exceptions which are single spaced:
  - Blocked quotations (25.2.2)
  - Figure and table captions
  - Footnotes, endnotes, bibliographic entries, reference entries
  - Subheadings (they have their own special formatting requirements)
  - Outlines
- You *may* replace double and single-spaced lines with exactly 24-point and exactly 12-point lines. This adjustment resolves issues with footnotes falling on wrong pages.

### Page Numeration

- Header is to be set 0.5 inches from the edge of the page.
- Title page is page 1 but has no page number on it.
- **All** pages after the title page have Arabic page numbers flush right in the header (top of the page), even if there is a title on the page.

### Title Page

- A sample is available on [Eagle's Nest](#).
- Use headline-style capitalization (22.3.1.1) and center each line. **Bold** the title and student's name.
- 6 blank lines between
  - school & title
  - title & "a project submitted"
  - course & by
  - box number & Pensacola, Florida
- Month Day, Year is the last line of text, but it is not required to be on the final possible line of the page. The bottom margin may be more than 1 inch.

### Pledge Page

- A sample is available on [Eagle's Nest](#).
- Please note that PCC uses plagiarism detection software.

- May be at the top of the page or centered vertically on the page. Thus, the pledge page would be page 2.

### **Section/Page Titles** A.2.2.4

- A section title is used for the outline, table of contents, body of paper, notes (for endnotes), bibliography (or references), appendix, and other sections as defined in Turabian's appendix.
- Titles are centered, boldface and use headline-style capitalization (22.3.1.1).
- Titles longer than 4.5 inches are split into two double-spaced lines with first line longer.
- There are to be two blank single-spaced lines beneath the title on any page that has one.
- Body of the paper should begin with the title of the paper.
- Page numbers are at the top of the page in the header for all pages, even those with titles.

### **Outline Page** (optional, depending on project requirements)

- Project or paper title at the top, centered and in boldface with headline-style capitalization, just like title of a research paper.
- If you require a thesis statement, it is single-spaced with the first line not indented, and followed by a blank line. The first word should be *Thesis*: (in italics as shown here).

### **Outlines** (whether on an outline page or in body of paper—Turabian 6.2.1 & 23.4.2.2)

- Requires at least 2 points on any level.
- Single-space entire outline, even between Roman numeral main points.
- Left align each level of the outline as period alignment is no longer required by Turabian. Sub-level label (e.g., A., 1.), left edge must align with first word of preceding level.
- Indenting each sublevel another .3 inches from preceding one is a good amount of space.

### **Body**

- Pages should be numbered.
- Double spaced lines (or exactly 24-point line spacing).
- First line of a paragraph is indented an extra 0.5 inches.
- When you continue your paragraph after the block quotation, do not indent. If it is a new paragraph, indent the first line.

### **Blocked Quotations** (Turabian 25.2.2)

- Single spaced lines (or exactly 12-point line spacing).
- Use for quotations requiring more than 4 lines of text.
- You *may* use blocked formatting with shorter quotations for *emphasis* or *comparison*.
- Indent 0.5 inches from left margin (which lines it up with first line of a paragraph).
- Indent another 0.5 inches for first lines of paragraphs within the blocked quotation.

### **Subheadings** (Turabian A.2.2.4)

- Must have 2 blank lines above and one beneath.
- If two levels are consecutive with no body text between, have two blank lines between.
- Subheadings longer than 4.5 inches should be separated into two single-spaced lines:
  - Centered subheadings should have the first line longer than the second.

- Left-side subheadings should have both lines approximately the same length.
- Must use at least two of any level within a section of a paper.
  - A paper may have two or more level-one subheadings; either of those may also have lower-level subheadings, but any section must have at least two.
  - If you use subheadings in one main section, you do not have use them in others.
  - If both main sections have lower-level subheadings, they must both use the same format for those subheadings—not one centered and the other left-aligned.
- Level 1 is centered, emphasized (use *italics*), headline-style capitalization.
- Level 2 is centered, regular text, headline-style capitalization.
- Level 3 is aligned on left margin, emphasized (match level-one), headline-style capitalization.
- Level 4 is aligned on left margin, regular text, sentence-style capitalization.
- Level 5 (See Turabian.)

### **Footnotes** (Turabian chapters 16 & 17)

- Use a superscript reference number in body of paper immediately after quotation mark, blocked quotation, or ending punctuation mark of a paraphrase or summary—no space before the reference number.
- Must have a short line between text of paper and footnote.
- Footnotes may be positioned immediately beneath the text or at the bottom of the page.
- Either 10- or 12-point font is acceptable.
- Two options for reference number within the note:
  - Superscript reference number with one space after the number.
  - Regular type numeral, period, space (but you have to maintain the numeral manually since the program will not be able to handle it for you now).
- Turabian chapter 16 has templates for how to format the most common kinds of notes.
- Turabian chapter 17 has specific examples of virtually any kind of source.
- Turabian permits using parenthetical notes when heavily citing from a single source, as in a critique or literary paper. Use footnotes for documenting other sources. (16.4.3)
- PCC’s local guidelines prohibit the use of *ibid.* in footnotes. Use the short form of notes instead. (16.4.2)
- If a paper has chapter divisions, restart the numbering of footnotes with each chapter.
- For one source quoted in another, see Turabian 17.9.3

### **Endnotes** (Turabian 16.3.1)

- Organize endnotes on a new page after the body of the paper but before the bibliography.
- When submitting papers electronically, the endnotes need to be typed manually in order to place the bibliography at the end of the document. (Do not use the automatic references feature.)
- Title the endnotes page as Notes. Center the title and use boldface.
- Format endnotes just like footnotes, but use 12-point regular type.
- Reference number must be normal type followed by a period and a space, then the note.
- Turabian permits adding substantive comments in footnotes while using endnotes, but word processors do not combine the two styles—you must handle this manually.
- Since notes are on the same page, *ibid.* may be used.

- For one source quoted in another, see Turabian 17.9.3

### **Parenthetical Citations** (Turabian chapters 18 & 19)

- Referred to as *author-date style*.
- Standard form of citation is (Author Year, Pages)
- Position citations correctly.
  - End a direct quotation with a quotation mark, space, parenthetical citation, and period.
  - Move the period that ends the quotation after the parenthetical citation. If the quotation ends with an exclamation point or a question mark, leave it at the end of the quotation and add a period after the parenthetical citation.
  - In blocked quotations, leave the period at the end of the quotation and do not put a period after the parenthetical citation (25.2.2).
  - If the author's name is used in the text, place the citation after his name and omit his name from the citation (Year, Pages) (18.3.1).
- Turabian chapter 18 has templates for how to format the most common kinds of notes.
- Turabian chapter 19 has specific examples of virtually any kind of source.
- Turabian permits adding substantive comments in footnotes (18.3.3).
- For one source quoted in another, see Turabian 19.9.3.

### **Formatting Bibliography and Reference Lists** (A.2.3.5)

- Every source cited in a footnote, endnote, or parenthetical citation must also appear in the bibliography. For exceptions, see 17.4–17.9
- Title the page **Bibliography** (not Works Cited) with notes-bibliography style (footnote/endnote citations).
 

Note: If an instructor requires you to include sources that you consulted but did not cite, use the title **Sources Consulted**.
- Title the page **References** for author-date style (parenthetical citations).
- Use headline-style capitalization (22.3.1.1) for the title (capitalize first, last, and all important words).
- Leave two blank lines between the title and first entry and one blank line between entries.
- The general format for bibliography and references is similar.
  - Single space entries.
  - Use a hanging indent (second line indented) for entries that run over to a second line. The second line is indented .5 inches.
  - Arrange entries alphabetically by last name of the author or editor.
  - Italicize book and journal titles. Place quotation marks around the titles of webpages and articles.
  - Dates are American format (Month Day, Year) not international (Day Month Year).
  - Use two-letter postal abbreviations for states that need to be included with the city of publication (24.3.1).
  - Turabian permits saving space by omitting *The* and abbreviations such as *Inc.*, *Ltd.*, *S.A.*, *Co.*, & *Co.*, *Publishing Co.* from the publisher's name. The spelled-out forms of these abbreviations may also be omitted (17.1.6.2, 19.1.7.2).

- Chapters 16 (notes-bibliography) and 18 (author-date) describe formatting for the most common kinds of sources.
  - Chapters 17 (notes-bibliography) and 19 (author-date) show formats for virtually any kind of source.
- The major difference between author-date style and notes-bibliography style is the position of the date.
  - Standard position of information for bibliography entries is Author. Source, Date.
  - Standard position of information for references is Author. Date. Source.
- Use specific formatting for two sources by the same author (16.2.2.1, 18.2.1.1).
  - Arrange entries chronologically by publication date.
  - For all entries after the first, replace the individual's name with a long dash (3 em-dashes). Place abbreviations like *ed.* and *trans.* after the dash (21.7.3).
  - Reference page: When two sources have the same author and year, list the sources in alphabetical order and add a letter suffix to each year (e.g., 2007a, 2007b). Use those revised dates in parenthetical citations so that the reader can track down the correct source.

Pensacola Christian College

**Title of Paper or Project (When a Long Title Requires  
a Second Line, the Second Line Is Shorter**

Project ## (If Required By Instructor)

*(Always Have 6 Blank Lines Between Title And Next Section No Matter How Long The Title.)*

A Project Submitted to  
Instructor's Name  
in Partial Fulfillment of  
the Requirements for the Course  
Course number  
Course Name

by  
**Student's Name**

Box #####

Pensacola, Florida

Month Day, Year

*(If you run out of space, try changing paragraph format to exact 12-point line spacing.)*

This assignment is my own **first-time work**. I have not received any unapproved assistance in this assignment's preparation, creation, composition, organization, translation, editing, or writing. I have used a citation to indicate contestable information, data, and opinions other than my own. I have intentionally avoided plagiarism, sloppy scholarship, copyright infringement, and unapproved Artificial Intelligence (AI) assistance.

**Plagiarism.** I have not presented another's intellectual property as my own or resubmitted work previously submitted for another course unless approved. I have used my own words and sentence structure when summarizing and paraphrasing.

**Sloppy Scholarship.** I have signaled each quotation, summary, and paraphrase, used quotation marks around someone's exact words, and appropriately and accurately cited each quotation, paraphrase, and summary.

**Copyright.** I have received permission and/or given proper credit for all copyrighted content.

**Artificial Intelligence.** I have not used any form of unapproved AI in the generation, improvement, or manipulation of this assignment.

I understand that faculty may use software to detect plagiarism and AI use on this assignment and that any academic integrity violations can result in an academic penalty according to the Student Handbook.

Signed: \_\_\_\_\_ Student's Name (Signed or Typed)