



The Writing Center at Bristol Community College

Building B - Room 117
508-678- 2811 X2544

E-mail: writing.center@bristolcc.edu
Website: www.bristolcc.edu/writingcenter

How to Format a Paper (Turabian)

This handout focuses on matters of simple format: specifically, margins, typeface, spacing, pagination and arrangement of pages. The information provided is taken from Kate Turabian. *A Manual for Writers of Research Papers, Theses, and Dissertations*. 7th ed. Chicago: U of Chicago P, 2007.

Margins

- Margins should be at least one inch on all four edges of your manuscript

Typeface

- The key here is readability and consistency. Turabian recommends that you use “at least ten-point and preferably twelve-point type” (374).

Spacing

- Use double-space for all text except the following items, which should be single-spaced:
 - block quotations
 - table of contents and other tables
 - footnotes or endnotes
 - bibliographies

Pagination

- Start numbering pages with the body of the paper rather than the title page using arabic numerals
- Page numbers may be centered in the footer (bottom of the page), centered in the header (top of the page) or flush right in the header

Headers/Footers

- You may be asked to include your last name and date of the paper in the header or footer

Titles

- Titles are usually “centered roman type with all capital letters” (376)

Order of Manuscript Pages

- Single title page
- Body of manuscript
- Bibliography or reference list

Spacing, Pagination, and Margins

- Double-space between lines of the manuscript
- Leave margins of one inch at the top, bottom, left, and right of every page
- Number pages beginning with the body

SAMPLE TITLE PAGE



TITLE CENTERED AND IN CAPS

Your Name
Course
Date