Title of Paper:

Subtitle (if any—delete colon above if no subtitle)

Student’s Name (e.g., Jane Doe)

Course (e.g., BIBL 2623-01 Biblical Hermeneutics)

Date with Month Day, Year (e.g., September 3, 2015)

**First Heading**

The content entered here under this heading is intended to illustrate what pages should look like in Turabian as well as to provide some information on Turabian through the use of this template. This content will eventually be carefully deleted by the student as the student enters her content into this space. Simply select the material to be deleted and then click “delete.” This page is the first page of the text of the paper, and will be followed by what is called the “back matter” which in this template will include only the Bibliography. Up to this page, the paper consists of what is referred to as the “front matter,” which in this template consists only of the title page (without any table of contents, list of tables, etc.). This first page of text begins with the first heading of the text.

Use headings as illustrated above and at the bottom of the next page by replacing the existing wording (e.g., “First Heading”) with the student’s new heading. Use as many headings as needed. Double-space all of the text with the exception noted by Turabian:

Single-space a block quotation, and leave a blank line before and after it. Do not add quotation marks at the beginning or end, but preserve any quotation marks in the original. Indent the entire quotation as far as you indent the first line of a paragraph. (In literary studies and other fields concerned with close analysis of texts, you should indent the first line of a block quotation further than the rest of the quotation if the text is indented in the original.)

In addition to block quotations, any table titles or figure captions are single-spaced, and notes and bibliographic citations are single-spaced within each citation, but a blank line is placed between citations.

Why all this bother about format? Among other reasons, Booth, Colomb, and Williams answer this question by noting that “whatever community [discipline] you join, you’ll be expected to show that you understand its practices by reporting your research as its members do.”

In terms of pagination, the first page of the text is numbered “1” and this Arabic numbering continues through the remainder of the document, including the back matter.

The bibliography begins on a separate page. The word “Bibliography” is centered on the top line, and is followed by two blank lines before the first source. The bibliography is single-spaced with a blank line placed in between each source. Sources are arranged alphabetically by the author’s last name. Each bibliographic citation utilizes the hanging indent in which the first line is at the left margin, but all subsequent lines are indented.

Turabian uses notes, generally, footnotes. To enter a footnote, place the cursor at the point in the text where the footnote number is to be inserted. In Word, click on the “References” tab at the top and then “Insert Footnote.” This will place a superscript number where the cursor is located and will move the cursor to the bottom of the page where it will insert the same number. At the bottom of the page, you will need to move the cursor to the left of the new superscript number. If there is another number above the new number, hit “Enter” to create a blank line between the two sources, and then hit “Tab” to indent the new superscript number. Move the cursor to the right of the new number and begin typing in the data for your footnote.

**Second Heading**

Text under second heading

**Third Heading**

Text under third heading

**Fourth Heading**

Text under fourth heading

Bibliography