

## PIU Library

### Turabian Quick-Reference Guide

Research papers and essays are an unavoidable part of your education. Not only does your writing need to be sound but your formatting and presentation need to be solid as well. You can use this sheet as a quick reference to formatting your paper according to PIU guidelines. This is not the authoritative source! Please see the *Manual for Writers of Research Papers, Theses, and Dissertations* by Kate L. Turabian for complete guidelines on researching, citations, and formatting. PIU uses the Turabian style—so should you!

#### Font

Use Times New Roman or similar font at 12pt size.

#### Title Page

If used, the title of the paper should be centered on the page one third of the way down the page. Several lines below, put your name and any other information requested by your instructor.

In not used, use a double spaced heading at the top left with your name, teacher's name, course, and date on separate lines. Center the title on the top of the first page of text.

#### Page numbers

Page number should be placed on each page (except title page) in one of three places: centered in the footer, centered in the header, at the right of the header. Check with your teacher. Be consistent.

#### Margins

Margins should be one inch around all borders. Use 8 ½" x 11" white paper.

#### Spacing

Double space all text in papers except block quotations. Block quotations are quotes longer than 4 lines and indented on both sides an equal amount. Shorter quotes are in the text surrounded by quotations marks.

#### Bibliography

Bibliographic pages are single spaced with hanging indentations. All references are in alphabetical order according to Turabian citation style.

#### Citations

Citations are necessary, required, and morally right! See the back of this page for examples.