[3.66" (about 18 blank lines) top margin]

A.2.1.2 Explains Main Title Is on First Line:

Subtitle If Any Is on New Line like This One

[about 18 blank lines]

Your Name Not Bold

Course Title and Number

Date

Introduction

You may begin either immediately after the one inch top margin, or if you have a formal introduction, begin as this shows with text on the second line (normal double space) after the first level, headline style subheading.[1] When centering subheadings, be sure there are no tabs between the left margin and the first word of the title. This will cause your heading to be off-center. Double space between lines. Put only one space after a sentence period. Use Times New Roman, 12 point font. Do not place a blank page between the title page and the first page in research papers. Only theses and dissertations require it.

Margins

Margins for research papers should be one inch on all sides. Most computers have a default setting of one and a quarter inches for side margins, so you need to change this. Margins for theses will vary. Instructions in this sample paper are for class papers and research papers.

First Level Subheading

First level subheadings are centered on the third line after the preceding text (double space plus one added blank line). To create this spacing, highlight the last line of the preceding paragraph, on the tool bar click format, paragraph, spacing 12 point after. First level heading should be bold, headline style capitalization, and no period at the end. Text for the new section begins on the second line (normal double space) after the heading. See page two of this document for what the spacing is when you need a second level subheading without intervening text.

Do Not Leave a Heading Widowed at the Bottom of a Page like This

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[1] Kate L. Turabian, *A Manual for Writers of Term Papers, Theses, and Dissertations*, rev. Wayne C. Booth, Gregory G. Colomb, and Joseph M. Williams, 9th ed. (Chicago: University of Chicago Press, 2018), 404.

Force the "Widowed" Heading onto the Next Page like This

2nd Level Subheading

The second level subheading is headline style, but not bold.[2] When two different level headings connect with no intervening text, include an extra space between the two (i.e., use double space plus one blank space as illustrated above). Text begins on the second line after the heading (normal double space). See Turabian 22.3.1.1 for capitalization of words in headings.

3rd Level Subheading

Turabian gives the institution the choice of either bold or italics for the third level subheadings. SES professors voted to use italics for the third level subheading.

Enumerations in Text

Enumerations in the body of your paper should be formatted with parentheses *before and after* each number as shown in the section below. For items in a longer, vertical list, parentheses are not used. See 21.2 and 23.4.2.1 for two versions of vertical lists. Periods following the numbers are aligned on the page.

Footnotes

The format of footnotes should consist of the following information in the order given: (1) author's name, (2) title and subtitle, (3) name of editor, (4) number or name of edition if other than the first, (5) name of the series in which the book appears with volume or number in the series, (6) facts of publication, and (7) page number(s) of the specific citation.[3] At SES we use

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[2] Turabian, *A Manual for Writers,* 404. Do not use ibid. when same reference falls onto a new page.

[3] Footnotes should be formatted so there is one line of space *between* each note. Be sure there is a space between the footnote number and the first word (16.3.4). Use 10 point font for footnotes. Notice the first line of the footnote is indented; the second line, if any, is not indented. (Also notice that words are *italicized* for emphasis, not

superscript footnotes. Footnote 4 also illustrates more than one reference in a footnote. Each entry is separated by a semicolon.[4] Footnote 5 shows that you cannot use ibid. when the previous footnote contains more than one reference.[5] For footnotes for a well-known reference work, such as major dictionaries and encyclopedias, see 17.5.3 for details. Note, *Wikipedia* does *not* qualify as a scholarly source.

Block Quotes

Quotations that are five or more lines in length should be set apart from the rest of the text as a block quotation. The following is an example of a block quotation:

> The format of block quotations should be single space with the entire quotation indented 0.5" from the left margin. Right margins are not justified or indented. There should be no quotation marks at the beginning or end of the citation unless it is a quote within the quote. Quotations less than five lines may be formatted in this manner for emphasis.
>   If the quote continues with another paragraph, indent three or four more characters to indicate a new paragraph in the original. There is no line space between the paragraphs within the block. See Turabian 25.2.2 for more details on block quotes.[6]

The first line after the block quote is not indented unless you begin a new thought. This line was not indented because it does not begin a new paragraph. Use the normal double spaced lines before and after the block quote. Notice only the left margin is indented, and no quotation marks are used. The block indent indicates those words are a direct quote.

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bold.) The first use of a reference is given with full details. Subsequent uses of the same reference are shortened. If the very next footnote comes from the same book and same page, simply write Ibid. If the next footnote is from the same reference but a different page, use Ibid., 222 (or whatever the page is). If your paper includes more than one book by an author, give author's last name and an abbreviated title such as used on footnote 6 below. See Turabian 16.4.2. Pay close attention to every comma, period, capital, italic, and space in footnotes and the bibliography. Writing formal papers requires precision. This footnote is purposefully long to illustrate the extended separator line that is automatically inserted for long references that continue on the next page.

[4] George Pattison, *God and Being: An Enquiry* (Oxford: Oxford University Press, 2011), 103-104, http://dx.doi.org/10.1093/acprof:oso/9780199588688.001.0001; Malcolm Gladwell, *Outliers: The Story of* Success (Boston: Little, Brown, 2008), chap. 1, sec. 4, Kindle. Separate two references in the same footnote with a semi-colon.

[5] Pattison, 191.

[6] Turabian, *Manual for Writers*, 350.

Pagination

No number is placed on the title page, and it is not included in the numbering of pages. Body text is numbered with Arabic numerals (e.g., 1, 2, 3). Do not print a page number on the first page of the body of the paper. For subsequent pages, numbers should be located in the upper right corner of the page, beginning with two. Notice that there is a number on the first page of the bibliography. Page numbers are consecutive throughout.

Miscellaneous

In research papers, a paragraph should consist of more than one sentence, not one like this, even though it seems to be long enough to stand alone as a paragraph.

Bible References

It is acceptable and much easier to put Bible reference within the text instead of in footnotes every time. After the first Bible reference in the text, use a footnote to indicate the translation you will be using throughout the paper unless otherwise indicated. SES professors voted to use the traditional Bible abbreviations.[7] Notice the placement of the quotation marks, parentheses, and period in the following quote of Paul's words: "Whatever you do, do it heartily, as to the Lord, and not unto men" (Col. 3:23).

Abbreviations and Inclusive Numbers

Turabian gives the local institution flexibility in the use of abbreviations. For example, after the initial use of the full name New Testament (NT), it is acceptable to refer to it as NT. Some people are best known by their initials. Include a space between the period and the second

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[7] Turabian, *Manual for Writers,* 352-354.

initial (e.g., C. S. Lewis, D. L. Moody). There are several systems for noting inclusive numbers. SES Professors voted to use full numbers on both sides of the hyphen.

Electronic Entries

Electronic books may lack fixed page numbers, so cite by chapter or section number (see 17.1.10 and footnote 4 on previous page of this document) or find a version that reproduces the pagination of a printed edition. Note also that access date is not needed unless date of publication or when the source was last modified is not given (15.4.1.5 and 17.5.1). This is new in the 9th edition—see also the list of other new elements in the 9th edition found in course resources. Notice there is no space on either side of the em-dash.

Websites, blogs, and social media cited in footnotes are not included in your bibliography unless they are critical to your argument or frequently cited. See Turabian 17.5.1. As you are gathering information for your paper, always record details of the location even if you are not certain you will use what you read.

Use of First Person Pronouns

Turabian gives a detailed explanation about use of first person pronouns (i.e., I, me, we, and us). Institutions are allowed to establish their own requirements. SES professors want students to avoid the use of first person pronouns unless illustrations require it or papers call for personal applications. (Turabian section 11.1.7 gives two uses that should definitely be avoided.)

Words Used as Terms and Words Emphasized

In the field of theology, philosophy, and linguistics use single quotation marks to set off

words and concepts. For example, if you talk about the word 'linguistics', set it off in single quotes. However, when actually using a word, it is not set off by any quotation marks. For example, if linguistics is a legitimate discipline, then it should be studied. Notice the comma comes after the single quotation mark, but before double quotation marks. (See Turabian 21.10 and 21.12.2.1.). Use italics to isolate words and phrases in foreign languages that are unfamiliar to the reader (Turabian 22.2.1) or to emphasize words (Turabian 25.3.1.3).

Directions for the Bibliography

Begin a new page for the bibliography. Use the label **Bibliography** after the one inch top margin, similar to a new heading level one. Format two blank lines (double space one blank line) between the heading **Bibliography** and first entry (see Turabian A.2.3.5). Notice several other requirements: the first line of each reference is flush with the left margin, entries are listed in alphabetical order, double space between entries, but single space within an entry extending beyond one line. If the entry continues on another line, any additional lines are indented (called a hanging indent). An edition number is not superscript (e.g., 2nd, not 2nd; see 17.1.3.1 for example). After using italics for a title, be sure to change back to regular font, including the volume and edition. Note that only less known references works are included in your bibliography. See page seven of this paper for a sample bibliography.

In the fourth line in the previous paragraph, the first word after the colon is not capitalized because it is not a proper noun. What follows the colon is much like an appositive, explaining or adding to what precedes the colon. What precedes the colon includes a subject and verb, so it could be a complete sentence without the information that follows the colon.[8]

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[8] Turabian, *Manual for Writers,* 312.

Use of the Ellipsis

See Turabian 25.3.2.2 for proper use of the ellipsis according to the *general method*, which SES uses unless you are writing a thesis or dissertation.[9] Be sure to put a space in between each of the three dots. Four dots are used if the end of the sentence is omitted. The first of these dots is placed next to the last word like a period, as illustrated at the end of this last sentence. . . .

Conclusion

Besides using this paper to help you format your papers correctly, use the footnote/bibliography chart provided to you. Also the list of key elements will help you find common topics in Turabian. For returning students, see the accompanying list of elements that have changed with the 9th edition and since the last version of this template paper.

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[9] You should be aware that for *dissertations* or *theses* that require more close analysis of the text, the textual method is used.

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