

NASHOTAH HOUSE THEOLOGICAL SEMINARY¹

Checklist for Term Papers, Theses, and Projects Turabian 9th Edition

General Formatting

<input type="checkbox"/>	Margins	
<input type="checkbox"/>	Term paper: 1" top, bottom, right, left	
<input type="checkbox"/>	Theses & Projects: 1" top, bottom, right; 1.5" left	p. 384
<input type="checkbox"/>	Font ♦ Times New Roman, black	p. 385
<input type="checkbox"/>	Pagination	
<input type="checkbox"/>	Front Matter: in header, flush right, lowercase Roman numerals	
<input type="checkbox"/>	Text: in header, flush right, Arabic numerals	pp. 385–386

Title Page

<input type="checkbox"/>	Term Paper	
<input type="checkbox"/>	Title in headline-style caps; single-spaced; centered; bold; 1/3 down page	
<input type="checkbox"/>	Name; course name; due date; single-spaced; centered; separate lines; 2/3 down page	pp. 388, 391
<input type="checkbox"/>	Theses & Projects ♦ See Academic Catalog, Appendix E	pp. 388, 392

Body

<input type="checkbox"/>	Font ♦ 12 point Times New Roman, black	p. 385
<input type="checkbox"/>	Spacing	
<input type="checkbox"/>	Double in body of text	
<input type="checkbox"/>	Single for block quotes (Turabian 25.2.2) table titles, and captions	
<input type="checkbox"/>	Only one space after terminal punctuation of a sentence	p. 385
<input type="checkbox"/>	Indent	
<input type="checkbox"/>	Paragraph: ½" indent for first line of each paragraph	
<input type="checkbox"/>	Block quotation: ½" indent for each line of quotes over 5 lines in length	p. 385
<input type="checkbox"/>	Headings, Sections, and Subsections ♦ See Turabian A.2.2.4	pp. 404-405.

Footnotes

<input type="checkbox"/>	Font ♦ 10 point Times New Roman, black	p. 385
<input type="checkbox"/>	Spacing ♦ Single within each entry; single blank line separating each entry	p. 385
<input type="checkbox"/>	Indent ♦ ½" indent for first line of each footnote	p. 162
<input type="checkbox"/>	Footnote example (first full reference, book)	pp. 160–168
	Author's First and Last Name, <i>Title of Work</i> (Place: Publisher, Year), page(s).	pp. 169–222
<input type="checkbox"/>	Footnote example (shortened form, author-title style, book)	
	Author's Last Name, <i>Shortened Title</i> , page(s).	pp. 164–166

Bibliography

<input type="checkbox"/>	Font ♦ 12 point Times New Roman, black	p. 385
<input type="checkbox"/>	Title ♦ BIBLIOGRAPHY; centered, all caps; two single blank lines following.	pp. 411, 414
<input type="checkbox"/>	Spacing ♦ Single within each entry; single blank line separating each entry	p. 411
<input type="checkbox"/>	Indent ♦ Hanging ½"	p. 411
<input type="checkbox"/>	Order of Elements ♦ Author's Last Name, First Name. Title. Publication Facts.	pp. 154-155
<input type="checkbox"/>	Arrangement of Entries	
<input type="checkbox"/>	Alphabetical by author's last name	
<input type="checkbox"/>	Chronological by publication date	pp. 156-159
<input type="checkbox"/>	Biblical references ♦ Included in footnotes; NOT included in bibliography.	p. 160

Be sure to consult the table of basic patterns for notes and bibliography entries (pp. 151–153).

¹ Adapted from Regent University Writing Center