



Trustworthy and accessible training  
for gospel-centered transformation.

## Official Turabian Style Guide

Turabian, Kate L. *A Manual for Writers of Research Papers, Theses, and Dissertations: Chicago Style for Students and Researchers, 9<sup>th</sup> Edition*. Chicago: The University of Chicago Press, 2018.

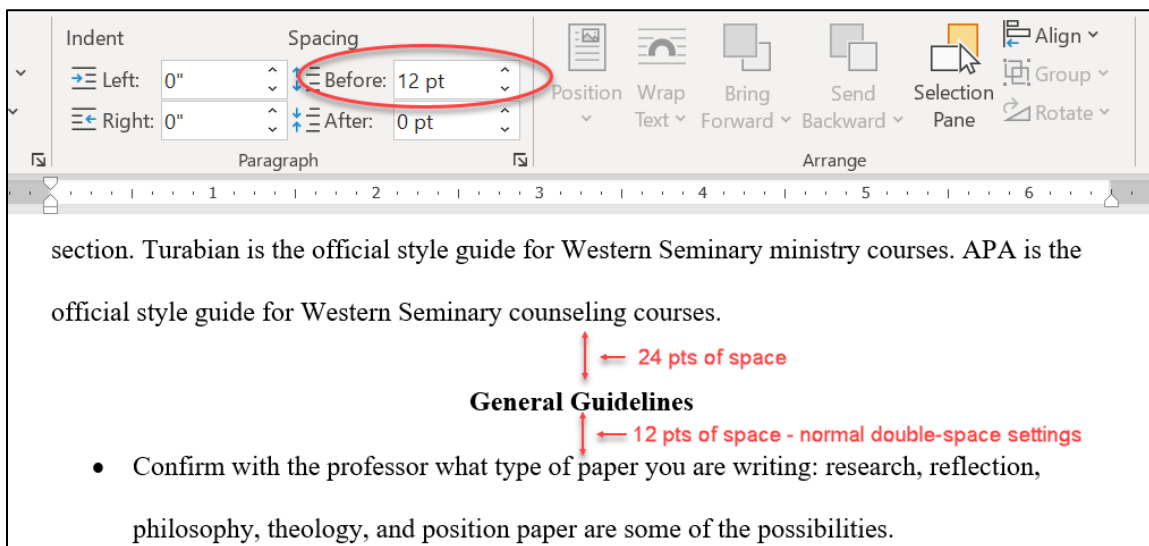
A “Citation Quick Guide” is also available: <https://www.chicagomanualofstyle.org/turabian.html>

This book, commonly known as “Turabian,” will be referenced throughout this document. Students are encouraged to purchase the book, as when papers are graded reference will be made to pages in this book. Use Turabian citations and formatting unless otherwise instructed in this Style Guide. Turabian is available in the Western Seminary library reference section. Turabian is the official style guide for Western Seminary ministry courses. APA is the official style guide for Western Seminary counseling courses.

## General Guidelines

- Confirm with the professor what type of paper you are writing: research, reflection, philosophy, theology, and position paper are some of the possibilities.
- Use Turabian unless otherwise instructed by the professor. Section references below are from Turabian.
- All documents should be submitted in Word/docx format (not PDF or Pages).
- Font: 12-point Times New Roman, 10-point Arial, or an equivalent (Section A.1.2).
- Double-space all text except noted in Section A.1.3 (i.e., block quotes, etc.).
- Margins: 1 inch on all four edges of the page. Use left justification, not center or right.

- Indent paragraphs .5 inches (use “First Line Indent” in Word).
- Page numbers: number the pages, but do not number the title page. Page 1 is the first page of the text (Section A.1.4). “Page numbers are usually placed in one of four locations: centered or flush right in the *footer* (at the bottom of the page) or centered or flushed right in the *header* (at the top of the page). . . choose one of these locations and follow it consistently” (Section A.2.4.2).
- Use headings/sub-headings as needed in the text to make it clear what aspect of the assignment you are completing. Triple space (24 points of space) before heading and double-space (12 points of space) after:



- Use the following heading formats for your different heading levels (each heading should correspond to an outline of your paper):

**First Level: Centered, Boldface, Headline-Style Capitalization**

**Second Level: Flush Left, Boldface, Headline-Style Capitalization**

*Third Level: Flush Left, Italicized, Headline-Style Capitalization*

**Fourth level: Indented, boldface, sentence-style capitalization**

*Fifth level: Indented, italicized, sentence-style capitalization*

- A Table of Contents is only required for theses/dissertations.

- Use Turabian’s abbreviations for books of the Bible. See 24.6 in Turabian or as follows:

Gen.	Genesis	Isa.	Isaiah	Rom.	Romans
Exod.	Exodus	Jer.	Jeremiah	1 Cor.	1 Corinthians
Lev.	Leviticus	Lam.	Lamentations	2 Cor.	2 Corinthians
Num.	Numbers	Ezek.	Ezekiel	Gal.	Galatians
Deut.	Deuteronomy	Dan.	Daniel	Eph.	Ephesians
Josh.	Joshua	Hosea	Hosea	Phil.	Philippians
Judg.	Judges	Joel	Joel	Col.	Colossians
Ruth	Ruth	Amos	Amos	1 Thess.	1 Thessalonians
1 Sam.	1 Samuel	Obad.	Obadiah	2 Thess.	2 Thessalonians
2 Sam.	2 Samuel	Jon.	Jonah	1 Tim.	1 Timothy
1 Kings	1 Kings	Mic.	Micah	2 Tim.	2 Timothy
2 Kings	2 Kings	Nah.	Nahum	Titus	Titus
1 Chron.	1 Chronicles	Hab.	Habakkuk	Philem.	Philemon
2 Chron.	2 Chronicles	Zeph.	Zephaniah	Heb.	Hebrews
Ezra	Ezra	Hag.	Haggai	James	James
Neh.	Nehemiah	Zech.	Zechariah	1 Pet.	1 Peter
Esther	Esther	Mal.	Malachi	2 Pet.	2 Peter
Job	Job	Matt.	Matthew	1 John	1 John
Ps. (plural Pss.)	Psalms	Mark	Mark	2 John	2 John
Prov.	Proverbs	Luke	Luke	3 John	3 John
Eccles.	Ecclesiastes	John	John	Jude	Jude
Song of Sol.	Song of Solomon	Acts	Acts	Rev.	Revelation

### Citations

- Use the “Notes-Bibliography Style” as detailed in Chapters 16-17 (not the “Author-Date Style” of Chapters 18-19).
- Footnotes should use the same font and indents as regular text, but should be 2 sizes smaller. I.e., if regular text is 12-point Times New Roman, footnotes should be 10-point Times New Roman (Section 16.3.4).
- Use Word defaults for footnote numbers (superscript number, space, footnote text).

- Footnotes may be single-spaced both within and between footnotes.
- Remove hyperlinks from URLs.

**Basic Book Citation** (N: = note form; B: = bibliography form):

**N:** <sup>1</sup> Todd Miles, *Superheroes Can't Save You: Epic Examples of Historic Heresies* (Nashville, TN: B&H Academic, 2018), 33.

**B:** Miles, Todd. *Superheroes Can't Save You: Epic Examples of Historic Heresies*. Nashville, TN: B&H Academic, 2018.

**Basic Journal Article Citation:**

**N:** <sup>2</sup> Patrick Schreiner, "Space, Place and Biblical Studies: A Survey of Recent Research in Light of Developing Trends," *Currents in Biblical Research* 14, no. 3 (June 2016): 360, <https://doi.org/10.1177/1476993X15580409>.

**B:** Schreiner, Patrick. "Space, Place and Biblical Studies: A Survey of Recent Research in Light of Developing Trends." *Currents in Biblical Research* 14, no. 3 (June 2016): 340-71. <https://doi.org/10.1177/1476993X15580409>.

- See Chapter 17 for additional citation instructions and examples of different resources.
- Repeated citations should use a shortened note form, as directed in Section 16.4. Do not use *ibid*.

**Title Page**

- See next page for template. (Figure A.1 in Turabian)
- The title is a third of the way down the page (about six double-spaced lines) and there are about eight double-spaced lines after the title. Titles more than 1-line long should have successive lines shorter than those before, shaped like an inverted triangle.

**Divine Design: My Story as a Seminary Student**  
**Called to Prepare for a Life of Ministry**

Firstname M. Lastname

MF501: Introduction to Theological Studies and Ministry Leadership Formation

June 19, 2019



Trustworthy and accessible training  
for gospel-centered transformation.

## **Official Turabian Style Guide**

### **Supplement for Theses/Dissertations**

This Supplement is intended to provide further instructions necessary for the formatting of Western Seminary theses and dissertations. Follow the general instructions above, except where specifically modified for theses/dissertations below.

#### **Margins**

- Use 1.5 inch margins for left side (allows room for binding). Use 1 inch margins for top, right, and bottom sides. These margins apply to all pages of the thesis/dissertation.

#### **Title Page**

- Follow the format of the example Title Page below. For titles that are longer than a single line, break the text such that successive line(s) are shorter than the line above.
- Date should reflect the month when dissertation/thesis is finalized/approved.

#### **Page Numbering**

- Place page numbers in upper right corner. All pages are counted and most are numbered – see chart below for specifics.
- Use lowercase Roman Numerals (i, ii, iii, etc.) for all front matter pages. Beginning on the first page of Chapter 1, use Arabic numerals (1, 2, 3, etc.). The

Bibliography and any Appendices are numbered as continuations of the preceding chapters.

- The following chart shows the order and pagination of front matter:

<b>Required</b>	<b>Page Name</b>	<b>Not Numbered</b>	<b>Numbered</b>	<b>Include in Table of Contents</b>
X	Title Page	X		
X	Blank Page/Copyright Page	X		
X	Approval Page	X		
	Dedication Page	X		
X	Table of Contents		X	
*	Illustrations/Figures		X	X
*	Tables		X	X
	Preface		X	X
	Acknowledgements		X	X
	List of Abbreviations		X	X
	Glossary		X	X
X	Abstract		X	X
	*Only required if present in paper			

### **Chapters and Main Sections**

- Chapters and other main sections (Table of Contents, Abstract, Bibliography, etc.) begin on a new page and their headings are placed 1 inch (72 points) below the top margin.
- (Optional) If your dissertation uses parts in addition to chapters, see Section A.2.2.2.
- Format chapter headings centered, boldface, and all caps, using both chapter number and title:

### **CHAPTER 2**

**LONG CHAPTER TITLES REQUIRING MULTIPLE LINES ARE SHAPED LIKE A “V” AND SINGLE SPACED.**



- Note: use Shift+Enter to manually split headings or add space between chapter numbers and titles. This keep them together if you use “Styles” to auto-format your Table of Contents.

### **Tables and Figures**

- Tables/figures appear close to their related text. If small enough to fit on a page, move the whole table/figure to the next page to avoid breaking the table/figure. See Chapter 26 for additional details.
- Every table should have a number and a title *above* the table.
- Every figure should have a number and a title *below* the figure.
- All tables/figures should be included on the Tables/Figures pages following the Table of Contents.

### **General Formatting Notes**

- Block Quotations are indented .5 inch and single-spaced with a single space before and after the block. See Chapter 25.2.2 for additional details.
- Use italics for book titles, foreign words, and emphasized words in the body of the paper.
- Repeated citations should use a shortened note form, as directed in Chapter 16.4. Do not use *ibid*.

THESIS/DISSERTATION TITLE 1 INCH (72 POINTS)

BELOW TOP MARGIN WITH SUCCESSIVE

LINES FORMATTED IN A “V” SHAPE

A [Dissertation/Thesis]

Presented to the Faculty of

Western Seminary

Portland, Oregon

In Partial Fulfillment of

the Requirements for the Degree of

[Degree Name]

By

First M. Lastname

Month, Year