Chicago/Turabian Quick Formatting Guide

1. Cover Page
   - Always a good idea, but not always a requirement
   - Specific requirements for specific professors

2. Footnotes
   - Used in every situation that you would use an in-text citation, such as parenthetical citations
   - Always indent them
   - Font is smaller (10 pt)
   - Include a space between each footnote, but not within individual entry
   - Note: sometimes entries can explain pertinent information and/or point to other sources, entries, or earlier points/arguments
   - How-to examples
     - First time/Full entry (book)
     - Another Example (periodical)
     - Second entry of earlier source
     - Second entry immediately following same source

3. Bibliography
   - Can either be selected or comprehensive
   - Notice the differences between footnote and bibliography entries

4. Style
   - Formal, formal, formal
   - Use jargon pertinent to one’s field
   - Topic needs to be very narrow & specific
   - Specific and strong thesis
     - History—argument driven
     - Christian Studies—exegetical/interpretation

5. Sources
   - Academic and peer-reviewed
   - Within departments, students must be aware of their specific professor’s view on acceptable and unacceptable sources for the area of study

Do not worry about not having all of the answers! These are highly specialized papers or topics, and you don’t have to be an expert in the field to help with the format!

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1 See note under first section, which indicates that every professor has his or her own requirements for things. For example, some teachers may accept a footnote that gives important information not otherwise in your paper; however, others may frown upon this practice.


5 Ibid., 45.