

Turabian Style Thesis Template

What is Turabian?

Turabian = Student version of Chicago Style - Based on *A Manual for Writers* by Kate L. Turabian - Simplified Chicago format for theses and dissertations - Same citation rules as Chicago (NB or AD systems) - Specific formatting for academic papers

Front Matter

Title Page

Required Elements (centered, double-spaced):

[blank space - 2 inches from top]

THESIS/DISSERTATION TITLE IN ALL CAPS:
SUBTITLE IF NEEDED

[several blank lines]

A Thesis/Dissertation
Presented to
The Faculty of [Department Name]
[University Name]

[several blank lines]

In Partial Fulfillment
of the Requirements for the Degree
[Degree Name]

[several blank lines]

by
Your Full Name
Month Year

Copyright Page (Optional)

[centered, middle of page]

© Copyright by Your Full Name, Year
All Rights Reserved

Abstract Page

- ☐ Title: "ABSTRACT" centered at top
- ☐ Double-spaced throughout
- ☐ 150-350 words typical (check requirements)
- ☐ One continuous paragraph
- ☐ Summarizes research question, methods, findings

Format:

ABSTRACT

[Your abstract text here, double-spaced, summarizing your thesis in 150-350 words. Include research question, methodology, key findings, and conclusions.]

Table of Contents

Format:

CONTENTS

Chapter	Page
1. INTRODUCTION.....1	
Background.....3	
Research Question.....5	
2. LITERATURE REVIEW.....8	
Previous Studies.....10	
Theoretical Framework.....15	
3. METHODOLOGY.....20	
[etc.]	
BIBLIOGRAPHY.....85	
APPENDICES.....90	

Requirements: - ☐ All chapters and major sections listed - ☐ Page numbers right-aligned with dots - ☐ Subheadings indented - ☐ Double-spaced

Other Front Matter (If Required)

List of Tables:

TABLES

Table	Page
1. Demographic Characteristics of Participants.....25	
2. Statistical Analysis Results.....42	

List of Figures:

FIGURES

Figure	Page
1. Conceptual Framework.....15	
2. Data Collection Process.....28	

Acknowledgments (Optional): - Placed after abstract - Brief thanks to advisors, funding sources, supporters

General Formatting

Page Setup

- ☐ **Paper:** 8.5 × 11 inches
- ☐ **Margins:** 1 inch all sides (1.5 inch left if binding)
- ☐ **Font:** 12-point Times New Roman (or similar)
- ☐ **Spacing:** Double-space body text
- ☐ **Alignment:** Left-aligned (not justified)

- ☐ **Paragraph indent:** 0.5 inch first line

Page Numbers

- ☐ **Front matter:** Lowercase Roman numerals (i, ii, iii)
 - ☐ **Title page:** Count but don't display
 - ☐ **Body/back matter:** Arabic numerals (1, 2, 3)
 - ☐ **Placement:** Top right or bottom center
-

Chapter Formatting

Chapter Title Page

Format:

[2 inches from top]

CHAPTER 1

INTRODUCTION

[begin text 2 spaces below chapter title]

 Your first paragraph begins here with proper indentation...

Chapter Requirements

- ☐ Each chapter starts on new page
 - ☐ Chapter number and title in all caps
 - ☐ Two blank lines before body text begins
 - ☐ Continue page numbering
-

Headings

Hierarchy (5 Levels)

Level 1 (Chapter):

CHAPTER 1
TITLE IN ALL CAPS CENTERED

Level 2 (Major Section):

Centered, Bold, Title Case

Level 3:

Centered, Italic, Title Case

Level 4:

Left-Aligned, Bold, Title Case

Level 5:

 Indented, bold, sentence case ending with period. Text continues...

Citations (Choose One System)

Notes-Bibliography System

In-text: Superscript numbers¹

Footnotes/Endnotes: ¹ John Smith, *Book Title* (City: Publisher, 2023), 45.

Bibliography: Smith, John. *Book Title*. City: Publisher, 2023.

Author-Date System

In-text: (Smith 2023, 45)

References: Smith, John. 2023. *Book Title*. City: Publisher.

Block Quotations

When to Use

- ☐ Prose: 100+ words (5+ lines)
- ☐ Poetry: 2+ lines

Formatting

- ☐ Single-space the quote
- ☐ Indent 0.5 inch from left margin
- ☐ No quotation marks
- ☐ Double-space before/after

Example:

Regular text here.

This is a long block quotation that exceeds 100 words or five lines. It is single-spaced and indented from the left margin. There are no quotation marks around it. The citation appears after the final punctuation mark.¹

Regular text continues.

Tables & Figures

Table Format

Table 3.1. Descriptive Statistics for Study Variables

[table content - single-spaced]

Source: Author calculations based on survey data.
Note: n = 250; *p < .05, **p < .01.

Requirements: - ☐ Number with chapter prefix (Table 3.1, 3.2, etc.) - ☐ Title above table - ☐ Single-space within table - ☐ Source/notes below table

Figure Format

[image/chart]

Figure 2.3. Conceptual framework for the study. Adapted from Smith (2023).

Requirements: - ☐ Number with chapter prefix (Figure 2.1, 2.2, etc.) - ☐ Caption below figure - ☐ Source citation if not original

Back Matter

Bibliography/References

Format: - ☐ Title: “BIBLIOGRAPHY” or “REFERENCES” centered - ☐ Start on new page - ☐ Alphabetize by author last name - ☐ Hanging indent (0.5 inch) - ☐ Single-space entries, double-space between

Example entries:

Book: Smith, John. *Book Title: Subtitle*. New York: Publisher, 2023.

Journal: Johnson, Mary. “Article Title.” *Journal Name* 15, no. 3 (2023): 45-67.

Website: Doe, John. “Page Title.” *Website Name*. May 15, 2023. <https://example.com>.

Appendices

Format:

APPENDIX A

SURVEY INSTRUMENT

[content of appendix]

Requirements: - ☐ Each appendix starts new page - ☐ Label with letters (A, B, C) - ☐ Title in all caps - ☐ Listed in table of contents

Complete Order of Pages

Front Matter (Roman numerals)

1. Title page (i - not displayed)
2. Copyright page (ii - optional)
3. Abstract (iii)
4. Table of Contents (iv)
5. List of Tables (v - if needed)
6. List of Figures (vi - if needed)
7. Acknowledgments (vii - optional)

Main Body (Arabic numerals start at 1)

1. Chapter 1
2. Chapter 2
3. Chapter 3
4. [Additional chapters]

Back Matter (Continue Arabic numerals)

1. Notes (if using endnotes)
 2. Bibliography/References
 3. Appendices
-

Pre-Submission Checklist

Overall Structure

- ☐ All required front matter pages included
- ☐ Chapters in correct order
- ☐ All back matter included
- ☐ Page numbering correct (Roman then Arabic)

Formatting

- ☐ 1-inch margins (1.5 left if binding)
- ☐ 12-point Times New Roman font
- ☐ Double-spaced body text
- ☐ Proper heading hierarchy used
- ☐ Chapter titles formatted correctly

Citations

- ☐ Consistent citation system (NB or AD)
- ☐ All sources cited in text
- ☐ All citations in bibliography
- ☐ Proper footnote/endnote format

Tables & Figures

- ☐ All numbered with chapter prefix
- ☐ Titles/captions formatted correctly
- ☐ Listed in front matter (if required)
- ☐ Sources cited

Front Matter

- ☐ Title page complete and formatted
- ☐ Abstract within word limit
- ☐ Table of contents accurate with page numbers
- ☐ Lists of tables/figures match content

Back Matter

- ☐ Bibliography alphabetized correctly
- ☐ Hanging indents on all entries
- ☐ Appendices labeled and titled
- ☐ All referenced in main text

Key Differences: Turabian vs. Chicago

Element	Turabian	Chicago
Audience	Students (theses/dissertations)	Professional publication
Title page	Specific thesis format	More flexible
Front matter	Abstract, TOC required	Optional
Page numbers	Roman/Arabic switch	Continuous
Citations	Same rules as Chicago	Same

Common Mistakes

- ☐ Missing chapter title pages
- ☐ Each chapter starts fresh page with proper formatting
- ☐ Wrong page numbering (all Arabic)
- ☐ Roman for front matter, Arabic for body/back
- ☐ Inconsistent heading levels
- ☐ Follow 5-level hierarchy consistently
- ☐ Bibliography not alphabetized
- ☐ Strict alphabetical order by author
- ☐ Missing table of contents entries
- ☐ All chapters and major sections listed

Always check your institution's specific thesis/dissertation formatting requirements, as they may have additional rules beyond standard Turabian format.

Complete guidelines: Kate L. Turabian, *A Manual for Writers of Research Papers, Theses, and Dissertations* (9th ed.)