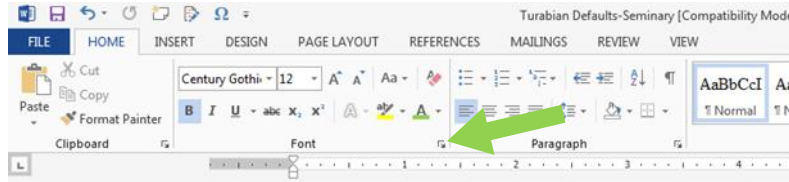


Five College Turabian and Citation Defaults for Microsoft Word

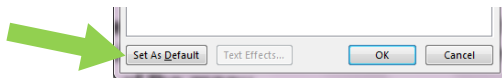
Font:

Turabian format requires the text of all papers to be written in 12 point, Times New Roman font.

- Open the Font dialogue box by clicking the symbol at the bottom right of the rectangular section labeled Font (to the far right of the word “Font”). Set the font to Times New Roman and size to 12.



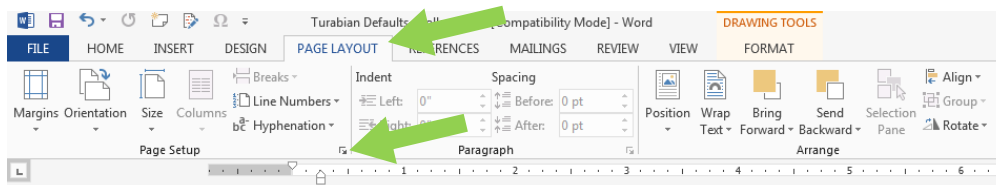
- Click “Set As Default” at the bottom of the dialogue box.



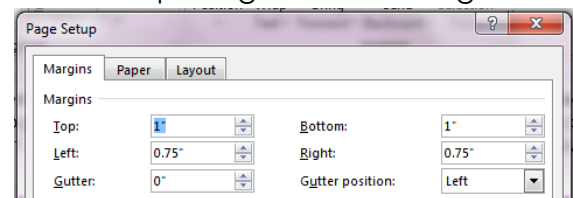
Margins:

The Turabian format requires that the margins be set at 1 inch on every side of the paper.

- This can be defaulted by clicking on the Page Layout tab on the top of the menu.



- Open the Page Setup dialogue box by clicking the symbol at the bottom right of the rectangular section labeled Page Setup (similar process as opening the font dialogue box).
- Click the Margins tab at the top of the dialogue box; then set each margin to 1" (ignore “gutters”).
- Click “Set As Default” at the bottom of the dialogue box.



Paragraph Indentation:

- Go to the Home tab, open the Paragraph dialogue box.
- Under the “Indents and Spacing” tab, click the drop box under special and select (none).
- Click “Set As Default” at the bottom of the dialogue box.

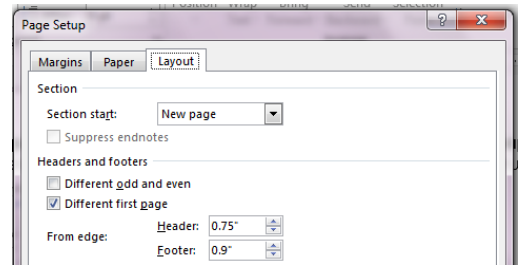
Spacing:

- Go to the Home tab, open the Paragraph dialogue box.
- In the Spacing section, set the before and after spacing to “0” point.
- Click “Set As Default” at the bottom of the dialogue box.

Headers and Footers:

The Turabian format requires that the Header be set at 0.75".

- Return to Page Setup dialogue box (see Margins above).
- Click the Layout tab at the top of the dialogue box.
- Set the header to 0.75".
- Click Default at the bottom of the dialogue box.



Suggestion: To ensure the title page does not include a page number, check Different first page above header/footer settings. Then, while the cursor is on the second page (where the paper begins), click the Insert tab and insert a page number on the top right-hand side. The page number may start at "2" on the second page. This can be fixed by clicking on Page Number and selecting "Format page numbers" in the drop down menu. Then insert "0" in the "Start at" option.

Citations:

Turabian research papers require parenthetical citations. To insert a citation:

At the end of your sentence insert a parenthesis and the appropriate information (author date of publication, page number) with a period following the closing parenthesis. For example:

In the case of *A Doll's House*, Ibsen uses the oppression of society, or pressure from the majority, to conflict with individual characters (Hemmer 1995, 2).