

Turabian Style

A Note About Style

Trinity requires Kate Turabian's *A Manual of Style of Term Papers, Theses, and Dissertations* for all written work submitted to Trinity. Turabian allows for three kinds of notes: footnotes, endnotes, and parenthetical notes. When footnotes and endnotes are used, a bibliography is required. When parenthetical references are used, a reference list is required. The formatting differs according to each style.

It is appropriate to use abbreviations or full spellings for books of the Bible. Turabian would require abbreviations, but spelling out the names is preferable for assignments at Trinity. Title pages, tables of contents, spacing, the use of headings, etc. are all covered in the manual. Generally, for all work except for Major Writing Projects, Master Theses, Doctoral Theses, and Capstone Ministry Projects, use one inch margins at the top, bottom, right side, and left side of the paper. Twelve point Times New Roman font should be used throughout. No color print should be used. These general rules are also true for Major Writing Projects, Master Theses, Doctoral Theses, and Capstone Ministry Projects except a one and one-half inch margin should be used on the left hand side of the page.

Different departments and different disciplines prefer different styles of footnoting. For example, the Bible and Theology department prefers footnoting whereas the social science studies (psychology and education are examples) usually utilize parenthetical notes. Refer to the appropriate sections of Turabian for rules related to these styles. Before beginning Major Writing Projects, Master Theses, Doctoral Theses, and Capstone Ministry Projects, check with your committee to see if one style of notes is preferred over another.

For further information, please send an email to contact@trinitysem.edu.