University College Format and Style Requirements

NOTE: Students admitted before Fall 2018 may continue using the Turabian 8th ed. and the corresponding University College Format and Style Requirements until the Fall of 2019.

CLICK HERE FOR the 8th edition University College Format and Style Requirements.

This document addresses the University College format and style requirements, also referred to in Turabian as local guidelines, for writing assignments across the undergraduate and graduate curricula. In general, assignments follow the 9th edition of A Manual for Writers of Research Papers, Theses, and Dissertations: Chicago Style for Students and Researchers (Turabian 2018). If a conflict or discrepancy exists between the University College Format and Style Requirements and Turabian, you should follow the University College Format and Style Requirements document.

All assignments must conform to the Turabian 9th ed. author-date citation style (Turabian 2018). DO NOT use the notes-bibliography style. Unless otherwise noted in your assignment instructions, submit all writing assignments as documents with the .doc or .docx file extensions.

Format and Style Requirements

Text

To maintain consistency in format and style throughout a document, use the text formatting features in your word processing program instead of inserting strings of tabs, spaces, and/or multiple hard returns to format text. Text formatting works best if you turn on your word processing program’s “show formatting” feature, which you typically can activate by clicking the icon on your home tool bar.

Revised Autumn 2018
Font

The entire document should use Calibri 12-point font. However, the text font within tables and figures may be reduced in size as appropriate. See the tables and figures sections of this document for further clarity.

Margins and Justification

Title Page

Text on assignment title pages should be centered and double-spaced, with the assignment title in bold type and extra vertical spaces inserted between these key sections of the page. A three-inch margin at the top of the page is required. Use the following title page template as a guide:
[Assignment Title] for

[Degree (e.g., Master of Science or Bachelor of Arts)]

[Degree Program (e.g., Environmental Policy and Management)]

[Student Name]
University of Denver University College

[Date (e.g., September 10, 2018)]

Faculty: [Faculty Name and credentials (e.g., Bobbie Kite, PhD)]

Director: [Director Name and credentials (e.g., John Hill, PhD)]

Dean: Michael J. McGuire, MLS

Revised Autumn 2018
Front Matter and Body Pages

Front matter consists of any discrete pieces of information that help provide context for your readers, including the abstract (see Turabian A.2.1.4) and the table of contents (see Turabian A.2.1.7). The body consists of your assignment including all sections and subsections. Both front matter and body pages should follow the margin format described in section A.1.1 of Turabian, leaving a one-inch margin on all four edges of the page.

Section and Subsection Headings

Only three levels of section and subsection headings are allowed in the graduate-level Capstone Seminar papers, Capstone Projects, and bachelor-level Integrative Projects. These are:

- Level 1: Text in Calibri 12 pt. bold, horizontally centered on the page
- Level 2: Text in Calibri 12 pt. regular, horizontally centered on the page
- Level 3: Text in Calibri 12 pt. italic or bold, postioned flush left on the page

Note that at least one line of text must appear below any heading. So if your heading appears at the bottom of the page, use the insert page break feature in your word processing program to move it to the following page.

These same guidelines apply to course-level assignments. However, additional subsection headings and other structural adjustments are at the instructor’s discretion.

Reference List Page

The reference list is part of the body but is formatted differently, using what are called hanging indents, with the beginning of each entry flush with the left margin and the rest of the entry indented by half an inch so that it “hangs” from the first line of the entry. Set hanging
indents using your word processing program’s “Format → Paragraph...” function. Here is (Figure 1) how the setting looks in Microsoft Word 2016 PC version:

![Screenshot of hanging indent settings in Microsoft Word 2016](image)

**Figure 1. Hanging Indent for Microsoft Word 2016 PC Version**

**Page Numbering**

All page numbers should be inserted in the document’s header, right justified, using your word processing program’s “Insert → Page Numbers” function. Be sure to uncheck “Show number on first page” to eliminate the page number on your title page. Use the “Format Page Numbers” controls to

- insert a header containing your last name and a hyphen, to the left of the page numbers (see this document’s header and page numbers for an example), and
• choose the appropriate number format (lower case roman numerals for front matter and arabic numerals for the body of your paper).

*Front Matter Page Numbering*

The title page is part of the front matter, but no page number should appear on it. The remaining front matter should be numbered using lower case roman numerals, starting with “ii” since the title page is the first page of the document. The header—your last name followed by a hyphen—should appear just to the left of the page number.

*Body Page Numbering*

The paper’s body follows the front matter and its pages should be numbered, using arabic numerals, beginning with the number “1.” Your last name followed by a hyphen should appear in the header just to the left of the page number.

*Spacing and Indentation*

*Vertical and Horizontal Spacing*

Almost all text should be double-spaced (see exceptions listed below) with no extra vertical space between paragraphs. Since many word processing programs, including Microsoft Word, have a default setting that inserts extra space between paragraphs, you’ll need to use the “Format —> Paragraph” settings to eliminate the extra space. Here’s how the settings look in Microsoft Word 2018 PC version:

![Spacing](image)

*Figure 2. Line Spacing for Microsoft Word 2016 PC Version*
As mentioned above, there are three exceptions to the double-spacing rule. Each of these should be single-spaced:

- Block quotations
- Table titles and captions for figures and illustrations
- Lists in appendix

See Turabian 25.2.2 for further details about formatting block quotations. For details about formatting titles and captions for tables, figures, and illustrations, see Turabian A.2.1.8.

Note that there should be just one space between the end of one sentence and the beginning of the next.

**Indentation**

The first line of each paragraph should be indented 0.5” from the left margin. *Do not use tabs or spaces to indent.* Instead, use the “Format —> Paragraph” settings to create a base paragraph format with first-line indentation. Here’s how the settings look in Microsoft Word 2016 PC Version:

![Figure 3. First Line Indent for Microsoft Word 2016 PC Version](image)

In addition to making block quotations single-spaced (see “Vertical and Horizontal Spacing” above), all lines in the block quotation should be indented 0.5” from the left margin. No extra indentation is applied to the first line of a block quote. See Turabian section 25.2.2 for block quotation details.
Tables

Table numbers and titles should appear *above* each table flush left on the page. Each table should be placed in the text as close as possible to where it is first mentioned. For table titles, use consistent numbering (Table 1, Table 2 ...) and sentence style capitalization (see sample table below).

Table 1. Sample table

<table>
<thead>
<tr>
<th>Example&lt;sup&gt;a&lt;/sup&gt;</th>
<th>Sample&lt;sup&gt;b&lt;/sup&gt;</th>
<th>Explain</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<sup>a</sup>Notes can be placed here with single line spacing and a smaller font.

<sup>b</sup>Second note would be here.

Table content style should be consistent for all tables. Font sizes smaller than 12 pt. and horizontal scaling are allowed as long they do not reduce readability. See Chapters 8 and 26 of Turabian for further guidance.

Figures and Illustrations

Numbers and captions for figures and illustrations should appear *below* each item and flush left on the page. Each figure or illustration should be placed in the text as close as possible to where it is first mentioned. Use consecutive numerals for each figure (Figure 1, Figure 2 ...) and headline-style capitalization for captions (Figure 1. Line Spacing Font) sizes smaller than 12 pt. and horizontal scaling are allowed as long they do not reduce readability. See Chapters 8 and 26 of Turabian for further guidance.

References and Citations

The references page *always* begins on a new page after the conclusion of the essay and is titled in Calibri 12 pt. bold. All references are uniformly double-spaced with no additional
spacing between entries. See Turabian Chapters 15 and 18 for the rules governing author-date citation and Chapter 19 for guidance and specific examples of the correct author-date style.

URLs in reference lists and citations should text-wrap. Note: This format is not automatic in most word processing programs.

NOTE: There are software programs and features available to format citations, including RefWorks and the built-in reference list functions of some word processing programs. Many of these programs do not conform to the specific requirements of the Turabian author-date style of citation. When using citation software, students are responsible for ensuring that the final citation results comply with the Turabian 9th ed. manual author-date requirements.

Order and Format of Assignment Content

Order of Elements

Individual assignments for University College courses may require some or all of the elements listed below. The order these elements should appear in is up to the individual instructor and may vary from course to course. However, the graduate-level Capstone Project, graduate-level Capstone Seminar, and undergraduate Integrative Project courses require each of the following elements:

- First page: Title page (no header or page number)
- Second page: Abstract (with header and page number starting with roman numeral “ii”—see “Page Numbering” section above)
- Third page: Table of Contents (with header and page number starting with roman numeral “iii”
• Fourth page: Body and References (with header and page number starting with arabic numeral “1”)

Title Page

See pages 2 and 3 above for title page formatting.

Abstract

The abstract is a single paragraph of no more than 120 words that summarizes the contents of the assignment. It is a double-spaced, first-line indented paragraph that always follows the title page. The section heading is the first-level.

Table of Contents

Follow the guidance in Turabian A.2.1.7. for the successful creation of the table of contents. Most common word processing programs can create tables of contents. The table of contents begins on a new page with a first-level title. The table of contents is uniformly double-spaced. All first-level headings and second-level headings must appear in the table of contents.
References

University College Format and Style Requirements

This document addresses the University College format and style requirements for writing assignments across the undergraduate and graduate curriculum. In general, assignments follow the 8th edition of *A Manual for Writers of Research Papers, Theses, and Dissertations: Chicago Style for Students and Researchers* (Turabian). If a conflict or discrepancy exists between the University College requirements listed in this document and Turabian, the student follows the “University College Format and Style Requirements” document.

All assignments conform to the Turabian, 8th ed. author-date citation style (Turabian 2013) **NOT** the notes-bibliography style. Unless otherwise noted in the assignment, submit all writing assignments as documents with the .doc or .docx file extensions.

**General Style Requirements**

**Text Format**

To maintain consistency in format and style throughout a document, use the text formatting features in the word processing program. To format the text properly, turn on the “show formatting” feature in the word processing software program. Do not use strings of tabs, spaces, multiple hard returns, etc. to format text. Remove all extra tabs, spaces, line breaks, and line spacing. Instead, use the word processing program’s automated formatting features. Body text is double-spaced throughout the document with no extra vertical space between paragraphs. Other kinds of text—such as block quotes, text in tables, text in figures, epigraphs, and poetry written by you as part of your paper—must be single-spaced. URLs in reference list and citations should text wrap. This format is not automatic in most word processing programs.
Use widow/orphan control functions to keep headings with the text that follows. A heading never appears alone at the bottom of a page. At least one line of text remains adjacent to any heading at the bottom of the page.

Margins
Create one-inch margins on all sides. The right-hand margin is not justified.

Font
The entire document uses Calibri 12-point font. However, text within tables and figures may be scaled appropriately. Review the tables and figures sections of this document for further clarity.

Page Numbering
Number all pages of the document with one exception: No page number appears on the Title Page, although it counts as the first page of the paper. The page numbering of this document follows the page-numbering requirement for the body of the paper. The page numbers also use the required Calibri 12-point font. Page numbers appear in the upper righthand corner and follow the author’s last name. A single hyphen (leave no space on either side) appears between the author’s last name and the page number, e.g., “Lastname-15.”

The numbering of front matter (e.g., title page, abstract, table of contents, and list of figures) is lower case roman numerals starting with “ii.” Again, the page number does not appear on the Cover Page/Title Page. The paper’s body numbering uses arabic numerals starting with “1.”
Sentence Spacing

A single space appears after punctuation marks, including after the end of each sentence. Sentence spacing is consistent throughout the document.

Indentation

All paragraph first-line indentations are a standard 0.5” from the left. Block quotes (all lines) indent with standard 0.5” indentation on the left. Block quotes are used when a quotation is more than four lines long. All lines of a block quote are single-spaced and indented 0.5” from the left margin. No extra indentation is applied to the first line of a block quote.

Line Spacing

Uniform double-spacing is required for the entire document. Do not insert any extra vertical space between paragraphs. The line spacing setting for the document is set to 0 pt., before and after.

Three exceptions apply:

1. Tables can use single-line spacing;

2. Figures can use single-line spacing; and

3. Block quotes must use single line spacing (see Turabian 25.2.2).

Tables

Table numbers and titles appear above each table. Table placement is within the body of the report as close as possible to where its first mention occurs. Use consistent numbering (Table 1, Table 2., , and so forth) and sentence style capitalization for table titles (Table 1. Sample table).

Table 1. Sample table
<table>
<thead>
<tr>
<th>Example(^a)</th>
<th>Sample(^b)</th>
<th>Explain</th>
</tr>
</thead>
</table>

Source: (Smith 2011, 34) \(^a\) Notes can be placed here with single line spacing and a smaller font.

\(^b\) Second note would be here.

Table content style is consistent among tables. Table font size scaling is allowable and horizontal scaling is allowed as long it doesn’t reduce readability. See chapters 8 and 26 of Turabian for further guidance.

Figures

Figure numbers and captions appear below each figure. Figure placement is within the body of the report as close as possible to their first mention. Use consecutive numerals for each figure (Figure 1, Figure 2, etc.) and headline style capitalization for captions (Figure 1. Line Spacing). Figure font size scaling is allowable and horizontal scaling is allowed as long it doesn’t reduce readability. See chapters 8 and 26 of Turabian for further guidance.

References and Citations

All source references and citations must follow the Turabian, 8\(^{th}\) ed. author-date citation style. Refer to Chapters 15 and 18 for the rules of citation and Chapter 19 for guidance and specific examples of the correct author-date style. The reference page always begins on a new page and labeled with a first level heading.

NOTE: There are software programs and features available to format citations, including RefWorks and the built-in reference list functions of some word processing software. Many of these programs do not conform to the specific requirements of the Turabian author-date style of
citation. When using citation software, students are responsible for ensuring that the final citation results comply with the Turabian manual author-date requirements.

Assignment Structure

Individual assignments for undergraduate and other graduate courses may require some or all of the elements listed below. The course instructor dictates the order of assignments on a per course basis. The graduate-level Capstone Project and graduate-level Capstone Seminar course require each of the following elements. Follow these format and style requirements as they apply to each assignment.

Page Order Overview

The required elements follow this order unless otherwise stated in the assignment.

• Title page. No header or page number appears on the title page.

• The second page is abstract. The abstract has a header starting with roman numeral ii.

• The third page is the table of contents. The third page has a header with roman numeral page numbering.

• The subsequent pages contain the content of the assignment. The headers on the content pages are arabic numeral pagination.

Title Page

See the title page template for Turabian 9th ed. .

Abstract

The abstract summarizes the point of the assignment in no more than 120 words. It is a single paragraph. The section heading is the first-level. The paragraph is double-spaced, and its first-line is indented. The abstract always follows the first page (i.e., page ii) after the Title Page.
It describes the problem addressed by the project, what was done, how it was done, and it identifies the solution of the project. It is not a summary of the entire assignment or a listing of all of your findings.

Table of Contents

Follow the guidance in Turabian A.2.1.6. for the successful creation of the table of contents. The table of contents begins on a new page labeled in the first-level format. All first-level headings and second level headings must appear in the table of contents. Video tutorials for creating a table of contents are readily available online.

Sections and Subsections

All content of assignments follow these guidelines for undergraduate and graduate students. Strategic placement of headings occurs within the document to indicate major sections and subsections of the paper. Only three levels of section and subsection headings exist in the graduate-level Capstone. Allowance of additional subsection headings is at the instructor’s discretion per his or her assignment instructions.

The first-level, section headings apply to all major assignment sections. Format the first level as centered, boldface, headline-style capitalization. First-level headings apply to all major sections of the assignment as outlined in the requirements.

The second-level, subsection headings guide your reader through major subsections in your assignment. This heading style applies more frequently than the other two styles. Second-level headings signify major argument subsections. The second-level heading is centered, regular type, headlinestyle capitalization.
Argument points that cannot stand alone (sub-arguments) require a third-level heading, subsection headings. The third-level heading is formatted flush left, boldface or italic, with headline-style capitalization.
References