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.

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

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,** positioned 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 and click on the Paragraph…"

function. Here is (Figure 1) how the setting looks in Microsoft Word 2016 PC version:
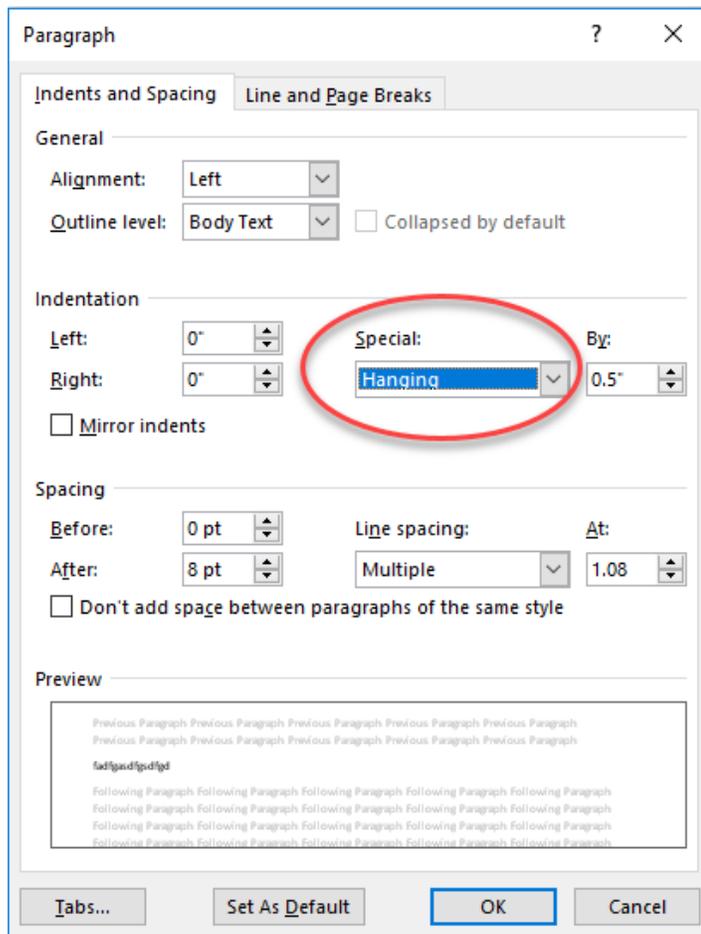

Figure 1. Hanging Indent for Microsoft Word 2016 PC Version

Page Numbering

All page numbers should be inserted in the document's header, right justified, using

your word processing program's "Insert and then 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.

<div align="center">Spacing and Indentation</div>

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 and then Paragraph" settings to eliminate the extra space. Here's how the settings look in Microsoft Word 2018 PC version:

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 and then 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

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

Example[a]	Sample[b]	Explain

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 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 sentence-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.

<div align="center">Order and Format of Assignment Content</div>

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

Turabian, Kate L. 2018. *A Manual for Writers of Research Papers, Theses, and Dissertations: Chicago Style for Students and Researchers.* 9th ed. Revised by Wayne C. Booth, Gregory G. Colomb, Joseph M. Williams, Joseph Bizup, William T. Fitzgerald, and University of Chicago Press Editorial Staff. Chicago: The University of Chicago Press.