



## How to Format Turabian Headings and Subheadings

Turabian: How to Format  
Headings and Subheadings

It's a little confusing . . .

The *Turabian Manual* (6th edition) is (unlike the early APA manuals) written to be a documentation system that is useful for undergraduates. However, Turabian is also used by seminary students writing their doctoral dissertations. A two-hundred page doctoral thesis, unlike a ten page undergraduate paper, will be divided up into full-length chapters.

So here's the problem:

The Turabian manual (pages 10 and 11: section 1.34, 1.36, 1.37, and 1.38) gives instructions for how to format the titles of both chapters and subsections. Since your paper will probably be short enough to not have chapters, however, you'll want to format the titles of your biggest sections in the same way chapters are formatted.

Don't be confused . . .

Don't be confused when page 11 of the Turabian manual says that the "first level" of subheadings are often centered and "in boldface, italicized, or underlined, capitalized headline style." This is *not* how you want to format the headings for the main sections of your paper. Remember, this is for the first level of *subheads*!

Here's what to do:

Format the headings of "chapters or their equivalents" (p. 11) in normal font size and appearance, centered, and all capitalized: INTRODUCTION or CONCLUSION. This is for the biggest sections of your paper. Format all subsections according to the rules available on page 11 of the Turabian manual; general suggestions would look like this:

MAJOR SECTION OF PAPER ALL IN CAPS AND CENTERED

**Subsection ("First level" on p. 11) of Paper Bold, Centered, and All Major Words Capitalized**

Sub-subsection ("Second level" on p. 11) Centered, and All Major Words Capitalized

**Sub-sub-section ("Third level" on p. 11) Left-justified, All Major Words Capitalized**

Space carefully:

Before every new section, triple-space.