



LEVELS OF HEADINGS

(CHICAGO MANUAL OF STYLE, TURABIAN 5TH EDITION)

Turabian uses a five-level heading system for sections and subsections. These are provided to assist with ease of reading and organization. The heading examples provided below are in **burgundy**, but when presented in an actual research paper all lettering must be in black.

- *First level: centered, boldface, all caps*

TITLE OF THE CHAPTER

- *First level (continued): centered, regular type, all caps*

SUBTITLE OF THE CHAPTER

- *Second level: centered, boldface, headline-style capitalization*

Author's Name

- *Third level: flush left, boldface, headline-style capitalization, no extra space above*

Subhead Style

- *Fourth level: flush left, regular type, headline-style capitalization, no extra space above*

Sub-subhead Style

- *Fifth level: run in at beginning of paragraph (no blank line after), italic type, sentence-style capitalization, terminal period, no extra space above*

This is sub-sub-subhead style. Please note the paragraph indent, the use of italics and the closing period at the end of the sub-subhead and before the start of the paragraph's first sentence.



RULES FOR HEADLINE-STYLE CAPITALIZATION

(CHICAGO MANUAL OF STYLE, TURABIAN 5TH EDITION)

Headline-style capitalization is designed to make a distinction between titles and the surrounding text. The following guidelines can be found in Kate L. Turabian, *Chicago Manual of Style, 5th Edition*, p. 232.

- Capitalize the first letter of the first and last words of the title and subtitle and all other words except the following:
 - Do not capitalize articles (*a, an, the*).
 - Do not capitalize coordinating conjunctions (*and, but, nor, for, so, yet*)
 - Do not capitalize *to* and *as* unless a word is the first or last word in the title or subtitle.
 - Do not capitalize prepositions (*on, to, in, under*, etc.) unless they are emphasized, used as adverbs, adjectives, or conjunctions.
 - Do not capitalize parts of proper nouns that are normally in lowercase.
 - *von* in *Kaiser von Wilhelm*
- Length of words does not determine capitalization.
 - You must capitalize:
 - short verbs (*Is, Are*)
 - Adjectives
 - Personal pronouns (*I, We, She, Us*)



- In addition, you must capitalize:
 - Relative pronouns (*Who, Whom*)
 - Use lowercase for long prepositions since they are among the exceptions.
 - The second word in a hyphenated compound modifier (*First-Person Story*).