TURABIAN MANUAL FOR WRITERS:
FORMATTING TECHNIQUES USING WORD 2003
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Set margins
1. Go to the **File** menu.
2. Go to **Page Setup**.
3. Select the **Margins** tab if that tab is not already selected.
4. Make sure that top, bottom, left, and right margins are set at 1" for this paper.

Set double spacing
1. Go to **Format** menu.
2. Select **Paragraph**.
3. Under **Line Spacing**, select **Double** from the pull-down menu.

Center typing on title page, center headings
1. Use the centering feature of the computer. (Press the **Center** icon in the formatting toolbar.)
2. (**OR** go to the **Format** menu, select **Paragraph**, and under **Alignment**, select **Center** from the pull-down menu).
3. Don't forget to return to left alignment when you are done centering.

Insert page break to start a new page where needed
1. Put your cursor where you want the current page to end (for example, at the end of your title page, at the end of your Table of Contents, etc.).
2. Go to the **Insert** menu.
3. Select **Break**.
4. Select **Page Break**.

Set Tabs for normal paragraph indenting, for footnotes, for bibliography
1. If a tab is not already set at **.5**, put the cursor on the line where the indenting needs to be and click on .5 on the ruler bar at the top of your document.
2. (**OR**, go to the **Format** menu, select **Tabs**, type **.5** in the **Tab Stop Position** window, and press the Set button.)

Set Tab with dot leader for table of contents, list of illustrations, list of tables
1. Go to **Format** menu.
2. Select **Tabs**.
3. Type **6.25** in **Tab Stop Position** window.
4. Select **Leader option 2 . . . . .** to set up a <u>dot leader</u>.
5. Press the **Set** button.

Insert footnote/endnote
1. Make sure your cursor is at the exact place where you want the footnote/endnote number to appear. (Usually this is right after the end of a quote or idea. Do <u>not</u> leave any spaces before this number.)
2. Go to the **Insert** menu.
3. Select **Footnote**.
4. Select **Footnote** or **Endnote**, whichever system you prefer.
5. Check the rest of the items in this window and select **Options** to see other options for notes. Make whatever changes are necessary. (NOTE: Remember, in Turabian style your page numbers appear by themselves in plain text with no wording.)
6. Press **OK** when finished.
7. Type the information needed for the note.

Indent long quotation
1. Put your cursor on the line where the indenting is supposed to start. Grab the indenting tools on the ruler and to move them to the spot where you want to indent the quotation. If you grab the small box on the lower indenting tool, you will be able to move both tools at the same time and your first line and remaining lines will start at the same spot.

Set up sections so each chapter can have the proper page numbering
1. After you have typed your last preliminary page, you will have to insert a section break to start your first chapter:
⇒ Place your cursor at the place where you want to move to a new section. (Usually this will be on the line after your typing ends on the last page of the old section.)
⇒ Go to the **Insert** menu.
⇒ Select **Break**.
⇒ Under **Section Break Types**, select **Next Page**.
⇒ Press **OK**.
2. Now you will have to set up the computer to allow you to have different styles of page numbering:
⇒ Go to the **File** menu.
⇒ Select **Page Setup**.
⇒ Go to the **Layout** tab (the fourth tab along the top of the **Page Setup** window.)
⇒ Under **Headers and Footers**, select **Different first page**.
⇒ In the **Apply** to window, select **This Section**.
⇒ Press **OK**.

Set up header and/or footer

1. Set up footer for <u>preliminary pages</u>:
   ⇒ Follow procedures above for selecting **Different first page**.
   ⇒ Set up a footer starting on the page after your title page (typically, the page numbers will start on your table of contents page).
      - o Go to the **View** menu.
      - o Select **Header and Footer**.
      - o When the header/footer window appears, press the icon that lets you **Switch Between Header and Footer** to get to the footer.
      - o Make sure the icon that says **Same as Previous** is <u>not</u> selected.
      - o Press the **Center** justification button to move your cursor to the center of the footer line.
      - o Press the **Insert Page Number** button of the footer menu.
      - o Press the **Format Page Number** button in the footer menu.
      - o Select the page number format you want in the **Number Format** window.
      - o Press **OK** to save your choice.
      - o Press **Close** to save your footer.

2. Set up the page numbering for the first page of your chapter:
   ⇒ Follow procedures above for selecting **Different first page**.
   ⇒ Set up a <u>footer</u> starting on the first page of the body of your paper (typically, the first page of Chapter 1).
      - o Go to the **View** menu.
      - o Select **Header and Footer**.
      - o When the header/footer window appears, press the icon that lets you **Switch Between Header and Footer** to get to the footer.
      - o Make sure the icon that says **Same as Previous** is <u>not</u> selected.
      - o Press the **Center** justification button so to move your cursor to the center of the footer line.
      - o Press the **Insert Page Number** button of the footer menu.
      - o Press the **Format Page Number** button in the footer menu.
      - o Select the page number format you want in the **Number Format** window.
      - o Under **Page Numbering** in the number format box, select the page number you want to start your chapter on. (Typically, you will start numbering chapter 1 at page 1.)
      - o Press **OK** to save your choice.

3. Set up the page numbering for the remaining pages of your chapter. (NOTE: You will have to be on the <u>second</u> (or later) page of the chapter for this procedure to take effect.)
   ⇒ Set up a header starting on the second page of the body of your paper (typically, the second page of Chapter 1).
      - o Press the icon that lets you **Switch Between Header and Footer** to get to the <u>header</u>.
      - o Make sure you are <u>not</u> on the first page of the chapter.
      - o Press the **Align Right** button to put the page number at the top right-hand corner of the page.
      - o Press the **Insert Page Number** button in the Header/Footer window to insert the page number in your header.
      - o Press **Close** to save your header and return to your document.