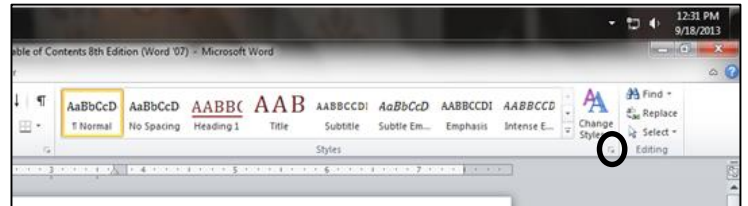


# TURABIAN TABLE OF CONTENTS & FOOTNOTES

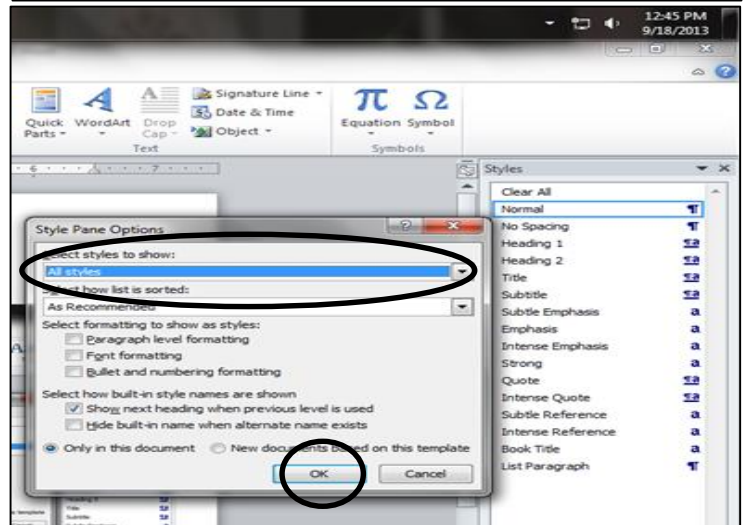
A STEP-BY-STEP GUIDE FOR USING WORD 2013 TO FORMAT THE TABLE OF CONTENTS AND FOOTNOTES  
ACCORDING TO THE 8<sup>TH</sup> EDITION.

## STEP 1: ADJUSTING THE HEADERS

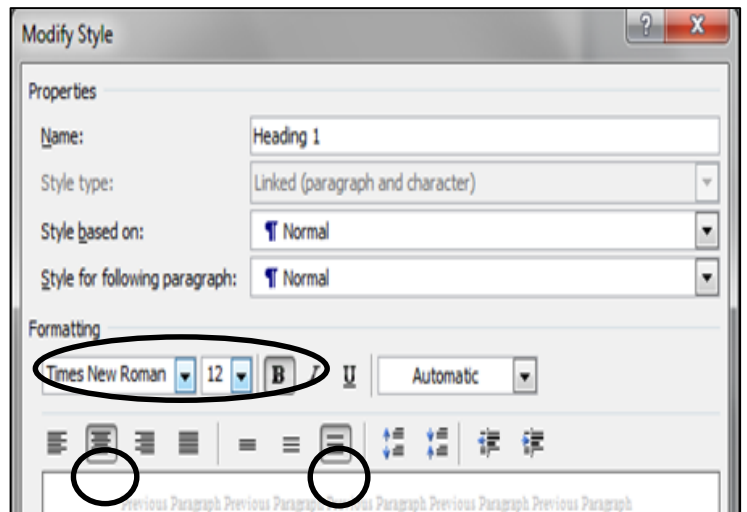
A) From the "**Home**" tab, Go to the "**Styles**" box; click the tiny icon in the corner, a box with an arrow pointing to the bottom right.



B) At the bottom, click on "**Options...**" to open the "**Style Pane Options**" box; "select"**All Styles**" from the drop-down box under "**Select styles to show:**"; Close by clicking **OK**.



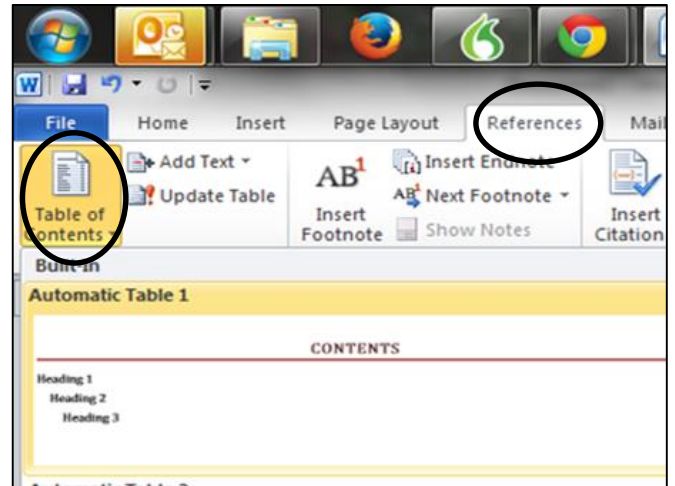
C) In the styles box, scroll over **Heading 1 (Main heading-1)** and click on the drop-down icon; choose "**Modify...**"; adjust settings to Times New Roman, 12 point font; Centered, Italics, Double Spaced; click on "**Format**"; choose "**Paragraph**"; verify settings and adjust spacing to **Before:** 12 and **After:** 0; click "OK" and choose "**Format**" one more time; choosing "**TAB**", ensure that "**None**" is highlighted under the "**Leader**" section; close by clicking **OK** for both screens.



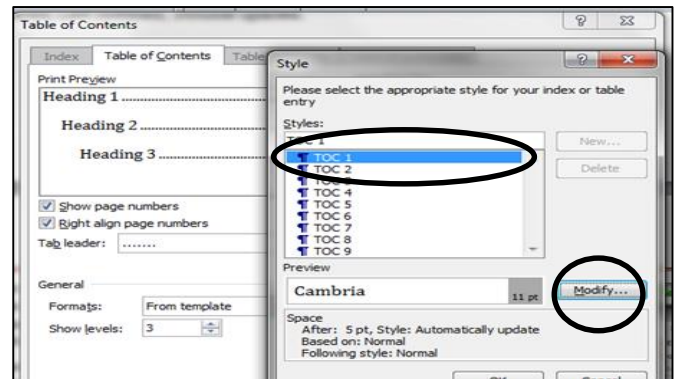
D) Repeat these actions for headings two through four as follows: **Heading 2 (Subhead-1)**-Times New Roman, 12 point font, Bolded, Centered, Double Spaced, Before: 0 and After: 0; **Heading 3 (Subhead 2)**- Times New Roman, 12 point font, Centered, Double Spaced, Before: 0 and After ; **Heading 4 (Subhead 3)**- Times New Roman, 12 point font, Bolded, Left justified, Before: 0 Before and After.

## STEP 2: CREATING THE TABLE OF CONTENTS

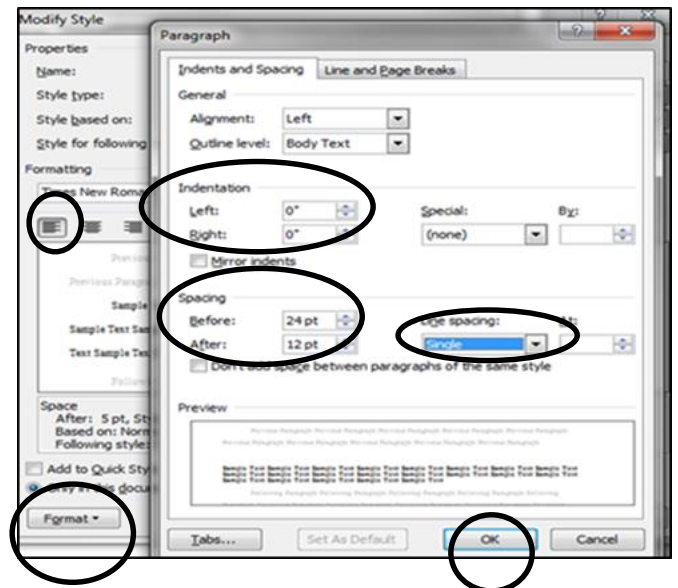
- E) The next step is to create and modify the settings in your Table of Contents (TOC). Begin by placing your cursor on the TOC page; click on the "**References**"; select "**Table of Contents**"; scroll down to choose "**Insert Table of Contents**".



- F) Once inside, choose "**Modify...**"; ensure **TOC 1** is highlighted; select "**Modify...**"; adjust to match the requirements for **TOC 1**-Times New Roman, 12 point font, Italics, Left Justified, Single Spaced, Before: 12 and After: 12.

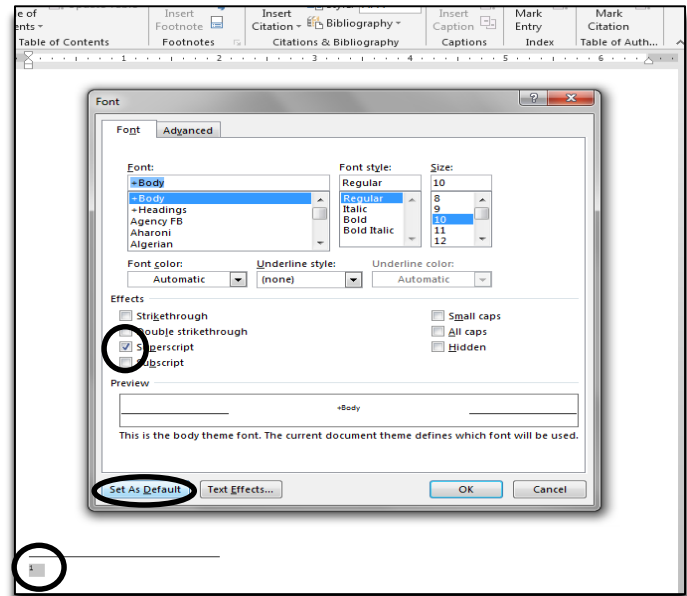


- G) Repeat these steps for **TOC 2**-Times New Roman, 12 point font, Bolded, Left Justified, Single Spaced, Before: 12 and After: 12, Indentation Left .5"; **TOC 3**- Times New Roman, 12 point font, Left Justified, Single Spaced, Before: 12 and After: 12; Indentation Left 1.0"; **TOC 4**- Times New Roman, 12 point font; Bolded, Left Justified, Single Spaced, Before: 12 and After: 12, Indentation Left 1.5".



## FORMATTING FOOTNOTES

H) This will be among the last steps in your formatting. By this, we mean you should have all your footnotes complete before you apply these changes. There are also a couple of methods to try; it may depend on your version of Word. The simplest method, this first image and **Method One**, requires you to highlight a footnote number and press **Ctrl+A**. Next, right click and select **Font**. Here, you need to uncheck **Superscript** and close out the dialogue box. You will need to manually insert the period for each footnote citation.



**Method Two**, requires you to highlight the footnote number as well and then press **Ctrl+H** to open the **Replace** dialog box. Select the **Find** tab of the dialog. In the "**Find what**" box, type **^f** (which is the code for footnote reference mark). Click "**Find in**" and select "**Footnotes**." All the footnote reference marks in the footnotes will be selected. Close out the title bar of the document to return focus to the document but leave the footnote reference marks selected. Press either **Ctrl+Spacebar** (to remove direct font formatting) or **Ctrl+Shift+=** (to toggle off Superscript formatting). Adjusting the footnotes may alter your bibliography if you have already inserted the information. Simply highlight your bibliographic material and adjust to match the requirements.

