WORD Shortcuts to Common Turabian Issues

1. How to do Turabian page numbering in Word – to insert the number 1 of page one at the bottom and a 2 at the top of the next page:

- Click on the View menu and choose Header and Footer
- On the Header and Footer toolbar, click the Page Setup icon (looks like an open book)
- At the Page Setup window, click the Layout tab
- In the Headers and Footers section click on “Different First Page” to add a check mark in the box; click OK
- Back at the Header and Footer toolbar click the “Switch Between Header and Footer” icon
- In the “First Page Footer” rectangle, place the cursor where you want to enter the page number – centered – and click the “Insert Page Number” icon. The number 1 appears centered
- To change the font for the first page number, select the number and click Format/Font. Make your changes and click OK
- Click the “Show Next” button to go to the second page of the document
- Click the “Switch Between Header and Footer” button
- In the “Header” rectangle on page 2, place the cursor where you want to enter the page number – center – and click the “Insert Page Number” icon. The number 2 will appear.
- To change the font for the page number on page 2 repeat the step above
- Subsequent page numbers will appear at the top of the page. To return the page numbering to the bottom in the back matter repeat the initial set up.

2. Reveal codes in Word

- Click Help
- Choose “What’s This”
- Click on the item in question and some formatting information will be displayed
- Hit the Esc Key to turn it off

3. Footnote Separator Line Spacing: WORD document

Word 2003 (old version)

1. Open Word document that has footnotes
2. Go to view
3. Click normal
4. Scroll down document to a footnote number in the text
5. Double click on the footnote number
6. A footnote box will appear at the bottom of the screen
7. Select footnote separator in the footnote window
8. Highlight the footnote separator line, right click on it and select paragraph
9. Select double in “line spacing” box
10. Click ok
11. Highlight again the footnote separator line and copy
12. Select footnote continuation separator in the footnote window
13. Highlight the continuation separator line and paste it over the long line
14. Click close

Word 2007 (new version)

1. Open Word document that has footnotes
2. Click draft (icon on the bottom right of the screen by size slide)
3. Scroll down document to a footnote number in the text
4. Double click on the footnote number
5. A footnote box will appear at the bottom of the screen
6. Select footnote separator in the footnote window
7. Highlight the footnote separator line, right click on it and select paragraph
8. Select double in “line spacing” box
9. Click ok
10. Highlight again the footnote separator line and copy
11. Select footnote continuation separator in the footnote window
12. Highlight the continuation separator line and paste it over the long line
13. Click close

All the footnote separators will contain a 12 pts blank below the line and the regular separator and the continuous separator will be the same line.

4. Electronic References; Turabian section 8.141

Since the production of the Sixth edition significant emphasis has been placed on the use of the internet and other electronic resources. Electronic references still require the same full disclosure of information – author, title, name and description of source, format, online source, place of publication, publisher/vendor, date of publication or access, and identification pathway that will allow the reader to access the same information.

Basic citation components and punctuation for a footnote or endnote:

Note number. Author’s first name and last name, <author’s internet address if available>, “Title of Work” or “title of message,” in “Title of Complete Work” or title of list or website as appropriate, <internet address>, [menu path if appropriate], date if available, archived at if appropriate.

Footnote 2.
Footnote 2.
Example:


Basic citation components and punctuation for bibliographic entries

Author’s Last Name, First Name <author’s internet address>. “Title of Work” or “title line of message.” In “Title of Complete Work” or title of list or site as appropriate. <Internet address>. [menu or path if appropriate]. Date if available. Archived at: if appropriate.

Example: