

Chapter 1

Turabian 8 Formatting Requirements and Document File Management



Formatting First Pages of Chapters¹

Note that Turabian 8 does not require a two-inch margin at the top of the first pages of chapters—or appendixes—as Turabian 6 did.² The pilcrow sign (¶) is shown between the chapter title and the subhead that follows for spacing demonstration purposes; look for this sign in other locations of this chapter where extra spacing is required. Go to *Home/Paragraph* and click on ¶ to turn paragraph marks and other nonprinting formatting symbols in your document on and off.³ Also note that the font size of the chapter number and title are formatted with headline-style capitalization, in bold and slightly larger—14-point—to draw attention to these elements. Make sure the wording of each chapter title matches the wording on the contents page exactly.



Formatting Quotes, Block Quotes, and Footnotes in the Text

Use bibliography style to signal that you have used information from a source: “a superscript number at the end of the sentence in which you quote or otherwise reference a source.”⁴ The previous sentence demonstrates a run-in quotation. Use a run-in quotation

1. This example represents a first-level subhead. See Turabian 8, A.2.2.4 for more information.

2. Kate L. Turabian, *A Manual for Writers of Research Papers, Theses, and Dissertations: Chicago Style for Students & Researchers*, 8th ed. (Chicago: University of Chicago Press, 2013)

3. These instructions are based on Microsoft® Word 2010 using a PC.

4. Turabian, 144.

when quoting less than five lines from a source.⁵ Use a block quotation when quoting five lines or longer. Turabian elaborates on block quotation formatting:

Single-space a block quotation, and leave a blank line before and after it. Do not add quotation marks at the beginning or the end, but preserve any quotation marks in the original. Indent the entire quotation as far as you indent the first line of a paragraph. . . . For other punctuation and capitalization within the quotation, see 25.3.1.⁶

The block quote shown above begins with indentation because the original text began with indentation. Also place the superscript footnote reference at the end of the block quote. While Turabian 6 required four spaces between the block quote and the left margin, Turabian 8 requires the same spacing as the first line of a paragraph indentation for block quotes—accomplished by using the tab key. Turabian 6 required block quotations for eight lines or more of text; Turabian 8 requires block quotations for five lines or more of text.

To insert a footnote reference, place your cursor where you would like to insert a footnote in the text. Go to *References*, and click *Insert Footnote*. Format the footnote reference number at the bottom of the page as regular text— not as a superscript— followed by a period and a space. Most word processors default to a superscript footnote number automatically at the bottom of the page. To reformat this number, select the number with your cursor; do not delete this automatically generated number. Go to *Home* and click on the arrow in the bottom-right corner of *Font* to expand the formatting options. Under *Font Effects*, unselect *Superscript*, and then click *OK*. If you end up cutting and pasting any section of text containing footnote references, Word will

5. See Turabian 8: 25.2.1 for more.

6. Turabian, 349.

automatically renumber your footnotes—if you preserve the formatting as prescribed above.

To format all of your document's footnotes properly, go to *References* and click on the small square with an arrow in the bottom-right corner. For footnote location, choose *Below Text*. Format the footnote numbering to *Restart each section*. Apply changes to the *Whole document*. Then click *Apply* in the bottom-right corner.

Footnote spacing looks like paragraph spacing: the first line is indented and subsequent lines are flush left. Always use the tab key on your keyboard to achieve this first line of spacing rather than a series of spaces using the spacer bar. If more than one footnote appears at the bottom of a page, separate each entry with a line space. A line space above the first footnote is not necessary in Turabian 8 as it was in Turabian 6.

Most word processors format footnotes in 10-point size, slightly smaller than the text used in the body of the paper. You may format your footnotes in 10-point or in 12-point. Consistency throughout the document is essential. The footnote font always should match the text font. Be aware that most word processors default to a font other than Times New Roman for the footnotes. Footnotes as a whole are aligned left rather than justified—just like the main body text. You can manually adjust these formatting requirements in the footnote section as needed.

One would expect the footnotes to number from one in the first chapter; many writers are surprised to learn that Turabian style requires that footnotes renumber to one in additional chapters. The formatting instructions described previously accomplish this automatically—assuming that a *Section Break—Next Page* is placed at the end of each chapter. Section break placement is discussed in greater detail in the next section.

Why is a separator line above your footnote(s) stretching across the page? An extra return at the end of the previous page's footnote(s) may be to blame. Make sure the ¶ is turned on. If an extra ¶ exists at the end of the last footnote on the previous page, delete it. If you are one line short of keeping a footnote on the page in which it is referenced, you can manually insert a page break—careful, not a section break—at the end of the second to the last line of text to free up an extra line of space. Look under the *Layout* tab for *Breaks*, or you may *Insert* a break by clicking on that pulldown menu.

Formatting Page Numbers

Section breaks are essential not only to numbering footnotes properly throughout the document but to numbering pages accurately as well. Your word processor is programmed to format your document's page numbers automatically. The instructions that follow are one way you can achieve the pagination needed in the front matter and the remaining document. Consider formatting page numbers after completing all other elements of the document.

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Formatting Front Matter Page Numbers⁷

Page number formatting depends on properly placed section breaks. First, place a *Section Break—Next Page* at the end of each element in the front matter—all components that precede the main body of text. Adding a section break often throws off spacing on

7. This example represents a second-level subhead: centered, regular type, with headline-style capitalization. See Turabian 8: 2.2.4 for more details. Never place a subhead at the bottom of one page and the text that follows on the next page. Place a page break at the end of the preceding section if necessary to keep the subhead and text together at the top of the next page.

the page that follows; correct this spacing as you go. Turning on the ¶ feature aids in the identification of these spacing issues.

After these section breaks are in place, click on the footer at the bottom of the first page of the table of content to activate that section. The first page of the table of contents is the first front matter page on which a page number is required. Under *Header & Footer Tools/Navigation*, unclick *Link to Previous* if that button is activated. This action establishes this page number as independent from the preceding pages. Next, format this and all other front matter page numbers to appear as lower-case roman numerals. Go to *Insert/Header & Footer* and click on *Page Number*. Choose *Format Page Numbers* from the pull-down menu. In the *Page Number Format* box that appears, for *Number format*, choose *i, ii, iii*. For *Page numbering*, click to the left of *Start at* and click up to *ii* for seminar papers and final project proposals or up to *vi* for project reports. Then click *OK*.

To insert the page number, go back to *Insert/Header & Footer* and again click on *Page Number*. Choose *Bottom of Page* from the pull-down menu, then choose *Simple—Plain Number 2* from that pull-down menu, placing the page number in the bottom center of the footer. The page number now should appear in the footer. Select this page number and change the font and size to Times New Roman 12-point if needed; many word processors automatically format page numbers in a different font and size.

Go to the footer of the next front matter page: the next page of the contents or the abstract page, for example. Under *Header & Footer Tools/Navigation*, click on *Link to Previous*. If the page number appears in the wrong format—3, for example—go to *Header & Footer/Page Number* and choose *Format Page Numbers* from the pull-down menu. In the *Page Number Format* box, for *Number format*, choose *i, ii, iii*. Make sure

Page numbering is set to *Continue from previous section*, and then click *OK*. Repeat this procedure at the bottom of each front matter page on which a page number should appear if necessary. Consult the *Project in Ministry Handbook* on the NOBTS website to determine which front matter elements require pagination and which do not.⁸

Formatting Page Numbers from Chapter 1 through the Bibliography

Again, page number formatting depends on properly placed section breaks. Repeat the previous instructions for inserting section breaks in the chapters and appendixes. First, place a *Section Break—Next Page* at the end of each chapter and appendix. Adding a section break often throws off spacing on the page that follows; correct this spacing as you go. Turn on the ¶ to aid in the identification of these spacing issues.

Traditional page number locations are required in professional doctoral seminars, final project proposal, and project reports: the page number appears in the bottom center of the first pages of chapters and appendixes and in the upper-right corner of subsequent pages. One way to accomplish this is to initially place all chapter and appendix page numbers in the upper-right corner. Then go back and reformat the page numbers on the first pages of chapters and appendixes to appear in the bottom center of the footer.

To begin, click on the upper part of the first page of the first chapter to activate the header. Go to *Header & Footer Tools/Navigation*; make sure the *Link to Previous* button is not activated. You do not want these page numbers to link to the front matter page numbers. Next, click on *Page Number* in that same section. Choose *Top of Page*,

8. See http://www.nobts.edu/_resources/pdf/cme/Project%20in%20Ministry%20Handbook1.pdf

and then select *Plain Number 3*—the option that places the page number in the upper-right corner. The page number *1* should now appear (temporarily) in the upper-right corner of the first page of the first chapter; sequential numbers should appear in the upper-right corners of subsequent pages through the bibliography.

Go back to the first page of the first chapter and click on the footer of that page to activate this section. Under the *Header & Footer Tools/Options*, check *Different First Page*. This designation allows you to place the page number in a different location on the first page than on subsequent pages that follow. Next, go to *Header & Footer/Page Number* under that same tab, and select *Bottom of Page* and *Simple—Plain Number 1* in the pull-down menu that appears. This process should change the page number location on the first page to the bottom center of the footer. Always double check that the page number matches the text font and size: Times New Roman and 12-point. Repeat this process on the first page of chapters and appendixes that follow, ensuring that all other first pages of chapters and appendixes that follow the first chapter are designated as *Link to Previous* under *Header & Footer/Navigation*. If you experience difficulty, go back to the end of the preceding chapter or appendix and make sure a *Section Break—Next Page* was added—visible when the ¶ is turned on. After formatting the first page number in the first chapter, many word processors automatically place the page number on the bottom center of a first page of a chapter or appendix once that footer is designated as a *Different First Page*.

Document File Management

You will transmit your document via email back and forth between your faculty mentor, the project coordinator, and the style reader--your assistants in the editorial process. Originating from the student, the file name should reflect the student's last name and first name, the document type, and—most importantly--the date: *DeMin, Doc – Proposal – 9.2.16*, for example. The editorial recipient downloads this document and renames it, identifying the editor's name and the new date of editing: *DeMin, Doc – Proposal – PGarrett – 9.7.16*, for example. Each time, this new file becomes the new working copy moving forward. Each time, the recipient must download the newly transmitted document and revise from this file as the working copy—do not work from a previous copy. The student will address the editorial issues raised or accept changes into the document, again saving this document in a way that identifies the file as the working copy moving forward: *DeMin, Doc – Proposal – 9.10.16*, for example.

Editorial feedback falls into one of two categories. *Comments* convey information the writer is expected to address once the new document file is received. *Changes*—such as insertions, deletions, and formatting changes—appear directly in the text, footnotes, headers, and footers of the new document file. Accepting these changes incorporates these elements into to the new copy; rejecting these changes excludes these elements from the new copy.

Writers identify these comments and changes by going to the *Review* tab and pressing the *All Markup* button to show all editorial marks. Work through these comments and changes sequentially, from the beginning of the document to the end. After addressing a comment, click on the *Next* button to advance to the next mark. Leave

the original comment so that the commenter can identify the comment and *Accept* or *Reject* the related revision when the new copy is received. If the markup falls under the *Changes* category—an insertion, deletion, or formatting change—then the writer may *Accept* this change into the document or *Reject* the change if it does not align with the writer’s intent. The word processor automatically advances to the next *Change* when the writer *Accepts* or *Rejects* a change. Continue this procedure until you have addressed all comments and changes. Then save the document again in the manner previously described before retransmitting.