

# Chapter 1

## ¶

### Using Microsoft Word Features to Achieve Turabian 9 Writing Success

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### Introduction

This chapter begins with good news: you now may download a variety of preformatted templates in Microsoft Word (Word) to simplify the academic writing task. The following contents reflect the requirements of Turabian's *Manual for Writer's*, 9th ed. (T9).<sup>1</sup> Learn how to (1) format your text, citations, and page numbers, (2) understand important T9 changes, (3) manage your Word document files, and (4) use Word's review features to expedite the revision process.<sup>2</sup>

To begin, activate the paragraph symbol (¶), found under the ribbon's *Home* tab.<sup>3</sup> This feature allows you to view nonprinting characters like paragraph returns, spaces, page breaks, and section breaks throughout the document. Deactivate this feature in the same way. Next, click on the ribbon's *Review* tab, activate *Track Changes*, and choose *Simple Markup*. To deactivate

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<sup>1</sup> Kate L. Turabian, *A Manual for Writers of Research, Theses, and Dissertations: Chicago Style for Students and Researchers*, ed. Wayne C. Booth et al., 9th ed. (Chicago, IL: University of Chicago Press, 2018).

<sup>2</sup> See T9, 23.4.2.1 to learn more about how to use an enumerated list like this one in your writing.

<sup>3</sup> Word's software-related *menu bar* is located at the top of the screen; its options are referred to as *buttons*. Press the menu bar's *View* button and click on *Ribbon* to activate this important feature in your document. The *menu bar* contains *buttons*, and the *ribbon* contains *tabs*.

this feature, choose *No Markup*. Word's review features offer an efficient way for both the writer and the reader to manage the revision process, especially when working with longer documents.

## **Turabian 9 Formatting**

### The Beginning of a Chapter

Begin the chapter heading in single (1.0) line spacing, emphasizing this element in bold, 14-point font size. Format the chapter title in headline-style, capitalizing only the beginnings of most words.<sup>4</sup> Use Times New Roman (TNR) font style consistently throughout the document, including page numbers and footnotes. Use a numeral to identify the chapter; do not spell out the chapter number. If the chapter title exceeds half the line, subdivide as needed. Add two, single-spaced returns below the title, and you are ready to begin the chapter text. Paragraph symbols (¶) are shown below this chapter's title for demonstration purposes. These symbols should not appear in your actual document.

Change your line spacing to double (2.0) and format the remaining text in 12-point font size. This chapter sample is subdivided into sections. And this section began with a bold, centered, first-level subheading followed by a plain, centered, second-level subheading. More complex papers occasionally contain additional levels of subheadings. See T9, A.2.2.4, for more information regarding subheading requirements and formatting.<sup>5</sup>

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<sup>4</sup> Go to T9, Fig. A. 9, to see a chapter, first-page sample.

<sup>5</sup> An extra, single line of space is required before beginning a new section. The easiest way to achieve this is to leave your cursor where it is after placing the final, paragraph punctuation mark--typically a period. Then go to the ribbon's *Home* tab, *Line and Paragraph Spacing*, and choose to *Add Space After Paragraph*. Be careful not to *Add Space After Paragraph* at the end of each section's paragraphs. Only add space at the end of each section.

## Page Numbers

Use traditional page number locations throughout the chapters: place the first page number in the bottom-center footer and subsequent page numbers in the top-center header. The available templates are preformatted to assist you with this somewhat complicated pagination task. And this automated task is made possible by the consistent placement of a next-page section break at the ends of pages preceding chapters, appendices, and the bibliography.

Only provide page numbers for preliminary pages that follow the table of contents. Format a preliminary page number in the bottom center of the page's footer: lower-case, Roman numerals—i, ii, iii, and so on. Pages that precede the table of contents count toward pagination, but a page number is not included on these pages. For example, the title page is technically page *i*, an abstract that follows may be page *ii*, but preliminary page numbers only appear on the contents page(s) and any preliminary pages that may follow.

The remaining pages of the document are formatted in Arabic numerals—1, 2, 3, and so on. The first page of the main body of text begins with the numeral "1" in the footer's center, one inch from the bottom of the page. One way to establish the main document page numbers is to initially place all page numbers in the center-header location. Click on Chapter 1's first-page header to activate the ribbon's *Header & Footer* tab, then click on the *Page Number* pull-down menu and choose *Page Number*. Choose *Center* from the *Alignment* pull-down menu and click *OK*. Page numbers now should appear in the top-center header of this and each page that follows. Be aware that Word may automatically format page numbers in a different font than TNR. Page numbers also should appear in TNR in 12-point size to match the document text.

To designate a different first-page, page-number location, click on Chapter 1's first-page footer again to activate the ribbon's *Header & Footer* tab, then click on the *Different First Page*

checkbox. Word now is ready for you to designate a different first-page, page-number location applicable for first-page footers throughout the remainder of the document. Go back to the *Page Number* pull-down menu, choose *Page Number, Center* alignment, check the box to *Show page number on first page*, then click *OK*. You now have established the location of this different-first-page, page-number location. Make sure your cursor still appears in the first-page footer, then return to the ribbon's *Header & Footer* tab and click on the *Different First Page* box. The bottom-centered page number now should appear in the center of the footer. Repeat this action sequence for each first-page footer in subsequent chapters, including any appendices and the bibliography. Consider waiting until the end of the revision process to address page numbers.

### Chapter Citations

Credit a source in your text using a note-style citation. Place a superscript number at the end of the sentence you wish to cite (T9, 15.3.1). You may reference the source in your own words or signal the author's words in your text using quotation marks. Quotations may *not* stand alone in the text; instead, use run-in style (T9, 25.2.1).<sup>6</sup> Use a block quotation to present five lines of text or more.

Format a block quote in single space and indent all lines of text a half inch, the same as paragraph indentation (T9, 25.2.2.1). Separate the block quotation with a single line of space above and below the text, as seen in the block quote that follows. Opening and closing quotation marks are needed to differentiate an in-text reference from the rest of the text. The indented,

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<sup>6</sup> This sentence contains the second parenthetical reference in this chapter sample. Writers will primarily use note-style citations unless a particular work is cited frequently—as Turabian 9 is in this case. For frequent Scripture references in the text, use parenthetical notes instead of footnotes. See T9, *Manual for Writers*, 16.4.3 for more on parenthetical citations and 24.6 for more on traditional Scripture citations.

block form signals the use of a longer quotation. Therefore, *do not* place quotations marks at the beginning and end of a block quotation, a common writing error. Like the in-text quotation, introduce a block quotation using run-in style:<sup>7</sup>

If you introduce the quotation with a complete sentence, end the sentence with a colon. If you use only an attribution phrase such as *notes*, *claims*, *argues*, or *according to* along with the author's name, end the phrase with a comma. If you weave the quotation into the syntax of your sentence, do not use any punctuation before the quotation if no punctuation would ordinarily appear there . . . . (T9, 361)<sup>8</sup>

Both in-text and block quotations require a footnote reference. Place your cursor in the text where you wish to insert a superscripted, footnote reference number. Click on the ribbon's *References* tab and *Insert Footnote*. Word will automatically place a superscript number in the text and a corresponding number in the footer—the footnote. You may maintain this superscript, footnote number or reformat the number to full-sized, followed by a period and a space. Again, consistency is key. If you relocate a footnote in the revision process, Word will automatically renumber your footnotes *if* you preserve the automatically generated footnote number. If you delete a footnote, Word will automatically renumber your footnotes *if* you accept the change using Word's review features.

If you have ever deleted a footnote in the middle of your text, you may have panicked thinking that the chapter's footnote numbering now is out of sequence. Word's programming tracks deletions like a deleted footnote in the document if the *Track Changes* feature is activated under the ribbon's review tab. But you can only see changes like this in the document if you go

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<sup>7</sup> Note the use of ellipsis dots at the end of this block quote. Since this quotation omits the final words in the original text, three dots separated by spaces follow plus the terminal period. See T9, 25.3.2 for more on how to signal omissions in quoted material.

<sup>8</sup> Place a period *after* a parenthetical note in the text. Place a period *before* a parenthetical note at the end of a block quote, as shown here; see T9, Fig. A.11 for an example.

to the ribbon's *Review* tab and choose *All Markup*. When you *Accept* this footnote-number deletion under this review tab, the footnotes will renumber correctly. Return to the *Simple Markup* view to keep writing. See the document entitled "[Using Word's Review Features](#)" for more information.

The available templates locate footnotes under the text, not at the bottom of the page. If the last page of a chapter contains only two lines of text, and this page's text includes a footnote, that footnote would appear immediately below the second line of text, not at the bottom of the page. Footnotes resemble paragraph spacing: the first line is indented with subsequent lines aligned on the left margin. Use the helpful formatting shapes on the top-left side of the top ruler if you need to adjust footnote (or other) indentation. Ghost over each formatting shape to understand its function. Then slide the formatting shapes along the ruler to achieve the desired result. If your ruler is not visible in the document, click on the tool bar's *View* button and activate *Ruler*. If more than one footnote appears at the bottom of a page, separate the subsequent entries with a line of space. A line space above the first footnote is not necessary in T9 as it was in earlier Turabian editions.

Word may automatically format footnotes in 10-point size, slightly smaller than the 12-point text size used in the body of the paper. You may format your footnotes in 10-point or in 12-point size; consistency throughout the document is essential. Be aware that Word may default to a font other than TNR for footnotes, same as page numbers. You can adjust these formatting requirements manually in the footnote section as needed. You also can view and edit all footnotes at once as part of your personal review process before document submission. Go to Word's menu bar and click on the *View* button. Select the *Draft* view then *Footnotes*. Go back to *View* on the menu bar and select *Print* to return to the normal page view.

Writers expect that footnotes begin with the number "1" in the first chapter. Many writers are surprised to learn that Turabian-style footnotes renumber to "1" in all chapters. The available templates accomplish this automatically—if the next-page section break is preserved at the end of the preceding preliminary page or chapter. To check the footnote formatting settings, click on the menu bar's *Insert* button and click on *Footnote*, making sure that the numbering is set to *Restart each section*. Again, footnote numbers are not continuous from one chapter to the next. If you include footnotes in appendix elements, those footnotes should restart with the number "1" as well. Important: include next-page section breaks at the ends of appendices as well.

Why is a footnote separator line continuous across the width of the page? An extra paragraph return at the end of the previous page's footnote(s) may be to blame. Make sure the ¶ feature is activated under the *Home* ribbon. If an extra ¶ exists at the end of or below the last footnote on the previous page, delete it. If you are one line short of keeping a footnote on the same page as its in-text reference, you can insert a page break manually—careful, not a section break—at the end of the page's second to the last line of text to free up an extra line of available space. Do not place any type of break on a separate line of text to avoid added space between the text and footnotes that may follow. Use a page breaks in the middle of a chapter and next-page section breaks at the end of a chapter—the only two types of breaks typically needed in these documents.

### **Important Turabian 9 Changes**

#### The Abstract Now Precedes the Table of Contents

If your writing assignment requires an abstract, T9 has changed the location of the abstract in the document's front matter. Previously, T8 placed the abstract at the end of the front

matter, immediately preceding the main body of text. As a rule, any element that follows the table of contents must appear on the contents page. Therefore, in T8, the abstract appeared on the contents page. Now, T9 places the abstract *before* the table of contents. Because the abstract now precedes the contents page in T9, the abstract no longer appears in the document's table of contents. See T9, A.2.1 for more on front matter ordering and formatting.

### The Use of *Ibid.* is Discouraged

Turabian 8 still allowed the use of *ibid.* for subsequent footnote citations *if* *ibid.* appeared on the same page as the footnote to which it referred. Invariably, page contents would shift during the revision process, and an acceptably placed *ibid.* would end up on the next page of footnotes.

An ounce of prevention is worth a pound of cure. T9 now recommends the usage of the short-form note *instead* of *ibid.* As before, you should provide a complete footnote citation the first time a source is mentioned in the text. Thereafter, use short-form notes *instead of ibid.* in author-title style. See T9, Fig. 16.1, for a helpful-notes-and-bibliography-entries template and Fig. 16.2 for a shortened-notes template.

### E-Book Locations are Discouraged

Per T9, 17.1.10, "Avoid citing app- or device-specific screen or location numbers, which may not be the same for others even if they consult the same format. Instead, cite by chapter or section number (see 17.1.7.1) or, if these are unnumbered, by the name of the chapter or section (see 17.1.8)."



### New Rules for Online-Source Access Dates

Website, blog, and social media citations no longer require access dates if the source includes a publication or revision date. Only include an access date if a source does not identify a publication or revision date. See T9, 17.5 for more. For more general information about electronic source citation, see T9, 15.4. These types of online citations more involved than you might expect.

### Managing Your Document Files

You may transmit your document multiple times to designated readers as part of the grading and/or revision process. Originating with the writer, the .docx-file name should reflect your last name and first name, the writing assignment name, and—most importantly—the submission date: *Taylor, Kim – Proposal – 9.2.24*, for example. The recipient downloads your document and renames it, adding the reader's name and the return date: *Taylor, Kim – Proposal – PGarrett – 9.7.24*. Each time, the newly created file becomes the new working copy moving forward. Each time, you must download the newly transmitted document and apply revisions to this new file—do not work with a previous copy. Each time, you will review changes made directly into the document and address the reader's comments, again saving the document in a way that identifies a new file name: *Taylor, Kim – Proposal – 9.10.24*.

### Using Word's Review Features

Even the most proficient writers must revise and edit their writing before producing a final copy. Word offers several categories of review features to assist with this revision process: changes and comments. Writers can track their own or another reader's changes and comments in the new file by going to the ribbon's *Review* tab and pressing the *All Markup* button to reveal the

full document markup. Any *changes* will appear directly in the document's text, footnotes, headers, and footers. Any *comments* will appear on the right side of the page. The *Simple Markup* view is recommended as you draft your document. If you wish to return to an unmarked copy, go back to the ribbon's *Review* tab and choose *No Markup*.

First, work through any changes you or a reader may have applied directly into your document: a missing comma, an added page break, or a spelling correction, for example. You may choose to *Accept* a change into the document or *Reject* the change if it does not align with your intent. After you *Accept* or *Reject* a change, Word will delete the related markup and automatically advance to the next *Change* until the final change is addressed.

Finally, address your or a reader's comments in the related thread, revising the document as needed. You may choose to add your own comments or questions to this thread as well. The writer should avoid deleting another reader's comments. The commentor will clear out resolved comments in the new file, possibly leaving unresolved comments or adding more comments for another round of edits. Always save the revised document in the manner previously described before retransmitting.

## Conclusion

You now are equipped with some of the best practices in Word to begin this new chapter of Turabian 9 writing:

1. Take advantage of the available **writing templates**, designed to simplify many of these formatting tasks.
2. Activate the ¶ feature to identify important nonprinting characters throughout your document.

3. Use a **page break** in the middle of a chapter to avoid widow-orphan lines and to keep a footnote on the same page of reference. Page break usage is common; this chapter sample contains two.
4. Use the important, **next-page section break** to enable many of Word's automated functions, like page and footnote numbering.
5. Understand the **key changes** in Turabian 9 from Turabian 8.
6. Expedite the revision process by understanding and using **Word's review features**.
7. Manage your document files to identify and **work with your most recent document copy**.
8. Download an **electronic copy** of Turabian 9 on Amazon for easy, on-the-go access.

Remember what you have learned. Experiment with and master Word features previously unfamiliar to you. Then rest assured that you have what you need to achieve Turabian 9 writing success.