

Note the title is *Contents*, not *Table of Contents*. To emphasize the title, format in bold and choose 14-point. The title appears one inch below the top margin. See Turabian 8, A.2.1.6 for more.

Tip: Format the contents page in single space to ensure proper spacing.

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Two, single-line spaces, ¶ shown for emphasis.

Two, single-line spaces.

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Do not tab over for *Introduction*. Instead, go to the ruler at the top of the page and drag the *Hanging Indent* symbol to the desired location. Then set tab for the page number. See resource entitled *How to Properly Align Page Numbers* for tab setting instructions.

Note that leader dots are optional in Turabian 8.

Two, single-line spaces.

The paragraph symbols (¶) are shown here to demonstrate spacing. Go to Home/Paragraph to turn this feature on and off.

See Figures A.3. and A.4 in Turabian 8 for other table of contents examples.

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Project Report: the Final Project Proposal

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Tip: Double check contents page numbers one last time before submitting your document.

SAMPLE

Note that this and additional pages of the contents require page numbers, bottom center—a change from Turabian 6. The title *Contents*, however, only appears on the first page.