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. Placing the note in the proper place below the text.

Footnotes should be placed below the text of each page in which a note appears.1

Students often have difficulty with this because the defaults for both Microsoft Word and Corel

Word Perfect have been set to "bottom of page." To correct this problem, the student will have

to modify the settings of the footnote to adjust the position of the footnote on the text page.

_____

1. Kate L. Turabian, *A Manual for Writers of Term Papers, Theses, and Dissertations*, Sixth Edition, (Chicago: The University of Chicago Press, 1996), 8.15, 121.

In Microsoft Word:
- In the toolbar at "Insert" choose "Notes"
- In the dialog box that appears, note that footnote is defaulted at "bottom of page" occurs
- Also note that "auto number" is defaulted

- In the Options dialog box note that it selects all footnotes
- In the drop-down box to the right "Place at" select "Beneath Text"
- Accept and close

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.

Example:

17. Phillip Curtin, <curtinpd@junix.hef.jhu.edu>, "Goree and the Slave Trade," in H-AFRICA, h-africa@musu.edu, [path:H-NET E-Mail Discussion Groups/HAFRICA/Discussion Threads/Goree and the Atlantic Slave Trade – item number 465] 31 July 1995, archived at <gopher.h-net.msu.edu>.

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:

Loban, Richard. <Rlobban@grog.rich.edu>. "Reply: African Muslim Slaves in America." In H-AFRICA. <"H_AFRICA@MSU.EDU">. 4 August 1995. Archived at:: <"http://h-net.msu.edu/-africa/archives/august95">.