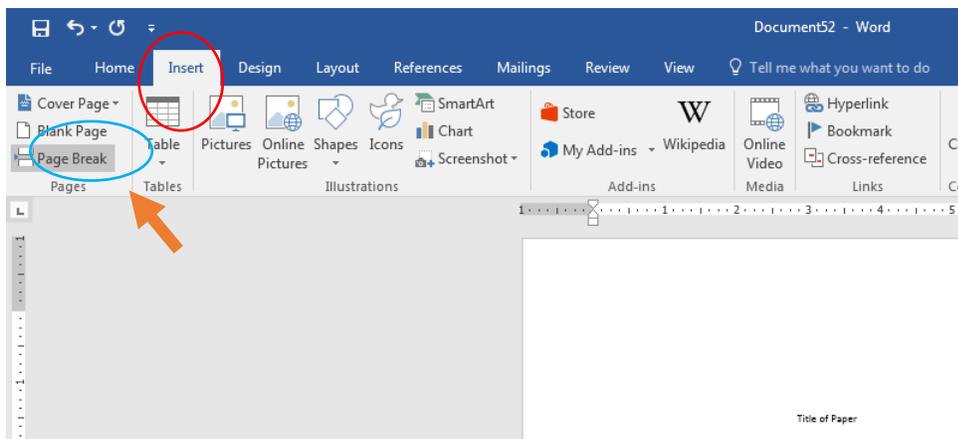


## Pagination Tutorial for Turabian (8<sup>th</sup>) Style<sup>1</sup>

Placement of page numbers can be a challenging part of formatting a paper in Turabian formatting. Thankfully, we've designed this quick guide to enable you to get this aspect of formatting right! Setting up page numbers in Turabian is not “difficult,” so much as involves a lot of small steps. Follow the instructions below to format your papers correctly, and create and save a template in this format to use on all your future Turabian papers! Note: these instructions are for the PC version of MS Word; if you have a Mac, you'll follow the same steps, but the buttons will be in slightly different places.

**Step 1:** To start, open a new blank document. Tab a third of the way down the page and type your title in headline-style (begin all major words with capital letters). Tab another third down and include the other title page information (usually your name, the course information, and the date – check with your professor for specifics). Make sure that all of your title page details are centered on the page!

**Step 2:** Go to the “Insert” tab and click on “Page Break.”

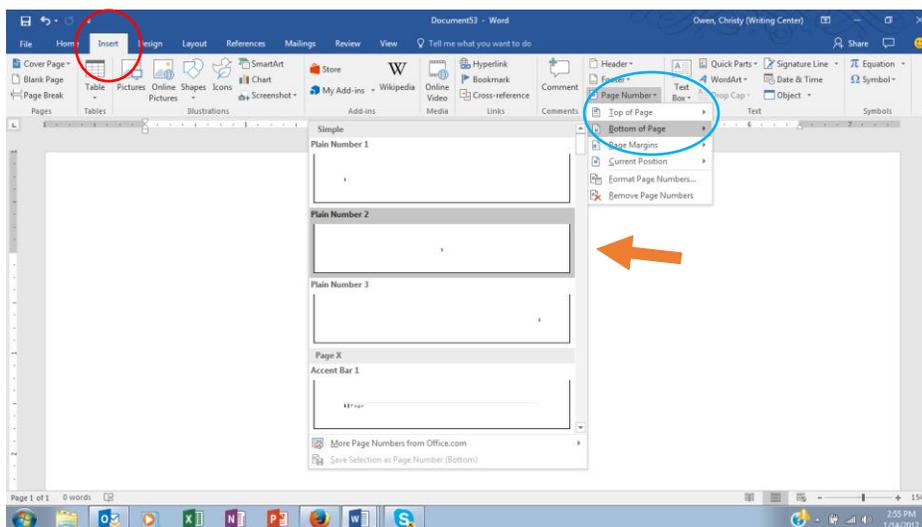


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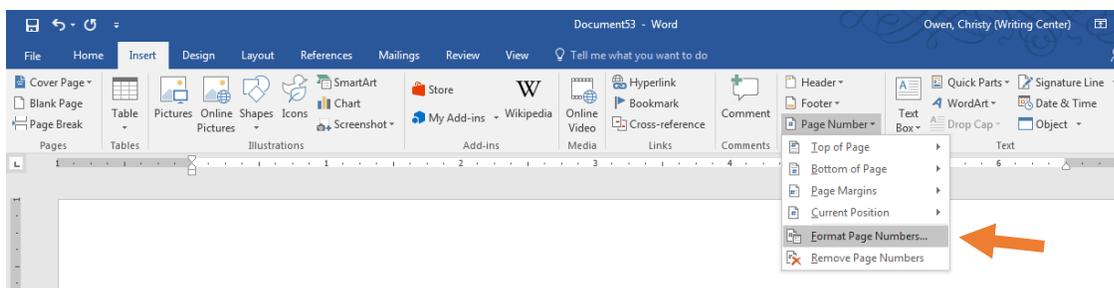
<sup>1</sup> Prepared by Christy Owen, Liberty University's Online Writing Center, [onlinewriting@liberty.edu](mailto:onlinewriting@liberty.edu), 01/20/2017. Edited by Sam Myers, Liberty University's Undergraduate Writing Center, [smyers61@liberty.edu](mailto:smyers61@liberty.edu), 02/02/2017.

This will automatically drop your cursor down to the top of the next page. Type the word “Contents” (without the quotation marks) on the top line and click enter twice. This will save the place and formatting in case your paper requires a table of contents. If you don’t need a table of contents in future papers, you will just highlight it and hit the “DEL” key until the title of your paper from the next page comes up to the space where the word “Contents” was. This will retain the pagination for the body of your paper forward.

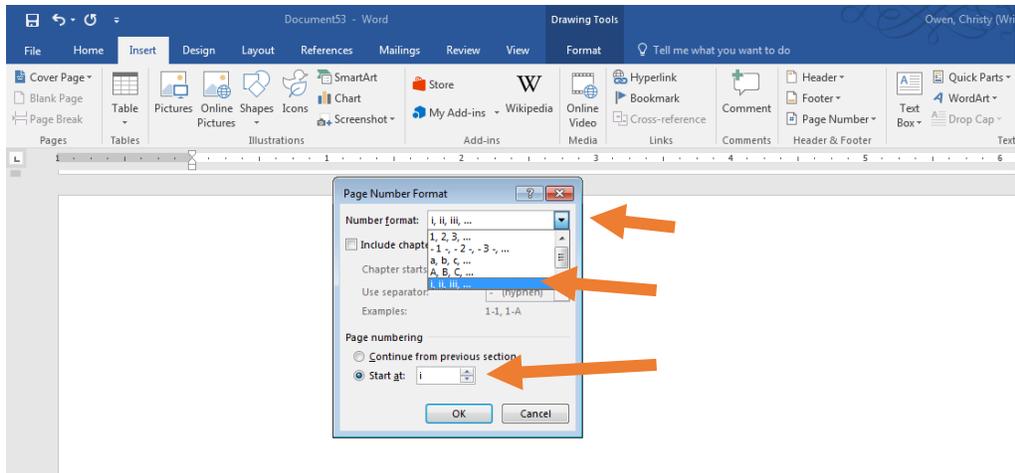
**Step 3:** Click on the “Insert” tab, then the arrow next to “Page Number,” the arrow next to “Bottom of Page,” and choose the option with the centered number.



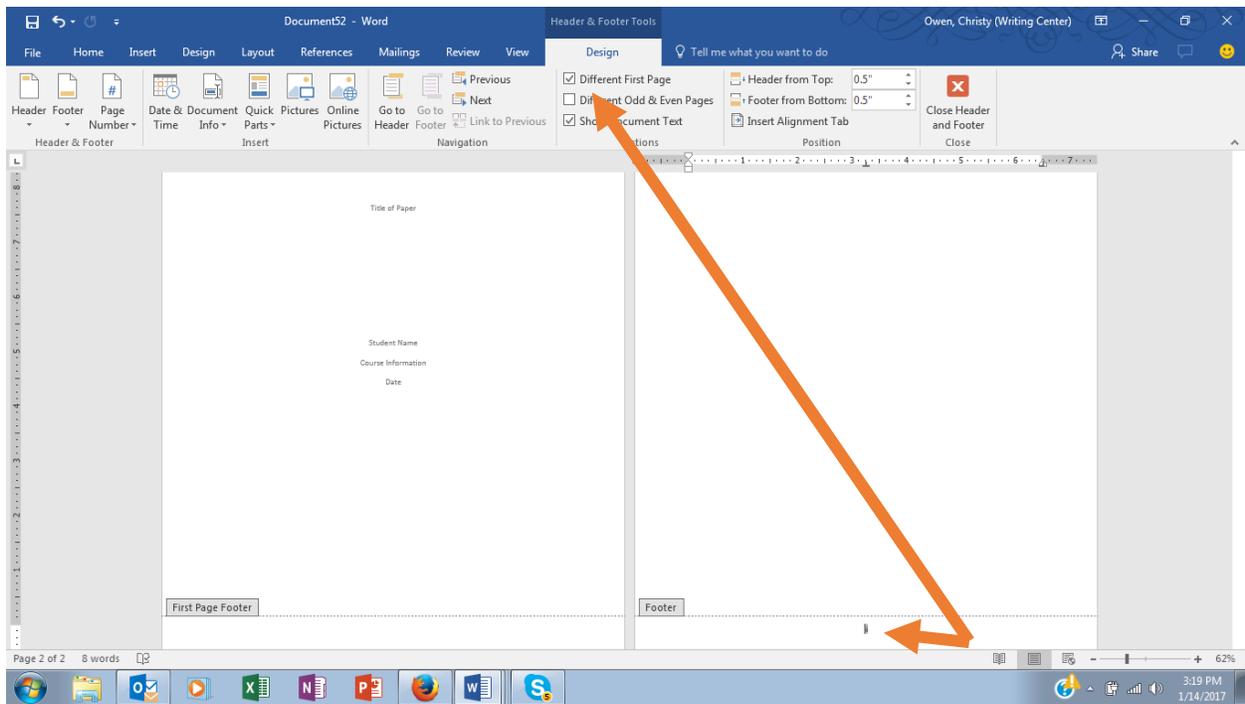
**Step 4:** Go back to “Insert,” “Page Number,” and click on “Format Page Numbers.”



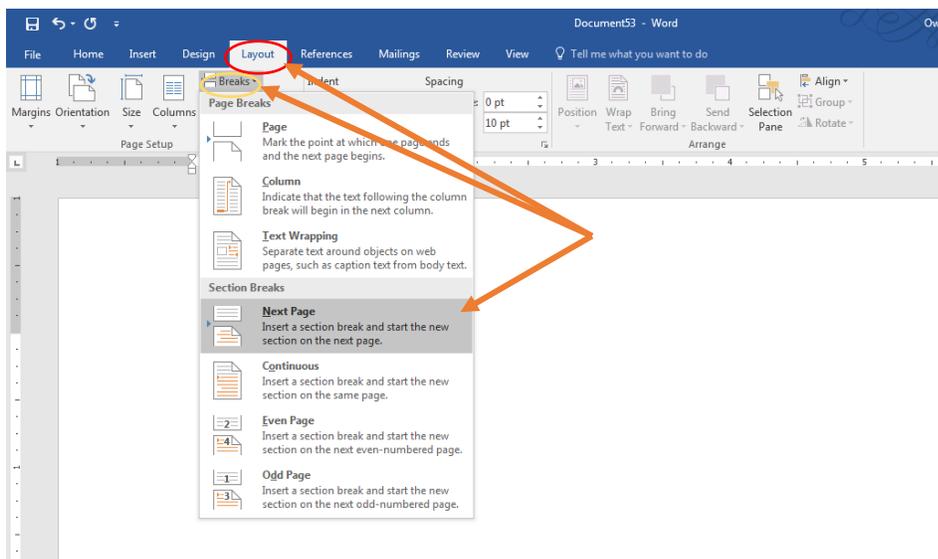
Click on the “number format” and select the lowercase Roman numeral option. Go down to “Start at” and be sure that it shows “i.” Click “okay.”



**Step 5:** Place your cursor down in the footer next to the page number (on the “Contents” page) and double-click in the footer. Then go up and check the box that says “Different First Page.”



**Step 6:** Place your cursor in the “Contents” page itself (outside the footer) and double-click it. Hit the “enter” key twice, and then add a section break by clicking on “Layout,” the arrow next to “Breaks,” and choosing “Next Page”.



**Step 7:** Follow the steps above to insert a page number, this time in the top right of the page, choosing regular numerals and beginning with 1 (unless you are a student under LU's Rawlings School of Divinity, which has made an exception that all page numbers be centered in the footer). It will take a few clicks to get all of the elements, as it did for the page number in the footer.

Bravo! Your paper should now be formatted in correct Turabian formatting! Be aware that your professor might have his or her own formatting aspects he or she wants you to follow in your paper, so be sure to check your syllabus and assignment instructions to make sure you're formatting your paper correctly!