Chapter 1

Turabian 8 Formatting Requirements
and Document File Management

Formatting First Pages of Chapters[1]

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

> **Commented [PG1]:** Add a paragraph return after a section, then reformat that double-spaced return to single-spaced.

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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 for Mac, Version 16.54, 2021.

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]
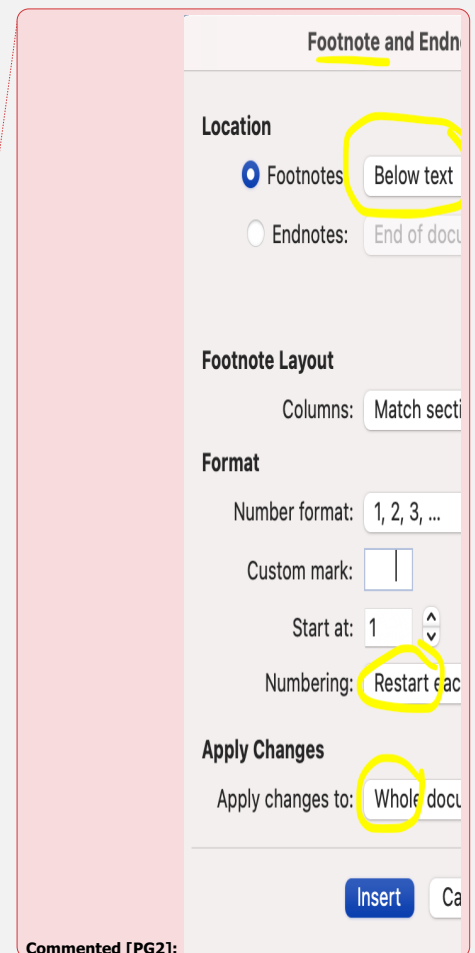
The block quote shown above begins with indentation because the original text began with indentation. Also place the superscript footnote reference at the end of the block quote. While Turabian 6 required four spaces between the block quote and the left margin, Turabian 8 requires the same spacing as 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 format all your document's footnotes properly, go to *Insert* and click on the *Footnote*. 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.

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 (*or go to *Insert/Footnote* as before). 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

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5. See Turabian 8: 25.2.1 for more.

6. Turabian, 349.

Footnote and Endn

Location
- ⦿ Footnotes   Below text
- ◯ Endnotes: End of docu

Footnote Layout
Columns: Match secti

Format
Number format: 1, 2, 3, ...
Custom mark: |
Start at: 1
Numbering: Restart eac

Apply Changes
Apply changes to: Whole docu

Insert   Ca

Commented [PG2]:

reformat this number, select the number with your cursor; do not delete this automatically generated number. Go to *Home* and click on the x^2 box to deactivate it. As you revise your document, Word will automatically renumber your footnotes—if you preserve the formatting as prescribed above.

Footnote spacing looks like paragraph spacing: the first line is indented, and subsequent lines are flush left. Always use a feature like 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 begin with number one in the first chapter; many writers are surprised to learn that Turabian style requires that footnotes renumber to one in each, additional chapter. 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 *Break* under 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.

Formatting Front Matter Page Numbers[7]

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 document components that precede the main body of text. Adding a section break often throws off

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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 as needed at the end of the preceding section to keep the subhead and text together at the top of the next page.

spacing on 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 the *Header & Footer tab*, 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 *Header & Footer* and click on *Page Numbers*. 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 the *Header & Footer* tab and again click on *Page Numbers*. Choose *Bottom of page* for the *Position* and *Center* for *Alignment*. The page number now should appear in the bottom center of 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* tab, 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

Commented [PG3]:

Page Number Form

Number format   i, ii, iii, ...

☐ Include chapter number

Chapter starts with style: Heading

Use separator: -   (hy

Examples: 1-1, 1-A

Page numbering

○ Continue from previous section

● Start at: ii

C

Commented [PG4]:

Page Numbers

Position:

Bottom of page (Footer)

Alignment:

Center

☑ Show number on first page

Format...   Car

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 DMin/DEdMin website to determine which front matter elements require pagination and which do not.[8]

<div align="center">

Formatting Page Numbers from Chapter 1
through the Bibliography
</div>

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, appendixes, and the bibliography and in the upper-right corner of subsequent pages. One way to accomplish this is to initially place all chapter, appendix, and bibliography page numbers in the upper-right corner. Then go back and reformat the page numbers on the first pages of these elements 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* tab; 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* for the *Position*

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

and *Right* for *Alignment*. The page number now should appear in the upper-right corner of 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. 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 end of the document.

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 tab*, check *Different First Page*. This designation allows you to format a different page number location to use on the first pages chapters, appendixes, and bibliography that follow. Next, go to *Page Number* and choose *Center* for *Alignment*. The page number should relocate to the bottom center of the footer. If it does not, you may need to recheck the *Different First Page* button under the *Headers & Footers* tab. After formatting the first page number in the first chapter, designate each first-page footer of chapters, appendixes, and bibliography as a *Different First Page* to automatically relocate the page number to the bottom-center, footer position. If you have trouble, make sure a *Section Break—Next Page* is visible, assuming the ¶ is turned on under the *Home* tab.

Page Numbers

Position:

Bottom of page (Footer)

Alignment:

Center

☑ Show number on first page

Format...   Ca

Commented [PG5]:

Electronic 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: *Last, First – Proposal – 9.2.22*, for example. The editorial recipient downloads this document and
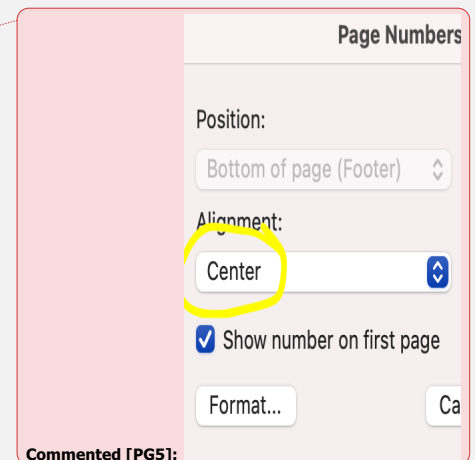
renames it, identifying the editor's name and the new date of editing: *Last, First –*
Proposal – PGarrett – 9.7.22, for example. Each time, this new file becomes the new
working copy moving forward. Each time, the recipient must download the newly
transmitted document and revise from this file as the working copy—do not work from a
previous copy. The student will address the editorial issues raised in comments or accept
changes into the document, again saving this document in a way that identifies the file as
the working copy moving forward: *Last, First – Proposal – 9.10.22*, for example.

Editorial feedback falls into one of two categories. *Comments* convey information
for the writer 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 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 comment.
Leave the original comment so that the commenter can identify the original comment and
delete it if the issue is now resolved. 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 reviewed all changes. Then save the document again in the manner previously described before retransmitting.