Traditional Turabian format calls for a Table of Contents (TOC) that starts after the title page. A TOC especially helps in organizing large papers such as theses and dissertations.

TIP: Consult your professor if you do not know whether your assignment requires a Table of Contents page.

I. MODIFYING HEADING STYLES

1. Begin creating your TOC after you format your page numbers – See our Formatting Turabian Page Numbers handout

2. Under the “Home” tab, right click on “Heading 1,” then select “Modify” –

3. In the pop-up menu, change the font to Times New Roman, size 12, bold, and the color to black –

   Hint: Click on the bubble “New documents based on this template” to save this format for later papers!
4. If you will be using sub-headings in your paper, repeat steps 2 and 3 with “Heading 2.”
   Hint: You can also change the font for the “Normal” style.

5. Click on the “References” tab – 

6. Click on the “Table of Contents” button and then on “Automatic Table 1” – 

7. Change the font style of the Contents header to Times New Roman, 12, bold, centered, and black font—
8. Hit the “Enter” key once to create an extra space after the “Contents” header.

9. Scroll down to the body of your paper and begin inserting your headers using the “Heading” button –

10. Go back to the TOC section and click on “Update Table.” When the pop-up box comes up, click “Update entire table” –

11. Write your paper using the “Heading 1” style for first-level headings. When you finish, repeat step 10 to update your TOC.

12. Scroll back up to the TOC page. Bold each heading and italicize each number –