SETTING UP PAGE NUMBERS IN TURABIAN

Setting up page numbers in Turabian format when you need a Table of Contents (TOC) can be difficult. Your title page requires **no page number**, your TOC page starts with a **lowercase Roman numeral two (ii) on the bottom-center of the page**, and your main paper section will start with a **plain number one in the top-right corner**.

NOTE: The visuals in this guide were made with Microsoft Word 2016. They may differ slightly depending on your version of Microsoft Word.

I. CREATING SECTION BREAKS

1. **Open a blank Microsoft Word document –** TIP: Set up your page numbers *before* you begin your paper.

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4. Under breaks, click "Next Page" under "Section Breaks" -



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5. Repeat steps 3 and 4 on the new blank page (Page 2 of your document). <u>You should now</u> <u>have three blank pages in total</u>.

II. UNLINKING SECTIONS

6. Right click twice in the blank space at the top of the second page -

Note: You should see a dotted line and a gray box that says "Header -Section 2-" appear on your

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9. Repeat steps 7 and 8 on the header and footer sections of page 3.

III. INSERTING PAGE NUMBERS

10. Scroll to the bottom of your second page and click where it says "Footer -Section 2-". Then click on the "Page Number" button –

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11. Click on "Format Page Numbers" in the drop-down menu of "Page Number"-

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12. In the pop-up menu, set the number type to lowercase Roman numerals; then click "OK" –

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Use separator.
 Examples: 1-1, 1-A
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OK Cancel

13. Click back in the footer of Section 2. Click on "Page Number," then "Bottom of Page," then "Plain number 2" –



14. Repeat step 11.

15. In the pop-up menu, set the page numbers to "Start at 1," and then click "OK"-

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16. Click in the header of Section 3 -



17. Click on "Page Number," then "Top of Page," and then "Plain Number 3" -

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IV. CHANGING THE FONT AND SIZE OF THE PAGE NUMBERS

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19. Highlight the number and change the font and size from "Calibri, 11" to "Times New Roman, 12" –

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20. Repeat step 19 for the page number on Page 2.

IF YOU DO NOT NEED A TABLE OF CONTENTS FOR YOUR PAPER:

- Only make one additional section (skip steps 5 and 9)
- Start your paper in the section after your title page (skip steps 12 and 13)