

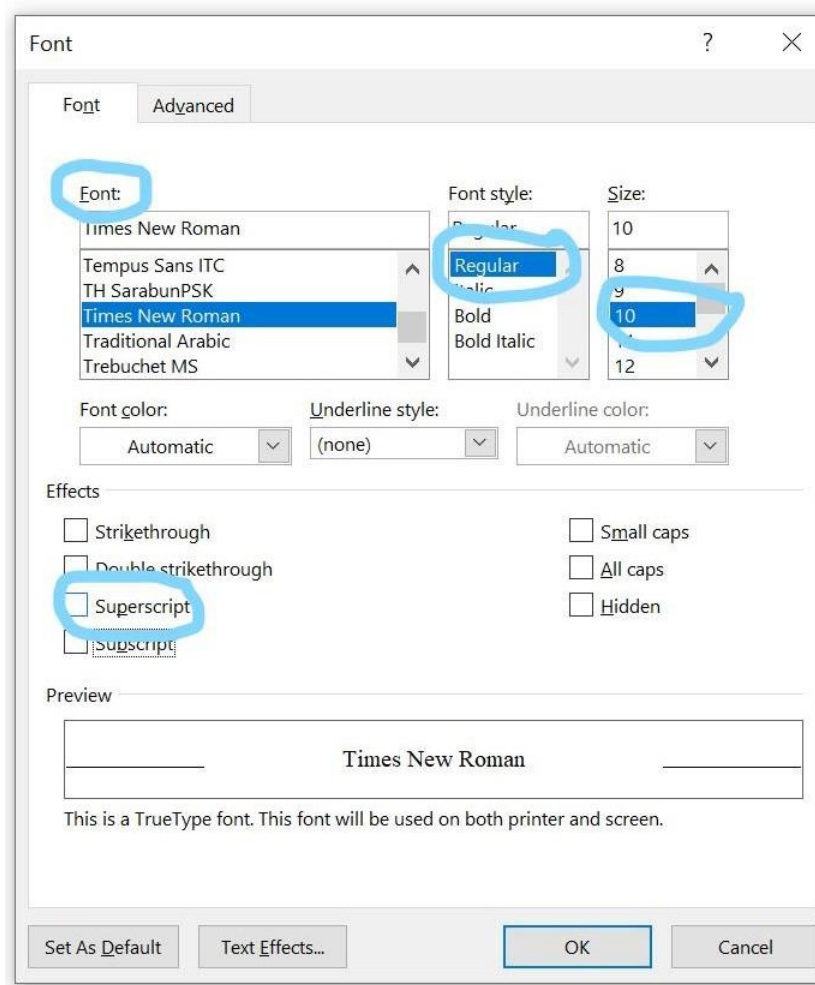
FORMATTING TURABIAN FOOTNOTES

There are two methods for formatting footnotes in Turabian 9th Edition in Microsoft Word. Depending on your version of Word, you may need to try both methods. Instructions and screenshots for each method are included below:

TIP: This needs to be one of your final steps. In other words, you should have all your footnote entries already in the document before applying these changes.

METHOD ONE (SIMPLIST METHOD):

1. Highlight a footnote number and press **CTRL+A**. This action will highlight all your footnotes.
2. **Right click** and select **Font**. **Uncheck the box next to “Superscript,”** and make sure your text is in **Times New Roman font**.
3. Make sure **Regular** is selected under **Style** and that your **font size is set to 10 pt**.
4. **Click OK** to close the dialogue box.

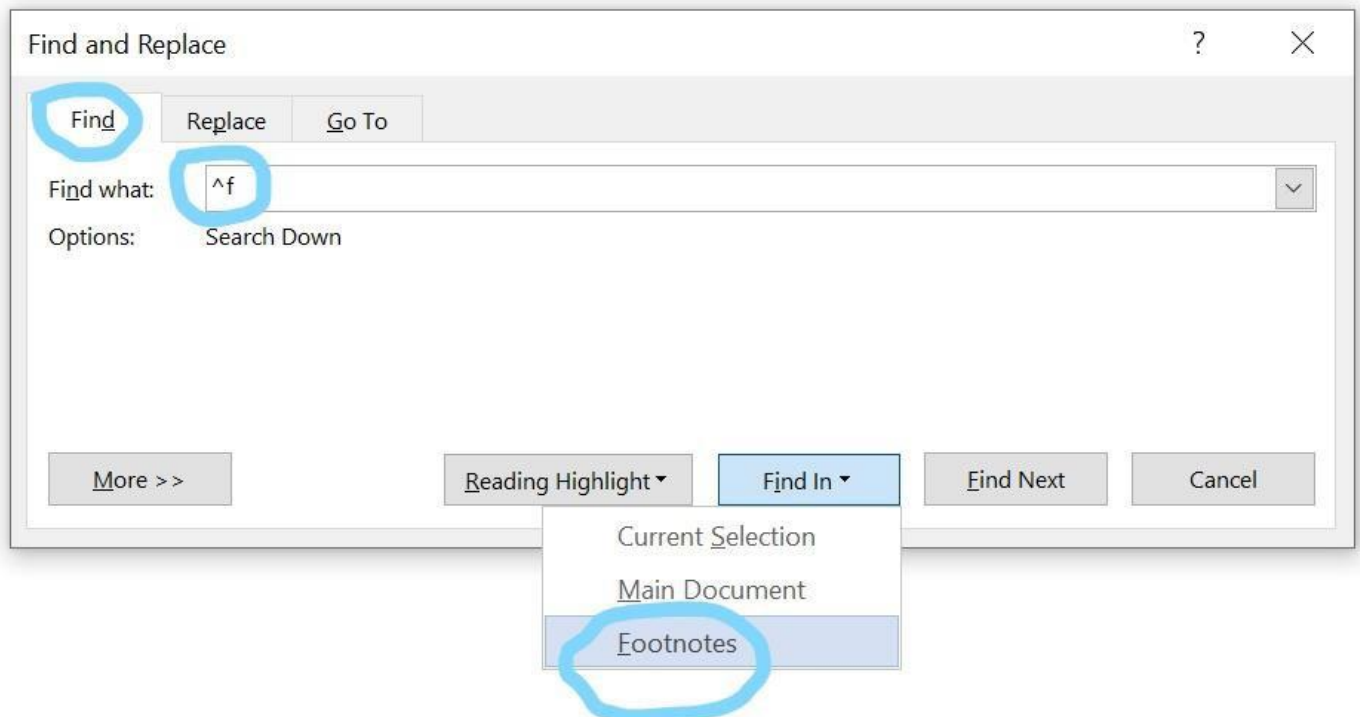


5. While the footnotes are still highlighted, **right click** and select **Paragraph**. Make the text **single spaced**, and set the spacing between lines to **12 Before and 0 After**.
6. Underneath **Special**, select **First Line**. You will need to manually insert the period for each footnote citation.

METHOD TWO:

1. Highlight a footnote number and press **CTRL+H**. This action will open the **Replace** dialog box.
2. Within the dialogue box, select the **Find** tab.
3. In the “**Find what**” box, type **^f** (the code for a footnote reference mark).
4. Click **Find In** and select **Footnotes**. All the footnote reference marks in the footnotes will be selected.
5. Return to the main document but leave the footnote reference marks selected.
6. Press either **Ctrl+Spacebar** (to remove direct font formatting) or **Ctrl+Shift+=** (to toggle off Superscript formatting).

Note: Adjusting the footnotes may alter your bibliography if you have already inserted the information. Simply highlight your bibliographic material and adjust to match the requirements.



PRACTICE NOW