

TURABIAN 9TH ED. TABLE OF CONTENTS

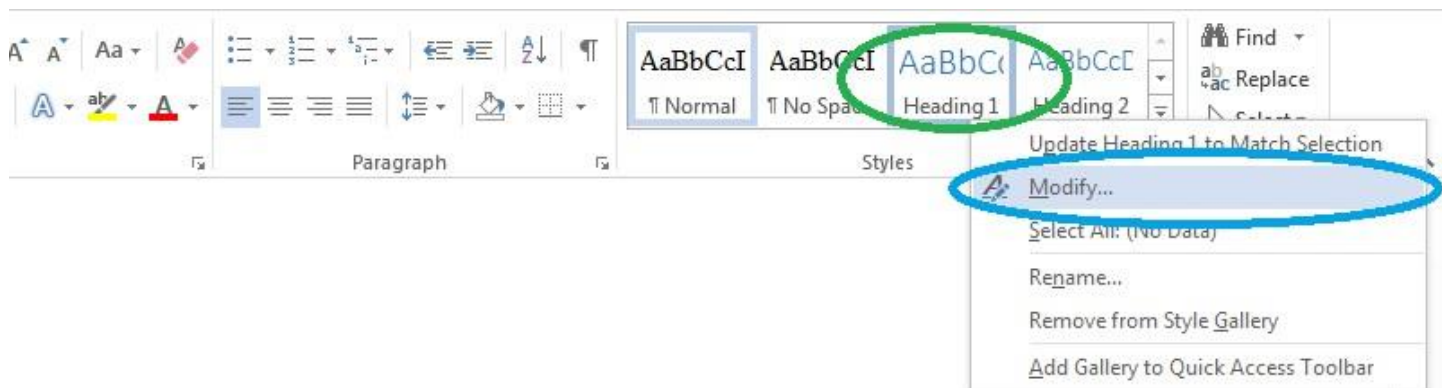
Traditional Turabian format calls for a Table of Contents (TOC) that starts after the title page. A TOC especially helps in organizing large papers such as theses and dissertations.

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

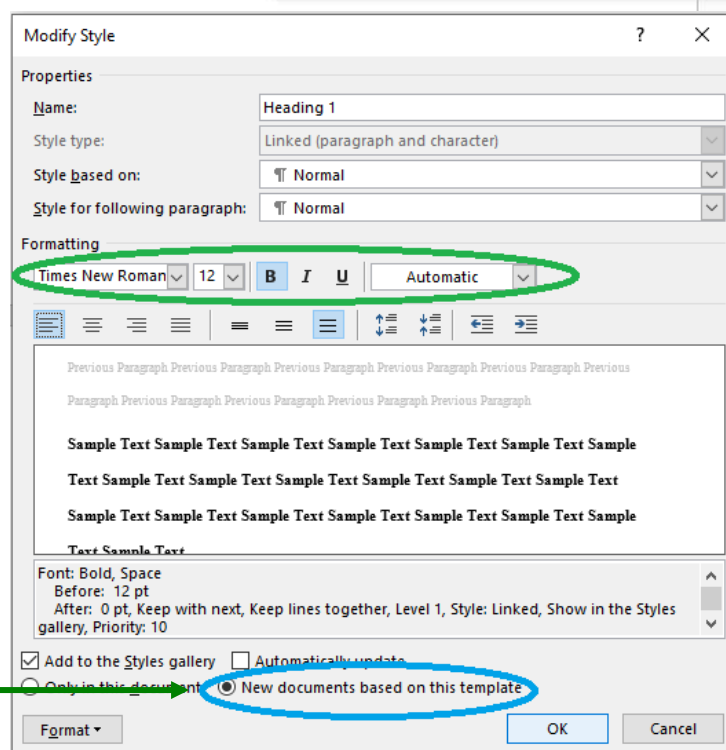
I. MODIFYING HEADING STYLES

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 –



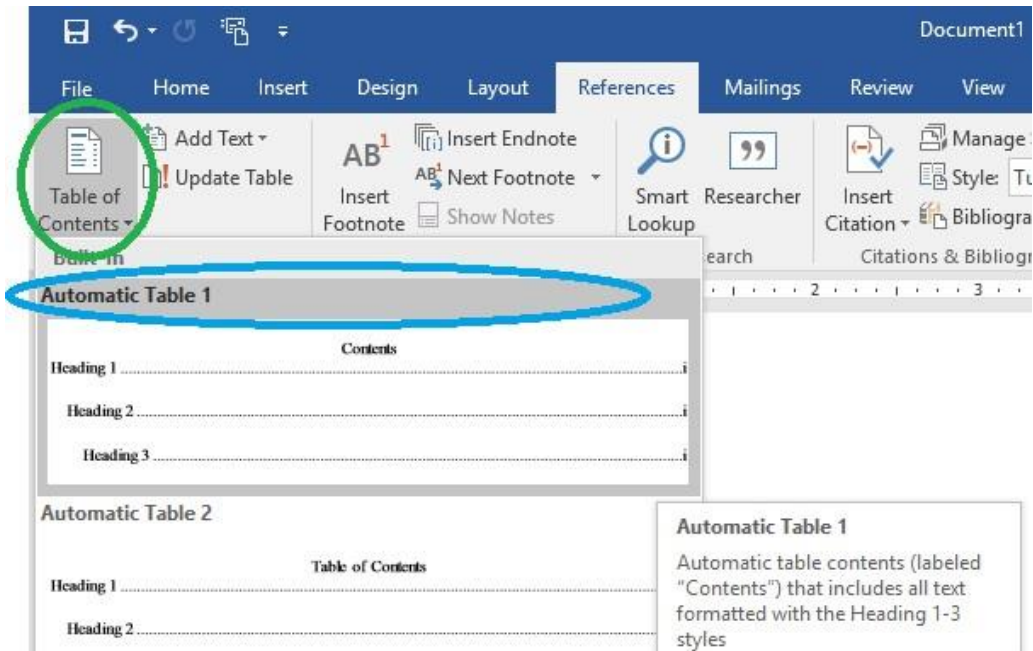
Hint: Click on the bubble “New documents based on this template” to save this format for later papers!

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.

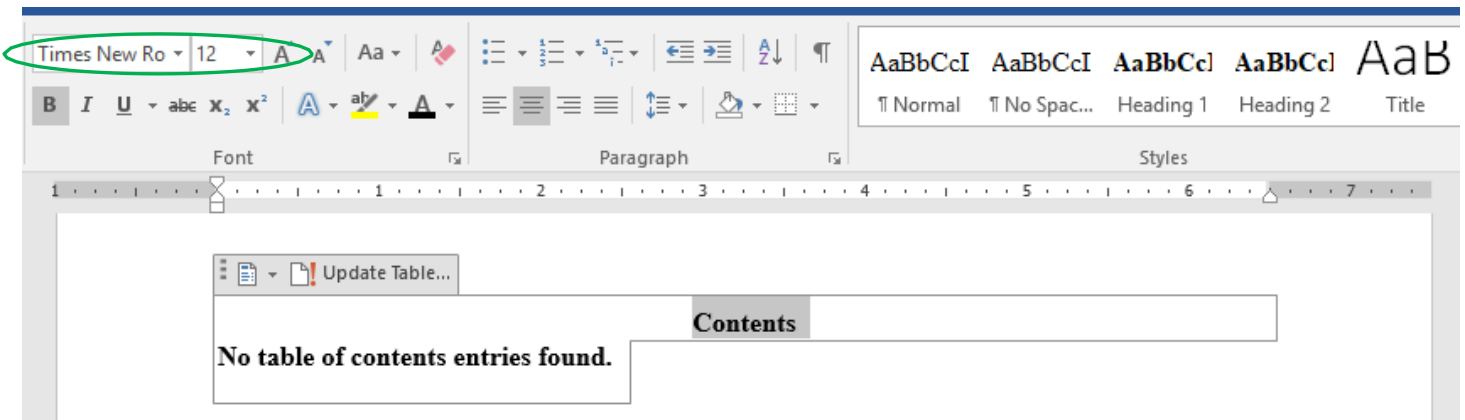
5. Click on the “References” tab –



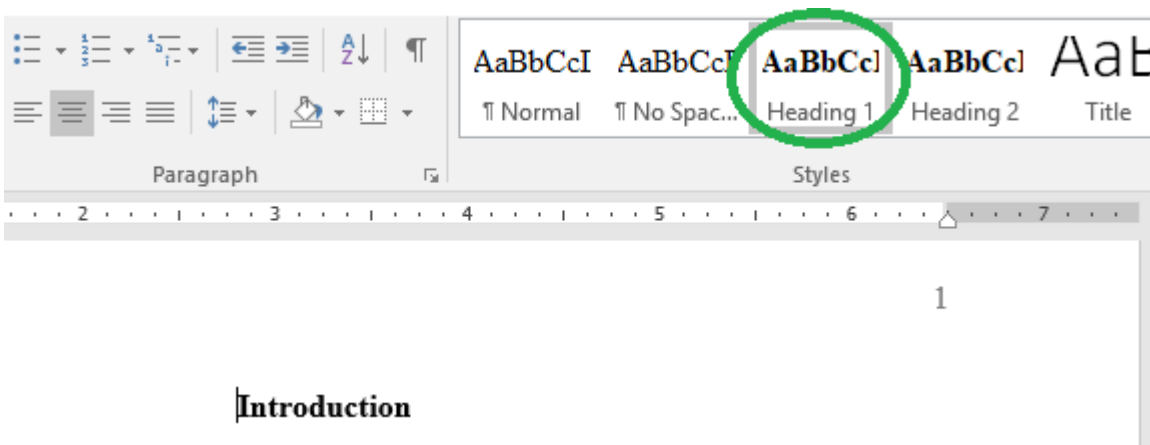
6. Click on the “Table of Contents” button and then on “Automatic Table 1” –



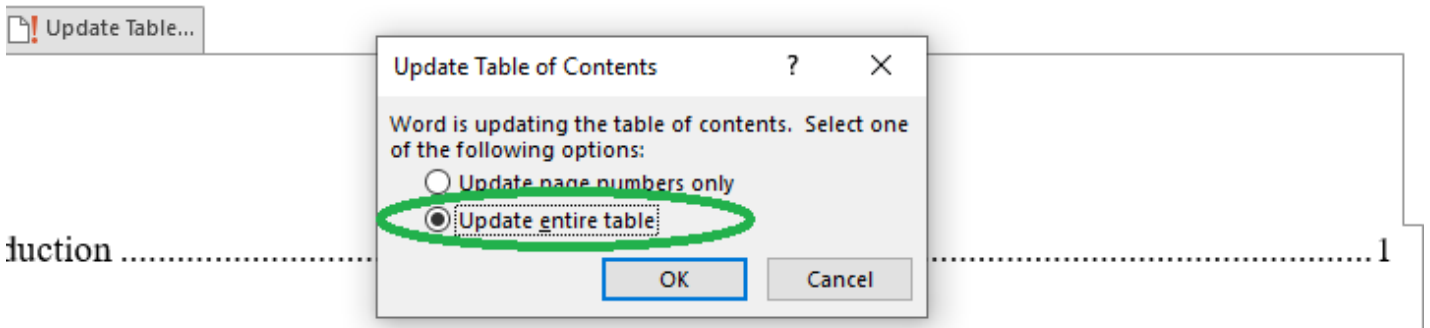
7. Change the font style of the Contents header to Times New Roman, 12, bold, centered, and black font –



- Hit the “Enter” key once to create an extra space after the “Contents” header.
- Scroll down to the body of your paper and begin inserting your headers using the “Heading” button –



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



- Write your paper using the “Heading 1” style for first-level headings. When you finish, repeat step 10 to update your TOC.
- Scroll back up to the TOC page. Bold each heading and italicize each number –

| Contents | |
|----------------------------|----------|
| Section One | 2 |
| Section Two | 4 |
| Section Three | 5 |
| Section Four | 6 |