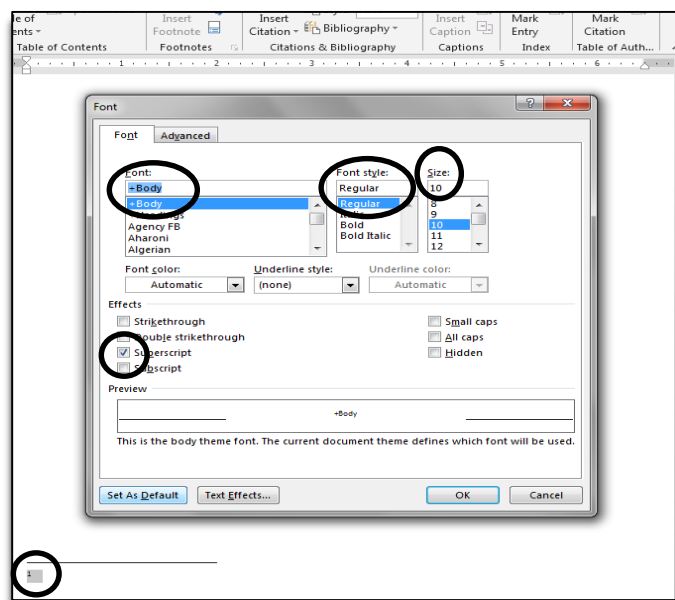


# FORMATTING TURABIAN FOOTNOTES

A STEP-BY-STEP GUIDE FOR USING WORD 2013 TO FORMAT FOOTNOTES ACCORDING TO THE 8<sup>TH</sup> EDITION.

## FORMATTING FOOTNOTE NUMBERS

A) This needs to be one of your final steps. By this, we mean you should have all your footnotes already in the document before applying these changes. There are also a couple of methods to try; it may depend on your version of Word. The simplest method, this first image and **Method One**, requires you to highlight a footnote number and press **Ctrl+A**. This action will highlight all your footnotes. Next, right click and select **Font**. Here, you need to **uncheck Superscript**, **make sure it matches your selected font, Regular style, and 10pt**. Close out the dialogue box. While the footnotes are still highlighted, right click and select **Paragraph**. Ensure the settings reflect **Single** spacing, **0 Before and 12 After**, underneath **Special** select **First Line**. You will need to manually insert the period for each footnote citation.



B) **Method Two** requires you to highlight the footnote number as well and then press **Ctrl+H** to open the **Replace** dialog box. Select the **Find** tab of the dialog. In the "**Find what**" box, type **^f** (which is the code for footnote reference mark). Click "**Find in**" and select "**Footnotes**." All the footnote reference marks in the footnotes will be selected. Close out the title bar of the document to return focus to the document but leave the footnote reference marks selected. Press either **Ctrl+Spacebar** (to remove direct font formatting) or **Ctrl+Shift+=** (to toggle off Superscript formatting). 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.

