

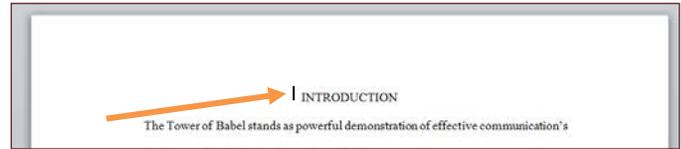
TURABIAN PAGINATION IN WORD 2016

A STEP-BY-STEP GUIDE FOR FORMATTING PAGE NUMBERS ACCORDING THE 8TH EDITION TURABIAN FORMAT

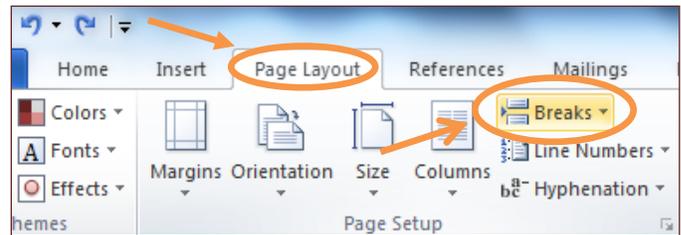
According to Turabian format, the title page, table of contents page, and introduction page must all have different page numbers. In order to accomplish this, you must create section breaks between the opening three pages.

STEP 1: CREATE SECTION BREAKS

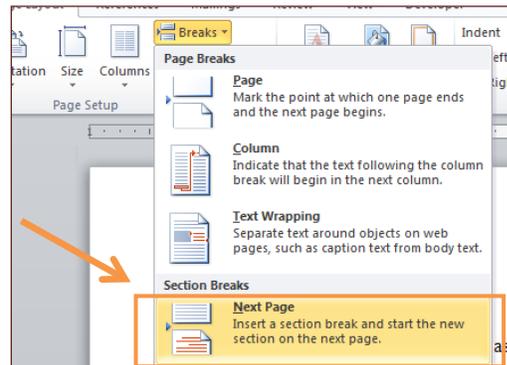
- A) Place the cursor directly before the first word on your introduction page.



- B) Then, under the "Page Layout" tab, click "Breaks" and access the drop down menu.



- C) From the drop-down menu, go down to "Section Breaks" and select "Next Page".*
***NOTE:** If you already created your title page and Table of Contents, you will want to insert "Continuous" section breaks in between your title page, Table of Contents page, and the first page of your paper instead of "Next Page" section breaks.



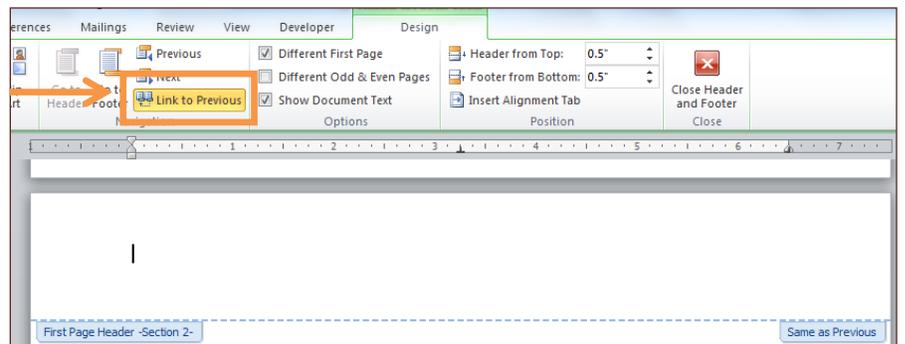
- D) Repeat this action so that two section breaks have been inserted between the title page and table of contents as well as the table of contents and your first page.

STEP 2: UNLINK THE SECTIONS

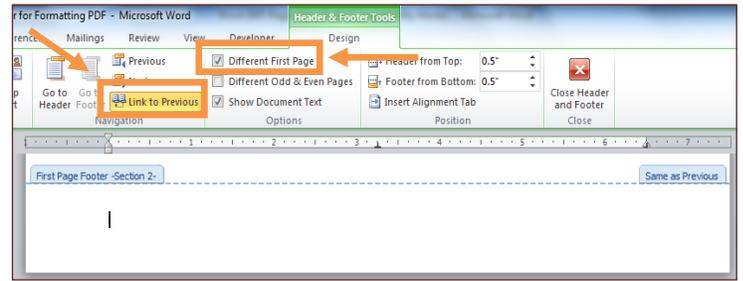
- A) First, scroll to the second blank page and double click into the header section of the paper (top 1 inch of the page) so the header information appears in blue (or grey) boxes.



- B) Once the header information appears, click "Link to Previous" that is highlighted in yellow (or blue) inside the toolbar at the top of the document. This will deselect the option and unlink the sections. Once this is complete, the "Same as Previous" blue (or grey) box on the right should disappear.



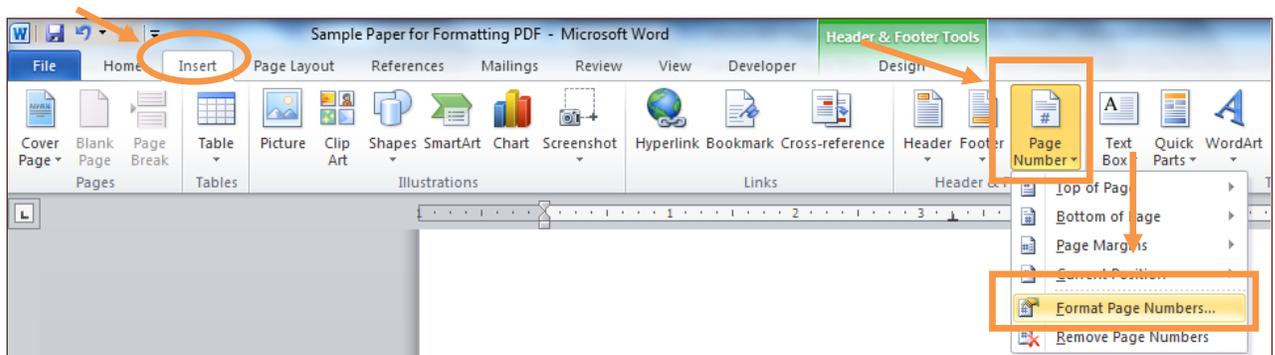
- C) Then, scroll down to the bottom of the second blank page and click into the footer. Once again, there will be two blue (or grey) boxes and the “Link to Previous” button in the toolbar will be highlighted in yellow (or blue). Click the “Link to Previous” button to deselect it and unlink the sections. Again, the “Same as Previous” box on the right will disappear.



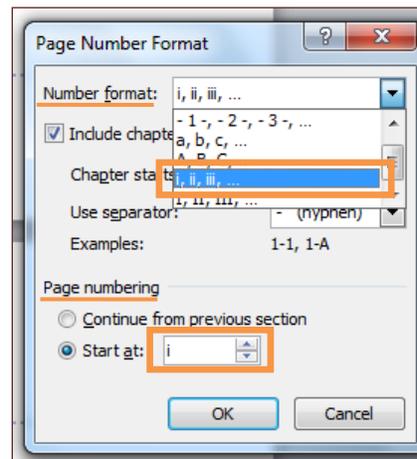
- D) Repeat actions A-C on the first page of your actual paper (Introduction page). Before unlinking the header on the Introduction page, make sure the “Different First Page” check box is **unchecked**.

STEP 3: INSERT PAGE NUMBERS

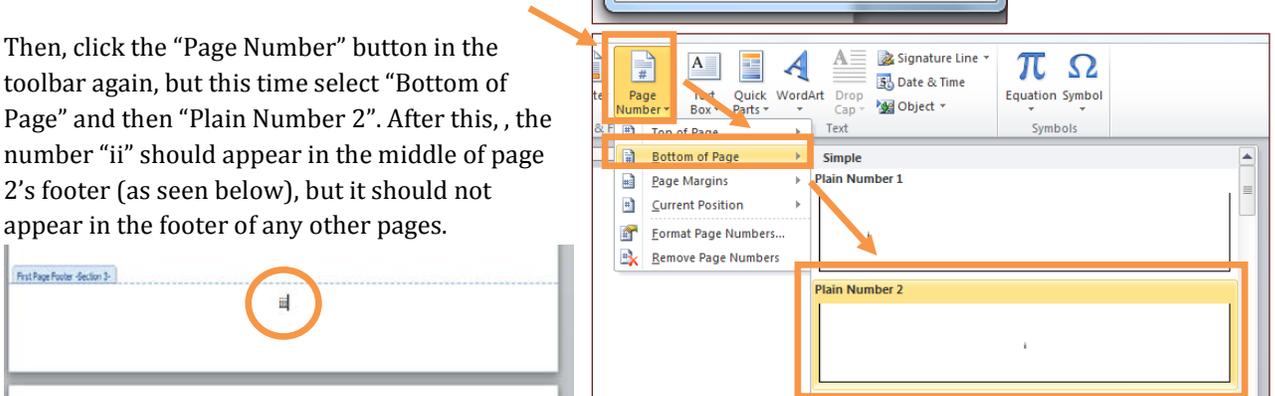
- A) After the sections are unlinked, scroll back to the second blank page (Table of Contents page) and double click into the footer. Then, go up to the toolbar and click on the “Insert” tab (third tab from the left).
- B) Once the “Insert” tab is open, click on the “Page Number” button in order to open the drop-down menu. From the drop-down menu click “Format Page Numbers...”.



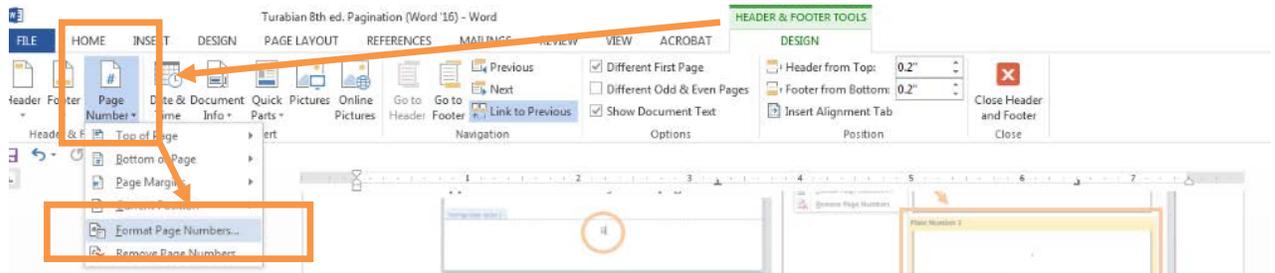
- C) After clicking “Format Page Numbers...” a pop-up box will appear. From the “Number Format” drop-down menu select the lower case roman numerals “i, ii, iii, ...”. Then make sure the “Start at:” under “Page numbering” is set to “ii”. Finally, press “OK” at the bottom of the pop-up box.



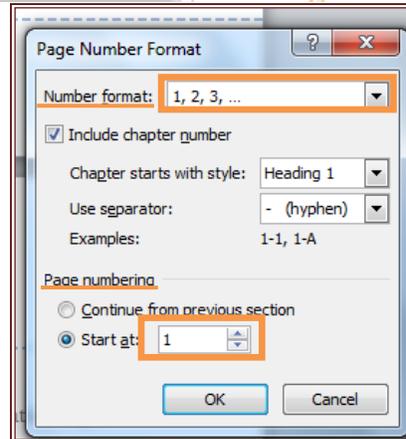
- D) Then, click the “Page Number” button in the toolbar again, but this time select “Bottom of Page” and then “Plain Number 2”. After this, the number “ii” should appear in the middle of page 2’s footer (as seen below), but it should not appear in the footer of any other pages.



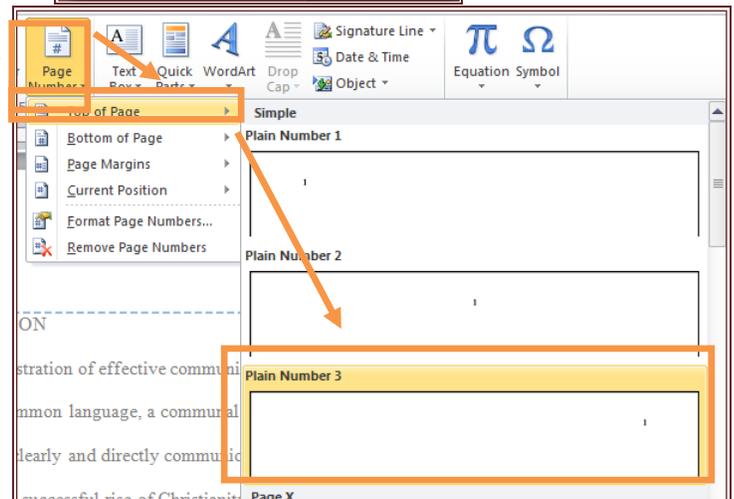
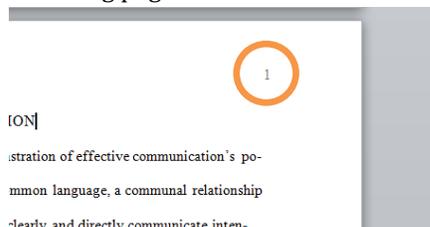
- E) Actions very similar to A-D must now be completed on the third page (Introduction page). First, scroll down to page three and click into the header, not the footer.
- F) Next, go to the “Insert” tab, open the drop-down menu under “Page Number” and select “Format Page Numbers...”.



- G) When the pop-up box opens, make sure the “Number format” is set to “1, 2, 3, ...” and the “Start at:” is set to “1”. Once this is correct, press “OK”.



- H) Then, click the “Page Number” button in the toolbar again, but this time select “Top of Page” and then “Plain Number 3”. After this, the number “1” should appear in the top left of page 3’s header (as seen below). Subsequent numbers should appear in the top left of all following page numbers.



STEP 4: DOUBLE CHECK PAGE NUMBERS

- A) After all other steps are completed, make sure there are no page numbers on the first blank page (title page), the number “ii” is centered in page 2’s footer (Table of Contents page), the number “1” is in the top left of page 3’s header, and every page after 3 has the correct number in the top left of the header.