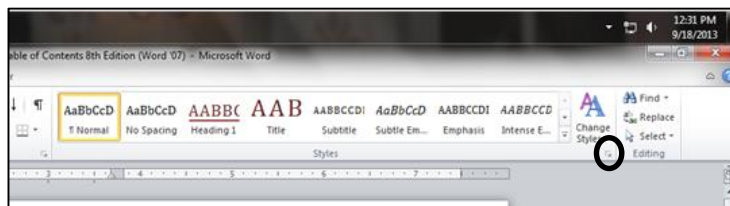


TURABIAN TABLE OF CONTENTS

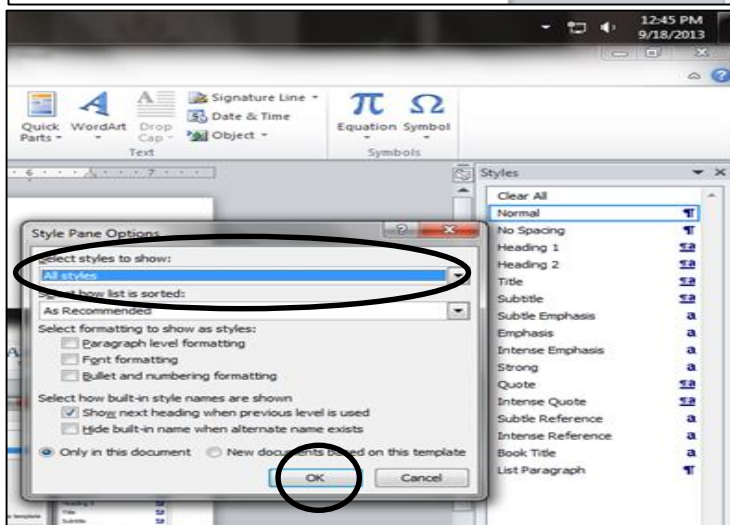
A STEP-BY-STEP GUIDE FOR USING WORD 2013 TO FORMAT THE TABLE OF CONTENTS
ACCORDING TO THE 8TH EDITION.

STEP 1: ADJUSTING THE HEADERS

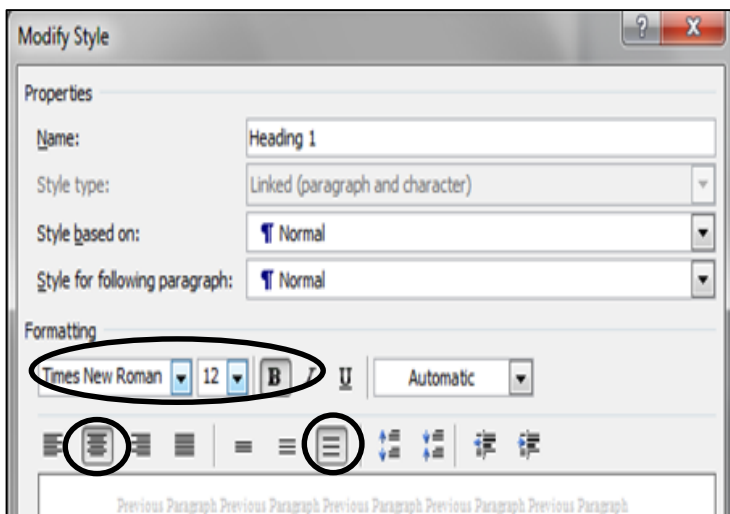
A) From the "Home" tab, go to the "Styles" box; click the tiny icon in the corner, a box with an arrow pointing to the bottom right.



B) At the bottom, click on "Options..." to open the "Style Pane Options" box; "select" "All Styles" from the drop-down box under "Select styles to show:"; Close by clicking OK.



C) In the styles box, scroll over **Heading 1 (Main heading-1)** and click on the drop-down icon; choose "Modify..."; adjust settings to Times New Roman, 12 point font; **Centered, Italics, Double Spaced**; click on "Format"; choose "Paragraph"; verify settings and adjust spacing to **Before: 12** and **After: 0**; click "OK" and choose "Format" one more time; choosing "TAB", ensure that "None" is highlighted under the "Leader" section; close by clicking OK for both screens.

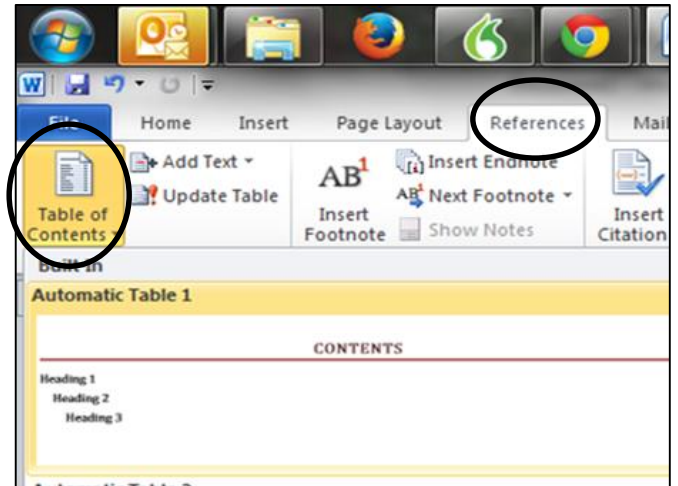


D) Repeat these actions for headings two through four as follows: **Heading 2 (Subhead-1)**-Times New Roman, 12 point font, Bolded, Centered, Double Spaced, Before: 0 and After: 0; **Heading 3 (Subhead 2)**- Times New Roman, 12 point font, Centered, Double Spaced, Before: 0 and After 0; **Heading 4 (Subhead 3)**- Times New Roman, 12 point font, Bolded, Left justified, Before: 0 Before and After 0.

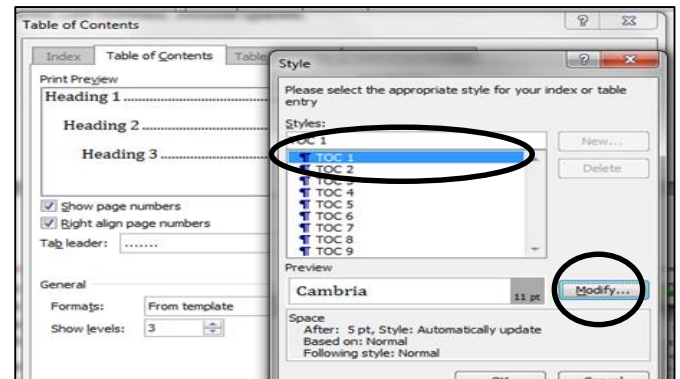
STEP 2: CREATING THE TABLE OF CONTENTS

E) Now, highlight your headings and connect them to the now modified headings. These will show up in your table of contents once you complete the steps below.

F) The next step is to create and modify the settings in your Table of Contents (TOC). Begin by placing your cursor on the TOC page just to the right of the word "Contents" typed in near the top of the page; click on the "References" tab; select "Table of Contents"; scroll down to choose "Insert Table of Contents" or "Custom Table of Contents".



G) Once inside, choose "Modify..."; ensure **TOC 1** is highlighted; select "Modify..."; adjust to match the requirements for **TOC 1-Times New Roman, 12 point font, Italics, Left Justified, Single Spaced, Before: 12 and After: 12.**



H) Repeat these steps for **TOC 2**-Times New Roman, 12 point font, Bolded, Left Justified, Single Spaced, Before: 12 and After: 12, Indentation Left .5"; **TOC 3**-Times New Roman, 12 point font, Left Justified, Single Spaced, Before: 12 and After: 12; Indentation Left 1.0"; **TOC 4**- Times New Roman, 12 point font; Bolded, Left Justified, Single Spaced, Before: 12 and After: 12, Indentation Left 1.5".

I) Click **OK** all the way back to the first dialogue box, and your table of contents should appear. You will need to change the bolded numbers but only after you are completely finished.

