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:

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.

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.
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.