SETTING UP PAGE NUMBERS IN TURABIAN

Setting up page numbers in Turabian format when you need a Table of Contents (TOC) can be difficult. Your title page requires no page number, your TOC page starts with a lowercase Roman numeral two (ii) on the bottom-center of the page, and your main paper section will start with a plain number one in the top-right corner.

I. CREATING SECTION BREAKS

1. Open a blank Microsoft Word document – TIP: Set up your page numbers before you begin your paper.

NOTE: The visuals in this guide were made with Microsoft Word 2016. They may differ slightly depending on your version of Microsoft Word.
2. Click on the “Layout” tab –

3. Click on the “Breaks” button –

4. Under breaks, click “Next Page” under “Section Breaks” –
5. Repeat steps 3 and 4 on the new blank page (Page 2 of your document). **You should now have three blank pages in total.**

II. **UNLINKING SECTIONS**

6. Right click twice in the blank space at the top of the second page –
   
   Note: You should see a dotted line and a gray box that says “Header -Section 2-“ appear on your page.

7. Click on the grayed button that says, “Link to Previous” –
   
   Be sure to click once in this section as if you were going to type something

   This should disappear

   Same as Previous
8. Scroll to the bottom of the page and repeat step 7 in the “Footer” section –

9. Repeat steps 7 and 8 on the header and footer sections of page 3.

III. INSERTING PAGE NUMBERS

10. Scroll to the bottom of your second page and click where it says “Footer -Section 2-“. Then click on the “Page Number” button –
11. Click on “Format Page Numbers” in the drop-down menu of “Page Number” –

![Image of Word interface showing Format Page Numbers dialog box]

12. In the pop-up menu, set the number type to lowercase Roman numerals; then click “OK” –

![Image of Page Number Format dialog box with lowercase Roman numerals selected]
13. Click back in the footer of Section 2. Click on “Page Number,” then “Bottom of Page,” then “Plain number 2” –

14. Repeat step 11.

15. In the pop-up menu, set the page numbers to “Start at 1,” and then click “OK” –
16. Click in the header of Section 3 –

17. Click on “Page Number,” then “Top of Page,” and then “Plain Number 3” –
IV. CHANGING THE FONT AND SIZE OF THE PAGE NUMBERS

18. Click back on the “Home” tab –

19. Highlight the number and change the font and size from “Calibri, 11” to “Times New Roman, 12” –

20. Repeat step 19 for the page number on Page 2.

IF YOU DO NOT NEED A TABLE OF CONTENTS FOR YOUR PAPER:

- Only make one additional section (skip steps 5 and 9)
- Start your paper in the section after your title page (skip steps 12 and 13)