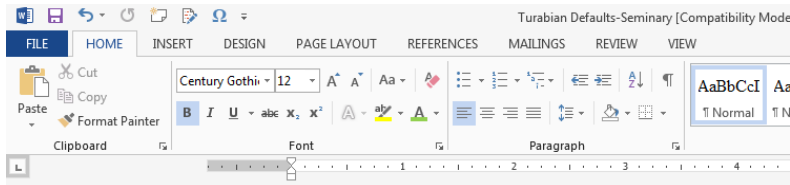


Five Seminary Turabian and Footnote Defaults for Microsoft Word

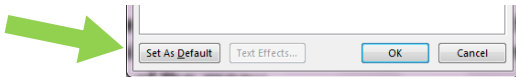
Font:

The Turabian format requires the text of research and non-research papers to be written in 12 point, Times New Roman font.

1. Open the Font dialogue box by clicking the symbol at the bottom right of the rectangular section labeled Font; it is to the far right of the word "Font." Set the font to Times New Roman and the size to 12.



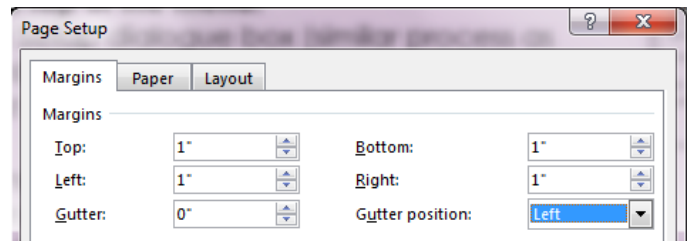
2. Click Default at the bottom of the dialogue box.



Margins:

The Turabian format requires that the margins be set at 1 inch on every side of the paper. This can be defaulted by clicking on the Page Layout tab on the top of the menu.

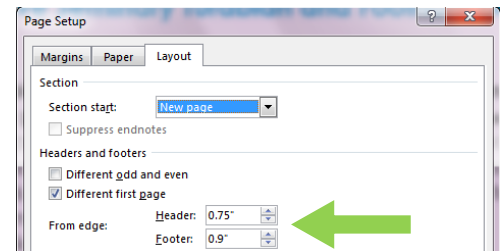
1. Open the Page Setup dialogue box (similar process as opening the font dialogue box) by clicking the symbol at the bottom right of the rectangular section labeled Page setup.
2. Click the Margins tab at the top of the dialogue box.
3. Set each margin to 1" (gutters should be at 0").
4. Click Default at the bottom of the dialogue box.



Headers and Footers:

The Turabian format requires that the Header be set at 0.75" and the Footer at 0.9".

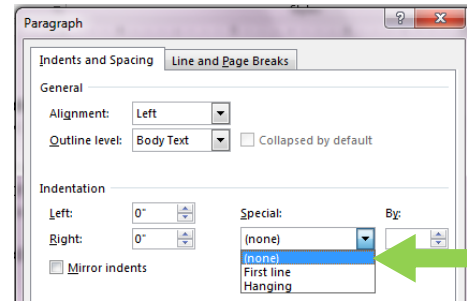
1. Return to Page Setup dialogue box (see Margins above).
2. Click the Layout tab at the top of the dialogue box.
3. Set the header to 0.75" and the footer to 0.9".
4. Also check Different first page above header/footer settings.
5. Click Default at the bottom of the dialogue box.



Paragraph Indentation

Go to the Home tab, open the paragraph dialogue box (see font for explanation for opening of dialogue boxes).

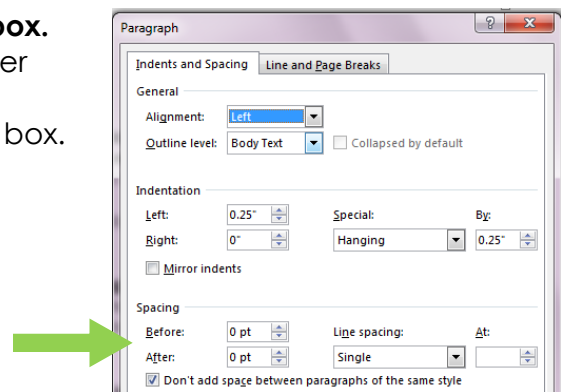
1. In the Indentation section, click the drop box under special and select (none).
2. Check Default at the bottom of the dialogue box.



Spacing

Go to the Home tab, open the Paragraph dialogue box.

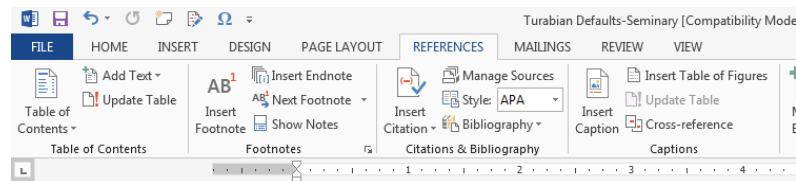
1. In the Spacing section, set the before and after spacing to 0 point.
2. Check Default at the bottom of the dialogue box.



Footnotes

Turabian research papers require footnotes. To insert a footnote:

1. Click the References tab at the top of the menu.
2. Make sure the cursor is resting after all punctuation at the end of the information you wish to footnote.
3. Click the "Insert a Footnote Button" which is below and to the left of References (AB Insert Footnote).



Note: The first time that Scripture is quoted in your paper, the predominate Bible translation used in the paper should appear in a footnote as: "Unless otherwise noted, Scripture quotations in this study are taken from the [Translation], copyright/© [year and copyright holder] (See page 4 of Style Guide)." For example: John 3:16 says, "For God so loved the world that he gave his one and only Son."¹

¹ Unless otherwise noted, Scripture quotations in this study are taken from the NIV, © 2001 Zondervan.