How to do Turabian Page Numbers

The following are detailed instructions on how to correctly place page numbers in Microsoft Word for Turabian format. It is best to format the page numbers after the paper is completed due to inserting section breaks. For more information on Turabian pagination, see the UWC Turabian Packet.

PROCEDURE:

Step 1: Double click the Header or Footer on the Title Page of the document The Design Tab will open In this tab, select Different First Page.

Step 2: On the second page of the document, insert page number “2” in the center of the Footer.

Step 3: For easier formatting, turn on the Paragraph Marks on the Home Tab (located in the Paragraph group, with this symbol: ¶).

Step 4: At the end of the second page, be certain to place the cursor at the end of the text in order to avoid inserting a Section Break at an inappropriate place Select the Page Layout Tab Click Breaks in the Page Setup group Under Section Breaks, click Next Page.

Step 5: Once the Section Break has been inserted, double-click the Header on the third page In the Design Tab, undo Link to Previous Do the same for the Footer on the page (This will keep the document from continuing the numbering from the previous pages) Insert page number “3” to the right side of the Header on page 3.

Step 6: For the remainder of the paper, continue to change the Footer/Header from linking to previous pages and insert page numbers on the top right of the Header. If it begins to automatically format page numbers again, insert another Section Break.

Step 7: For the Works Cited, the page number is centered in the Footer Insert a Section Break at the end of the page before the Works Cited Undo Link to Previous in order to place the page number centered in the Footer of the document.

Because Microsoft Word varies from release to release, it is a good idea to double-check the page numbers once the process has been completed.