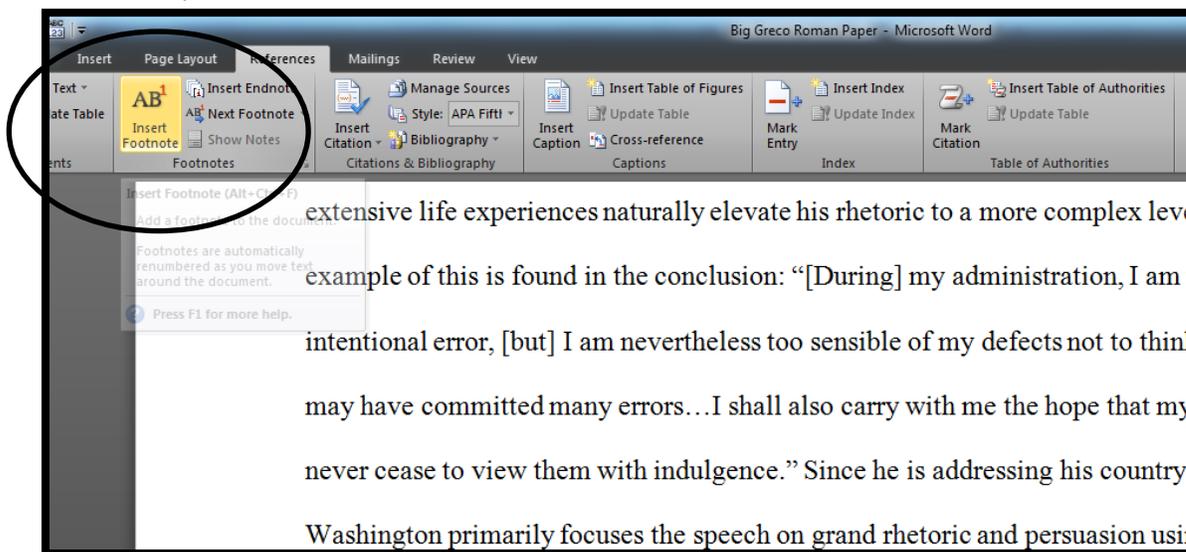


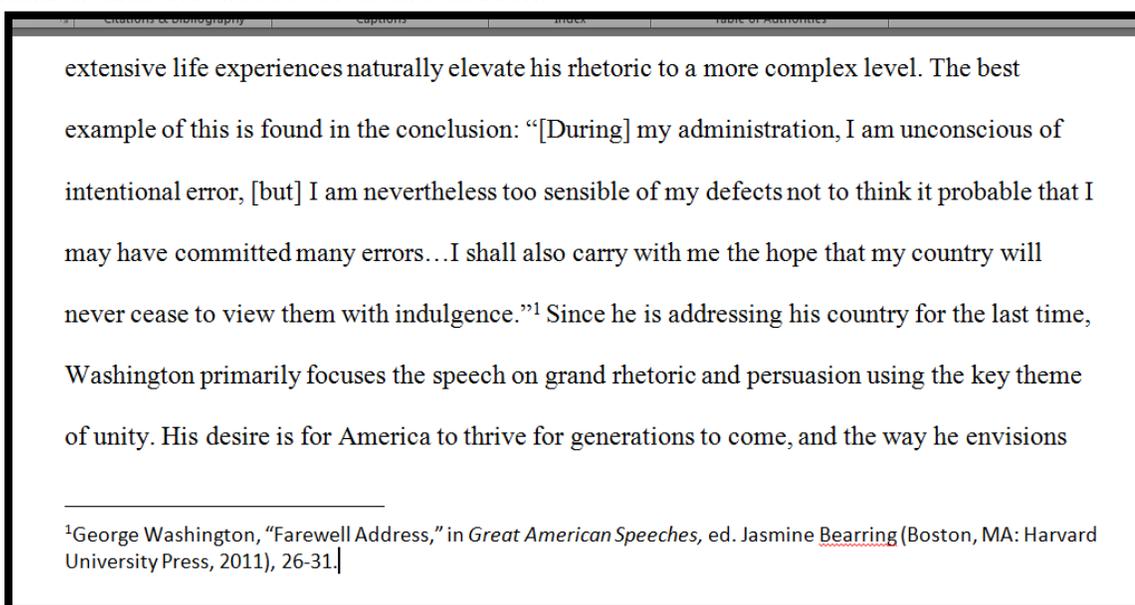


Turabian Footnotes for PC and Mac

1. Place the cursor at the end of a quoted or paraphrased sentence.
2. On the tool bar, select the "References" tab and click on the "Insert Footnote" button.



3. Word will automatically insert the subscript number and footnote. Type in the necessary footnote citation, per the instructions of the Turabian Packet. Be sure there is no space between the number and the first letter of the citation.



4. Next, tab the citation over as with a normal paragraph. Change the font to Times New Roman 10. Note that PCs often default to size 10, but Macs do not. It may be easier to do this step after all of the citations are entered.

example of this is found in the conclusion: “[During] my administration, I am unconscious of intentional error, [but] I am nevertheless too sensible of my defects not to think it probable that I may have committed many errors...I shall also carry with me the hope that my country will never cease to view them with indulgence.”¹ Since he is addressing his country for the last time, Washington primarily focuses the speech on grand rhetoric and persuasion using the key theme of unity. His desire is for America to thrive for generations to come, and the way he envisions

¹George Washington, “Farewell Address,” in *Great American Speeches*, ed. Jasmine Bearing (Boston, MA: Harvard University Press, 2011), 26-31.

5. Keep in mind that footnotes require an extra space between each entry and that Word will not automatically insert this space. This can be resolved by placing the cursor in front of the footnote number and hitting the Enter button. An example of correct spacing can be seen below.

¹George Washington, “Farewell Address,” in *Great American Speeches*, ed. Jasmine Bearing (Boston, MA: Harvard University Press, 2011), 26-31.

²ibid.

6. Note that rearranging footnotes is not an issue. If a subscript number is copied and then pasted into a different part of the document, Word will rearrange the numbers and move the footnote content to the correct place. However, be sure to double check for any spacing errors that may occur during this process.
7. For a full example of completed Turabian footnotes, visit the Writing Center and pick up a Turabian Sample Paper!