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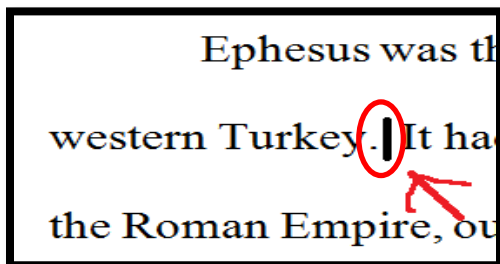
How to Insert Footnotes in Word 2013, 2010 & 2007: A guide for Creating Footnotes According to the 8th Edition of Turabian

**Turabian 8th Edition Requirements:**

- Use at least 10-point font such as Times New Roman (p. 372-373)
- Single-space within each footnote entry (p. 157)
- Leave a blank line (double space) between footnote entries (p.157)
- Indent first line of footnotes by ½ inch (five spaces) (p. 156)
- Use the Latin abbreviation *Ibid* to cite the same source as in the previous footnote. Do not italicize IBID, it should be capitalized and must end with a period. If the citation includes a page number, put a comma after ibid (p.161).

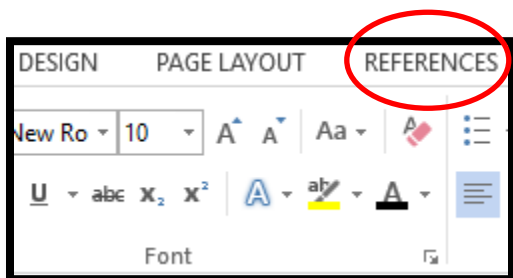
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**Step 1:** Click on the location in the text of your document where you would like to insert the number for the footnote. Make sure the flashing cursor is where you would like the footnote reference to be added.



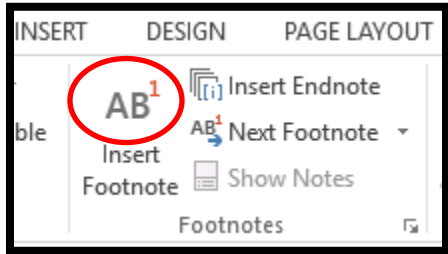
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**Step 2:** Click on “References” in the menu at the top of Microsoft Word.

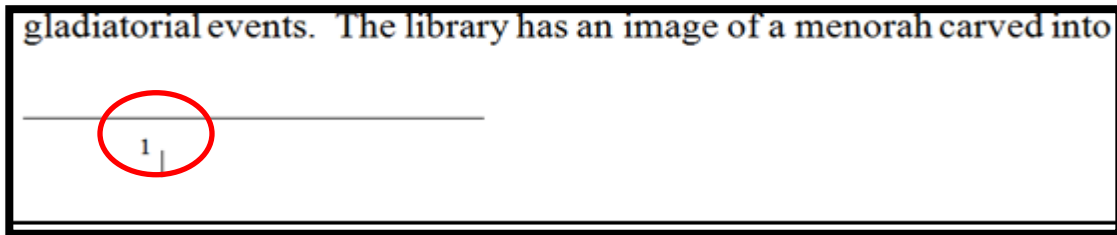


**Step 3:**

Then, select “Insert Footnote.” The keyboard shortcut of Alt+Ctrl+F will also allow you to insert the footnote.



Microsoft Word will add a number entry at that location and then focus the cursor to the bottom of the page for the footnotes where the same number has been added. Numbers for footnotes will automatically start with “1” and are numbered incrementally from there. Footnotes are automatically added on the same page as the footnote reference.



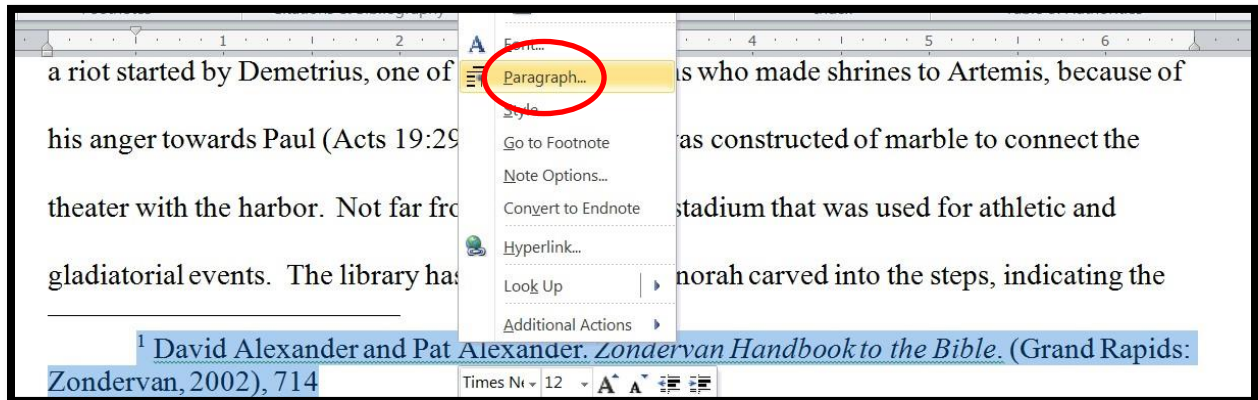
**Step 4:** Type the Turabian reference for the footnote.

gladiatorial events. The library has an image of a menorah carved into the steps, indicating the

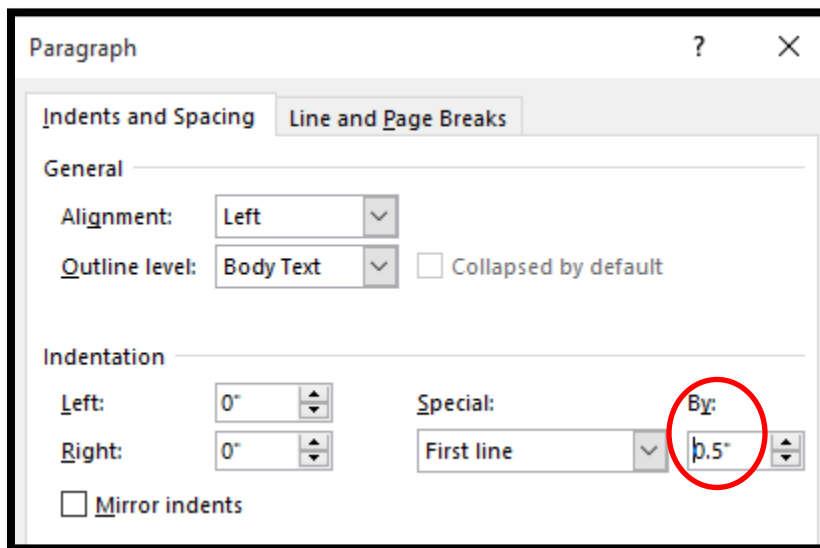
<sup>1</sup> David Alexander and Pat Alexander. *Zondervan Handbook to the Bible*. (Grand Rapids: Zondervan, 2002), 714

## Step 5:

For proper Turabian formatting, footnotes should be indented by ½ inch (five spaces) (p. 156). This isn't the default setting for Microsoft Word, so it is important to make sure this is done for each footnote entry. Highlight the footnote with your mouse and select "Paragraph".



Then, choose a first line indent of 0.5" as shown below.



Now that the footnote has been inserted, you may click back into the main text of the document and continue.

- To insert a subsequent footnote, press CTRL+ALT+F.
- To delete a footnote, highlight the footnote's number in your document and press the Delete key. If you delete a footnote, MS Word will renumber the notes in a new order.

Turabian Quick Guide with Information and Examples - Luther Rice

For further help, please contact the Library staff via email ([library@lutherrice.edu](mailto:library@lutherrice.edu)), phone (770-484-1204 ext. 5756), or [live chat](#).

Happy writing!!!

(Updated: September 9, 2015)