

**Title Page for an Academic Paper:**

**Be Sure You Can See the ¶ Marks on Your Screen**

Student Name

Course Number: Course Name

Due Date

### **Inside Title: Subtitle**

First, this document must be saved to your hard drive, so “Save As . . .” a *template* (extension .dot in Word 2003, .dotx in Word 2007 or above, not simply a .doc or .docx file). Otherwise, you can access this template from The Writing Center’s site when you want to use it. Second, set Word so that you can see paragraph marks (¶) on the screen. In Word 2007-2013, the Home tab’s section “Paragraph” should have a button that toggles ¶ on and off. Third, decide whether you will use subheads as divisions in your text (see Turabian et al., *A Manual for Writers*, 8<sup>th</sup> ed., p. 393 on styling subheads). If using Word 2007-2013, then you can see (above) the styles for subheads already assigned in this template. The first-level subhead “Inside Title” above is formatted as Heading 1, which can be selected in the “Styles” area of the Home tab. If you do not want to use subheads for some reason, then simply delete the entire line. Otherwise, click and drag across text only, not the paragraph marks, to type your own title and subtitle.

This paragraph is in “Normal” style. Any new line created by the Enter key can have a style applied to it, such as one of the subhead styles, the Normal style, or the Works Cited entry style. The styles in the ribbon at the top of the page for the Home tab (Word 2007 or above) can be made to appear on the right of the screen by selecting the little “enlarge” square in that ribbon to the right of the word “Styles.” The References tab is also important to use. There you can “Insert Footnote.”<sup>1</sup> MS Word is set to use Southeastern’s style of footnotes “floating” under the text on a short page and not migrating to the bottom of the page.

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<sup>1</sup> This text is the normal footnote text style for Turabian, which is exactly like that of the Normal paragraph style except for being 10-point type and single spaced. Add no extra line after the footnote (i.e., no ¶); its style is defined to create a 10-point spacing *after*, so that visually there is a blank line between footnotes.

## Works Cited

Cite the first work here, deleting these words but not any of the paragraph marks or section breaks (see examples below).

———. Note that an author's subsequent works are prefaced with three em-dashes (as included here) at the beginning of a bibliographical entry.

Turabian, Kate L. *A Manual for Writers of Research Papers, Theses, and Dissertations: Chicago Style for Students and Researchers*. 8th ed. Revised by Wayne C. Booth, Gregory G. Colomb, Joseph M. Williams, and the University of Chicago Press editorial staff. Chicago: Univ. of Chicago Press, 2013.

Williams, Joseph M., and Joseph Bizup. *Style: The Basics of Clarity and Grace*. 5th ed. New York: Pearson Longman, 2014.

———. *The Craft of Argument*. 3<sup>rd</sup> ed. New York: Pearson Longman, 2007.