

Fixing footnotes in MS Word

Problem: Footnote style not compatible with Turabian.

Word formats footnotes with no indent on the first line and sets single spacing within *and* between notes--a style not in conformance with Chicago style or Turabian. To fix this, you must modify the default style sheet for FOOTNOTE TEXT as follows:

- Insert the cursor in the footnote. Go to Format, Styles, or right click on footnote and go to Style. A window showing Footnote Text style should appear. When you run the cursor over the window, a dialogue arrow will appear. Click on it and select **Modify** (and the Modify Styles window appears).
 - Under **Formatting**, change the **Font** to the same style you are using in your text. Set **font size** to the same size as text (if possible) or at least no smaller than 10 point.
 - Click **OK**.
 - Under **Format** select **Paragraph**.
 - Under **Indentation/Special**, select "First line." Set the tab at .25.
 - Under **Spacing/After**, type in the point size of the font selected for the footnote text (if your footnote size is 10, the line spacing after will be 10). This will give you a double space between entries.
 - Check **Line Spacing**--it should already be set to **single**. If not, change it to **single**.
 - Click **OK**.
 - Click **Apply** and all the footnotes in that section will be corrected.
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