Step by step instructions for layout for Theology papers
Part 1 – Setting up margins

The formatting of these research papers can be thought of in terms of sections. Each of these sections has different formatting that needs to be applied. Typically research papers have 4 or more sections:

1) The Title page,
2) The First page / Introduction,
3) The Body of the paper,
4) The First page of the Bibliography, and if needed
5) Remaining pages of the bibliography.

Before creating these sections, on the Home tab, click on the paragraph symbol ¶.

This symbol ¶ shows the codes in a Word document. After you are finished creating the formatting for your paper, you can turn them off by clicking on the paragraph symbol ¶ again, but it is useful to turn them on while creating the settings needed so that you can see what is happening. If you leave them on and print, they will not show up on your printed pages.

Now to set up your sections in a blank document, go to the Page Layout tab in Word, click on Breaks, then under Section Breaks, click on Next Page.

You can create all 4 or 5 sections now, or you can create them as needed while typing your paper. You can enter them after you have typed your paper, but for this tutorial, we are going to create them in a blank document.

After you have clicked on Next Page under Section Breaks, you have a two page document that looks something like the picture on the next page.
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You can see the **Section Break (Next Page)** on the first page.

...and the paragraph symbol ¶ on the second page.

Click in the document on the **first** page, so that your cursor is flashing before the **Section Break (Next Page)**.

On the **Page Layout** tab, click on the down arrow at the bottom of the **Page Setup** section.

This is where we will set up the margins. Change the top margin to 2 inches, and leave all the others at 1 inch.

Then click **OK**.
Now click on the second page after the section break, to get your cursor flashing at the paragraph symbol ¶.

Again we will set the top margin at 2 inches and leave the others at 1 inch, as follows.

On the Page Layout tab, click on the down arrow at the bottom of the Page Setup section.

Then change the top margin to 2 inches and leave the others at 1 inch.

Then click OK.
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Your document should look like the picture above. Now we will create the next section, as we did before.

On the Page Layout tab, click on Breaks, then under Section Breaks, click on Next Page.

You now have a 3 page document, and your cursor should be flashing on the third page.
Now we need to change our margins for this section to be at 1.4 inches for the top margin and 1 inch for the sides and bottom, so in the Page Layout tab, click on the down arrow at the bottom of the Page Setup section.

Then change the top margin to 1.4 inches and leave the others at 1 inch.

Make sure the selection in the Apply to box is set at “This section”, and then click OK.

Now your document has three pages, the first two pages have 2 inch top margins, and the third page has a top margin of 1.4 inches. We are over halfway to setting up our five sections! Our next section needs to have a 2 inch top margin, so again, on the Page Layout tab, click on Breaks, then under Section Breaks, click on Next Page.
Now you have a four page document that looks like below.

![Image of four-page document]

Now to set your top margin at 2 inches. On the Page Layout tab, click on the down arrow at the bottom of the Page Setup section.

![Image of Page Layout settings]

Then change the top margin to 2 inches and leave the others at 1 inch.

Click OK after making sure the Apply to box is set to “This section.”
Now that we have four sections, we need to create the final section for any bibliographic entries that carry on past the first page.

So once more on the **Page Layout** tab, click on **Breaks**, then under **Section Breaks**, click on **Next Page**.

We now have our five sections as in the image at the right.
The top margin on this final section needs to be set at 1.4 inches, so as before in the Page Layout tab, click on the down arrow at the bottom of the Page Setup section.

Change the top margin to 1.4 inches and leave the others at 1 inch.

Again click OK after making sure the Apply to box is set to “This section.”

You now have 5 sections with margins set appropriately.
The requirements of your research paper include placing page numbers in different locations in the various sections. The title page has no page number. On the first page, the page number is centered in the footer at .75 inches from the bottom. On the following pages of the body section, page numbers are located at the upper right in the header, 1 inch from the top and 1 inch from the right. On the first page of the Bibliography, the page number is back at the center bottom of the page, .75 inches from the bottom with the following pages of the Bibliography numbered at the top right, 1 inch from top and right.

If you have turned off the paragraph symbol ¶, go back to the Home tab in Word, click on the paragraph symbol ¶ to turn the codes on.

This symbol ¶ shows the codes in the Word document. After you are done with formatting your paper, you can turn them off by clicking on the paragraph symbol ¶ again, but it is useful to turn them on while creating the settings needed so that you can see what is happening. If you leave them on and print, they will not show up on your printed pages.

To begin, click in the second section before the section break so that your cursor is position on the page after the title page.
On the **Insert** tab, click on **Page Number**, then on **Bottom of Page**, click on the second option, **Plain Number 2**

Your document should now look like the image below.

Your cursor should be flashing in the footer of the page 2. Click on **Link to Previous** in the tool bar – you are unlinking this footer on page 2 from the footer on page 1.
The Link to Previous should now be ‘un-highlighted’.

Select the page number on page 2:

On the Design tab, click on Page Number then on Format Page Numbers.

In the second section, Page Numbering, of the pop up, change to “Start at: 1” and click OK.
You now have 2 pages that have page number 1 in the footer.

1. Select the page number on the first page (your title page) and delete.

2. Select the “1” on the second page, which is now your page number 1, and in the Design tab, change Footer from Bottom to .75 inches.
1. Skip the third section with page number 2 for now, and select the number 3 in the footer of your fourth section.

2. On the Design tab, change the Footer from Bottom to .75 inches, and then click on Link to Previous to unlink this section from the sections before it.

3. Now you can select the number 2 in the footer of the third section and delete it.

4. Select the number 4 in the footer of the last section. Click on Link to Previous to unlink this section’s footer from the previous sections and delete the page number 4 from the footer in the last section.
Now we will add the page numbers to the headers at the top right of sections 3 and 5. It is a similar process to what we did for the page numbers of the footers.

1. First, click in the header of section 3,
2. and on the Design tab,
3. click on Link to Previous to unlink from previous sections’ headers.

4. On the Design tab, click on Page Number in the Header & Footer section,
5. and then under Top of Page, select the third option, Plain Number 3.

On the Design tab, in the Position section, change the Header from Top to 1 inch.
1. Select the number 3 in the header of section 4, and on the Design tab, click on Link to Previous to unlink from previous sections’ headers.

2. Then delete the number 3.

3. Click in the header of section 5, and on the Design tab, click on Link to Previous to unlink this section’s header from the previous sections’ headers.

4. and set the Header from Top to 1 inch.
Then insert the page number on this page. On the **Design** tab, click on **Page Number** in the **Header & Footer** section of the tool bar, then under **Top of Page**, choose **Plain Number 3**.

You now have page numbers in the correct positions on the appropriate sections.

There is one final step, which is change the font of the page numbers to Times New Roman, 12 pt.

To do this: select each page number, and then click on the **Home** tab, and change to **Times New Roman** and **12pt**.

Remember to do this for each page number.

When you are done, you can close out of the header or footer to get back into your document to type in a couple of ways. You can double click in the page in the body, or

...on the **Design** tab, click on **Close Header and Footer**.