HELPS FOR FORMATTING

INCLUDED HERE:
> *Macros*
> *Formatting Footnotes (Without Macros)*
> *Page Numbers (Title Page, First page on the bottom—others on the top, etc)*

MACROS:

In order to enable Macros:
Go to the "View" tab in Microsoft Word.
On the far right, click the "Macros" tab to enable Macros.
It might send you a notification that says, "If you do this, you will get a virus." Click past that.
Create a new Macro and title it "InsertFootnote."

> *IF IT DOESN'T YOU CREATE A NEW MACRO:*
> Go to "Record Macro."
> Then, name your Macro "InsertFootnote."
> Then go back to the screen and "stop macro" right away.
> Then, edit that new Macro you've just created.

Edit that Macro. Copy-paste the coding below into your Macro.
Now, in the "View" page, when you click "Macros" and "Run Macros-InsertFootnote," it'll automatically insert an SBL formatted footnote. Neat huh?

```
Sub InsertFootnote()

ActiveDocument.Footnotes.Add Range:=Selection.Range

With Selection
  .Paragraphs(1).Range.Font.Reset
  .Paragraphs(1).Range.Characters(2) = ""
  .InsertAfter "."
  .Collapse wdCollapseEnd

  .InsertSymbol CharacterNumber:=8194, Unicode:=True
End With

End Sub
```
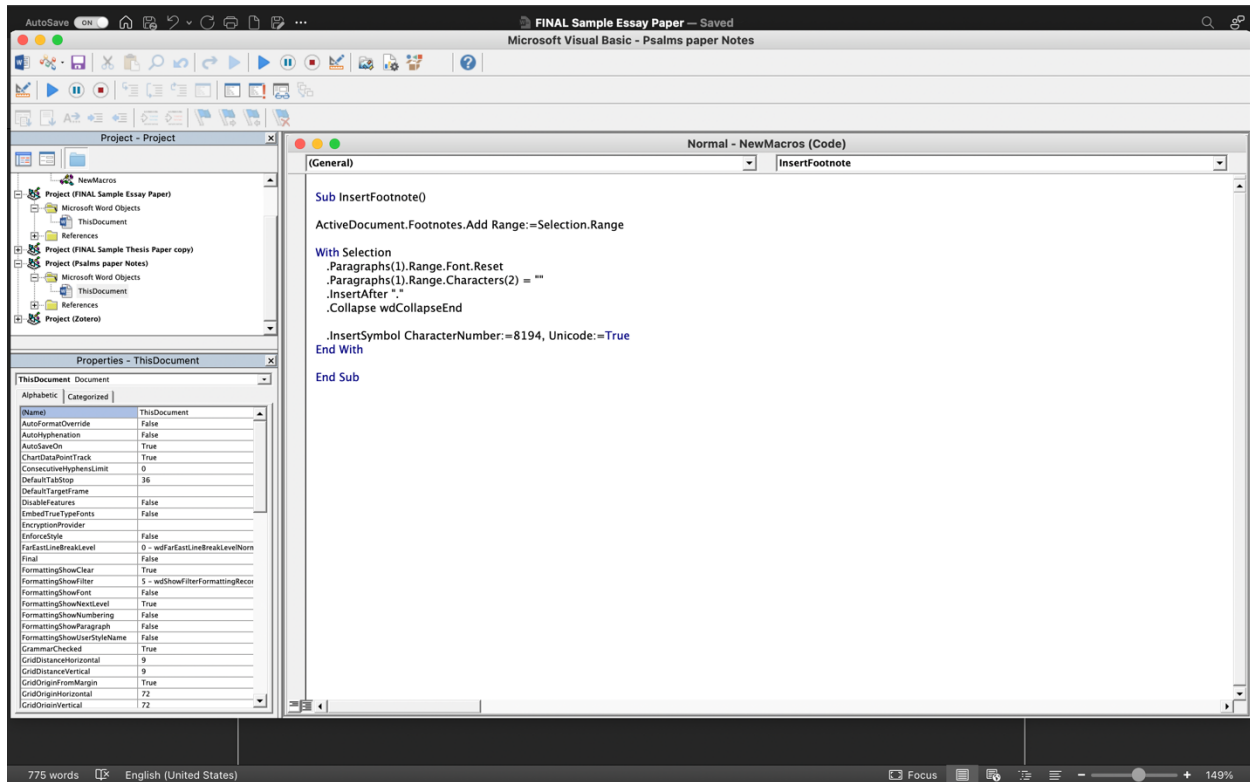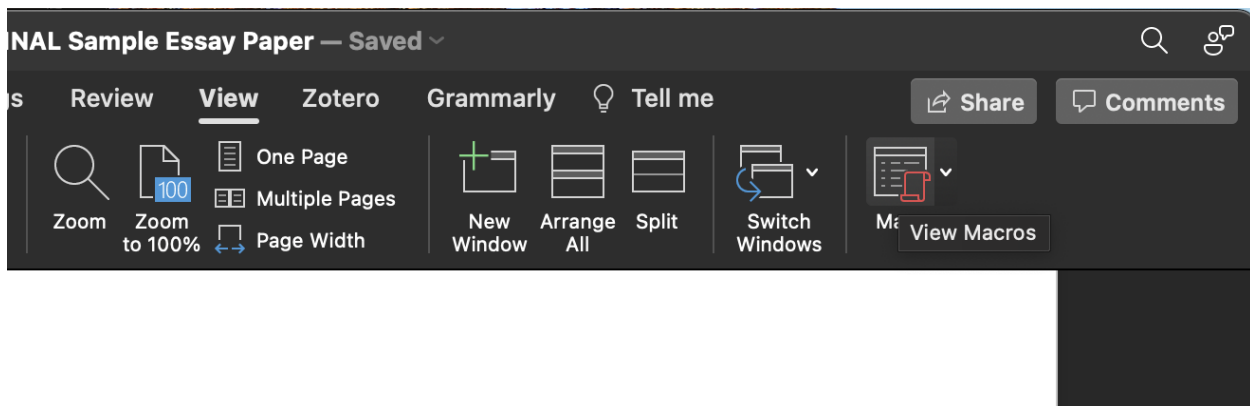
It should look like this.

Go to the "View" tab in Microsoft Word.
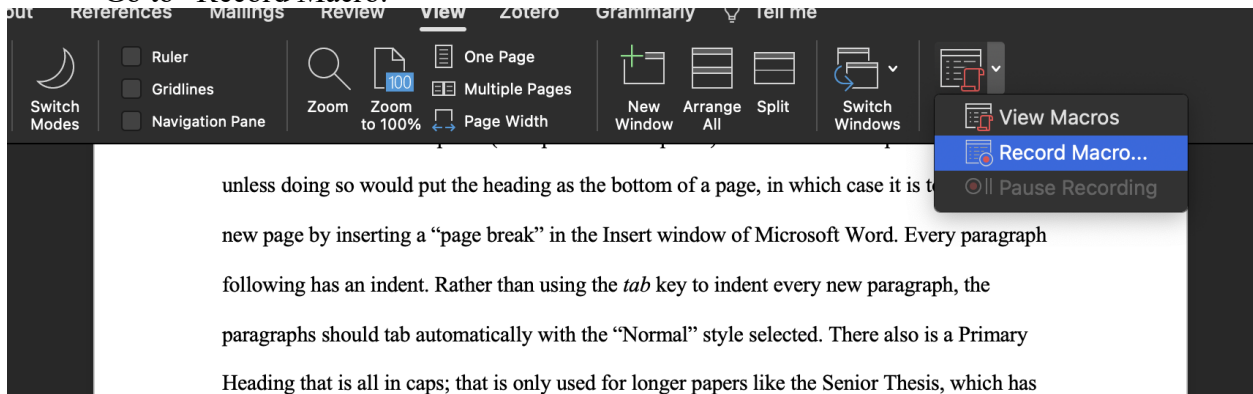On the far right, click the "Macros" tab to enable Macros.

It might send you a notification that says, "If you do this, you will get a virus." Click past that.

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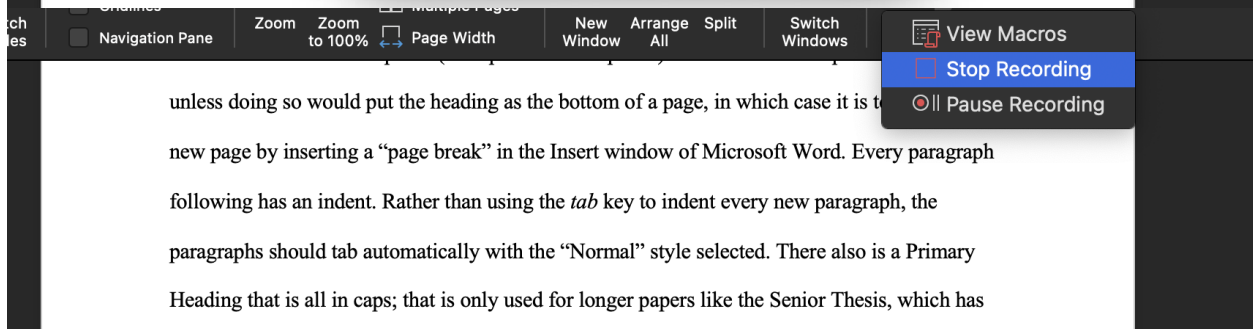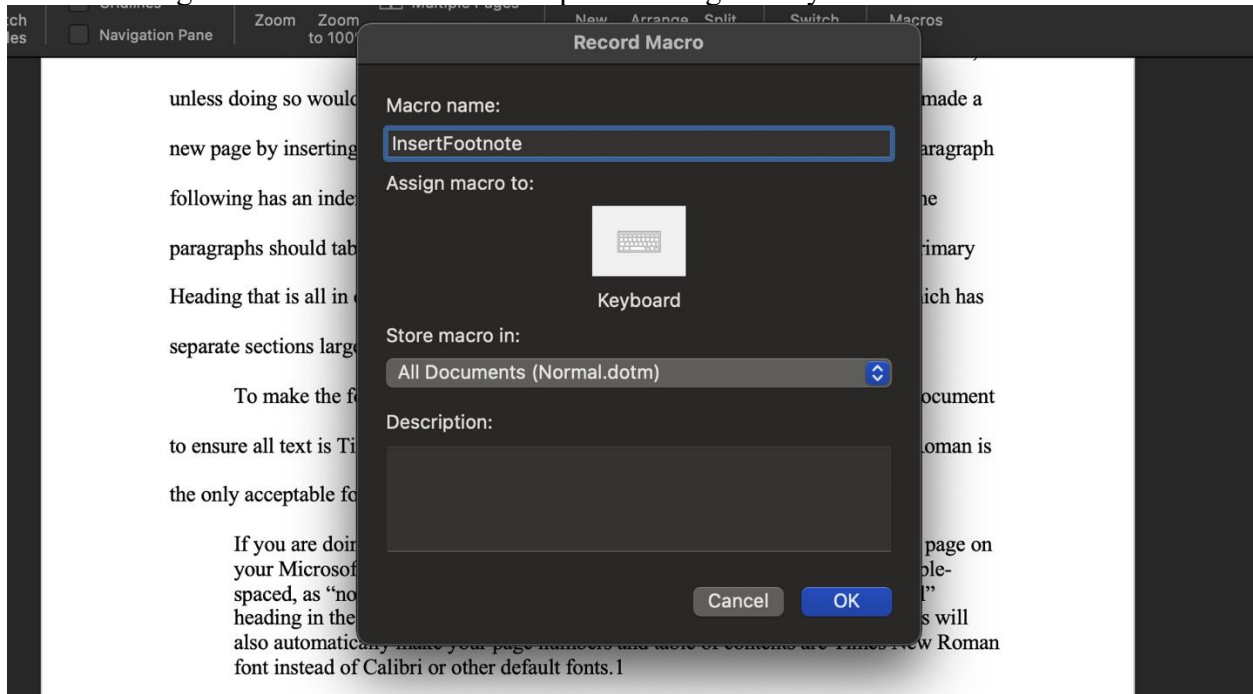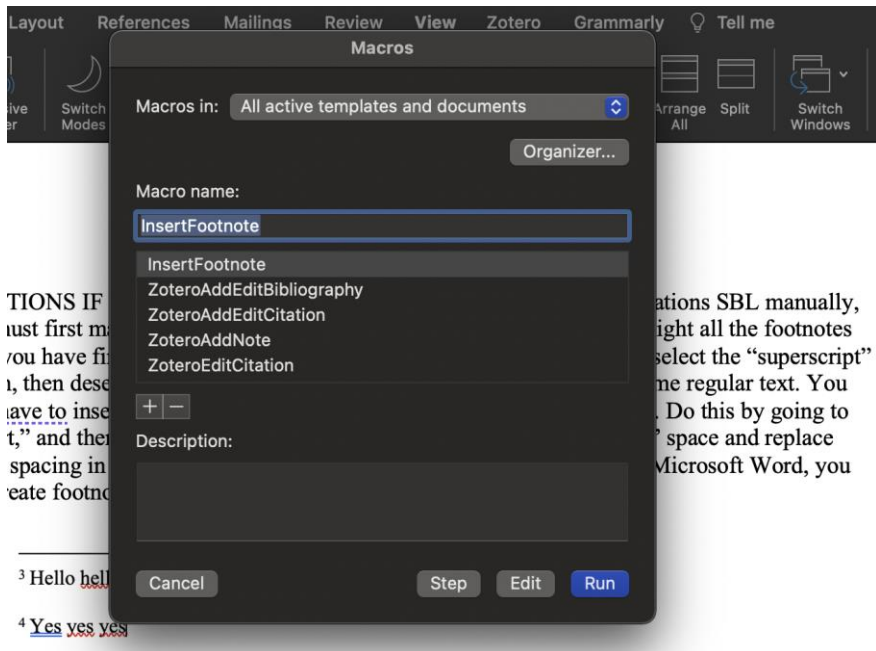   *IF IT DOESN'T YOU CREATE A NEW MACRO:*

Go to "Record Macro."

Name it "InsertFootnote."
Then go back to the screen and "stop macro" right away.
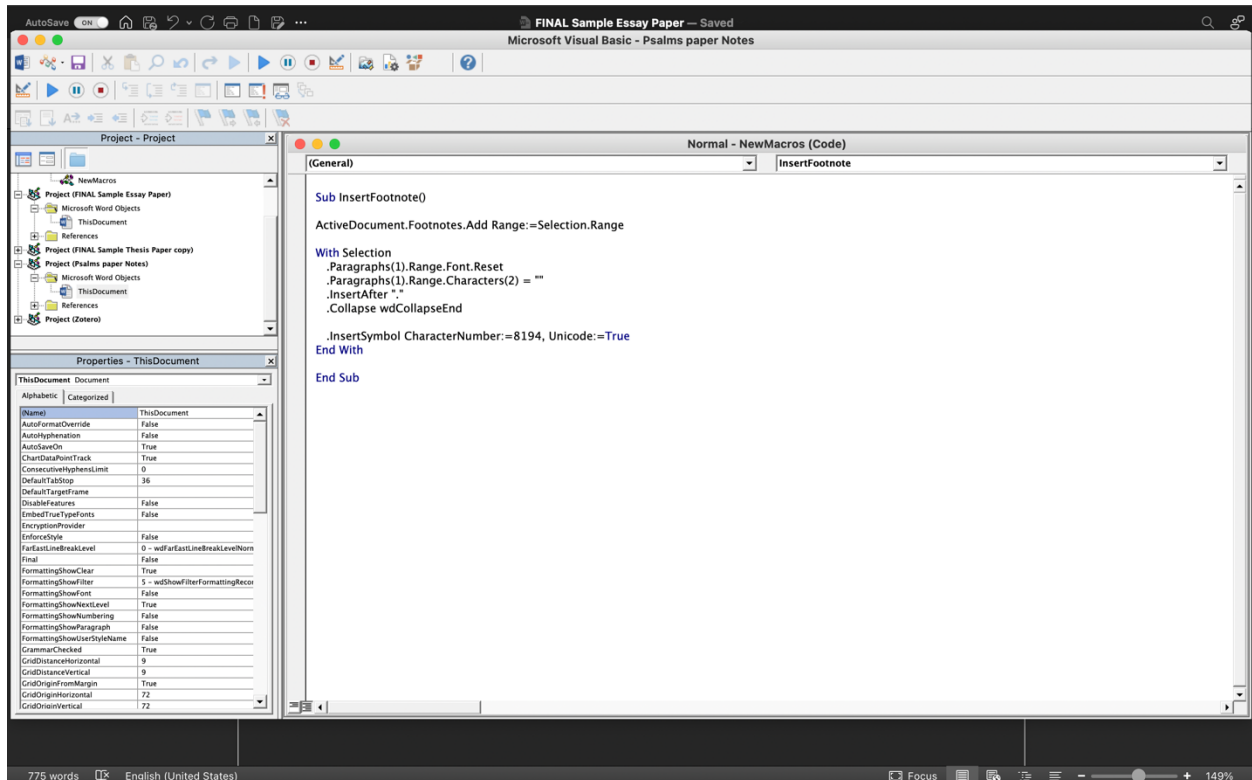

Then, edit that new Macro you've just created.

Copy-paste the coding above into your Macro.

Now, in the "View" page, when you click "Macros" and "Run Macros-InsertFootnote," it'll automatically insert an SBL formatted footnote. Neat huh?

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Macro name:

InsertFootnote

> InsertFootnote
> ZoteroAddEditBibliography
> ZoteroAddEditCitation
> ZoteroAddNote
> ZoteroEditCitation

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Description:

Cancel   Step   Edit   **Run**

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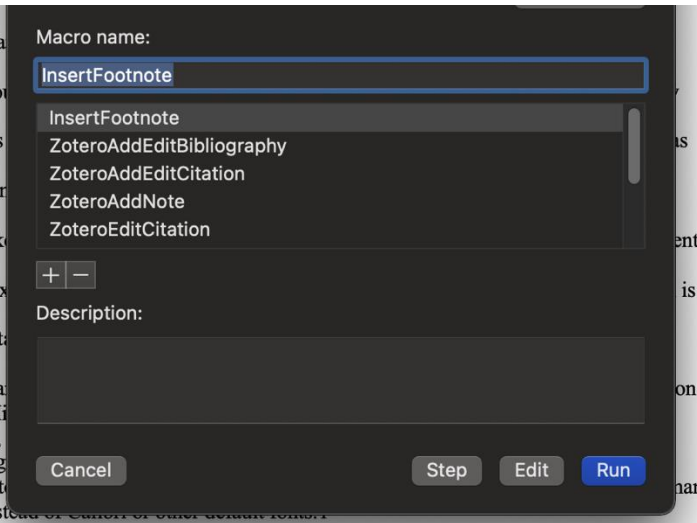
to ensure all text is Times New Roman, <u>12 point</u> font, and double spaced. Times New Roman is

the only acceptable font for essays and papers.

    If you are doing this on your own, be sure to access Styles window in the <u>Home</u> page on your Microsoft Word document and save Times New Roman 12 point font, double-spaced, as "normal." Do this by right-clicking or double-clicking on the "normal" heading in the Styles window and selecting, "Update normal text to match." This will also automatically make your page numbers and table of contents are Times New Roman font instead of Calibri or other default fonts.2

1.

2. Melanie G. Nogalaski, et al., "Student Supplement for *The SBL Handbook of Style,* Second Edition" (Atlanta: SBL Press, 2015), <u>https://www.sbl-site.org/assets/pdfs/pubs/sblhssupp2015-02.pdf</u>.

FOOTNOTES IF YOU DON'T WANT MACROS:

 If you wish to make citations SBL manually, you must first make all the footnote numbers not superscript. Simply highlight all the footnotes after you have finished editing your paper, then under the "Home" screen select the "superscript" button, then deselect it. All superscript text in the footnotes will then become regular text. You then have to insert an "en" space between the 2. and the first words of text. Do this by going to "insert," and then "Special characters." Copy-paste the period and the "en" space and replace every spacing in the footnotes. However, if you have Macros activated in Microsoft Word, you can create footnotes simply and easily by running Macros.

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[3] Hello hello hello

[4] Yes yes yes

---

[3] Hello hello hello

[4] Yes yes yes

3 Hello hello hello

4 Yes yes yes

	Home	Insert	Draw	Design	Layout	References	Mailings	Review	View	Zotero

Cover Page
Blank Page
Page Break

Table   Pictures   Shapes   Icons   3D Models   SmartArt   Chart   Screenshot   Get Add-ins   My Add-ins   Wikipedia

nks   Comment   Header   Footer   Page Number   Text Box   WordArt   Drop Cap   Equation   Adva Sy   Insert a Symbol

Symbol

Symbols   Special Characters

Character		Keyboard Shortcut
—	Em Dash	Command+=
–	En Dash	Command+-
-	Nonbreaking Hyphen	Command+Shift+-
-	Optional Hyphen	Down Arrow
	Em Space	
	En Space	
~	Nonbreaking Space	Control+Shift+Space Bar
©	Copyright	

3. Hello hello hello

4 Yes yes yes

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3. Hello hello hello

4. Yes yes yes

CREATING PAGE NUMBERS:

 If you want to do page numbers on your own, do this.
Go to your title page. Put your cursor by the end of the Title Page.
Go to the "layout" tab.
Go to "breaks."
Press "Next page." It should create a "section break" (visibly by turning on paragraph view in your home tab).
Next go to your first page. Double click at the top of the page to access your header.
DESELECT "Link to Previous."
Do the same to your footer.
Next, press "Different First Page." This will allow you to put your first page number at the bottom of the page separate from the other pages.
Next, click on the footer of the page again.
Then, go to the "page number" menu. Click on "format page numbers." Enter starting at "1".
Then, in the "page number" menu, press "Page number" (confusing I know.) There, click "Center."
Your first page number should be inserted!
Next, go to your second page.
Click on your header, and then "Page number," and then "Format Page numbers."
Click "Continue from previous section."
Go to the "page number" menu in "page numbers," and click "right."
Viola! You should have your page numbers all ready to go.
IF YOUR PAGE NUMBERS RANDOMLY SWITCHED TO PAGE 4:
You might have to re-press "Different First Page" again in "header-footer" tab.
For your bibliography:
Go to the end of your text (before your bibliography), and press "Section Break."
You can do this same thing with any new Primary Heading that you have in your document in your Thesis Paper. That way, the page numbers will continue and it'll automatically do the page numbers correctly.

Go to your title page. Put your cursor by the end of the Title Page.

BY
JOHN DOE
JANUARY 1, 2001

Go to the "layout" tab.
Go to "breaks."
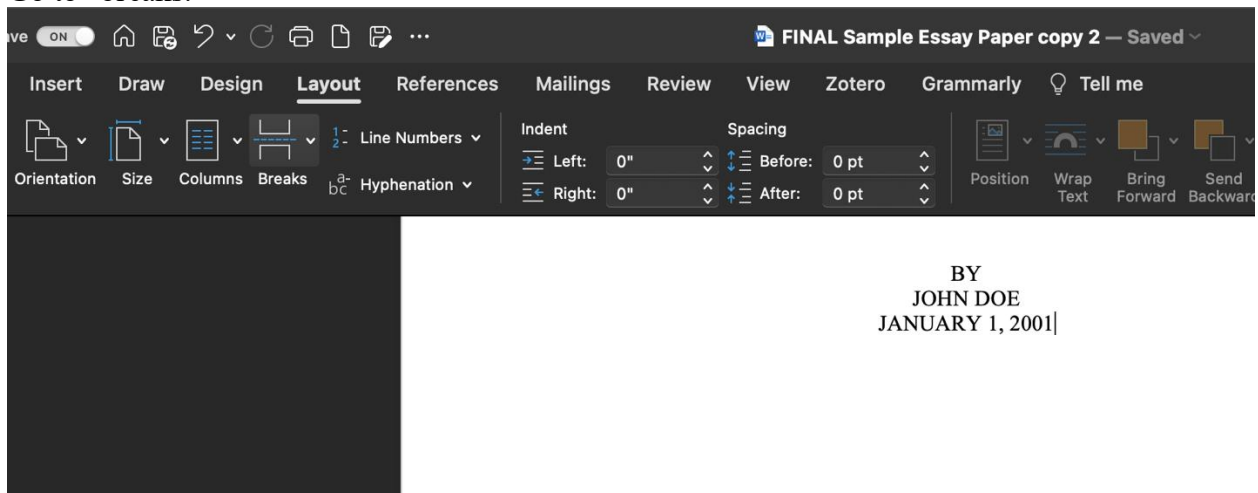
Press "Next page." It should create a "section break" (visibly by turning on paragraph view in your home tab).

BY
JOHN DOE
JANUARY 1, 2001

BY¶
JOHN·DOE¶
JANUARY·1,·2001╌╌╌╌╌╌╌Section Break (Next Page)╌╌╌╌╌

Next go to your first page. Double click at the top of the page to access your header.

First Page Footer -Section 1-

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First Page Header -Section 2-   Same as Previous

¶

First-Level·Subheading·¶
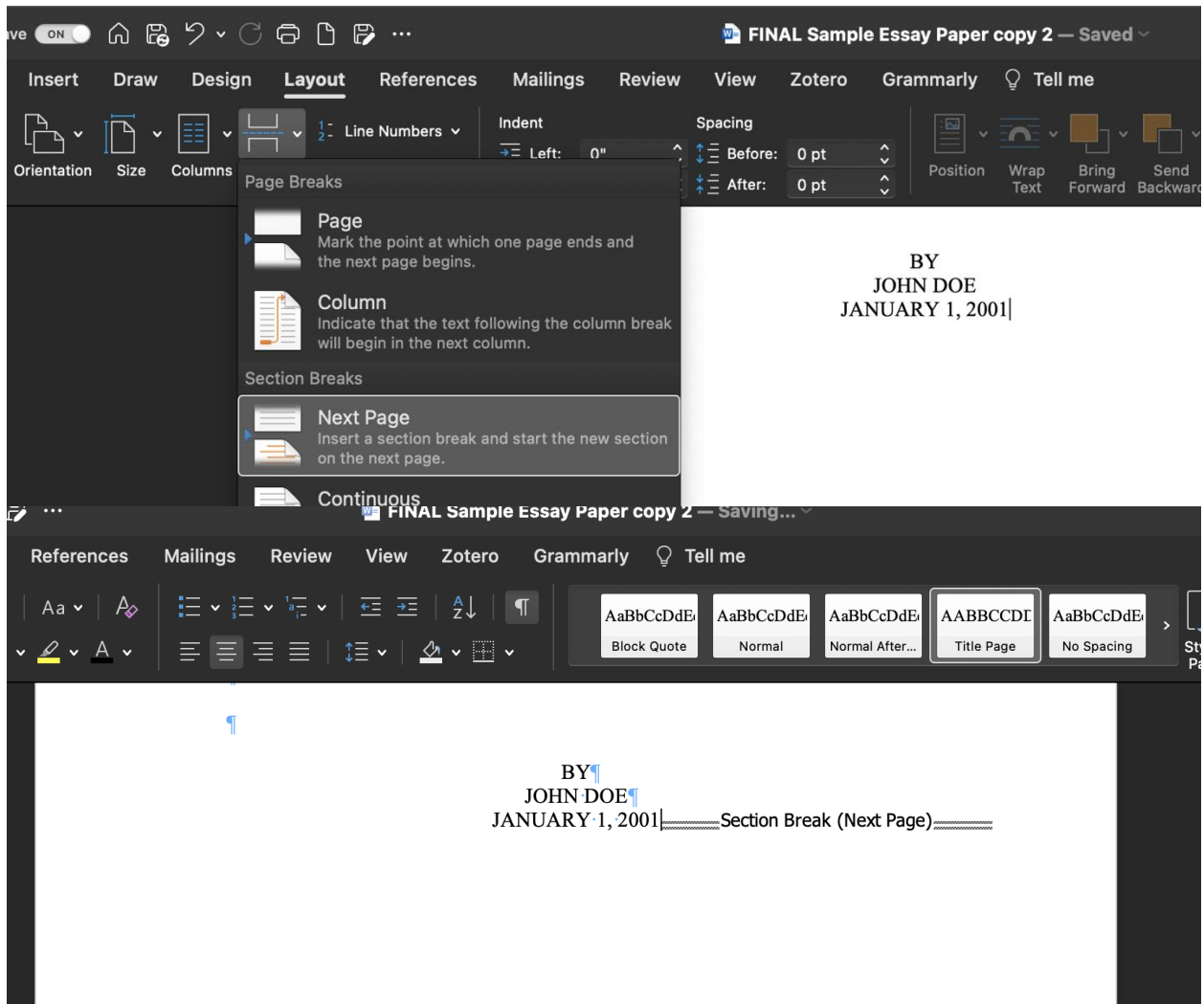
DESELECT "Link to Previous."

Do the same to your footer.

Next, click on the footer of the page again.

Then, go to the "page number" menu. Click on "format page numbers." Enter starting at "1".

Then, in the "page number" menu, press "Page number" (confusing I know.) There, click "Center."

Previous
Next
Link to Previous

Different First Page
Different Odd & Even Pages
Show Document Text

Header from Top: 0.5
Footer from Bottom: 0.5

Page Number
Format Page Numbers...
Remove Page Numbers

to ensure all text is Times New Roman, 12 point font, and double spaced. Ti
the only acceptable font for essays and papers. ¶

If you are doing this on your own, be sure to access Styles window in
your Microsoft Word document and save Times New Roman 12 poin
spaced, as "normal." Do this by right-clicking or double-clicking on
heading in the Styles window and selecting, "Update normal text to r
also automatically make your page numbers and table of contents are
font instead of Calibri or other default fonts.⸿¶

Using a complicated system I have ensured that page numbers stay in the bo

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Go to Header   Go to Footer   Link to Previous   Show Document Text   Footer from Bottom: 0.5"   Close Header and Footer

separate sections larger than is necessary for a simple first-level subheading.¶

To make the f   in this document
to ensure all text is T   es New Roman is
the only acceptable f

Page Numbers

Position:
Top of page (Header)

Alignment:
Center

☑ Show number on first page

Format...   Cancel   OK

If you are doi   he Home page on
your Microso   font, double-
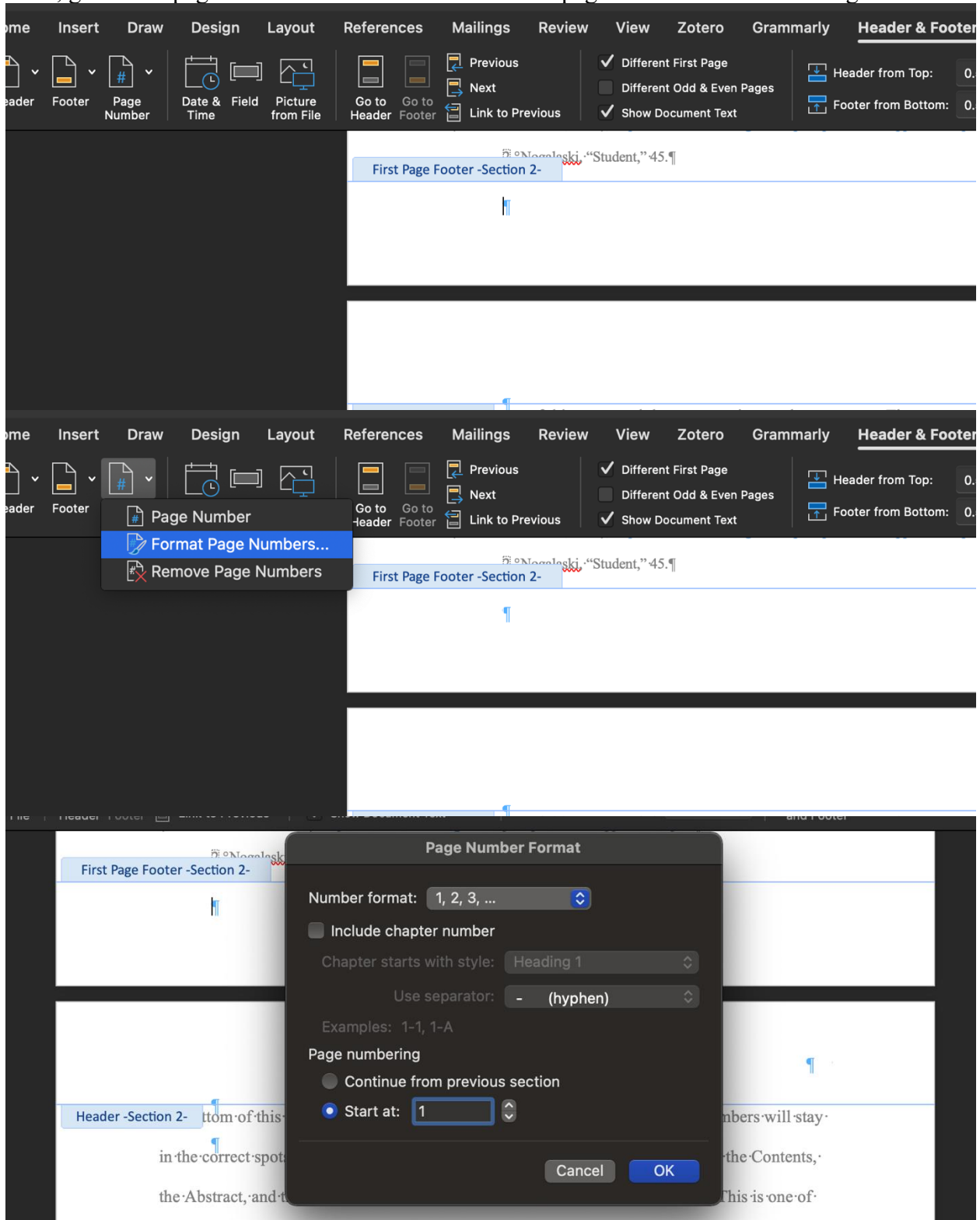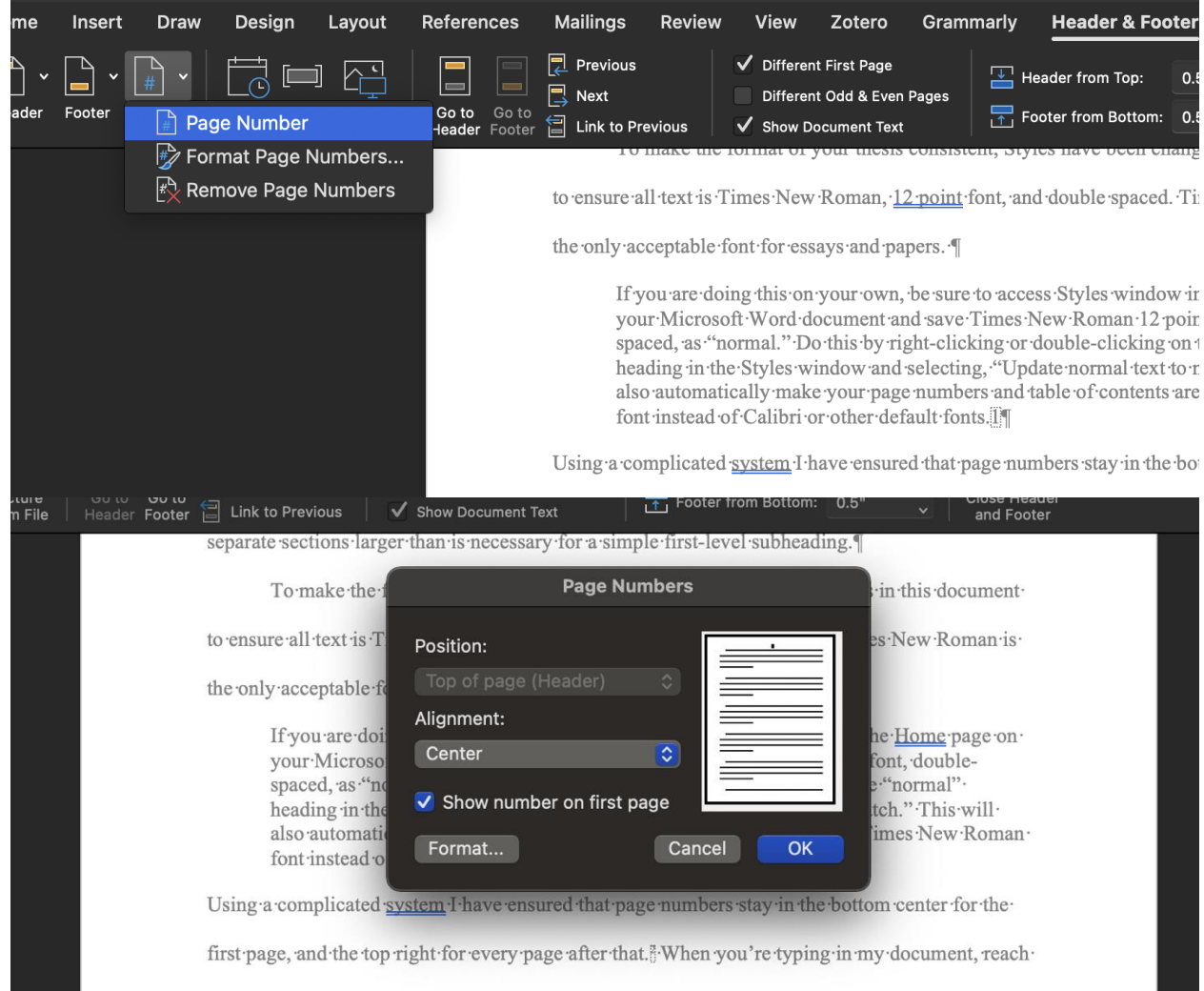spaced, as "n   "normal."
heading in the   tch." This will
also automati   imes New Roman
font instead o

Using a complicated system I have ensured that page numbers stay in the bottom center for the

first page, and the top right for every page after that.⸿ When you're typing in my document, reach

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Your first page number should be inserted!

font instead of Calibri or other default fonts.1

Using a complicated system I have ensured that page numbers stay in the bottom center for the

first page, and the top right for every page after that.[2] When you're typing in my document, reach

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1. Melanie G. Nogalaski, et al., "Student Supplement for *The SBL Handbook of Style,* Second Edition" (Atlanta: SBL Press, 2015), https://www.sbl-site.org/assets/pdfs/pubs/sblhssupp2015-02.pdf.

2. Nogalaski, "Student," 45.

Next, press "Different First Page." This will allow you to put your first page number at the bottom of the page separate from the other pages.
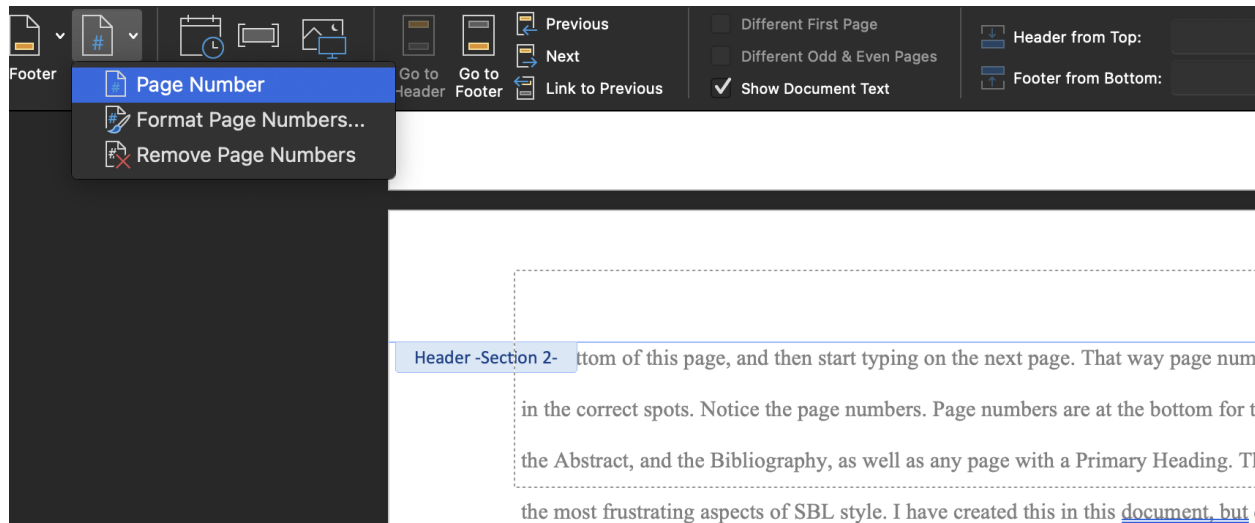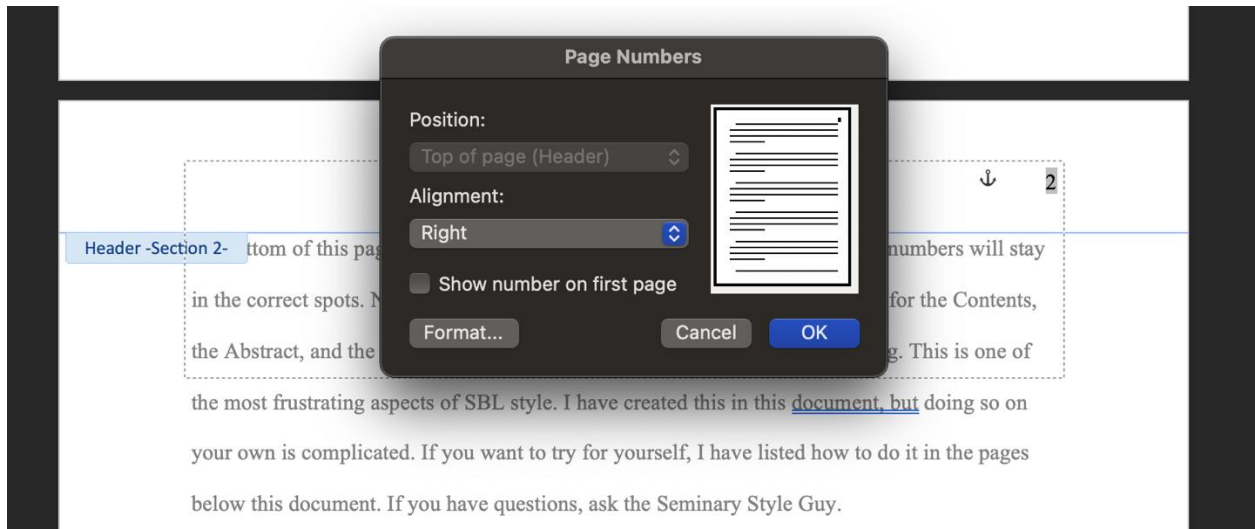
Using a complicated system I have ensured that page numbers stay in the bottom center for the

first page, and the top right for every page after that. When you're typing in my document, reach

1. °Melanie G. Nogalaski, et al., "Student Supplement for *The SBL Handbook of Style,* Second Edition" (Atlanta: SBL Press, 2015), https://www.sbl-site.org/assets/pdfs/pubs/sblhssupp2015-02.pdf.

2. °Nogalaski, "Student," 45.

First Page Footer -Section 2-

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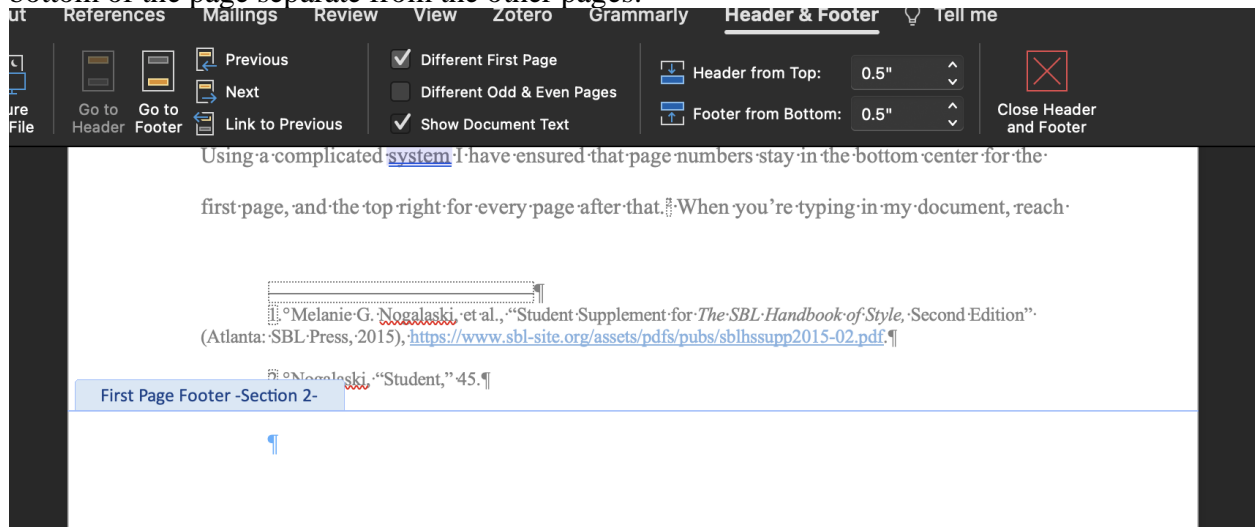
Then, go to your second page.
Click on your header, and then "Page number," and then in "page numbers," click "right."

Header -Section 2-   ttom of this page, and then start typing on the next page. That way page num

in the correct spots. Notice the page numbers. Page numbers are at the bottom for t

the Abstract, and the Bibliography, as well as any page with a Primary Heading. Th

the most frustrating aspects of SBL style. I have created this in this document, but

Page Numbers

Position:

Top of page (Header)

Alignment:

Right

☐ Show number on first page

Format...   Cancel   OK

Header -Section 2- ttom of this pag... numbers will stay in the correct spots. N... for the Contents, the Abstract, and the ... g. This is one of the most frustrating aspects of SBL style. I have created this in this document, but doing so on your own is complicated. If you want to try for yourself, I have listed how to do it in the pages below this document. If you have questions, ask the Seminary Style Guy.
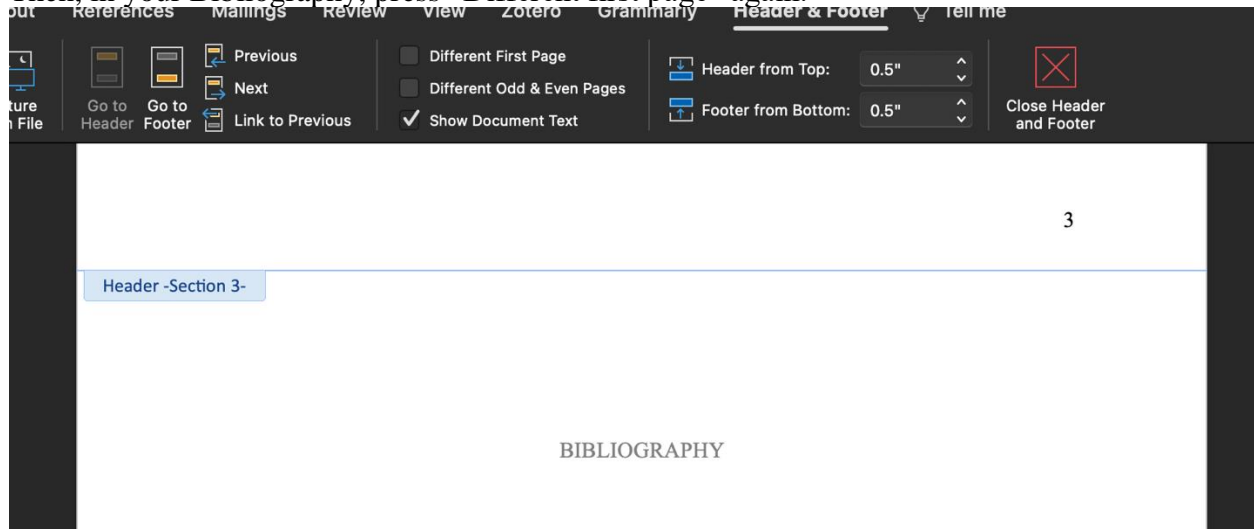
Viola! You should have your page numbers all ready to go.
IF YOUR PAGE NUMBERS RANDOMLY SWITCHED TO PAGE 4:
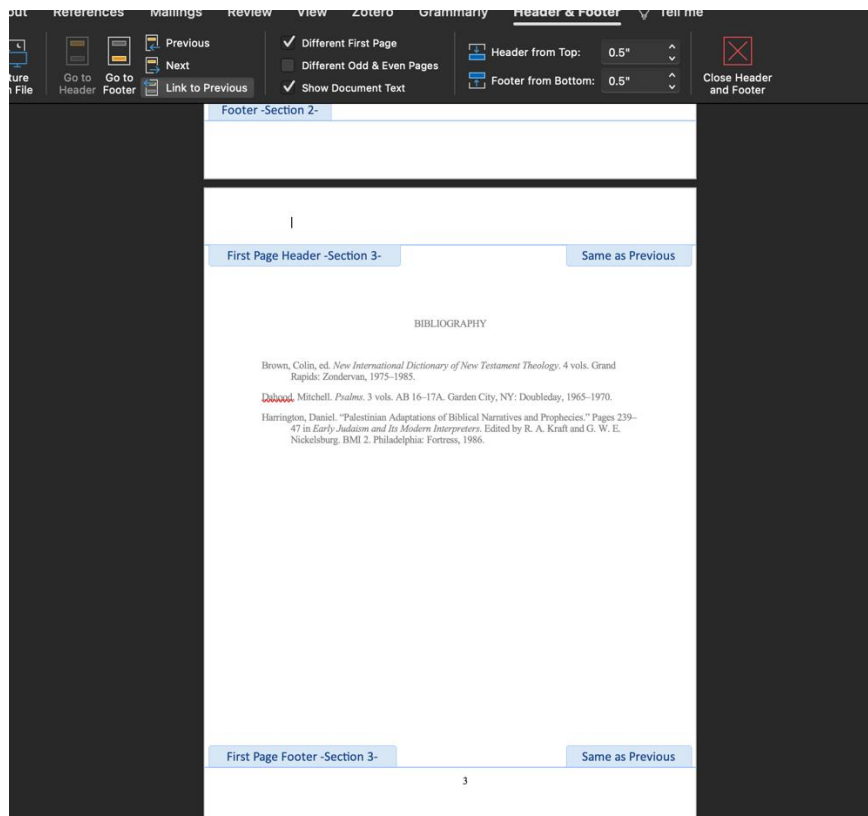You might have to re-press "Different First Page" again in "header-footer" tab.

For your bibliography:
Go to the end of your text (before your bibliography), and press "Section Break."

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                                    Second-Level Subheading¶

This is the second-level subheading. Notice the two blank spaces. Anytime you have a subheading of any sort, add those two blank spaces before. The words "Bibliography" have the same.¶

―――――Page Break――――――――――Section Break (Next Page)――――――――

Then, in your Bibliography, press "Different first page" again.

And you should have a Bibliography that'll format the same as previous sections!

You can do this same thing with any new Primary Heading that you have in your document in your Thesis Paper. That way, the page numbers will continue and it'll automatically do the page numbers correctly.