

## Aligning Page Numbers and Leader Dots on the Contents Page:

### Turabian 8

Having trouble aligning page numbers to the right on your *Contents* page? Not sure how to format those little dots that lead your eye across the page? The fix is relatively simple:

1. First, eliminate any spaces or periods after the last letter in your heading. Place your page number, shown here as roman numeral iii, immediately after your heading. Or you may add the page number(s) later.

Abstractiii

2. Under the *Home* tab, click on the arrow to the right of the word *Paragraph*. You also may access *Paragraph* under the *Page Layout* tab. A paragraph formatting window should appear. You may also access *Tabs* more directly under *Format* in some versions of Word.

3. Click *Tabs* in the bottom-left corner of the paragraph formatting window. You may also access *Tabs* more directly under *Format* in some versions of Word.

4. First, *Clear All* other tab spaces that might exist, and press *OK*. Under *Tab stop position*, enter 6. The number 6 represents the future location of your nicely aligned page number, six inches from your left margin. Under *Alignment*, select *Right*. Selecting *Right* aligns your page number to the right side of the page, even with all the other page numbers above and below. Finally, under *Leader*, select 1 if you do not wish to include leader dots or 2 if you wish to include leader dots. Click *Set*, then click *OK*.

Place your cursor after the heading name—Abstract—then press tab:

(without leader dots)

Abstract iii

(with leader dots)

Abstract..... iii

In Turabian 8, you do not have to reformat the leader dots automatically created to a larger size as Turabian 6 required.

5. You can copy this formatting to other headings in your table of contents. Place your cursor to the right of the page number you just formatted—iii, in the example—and press the *Enter* key until you reach the bottom of the page—or the bottom of the next page if you anticipate your table of contents will span two pages.

Place your cursor anywhere on the line of the heading you just formatted—the *Abstract* line, in the example. Right-click your mouse, then select the icon that looks like a paint brush—the

*Format Painter*. You also may find this *Format Painter* on your formatting ribbon. If you drag your mouse over the lines of your page(s), you can copy this formatting to each of those lines. Otherwise you would have to recreate this formatting for each line individually.

Happy formatting!

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Adapted from <http://uwf.edu/media/university-of-west-florida/graduate/thesisdissertation-/lininguppagenumbersinthetoc.pdf> .

Updated 8/5/16 – PG