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.
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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.
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Now you have a four page document that looks like below.

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.

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.
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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.