Step by Step instructions for the layout for Theology Papers
Part 1 – Setting up Margins (Mac)

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 four 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 top of your screen, click on the paragraph symbol ¶.

This symbol ¶ shows codes in a Word document. After you are finished creating the formatting for your paper, you can turn them off by clicking 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 layout tab, click on break, then under section breaks, and click on next page
You can create 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 below.

... 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 layout tab, under margins, click the arrow and select custom margins.
This is where we will set up the margins. Change the top margin 2 inches, and leave the rest at 1 inch. Then click OK.

Now click on the second page after the section break, to get your cursor flashing the paragraph symbol ¶. Again we will set the top margin at 2 inches and the rest at 1 inch.
Your document should look like the picture below.

On the layout tab, click on break, then under section breaks, click next page

You now have a 3 page document, and your cursor should be flashing on the 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 rest. Click on the layout tab, select the arrow under margins, and then click custom margins.

Then change the top margin to 1.4 inches and leave the rest 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 3 pages, the first two pages have a two-inch top margin, 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 two-inch margin on top, so again, on the layout tab, click on break, then under selection breaks, click next page. (Image below)
Now you have a 4 page document
Now to set your top margin at 2 inches and the others at 1 inch. Click OK after making sure the apply to box is set to “this section.”

Now that we have 4 sections, we need to create the final section for any bibliographic entries that carry on past the first page.

So once more on layout tab, click on break, then under section breaks, click next page.

Now we have 5 sections.
The top margin on this final section needs to be set at 1.4 inches, so as before in the layout tab, click on margins arrow, and then click custom margins.

Set the top margin to 1.4 and leave the rest 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!