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:

- The Title page,
- The First page / Introduction,
- The Body of the paper,
- The First page of the Bibliography, and if needed 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.

We are first going to set up the margins for the paper.

Go to the title page of your document. If you entered a few times to get to 2” down, take out those returns. If you have already set the 2” top margin, this step will take it out. Don’t worry, we will put it back in.

Put your cursor somewhere on the page. I have mine at the beginning before TITLE OF YOUR PAPER.

(Notice, my line numbers are on. They don’t need to be, but to turn them on and off, click on the Layout tab and then on Line Numbers.)
Now click on the **Layout** tab and then on **Margins**.

In the dropdown menu, click on **Custom Margins**.

In the popup menu, change only the top margin to 1.4”.

Put your cursor at the very end of the title page after the year.
Now, click on the Insert tab and click on Header, then Edit Header.

Change Header from Top to 1” and Footer from Bottom to 0.75”, and then click on Close Header and Footer.

With your cursor still at the very end of the title page after the year, click on Layout tab, Breaks, Next Page.
Go to the **Layout** tab and then on **Margins**.

In the dropdown menu, click on **Custom Margins**.

In the popup menu, change only the top margin to 2".

Make sure the **Apply to** selection says “This section”. Click on OK.

Your title page now has a 2” top margin and the following pages have 1.4” top margin.
Now we need to set up the top margin of the first page of your page to 2” and leave the top margin of the following pages at 1.4”.

Make sure your cursor is somewhere on your first page.

To set up the margins on the first page, click on the Insert menu, then click Header. Select Edit Header

Check the box next Different First Page, and click on Link to Previous to unlink the header of the page from the header of the title page.
Make sure your cursor is at the very beginning before the first word on the first page. Hit the enter key 5 times to manually set your top margin to 2”. It is important to manually set the top margin on this page, so that your footnote numbering stays correct in your paper.

Now we are going to insert our page numbers. Click on the Insert tab, then on Footer, then on Edit Footer.

Click on Link to Previous to unlink the footer of this page from the footer of the page before.

Click on Page Number, then Bottom of Page, and then on Plain Number 2.
Formatting Graduate Theology Papers
setting Margins and Page Numbers

Word sets the page number at 2. Don’t delete and manually type the number. Instead, select the page number, click **Page Number**, and then on Format **Page Numbers**.

In the popup menu, select the radio button next to **Start at**, and make sure the number is 1, then click **OK**.

Next click on page 2 of your paper to make sure your cursor is on that page. Then click on the **Insert** tab, **Footer**, then on **Edit Footer**.
Click on **Link to Previous** to unlink the footer of this page from the footer of the page before. If a page number shows on the footer of this page, delete it. Sometimes, there is a page number in the footer on page 4, also. If so, delete it, too.

Now scroll up and put your cursor in the header of this page (page 2).

Click on **Link to Previous** to unlink the header of the page from the header of the title page.

Click on **Page Number**, then **Top of Page**, then on **Plain Number 3**.

Now we are going to set up the margins and page numbers of your bibliography.
Go to the end of your paper and put your cursor before the word BIBLIOGRAPHY. 
(If you have entered to make your bibliography be on a different page from the last page of your paper, take those enters out.)

Click on Layout, then on Breaks, then on Next Page.

On the Layout tab, click on Margins, then on Custom Margins.
On the popup menu, change the top margin to 2". Make sure the selection next to **Apply to** is **This Section**. Click OK.

If you have more than one page of your bibliography, put your cursor after the last word on the first page of the Bibliography – even if it is the middle of the citation.

Click on the **Layout** tab, **Breaks**, **Next Page**.
Click on the **Insert** tab, then on **Footer**, then on **Edit Footer**.

Click on **Link to Previous** to unlink the footer of this page from the footer of the page before.

Select the page number in the **Footer** and click on **Page Numbers**, then on **Format Page Numbers**.

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Select the radio button next to **Continue from previous section**, and then click **OK**.

Put your cursor anywhere on the second page of the Bibliography, then click on the **Insert** tab, **Header**, and then on **Edit Header**.

Next click on **Link to Previous** to unlink the header on this page from the header of the previous page.

Then click on **Page Number**, **Top of Page**, and then on **Plain Number 3**.
Select the page number, click on Page Number, then on Format Page Number.

Select the radio button next to Continue from previous section, and then click OK.

Click on Layout tab, Margins, and then on Custom Margins.
Change the top margin to 1.4”. Make sure the selection next to **Apply to** is **This section**.

Put your cursor in the footer of the second page of the Bibliography. Next click on **Link to Previous** to unlink the footer on this page from the footer of the previous page. Delete the page number from the footer of the second page of the bibliography.