The Gamble Library

Word Skills: Footnotes, Hanging Indents, Headings and Contents
## Gamble Guide

Introduction
This document covers how to: insert footnotes; hanging indents; headings and tables of contents.

Footnotes
These appear at the bottom of the page. A number on the footnote matches a number marker in the text of the document. The superscripted footnote should come after punctuation, and usually at the end of sentences, after the full stop. To insert a footnote:
1. Click where you want the footnote to go in the document's text.
2. On the 'References' tab, select 'Insert Footnote.'
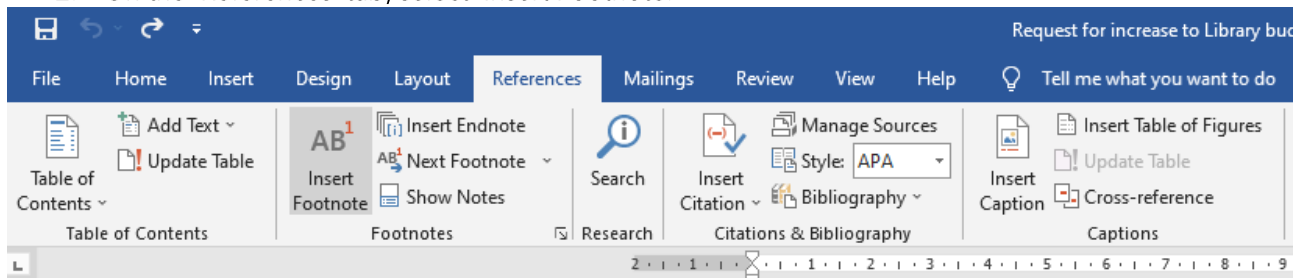
A number marker will automatically be inserted in the document's text and a matching number will appear at the bottom of the page where you can enter text:

Footnotes contain references quoted in the main text, or can be used to clarify or comment upon a point in your discussion, when doing so in the text would disrupt the flow and effectiveness of your argument. The text of footnotes should be single spaced with a full stop at the end of each footnote. If a footnote contains more than one item these should be distinguished from one another by placing a semi-colon after each one,

and a full stop at the end of the whole footnote. Footnotes are normally included in the word limit for an assignment, but, if they are not, footnotes cannot be used to circumvent a set word limit.

In a dissertation the footnote numbers may be in one overall sequence throughout, or may recommence from [1] at the start of each chapter.
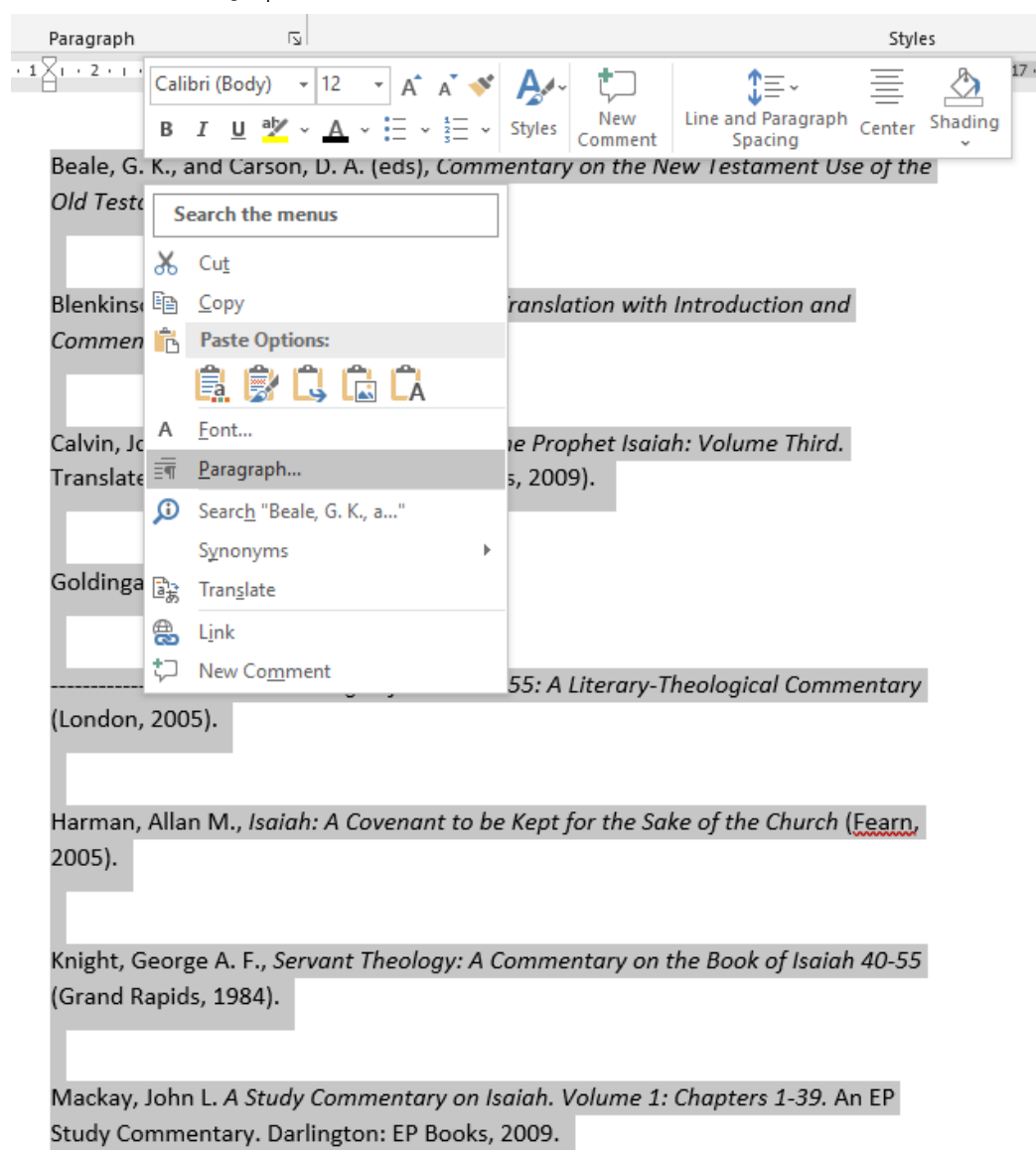
3. Once you have completed typing your footnote, return to your place in the main text of the document by double clicking on the number of the footnote you are on.

Hanging Indents

These are used to allow the reader to easily see the breaks between separate citations in a bibliography so the reader can quickly scan the list and see the separate author names. To insert hanging indents in Microsoft Word:

1. Highlight the citation(s) you want to indent. If you have several citation entries, make sure there is a single line space between each one. Go to 'Paragraph' in the ribbon across the top, or right click and click on 'Paragraph':

2. Under 'Indentation,' 'Special' select 'Hanging' and click 'OK.'

Beale, ... nt Use of the
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Calvin, ... hird.
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Harma... urch (Fearn,
2005).

Knight, George A. F., *Servant Theology: A Commentary on the Book of Isaiah 40-55* (Grand Rapids, 1984).

Mackay, John L. *A Study Commentary on Isaiah. Volume 1: Chapters 1-39.* An EP Study Commentary. Darlington: EP Books, 2009.

Paragraph dialog:

Paragraph   ?   ×

Indents and Spacing   Line and Page Breaks

General
Alignment: Left
Outline level: Body Text   ☐ Collapsed by default

Indentation
Left: 1.25 cm   Special: By:
Right: 0 cm   (none)
☐ Mirror indents   (none)
                    First line
                    Hanging

Spacing
Before: 0 pt   Line spacing: At:
After: 8 pt   Multiple   1.08
☐ Don't add space between paragraphs of the same style

Preview

Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph

Beale, G. K., and Carson, D. A. (eds), Commentary on the New Testament Use of the Old Testament (Grand Rapids, 2007).

Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph

Tabs...   Set As Default   OK   Cancel

3. The second line of each citation will now be indented:

Beale, G. K., and Carson, D. A. (eds), *Commentary on the New Testament Use of the Old Testament* (Grand Rapids, 2007).

Blenkinsopp, Joseph, *Isaiah 40-55: A New Translation with Introduction and Commentary* (New Haven, 2002).

Calvin, John, *Commentary on the Book of the Prophet Isaiah: Volume Third.* Translated by William Pringle (Grand Rapids, 2009).

Goldingay, John, *Isaiah* (Peabody, 2001).

---------------------- *The Message of Isaiah 40-55: A Literary-Theological Commentary* (London, 2005).

Harman, Allan M., *Isaiah: A Covenant to be Kept for the Sake of the Church* (Fearn, 2005).

Knight, George A. F., *Servant Theology: A Commentary on the Book of Isaiah 40-55* (Grand Rapids, 1984).

Mackay, John L. *A Study Commentary on Isaiah. Volume 1: Chapters 1-39.* An EP Study Commentary. Darlington: EP Books, 2009.

Headings and Tables of Contents

In a dissertation it is necessary to insert a table of contents. This is not normally required for an essay. It may however be useful to insert headings to help the reader navigate around the document.
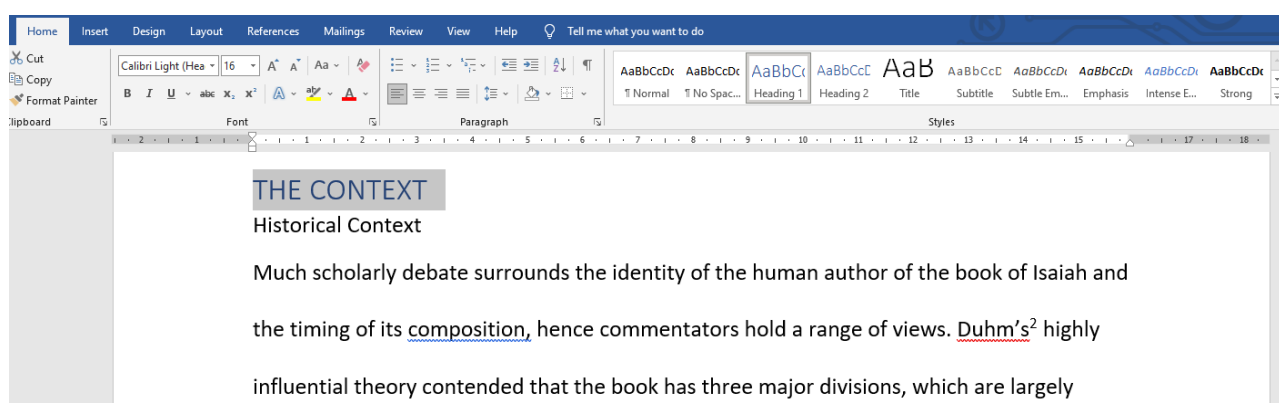To insert a heading:
1. Type the phrase or word which you want to be the heading and highlight it.

THE CONTEXT

Historical Context

Much scholarly debate surrounds the identity of the human author of the book of Isaiah and the timing of its composition, hence commentators hold a range of views. Duhm's[2] highly influential theory contended that the book has three major divisions, which are largely independent of each other, and which were the product of different authors writing at

2. Go to 'Home' and 'Styles' and select the Heading level you want, e.g., 'Heading 1,' and click on it.

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Word changes the font and its colour to make it clear that this is a title. 'Heading 1' is the first level of heading. There are also 'Heading 2' and 'Heading 3' which are lower in hierarchy and will therefore look different in the document. For example, 'THE CONTEXT' is 'Heading 1' while 'Historical Context' is 'Heading 2.' (The author choose to write key headings in block capitals).:
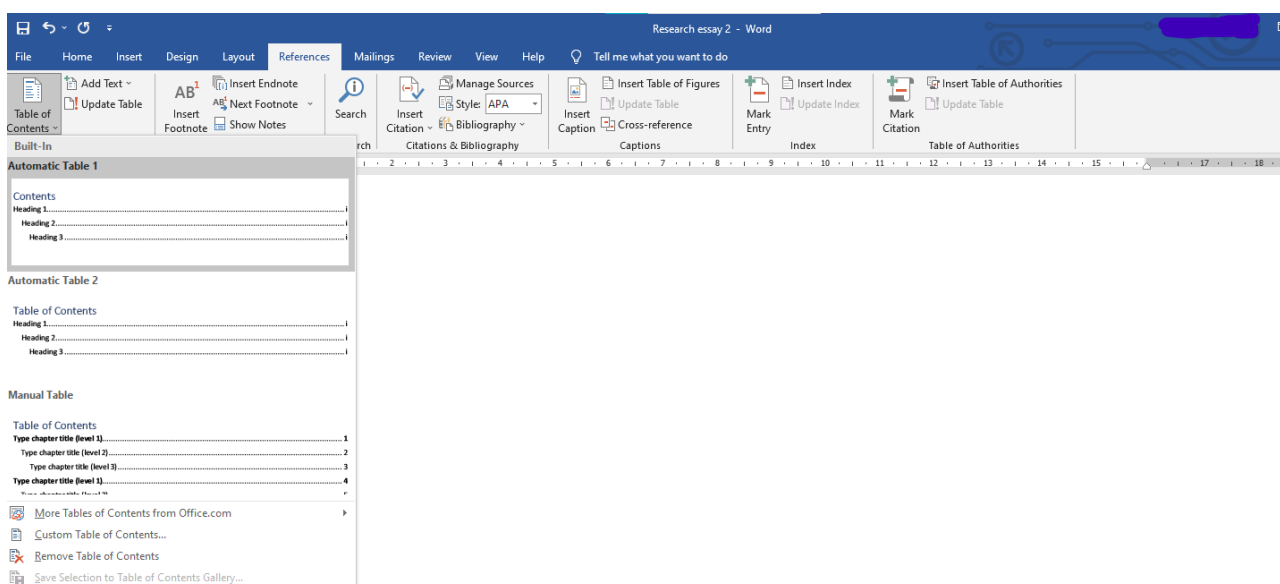
THE CONTEXT

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A table of contents in Word is based on the headings you have highlighted in your document. To insert a table of contents:
1. Put your cursor where you want the table of contents to go.
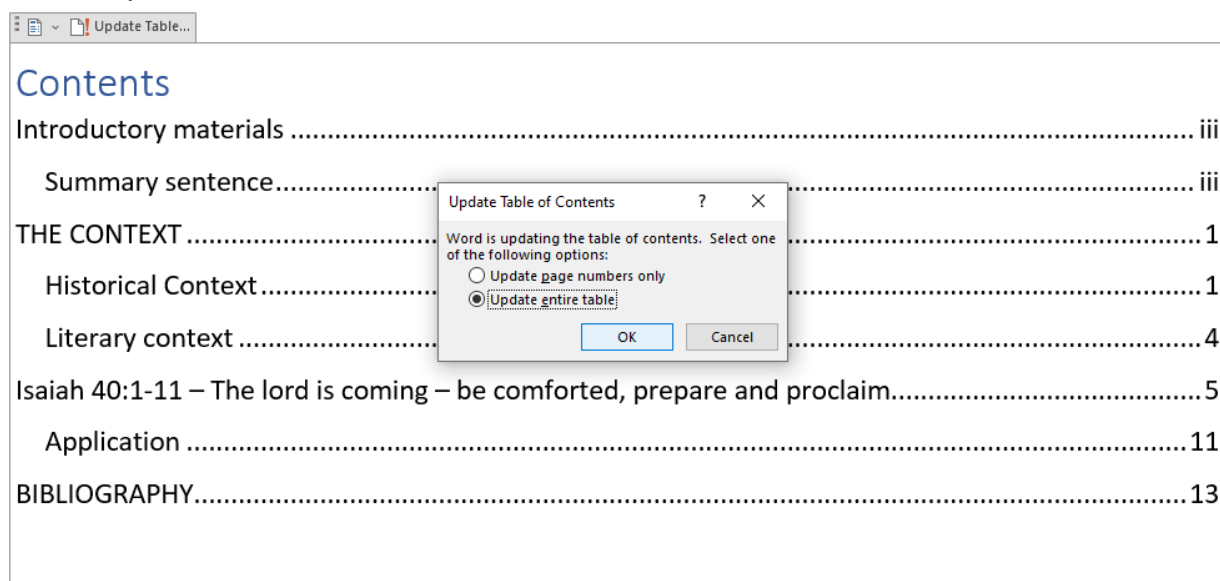2. Go to 'References,' 'Table of Contents' and select one of the automatic styles:

The table of contents will automatically appear wherever the cursor was placed.

Contents

If you make any changes to your document which mean that the page numbers or headings in the table of contents will need changed, make sure you update the table. Click on the table of contents and 'Update Table' should appear in the top left. Select 'Update entire table' and the Contents should be amended automatically.

The page numbers have changed in this example:

Contents

Remember in a dissertation the order of contents will normally include:
- Preface (optional), including acknowledgments
- Table of contents – chapters, subdivisions of chapters, and any appendices
- List of abbreviations
- Numbered chapters (the introduction may be included in the first chapter, or may stand alone)
- Conclusion
- Appendices (if any)
- Bibliography.