

Chicago Manual of Style Sample Paper

(Title one-quarter page down from top)

Your Name Here

(At the half-page mark)

Course Name Here

Instructor's Name Here

April 11, 20XX

(All double-spaced)

(Insert a page break here to maintain a separation between your title page and page one.)

Although various styles exist for formatting papers and documenting research, you may be expected to use *The Chicago Manual of Style* (*Chicago*, or *CMS*) if you are writing a paper for a history class or certain humanities classes. *Chicago* itself has more than one form and is in its 17th edition, but the following guidelines are for the form commonly required in student papers at Collin College.

Numbering Pages and Formatting Body of Paper

First, *Chicago* papers usually have a title page, as shown in this guide. Notice that the title page has no page number. Other basic formatting features include numbered pages, twelve point font, one inch margins, and a double-spaced body. To insert a page number using Microsoft Word 2010 (or newer version) simply select “Insert” and “Page number.” Choose “Top of Page” and “Plain number 3.” Type your last name, leaving a space between it and the page number. Unless your instructor specifies differently, use twelve point font and a standard, easy-to-read font style, such as Times New Roman. Use the same size and font style throughout the paper, as well as one-inch margins at the top, bottom, and sides of the pages. Double-space the body of the paper. Check your formatting to remove extra space between paragraphs. Click on the corner arrow in the “Paragraph” box in your ruler. Go to “Spacing.” Set “Before” and “After” each to 0 pt. Unless specified by your instructor, do not use headings for sections.

Identifying and Documenting Borrowed Material

Chicago uses either footnotes or endnotes to document borrowed material instead of the parenthetical citations used by the MLA and APA formats. Ask your professor which type of note he/she prefers. Footnotes go at the foot of the page that contains the text for the information that you are referencing. Endnotes are added on a separate page at the end of your document before the bibliography. Footnotes and endnotes (N) have the opposite formatting of the

bibliography (**B**). For notes, the first line of each is indented, but subsequent lines are not. The author's first name is listed before the last name, and parts of the entry are separated by commas, not periods. You may also use notes for other purposes, such as defining a term, explaining a statement in the paper, or telling where to find additional information.¹

Footnotes and endnotes are introduced into the paper in the same way. At the end of the sentence or clause containing the borrowed material, place a superscripted number to guide the reader to the note. To insert the note using Microsoft 2010, click the "References" tab and select "Insert Footnote" or "Insert Endnote." The superscripted number will automatically appear where you placed it in the body and at the bottom of the page or end of the paper, where the note itself will begin. (You may need to change the Roman numeral to an Arabic numeral, and the font for each number and note to match the paper.) Indent this number five spaces at the bottom of page and then begin the footnote. Indent only the first line of the note. Single-space each note that runs over one line, but double-space between notes if you have additional notes on the same page. Repeat this process for each citation—each time you insert a new note, it will increase in number, even if you are referencing the same source. The quotation, "proslavery argument was not merely a defense or rationalization of slavery," from Eric Foner is cited below as an example.²

The content and format of the notes themselves depend on the kind of source used, such as books, websites, newspapers, journals, and the like. However, each usually begins with the

¹ You may use notes to add in any information that you feel is crucial to your paper but not necessary to include in your main text. It is possible to have both an explanatory note and a citation in the same note.

² Eric Foner, *Free Soil, Free Labor, Free Men: The Ideology of the Republican Party Before the Civil War* (Oxford: Oxford University Press, 1995), 66.

author's first name then last, then the title of work, publication information, and pages cited. Always observe proper punctuation within the entries and end each entry with a period. For examples of the various kinds of footnotes and endnotes and more instructions on formatting them, see the website: http://www.chicagomanualofstyle.org/tools_citationguide.html.

Including a Final List of Sources Used

At the end of your paper, your professor may request you to list each source cited and/or consulted using a works cited page, reference list, or a bibliography. A bibliography contains all studies that have informed your work, whereas a works cited page contains only the sources that have been cited in your paper. Basic guidelines for formatting the bibliography page itself are easy. On a new page at the end of the document, type "Works Cited," "References," or "Bibliography," depending on which type your instructor requests. Regardless of which you choose, each should be separated into Primary Sources (documents that come from the time that you are studying) and Secondary Sources (sources that use Primary Sources to draw conclusions about the time that you are studying). Then list the entries in alphabetical order, by the author's last name. Separate main parts of the entry by periods, not commas, and end each entry with a period. Single-space each entry, but double-space between entries. Begin the first line of the entry flush with the left margin, but indent any subsequent lines of that entry (this is opposite of footnote and endnote formatting). As with notes, the format of specific entries in a bibliography depends on the kind of sources used, such as books, websites, newspapers, etc.³

For more thorough formatting guidelines and examples, see the CPC Writing Center handout "Chicago Manual of Style Samples," attend the free "Chicago, My Kind of Style" workshop offered every Spring and Fall Semester by the CPC Writing Center.

³This handout has been revised to reflect changes in the 17th edition of *CMS*. Please contact the Writing Center if you see mistakes or have questions.