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, XXXX

(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, but the following guidelines are for the form commonly required in student papers.

Chicago papers usually have a title page, as shown in this guide. Notice that the title page has no page number, but the following pages do. Use this sample title page as a guide when constructing your own.

Numbering Pages and Formatting Body of Paper

Other basic Chicago formatting features to observe include page numbering, proper font size and style, and proper margins. Inserting page numbers in your paper is easy using Microsoft Word 2007 or a later version. The numbering begins with the first page of the body, as shown in this guide, and continues throughout the rest of the paper. 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. Then use the same size and font style throughout the rest of the paper. Also throughout the paper provide one-inch margins at the top, bottom, and sides of the pages, and double-space the body of the paper.

Identifying and Documenting Borrowed Material

Identifying borrowed material and documenting it correctly are important. Failure to do so is plagiarism. Place short quotations in quotations marks. However, if the quotation is over four lines, set it apart as a block quotation unless your professor specifies otherwise. Introduce the block quotation in your own words, followed by a colon. Then indent the entire quoted

passage one-half inch from the left margin. Do not put it in quotation marks; the block format itself identifies the passage as a word-for-word quotation. Double-space the quoted lines.

Chicago normally uses either footnotes or endnotes to document borrowed material, whether it is quoted or paraphrased. Place footnotes at the bottom of the page but endnotes at the end of the paper, before the bibliography. Your instructor will tell you which to use, but most prefer footnotes. You may also use footnotes and endnotes for other purposes, such as defining a term, explaining a statement in the paper, or telling where to find additional information.

Footnotes and endnotes, no matter which you use, are introduced into the paper in the same way. At the end of the sentence or clause containing the borrowed material, place a superscript number to guide the reader to the note. To insert the note using Microsoft 2007 or a later version, follow these instructions. First, 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 also 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.) Indent this number five spaces at the bottom of page and then begin the footnote, as illustrated in the sample footnote below.[1] 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 ones on the same page. Repeat this process for each citation, as illustrated in the footnotes below.[2]

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

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[1.] Michael Pollan, *The Omnivore's Dilemma: A Natural History of Four Meals* (New York: Penguin, 2006), 99–100.

[2.] Wendy Doniger, *Splitting the Difference* (Chicago: University of Chicago Press, 1999), 65.

with the author's first name, then the title of work, publication information, and pages cited. 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.

Some words of caution when writing notes: According to most citation guides, *italicize*, do not underline, titles of longer works such as books, journals, magazines, and newspapers; but place titles of shorter works, such as articles, short stories, and songs, in quotation marks. Always observe proper punctuation within the entries. Also, if your instructor specifies a minimum number of pages for your paper, you may need to lengthen the paper to account for the lines lost to footnotes.

Using Convenient Shortcuts in Writing Footnotes and Endnotes

Chicago includes some shortcuts for recording footnote and endnote content. If the note cites the same source as the preceding one, then simply use the abbreviated Latin word *ibid*., which means "in the same place," instead of repeating the information. Capitalize the word, and always follow it with a period since it is an abbreviation. However, use this word only if the new citation is identical to the preceding one.[3] If the page number is different, then follow the word *ibid.* with the new page number, as in the sample footnote below.[4] If the source has been cited previously, but not directly above, then you may provide only the author's last name and page number instead of the full citation, as shown below.[5]

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, most likely, a bibliography. A bibliography

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[3.] *Ibid.*

[4.] *Ibid*., 45.

[5.] Pollan, 68.

often includes sources consulted while writing the paper as well as those actually cited in the body. As with notes, the format of specific entries in a bibliography depends on the kind of sources used, such as books, websites, newspapers, etc. Each usually begins with the author's last name, but for more thorough formatting guidelines and examples, see the CPC Writing Center handout "Chicago Manual of Style Samples," pages 2-3.

Basic guidelines for formatting the bibliography page itself are easy. On a new page, type "Works Cited," "References," or "Bibliography," depending on which type your instructor requests. Then list the entries in alphabetical order. 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 kind of indention, called the hanging indent, is the *opposite* of that used for footnotes and endnotes.

For more information on Chicago style, pick up the Chicago handouts in the CPC Writing Center, in A104, attend the free "Chicago, My Kind of Style" workshop offered every Spring and Fall Semester by the CPC Writing Center, and/or consult the website: http://chicagomanualofstyle.org/tools_citationsguide.html.