Chicago/Turabian Style Paper Format

Metro State Writing Tutoring Services, Summer 2023

**Resources for Students**

* For students, a Chicago style paper follows guidelines in *Kate Turabian’s Manual for Writers of Research Papers, Theses, and Dissertations*, 9th edition. Find them in “Appendix: Paper Format and Submission”
* For tip sheets, go online to Turabian.org
* *The Chicago Manual of Style Online* 17th edition (*CMOS*): access through the Metro Library using Star ID. Here are hyperlinks to useful webpages on the *CMOS* site:

https://cmosshoptalk.com/for-students/

<http://cmosshoptalk.com/2017/07/18/how-do-i-format-my-paper-in-chicago-style/>

**Page Size and Margins**

• Paper size is commonly 8½ × 11 inches.

• Margins should be 1 inch on all sides. If the paper will be bound, leave an extra half inch on the left side.

**Page Numbers**

• Open Page Number in the Insert tab for MS Word; top right side is common.

• If you want the first page to have no page number, click Different First Page. If you want the second page to be page 1, find Format Page Numbers; in the box next to “Start at,” enter a zero.

**Font**

• Choose a single font in a readable size such as Times New Roman, Calibri, or Arial; 12 point is the most common size.

**Spacing and Indentation**

• Double-space the main text.

• Single-space figure captions and table titles.

• Single-space generally, but add a blank line before and after each item:

1. table of contents

2. footnotes or endnotes

3. bibliographies or reference lists

• Block quotations: Single-space the block and indent the entire block one-half inch on its left side. Leave a blank line before and after the block. Do not add quotation marks at the beginning or end. Keep quotation marks that appear in the original.

• Put only one space between sentences, not two.

• Indent new paragraphs one-half inch; use the tab key, not space bar.