

Chicago/Turabian Style Paper Format[#]

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. Remember to ask about substitutions or additions to Chicago/Turabian recommendations.

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.

[#]Adapted from:

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

Deciding Which Style to Use[#]

Chicago Style

The Metro Library provides access to *The Chicago Manual of Style Online*. Look for it under the “Cite your sources” tab. From the Metro Library site find it at:

<https://www.chicagomanualofstyle.org/book/ed17/frontmatter/toc.html>

- *The Chicago Manual of Style* is truly comprehensive, containing guidelines on the entire writing and publishing process for almost any document, from a student paper to a novel, office memo, or scholarly research. It covers the publishing process, grammar, style, usage, source citations, and formatting.

Chicago Style for Students, aka Turabian Style

A Manual for Writers of Research Papers, Theses, and Dissertations is a smaller version of *The Chicago Manual of Style* written specifically for students.

From the Home Page of CMOS, under the Resources for Students tab, find tip sheets, advice and guidance on Turabian style online at:
<https://www.chicagomanualofstyle.org/help-tools/Resources-for-Students.html>

- Kate Turabian’s *Manual for Writers* is the premier guide for students writing a paper, thesis, or dissertation. It covers every detail of planning, researching, and writing a paper: finding a topic, researching, taking notes, using and citing sources, designing tables and figures, drafting, revising, and submitting.
- Turabian is easier to navigate and absorb, yet still covers Chicago styles and examples for the types of sources normally found in research papers. It is also “official” Chicago style.

[#] Copy/Pasted with adaptation from:
<http://cmosshoptalk.com/2017/10/24/help-i-have-to-use-chicago-style/>