

## How to Format a Chicago Paper<sup>1</sup>

Your Name

Course Title/Number

Instructor's Name

Date

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<sup>1</sup> *The Chicago Manual of Style* doesn't clearly dictate how to make a cover page for academic coursework. This is based off of the information presented on a title page for publications, as well as *A Pocket Style Manual*, sixth edition, by Diana Hacker and Nancy Sommers.

## **Cover Page**

Chicago doesn't address how to format academic coursework, so there isn't a "requirement" stating you need a cover page in Chicago. This is up to your discretion or the teacher's instructions. If you need a cover page, it should include, at the very least, the title and your name in the same font and size that you use for the rest of the paper. You can also include the course, teacher, and date.

## **Main Paper**

A Chicago style paper is very simple once you get over the use of foot/endnotes. It is double spaced with a first line indent (.5") on each paragraph. If you don't know how to do that, please see [How to Use Word to Format a Paper](#).

Your sources should be cited using either footnotes or endnotes. If you don't know how to use those, please see [Footnotes, Endnotes, and Bibliographies, Oh My!](#) For more information on Chicago style citations, you can visit the [Writing Lab's website](#).

The paper will end with a page of sources in alphabetical order, double spaced with a hanging indent. It should be titled *Bibliography* (without italics).

## Bibliography

*Chicago Manual of Style*. 16th ed. Chicago: University of Chicago Press, 2010.

Hacker, Diana, and Nancy Sommers. *A Pocket Style Manual*. 6th ed. Boston: Bedford/St. Martin's, 2012.