Formatting Your Research Paper Using Chicago Style

This handout helps students’ format research papers in Chicago style. Always keep in mind that your instructor is the authority.

**Title Page**

Check with your instructor to see whether or not you are required to have a title page.

**TEXT** Home → Font

**Font**: Times New Roman

**Size**: 11 or 12 points

Home tab → paragraph:

Center align

Open Paragraph dialog box → Spacing - Double Space

Include your name, the class information, and the date.

E.g. Sarah Smith

Library Science 101

January 28, 2013
Body of Text

TEXT Home→Font
Font: Times New Roman
Size: 11 or 12 points

LAYOUT Home→Paragraph
Align: Left align, except the title
Indent: Open Paragraph dialog→Special: First line
Spacing: Open Paragraph dialog→Spacing: Double Space

Header:
Insert tab→Page Number: Top of page-Plain Number 3.
Edit text in Header (double click in area).
Check □ Different First Page
Make sure to use Times New Roman at font size 11.
E.g. 2

This is how you should format your research paper according to Chicago Style guidelines. Read carefully over the given assignment. The instructions will tell you about the formatting your instructor will expect to see in your paper. Follow them!

You want to work on your paper by brainstorming ideas about what you want to research. In order to be successful in the research and writing portions of your assignment, you have to consider the goal: what do you plan to achieve in this research? Think about what you already know about the subject. What do you want to explore, to learn more about, and to share with others? Keep in mind the boundaries your instructor gave you. How many pages does the research paper have to be? How many sources do you have to use, are they all articles or do you have to have books and primary sources, too? How much time have you been given to work on this assignment? Stay focused and organized.

The best research topics come from a well-defined question that you aim to answer or a thesis that you aim to prove or disprove in your research. Research all basic collections, do some background checking through an encyclopedia, maps, and other authoritative resources; think about the data, the what, the who, the why and the how questions. What are some keywords or synonyms used? Plug those terms into a search. What type of results do you get—too much or too little? As you evaluate the information, does it answer any part of your question? Look at the subject terms the database lists with the article and try using them to help narrow or broaden your search. Remember to keep a record of your selected resources along the way. Your working bibliography will help you document your work cited list.

Be sure to use authoritative sources. How do you identify an authoritative source? Look at the layout of the article. Is the layout basic and bland or is it full of color and images? What do the subheadings look like? Is the publisher associated with a university, professional association? Is it a scholarly publisher or is it a commercial publisher? Who is the author’s target audience? A clue to

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2. Ibid., 31.
3. Ibid., 33.
Footnote Citation

The footnote indicator goes after the punctuation or clause in the text.

References tab → Insert Footnote
Open Paragraph dialog Box →

Spacing: Single; leave a space between each note.
Indent: Special: First line

The first time you cite a source, include the full bibliographic information. This is a place to add notes about the citation or the author that might provide additional context to the information provided in the paper.

#. Author first and last name, “Title of the Article,” in Book Title, ed. Editor (Place of Publication: Publisher, Date), page.

E.g.

filter through the collection of articles, narrow your search to peer-reviewed articles, full text, language, and publication date.¹

You will cite quotes or ideas from other authors used in your paper. In Chicago style, citations are made through footnotes and bibliographies. Footnotes are consecutively numbered with the citation information and additional commentary located at the bottom of the page. The footnote number is superscripted (small) that hyperlinks to the footnote at the bottom of the page.² The bibliography and end of the research paper includes all the sources cited throughout the paper and other relevant sources. The bibliography is a great place to indicate the scope of research conducted for the paper. Pay attention to the formatting of your citations because there are differences between the bibliography and footnote.

Don’t be afraid to ask for help. Librarians are around to help with your research and citation needs. There are also tutors in the library who will work with you on your writing skills. Happy exploring!


⁴ Ibid., 614.

Each citation should have a UNIQUE number. Word will automatically sequence your footnotes in a numeric order for you. DO NOT copy the footnote number.

Use the full citation the first time the title appears. Subsequent references to the same source can be shortened to last name, a short title, and page.

E.g.
2. Greenberg, Speed of Light, 78-79.

If you cite the same source and it IMMEDIATELY follows the other on the same page, use Ibid. It means the “same place” (as above). Include the new page number if different from the previous citation. Eg.

3. Ibid.
4. Ibid., 82.
Bibliography


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**Bibliography**

Insert tab → Page Break

**LAYOUT** Home→Paragraph

**Align:** Left align, except the title

**Indent:** Open Paragraph dialog Box→Special: Hanging

**Spacing:** Open Paragraph dialog Box→Spacing-Single

Make sure you insert an extra paragraph to separate you sources.

On a new page, you will list in ALPHABETICAL order the sources cited in your paper.

You can automatically rearrange your citations by highlighting them all go to Home→paragraph Click on the button

Refer to the Chicago Style guide to properly format the source information, available in paper form in the library or online, http://www.lonestar.edu/UP-Library.htm.