

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

[Title]

[Name]

[Class Name]

[Date]

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

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

Box → Special: First line

Spacing: Open Paragraph

dialog Box → Spacing-Double
Space

[page number]

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.¹ Follow them!

You start 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 statement you aim to prove or disprove in your research. Browse eBook collections; do some background checking through an encyclopedia, news, and other authoritative resources; think about the who, the what, the where, 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 your selected sources along the way.² Your working bibliography will help you document your work cited list.³

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

¹ Joseph Gibaldi, *MLA Handbook for Writers of Research Papers*. (New York: Modern Language Association of America, 2009), 116.

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.

1. Paul Greenberg, CRM at the Speed of Light: Social CRM Strategies, Tools, and Techniques for Engaging your Customer, 4th ed. (New York: McGraw Hill, 2010), 78-79.

filter through the collection of articles, and you can narrow your search to peer-reviewed articles, full text, language, and publication date.⁵

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 listed at the bottom of the page. The footnote number is superscripted (small) that hyperlinks to the footnote at the bottom of the page.⁶ The bibliography at the 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.⁷ Pay attention to the formatting of your citations because there are differences between the bibliography and footnotes.

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!

⁵ Corey Williams Green. "A Guide to Evaluating Resources." Cornell College, January 2, 2013. <http://cornellcollege.edu/politics/courses/allin/Misc/guide%20to%20evaluating%20resources.pdf>

⁶ "Research Databases," Lone Star College - University Park Library, January 28, 2013, <http://www.lonestar.edu/library/article-databases>.

⁷ *The Chicago Manual of Style*, 16th ed. (Chicago: The University of Chicago Press, 2011).

⁸ *Ibid.*, 684.

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

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

Gibaldi, Joseph. *MLA Handbook for Writers of Research Papers*. New York: Modern Language Association of America, 2009.

Green, Corey Williams. "A Guide to Evaluating Resources." Cornell College, <http://cornellcollege.edu/politics/courses/allin/Misc/guide%20to%20e>

Research Databases. Lone Star College – University Park Library, January 28, 2013. <http://www.lonestar.edu/library/article-databases>.

Scholarly vs. Popular Periodicals. Peabody Library. YouTube, August 24, 2013. <http://youtu.be/VeyR30Yq1tA>.

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>.