

Chicago and Turabian Formatting and Content

A Chicago/Turabian (CMST) paper should follow the general formatting guidelines and include a non-numbered cover page, a numbered main body featuring footnotes at the bottom of each page where citations are made, and a successively-numbered bibliography.

Formatting

General Formatting:

- The margins are set at no less than one inch and no greater than one and a half inches.
- Use a highly readable font such as Times New Roman or Arial.
- Use 12 point font size.
- The text is consistently double-spaced, with the following exceptions:
 - Block quotations, table titles, and figure captions should be single-spaced.
- When quoting more than five lines of prose text, the quote should appear in block formation.
 - margins indented one-half inch
 - lines are single spaced
 - no quotation marks
 - extra line of space appears before and after the block

Cover Page:

- The title is centered a third of the way down the page.
- Your name, class information, and the date follow several lines later, centered.
 - Name, class information, and date should each appear on a separate line.

Headings:

Sometimes when writing long papers, a need arises to apply a system of organization to the text. This helps compartmentalize the information into manageable sections and guides the reader to digest the information in the way the writer intends. For this purpose, CMST has an optional system of five heading levels.

1 Centered, Boldface or Italic Type, Headline-style Capitalization

2 Centered, Regular Type, Headline-style Capitalization

3 Flush Left, Boldface or Italic Type, Headline-style Capitalization

4 Flush left, roman type, sentence-style capitalization

5 Run in at beginning of paragraph (no blank line after), boldface or italic type, sentence-style capitalization, terminal period

Below is an example of the five heading levels.

1
2
3
4
5

The American Revolution

Building Steam: Underlying Causes

Militia Forces, Secret Organizations, and Funding

The Battle of Saratoga: victory and aftermath

The Constitutional Convention. On May 25, 1787, 38 of 41 delegates representing every state except Rhode Island convened at the Pennsylvania State House for the Constitutional Convention.

Main Body:

- For titles mentioned in the text, notes, or bibliography, you should capitalize “headline-style,” capitalizing first words of titles and subtitles and any important words thereafter.
- For titles in the text as well as in notes and bibliographies, use quotation marks or italics based on the type of work they name.
 - Book and periodical titles should appear *italicized*.
 - Article and chapter titles should appear enclosed in “double quotation marks.”
 - Otherwise, take a minimalist approach to capitalization.
 - Lowercase terms used to describe periods, for example, except in the case of proper nouns (e.g., “the colonial period,” vs. “the Victorian era”).
- When including a prose quotation of five or more lines in the paper, the quote should be “blocked.” Block quotation is single-spaced and takes no quotation marks, but you should leave an extra line space immediately before and after. Indent the entire quotation one half-inch.

Footnotes:

CMST calls for the use of footnotes, which serve as in-text citations and are located at the bottom of the page in which the reference appears. These footnotes are numbered, beginning with one and maintaining succession throughout the paper. Each footnote has a corresponding entry in the bibliography. The footnote entries’ numbers should always match the superscript numbers that appear in-text.

- Any time you cite a source, you will create a footnote entry.
- The entry is created by adding a superscript number at the end of the cited sentence or phrase, placing it after any and all punctuation.
 - The superscripted numbers begin with one for the first source cited and continue in succession throughout the paper.

- For every superscript number on any given page of text, there should be a footnote.
- Inside the actual footnote, the number is full size, not superscript, and is followed by a period.
- The first line of a footnote should be indented one-half inch, and subsequent lines should appear flush left.
- Leave a line of space between all footnote entries, but the entries themselves should be single-spaced.

CMST allows for footnotes to include the documentation entry as well as any necessary commentary pertaining to the source. In the event that commentary is necessary, it should appear after the citation and be separated from it by a period.

Bibliography:

A bibliography is a comprehensive list of all sources cited within a paper.

- The title, “Bibliography,” will appear centered at the top of the page followed by two blank lines of space prior to any entries.
 - Note: your actual title should be free of any punctuation.
- All entries are single spaced, but there should be one line of space between each entry.
- Entries appear in alphabetical order.

Content

Introduction:

- The introduction should set the context for the rest of the paper. Tell your readers why you are writing and why your topic is important. Typically, a single introductory paragraph should not exceed about two-thirds of a page in length (around five to eight sentences) even in a long paper. In some circumstances, it may take two paragraphs to fully introduce the paper, but that occurs mostly in upper-level writing.
- The thesis is a clear position that you will support and develop throughout your paper. The sentence will include a brief but complete synopsis of the issues you want to discuss. It should be the centermost focus of the paper, and each paragraph you write should answer a question or address an issue you present in your thesis.
- The thesis should be the last sentence of your introduction unless otherwise specified by the professor.

Body:

- The length of the paper is always at the professor’s discretion.

- You should focus largely on organization and make sure you present your information in the most logical method possible. This will help your readers follow your ideas.
- Footnotes are always used to document information borrowed from other sources.
 - Note: a footnote may also contain some commentary regarding the source that didn't quite fit into the paper. In cases where there is commentary, it should appear after the source entry and be separated from it by a period.
- It is important to include transition sentences at the beginning of each paragraph and wrap-up sentences at the end of each paragraph to smoothly lead into the next topic or subtopic of discussion.
- The topic sentence should come after the transition sentence in each paragraph. A topic sentence is like a “mini thesis” in that it introduces the main discussion for the paragraph as well as all of its associated elements.
- ALWAYS STAY ON TOPIC. Continually refer back to your thesis sentence and topic sentences to insure that you are not straying from the subject.

Conclusion:

- The conclusion should wrap up what you have been discussing in your paper.
- It should follow closely—but not exactly “mirror”—your introduction.
- You should reiterate the points made in your thesis and body of the paper to recap why these topics are important.

Ideally, a conclusion should also emphasize some useful, interesting, or surprising idea the essay has uncovered.