Formatting Chicago- and Turabian-Style Papers: 
The Least You Need to Know

Chicago style is a widely-used standard for scholarly writing and documentation. The University of Chicago Press publishes two different manuals for Chicago style. The first, the *Chicago Manual of Style (CMOS)* is “aimed more at scholars who are preparing journal articles and book manuscripts for publication.”¹ Kate Turabian’s *A Manual for Writers of Research Papers, Theses, and Dissertations: Chicago Style for Students and Researchers*, on the other hand, provides specific guidelines for students submitting papers for course work. Before you begin your paper, make sure that you know which manual your instructor would like you to follow.

**SOURCES.** Official sources for Chicago style include the following books and websites:

- “Chicago-Style Citation Quick Guide” http://www.chicagomanualofstyle.org/tools_citationguide.html
- “Turabian Quick Guide” http://press.uchicago.edu/books/turabian/turabian_citationguide.html

**FORMAT (CMOS).** If your instructor does not provide specific directions for formatting your paper, observe the following guidelines from *CMOS*, or follow Turabian (see reverse side). Numbers in parenthesis refer to chapter and section in *CMOS*.

**Title page:** Follow guidelines from your instructor or follow Turabian.

**Line spacing:** Double-spaced—including all extracts, notes, bibliography, and other material. Avoid extra space or blank lines between paragraphs (2.8).

**Margins:** At least one inch on all sides (2.10).

**Alignment:** Flush left (2.10).

**Indentation:** Use the tab key or the paragraph indentation settings of your word processing program. Do not indent using the space bar (2.11).

**Prose extracts (block quotations):** Double-spaced and indented from the left margin (2.18). Use a block quotation if quoting more than one paragraph, regardless of length (13.20).

**Poetry extracts:** See *CMOS* 2.19 and 13.23–13.27.

**Bibliographies and reference lists:** Use double-spacing and hanging indent (first line of each item flush left and any following lines indented half an inch) (2.22).

FORMAT (TURABIAN). Students who are required to use Chicago style may ask their instructor if they may follow Kate Turabian’s A Manual for Writers of Research Papers, Theses, and Dissertations since it provides specific guidelines for student papers. The following guidelines apply to class papers; refer to the Manual for additional rules that apply to theses and dissertations. (Numbers in parenthesis refer to chapter and section in Turabian; the letter A refers to the appendix.)

**Typeface:** Use a single, readable, widely available typeface, such as Times New Roman (A.1.2).

**Title page:** Use center alignment and single spacing. Type your title about a third of the way down the page. If you have a subtitle, type the title (followed by a colon) on a single line. Skip a line. Then, type the subtitle on the next line. (Long subtitles may be typed on more than one line.) Use boldface and title case for both title and subtitle. Several lines down, type your name and any other information requested by your instructor, such as course title and date (A.2.1.2).

**Pagination:** Do not place a number on the title page (A.1.4.1; A.2.1.2). Number the body of your paper and back matter (which includes the reference list or bibliography) with arabic numerals, using “1” for the first page of the body of the paper. Page numbers may be centered in the header, centered in the footer, or flush right in the header (A.1.4).

**Line spacing:** Double-space (A.1.3). See below for the main exceptions.

**Margins:** At least one inch on all sides (A.1.1).

**Alignment:** Flush left (20.4.1).

**Indentation:** Indent all paragraphs consistently. Use the tab key or the paragraph indentation settings of your word processing program. Do not indent using the space bar (A.1.3).

**Block quotations – prose:** Use a block quotation when quoting five or more lines of text. Single-space the quote and leave a blank line before and after it. Indent the quote the same distance as the first line of a paragraph (25.2.2.1).

**Block quotations – poetry:** Use a block quotation when quoting two or more lines from a poem. Space and indent as you would a prose quote, but reproduce any unusual alignment (25.2.2.2).

**Block quotations – drama:** Use a block quotation when quoting two or more lines of dialogue. Space and indent as you would a prose quote. Present each speaker’s name in all capital letters, a different font, or another manner distinct from the dialogue (25.2.2.2).

**Table titles and figure captions:** Single space (A.1.3).

**Footnotes / Endnotes:** Use single spacing with a blank line between notes. Indent the first line of each note the same distance as a paragraph. If you use endnotes, use the title “Notes” (16.3.4; A.2.2).

**Bibliography:** Type the title “Bibliography” (without quotation marks) on the first line of a new page, using center alignment. Use single spacing and hanging indent (by half an inch) for the list of sources. Leave two blank lines before the first item in the list, and one blank one between each item (A.2.3).

**Reference list:** Use the same format as with a bibliography (above), but use the title “References.”