**Chicago Style Paper Formatting in Word 2016**

The Chicago style for formatting an essay is easy to set up.



1. Open Word 2016 to a blank document. When you first start Word 2016, you are placed under the **Home tab** (like in the image below), if not, click on the Home tab.
2. Click on the font and select **Times New Roman**.
3. Click on the size and select **12.**
4. If you already typed your text, you need to **select all** your text before you select the font in order to apply the text to the new font. To select all text, press **CTRL+A** ( hold down the CTRL key, keep holding it, then press the A key on your keyboard). Now change your font type and size to Times New Roman 12. With the text still selected, right-click the Normal style and choose “Update Normal to Match Selection.” All new text will be formatted properly.



1. Click on **Layout**, then click on **Margins**.
2. Margins are to be set at 1 inch or 2.54 cm. The margins’ defaults to Normal settings which are 2.54 cm or 1 inch.



If you need to change the settings, click on the expand menu arrow and select **Margins**. Change your margins as needed and press **OK**.

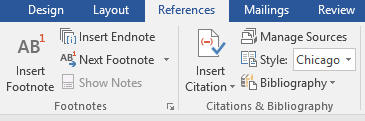
1. On the same screen, adjust your line spacing. Chicago requires double spaced or 2.0 for line spacing. Press the down arrow and select **Double** or 2.0.



1. The MS-Word default adds extra space after paragraphs. Chicago Style instead requires you to signal paragraph breaks by indenting the first line. You can change this on the same screen by clicking on the box in the don’t add space option.
2. Papers will either include a title page or include the title on the first page of the text. Use the following instructions if your instructor requires a title page:
3. The title should be centered a third of the way down the page, in all caps
4. For subtitles, end the title line with a colon and place the subtitle on the line below the title.
5. Your name and class information should follow several lines later.

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1. Page numbers begin in the header of the first page of text. To create a header with your last name and automatic page numbering, click on the **Insert** tab, click on **Page Number** on the Header & Footer menu, select **Top of Page** and then **Plain Number 3**.
2. Now type in your**Last Name** and leave a space before the **page number**. Double check to make sure the font is being set to Times New Roman and size 12.
3. Wherever you incorporate another person’s words, facts, or ideas, a footnote or endnote needs to be inserted.



* Footnotes are numbered citations listed at the bottom of each page within your paper.
* Note numbers begin with with “1” and follow consecutively thoughout a given paper. In the text, note numbers are superscripted.
* Note numbers should be placed at the end of the clause or sentence to which they refer and should be placed after any and all puntuation.
* Endnotes are numbered citations listed on a separate page at the end of the research paper before the bibliography and/or appendices.
* Single space within footnotes and endnotes, double space between entries.
* Indent the first line of the note.
* Titles of books and journals are written in italics.
* When citing a source for the first time, a full citation is needed. For example:

Cynthia P. Wiggins, *Tomorrow’s Failure: ISIS and the Future of the Middle East* (New York: Riverview Press, 2015): 33.

1. **Please note:** In footnotes, information is separated by commas, while in the bibliography, it is separated by periods.

* In footnotes, the author's first name is listed first, while in the bibliography, the author's last name is listed first.
* The titles of books and journals are put in italics.
* The titles of articles are put in quotation marks.
* All key words in titles are capitalized.

1. Within the text, place the cursor where a footnote is needed. To create the superscript in Word, use the superscript button in the “Font” box, or press ‘Ctrl’ ‘Shift’ and ‘+’ keys at the same time.
2. Click on the **References** tab.
3. Click on **Insert Footnote**. MS Word will place a subscripted number at the bottom of the page. At this point type in your footnote. You will need to know the required information for your footnote. MS Word will not create your footnote.

Footnote samples:

Hong-xuan Bian, “Application of Virtual Reality in Music Teaching System,” *International Journal of Emerging Technologies in Learning* 11, no. 11 (December 21, 2016): 15, https://doi.org/10.3991/ijet.v11i11.6247.

Jack Challoner, Ben Kidd, and Ed Barton, *Virtual Reality* (New York, New York: DK Publishing, 2017), 15.