Formatting a Word Document Using Chicago Style

**Document Set-Up**

- **Font**: Times New Roman, size 12
  
  Hint: Open Font settings by clicking (or Ctrl+D), then click “Set As Default.”

- **Paragraph**: Open Paragraph Settings then choose Line Spacing: Double. Space After: 0 pts.

**Title Page**

One-third down: title your paper.

Two-thirds down: Include your name, the class information, and the date. E.g.

Sarah Smith  
Library Science 101  
January 28, 2013

**Header (Page Number)**

- Insert Header & Footer:  
  - Check Different First Page
  - Format Page Numbers… > Start At: 0  
  - Page Number > Top of Page > Plain Number 3.

Do not start page numbering with your title page.

**Body of Text**

- **Align**: Left align  
  - **Indent**: Hit Tab key once at start of each new paragraph. Hit the Space key once between sentences.

**To check your margins,**

- **Layout**  
  - **Page Setup:**  
    - Normal: 1” x 1” x 1” x 1”

Leave the margins at the default setting: 1” on all sides.
The bibliography goes on a separate page after your paper.

Align: Left align, except the title, Bibliography

Paragraph: Open Paragraph Settings
→ Indentation/Special: Hanging. (0.5” default)
→ Spacing: Single. Space After: 12 pts.

You can automatically alphabetize your citations by highlighting them all, then go to Paragraph: button (default settings) to sort.

For citation examples and a customizable Chicago paper template, go to: UPresearch.LoneStar.edu/Chicago