TITLE OF THE PAPER

Student’s Name

Course

Date

**Title of the Paper**

**Level 1: Centered, Bold, Each Word is Capitalized**

To use this template, select “File-Save As” and save the template under a new name. Start typing your paper here. Make sure to indent each paragraph and use double spacing for the text of the paper.[[1]](#footnote-1) However, for the lines representing the information regarding your name, course, and date, you should use single spacing (only for these three lines on the title page).

Level 2: Centered, Non-Emphasized Font, Capitalized

Do not leave a subheading by itself at the bottom of a page with no text after it.

**Level 3: Flush Left, Bold, Capitalized**

Double-space all text in the paper with the following exceptions: single-space block quotations as well as table titles and figure captions.

Level 4: Flush left, regular font, sentence case

*Level 5: Placed at the beginning of the paragraph*. Can be italicized or bold, sentence case. The period is used to separate the subheading and the rest of the text in the paragraph—start typing right after the heading.

This template provides suggestions regarding the use of the Notes-Bibliography system. You should use footnotes and provide a bibliography page.[[2]](#footnote-2) In footnotes, note numbers are full-sized, not raised, and followed by a period. The first line of a footnote is indented .5 inch from the left margin. Footnotes should be singled-spaced internally.Leave an extra line space between footnotes.

The first footnote for one source should present all the information related to this source (including the author’s full name, title of the source, and other relevant facts). If the source is cited more than once, subsequent footnotes should only include the last name of the author, a short title (if the original title consists of more than four words), and the number(s) of the cited page(s).

Example:

1. Firstname Lastname, *Title of Book* (Place of publication: Publisher, Year of publication), page number.

2. Lastname, Shortened Title of *Book* or ”Article,” page number.

Note that the page number is required in all short-form citations, even if it is the same as the previous entry. The use of *i*bid. is now discouraged in favor of shortened citations as per the 17th edition of CMOS (section 14.34). In footnotes citing the same source as the one preceding, use a shortened form of the citation as in note 1 below. The title of the work may also be omitted if the previous note includes the title as in note 2 below. Example:

1. Harvey, “Modernity and Modernism,” 12.

2. Harvey, 13.

Aside from “Ibid.,” Chicago style offers cross-referencing for multiple notes with repeated content (especially for longer, discursive notes). Remember: a note number should never appear out of order. Example:

22. Michel Foucault, “The Means of Correct Training” in *The Foucault Reader*,

ed. Paul Rabinow (New York: Pantheon, 1984), 188.

23. See note 22 above.

A prose quotation of five or more lines should be “blocked.” The 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 .5” (the same as you would at the start of a new paragraph).

The reference page is titled Bibliography. Bibliography entries should be singled-spaced internally; however, leave an extra line space between bibliographic entries. Each source you mention on the reference page must be provided as a footnote. Each source you mention in footnotes must have a reference entry on the Bibliography page. Pay attention to differences in punctuation and word order in Bibliography entries and footnotes.

Bibliography

Calloway,Colin. *New Worlds for All: Indians, Europeans, and the Remaking of Early America.* New York: JHU Press, 2012.

Cummings, John. “The Quality of Online Social Relationships.” *Communications of the ACM* 45, no. 7 (2014): 103–108.

1. . Colin Calloway, *New Worlds for All: Indians, Europeans, and the Remaking of Early America* (New York: JHU Press, 2012), 2. [↑](#footnote-ref-1)
2. 2. John Cummings, “The Quality of Online Social Relationships,” *Communications of the ACM* 45, no. 7 (2014): 104. [↑](#footnote-ref-2)