Chicago/Turabian Style Paper Format

Metro State Writing Center, Spring 2025

# **Resources**

Books

* *Kate L. Turabian’s* A Manual for Writers of Research Papers, Theses, and Dissertations

(The student version of The Chicago Manual of Style)

* Student’s Guide to Writing College Papers

Webpage

* Find paper formatting tip sheets on the *CMOS Blog* under the [For Students](https://cmosshoptalk.com/for-students/) tab

# **Format Recommendations**

These are general recommendations; instructors may provide their own format templates.

* Papers are one-sided and double-spaced with one-inch margins.

Block quotes and captions for tables and figures should be single spaced.

* Use only one font and font size in the text of the body, notes or bibliography.

Font color is black, the size is 12-point; choose from any easily readable font style, such as Calibri or Arial.

For tables and figures, a smaller but readable font size is allowed

* Headings and subheadings should always begin on a new line and use Title Case, with major words capitalized.

Different fonts from the body text can be used as long as it is done systematically. Writers may also systematically choose if they are centered or flush left to indicate levels and how to use italics or bold.

## **Title Page**

* Do not number this page. Place the title about one third down the page, centered and in bold. Double space and begin the subtitle on the following line. Place your name and any information required by the instructor several lines below the title, like this example:

**Chicago Author-Date:**

**A Guide to a Wonderful Style**

Noam D. Plume

History 100: Culture and Justice

January 11, 2025

## **Page Numbers, Spacing and Section Order**

* Begin with page number 2 on the first page of text after the title page and place the number at the top of the page on the right.
* Double space the main text. Single space for block quotes, notes, bibliographic entries, and figure captions.
* Place major sections of the paper in this order: Title Page, Main Text, Appendix, Notes, Bibliography.

Title endnotes’ section as Notes centered in bold at the top of a new page.

Title an appendix as Appendixcentered in bold at the top of a new page.

If there is more than one, use numbers or letters and descriptive titles to differentiate them; for example, Appendix 1: Photos; Appendix 2: Maps.

## **Table and Figure Examples**

* Numbered tables, figures or illustrations should be placed as soon as possible after their mention in the text.
* Smaller fonts are allowed for notes and captions; they should be single-spaced with a flush left margin.

Tables are given a title and number above them and explanatory and/or source notes below.

* Figures are titled and numbered in the caption below the figure.

#### Table 1. Title describing contents of table

Category Heading Data Percentages etc.

 Pizza Hot or Cold 50% hot 50% cold

*Note*: Use to explain how to interpret the table and identify its source if not the author’s own.

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#### Figure 1. An icon of Earth showing the Americas from Maria Morales, The Planets Book (St Paul, MN: Metro U Press, 2023).

Morales, *Pizza Book* (St Paul, MN: Metro U Press, 2017).