Formatting and Citing in Chicago/Turabian using MS Word 365

This tutorial is for Chicago style format and will show you how to use MS Word to format and cite your work including creating footnotes, endnotes, and a bibliography.
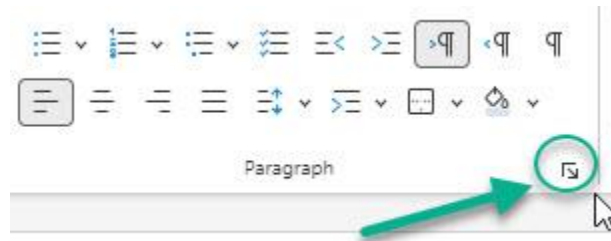
Contents

General Formatting

Text should be 12-point readable font. Double-space all text and indent all paragraphs. Your paper should also have 1-inch margins on all sides and a page number in the upper right corner (except for the title page).

To double space and indent all text, click the paragraph options button in the **Home** tab.


This will open the Paragraph options menu. Make sure your text is aligned to the left. From there, under indentation find **Special:** and select **First line** from the drop-down menu. On the right side, find spacing, and select **double** from the drop down menu. When you're finished, click OK. See the example below.
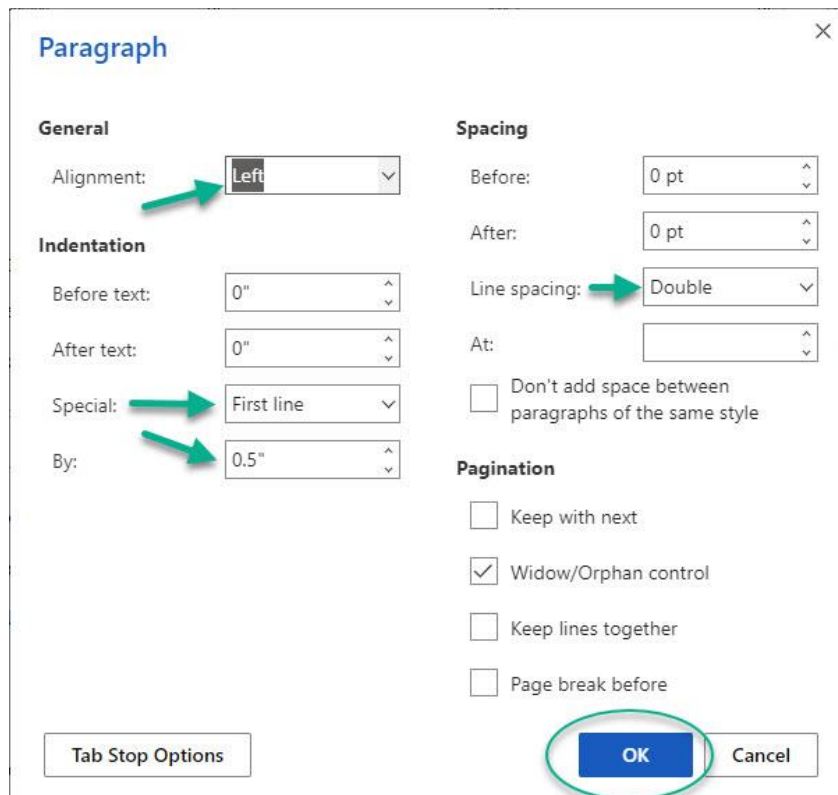
Next, margins should be 1 inch. Go to the Layout tab and click on **Margins** to ensure your margins are 1 inch. Look at the example on the right.
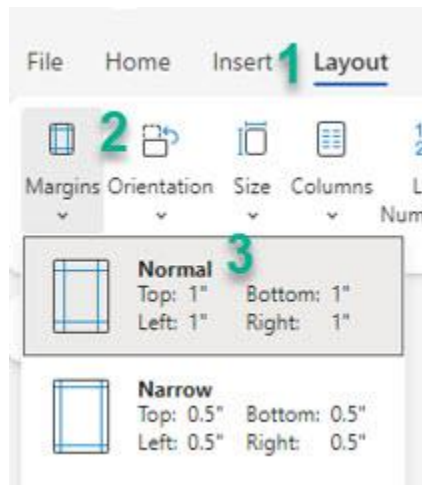
Lastly are your page numbers. To add page numbers, go to the **Insert** tab and click on **Page Numbers**. Select the option to add the page number to the top right of your paper.
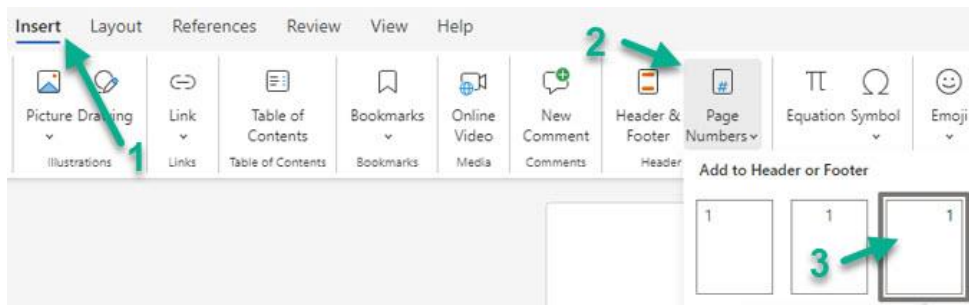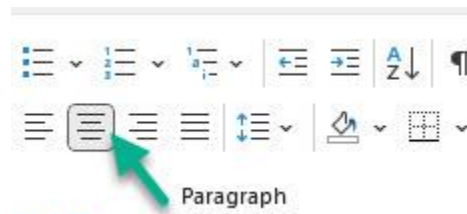
Title Page

If your assignment requires a title page, note that the first page of your paper will not have a page number. To do this, after adding your page numbers following the instructions above, double-click the top section of your page to open the **Header Footer** tab and under **Options** select **Different First Page**
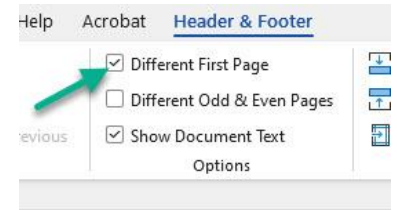
For the title page, center and double-space the title about one-third of the way down the page. About two-thirds down the page, in upper and lower case, put your name, course, and date. Your instructor's name may go above the date; check with your instructor for alternative title page preferences. To center, click the center alignment button in the **Paragraph** section on the **Home** tab.

Use the **Enter** key(for PC) or **Return** key (for Mac) on your keyboard to place your title one-third of the way down the page and your name, course, professor, and date two thirds of the way down the page. Look at the title page example below. Notice that the title is in regular text, not in bold or underlined.

Title

Subtitle (if applicable)

Name

Course

Professor (if applicable)

Date

Footnotes

First, locate your quote or paraphrase that you want to cite and place your cursor just after the quotation marks if using, or after the period in a paraphrase. See the highlighted section below:

Chi Mien had been educated in Europe and was a communist. Gabriel Kolko describes him as "the only important true organizational Leninist to emerge from the international communist movement." At first, the United States and Ho Chi Mien had similar interests in routing the

Then, look for the References tab at the top of the document and click it. Under the references tab, click on the **Insert Footnote** button as seen below.
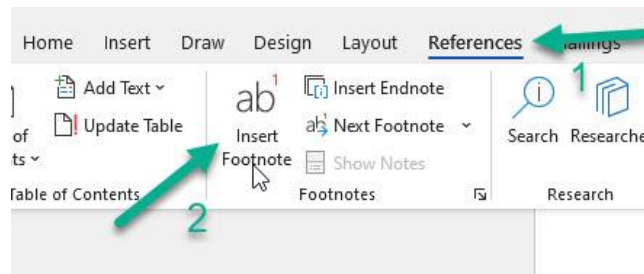
You should see a little number pop up where you put your cursor, and then the bottom of the page opens so you can type the citation.

"the only important true organizational Leninist to emerg movement."[1] At first, the United States and Ho Chi Mien

_____

[1]

(Type your citation here)
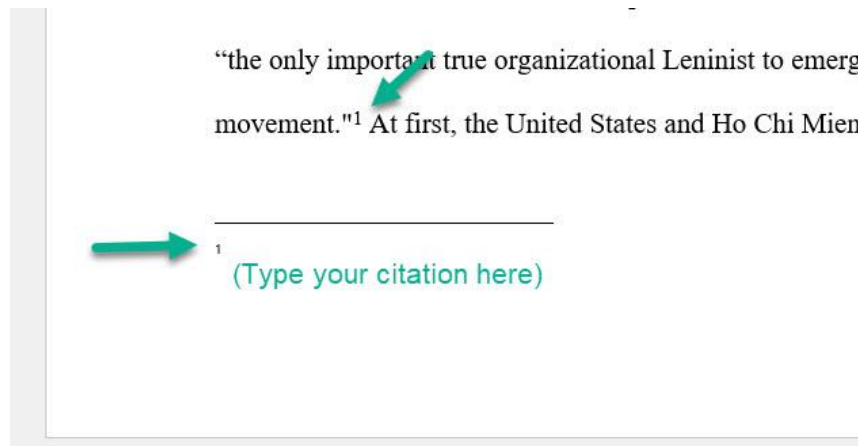
When adding a footnote, be sure to use the "Note" style citation. Chicago format has two different types of citations; one is the _Note_ citation, and the other is _Bibliography_ citation. For more information on how to cite your particular source, refer to the Chicago Style Handbook offered on the Writing Center webpage under **Resources**.

Below is an example of a completed footnote:

"the only important true organizational Leninist to emerge from the international communist movement."[1] At first, the United States and Ho Chi Mien had similar interests in routing the

———————————

[1] Gabriel Kolko, *Anatomy of a War: Vietnam, the United States, and the Modern Historical Experience* (New York: Pantheon Books, 1985), 23.

Footnote Formatting

The footnote will be font size 10, as opposed to size 12 like the body text in your essay. The footnote will also be indented and single-spaced.

For each time you quote or paraphrase, you'll need to cite your source with a footnote. This includes using more than one quote/paraphrase from the same source. You'll make a new footnote with each number. Notes from the same sources are called consecutive notes.

Take a look at the example below:

———————————

First Note → [1] Gabriel Kolko, *Anatomy of a War: Vietnam, the United States, and the Modern Historical Experience* (New York: Pantheon Books, 1985), 23.

[2] Jeffrey Kimball, ed., *To Reason Why: The Debate about the Causes of U.S. Involvement in the Vietnam War* (New York: McGraw-Hill, 1990), 6.

Consecutive Note → [3] Kolko, *Anatomy*, 74.

In the above picture, notes 1 and 3 are from the same book. The second time the book is cited, the note is shortened to include the last name of the author, the first noun phrase in the title, and the page number. Consecutive notes are always shorter, but still contain necessary information.

Endnotes

While *Footnotes* are citations of sources used in each page of your document, *Endnotes* are a collection of all those citations on a page after the end of your essay. Some professors will require both, while others only require either footnotes OR endnotes, as they're essentially formatted the same way and contain the same information.

Here's an example of an endnote page:
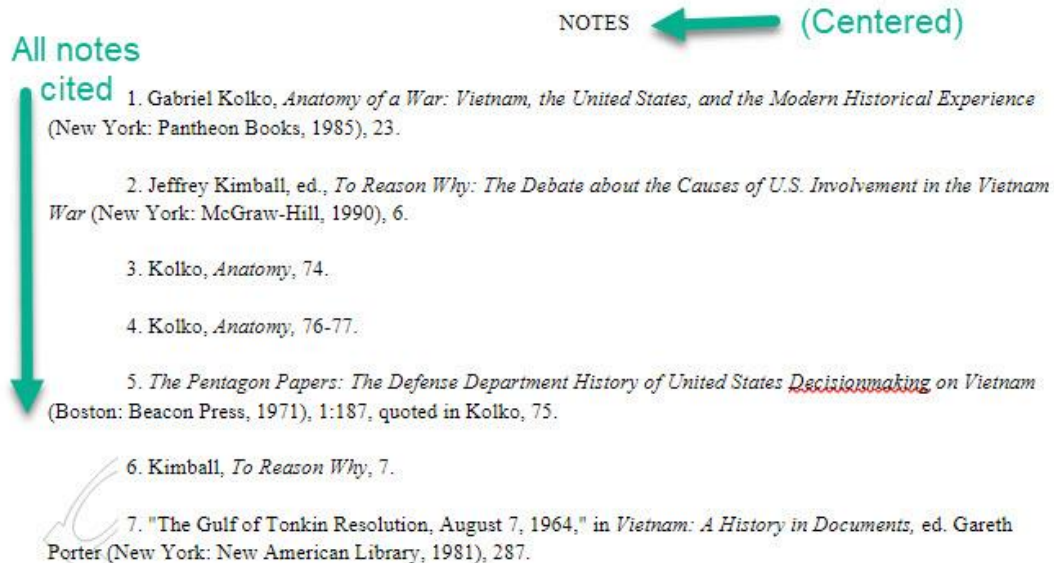
On a separate page at the end of your essay, the word "NOTES" will be centered, with your numbered note citations underneath in the same order your cited them in your essay. Just like footnotes, these are font size 10, single spaced, indented, and have a space between each entry.
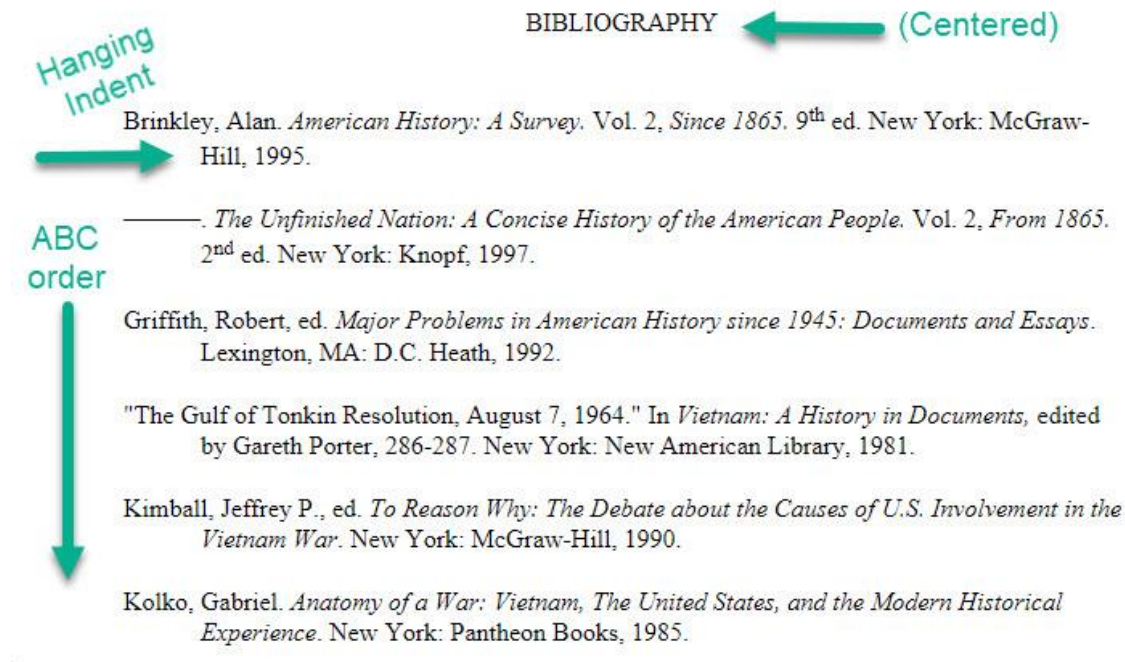
The easiest way to create your endnotes page is to just copy all of your footnotes and paste them at the end, formatting them yourself with the correct numbers. Just make sure to double check that they're in the right order!

Bibliography

The last part of your Chicago Style citations will be the Bibliography. There are a few major differences between the Bibliography and the Notes: The formatting, the information needed for the citation, and the order of that information in the citation. In this tutorial we'll be focused on the formatting. If you need assistance with figuring out what information you need for your bibliography entry and what order that information is in, take a look at the Chicago Style Handbook offered on the Writing Center webpage under **Resources**.

Now, let's see at an example of what a bibliography looks like.

BIBLIOGRAPHY ←——— (Centered)

Hanging Indent

Brinkley, Alan. *American History: A Survey*. Vol. 2, *Since 1865*. 9ᵗʰ ed. New York: McGraw-Hill, 1995.

ABC order

———. *The Unfinished Nation: A Concise History of the American People*. Vol. 2, *From 1865*. 2ⁿᵈ ed. New York: Knopf, 1997.

Griffith, Robert, ed. *Major Problems in American History since 1945: Documents and Essays*. Lexington, MA: D.C. Heath, 1992.

"The Gulf of Tonkin Resolution, August 7, 1964." In *Vietnam: A History in Documents*, edited by Gareth Porter, 286-287. New York: New American Library, 1981.

Kimball, Jeffrey P., ed. *To Reason Why: The Debate about the Causes of U.S. Involvement in the Vietnam War*. New York: McGraw-Hill, 1990.

Kolko, Gabriel. *Anatomy of a War: Vietnam, The United States, and the Modern Historical Experience*. New York: Pantheon Books, 1985.

First, the word "BIBLIOGRAPHY" is centered at the top with a space underneath. Each citation entry is still single spaced with what's called a hanging indent. To create a hanging indent, select the text and right click it. Then go down to **Paragraph…**
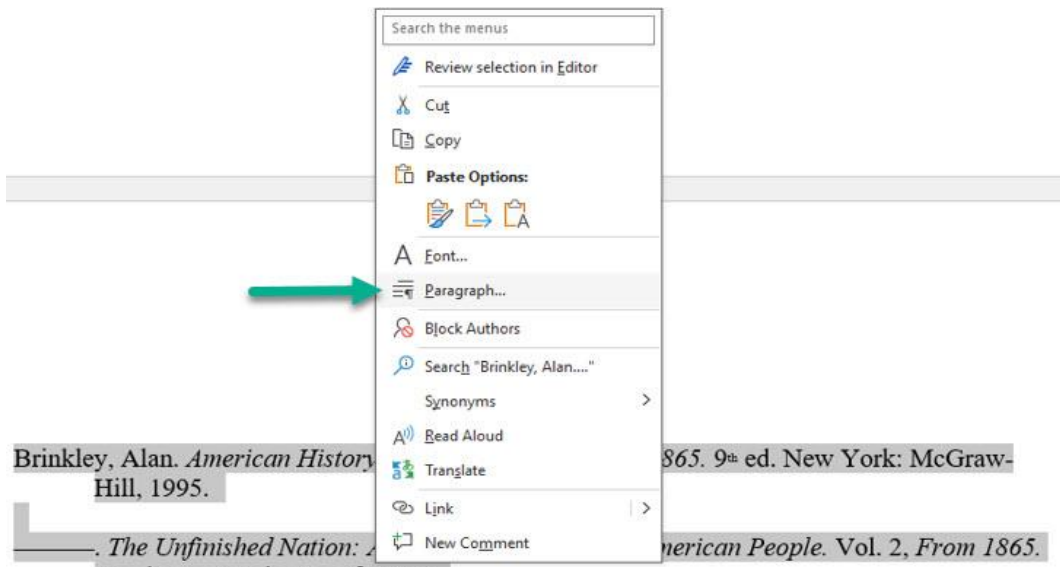
Clicking **Paragraph…** will pull up a formatting options box. Under **Indentation** look for the word **Special** with a drop-down menu. From that menu, select **hanging**
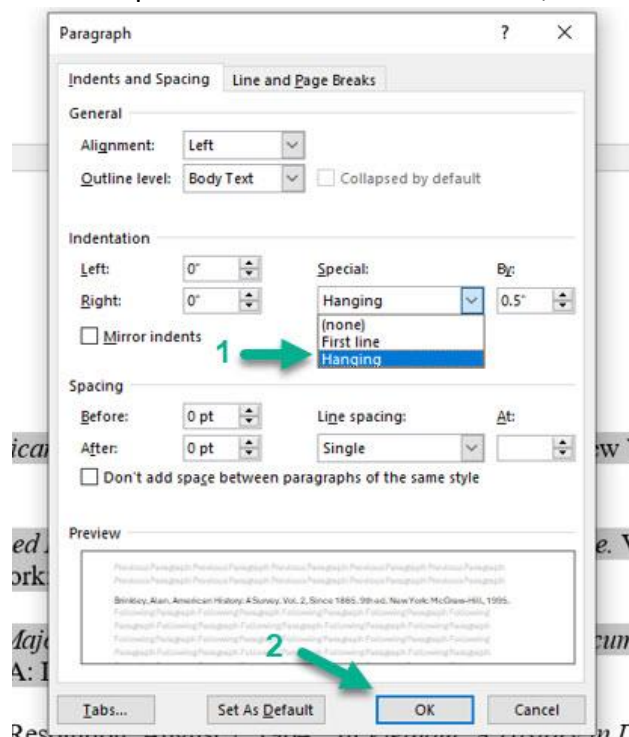
After you have your hanging indent, make sure there is one space in between each of your entries and that it's 12 point font.

"The Gulf of Tonkin Resolution, August 7, 1964." In *Vietnam: A History in Documents,* edited
    by Gareth Porter, 286-287. New York: New American Library, 1981.
          (Space)
Kimball, Jeffrey P., ed. *To Reason Why: The Debate about the Causes of U.S. Involvement in the*
    Vietnam War. New York: McGraw-Hill, 1990.
          (Space)
Kolko, Gabriel. *Anatomy of a War: Vietnam, The United States, and the Modern Historical*
    Experience. New York: Pantheon Books, 1985.

Then your bibliography will be properly formatted! If you need any help or extra guidance for
citing in Chicago Style, feel free to make an appointment with the Writing Center to receive one-
on-one professional assistance. Appointments are available both in-person and online.