Writing and Study Skills Services – Laurier Brantford
Formatting a Chicago-Turabian (Notes and Bibliography) Paper:
Quick Reference Guide

Page Numbers

- Number pages in the body of the paper and the bibliography with Arabic numerals, starting on the first page of text. Do not number the title page.
- Page numbers are usually placed flush right in the header.
- On pages that have a title, such as the first page of your essay or the bibliography, the page number can be centred in the bottom footer.

Margins/Font

- Leave a margin of at least 1 inch (2.54 cm) on all four edges of the page.
- 12-point Times New Roman font is preferable, and 10-point for footnotes or endnotes, table titles, and figure captions.

Title Page

- Use the same font and format for the titles of all elements, which traditionally will be centered and in Times New Roman type with all capital letters.
- Place the title of the paper a third of the way down the page, usually centred. If the paper has both a main title and a subtitle, put the main title on a single line, followed by a colon, and begin the subtitle on the next line.
- Several lines below it, place your name along with any information requested by your instructor, such as the course title (including its department and number) and the date.
- The date appears in this format: March 15, 2007

Spacing/Paragraphs/Indentation

- Double-space all text in papers except the following items, which should be single-spaced:
    - Block quotations
    - Table titles and figure captions
- The following items should be single-spaced internally but with a blank line between items:
    - Footnotes or endnotes
    - Bibliographies or reference lists

Headings/subheadings

- The first page of text should begin with the title of your paper, centred.
- Long class papers may be further divided into sections, which in turn may be divided into subsections, and so on.
- If you create formal sections in a paper, you may give each one its own title, also called a *subheading* or a *subhead*. You may have multiple levels of subheads, which are

designated *first-level, second-level,* and so on. The level of subhead will dictate the formatting and positioning of the section title within the document.

- Unless you are writing a very long and complex paper, think carefully before using more than two or three levels of subheads. Don't further divide your content unless you will have at least two subheads at the next level.
- Unless your local guidelines have rules for subheads, you may devise your own format for them. Each level of subhead should be consistent and different from all other levels. Higher-level subheads should be more visually prominent (ex. Centred, bold or italic type, or capitalized and flush left) than lower-level ones.
- Put an extra blank line before and after subheads; do not end them with a period.

How to incorporate a figure or a table

- A table or figure should follow as closely as possible the paragraph in which you first mention it.
- If the table or figure does not fit on the rest of the page but is smaller than a full page, continue the text to complete the page and place the table or figure at the top of the next page.
- You may group smaller tables or figures on a page, as long as they are clearly distinct from one another. Grouped tables generally retain their own titles. If grouped figures are closely related, give them a single number and a general caption; otherwise use separate numbers and captions.
- If a table or figure is one full page or larger, put it in an appendix or a section labelled *Illustrations* after the body of your paper.
- Whenever you can, format tables and figures to fit on one page in the normal, or *portrait*, orientation. If they do not fit, try shortening long column heads or abbreviating repeated terms.
- You must acknowledge the sources of any data you use in tables and figures that you did not collect yourself. You must do this even if you present the data in a new form, such as in a graph based on data originally published in a table
- Treat a source line as a footnote to *a table* or as part of a caption for a figure. Introduce the source line with the word *Source(s)* (capitalized, in italics, followed by a colon).
- A source line should be flush left, single spaced. End a source line with a period.
- Cite the source as in a full note, including the original table or figure number or the page number from which data were taken. Unless you cite this source elsewhere in your paper, you need not include it in your bibliography.
- In general, every table should have a number and a title. Place these items flush left on the line above the table, with the word Table (capitalized, in roman type), followed by the table number (in Arabic numerals), followed by a period. After a space, type the title and do not add a period at the end. Capitalize the title sentence style. If a title runs onto more than one line, the run overs should be flush left, single spaced.
- Number tables separately from figures, in the order in which you mention them in the text.
- Every figure in your paper should have a number and a caption. If you include only a few figures in your paper and do not specifically refer to them in the text, omit the numbers. Figure captions may be presented in a smaller typeface than the rest of your text.

- On the line below the figure, write the word Figure (flush left and capitalized), followed by the figure number (in Arabic numerals), followed by a period. After a space, give the caption, usually followed by a terminal period. If a caption runs onto more than one line, the run overs should be flush left, single spaced.

Chicago (Notes and Bibliography) Sample Title Page

AN ANALYSIS OF LOVE WITHIN FAITH-BASED
MARRIAGE

Zoey Waldorf
Religion 103
March 15, 2007
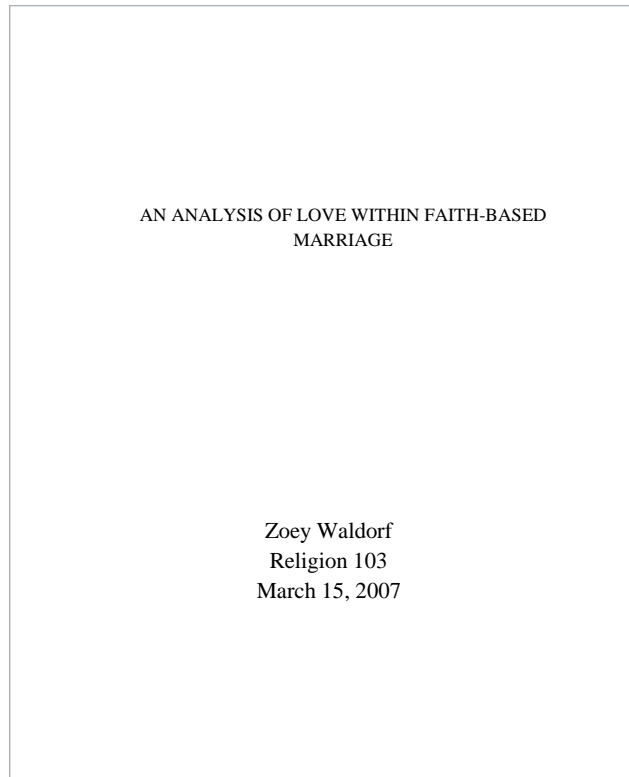
Chicago (Notes and Bibliography) Sample Table

Table 1. Title

	North America	Europe	Emerging markets	Total
Pass to the next generation of the family	84	48	38	51
Sale to private equity investor	22	14	6	20
Trade sale to another country	15	22	20	15
Sale to management team	9	19	7	14
Flotation/PO	4	9	19	11
Management changes	0	1	6	2
Merger or acquisition	0	2	6	2
Other	7	2	7	5

Source: Cite the source as in a full note, including the original table or figure number from which the data were taken.