

Chicago Style Paper Formatting Checklist

General Formatting

Margins & Spacing

- ☐ **Margins:** 1 inch on all sides (top, bottom, left, right)
- ☐ **Font:** 12-point Times New Roman (or similar readable font)
- ☐ **Line spacing:** Double-space entire paper
- ☐ **Paragraph indent:** 0.5 inch (or one tab) for first line
- ☐ **Alignment:** Left-aligned (not justified)

Page Numbers

- ☐ Top right corner or centered at bottom
 - ☐ Begin numbering on first page of text
 - ☐ Use arabic numerals (1, 2, 3...)
 - ☐ No page number on title page (if included)
-

Title Page (Optional for Student Papers)

Required Elements

- ☐ **Paper title:** Centered, 1/3 down the page
- ☐ **Author name:** Centered, several lines below title
- ☐ **Course information:** Centered below author
 - Course name/number
 - Professor name
 - Date
- ☐ **No page number** on title page

Alternative: No Title Page

If no title page, place info at top of first page: - ☐ Your name - ☐ Professor name - ☐ Course name - ☐ Date - ☐ Title centered, one double-space below

Headings & Subheadings

Main Heading (Level 1)

- ☐ Centered, bold
- ☐ Title case capitalization
- ☐ No ending punctuation

Subheading (Level 2)

- ☐ Centered, italics
- ☐ Title case capitalization

Sub-subheading (Level 3)

- ☐ Left-aligned, bold
- ☐ Title case capitalization

Example:

Main Heading: Centered and Bold
Subheading: Centered and Italic
Sub-subheading: Left-Aligned and Bold

Block Quotations

When to Use

- ☐ Prose quotations of **5+ lines** (100+ words)
- ☐ Poetry quotations of **2+ lines**

Formatting

- ☐ Start on new line
- ☐ Indent entire quote 0.5 inch from left margin
- ☐ Single-space within quote
- ☐ Double-space before and after quote
- ☐ No quotation marks
- ☐ Footnote/citation after ending punctuation

Example:

Regular text here.

This is a block quotation that is longer than five lines. It is indented from the left margin and single-spaced within the block. Notice there are no quotation marks around the text. The citation appears after the final punctuation.¹

Regular text continues.

Footnotes/Endnotes (Notes-Bibliography System)

Formatting

- ☐ Superscript numbers in text (after punctuation)
- ☐ Numbers sequential throughout paper
- ☐ Footnotes at bottom of page OR endnotes on separate page

Footnote Format

- ☐ Single-space within each note
- ☐ Double-space between notes
- ☐ First line indented 0.5 inch
- ☐ Font size: 10-point (smaller than body text)

Endnote Page (if used)

- ☐ Title: "Notes" centered at top
 - ☐ Place before Bibliography
 - ☐ Same formatting as footnotes
-

Bibliography/Reference List

Page Setup

- ☐ **Title:** "Bibliography" (NB) or "References" (AD) centered
- ☐ Start on new page
- ☐ Continue page numbering

Entry Formatting

- ☐ Alphabetize by author last name
- ☐ Hanging indent (0.5 inch for second line)
- ☐ Single-space within entries
- ☐ Double-space between entries
- ☐ No extra space between letters of alphabet

Bibliography entries look like:

Smith, John. Book Title: Subtitle. City: Publisher, 2023.
Smith, Mary. "Article Title." Journal Name 15, no. 3 (2023):
45-67.

Tables & Figures

General Rules

- ☐ Number sequentially (Table 1, Table 2; Figure 1, Figure 2)
- ☐ Title above tables, caption below figures
- ☐ Single-space titles/captions
- ☐ Source citation below if not your own

Table Format

Table 1. Title of Table

[table content]

Source: Author Name, Book Title (City: Publisher, 2023), 45.

Figure Format

[figure/image]

Figure 1. Caption describing the figure. Source: Author, Title, 45.

In-Text Citations

Notes-Bibliography System

- ☐ Superscript numbers in text
- ☐ Number placement: after punctuation
- ☐ No spaces before superscript

Example: This is a sentence.¹

Author-Date System

- ☐ Parenthetical citations with author and year
- ☐ Before ending punctuation
- ☐ Include page number for quotes

Example: This is a sentence (Smith 2023, 45).

Front Matter (If Required)

Order of Pages

1. ☐ Title page (if required)
2. ☐ Abstract (if required)
3. ☐ Table of contents (if required)
4. ☐ List of illustrations/tables (if required)

Abstract Format (if required)

- ☐ Single page after title page
 - ☐ "Abstract" centered at top
 - ☐ One paragraph, single-spaced
 - ☐ 150-250 words typical
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Back Matter Order

Page Sequence

1. ☐ Notes page (if using endnotes)
 2. ☐ Bibliography/References
 3. ☐ Appendices (if any)
-

Pre-Submission Checklist

Overall Formatting

- ☐ 1-inch margins all sides
- ☐ 12-point readable font
- ☐ Double-spaced throughout (except block quotes, notes)
- ☐ Page numbers on all pages (except title page)
- ☐ Paragraphs indented 0.5 inch

Title Page/Header

- ☐ Title page complete (if required) OR
- ☐ Name/course info at top of first page
- ☐ Paper title properly formatted

Citations

- ☐ All sources cited in text
- ☐ All citations have bibliography/reference entries
- ☐ Consistent citation system (NB or AD, not both)
- ☐ Proper footnote/endnote formatting

Bibliography/References

- ☐ Starts on new page
- ☐ Alphabetized correctly
- ☐ Hanging indents on all entries
- ☐ Proper spacing (single within, double between)

Block Quotes

- ☐ Indented 0.5 inch
- ☐ Single-spaced
- ☐ No quotation marks
- ☐ Proper citations

Professional Appearance

- ☐ No typos or spelling errors
 - ☐ Consistent formatting throughout
 - ☐ Headings formatted correctly
 - ☐ Tables/figures properly labeled
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Common Formatting Mistakes

- ☐ Justified text (creates uneven spacing)
 - ☐ Left-aligned only
 - ☐ Extra spaces between paragraphs
 - ☐ Standard double-spacing with paragraph indent
 - ☐ Block quotes in quotation marks
 - ☐ No quotation marks for block quotes
 - ☐ Bibliography entries not alphabetized
 - ☐ Strict alphabetical order by last name
 - ☐ Missing hanging indent in bibliography
 - ☐ All entries need hanging indent
 - ☐ Single-spacing entire paper
 - ☐ Double-space body text
-

System-Specific Reminders

Notes-Bibliography

- Main use: Humanities, history, arts
- In-text: Superscript numbers
- Citation method: Footnotes or endnotes

Author-Date

- Main use: Sciences, social sciences
 - In-text: Parenthetical (Author Year)
 - No footnotes/endnotes for citations
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Consult your instructor's requirements first, as they may have specific formatting preferences that override standard Chicago style.

For complete formatting rules: *The Chicago Manual of Style* (17th ed.) or chicagomanualofstyle.org

