SAMPLE CHICAGO PAPER: KNOW HOW TO FORMAT YOUR PAPER

Your Full Name
CLS 123: Course Title
July 2, 2020

The paper has one-inch margins all around. You might have to change your margins in "Page Setup."  The entire paper, including the heading and title, needs to be in the same type and font size (recommended is Times New Roman 12pt, but in general it should be no smaller than 10pt).  Each page has a simple Arabic page number. In the Word's "Design" section, the "Different First Page" button needs to be selected so that the page numbers begin after the title page. The paper will be double-spaced throughout, with no extra space between sections or paragraphs; however, always follow your instructor's preference and be consistent.  Hit the enter key only once at the end of each paragraph.

Plagiarism must be avoided. It means taking someone else's words or ideas and passing them off as your own. For more information, visit the Trinity Western page on academic honesty.  To avoid plagiarism, use direct quotes, paraphrases, and summaries of other people's words or ideas, also known as outside sources, to support your own.  However, you must cite outside sources both with in-text citations and on the References page.

"Here is an example of a direct quote followed by an in-text citation."[1] You can also use the author's name in the signal phrase. Luther states, "blah blah blah."[2] Notice the fuller citation below. If you were to cite the same author more than once in the same paper, each subsequent note of that author would "take on the simpler form."[3]

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[1]The type of source you use will affect what the footnote looks like, so for this and all future footnotes I will be selecting a different source style to sample. Important to note also is that the footnote for the first time you cite a source will look different than the second time you cite that same source. I will place the type of source in brackets so you will know which one I refer to. You would not do this for an actual paper

[2] [Book] John Luther, *Title of Book*, (Publication City: Publisher, Year), #-#.

[3] Luther, *Title of Book*, #.

**Headings in CMS Style**

CMOS does not have hard and fast guidelines for how to use headings, but does have some guidelines that the user can ascribe to if the prefer. The Owl Purdue Writing Lab recommends the following:

- Maintain consistency and parallel structure in headings and subheads.

- Use headline-style for purposes of capitalization.

- Subheadings should begin on a new line.

- Subheadings can be distinguished by font-size.

- Ensure that each level of hierarchy is clear and consistent.

- Levels of subheads can be differentiated by type style, use of boldface or italics, and placement on the page, usually either centered or flush left.

- Use no more than three levels of hierarchy.

- Avoid ending subheadings with periods [4]

Above all, though, what matters for CMOS style is to be consistent with your formatting.

Method

**Participant Population**

There is a loosely recommended "hierarchy" for how one formats subheadings in CMOS. You can refer to Appendix A for a chart with how to format headings.

**Teachers.** Here you would begin to write about a sub-group of your participants without beginning a new paragraph.

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[4] "General Format", Purdue Owl Writing Lab, Purdue University, accessed April 18, 2019 [note: only use access dates for web resources that do not include published dates], https://owl.purdue.edu/owl/research_and_citation/chicago_manual_17th_edition/cmos_formatting_and_style_guide/general_format.html

**Students.** Here you would begin to write about a sub-group of your participants without beginning a new paragraph.

<div align="center">Appendices and Figures</div>

You may also want to use pictures, charts, tables, and figures in your paper. For these graphics, make sure that you are consistent with labels throughout your paper (i.e., Table 1, Table 2, Table 3 or Figure 1, Figure 2, Figure 3). You would also generally want to use the figure or table as soon as they are referred to, to prevent confusion. So, to follow this, let us go back to Table 1:

| Chicago Headings | |
| --- | --- |
| Level | Format |
| 1 | **Centered, Boldface or Italic Type, Headline-style Capitalization** |
| 2 | Centered, Regular Type, Headline-style Capitalization |
| 3 | **Flush Left, Boldface or Italic Type, Headline-style Capitalization** |
| 4 | Flush left, roman type, sentence-style capitalization |
| 5 | **Run in at beginning of paragraph (no blank line after), boldface or italic type, sentence-style capitalization, terminal period.** |

You would include the footnote citations immediately after.[5]

Figures are cited in much the same way:

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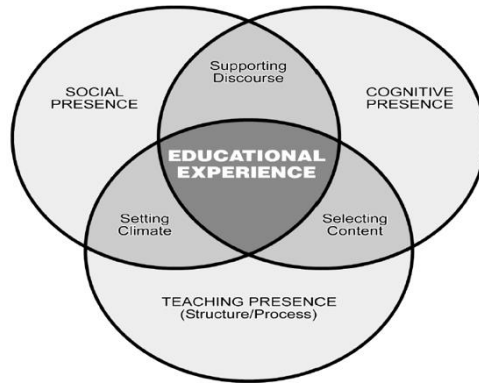[5] Purdue Owl Writing Lab, "General Format"

Figure 1: Community of Inquiry Model (Garrison et al., 2009).[6]

You should always place a brief caption explaining the figure and include the citation at the end of the figure.

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[6] [Journal Article] Dave Garrison et al., "Title of Article." *Publication Where Article Appeared* 000 [volume number], no. # (Date): page #, doi/url.

Bibliography

Garrison, Dave, Author B, Author C, Author D, Author E. "Title of Article," *Publication Where*

    *Article Appeared* 000, no. # (Date): page range. doi/url.

Luther, John. *Title of Book*. Publication City: Publisher, Date.

Purdue University. "General Format." Purdue Owl Writing Lab. Accessed April 18, 2017.

    https://owl.purdue.edu/owl/research_and_citation/chicago_manual_17th_edition/cmos_fo

    rmatting_and_style_guide/general_format.html.

Please note: Bibliography is double spaced with hanging indent.