



## Chicago Style Guide: Title Page and Paper Formatting

### General Style Information

- Size 12 point font
- Recommended fonts: Times New Roman, Arial, or Calibri
- 1-inch margins on all sides
- Page numbers in the upper right-hand corner
  - Except for the title page, which does **NOT** have a page number
  - The paper's first content page begins with the page number 1

**Speaking and Writing Center [1]:** Because Arial and Calibri are sans scripts, they are preferred. There is research to suggest that sans scripts are better for accessibility.

### Title Page

- Centered and double-spaced
- **NO NUMBER** in the right-hand corner

**Title of Paper:**

**Subtitle of Paper**

Student Name

HIST 299: Introduction to the Study of History

January 10, 2023

**Speaking and Writing Center [2]:** Title in bold, a third of the way down the title page. The colon is only used if there is a subtitle. If there is a subtitle, it is bolded and put it in the next line.

**Speaking and Writing Center [3]:** Skip three double spaced lines

**Speaking and Writing Center [4]:** Four letter subject code followed by number of course and title of course

**Speaking and Writing Center [5]:** Date

**Speaking and Writing Center [6]:** If you make an A-Level heading two points larger than the body text, then ALL A-Level headings throughout the paper should follow the same format. This keeps readers from getting confused about organization and the significance of each section.

**Speaking and Writing Center [7]:** Highly complex papers have multiple heading levels to organize the content for clarity and to designate the significance of each section. Undergraduate papers will likely not need more than, at most, the first few levels.

**Speaking and Writing Center [8]:** Chicago often refers to subheading levels with alphabetical levels (e.g. A-Level, B-Level, C-Level, etc.). A-Level is the highest level, and therefore the most important level. Use no more than 3 levels of heading/subheadings.

### Headings and Subheadings

- Chicago does **not** have a specific style system for headings; however, you should be consistent in your formatting.
- General Chicago recommendations:
  - Use the **same** 12-point font as the body text for the headings **unless** there is more than one heading level
  - Fonts for headings **may** be a different size than the content text
    - Larger by one or two points for A-level



- Smaller by one or two points for lower levels
- Put each heading on its **own** line, centered or flush left
  - Centered designates greater importance and is used for higher-level subheadings
- Headline-style capitalization for headings and subheadings (without a period)
- Run-in headings, which are the **lowest** level of headings, do **not** have their own line, are italicized or bolded, use sentence-style capitalization, and have a period at the end

**Speaking and Writing Center [9]:** A heading on its own line means that the content text of the paper begins on the line below. The only exception is run-in headings, a heading which begins the paragraph, which are the lowest possible heading level, which do "not" have their own line. However, these might appear in bold or italics to distinguish them.

### A-Level Heading

#### B-Level Heading

#### C-Level Heading

#### D-level heading

*Run-in headings.* Content text begins immediately after.

**Speaking and Writing Center [10]:** A-Level headings are typically bold and centered. They use headline-style capitalization, which means that every important word is capitalized. Less important words, like "to," "in," "is," "a," "with," etc., are not capitalized.

**Speaking and Writing Center [11]:** A B-level heading should be distinguished by a smaller font size and lack of bold. However, it can still be centered. If it's a subheading, it should be treated like the mid-level (C and lower) in terms of placement (i.e. it would be left justified).

**Speaking and Writing Center [12]:** Mid-level headings are less important, so they are flushed left. C-Level headings use headline-style capitalization and may be italicized or bolded. D-Level headings use sentence style capitalization, which means that, like when writing a sentence, only the first letter is capitalized.

**Speaking and Writing Center [13]:** Run-in headings do not have their own line, which means that content text begins on the same line as the heading. Run-in headings use sentence style capitalization and end with a period. They can be italicized or bolded.

## How to Format Page Headers

#### In Word:

- Click the "**layout**" tab
- Select "**breaks**"
- Under "section breaks," select "**next page**"
- Go to the header of the first content page, **unselect** the option "**link to previous**" in the navigation subsection of the header and footer tab
- **Insert page number** on first content page in the top-right corner
- Click "page number" in the "header & footer" section and select "**format page numbers**"
- Under page numbering," select "**start at**" and type 1

#### In Google Docs:

- Click "**insert**"
- Select "**page numbers**"
- Select the **top right** option
  - The visual should depict a front page without a number and a page behind it with a 1 in the top-right corner