Chicago 17th Ed. Formatting Guide

Your teachers expect to receive papers that are properly formatted and laid out. Use the following guidelines when setting up your paper. It is easiest if you use the correct settings from the beginning; otherwise you will have to go back and reformat your paper.

Overall Page Layout

- One inch margins on sides, top and bottom.
- Use Times or Times New Roman 12pt font.
- Double-space the text of the paper.
- Use left-justified text, which will have a ragged right edge. Do not use fully (newspaper-style) justified text.
- Use a 1/2" indent for paragraph beginnings, block quotes and hanging (bibliography) indents.
- Number the pages in the top right corner of the paper, beginning with the first page of text. It’s a good idea to include your last name as well, in case pages become separated. Number straight through from the first text page to the final bibliography page but do not count any pages after the end of the text as part of your page count. (A five-page paper may also have a cover page, two pages of notes and one page of bibliography which is nine pieces of paper.)
- Ask your teacher if it is ok to print two-sided.

Cover Page

- Center the title of your paper in the middle of the page, halfway down.
- Center your name directly under the title.

From the Writing Center
at the Academic Resource Center

John Tyler Community College
• Your teacher’s name, course title and block, and date should be written in three lines and centered at the bottom of the page.

• Use Times or Times New Roman 12pt font for the title page. Do not try to make your cover page decorative by using **bold**, underline, or creative fonts.

• Do not put a page number on the cover page, and do not count it as part of the total page count.

**Assemble Your Paper in the Following Order**

• Cover/title page
• Body of the paper
• Appendix (if needed)
• Notes
• Bibliography

**Names and Numbers**

• Use full names of people and agencies/legislation the first time you use them. For agencies, include the acronym in parentheses after the full name when first used, e.g. Federal Emergency Relief Administration (FERA).

• After the first time you can refer to people by their last name or agencies/bills by their acronyms for the rest of the paper.

• Write out numbers lower than 100. (“All nine members of the Supreme Court...”)

**Footnotes and Endnotes**

• Footnotes go at the bottom of the page where the reference occurs; endnotes go on a separate page after the body of the paper. Both use the same formatting guidelines.
• Within the essay text: put the note number at the end of the sentence where the reference occurs, even if the cited material is mentioned at the beginning of the sentence.

• The note number goes after all other punctuation.

• Be sure to use Arabic numerals (1, 2, 3) nor Roman (i, ii, iii).

• Put the word Notes (not Endnotes) at the top of the page with your endnotes. Use Times/Times New Roman 10 pt font.

• Single space each entry; double space between entries.

• Indent the first line of each note.

• Never reuse a number - use a new number for each reference, even if you have used that reference previously.

• Be sure to look at shortened form examples for sources you refer to more than once.

• To cite multiple sources in a single note, separate the two citations with a semicolon. Never use two note numbers at the end of a sentence.