~The Chicago Style Template~

The Title of Your Essay Here
(One-quarter page down from top)

Your Name Here
(At the half-page mark)

Subject Name Here

Instructor's Name Here

Date Here
(All double-spaced)

(Insert a Page Break here to maintain a separation between your title page and page one)[1]

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[1] Title Page Format: When using a title page, insert a page break at the bottom of the page, and then go to the page layout preferences and check the "Different First Page" option top remove the page number and header box from the title page. Learn how to use your word processor's page layout features.

The main section of your essay will begin here, on page two, with your last name and the page number in a header, at the upper right corner. There is no page number on the title page. Your thesis and thesis statement should appear in the first paragraph at this point, and you will use raised Arabic numerals[2] to cite your sources in footnotes at the bottom of the page. This is the Chicago Style, and we will use this style in all papers for this course (including the use of a title page). The details for arranging information in notes are found in your handbook.[3] Your word processor will insert these footnotes and format them for you.

There are more than fifteen styles extant for various disciplines, but the MLA, the APA, and the Chicago Style are the most widely used. Most of the English-speaking world uses a variant of the Chicago style because it maintains cleaner text and allows more flexible access to both sources and ancillary material, thus promoting a more critical and interactive reading of the text.[4]

For this class, include the word count at the bottom of the final page of the essay body. You may finish your essay with an optional separate page for the Works Cited if you wish, where you can list the sources you used in writing the essay.[5]

Use the symbol "ibid." in your footnotes when you are referring to the same source as the previous citation, and add the page number if different. This too is optional, but can be a short cut.[6] You may also simply quote the author's name and page number in this case.

A solid, thorough handbook such as the one quoted here is your best reference tool. Shorter versions are incomplete and while you may choose any handbook to your liking, when in doubt, consult a full edition in the library or online.

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[2] These footnotes at the bottom of the page will indicate citations—direct quotes, paraphrases, and indirect references—as well as allow you the chance to add information of your own that might not be a direct part of your essay but is still of interest.

[3] Diana Hacker, *The Bedford Reader* (Boston: Bedford Books, 1998), 700.

[4] In other words, it serves not only as a reference tool, but as a writing tool as well, and this is why we'll use it: it is economical and flexible.

[5] This page is optional when you use the Chicago Style because all the information has already been listed in your footnotes. ☺

[6] ibid, 701. (Simple, no?) –or Hacker, 701.

Works Cited

List the sources you used (quote or refer to) in researching your essay on this separate page. You will find the format for this list in <u>The Bedford Handbook,</u> <u>A Writer's Resource</u>, or any other manual of style. This page is optional when you use the Chicago style because all the information has already been listed in your footnotes.

If you are asked for a Bibliography in one of your classes, you're requested to list all the sources you have read whether you use them (refer to them) or not.