Chicago Manual of Style Formatting in
Microsoft Word 2021 for Apple Products

This handout explains the procedures for formatting a Chicago Manual of Style (CMS) paper in Microsoft Word for Apple products. Microsoft Word programs on both Apple and Windows computers serve the same function and utilize the same tools. However, the various tools in Microsoft Word are found in different locations within the Apple version as compared to the Windows version.

For guidance on the rules of CMS citations, please see the Chicago Manual of Style Citation Guide handout on the Academic Center for Excellence website.
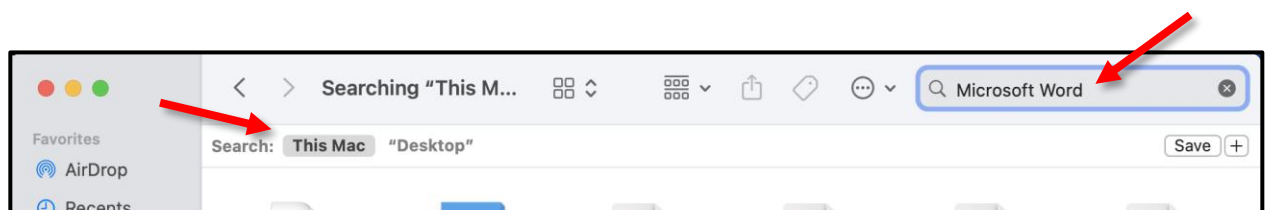
To begin a project if Microsoft Word appears on the desktop:
If Microsoft Word is already on the dock or desktop, click the icon to open it.

To begin a project if Microsoft Word is not on the desktop:
1. Open the "Finder" program, which shows all the files and applications on an Apple computer.
2. In the Finder window, type "Microsoft Word" in the Search bar to look for the application. Make sure the search criteria is set to "This Mac."
3. Double-click the application icon for "Microsoft Word" to open it.

The following steps detail how to use Microsoft Word to format a CMS document.

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Chicago Manual of Style Formatting Guide:

Navigate to specific sections of this handout by clicking the links below.

Step 1: Choosing Font Style and Size

Although Chicago Manual of Style does not require a specific font, Times New Roman is recommended. On the "Home" ribbon, click on the font drop-down menu (the small arrow next to the name of the font) to show available fonts.
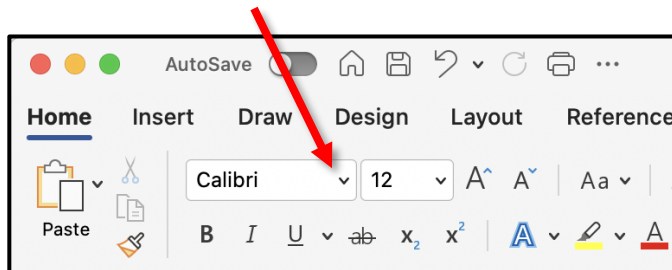

Scroll down and select "Times New Roman" or one of the other accepted CMS fonts (see other CMS resources). You can also begin typing in the font name in the text box to narrow down the list.
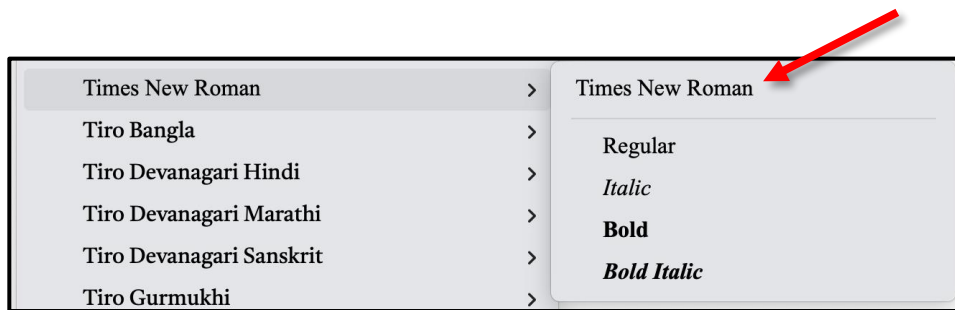

*Note: There are options listed under certain fonts, such as bold and italic, but selecting the first option of the font name will change the font without bolding or italicizing it.

Locate the box next to your Times New Roman font, which should display a number. The default font size may already be set to 12. If not, use the drop-down menu to select font size 12 for the document.
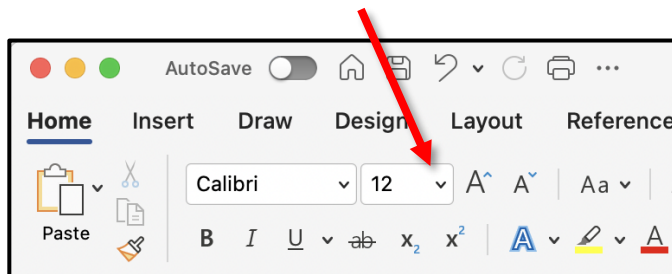
Step 2: Setting the Margins

Margins are often set to one inch by default. To set one-inch margins, click on the tab labeled "Layout." Click the "Margins" icon. Next, select the "Normal" setting.
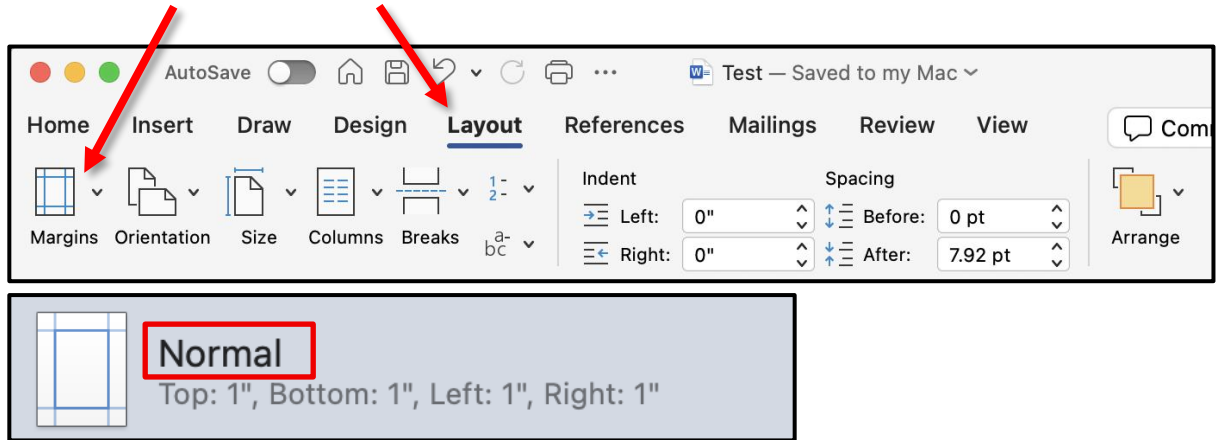

Step 3: Adjusting the Line Spacing

On the "Home" ribbon, select the "Line Spacing" icon (two blue arrows pointing up and down next to four horizontal lines). On the drop-down menu, select "2.0" for double spacing.
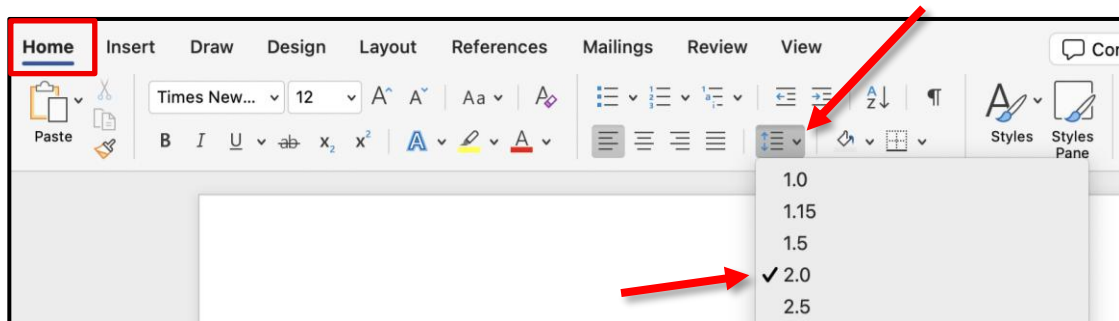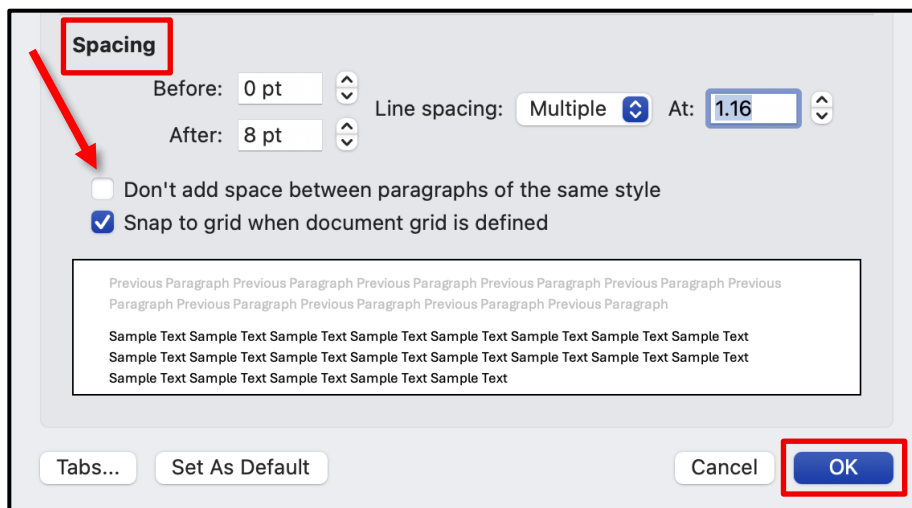
Step 4: Removing the Extra Space After the Paragraph

On the "Home" ribbon, select the "Line Spacing" icon again. At the bottom of the drop-down menu, select "Line Spacing Options…"
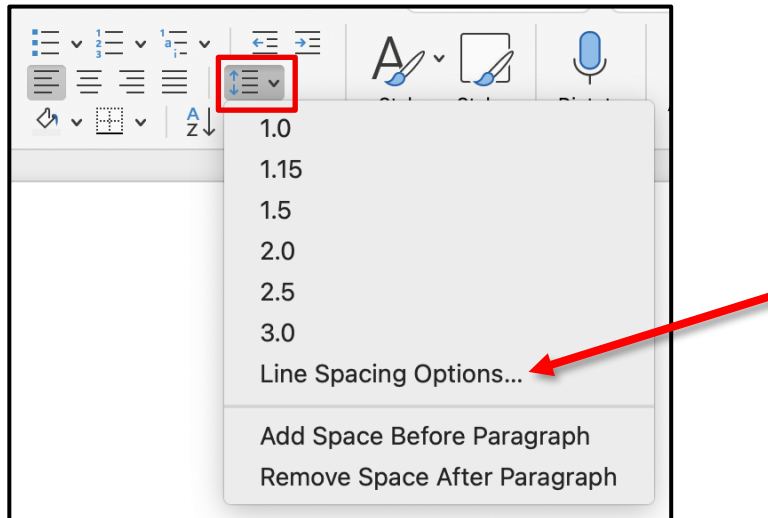

When the Paragraph dialog box appears, check the box for "Don't add space between paragraphs of the same style" in the "Spacing" area, if it is not already checked. Then click the "OK" button.
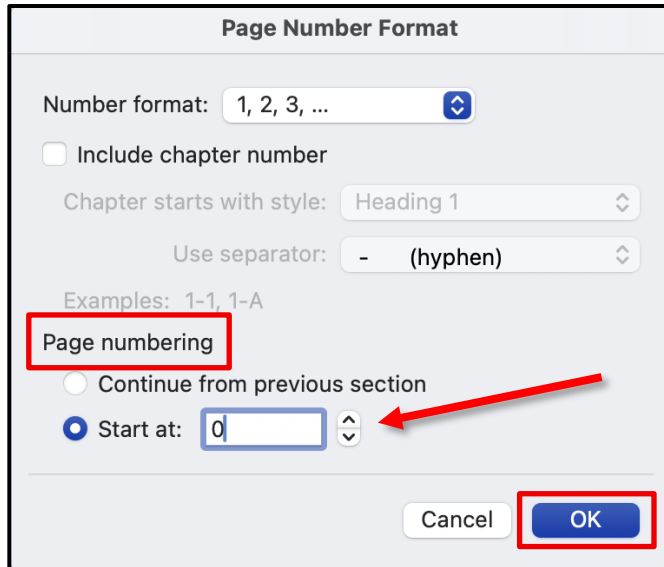
Step 5: Inserting a Page Number

Page numbers in Chicago Manual of Style start on the first page with text (i.e. not the title page). To insert a page number, click on the tab labeled "Insert." Click on the "Page Number" icon and select "Page Number" again.
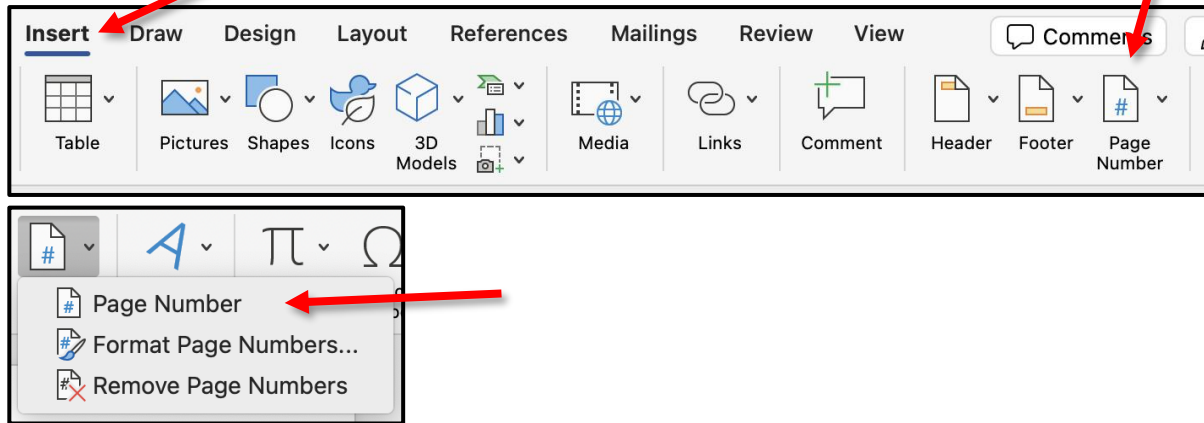
In the pop-up menu, select "Top of Page (Header)." Make sure that the "Alignment" is set to "Right" and that the checkbox for "Show number on first page" is NOT checked. Then select the "Format" button.
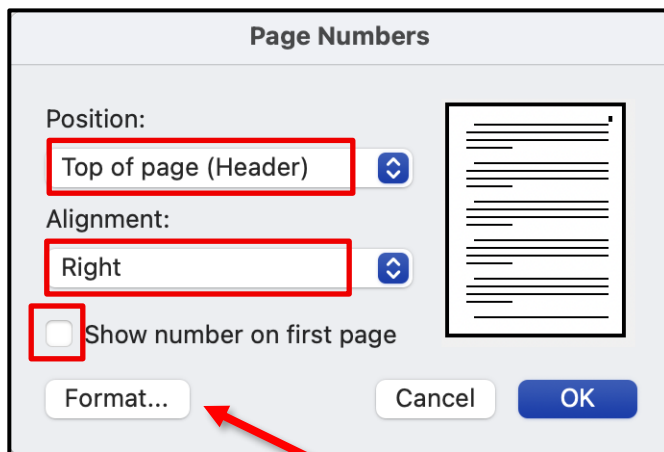
In the new pop-up menu, under "Page numbering," select the option "Start at:" and replace the 1 in the text box with 0. Hit "OK" to return to the original menu, and then "OK" again to apply your changes.
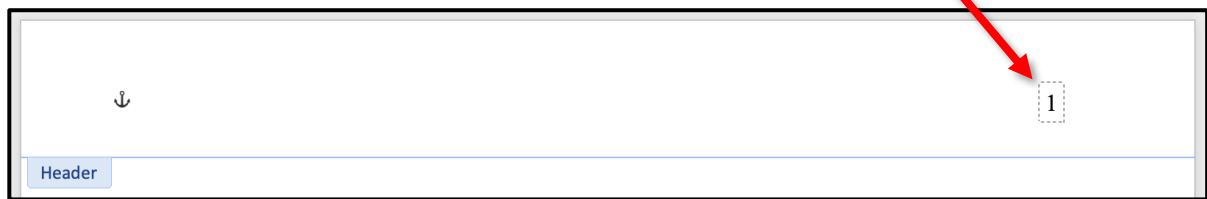
After adjusting these settings, a gray "1" should appear in the top right corner of the second page. Double-click the top of the page to open the Header editor.


Highlight the page number by double-clicking it. Next, change the font and font size to the ones you chose earlier, following Steps 1 and 2. Then double-click outside of the header to close it.

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Step 6: Creating a Title Page

After all the page specifications are set, the next step is to create the title page. Press the "Return" key until you are about 1/3 of the way down the page. Next, under the "Home" ribbon, select the "Center Text" alignment icon to center the title horizontally. Type the title of your essay. If the paper has a subtitle, hit "Return" to start a new line and type it below the title.
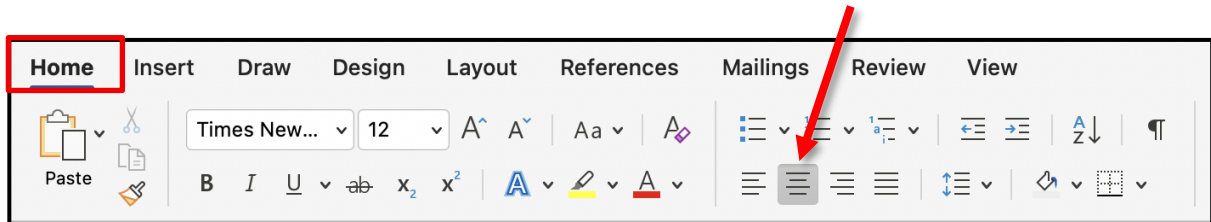

To create the identification information, keep the text alignment centered and press "Return" until the cursor is several lines below the title. Using the "Line Spacing" icon again, make sure that the line spacing option is now set to single-spaced (1.0). Type the student's name, the course information, and the due date, pressing the "Return" key after each entry.
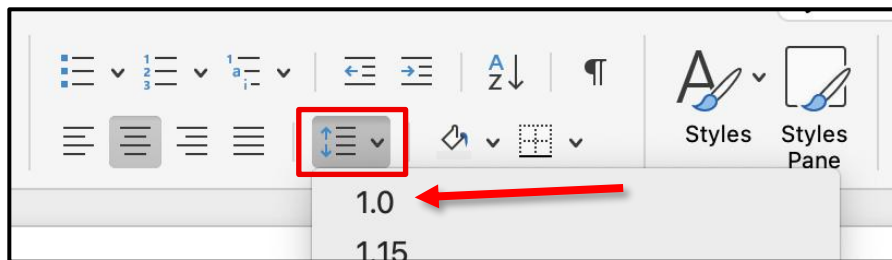

Step 7: Indenting the Paragraphs

After completing the title page, hold "Command" and press "Return" on the keyboard to start a new page for the body of the essay. Before writing the paragraphs of the essay, type the title of the paper again, and make sure it is centered.

Select the "Align Text Left" icon to move the cursor to the left side of the page.
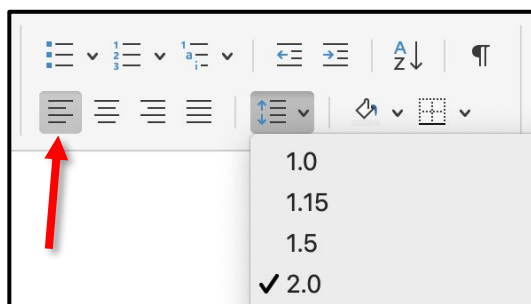
Use the "Line Spacing" icon to return to double-spacing (2.0).
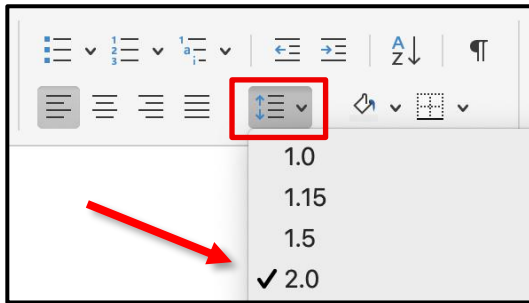
The beginning of each new paragraph should be indented. Click the "Tab" key on the keyboard before the beginning of each paragraph, or the "Increase Indent" icon on the "Home" ribbon, to indent them by 0.5 inches. Do not add an additional indent if new paragraphs are indented automatically.
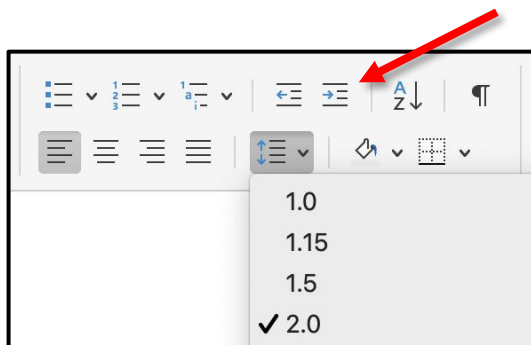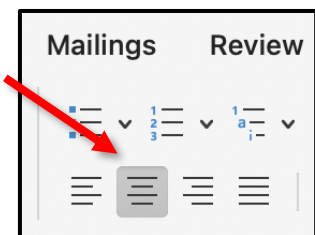

Step 8: Creating a References Page

To create a References page, a page break needs to be inserted. First, hit the "Return" key to move the cursor to a new line. Next, click the "Insert" tab and the "Page Break" icon. A page break can also be inserted using the "Command+Return" hotkey (see Step 9).
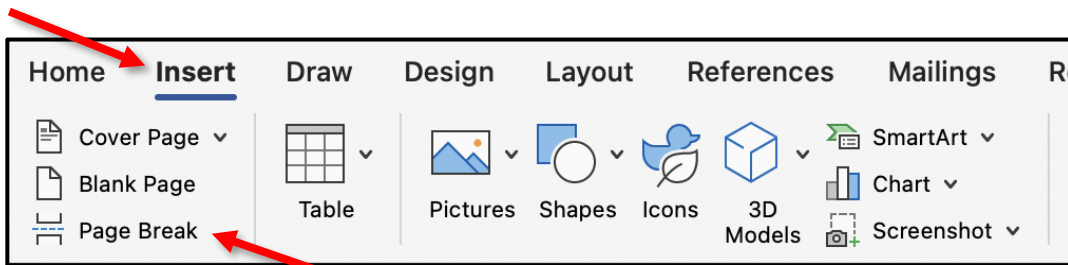
Once the page break has been inserted, click on the "Home" tab and click the "Center Text" icon. Type the title ("References" for Author-Date style, "Bibliography" for Notes and Bibliography style) and hit the "Return" key three times. Then align the text back to the left.

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Enter the citations single-spaced with an additional space between entries. (See other CMS resources for a guide.) Highlight the full list of citations and move your cursor to the menu bar at the top of the computer screen. Under "Format," select "Paragraph…"
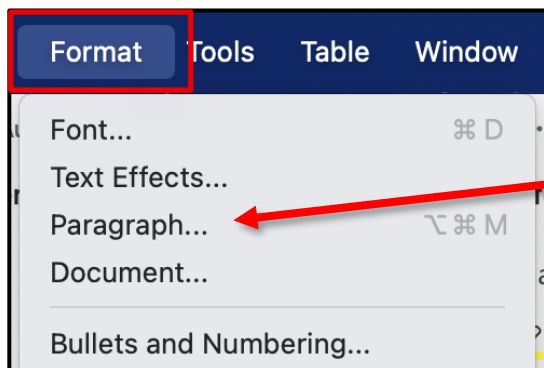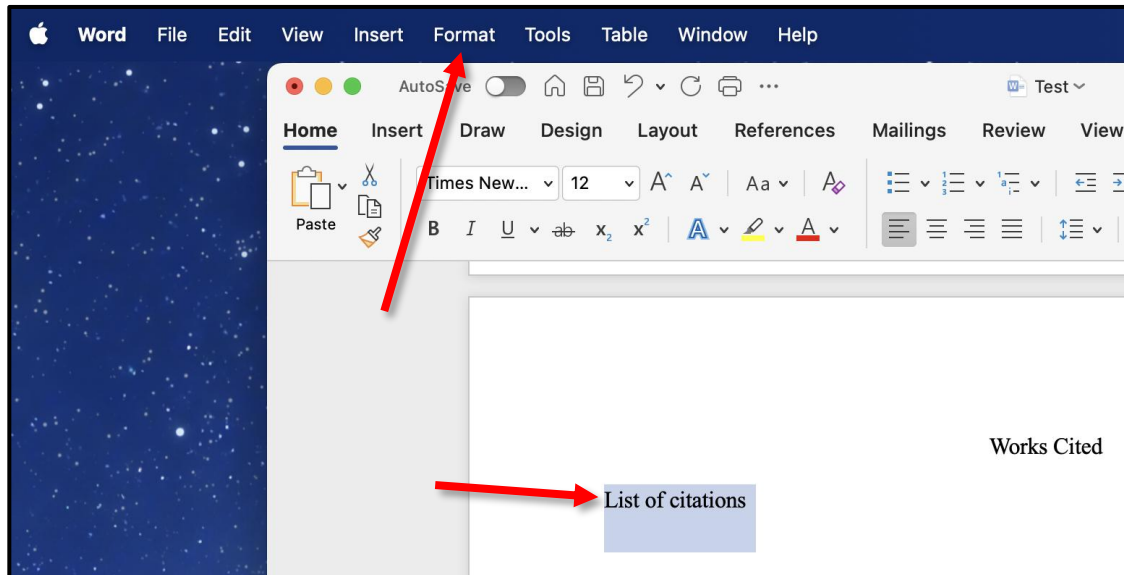
In the pop-up Paragraph settings window, click the "Special" tab within the "Indentation" section. In the drop-down menu, select "Hanging." Make sure the box beside it indicates "0.5" inches. Then click "OK" to close the pop-up window. This will apply a hanging indent to all of your selected citations.
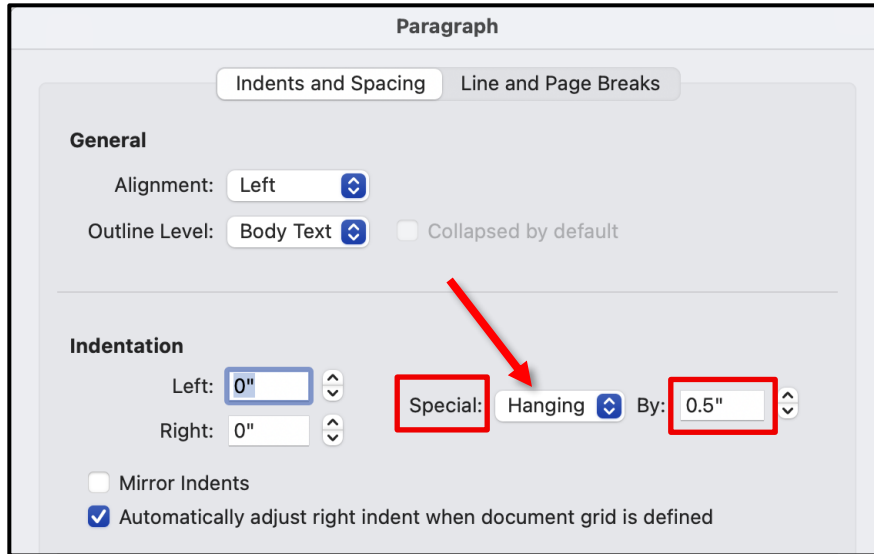
With the citations highlighted, use the "Line Spacing" icon in the "Home" tab again and select "1.0" to apply single-spacing to the citations. Press "Return" after each citation to add an extra space between citations.
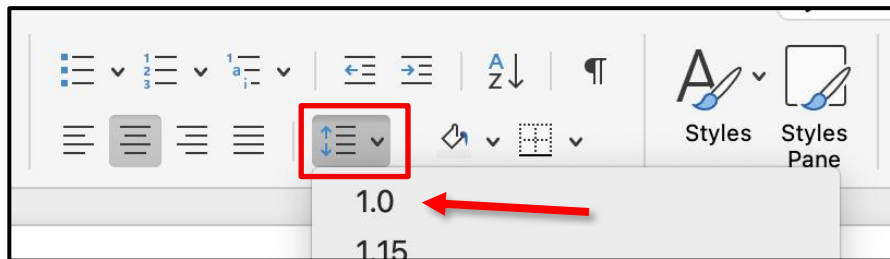
Step 9: Adding Footnotes

If you are required to use the "Notes and Bibliography" version of Chicago Manual of Style, you will need to use footnotes. They are not used in Author-Date CMS papers. At the end of each sentence that requires a footnote, you must select "References" and then click on "Insert Footnote." This will add a superscript number 1 after the sentence. These numbers should proceed chronologically throughout the document as more footnotes are added.
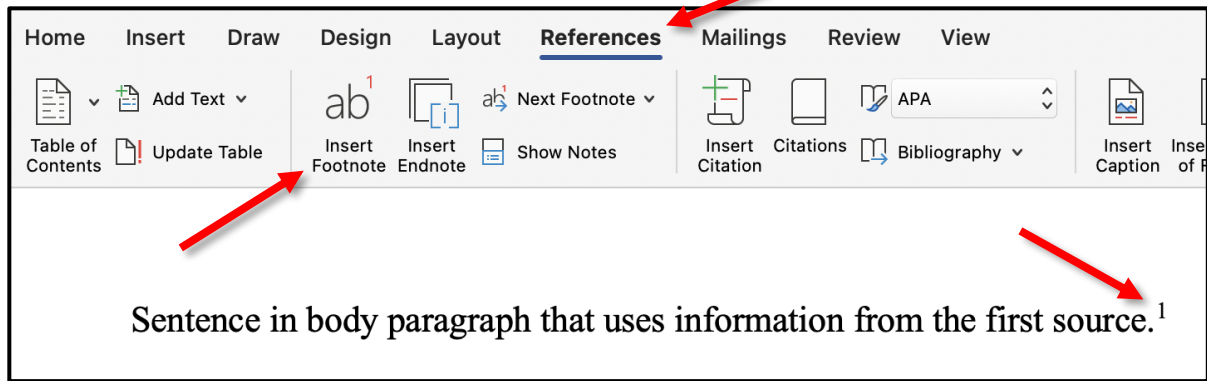
In addition to adding a superscript number at the point you selected, using "Insert Footnote" will automatically start a new footnote at the bottom of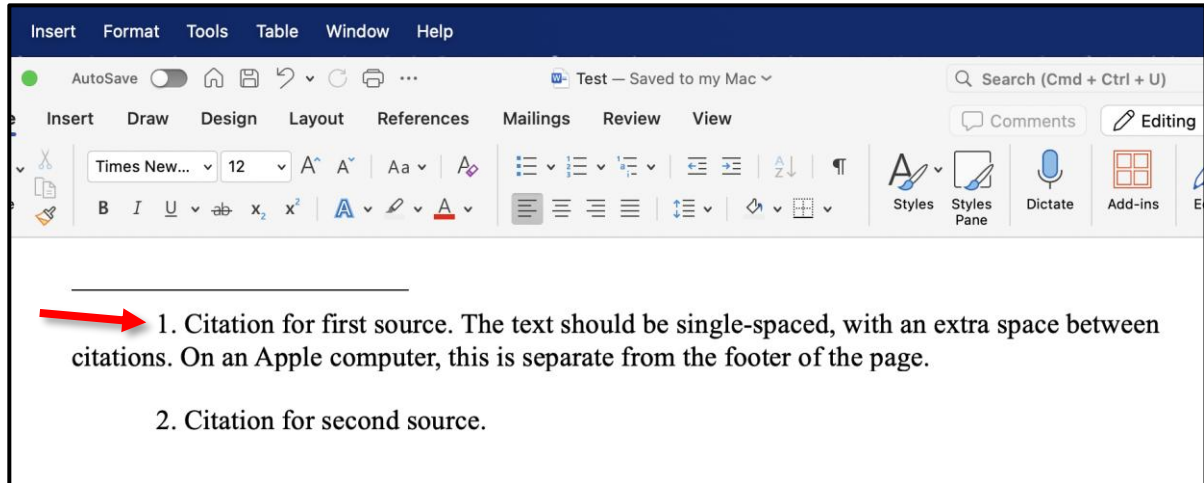 the page. Type the complete citation for the source as it appears on the References page. Repeat this for each source used in your paper, using abbreviated footnotes any time a source is used two or more times (see CMS formatting guides).

Highlight your full list of footnotes and open the Paragraph settings that you used to create a hanging indent (see Step 8). This time, however, under "Special," select "First Line," and in the "By:" box, type "0.5" followed by "OK."
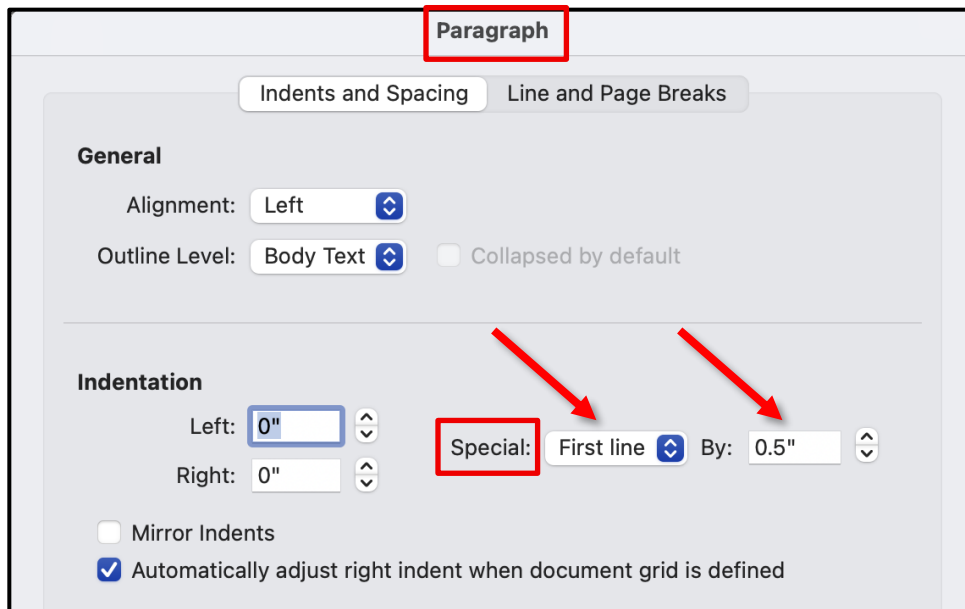
This will indent the first line of each of your footnote citations by half an inch. Similarly to the References page, citations should be single-spaced with an extra space between them. Make sure they match the font style and size of the rest of the paper.

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The number label for your footnotes should be the same font and size as the rest of the footnote. If the "Insert Footnote" tool creates a small/superscript number in front of your footnote citation, you can use the "Format Painter" tool to fix it. To work with the "Format Painter," select any text with the format you want, such as the text of your citation.
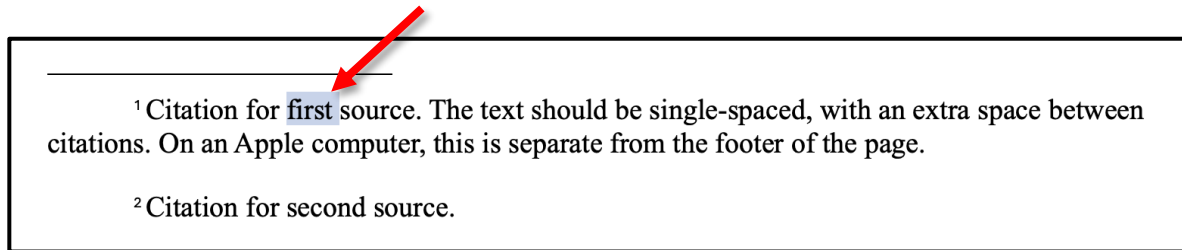
Click the "Format Painter" tool under the "Home" tab, which resembles a paintbrush, and then highlight the footnote number to apply the copied formatting.
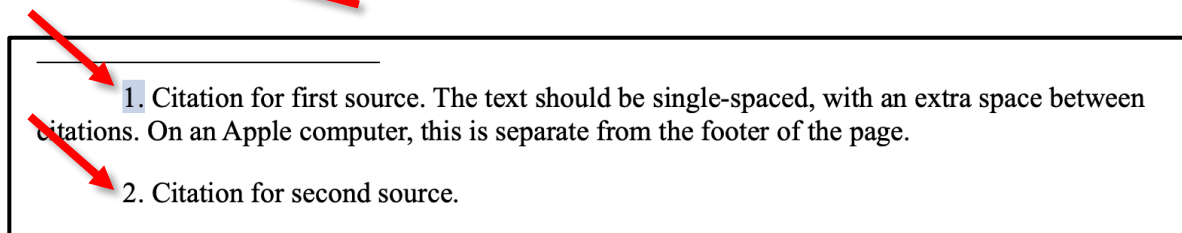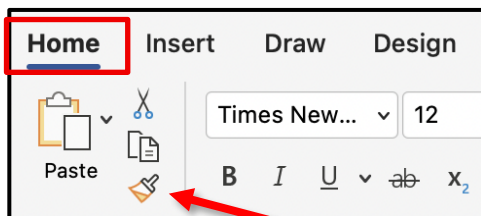
Make sure the font of the number matches the font of the citation and add a period.

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Additional Resources

For more information about the Chicago Manual of Style (CMS), please see the following handouts by Germanna's Academic Center for Excellence:

- [Chicago Manual of Style (CMS) Paper Checklist for College Writers](#)
- [Chicago Manual of Style Citation Guide](#)
- [CMS Format Guide: Notes & Bibliography Style](#)

For a visual reference of a CMS-formatted paper, please see the following handouts:

- [Chicago Author-Date Style Sample Paper](#)
- [Chicago Notes & Bibliography Sample Paper](#)

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