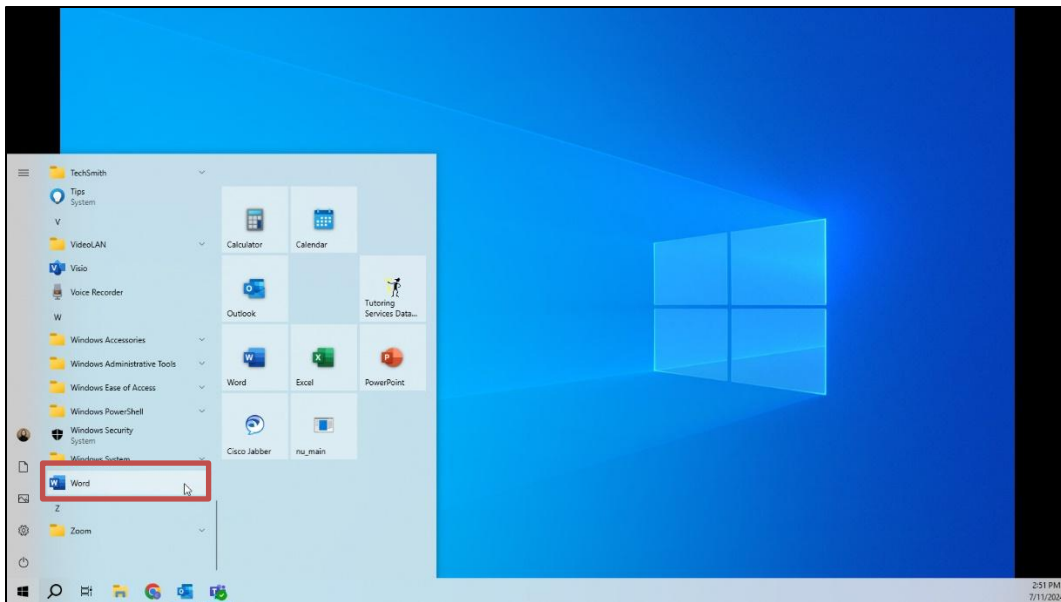


Chicago Manual of Style Formatting in Microsoft Word 2021 for Windows

This handout explains the procedures for formatting a Chicago Manual of Style (CMS) paper in Microsoft Word for Windows. Microsoft Word programs on both Windows and Apple computers serve the same function and utilize the same tools. However, the various tools in Microsoft Word are found in different locations within the Windows version as compared to the Apple 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 Microsoft Word project, click on the “Start” bar in the lower left corner of the screen. Scroll down and select “Word.”



The following steps detail how to correctly construct the document.

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](#) – p.3

[Step 2: Setting the Margins](#) – p.4

[Step 3: Adjusting the Line Spacing](#) – p.4

[Step 4: Removing the Extra Space after the Paragraph](#) – p.5

[Step 5: Inserting a Page Number](#) – p.5

[Step 6: Creating a Title Page](#) – p.7

[Step 7: Indenting the Paragraphs](#) – p.8

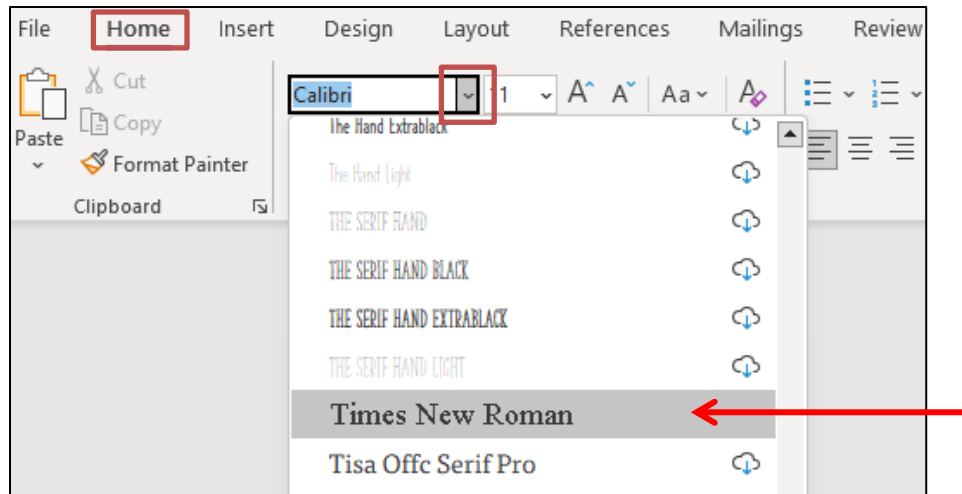
[Step 8: Creating a References Page](#) – p.9

[Step 9: Adding Footnotes](#) – p.10

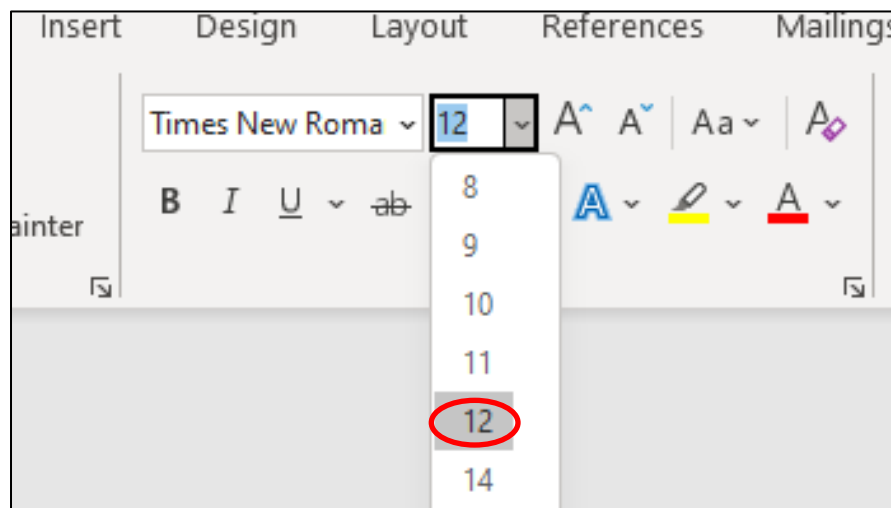
[Additional Resources](#) – p.13

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. Use the drop-down menu to scroll down and select the “Times New Roman” font.

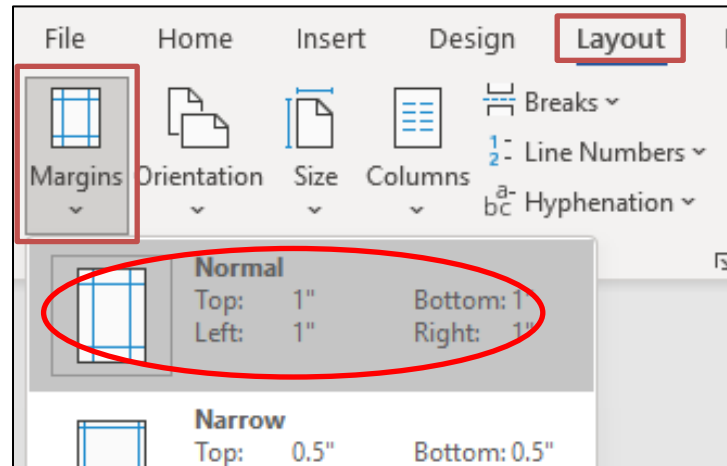


Locate the box next to your Times New Roman font, which should display a number. The default font size may already be set to 12. If not, use the drop-down menu to select font size 12 for the document.



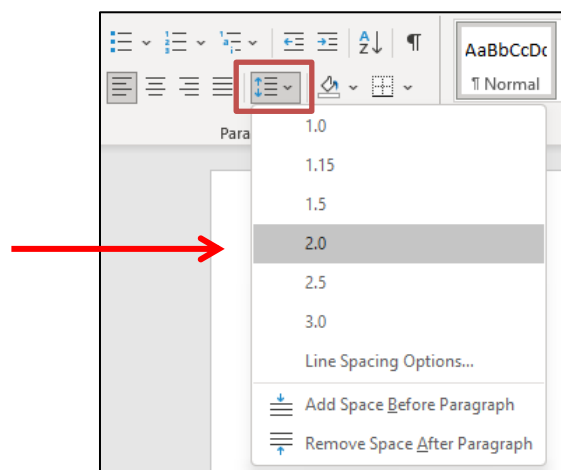
Step 2: Setting the Margins

Word automatically sets the margins of a new or blank document to one inch on all sides. To check the margins, click on the tab labeled “Layout.” In the “Page Setup” group, click on the icon labeled “Margins.” Next, unless it is already selected, select the “Normal” setting.



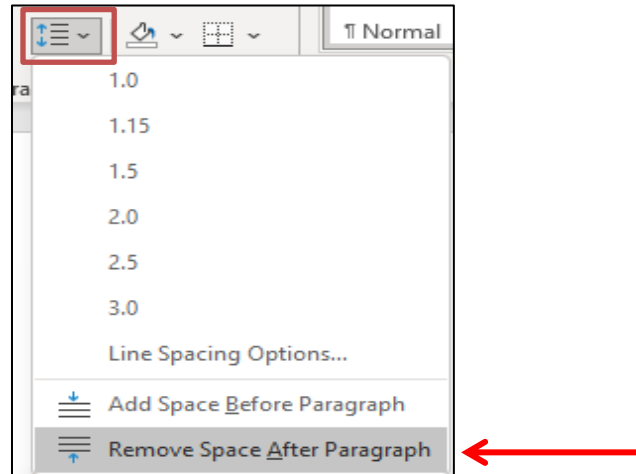
Step 3: Adjusting the Line Spacing

On the “Home” ribbon, in the “Paragraph” group, select the “Line and Paragraph Spacing” icon (two blue arrows pointing up and down next to two four horizontal lines). On the drop-down menu, select “2.0” for double spacing.



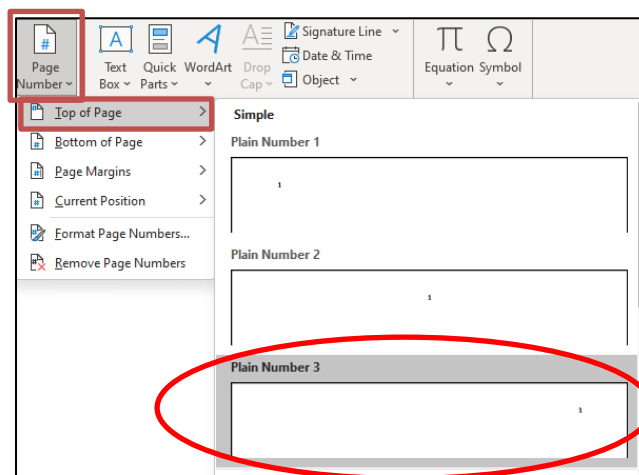
Step 4: Removing the Extra Space After the Paragraph

On the “Home” ribbon, “Paragraph” group, select the “Line and Paragraph Spacing” icon again. At the bottom of the drop-down menu, select “Remove Space After Paragraph.”



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” to open the “Insert” ribbon. Click on the option “Page Number.” Select “Top of Page” from the drop-down menu. This will create another separate drop-down menu with an option entitled “Plain Number 3”.

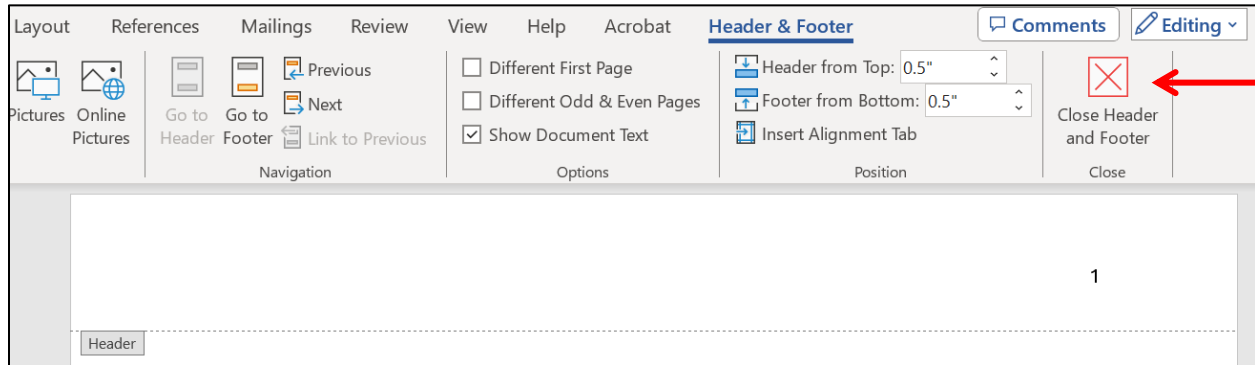


To delete the page number on the title page, go to “Insert,” click on “Header,” and select “Edit Header.” Check the “Different First Page” box.

In the header area labeled “First Page Header,” double-click and remove the page number.

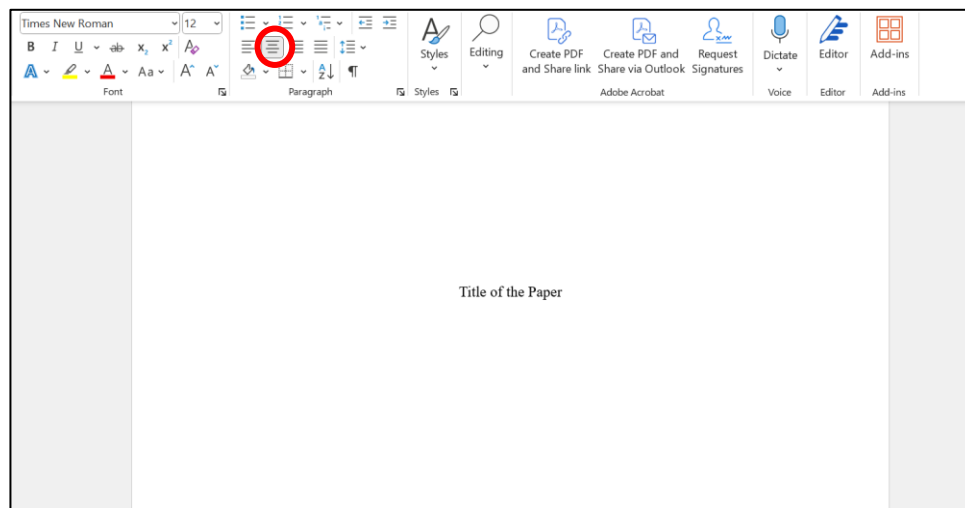
By selecting this option, a grey “2” will appear in the top right-hand corner of the page after the title page. To change it to a “1,” press “Insert,” “Page Number,” and finally “Format Page Numbers.” Change the “Page numbering” to start at 0.

Highlight the entire line by pressing and holding the left button on the mouse while dragging over the text. Change the font to “Times New Roman” and the font size to “12” on the “Home” ribbon. Click the red “x” in the “Close Header and Footer” box on the ribbon to finish.

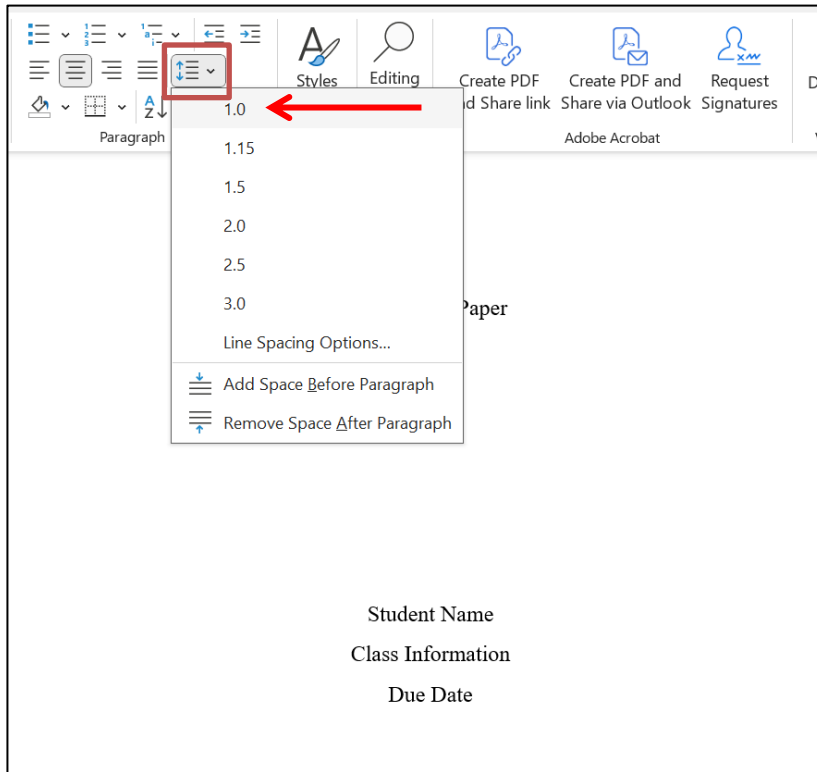


Step 6: Creating a Title Page

After all the page specifications are set, the next step is to create the title page. Press the “Enter” button until you are about 1/3 of the way down the page. Select the “Center” icon, located next to the “Align Text Left” button, to move the cursor to the center of the page. Type the title of the paper. If the paper has a subtitle, hit “Enter” to start a new line and type it below the title.

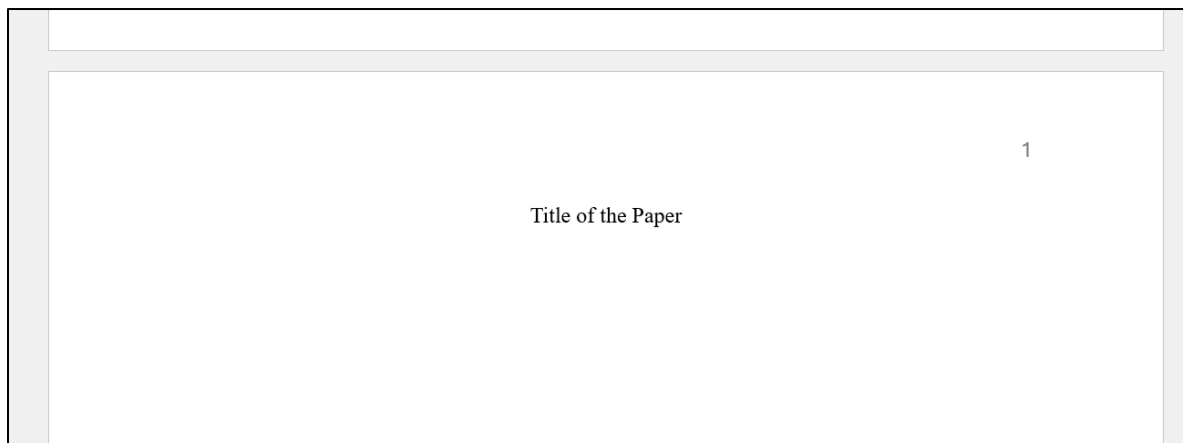


To create the identification information, keep the text alignment centered and press “Enter” until the cursor is several lines below the title. Make sure that the line spacing option is now set to single-spaced (1.0). Type the student’s name, the course information, and the due date, pressing the “Enter” key after each entry.



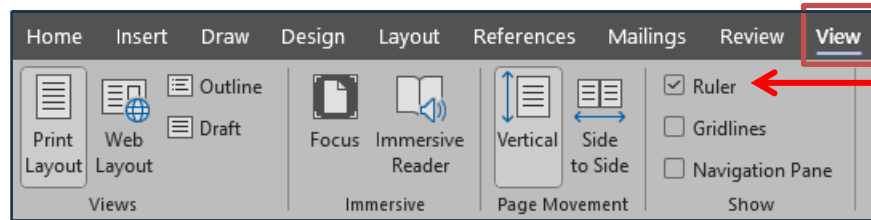
Step 7: Indenting the Paragraphs

After completing the title page, hold “Control” and press “Enter” on the keyboard to start a new page for the body of the essay. Before writing the paragraphs of the essay, select the “Center” icon, located next to the “Align Text Left” button, to move the cursor to the center of the page and type the title of the paper in title case again.

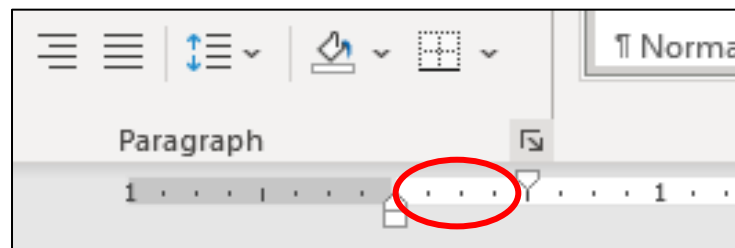


Select the “Align Text Left” icon to move the cursor to the left side of the page. Use the “Line Spacing” icon to return to double-spacing.

The beginning of each new paragraph should be indented. To allow this to occur automatically, open the “Ruler” located under the “View” section. Check off the box labeled “Ruler.”



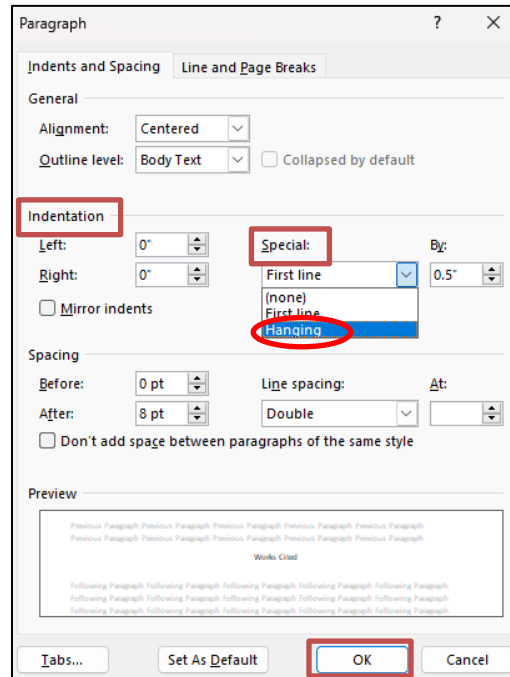
Once the ruler is open, click on the uppermost portion of the hourglass figure, entitled the “First Line Indent” marker, and drag it half-way between 0 and 1 inch. It should come to rest on the half-way point (of a one-inch mark).



Step 8: Creating a References Page

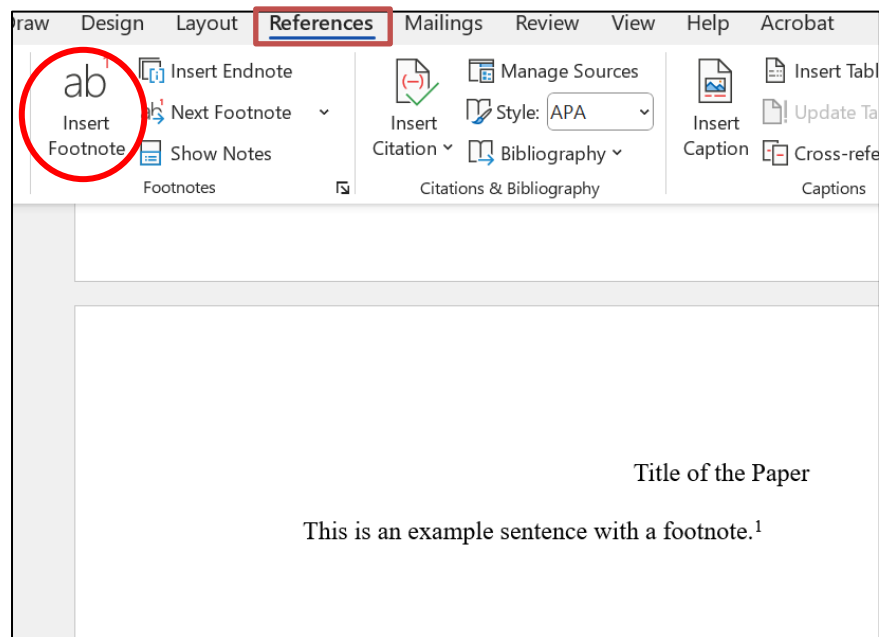
To create a References page, a page break needs to be inserted. On the new page, center the text. Type the title (“References” for Author-Date style, “Bibliography” for Notes and Bibliography style) and hit the “Enter” key three times. Then align the text back to the left.

Enter your citations single-spaced with an additional space between entries. In the pop-up window, click the “Special” tab within the “Indentation” section. In the drop-down menu, select “Hanging.” Finally, click “OK” to close the pop-up window. This will apply a hanging indent to all the citations.

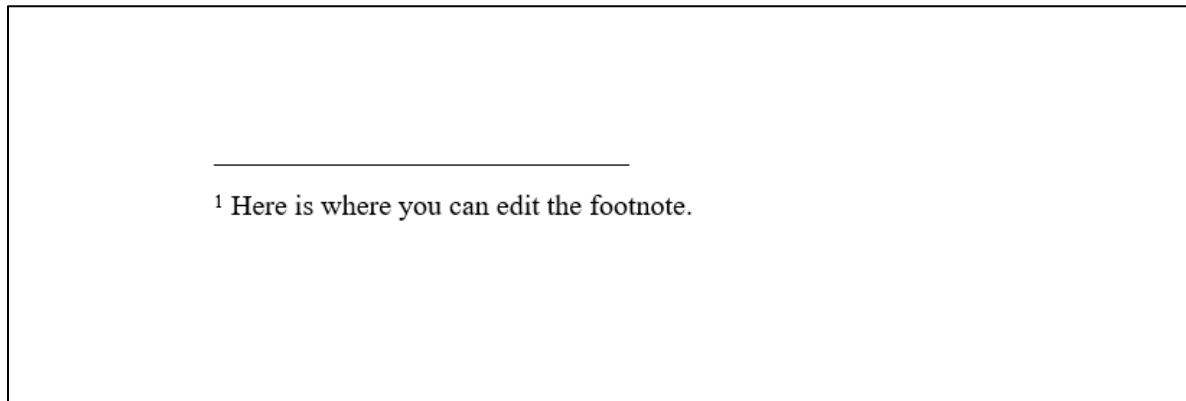


Step 9: Adding Footnotes

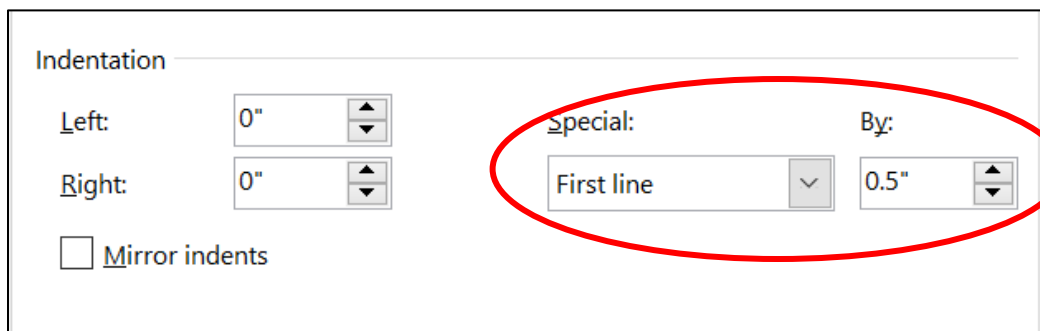
If you are required to use the “Notes and Bibliography” version of Chicago Manual of Style, you will need to use footnotes. At the end of each sentence that requires a footnote, you must select “References” and then click on “Insert Footnote.” This will add a superscript number 1 after the sentence. These numbers should proceed chronologically throughout the document as more footnotes are added.



In addition to adding a superscript number at the selected point, a new footnote at the bottom of the page will be added. To add citation information to the footnote, double-click on the bottom of the page where the footnote is, and add information. The first note will be a complete citation similar to the Bibliography citation. Subsequent notes should be shortened.



Highlight the full list of footnotes and open the paragraph settings used to create a hanging indent (see Step 8). Under "Special," select "First line," and in the "By:" box, type "0.5" followed by "OK". This will indent the first line of each citation by half an inch.



Citations should be single-spaced with an extra space between them. Ensure that the font style and size are consistent with the rest of the paper.

¹ Here is where you can edit the footnote.

² Here is the second example.

³ Here is the third example.

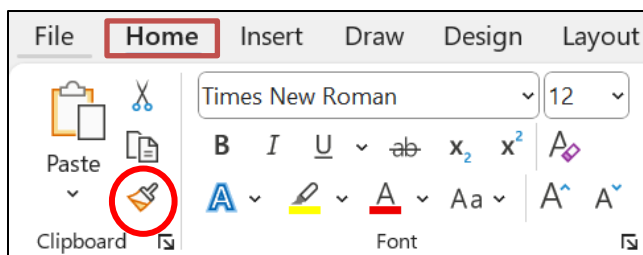
In order to correct the formatting of the number, select any text with the desired format such as the text of a citation.

¹ Here is where you can edit the footnote.

² Here is the second example.

³ Here is the third example.

Then click on the “Format Painter” tool under the “Home” tab, which resembles a paintbrush, and highlight the footnote number to apply the copied formatting. Ensure that the font of the number matches the font of the citation and add a period.



1. Here is where you can edit the footnote.

2. Here is the second example.

3. Here is the third example.

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](#)