The title page has a different header and set up than the rest of the paper.

Here are the steps to assist you in this process:

1. Double click the top of the page to view your header options. Go to the top menu bar and click the box that says "Different First Page."

2. Select "Page Number" from the menu bar and then select "Format Page numbers." In the menu box that appears, click the option "Start at" and type the number zero (0). Click "OK" to save these changes.

3. Click the "Close Header and Footer" option to go to your title page. About 1/3 of the page down, centered, you should have the title of your paper using headline-style capitalization. About 2/3 of the page down, centered, you should have your name, your class or professor information, and the date. Make sure to use a CMS recommended font.

4. To insert a new page, go to the "Insert" tab on your Word menu and select the "Page Break" option. This will create the page where you can begin to type your essay. You can also use this tool to insert a new page for your bibliography section.

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The Notes-Bibliography System

The Notes-Bibliography (NB) system of the Chicago Manual of Style makes use of footnotes and endnotes to cite information. For this system, you will document your sources in two places: footnotes/endnotes and your bibliography at the end of your essay.

Footnotes appear at the bottom of each page and are sometimes separated from the text by an optional short line.

> They must be listed in the order in which the superscript numbers appear in the text, and must appear on the same page in which the source is cited.
> The first line is indented with subsequent lines flushed to the left margin of the page.

Citations in Footnotes/Endnotes and the Bibliography

Book, single author	
Footnote/Endnote Format:	Superscript. Firstname Lastname, _____ (City: Publisher, year), page[s] cited or chapter number [if no page numbers].
Example:	1. Lewis M. Doe, _____ (Romeoville: LUWC Press, 2018), 19.
Bibliography Format:	Lastname, Firstname.
Example:	

Citations in Footnotes/Endnotes and the Bibliography

Journal article with URL, incorporating DOI when possible	
Footnote/Endnote Format:	Superscript. Firstname Lastname, "Title of Article," volume, no. issue (year): page[s] cited, URL/doi.
Example:	4. Lewis M. Doe, "CMS Checklist," 17, no. 2 (September 2018): 158-69. https://doi.org/10.1010/101010.
Bibliography Format:	Lastname, Firstname. "Title of Article." volume, no. issue (year): page span. URL/doi.
Example:	Doe, Lewis M. "CMS Checklist." 17, no. 2 (September 2018): 158-69. https://doi.org/10.1010/101010.

Magazine and newspaper	
Footnote/Endnote Format:	tname Lastnap a mple:
Example:	
Example:	

The Author-Date System

The Author-Date (AD) system of the Chicago Manual of Style makes use of parenthetical citations to provide source information. For this system, you will document your sources in two places: within the text and your references section at the end of your essay.

Parenthetical citations, also known as in-text citations, are located at the end of a sentence that paraphrases or directly quotes information from a source. These types of citations include the last name(s) of the author(s) and the year of publication enclosed in parenthesis. Page numbers are also included in the parenthetical if a direct quote is being used. The general format when citing a source with one author is the following:

(Lastname year, page number)   For example: (French 2018, 113)

When citing a source with two or three authors, their last names should be presented in the order in which they are listed in the publication. The word "and" should be used between the last two names in a parenthetical citation. For a source with four or more authors, the first time you cite the source in the paper, you should only use the first author's lase name followed by "et al." and the year of publication

(Lastname1, Lastname2, and Lastname3 2018)   For example: (French, LaLonde, and Lonero 2018)
(Lastname1 et al. 2018, 113)   For example: (French et at. 2018, 113)

If you choose to integrate the name of the author within your sentence, you should provide the year of publication in parenthesis next to it. For example:

According to French (2018), the Writing Center is a "resource for all Lewis University students" (113).

References

Your references should be located at the end of your paper, on a new page. The top of the page should still include the page number and the word "References" should be included on the first line. The word should be centered, should not include quotation marks, and it should not be bolded, italicized, or underlined.

After the page title, leave two blank lines before your first citation. This section should not be double spaced unlike the rest of your paper, and you should include a blank line between each citation. Your citations should appear in alphabetical order and should be formatted with a hanging indent. You can include a handing indent by going to your "Paragraph" settings on Word.

For information on how to cite your source in the references section of your paper, please refer to the "Bibliography" examples on the tables in pages 5-7 of this reference guide.

Sources Consulted: The Chicago Manual of Style (17th edition), Purdue OWL, University of Manitoba, Boundless Writing.