The Chicago Manual of Style (CMS) is used for formatting and documenting work in a variety of disciplines. Using CMS correctly increases a writer’s credibility by demonstrating knowledge of disciplinary conventions. Note that CMS formatting guidelines are designed primarily for published manuscripts; thus, while general guidelines for course papers are provided below, you should always defer to your instructor’s guidelines. For more information, consult our CMS NOTE-BIBLIOGRAPHY (NB) and AUTHOR-DATE (AD) handouts; The Chicago Manual of Style, 16th edition; The Chicago Manual of Style Online at http://www.chicagomanualofstyle.org/16/contents.html; or visit the KSU Writing Center.

**GENERAL FORMAT**

- Use 12-point standard font (e.g., Times New Roman).
- Set margins to one-inch on all sides.
- Double-space the entire paper except for the following instances:
  - single-space table titles and captions
  - single-space bibliography entries and notes but double-space between individual entries and notes
- Number the top right of every page except a title page, if one is required (for more information see TITLE section below). Your instructor may ask you to include your last name in the header as well. If so, place your last name and one space immediately before the page number: “Rodgers 1”.

**TITLE AND IDENTIFYING INFORMATION**

CMS does not specify a format for titling class papers; your instructor may or may not require a separate title page.

- **SEPARATE TITLE PAGE**: Center your title one-third of the way down the page; center your name, course name, professor’s name, and date several lines below your title. Do not number the title page, but do count it in your numbering (i.e., the header on your next page will be “2”). Two common title page format variations are shown at right.

- **NO SEPARATE TITLE PAGE**: Include identifying information (name, course, etc.) on this page as directed by your instructor. Center your title at the top; continue double-spacing. Begin page number headers on this page with “1.”

**USE OF SOURCES**

- Cite all material from outside sources (refer to our CMS citation handouts for examples).
- Make sure non-quoted outside material (paraphrases and summaries) is entirely in your own phrasing.
- Limit your use of quotations; quote only when absolutely necessary for wording or context purposes.
- Long quotations (100+ words or 6+ typed lines) should be offset from the text in a “block”: Start the block quotation on a new line; indent the entire quotation one-half inch and continue double-spacing. Do not use quotation marks.
- If you are using the CMS NB method, use your word-processing program’s footnote or endnote feature.
- At the top of your list of sources, center “Bibliography” (for Notes and Bibliography style) or “References” (for Author-Date style). Double-space between “Bibliography” or “References” and your first entry.