Augusta University Writing Center
Chicago (NB) Style Formatting Checklist
All information taken from The Chicago Manual of Style, 16th ed.

Complete this checklist to ensure your paper has been formatted correctly according to Chicago style (NB—Note-Bibliography). There are two forms of Chicago style, the note-bibliography (NB) system, used primarily in history, the arts, and some humanities, and the author-date system, used primarily in the social sciences. This handout offers a formatting checklist for the NB system.

Chicago style does not require a particular font, but encourages writers to use standard, easy-to-read, 12-point font. Margins should be set at 1-1.5" on all sides. The body of the paper should be double-spaced throughout, with no extra lines between paragraphs, except within block quotations, which should be single-spaced. Notes and the bibliography page are single-spaced, with an extra line between each note and bibliographic entry.

☐ Title page. Some instructors will require a cover page; others might not. If a cover page is not required, place your paper title on the first page of text, centered at the top of the page. If a cover page is required, it should include:
  ☐ Paper title, in all caps, one third of the way down the page
  ☐ Your name, the course title, and the date (each on its own line), on the bottom third of the page.

☐ Body of the paper.
  ☐ After the title page, insert a header. The header should include the page number, using Arabic numerals, in the top right corner.
  ☐ Organize the body of your paper into paragraphs. Use a half-inch indent at the start of each paragraph. Chicago Style does not require headings and has no formal guidelines for formatting headings, but if you choose to use them, remain consistent with font and style throughout. (If you are using *Turabian* style (a modified version of Chicago often used in History courses), note that rules for headings exist.)

☐ Notes. Chicago style requires the use of foot or endnotes rather than in-text citations for all cited material. It is the writer's decision whether to use footnotes, which appear at the bottom of each page of the paper, or endnotes, which appear at the end of the paper. Each time you summarize, paraphrase, or directly quote material from a source, include a footnote or endnote. To insert footnotes or endnotes in Microsoft Word, place your cursor at the end of sentence or clause that contains cited material. Then, click on the "References" tab on your toolbar and select either "Insert Endnote" or "Insert Footnote." This will insert a superscript Arabic numeral in the body of your text. If you selected footnotes, then a correlating superscript Arabic numeral will appear at the bottom of the page where the source is referenced. If you selected endnotes, then a correlating superscript Arabic numeral will appear at the end of the body of your text. You can then type the source's bibliographic information into the footnote or endnote (see our Chicago Style Citation Guide for more information).

☐ Bibliography. In the Chicago NB system, you include information about your source in the footnotes or endnotes and on a bibliography page. The bibliography should appear on a new page at the end of the document. On this new page, type the word "Bibliography" at the top of the page, centered. Do not bold, italicize, or underline the word "Bibliography." Add two lines before your first bibliographic entry. The rest of the bibliography page should be single-spaced, with an extra line between each entry. Entries are organized alphabetically by the first author's last name. The first line of each entry should be flush with the left margin. Each subsequent line is indented half an inch.

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