

## Chicago Manual Style (CMS) Paper Checklist for College Writers

The *Chicago Manual of Style, 16<sup>th</sup> Edition* provides specific guidelines for formatting papers in history and the humanities. This checklist serves as a guide for self-editing that allows students to confirm that their papers meet the requirements of CMS formatting. This handout also seeks to educate students in the process of proofreading and editing the components of the paper that are affected by the formatting rules of the Chicago style. A better understanding of how to proofread and edit CMS formatted papers will facilitate the improvement of students' future writing, proofreading, and editing skills.

### Basic Formatting

- Have you used the font Times New Roman or a similar font for the entire paper? NOTE: If you are unsure of the font guideline for the assignment, it is recommended that you review the assignment guidelines or contact your instructor.
- Is your font size set at 12 point?
- Are the margins one inch on the sides, top, and bottom of the paper?
- Has your line spacing been set to double spacing (2.0)?
- Has the space after the paragraph been removed from the entire document?
- Have you correctly used section headings if they are required?

### Headers

- Have you checked to make sure there is no page number on the title page? Remember that the first page of text should be numbered page one.
- Do the headers on all of the pages except the title page contain the page number only?
- Have the page numbers been adjusted to the font Times New Roman?
- Has the font size of the page numbers been changed to 12 pt.?

### **Title Page**

On your title page, do you have:

- A title?
- A subtitle? It is not necessary for you to have subtitle unless one is required by your instructor.
- Several lines of space between the title and your name?
- Your name, course information, instructor's name, and date?
- Is all the information on the title page centered between the page margins?
- Is all the information on the title page in the middle of the page (top to bottom)?

### **Footnotes**

- Are your footnotes formatted properly? (See Tutoring Services' [Chicago Manual Style Format](#) handout for more information on footnote formatting.)
- Have you included footnotes for all quotes and paraphrases?
- Are your footnotes indented only on the first line?
- Are the footnotes single spaced?
- Is there a double space between each footnote?
- Is the number for each footnote full sized? (See Tutoring Services' *Instructions for Formatting Chicago Manual Style Papers in Microsoft Word 2013* for further information.)
- Have you shortened footnotes for sources used more than once? (For further information, see Tutoring Services' handout [Chicago Manual Style Format](#))



### Block Quotations

Have you used any quotations of five lines or longer?

- Yes
- No

If you selected “Yes,” please continue with this section. If you selected “No,” please move to the Bibliography section of the handout.

- Is there an extra line of space before and after the block quote?
- Is the block quote single spaced?
- Is the entire block quote indented half an inch?
- Have you omitted the quotation marks for the block quote?

### Bibliography

- Does your “Bibliography” section begin on a separate page?
- Are all of the sources used in the paper included on the Bibliography page?
- Is the title “Bibliography” centered at the top of the page?
- Are your bibliography entries in alphabetical order?
- Does each entry have a hanging indent? NOTE: “Hanging indent” is a term that refers to the formatting of a bibliography entry with an unindented first line and indented lines after the first line. (For examples, see Tutoring Services’ [Chicago Manual Style Sample Paper](#) handout; for information on how to format hanging indents, see Tutoring Services’ *Instructions for Formatting Chicago Manual Style Papers in Microsoft Word 2013* handout)
- Is each entry single spaced?
- Is there a double space between each entry?
- Are the entries correctly formatted in the appropriate CMS style according to the type of source used? See Tutoring Services’ [Chicago Style Citation Guide](#) for further information.

For further information about the Chicago Manual Style, see Tutoring Services' handouts [Chicago Manual Style Format](#), [Chicago Manual Style Sample Paper](#), [Chicago Style Citation Guide](#), and *Chicago Manual Style Formatting in Word 2013*.

There are also several helpful CMS resources available on Germananna Tutoring Services' website in the [Citation Styles](#) section.

Additionally, Tutoring Services offers an on-campus Chicago Manual Style workshop. To schedule an on-campus workshop, contact Tutoring Services' Locust Grove center at **(540) 423-9148** or the Fredericksburg center at **(540) 891-3017**, or check out the [schedule for on-campus workshops](#) on Tutoring Services' website to view the dates and times for scheduled on-campus workshops.