Full Name

Class Code

Teacher’s Name

Date

Chicago Style Essay Format Place Essay Title Here

 To save on paper, and because this is a short paper, we will not be creating title pages but putting that information at the top of the first page of the body of the essay. The font and size for Chicago style essays is Times New Roman 12 pt and there is not to be any bolding. The essay is double spaced except between the lines of a large quote and long end note/foot note. The margins should be set to 1 inch on all sides.

 Do not use personal pronouns or passive phrases like: I believe, I think, perhaps. A history essay is written in past tense because we are talking about events that already happened. Avoid the use of words like have and was when writing. Contractions are not acceptable in a formal history essay. For example: rather than use couldn’t, expand the word to could not.

 Indent the first line of each paragraph 5 spaces. Your word processing software is set to do this automatically when using the indent key. Put only 1 space after periods and two follow a colon.

 Use long quotes sparingly. Your essay is strongest when you integrate the citations into your own writing or paraphrase. If you need to use a long citation it must be double spaced before and afterwards. The phrase you quote must be single spaced and indented on the left and the right so signal to the reader that it is not your words or ideas. Always indicate that the words or ideas are not your own by placing a superscript number at the end the sentence or at the end of the last sentence in the case of a long citation. If you set your first page to have endnotes/footnotes superscripted, every time to tell it to footnote the software will chronologically number them for you. This is a good thing to use rather than doing it manually because it will adjust the numbers for you if you add another citation or take one away.

 When referring to titles of books or other sources, underline them. Have a header on every page with your last name and the page number (as above) in the top right corner of the top ½ inch of the page.

 The title of your essay must be focused and indicate what your paper is going to say.

 For a good online guide, go to The Nuts and Bolts of College Writing at <http://nutsandbolts.washcoll.edu/chicago.html>. There are examples on this site to follow if you need extra guidance. Please ask if you have any questions.

 Proofread for correct citing and to ensure you are giving credit to anything that was not your idea or you did not know before you began researching for your essay. Proofread for grammar, spelling and clarity. Have someone proofread your essay for you, if you can. As authors, we often read what is in are head and not what is actually on the page. I would be happy to go through your essay with you.

 I encourage you to take risks with your essays and challenge the norm. Just remember to ground your argument in historical evidence and convince your reader that your argument is valid and worthy of consideration. Most of all, have fun with it.