# Chicago – Formatting in Microsoft Word

Some professors will ask you to prepare papers in Chicago (University of Chicago) format. That organization prepares a handbook showing how to format papers and document sources. Their rules for standard college papers include:

1. Typeface: Chicago does not specify anything, but Times New Roman, 12 pt is preferred
2. Spacing: Double-spacing throughout the paper, but single-spacing in footnotes and within each item on the bibliography
3. Margins: Margins of at least 1" on top, bottom, left, and right
4. Page Numbers: Begin to place page numbers in the upper right corner on the first full page of text, not the title page.
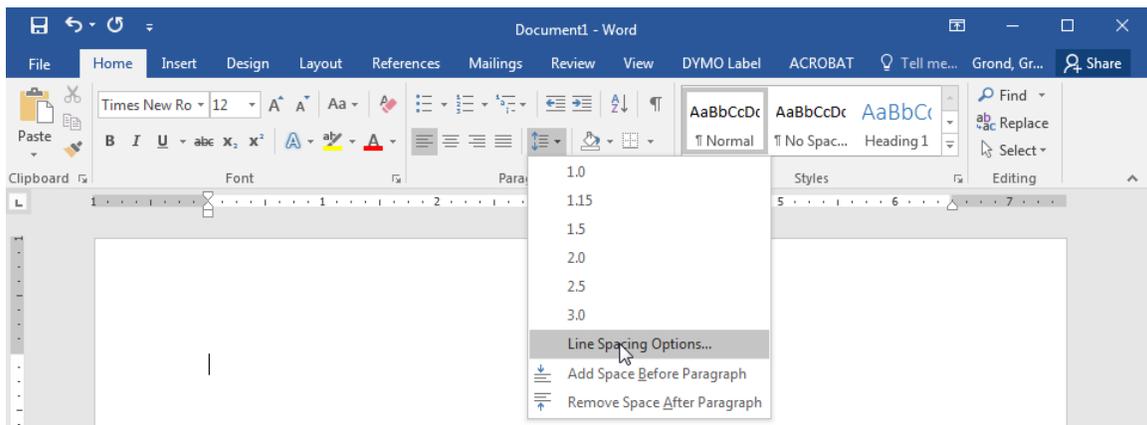
To set typeface:
1. Under the Home tab in the Font section, select a font from the Fonts list and 12 from the size list.
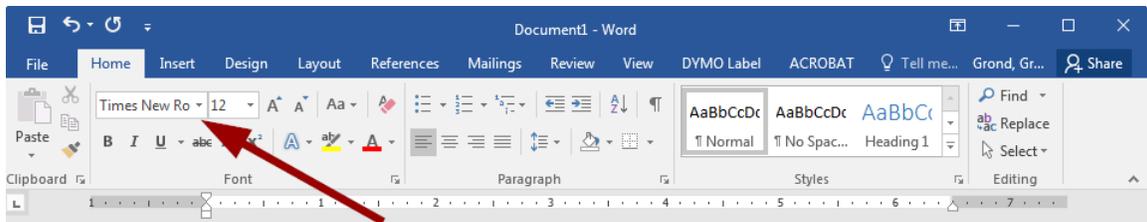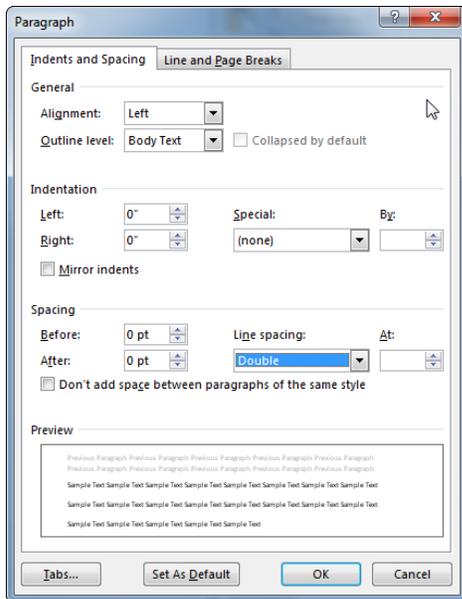
To set spacing:
1. Under the home tab in the Paragraph section, click the line spacing icon, then click Line Spacing Options.
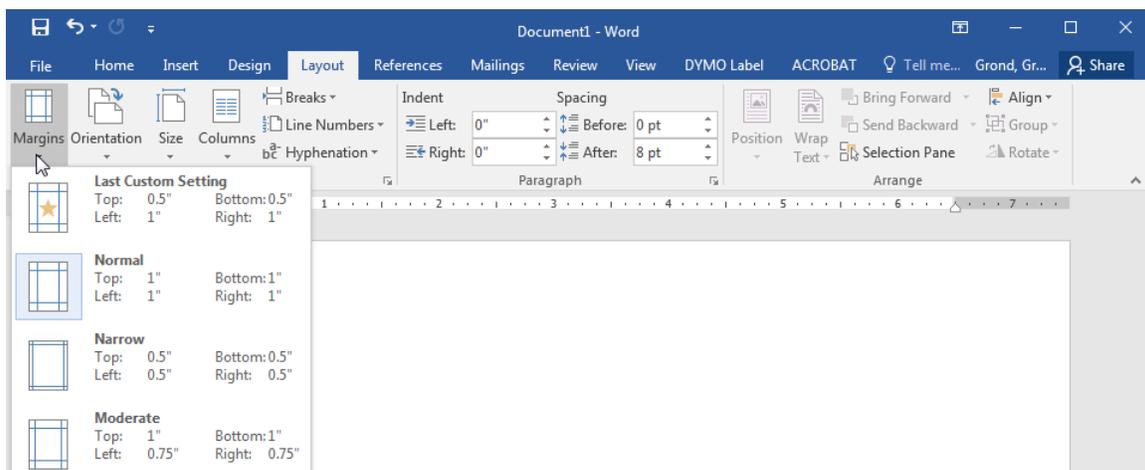
2. In the Spacing section, select 0 pt for Before and After. For Line Spacing, select Double. Click OK when finished.
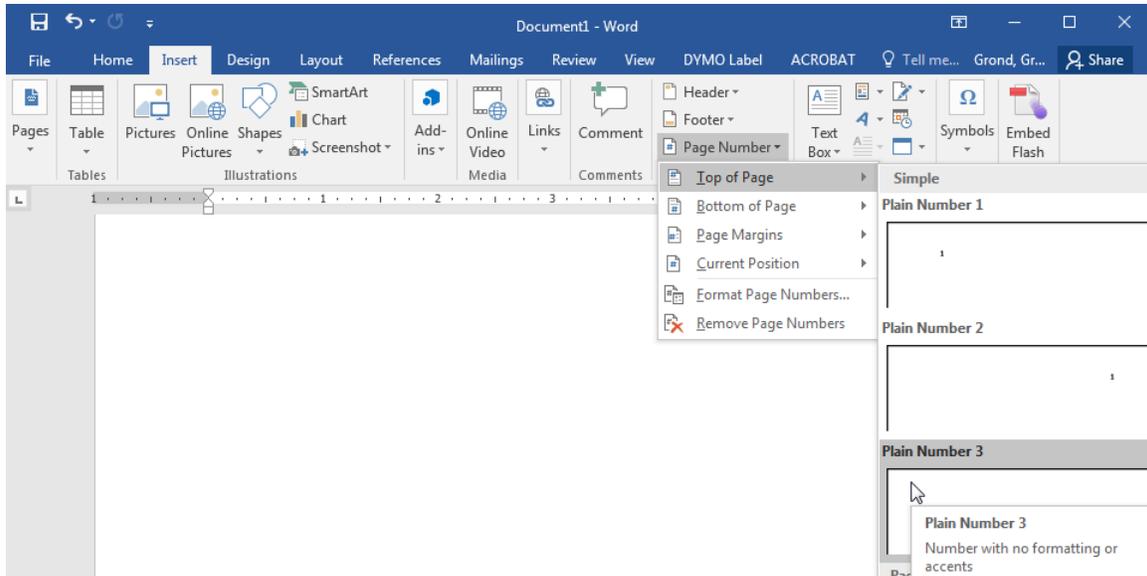

To set margins:
1. Under the Page Layout tab in the Page Setup section, select Margins. Select the Normal option, which should be at least 1" on all sides.
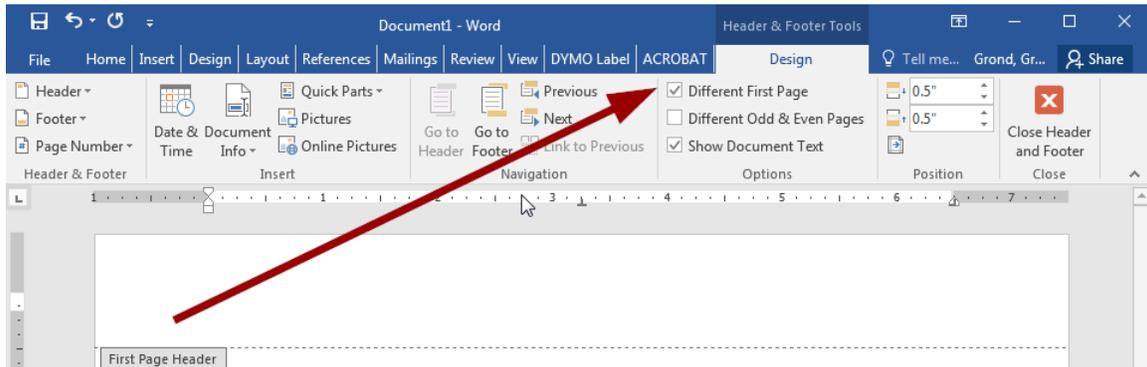
To set page numbers:

1. On the second page of the document, under the Insert tab in the Header & Footer section, select Page Number, then select Top of Page, then select Plain Number 3, which is the right-aligned option.

2. In the Header and Footer Tools Design tab, check Different First Page. That will remove the page number from the first page but begin numbering on the first full page of text with page 2, which is correct.

3. Click Close Header and Footer.