



The Writing Center

Chicago Manual of Style (CMOS)

General Formatting



- Type your paper on a computer and print it out on standard, white 8.5x11-inch paper.
- **Double-space** your entire essay and use a legible 12-point font, such as Times New Roman.
- **Set the margins of your document to one inch on all sides and indent the first line of a paragraph one half-inch.** If using Microsoft Word, go to the “Page Layout” tab at the top. Then click the “Margins” drop-down menu and select “Normal.”
- **Page numbers begin on the first page following your title page.** Start with the Arabic number 1 in the right side of the header.
- **Create a title page.** Double space and center your title about 1/3 of the way down the page. Your name, class information, and the date should follow several lines later. For subtitles, end the title line with a colon and place the subtitle on the line below the title. Double-space each line of the title page.
- Unlike many citation styles, CMOS gives writers **two different methods for documenting sources: the Author-Date System and the Notes-Bibliography (NB) System.** As its name suggests, **Author-Date** uses parenthetical citations in the text to reference the source's author's last name and the year of publication. **NB** uses numbered footnotes in the text to direct the reader to a shortened citation at the bottom of the page. If you are using CMOS for school or work, use your organization's preferred citation method.

Please see the reverse side for a sample CMOS-formatted first page.

Vertical Urban Farming in an Age of Climate Change

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English 245: Advanced Argumentation

October 22, 2022