

John Smith

Professor \_\_\_\_\_

History 100

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Title of Paper: Subtitle

This will be your introductory paragraph which usually ends with the thesis statement. A standard font is Times New Roman 12, and margins are one inch on all sides.

Footnotes should appear at the bottom of pages for documentation beginning at left margin and ending with a period. To achieve the superscript:

- On the menu bar, select “References.”
- In the drop-down menu next to “Style,” select “Chicago.”
- Click on “Insert Footnote.”<sup>1</sup> Footnotes should begin at the left margin.
- If a footnote is found in the same source as the previous note, you may abbreviate with the author’s last name, followed by a comma and the page number.<sup>2</sup>
- Example of a second source by same author.<sup>3</sup>
- If an author has more than one title being cited, use author’s last name, abbreviated title italicized, and page number.<sup>4</sup>
- Footnotes are single-spaced within each entry and double-spaced between entries.<sup>5</sup>
- Websites need to include date accessed. Some may have no known author.<sup>6</sup>

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<sup>1</sup> John Hardman, *The French Revolution Sourcebook* (London: Arnold, 1999), 178.

<sup>2</sup> Hardman, 182.

<sup>3</sup> Hardman, *The Civil War in History* (Baltimore: Johns Hopkins Press, 2001), 209.

<sup>4</sup> Hardman, *French Revolution*, 25.

<sup>5</sup> Keith M. Baker, “French Political Thought at the Accession of Louis XVI,” *Journal of Modern History* 50, no. 2 (1978): 283, <http://www.jstor.org/stable/1877422>.

<sup>6</sup> Smithsonian Institution, “Dread History,” *Migration in History*, accessed October 6, 2011, <http://www.smithsonian.org/migrations/rasta.html>.

The header in the top margin for all pages except the first page is achieved as follows:

- From “Home” in the menu bar, select “Insert.”
- Click on “Header” which appears to the right of the center.
- Select “Blank,” the top choice.
- Under the “Design” tab to the right of the center, select
  - “Different First Page” and
  - “Show Document Text.”
- Click on the “Page Number” icon, which appears on the left side.
  - All the remaining pages will be numbered automatically.
  - The first page should not have a page number in the header.
- Select “Top of Page” and “Plain Number 3.”
- Type your last name followed by a space.
- Close Header by clicking on the red box on the right side of the menu bar.

You are now ready to continue with page 2 of your paper.

The History Department at Viterbo University uses the 8<sup>th</sup> edition of *A Pocket Guide to Writing in History* by Mary Lynn Rampolla as a reference guide for papers in Chicago Style format.<sup>7</sup>

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<sup>7</sup> Mary Lynn Rampolla, *A Pocket Guide to Writing in History*, 8<sup>th</sup> ed. (Boston: Bedford/St. Martin’s, 2015).