

TITLE OF PAPER IN ALL CAPITAL LETTERS:

SUBTITLE

John Smith

History 100

Professor's name

January 12, 2026

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.

The History Department at Viterbo University has adopted Chicago Style as the standard format for papers.¹ A title page and bibliography are not necessary for shorter papers but will be needed for longer papers exceeding 20 pages and for capstone papers.

Footnotes should appear at the bottom of pages for documentation.

- On the menu bar, select “References.”
- In the drop-down menu next to “Style,” select “Chicago.”
- Click on “Insert Footnote” and enter information following Rampolla’s guide book.²
- 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.³
- Example of a second source by same author.⁴
- If an author has more than one title being cited, use author’s last name, abbreviated title, and page number.⁵
- Footnotes are single-spaced within each entry and double-spaced between entries.⁶
- Websites need to include date accessed. Some may have no known author.⁷

¹ Mary Lynn Rampolla, *A Pocket Guide to Writing in History*, 8th ed. (Boston: Bedford/St. Martin’s, 2015).

² John Hardman, *The French Revolution Sourcebook* (London: Arnold, 1999), 178.

³ Hardman, 182.

⁴ Hardman, *The Civil War in History* (Baltimore: Johns Hopkins Press, 2001), 209.

⁵ Hardman, *French Revolution*, 25.

⁶ 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>.

⁷ Smithsonian Institution, “Dread History,” *Migration in History*, accessed October 6, 2011, <http://www.smithsonian.org/migrations/rasta.html>.