Your Ridiculously Great Title: And a Cool Subtitle, if Desired

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(Insert a Page Break here to maintain a separation between your title page and page one)[[1]](#footnote-2)

The main section of your manuscript will begin on page two: note that your last name

and the page number is in a header, at the upper right corner. There is no page number on

the title page; it is counted but not numbered. Use superscript Arabic numerals to cite your sources in footnotes[[2]](#footnote-3) at the bottom of the page or on a separate Notes page. This is the Chicago Style. Your word processor will insert these footnotes and format them for you, but there will be headaches in doing so.

Perhaps the most used of all citation styles, the Chicago style allows for quick access to both sources and ancillary material, thus promoting a more critical and interactive reading of the text.[[3]](#footnote-4)

For this class, you may choose to use footnotes or a separate Notes page where you can list the sources you used in writing the manuscript.

If you are confused, examine the *Open Handbook* or the Chicago Manual of Style Online[[4]](#footnote-5) site.[[5]](#footnote-6)

1. Title Page Format: When using a title page, insert a page break at the bottom of the page, and then go to the “Page Layout” preferences and check the “Different First Page” option this will remove the top page number and header box from the title page. [↑](#footnote-ref-2)
2. These footnotes indicate citations – direct quotes, paraphrases, and indirect references – as well as allow you the chance to add information of your own that might not be a direct part of your manuscript but is still of interest. [↑](#footnote-ref-3)
3. In other words, it serves not only as a reference tool, but as a writing tool as well, and this is why we’ll use it: it is economical and flexible. [↑](#footnote-ref-4)
4. A link to the [*Open Handbook*](https://no-silo.com/resources/open-handbook/chapter-11-chi/) chapter on the Chicago style or the [Chicago Manual of Style Online](https://www.chicagomanualofstyle.org/tools_citationguide.html). [↑](#footnote-ref-5)
5. Thanks to Vanguard University whose Chicago template was the basis for this one! [↑](#footnote-ref-6)