



GRADUATE SCHOOL  
TEXAS WOMAN'S UNIVERSITY

# Chicago 17

Made  
Easy



A Resource for  
Thesis/Dissertation Students

# Thesis & Dissertation Resources



## **Thesis, Dissertation, & Professional Paper Technical Manual**

Contains Graduate School guidelines and formatting example

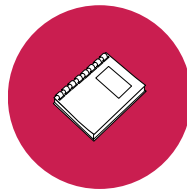
## **Formatting Video Series**

Step-by-step instruction on how to format your document to meet Graduate School guidelines



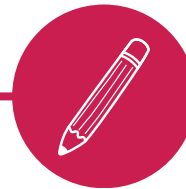
## **Style Guide**

In addition to this guide, the library has a physical copy of the manual and access to the style guide's website.



## **Write Site**

The TWU writing center offers online and in-person writing tutoring.



## **CRDA**

The Center for Research Design and Analysis offers research support for qualitative and quantitative research

# At a Glance

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This resource covers basic Chicago 17 guidelines and some of the most common errors we see students make when using this style guide. If you are not using Chicago 17, please refer to the correct style guide resource.

This should not be used as a replacement to the Chicago 17 manual. It's a supplemental source that should be used along with the Chicago manual.

The TWU Library has a physical copy of the Chicago 17 manual and the Chicago website contains a good portion of the manual for free.

Reminder! Only use **one** style guide throughout your entire document!

# Chicago 17 Headings

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## What is a heading?

A heading identifies different sections within your paper. A level 1 heading introduces a new topic, and levels 2-5 are subtopics that fall under the umbrella of the level 1 heading. Your chapter should always start with a level 1 heading. Check out p. 40 of the [Technical Manual](#)!

If you were writing a paper about dogs, a level 1 heading might be **dog breeds**. After including a paragraph or two on breeds, you might focus on a specific breed. A level 2 heading could be **poodles**. This falls under the category of dog breeds, but it is a more specific category. Next, you might want to write about a poodle trait. A level 3 heading could be **hypoallergenic**. If you switch topics away from dog breeds (maybe you have a paragraph on dog health), you would want to use a level 1 heading because it no longer falls under the dog breed umbrella.



# Chicago 17 Headings

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## Formatting Examples

1	<b>Centered, Bold, Title Case</b>	
2	Centered, Title Case	
3	<b>Flush Left, Bold, Title Case</b>	
4	Indented, first word capitalized, ends with period.	Heading starts on the same line as the paragraph!
5	<b>Indented, Bold, first word capitalized, ends with period.</b>	Heading starts on the same line as the paragraph!

# Number Rules

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Chicago 17 uses the written number for:



Nine books

Numbers Less Than 100

Twelve participants joined the study.

Numbers at Beginning of Sentence



Twenty-first century

Ordinals Less than 100th

Chicago 17 uses the numeral for:



150 subjects

Numbers 100 Or More



2017

Years and Dates



8 million

Millions & Billions



80 miles per gallon

Certain Quantities

# Chicago 17 Tips & Reminders

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- Chicago 17 prefers lowercase such as general titles, direction, and academic subjects

**The governor of Texas  
That road goes north  
I'm studying biology**

- Superscript numbers come after periods and commas, but before colons and semicolons
- Formatting of notes is different from formatting of bibliography references
- Once you introduce an acronym, use the acronym consistently for the rest of your document, even in new chapters.

**The World Health Organization (WHO) declared it a health emergency. The WHO later retracted this statement.**



# References & Citations

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## Author-Date v. Notes-Bibliography

- Chicago 17 has two options for citing and referencing: Author-Date or Notes-Bibliography. Either are acceptable, but don't mix the two styles together.

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## References

- The Technical Manual has examples of the three most common Chicago 17 references, Notes-Bibliography style (p. 45). The Chicago 17 [website](#) also includes reference examples in the Author-Date style.
- Double check that each citation has a corresponding reference and that each reference has a corresponding citation. The citation should contain the first thing listed in the reference. The spelling of authors' names and the year of publication should match!

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## Citation Generators

- While generators are convenient when working with a long reference list, they are usually incorrect. If you use a generator, double check that the generator has pulled the correct information and in the right format.





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## Questions & Information



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<https://twu.edu/gradschool/current-students/thesis-and-dissertation/>