

Almy Library Chicago Guide to Formatting the Cover Page

The cover page of a research paper has five parts:

1. The title of the paper
2. Your name
3. The name of the course
4. The teacher's name
5. The date of the paper

Formatting:

1. Center the title of your paper one-third down the cover page.
2. Center your name about halfway down the page.
3. Put the information about the course and date at the bottom right hand corner.
4. Check with your teacher! They may have specific requirements for cover pages.

Page numbering:

Beginning with the first page of your actual text, all of the pages of your paper should be numbered consecutively. Do not number the cover page.

If your teacher does not require a cover page:

Put your name, the name of the course, the teacher's name, and the date of the paper on the upper right corner of the first page, single-spaced. Insert a double-space and center the title of your paper on the next line. Continue to double space throughout the text of your paper.