

CHICAGO STYLE FRONT MATTER REQUIREMENTS

THE CHICAGO MANUAL OF STYLE, OFTEN ABBREVIATED AS CMS, IS A WIDELY RESPECTED GUIDE FOR ACADEMIC AND PROFESSIONAL WRITING, PARTICULARLY IN THE HUMANITIES. UNDERSTANDING THE **CHICAGO STYLE FRONT MATTER REQUIREMENTS** IS CRUCIAL FOR PRESENTING A POLISHED AND COMPLIANT SCHOLARLY WORK. THIS ENCOMPASSES EVERYTHING FROM THE TITLE PAGE TO THE TABLE OF CONTENTS, APPENDICES, AND INDEX, EACH WITH ITS OWN SPECIFIC FORMATTING GUIDELINES. MASTERING THESE ELEMENTS ENSURES YOUR DOCUMENT ADHERES TO ACADEMIC STANDARDS, ENHANCING ITS CREDIBILITY AND READABILITY FOR YOUR INTENDED AUDIENCE. THIS ARTICLE WILL DELVE INTO THE INTRICACIES OF EACH COMPONENT OF CHICAGO STYLE FRONT MATTER, PROVIDING A COMPREHENSIVE GUIDE TO THEIR PROPER CONSTRUCTION AND PLACEMENT. WE WILL EXPLORE THE ESSENTIAL COMPONENTS, THEIR TYPICAL ORDER, AND THE SPECIFIC FORMATTING NUANCES THAT DISTINGUISH A WELL-PREPARED DOCUMENT.

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THE TITLE PAGE: FIRST IMPRESSIONS MATTER

THE TITLE PAGE IS THE VERY FIRST PAGE OF YOUR DOCUMENT AND SERVES AS ITS FORMAL INTRODUCTION. IN CHICAGO STYLE, THE TITLE PAGE IS UNNUMBERED, BUT IT IS COUNTED AS PAGE I (IN ROMAN NUMERALS) FOR PAGINATION PURPOSES, ALTHOUGH THE NUMERAL ITSELF IS NOT DISPLAYED. THE TITLE SHOULD BE CENTERED AND PLACED IN THE UPPER HALF OF THE PAGE. SUBTITLES, IF ANY, SHOULD ALSO BE CENTERED AND TYPICALLY APPEAR BELOW THE MAIN TITLE, OFTEN IN A SLIGHTLY SMALLER FONT SIZE. FOLLOWING THE TITLE AND SUBTITLE, YOU WILL INCLUDE YOUR NAME, THE NAME OF THE COURSE (IF APPLICABLE), THE INSTRUCTOR'S NAME, AND THE DATE. EACH OF THESE ELEMENTS IS USUALLY CENTERED ON ITS OWN LINE BELOW THE TITLE.

IT IS IMPERATIVE TO ENSURE CORRECT CAPITALIZATION AND SPACING ON THE TITLE PAGE. TITLES ARE TYPICALLY CAPITALIZED HEADLINE-STYLE, MEANING MAJOR WORDS ARE CAPITALIZED, AND MINOR WORDS LIKE ARTICLES, PREPOSITIONS, AND CONJUNCTIONS ARE LOWERCASE UNLESS THEY ARE THE FIRST OR LAST WORD. SOME DISCIPLINES OR SPECIFIC INSTRUCTORS MAY REQUEST DIFFERENT TITLE PAGE FORMATS, SO ALWAYS CONSULT ANY ACCOMPANYING STYLE SHEETS OR GUIDELINES PROVIDED FOR YOUR WORK. THE OVERALL AESTHETIC OF THE TITLE PAGE SHOULD BE CLEAN, UNCLUTTERED, AND PROFESSIONAL, SETTING A TONE OF SERIOUS ACADEMIC INQUIRY.

COPYRIGHT PAGE: LEGAL AND BIBLIOGRAPHIC INFORMATION

FOLLOWING THE TITLE PAGE IS THE COPYRIGHT PAGE. THIS PAGE TYPICALLY CONTAINS THE COPYRIGHT NOTICE, WHICH INCLUDES THE COPYRIGHT SYMBOL (©), THE YEAR OF PUBLICATION, AND THE NAME OF THE COPYRIGHT HOLDER (USUALLY THE AUTHOR OR INSTITUTION). BELOW THE COPYRIGHT NOTICE, YOU MIGHT FIND BIBLIOGRAPHIC INFORMATION, SUCH AS THE PUBLISHER'S NAME AND ADDRESS, AND POTENTIALLY INFORMATION ABOUT THE PRINTING HISTORY OR ISBN. THIS PAGE IS ALSO UNNUMBERED BUT IS CONSIDERED PART OF THE FRONT MATTER AND COUNTS TOWARDS PAGINATION.

THE PLACEMENT AND CONTENT OF THE COPYRIGHT PAGE ARE DICTATED BY LEGAL REQUIREMENTS AND PUBLISHING CONVENTIONS.

FOR STUDENT PAPERS OR THESES, THIS PAGE MIGHT BE SIMPLER, FOCUSING PRIMARILY ON THE COPYRIGHT NOTICE AND AUTHOR'S NAME. FOR COMMERCIALLY PUBLISHED BOOKS, IT WILL BE MORE EXTENSIVE. THE KEY IS TO ENSURE ALL NECESSARY LEGAL AND IDENTIFICATION DETAILS ARE PRESENT AND CORRECTLY FORMATTED ACCORDING TO CHICAGO MANUAL OF STYLE GUIDELINES FOR COPYRIGHT AND BIBLIOGRAPHIC DATA.

DEDICATION: A PERSONAL TOUCH

A DEDICATION PAGE IS OPTIONAL BUT OFFERS A SPACE FOR THE AUTHOR TO ACKNOWLEDGE INDIVIDUALS OR GROUPS WHO HAVE BEEN SIGNIFICANT TO THE WORK. THIS PAGE SHOULD BE RELATIVELY BRIEF AND PLACED AFTER THE COPYRIGHT PAGE. THE WORD "DEDICATION" IS TYPICALLY CENTERED ON THE PAGE, AND THE DEDICATION ITSELF IS ALSO CENTERED BELOW IT. THE DEDICATION SHOULD BE CONCISE AND SINCERE, REFLECTING THE AUTHOR'S PERSONAL CONNECTION TO THEIR WORK.

WHILE NOT A MANDATORY ELEMENT FOR ALL TYPES OF SCHOLARLY WRITING, A DEDICATION CAN ADD A PERSONAL DIMENSION TO BOOKS OR LONGER ACADEMIC PROJECTS. IT'S IMPORTANT THAT THE TONE REMAINS APPROPRIATE FOR AN ACADEMIC CONTEXT, EVEN IF IT CARRIES PERSONAL SENTIMENT. THE FORMATTING IS STRAIGHTFORWARD: A CENTERED HEADING FOLLOWED BY THE CENTERED TEXT OF THE DEDICATION.

TABLE OF CONTENTS: NAVIGATING YOUR WORK

THE TABLE OF CONTENTS (TOC) IS A CRITICAL COMPONENT OF THE FRONT MATTER, PROVIDING A ROADMAP FOR READERS TO NAVIGATE THE DOCUMENT. IT LISTS ALL THE MAJOR SECTIONS AND SUBSECTIONS OF YOUR WORK, ALONG WITH THEIR CORRESPONDING PAGE NUMBERS. THE HEADING "TABLE OF CONTENTS" IS CENTERED AT THE TOP OF THE PAGE. EACH ENTRY IN THE TOC SHOULD ACCURATELY REFLECT THE HEADING IN THE TEXT AND ITS PAGE NUMBER. TYPICALLY, THE TOC USES ROMAN NUMERALS FOR PAGINATION AND IS PLACED AFTER THE DEDICATION (IF PRESENT) AND BEFORE THE ABSTRACT.

THE STRUCTURE OF THE TOC SHOULD MIRROR THE HIERARCHICAL ORGANIZATION OF YOUR DOCUMENT. FOR INSTANCE, MAIN CHAPTER TITLES WOULD BE LISTED FIRST, FOLLOWED BY INDENTED SUBHEADINGS. THE ALIGNMENT OF PAGE NUMBERS IS CRUCIAL; THEY ARE USUALLY RIGHT-ALIGNED, OFTEN WITH LEADER DOTS (PERIODS) CONNECTING THE HEADING TO THE PAGE NUMBER TO ENHANCE READABILITY. A WELL-CRAFTED TABLE OF CONTENTS SIGNIFICANTLY IMPROVES THE USABILITY OF YOUR DOCUMENT, ESPECIALLY FOR EXTENSIVE WORKS LIKE DISSERTATIONS OR BOOKS.

LIST OF TABLES: CATALOGING VISUAL DATA

IF YOUR DOCUMENT CONTAINS TABLES, A SEPARATE "LIST OF TABLES" IS REQUIRED. THIS LIST FUNCTIONS SIMILARLY TO A TABLE OF CONTENTS BUT SPECIFICALLY ENUMERATES ALL TABLES INCLUDED IN THE BODY OF THE WORK. THE HEADING "LIST OF TABLES" IS CENTERED AT THE TOP OF THE PAGE. EACH ENTRY SHOULD INCLUDE THE TABLE NUMBER, ITS TITLE, AND THE PAGE NUMBER ON WHICH IT APPEARS. TABLES ARE USUALLY NUMBERED SEQUENTIALLY THROUGHOUT THE DOCUMENT (E.G., TABLE 1, TABLE 2).

THE FORMATTING OF THE LIST OF TABLES SHOULD BE CLEAR AND CONSISTENT. TABLE NUMBERS AND TITLES ARE TYPICALLY LEFT-ALIGNED, WITH PAGE NUMBERS RIGHT-ALIGNED, OFTEN USING LEADER DOTS. THIS LIST HELPS READERS QUICKLY LOCATE SPECIFIC TABLES WITHOUT HAVING TO SEARCH THROUGH THE ENTIRE DOCUMENT, MAKING IT AN ESSENTIAL TOOL FOR ANY RESEARCH-HEAVY PAPER OR BOOK. IT'S PLACED AFTER THE MAIN TABLE OF CONTENTS AND BEFORE THE LIST OF FIGURES, IF BOTH ARE PRESENT.

LIST OF FIGURES: ORGANIZING ILLUSTRATIONS

SIMILAR TO THE LIST OF TABLES, A "LIST OF FIGURES" IS NECESSARY IF YOUR DOCUMENT INCLUDES ANY VISUAL ELEMENTS SUCH AS CHARTS, GRAPHS, PHOTOGRAPHS, OR ILLUSTRATIONS. THIS LIST PROVIDES AN ORGANIZED REFERENCE TO ALL FIGURES IN YOUR WORK. THE HEADING "LIST OF FIGURES" IS CENTERED. EACH ENTRY SHOULD CLEARLY STATE THE FIGURE NUMBER, ITS CAPTION OR TITLE, AND THE PAGE NUMBER WHERE IT CAN BE FOUND. FIGURES ARE TYPICALLY NUMBERED SEQUENTIALLY, INDEPENDENT OF TABLES (E.G., FIGURE 1, FIGURE 2).

THE PRESENTATION OF THE LIST OF FIGURES FOLLOWS THE SAME PRINCIPLES AS THE LIST OF TABLES: CLEAR ALIGNMENT, SEQUENTIAL NUMBERING, AND PRECISE PAGE REFERENCES. THIS SECTION ENHANCES THE DOCUMENT'S ACCESSIBILITY BY ALLOWING READERS TO FIND SPECIFIC VISUAL DATA POINTS QUICKLY. IT TYPICALLY FOLLOWS THE LIST OF TABLES, IF BOTH ARE INCLUDED.

ACKNOWLEDGMENTS: RECOGNIZING CONTRIBUTIONS

THE ACKNOWLEDGMENTS SECTION IS WHERE THE AUTHOR EXPRESSES GRATITUDE TO INDIVIDUALS, INSTITUTIONS, OR ORGANIZATIONS THAT PROVIDED SUPPORT, ASSISTANCE, OR RESOURCES FOR THE PROJECT. THIS PAGE IS OPTIONAL BUT COMMON IN ACADEMIC AND PUBLISHED WORKS. THE HEADING "ACKNOWLEDGMENTS" IS CENTERED. THE TEXT OF THE ACKNOWLEDGMENTS IS TYPICALLY SET AS A STANDARD PARAGRAPH, BEGINNING WITH A POLITE EXPRESSION OF THANKS. IT SHOULD BE PLACED AFTER THE LISTS OF TABLES AND FIGURES AND BEFORE THE ABSTRACT.

THE TONE OF THE ACKNOWLEDGMENTS SHOULD BE PROFESSIONAL YET SINCERE. IT'S AN OPPORTUNITY TO THANK MENTORS, COLLEAGUES, RESEARCH PARTICIPANTS, FUNDING BODIES, AND ANYONE ELSE WHO PLAYED A SIGNIFICANT ROLE IN THE COMPLETION OF THE WORK. WHILE IT IS A PERSONAL SECTION, IT MAINTAINS AN ACADEMIC TONE AND FOLLOWS THE GENERAL FORMATTING RULES FOR PARAGRAPHS.

ABSTRACT: A CONCISE OVERVIEW

THE ABSTRACT IS A BRIEF, SELF-CONTAINED SUMMARY OF THE ENTIRE WORK. IT PROVIDES A CONCISE OVERVIEW OF THE RESEARCH QUESTION, METHODOLOGY, FINDINGS, AND CONCLUSIONS. THE HEADING "ABSTRACT" IS CENTERED AT THE TOP OF THE PAGE. THE ABSTRACT ITSELF IS USUALLY A SINGLE, CONTINUOUS PARAGRAPH AND SHOULD NOT EXCEED A SPECIFIED WORD COUNT, OFTEN AROUND 150-300 WORDS, DEPENDING ON THE DISCIPLINE OR PUBLICATION GUIDELINES. IT IS PLACED AFTER THE ACKNOWLEDGMENTS AND BEFORE THE MAIN BODY OF THE TEXT.

A WELL-WRITTEN ABSTRACT IS CRUCIAL FOR ALLOWING POTENTIAL READERS TO QUICKLY GRASP THE ESSENCE OF YOUR WORK. IT SHOULD BE INFORMATIVE, ACCURATE, AND ENGAGING, ENTICING READERS TO DELVE DEEPER INTO THE FULL DOCUMENT. IT IS WRITTEN IN THE PAST TENSE, SUMMARIZING COMPLETED RESEARCH. THE ABSTRACT IS UNNUMBERED BUT COUNTED IN THE FRONT MATTER PAGINATION.

BODY MATTER: THE CORE OF YOUR DOCUMENT

THE BODY MATTER CONSTITUTES THE MAIN CONTENT OF YOUR DOCUMENT, BEGINNING WITH THE INTRODUCTION AND PROGRESSING THROUGH CHAPTERS, SECTIONS, AND SUBSECTIONS. THE FIRST PAGE OF THE BODY MATTER, TYPICALLY THE INTRODUCTION, IS PAGINATED WITH ARABIC NUMERALS, CONTINUING THE SEQUENCE FROM THE FRONT MATTER. CHAPTER TITLES ARE USUALLY CENTERED AND CAN BE PRESENTED IN VARIOUS STYLES, BUT CONSISTENCY IS KEY. SUBHEADINGS WITHIN CHAPTERS ARE ALSO FORMATTED ACCORDING TO CHICAGO STYLE, WITH SPECIFIC RULES FOR CAPITALIZATION AND PUNCTUATION TO DENOTE THEIR HIERARCHICAL LEVEL.

EACH CHAPTER AND SECTION SHOULD BE CLEARLY DELINEATED, WITH APPROPRIATE SPACING AND FORMATTING TO GUIDE THE

READER. THE CHICAGO MANUAL OF STYLE PROVIDES DETAILED GUIDANCE ON HEADINGS, SUBHEADINGS, AND THE OVERALL STRUCTURE OF THE BODY OF A WORK. THIS SECTION IS WHERE YOUR RESEARCH, ANALYSIS, AND ARGUMENTS ARE PRESENTED IN DETAIL, FORMING THE SUBSTANTIVE CORE OF YOUR SCHOLARLY CONTRIBUTION.

BACK MATTER: SUPPLEMENTARY MATERIALS

THE BACK MATTER OF A CHICAGO-STYLE DOCUMENT COMPRISES ANY SUPPLEMENTARY MATERIAL THAT FOLLOWS THE MAIN BODY BUT PRECEDES THE INDEX. THIS CAN INCLUDE APPENDICES, BIBLIOGRAPHIES, AND NOTES. EACH OF THESE SECTIONS BEGINS ON A NEW PAGE, WITH APPROPRIATE HEADINGS. APPENDICES ARE USED FOR SUPPLEMENTARY DATA, LENGTHY TABLES, OR DOCUMENTS THAT ARE TOO EXTENSIVE OR TANGENTIAL TO BE INCLUDED IN THE MAIN TEXT. THE BIBLIOGRAPHY, OR WORKS CITED, LISTS ALL SOURCES CONSULTED AND REFERENCED IN THE DOCUMENT, METICULOUSLY FORMATTED ACCORDING TO CHICAGO STYLE RULES.

THE ORDER OF BACK MATTER ELEMENTS IS GENERALLY CONSISTENT: APPENDICES FIRST, FOLLOWED BY THE BIBLIOGRAPHY, AND THEN THE INDEX. EACH SECTION IS VITAL FOR PROVIDING COMPLETE INFORMATION TO THE READER AND DEMONSTRATING THOROUGH RESEARCH AND PROPER ATTRIBUTION OF SOURCES. ENSURING ACCURATE FORMATTING IN THE BACK MATTER IS AS CRUCIAL AS IN THE FRONT MATTER FOR OVERALL ACADEMIC INTEGRITY.

THE INDEX: FACILITATING INFORMATION RETRIEVAL

THE INDEX IS THE FINAL COMPONENT OF THE BACK MATTER, SERVING AS AN ALPHABETICAL LIST OF KEY TERMS, CONCEPTS, NAMES, AND SUBJECTS DISCUSSED WITHIN THE DOCUMENT, ALONG WITH THEIR CORRESPONDING PAGE NUMBERS. THE HEADING "INDEX" IS CENTERED. THE INDEX IS DESIGNED TO HELP READERS QUICKLY LOCATE SPECIFIC INFORMATION WITHIN THE WORK. ENTRIES ARE TYPICALLY FORMATTED IN A TWO- OR THREE-COLUMN LAYOUT FOR READABILITY.

CREATING A COMPREHENSIVE AND ACCURATE INDEX IS A LABOR-INTENSIVE BUT INVALUABLE PROCESS, ESPECIALLY FOR BOOKS AND DISSERTATIONS. IT REQUIRES CAREFUL CONSIDERATION OF WHAT TERMS ARE MOST LIKELY TO BE SOUGHT BY READERS AND PRECISE REFERENCING OF ALL RELEVANT PAGE NUMBERS. A WELL-CONSTRUCTED INDEX SIGNIFICANTLY ENHANCES THE UTILITY AND ACCESSIBILITY OF A SCHOLARLY WORK, MAKING IT A POWERFUL TOOL FOR RESEARCH AND REFERENCE.

FAQ: CHICAGO STYLE FRONT MATTER REQUIREMENTS

Q: WHAT IS THE PRIMARY PURPOSE OF THE FRONT MATTER IN A CHICAGO STYLE DOCUMENT?

A: THE PRIMARY PURPOSE OF THE FRONT MATTER IN A CHICAGO STYLE DOCUMENT IS TO PROVIDE ESSENTIAL INTRODUCTORY, BIBLIOGRAPHIC, AND ORGANIZATIONAL INFORMATION BEFORE THE MAIN BODY OF THE TEXT BEGINS. THIS INCLUDES ELEMENTS LIKE THE TITLE PAGE, COPYRIGHT PAGE, TABLE OF CONTENTS, AND ABSTRACT, WHICH HELP ORIENT THE READER AND PRESENT THE WORK FORMALLY.

Q: SHOULD THE FRONT MATTER PAGES BE NUMBERED?

A: YES, THE PAGES IN THE FRONT MATTER ARE TYPICALLY NUMBERED USING LOWERCASE ROMAN NUMERALS (I, II, III, ETC.). HOWEVER, THE PAGE NUMBERS THEMSELVES ARE USUALLY NOT PRINTED ON THE TITLE PAGE, COPYRIGHT PAGE, OR DEDICATION PAGE. PAGINATION BEGINS WITH THE TITLE PAGE AS PAGE I.

Q: WHAT IS THE STANDARD ORDER OF ELEMENTS IN CHICAGO STYLE FRONT MATTER?

A: WHILE VARIATIONS EXIST, THE STANDARD ORDER FOR CHICAGO STYLE FRONT MATTER IS GENERALLY: TITLE PAGE, COPYRIGHT PAGE, DEDICATION (OPTIONAL), TABLE OF CONTENTS, LIST OF TABLES (IF APPLICABLE), LIST OF FIGURES (IF APPLICABLE), ACKNOWLEDGMENTS (OPTIONAL), AND ABSTRACT.

Q: HOW SHOULD THE TITLE PAGE BE FORMATTED IN CHICAGO STYLE?

A: THE TITLE PAGE IN CHICAGO STYLE IS UNNUMBERED BUT COUNTED AS PAGE I. THE TITLE AND SUBTITLE ARE CENTERED AND PLACED IN THE UPPER HALF OF THE PAGE. BELOW THE TITLE, YOUR NAME, COURSE NAME, INSTRUCTOR, AND DATE ARE ALSO CENTERED, EACH ON A NEW LINE.

Q: WHAT INFORMATION MUST BE INCLUDED ON THE COPYRIGHT PAGE?

A: THE COPYRIGHT PAGE TYPICALLY INCLUDES THE COPYRIGHT SYMBOL (©), THE YEAR OF FIRST PUBLICATION, AND THE NAME OF THE COPYRIGHT HOLDER. FOR BOOKS, IT MAY ALSO INCLUDE PUBLISHER INFORMATION AND AN ISBN. FOR STUDENT PAPERS, A SIMPLER FORMAT WITH JUST THE COPYRIGHT NOTICE AND AUTHOR'S NAME IS OFTEN SUFFICIENT.

Q: IS A DEDICATION PAGE MANDATORY IN CHICAGO STYLE?

A: NO, A DEDICATION PAGE IS OPTIONAL IN CHICAGO STYLE. IF INCLUDED, IT USUALLY FOLLOWS THE COPYRIGHT PAGE AND FEATURES THE WORD "DEDICATION" CENTERED, WITH THE DEDICATION TEXT CENTERED BELOW IT.

Q: HOW DETAILED SHOULD THE TABLE OF CONTENTS BE?

A: THE TABLE OF CONTENTS SHOULD BE AS DETAILED AS NECESSARY TO ACCURATELY REFLECT THE STRUCTURE OF YOUR DOCUMENT. IT SHOULD INCLUDE ALL MAJOR HEADINGS, CHAPTER TITLES, AND SIGNIFICANT SUBHEADINGS, ALONG WITH THEIR CORRESPONDING PAGE NUMBERS.

Q: WHAT IS THE DIFFERENCE BETWEEN A LIST OF TABLES AND A LIST OF FIGURES?

A: A LIST OF TABLES ENUMERATES ALL TABLES IN THE DOCUMENT, PROVIDING THEIR NUMBERS, TITLES, AND PAGE NUMBERS. A LIST OF FIGURES DOES THE SAME FOR VISUAL ELEMENTS LIKE CHARTS, GRAPHS, AND IMAGES. BOTH ARE ESSENTIAL FOR HELPING READERS LOCATE SPECIFIC VISUAL DATA.

Q: WHAT IS THE FUNCTION OF THE ABSTRACT IN CHICAGO STYLE?

A: THE ABSTRACT IS A CONCISE SUMMARY OF THE ENTIRE DOCUMENT, TYPICALLY 150-300 WORDS. IT OUTLINES THE RESEARCH PROBLEM, METHODOLOGY, FINDINGS, AND CONCLUSIONS, ALLOWING READERS TO QUICKLY UNDERSTAND THE CORE CONTENT OF THE WORK.

Q: WHEN DOES ARABIC NUMERAL PAGINATION BEGIN IN A CHICAGO STYLE DOCUMENT?

A: ARABIC NUMERAL PAGINATION (1, 2, 3, ETC.) BEGINS WITH THE FIRST PAGE OF THE MAIN BODY OF THE DOCUMENT, USUALLY THE INTRODUCTION. THE FRONT MATTER IS PAGINATED WITH ROMAN NUMERALS.

Chicago Style Front Matter Requirements

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