



## Examples of Works Commonly Cited at Lake Forest College and Not Shown in the *Hacker Pocket Style Manual* Using Chicago Style – 17<sup>th</sup> Edition with *MS Word Formatting Tips*

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**Access dates:** If your instructor requires access dates, or if the online source has no date, use this format (see more at [chicagomanualofstyle.org/book/ed17/part3/ch14/psec176.html](http://chicagomanualofstyle.org/book/ed17/part3/ch14/psec176.html)):

### footnote

1. “Terrorism Definition,” Google Search, accessed November 30, 2013, <http://google.com/search?q=terrorism+definition>.

### bibliography entry

- “Terrorism Definition.” Google Search. Accessed November 30, 2013.  
<http://google.com/search?q=terrorism+definition>.
- 

**Shortened footnotes, not *Ibid.*:** The 17th edition of the *Chicago Manual of Style* recommends that after the first footnote for a source, use a shortened form of the footnote for subsequent references to the source (as shown below), instead of the Latin abbreviation *Ibid.*

If your professor still prefers *Ibid.*, see [chicagomanualofstyle.org/16/ch14/ch14\\_sec029.html](http://chicagomanualofstyle.org/16/ch14/ch14_sec029.html).

*Chicago Manual of Style* permits using the short form for all footnotes when a bibliography is included, but most Lake Forest College instructors will want the first footnote to be in the long form, as shown below.

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### Examples below:

- Article (newspaper) is part of a **regular column or feature** and full text is in a **database**
  - Article (newspaper) **unsigned/no author** in a **database**
  - Article (**journal**) with **10 or more authors**
  - **Article on microfilm** with page numbers denoted with “p.” or “pp.” for clarity
  - **Article: Reprint in a book**
  - Book **chapter** in a **volume** (see also **translated chapter**)
  - Book: **Online or ebook** (a **volume** and an **edition**)
  - Book: Citing a **secondary source** (**original is not available**)
  - Book: **Translation** (**chapter** in a **volume of a multivolume set**)
  - Book: Unknown (**chapter** in **Moodle**)
  - **Conference or proceedings paper** (in a **database**)
  - Government documents: **Bill** or **Congressional hearing**
  - **Television episode**
  - **Twitter** and social media
  - **YouTube** or other **online video**
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**Article (newspaper)** only available in a **database**, and is part of a **regular column or feature** of the newspaper (see [chicagomanualofstyle.org/book/ed17/part3/ch14/psec195.html](http://chicagomanualofstyle.org/book/ed17/part3/ch14/psec195.html) )

- Include **only permanent URLs** that your reader can access.

For example, for a paper for Lake Forest College readers, in Nexis Uni, next to the title, click Actions to select

[Link to this page](#)

- After the article title (in quotes) place the title of a **section, column, or feature** in regular font, capitalized, without quotation marks.

### footnote

2. Tanya Barrientos, “Alienated. They're Close Encounters of the Worst Kind. And More and More People Are Saying They've Had Them,” Living, *San Jose Mercury News*, LexisNexis Academic, July 4, 1994, 1E, <https://advance.lexis.com/api/permalink/06226bd5-fbab-4e88-b44d-d098fcf522dd/?context=1516831>.

### shortened subsequent notes

3. Barrientos, “Alienated.”

### bibliography entry

- Barrientos, Tanya. “Alienated. They're Close Encounters of the Worst Kind. And More and More People Are Saying They've Had Them.” Living. *San Jose Mercury News*, Nexis Uni, July 4, 1994, 1E, <https://advance.lexis.com/api/permalink/06226bd5-fbab-4e88-b44d-d098fcf522dd/?context=1516831>.
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**Article (newspaper—unsigned/with no author**, see [chicagomanualofstyle.org/book/ed17/part3/ch14/psec199.html](http://chicagomanualofstyle.org/book/ed17/part3/ch14/psec199.html)) in a **database** and from a particular **edition** (see [chicagomanualofstyle.org/book/ed17/part3/ch14/psec191.html](http://chicagomanualofstyle.org/book/ed17/part3/ch14/psec191.html))

- Include only **permanent URLs**. For example, in the Google News Archive, use the [Link to article](#) feature.
- Place the **edition** after the date and before any page number(s)—page numbers are optional for newspaper articles.
- For an **unsigned news article (with no author)**, **begin the footnote with the article title**, but begin the shortened footnotes and the bibliography entry with the periodical title, unless your professor says otherwise.

**footnote**

4. “Brutal Treatment of Refugees,” *Sydney Morning Herald*, October 10, 1899, Second Edition, 7, <https://news.google.com/newspapers?id=ZOphAAAIBAJ&sjid=uJEDAAAIBAJ&pg=6547%2C682582>.

**shortened subsequent notes**

5. *Sydney Morning Herald*, “Brutal Treatment of Refugees.”

**bibliography entry**

*Sydney Morning Herald* “Brutal Treatment of Refugees.” October 10, 1899, Second Edition, 7, <https://news.google.com/newspapers?id=ZOphAAAIBAJ&sjid=uJEDAAAIBAJ&pg=6547%2C682582>.

**Article (journal) with 10 or more authors**

- For 10 or more authors, Chicago style lists **the first the first seven, followed by et al.**, or “where space is limited” it is only necessary to list the first three authors followed by et al. ([chicagomanualofstyle.org/16/ch14/ch14\\_sec076.html](http://chicagomanualofstyle.org/16/ch14/ch14_sec076.html)).

**footnote**

6. Gerard Saucier et al., “Cross-cultural differences in a global ‘Survey of World Views.’” *Journal of Cross-Cultural Psychology* 46, no. 1 (2015): 54, <https://doi.org/10.1177/0022022114551791>.

**shortened subsequent notes**

7. Saucier et al., “Cross-cultural differences,” 55.

**bibliography entry**

Saucier, Gerard, Judith Kenner, Kathryn Iurino, Philippe Bou Malham, Zhuo Chen, Amber Gayle Thalmyer, Markus Kemmelmeier, et al. “Cross-cultural differences in a global ‘Survey of World Views.’” *Journal of Cross-Cultural Psychology* 46, no. 1 (2015): 53-70. <https://doi.org/10.1177/0022022114551791>.

**Article on microfilm—indexed in an EBSCO database or book**

- Include the medium if it is necessary for the retrieval of the source; place the word microfilm at the end, before any page or microfiche numbers. To clarify that a number refers to a page and not a microform number, “p.” or “pp.” maybe be included. See also: [chicagomanualofstyle.org/book/ed17/part3/ch14/psec115.html](http://chicagomanualofstyle.org/book/ed17/part3/ch14/psec115.html).

**footnote**

8. Alistair Elliot, “Did Shakespeare Scan?” *TLS: The Times Literary Supplement*, January 2, 1998, Microfilm, p. 13.

**shortened subsequent notes**

9. Elliot, “Did Shakespeare Scan?”

**bibliography entry**

Elliot, Alistair. “Did Shakespeare Scan?” *TLS: The Times Literary Supplement*, January 2, 1998. Microfilm. p. 13.

**Article: Reprinted in a book footnote**

10. R. E. Dubrofsky, "The Bachelor: Whiteness in the Harem," in *Race, Class, and Gender: An Anthology*, 8th ed., ed. Margaret L. Andersen and Patricia Hill Collins, (2006; repr., Belmont, CA: Wadsworth, 2013), 372-73.

**shortened subsequent notes**

11. Dubrofsky, "The Bachelor," 375.

**bibliography entry**

Dubrofsky, R. E. "The Bachelor: Whiteness in the Harem." Reprinted in *Race, Class, and Gender: An Anthology*, 8th ed. Edited by Margaret L. Andersen and Patricia Hill Collins, 369-378. Belmont, CA: Wadsworth, (2006) 2013.

**Book chapter or anthology selection in a volume where each volume has a subject specific title**

- In the footnote, the page numbers are placed at the end; in the bibliography, the page numbers come *before* the publication information.
- "Vol." and "vol." are included here for clarity; the [translation example below](#) shows a book volume that does not have a unique title. See also [chapter 14 of the Chicago Manual of Style Online](#), "Multivolume Works."

**footnote**

12. Chris Mayda, Artimus Keiffer, and Joseph W. Slade, "Ecology and the Environment," in *The Midwest*, edited by Joseph W. Slade and Judith Yaross Lee, vol. 3 of *The Greenwood Encyclopedia of American Regional Cultures*, edited by Joseph W. Slade and Judith Yaross Lee (Westport, CT: Greenwood Press, 2004), 91-2.

**shortened subsequent notes**

13. Mayda, Keiffer, and Slade. "Ecology and the Environment," 95.

**bibliography entry**

Mayda, Chris, Artimus Keiffer, and Joseph W. Slade. "Ecology and the Environment." In *The Midwest*, edited by Joseph W. Slade and Judith Yaross Lee. Vol. 3 of *The Greenwood Encyclopedia of American Regional Cultures*, edited by Joseph W. Slade and Judith Yaross Lee, 81-124. Westport, CT: Greenwood Press, 2004.

**Book: Online or ebook from Google Books, Kindle (no URL), ebrary, etc. (volume II of a fourth edition)**

- If a Google book is only partially available online, request the print book from I-Share to receive it in 3 days.
- For Google books, use the shortest possible working version of the URL.

**footnote**

13. Herman Koren and Michael Bisesi, *Handbook of Environmental Health*, 4th ed., vol. 2, *Pollutant Interactions in Air, Water, and Soil* (Boca Raton, FL: CRC Publishers, 2003), 164-65. <https://books.google.com/books?id=yTbMBQAAQBAJ>.

**shortened subsequent notes for an ebook**

14. Koren and Bisesi, *Handbook of Environmental Health*, 28.

**bibliography entry**

Koren, Herman, and Michael Bisesi, *Handbook of Environmental Health*, 4th ed. Vol. 2, *Pollutant Interactions in Air, Water, and Soil*. Boca Raton, FL: CRC Publishers, 2003. <https://books.google.com/books?id=yTbMBQAAQBAJ>.

**Book citation taken from a secondary source (when the original source is not available)**

- Chicago style begins the indirect citation with the complete reference to the secondary source.

**text (quoting Scott)**

Even the 1988 unpublished papers of Hugh J. Scott, the dean of Hunter College Elementary School, expressed concern about the necessity of creating a diverse student body for gifted student programs when he stated, “Equity and excellence are not only compatible, but constitute non-negotiable imperatives . . .”<sup>15</sup>

**footnote**

15. H. J. Scott, “Premises and Principles that Undergird Educational Policy at the Hunter College Campus Schools” (unpublished manuscript, 1988), quoted in Rena F. Subotnik, Lee Kassan, Ellen Summers, and Alan Wasser, *Genius Revisited: High IQ Children Grown Up* (Norwood, NJ: Ablex, 1993), 375.

**shortened subsequent notes**

16. Scott, “Premises and Principles,” 375.

**bibliography entry for an indirect or secondary source (source cited in another source and the original is not available)**

Scott, H. J. “Premises and Principles That Undergird Educational Policy at the Hunter College Campus Schools.” Unpublished manuscript, 1988. Quoted in Rena F. Subotnik, Lee Kassan, Ellen Summers, and Alan Wasser. *Genius Revisited: High IQ Children Grown Up*. Norwood, NJ: Ablex, 1993.

**Book: Translated chapter** in an anthology with various translators (see also [chicagomanualofstyle.org/book/ed17/part3/ch14/psec124.html](http://chicagomanualofstyle.org/book/ed17/part3/ch14/psec124.html))**footnote**

17. Fyodor Dostoyevsky, “Notes from the Underground,” trans. David Magarshack, in *Great Short Works of Fyodor Dostoevsky* (New York: HarperCollins, 2004), 262.

**shortened subsequent notes**

18. Dostoyevsky, “Notes from the Underground,” 264-5.

**bibliography entry**

Dostoyevsky, Fyodor. “Notes from the Underground.” Translated by David Magarshack. In *Great Short Works of Fyodor Dostoevsky*, 261-377. New York: HarperCollins, 2004.

**Book: Translation (in a book that is volume II of a multi-volume set)**

- When the source is a volume of a multi-volume set:  
In the footnote, do not put “vol,” instead, at the end of the note, just put the volume number followed by a colon and then the cited page numbers. In the bibliography, put Vol. and the volume number.

**footnote**

19. André Bazin, *What Is Cinema?*, trans. Hugh Gray (Berkeley: University of California Press, 1971), 2:43-5.

**shortened subsequent notes**

20. Bazin, *What Is Cinema?*, 55.

**bibliography entry**

Bazin, André. *What Is Cinema?* Translated by Hugh Gray. Vol. 2, Berkeley: University of California Press, 1971.

**Book (unknown—chapter in Moodle)**

- If there is no date, use n.d. in the footnote; if there is not publisher, use n.p. or N.p. if following a period.
- If no author can be determined, begin with the title

**footnote**

21. *Visual Analysis*, chap. 6: 115-32, n.p., n.d., accessed February 25, 2018 from the Lake Forest College Moodle database page for Rhetoric and Public Memory (COMM 388 01, 2016-2017 spring) at <http://moodle2.lakeforest.edu/course/view.php?id=5053>.

**shortened subsequent notes**

22. *Visual Analysis*, 116.

**bibliography entry**

*Visual analysis*. Chap. 6: 115-32. N.p., n.d. Accessed February 25, 2018 from the Lake Forest College Moodle database page for *Rhetoric and Public Memory (COMM 388 01, 2016-2017 spring)* at <http://moodle2.lakeforest.edu/course/view.php?id=5053>.

**Or****footnote**

- Missing authors or dates that can be inferred from the Moodle link, course syllabus, a library catalog, etc. can be added in square brackets:

21. [Paul Martin Lester], “Visual Analysis,” in [*Visual Communication: Images with Messages*] ([Boston: Wadsworth], [2011?]), 115, available from the Lake Forest College Moodle database page for *Rhetoric and Public Memory (COMM 388 01, 2016-2017 spring)* at <http://moodle2.lakeforest.edu/course/view.php?id=5053>.

**shortened subsequent notes**

22. [Lester], *Visual Analysis*, 116.

**bibliography entry**

[Lester, Paul Martin], “Visual Analysis.” In [*Visual Communication: Images with Messages*]. [Boston: Wadsworth], [2011?]. 115-32. Available from the Lake Forest College Moodle database page for *Rhetoric and Public Memory (COMM 388 01, 2016-2017 spring)* at <http://moodle2.lakeforest.edu/course/view.php?id=5053>.

**Conference, symposium, meeting, or proceedings papers**

- Include a URL because this paper is hard to find outside of the database and because your professor will also have access to the full text of that database. Include only permanent URLs! The browser address at the top of the EBSCO database page will *NOT* direct back to the document.

**footnote**

23. Cindy Simon Rosenthal and Jill Tao, “What’s a Small Town Mayor to Do When Things Fall Apart? A Simulation on Public Leadership” (paper, Annual Meeting of the Southern Political Science Association, New Orleans, LA, January 6, 2005), 2-3, *Political Science Complete*, <http://cacheproxy.lfc.edu:2048/login?url=http://search.ebscohost.com/login.aspx?direct=true&db=poh&AN=18604191&site=ehost-live>.

**shortened subsequent notes**

24. Rosenthal and Tao, “What’s a Small Town Mayor,” 4.

**bibliography entry**

Rosenthal, Cindy Simon, and Jill Tao. “What’s a Small Town Mayor to Do When Things Fall Apart? A Simulation on Public Leadership.” Paper presented at the Annual Meeting of the Southern Political Science Association, New Orleans, LA. January 6, 2005. *Political Science Complete* <http://cacheproxy.lfc.edu:2048/login?url=http://search.ebscohost.com/login.aspx?direct=true&db=poh&AN=18604191&site=ehost-live>.

**Government documents**

- See more examples beginning at [chicagomanualofstyle.org/book/ed17/part3/ch14/psec282.html](http://chicagomanualofstyle.org/book/ed17/part3/ch14/psec282.html).

**Bill (proposed or introduced)****footnote**

25. Unpaid Intern Protection Act of 2017, H.R. 651, 115th Cong. (2017).  
<https://www.congress.gov/bill/115th-congress/house-bill/651>.

**shortened subsequent notes**

26. Unpaid Intern Protection Act of 2017.

**Bibliography entry (for a proposed bill)**

Unpaid Intern Protection Act of 2017. H.R. 651. 115th Cong., 2017.  
<https://www.congress.gov/bill/115th-congress/house-bill/651>.

**Bill (law or statute)****footnote—passed law (statute)**

27. Patient Protection and Affordable Care Act of 2010, Pub. L. No. 111-148, 124 Stat. 119 (2010), <https://www.gpo.gov/fdsys/pkg/PLAW-111publ148/pdf/PLAW-111publ148.pdf>.

**footnote (for a law in the U.S.C.)**

28. Patient Protection and Affordable Care Act of 2010. Pub. L. No. 111-148. 42 U.S.C. § 18001, (2010). <https://www.congress.gov/bill/111th-congress/house-bill/3590>.

**shortened subsequent note**—“4 U.S.C. § 18001” is included to differentiate the source from the text of the law as recorded before it was in the U.S. Code (here shown as footnote number 30), even though the text may be identical.

29. Patient Protection and Affordable Care Act, 42 U.S.C. § 18001.

**bibliography entry (for a law in the U.S.C.)**

- The bibliography entry can just follow the form of the footnote but with periods instead of commas and with a hanging indent, e.g.:

Patient Protection and Affordable Care Act of 2010. Pub. L. No. 111-148. 42 U.S.C. § 18001, (2010). <https://www.congress.gov/bill/111th-congress/house-bill/3590>.

**Congressional hearing testimony (available online), 60th Congress or later**

- For hearings prior to the 60th Congress (1907), follow the Congress number and the abbreviation “Cong.” with a comma and either 1 Sess. or 2 Sess.

**footnote**

30. *The Dawn of Learning: What’s Working in Early Childhood Education: Hearing Before the Subcommittee on Education Reform of the Committee on Education and the Workforce*, 107 Cong., 10-11 (July 31, 2001) (statement of the Honorable Wade F. Horn, Assistant Secretary for Children and Families, U.S. Department of Health and Human Services), <http://www.gpo.gov/fdsys/pkg/CHRG-107hhr80037/pdf/CHRG-107hhr80037.pdf>.

**shortened subsequent notes for Congressional hearing testimony (online)**

31. *Dawn of Learning*. 25.

**bibliography entry**

*The Dawn of Learning: What’s Working in Early Childhood Education: Hearing Before the Subcommittee on Education Reform of the Committee on Education and the Workforce*, 107 Cong., July 31, 2001. (Statement of the Honorable Wade F. Horn, Assistant Secretary for Children and Families, U.S. Department of Health and Human Services), 9-37. <http://www.gpo.gov/fdsys/pkg/CHRG-107hhr80037/pdf/CHRG-107hhr80037.pdf>.

**Television episode viewed via broadcast**

- See more examples at [chicagomanualofstyle.org/book/ed17/part3/ch14/psec265.html](http://chicagomanualofstyle.org/book/ed17/part3/ch14/psec265.html) and [chicagomanualofstyle.org/qanda/data/faq/topics/Documentation/faq0004.html](http://chicagomanualofstyle.org/qanda/data/faq/topics/Documentation/faq0004.html).

**footnote**

32. Rian Johnson, dir., *Breaking Bad*, season 3, episode 10, “Fly,” written by Sam Catlin and Moira Walley-Beckett, aired May 23, 2010, on AMC.

**shortened subsequent notes**

33. Johnson, “Fly.”

**bibliography entry of a television episode viewed via broadcast**

Johnson, Rian, dir. *Breaking Bad*. Season 3, episode 10, “Fly,” written by Sam Catlin and Moira Walley-Beckett. Aired May 23, 2010, on AMC.

**A tweet on Twitter**

- The permanent URL for a Twitter tweet can be captured by right clicking on the date and time link of the tweet.
- See more on citing social media: [chicagomanualofstyle.org/book/ed17/part3/ch14/psec209.html](http://chicagomanualofstyle.org/book/ed17/part3/ch14/psec209.html).

**footnote**

34. Heba Gamal (@htgamal), “If Mubarak would have given yesterday's speech on Jan 25,maybe we the people would've accepted it,” Twitter, February 11, 2011, 6:44 a.m., <https://twitter.com/htgamal/status/36073121911930880>.

**shortened subsequent notes for a tweet on Twitter**

35. Gamal, “If Mubarak would have.”

**bibliography entry**

Gamal, Heba (@htgamal). “If Mubarak would have given yesterday's speech on Jan 25,maybe we the people would've accepted it.” Twitter. February 11, 2011, 6:44 a.m., <https://twitter.com/htgamal/status/36073121911930880>.

**Video (YouTube or other online video)**

- Surmised publication details can be included in square brackets, followed by a question mark.

**footnote**

36. “Wikipedia: Editing Basics (Visual Editor),” posted March 25, 2017 by RIT [Rochester Institute of Technology?] Libraries, <https://www.youtube.com/watch?v=u577WkW2TVY>.


**shortened subsequent notes for an online video**

37. “Wikipedia: Editing Basics (Visual Editor).”

**bibliography entry**

“Wikipedia: Editing Basics (Visual Editor).” Posted March 25, 2017 by RIT [Rochester Institute of Technology?] Libraries. <https://www.youtube.com/watch?v=u577WkW2TVY>.

## A Few MS Word Formatting Tips for a Chicago Style

	PC	Mac
Start Bibliography	<p>At the end of your paper's text:</p> <ol style="list-style-type: none"> <li>1. <b>Ctrl</b> + <b>Enter</b> to start a new page</li> <li>2. <b>Ctrl</b> + <b>1</b> to single space</li> <li>3. <b>Ctrl</b> + <b>E</b> to center</li> <li>4. Type the word Bibliography</li> <li>5. Enter 2 new paragraphs</li> <li>6. <b>Ctrl</b> + <b>E</b> to align left</li> <li>7. <b>Ctrl</b> + <b>T</b> to create hanging indents</li> </ol>	<p>At the end of your paper's text:</p> <ol style="list-style-type: none"> <li>1. Click Insert &gt; Break &gt; Page break</li> <li>2. <b>Cmd</b> + <b>1</b> to single space</li> <li>3. Type the word Bibliography</li> <li>4. <b>Ctrl</b> + <b>E</b> to center</li> <li>5. Enter 2 new paragraphs</li> <li>6. <b>Cmd</b> + <b>L</b> to align left</li> <li>7. <b>Cmd</b> + <b>T</b> to create hanging indents</li> </ol>
Create single spaced, hanging indents on a bibliography	<ol style="list-style-type: none"> <li>1. Select all of your references</li> <li>2. <b>Ctrl</b> + <b>1</b> to single space</li> <li>3. <b>Ctrl</b> + <b>T</b> to create hanging indents</li> <li>4. If necessary, enter a paragraph between each reference</li> </ol>	<ol style="list-style-type: none"> <li>1. Select all of your references</li> <li>2. <b>Cmd</b> + <b>1</b> to single space</li> <li>3. <b>Cmd</b> + <b>T</b> to create hanging indents</li> <li>4. If necessary, enter a paragraph between each reference</li> </ol>
Footnote insertion	<b>Alt</b> + <b>Ctrl</b> + <b>F</b>	<b>Alt</b> + <b>Cmd</b> + <b>F</b>
Endnote insertion	<b>Alt</b> + <b>Ctrl</b> + <b>D</b>	<b>Alt</b> + <b>Cmd</b> + <b>E</b>
Format all footnote or endnote paragraphs with first line indent (do this last)	<ol style="list-style-type: none"> <li>1. Click on any note then <b>Ctrl</b> + <b>A</b> to select all</li> <li>2. <b>Ctrl</b> + <b>M</b></li> <li>3. <b>Ctrl</b> + <b>Shift</b> + <b>T</b></li> </ol>	<ol style="list-style-type: none"> <li>1. Click on any note then <b>Cmd</b> + <b>A</b> to select all</li> <li>2. Click on Format &gt; Paragraphs &gt; Special</li> <li>3. Select First line</li> </ol>
Change endnote style from lower case Roman (i) to Arabic (1)	<ol style="list-style-type: none"> <li>1. Click the tiny arrow in the References &gt; Footnotes tab </li> <li>2. At Number Style, click the arrow to select 1, 2, 3,...</li> </ol>	<ol style="list-style-type: none"> <li>1. Click Insert &gt; Footnote &gt; Number Format</li> <li>2. Click the arrow to select 1, 2, 3,...</li> </ol>
Return quickly to text after inserting a foot or endnote	<b>Shift</b> + <b>F5</b>	<b>Shift</b> + <b>F5</b> + <b>fn</b>
Page numbers preceded by your last name	<ol style="list-style-type: none"> <li>1. Click the Insert tab</li> <li>2. Click Page Number and select Top of Page</li> <li>3. <b>Ctrl</b> + <b>R</b> to align right</li> <li>4. In front of the page number, type your last name and one space</li> </ol>	<ol style="list-style-type: none"> <li>1. Click the Insert tab</li> <li>2. Click Page Number and select Top of Page</li> <li>3. <b>Cm</b> + <b>R</b> to align right</li> <li>4. In front of the page number, type your last name and one space</li> </ol>