CHICAGO MANUAL OF STYLE (CMS)

RESOURCES TO HELP YOU:

[Chicago Style Manual Quick Guide On-line](http://www.chicagomanualofstyle.org/tools_citationguide.html)

[Purdue Owl](https://owl.english.purdue.edu/owl/resource/717/01/)

<http://bcs.bedfordstmartins.com/resdoc5e/RES5e_ch10_s1-0001.html>

COMPARISON OF MLA, APA AND CMS

[Comparison Chart](https://owl.english.purdue.edu/media/pdf/20110928111055_949.pdf)

FORMATING

<http://bcs.bedfordstmartins.com/resdoc5e/RES5e_ch10_s1-0006.html>

KNIGHTCITE

<https://www.calvin.edu/library/knightcite/index.php?standard=Chicago>

BASICS OF CMS

WHAT IS THE CHICAGO MANUAL OF STYLE?

* A style guide used in history, political science, geography, anthropology, and even biology depending on your instructor’s preferences
* There are three different styles:

-bibliography style with endnotes

-bibliography style with footnotes and

-author-date style

* We will be looking at the **Bibliography Style** with both **end and footnotes.**

WHY SHOULD YOU USE CHICAGO STYLE?

It allows you to use other people’s ideas to support your own. You must make sure to document the source you are paraphrasing or quoting, so that readers can distinguish between your ideas and someone else’s ideas.

GENERAL CMS GUIDELINES

* Margins should be set at no less than 1” and no greater than 1.5”.
* Typeface should be something readable, such as Times New Roman or Palatino.
* Font size should be no less than 10 pt. (preferably, 12 pt.).
* Text should be consistently double-spaced, with the following exceptions:
	+ Block quotations, table titles, and figure captions should be single-spaced.
		- A prose quotation of five or more lines should be blocked.
		- A blocked quotation does not get enclosed in quotation marks.
		- An extra line space should immediately precede and follow a blocked quotation.
		- Blocked quotations should be indented .5” as a whole.
* Notes and bibliographies should be singled-spaced internally; however, leave an extra line space between note and bibliographic entries.
* Page numbers begin in the header of the first page of text with Arabic number 1.
* Subheadings should be used for longer papers.
	+ CMS recommends you devise your own format but use consistency as your guide.
* Put an extra line space before and after subheadings, and avoid ending them with periods.

#### **MAJOR PAPER SECTIONS**

##### **Title Page**

* Class papers will either include a title page or include the title on the first page of the text. Use the following guidelines should your instructor or context require a title page:
	+ The title should be centered a third of the way down the page.
	+ Your name and class information should follow several lines later.
	+ For subtitles, end the title line with a colon and place the subtitle on the line below the title.

##### **Main Body**

* Titles mentioned in the text, notes, or bibliography are capitalized “headline-style,” meaning first words of titles and subtitles and any important words thereafter should be capitalized.
* Titles in the text as well as in notes and bibliographies are treated with quotation marks or italics based on the type of work they name.
	+ Book and periodical titles (titles of larger works) should be italicized.
	+ Article and chapter titles (titles of shorter works) should be enclosed in double quotation marks.
	+ Otherwise, take a minimalist approach to capitalization.
		- Lowercase terms used to describe periods, for example, except in the case of proper nouns (e.g., “the colonial period,” vs. “the Victorian era”).
* A prose quotation of five or more lines should be “**blocked**.” The block quotation is singled-spaced and takes no quotation marks, but you should leave an extra line space immediately before and after. Indent the entire quotation .5” (the same as you would the start of a new paragraph).

##### **References**

* Label the first page of your back matter, and your comprehensive list of sources, “Bibliography” (for Notes and Bibliography style) or “References” (for Author Date style).
* Leave two blank lines between “Bibliography” or “References” and your first entry.
* Leave one blank line between remaining entries.
* List entries in letter-by-letter alphabetical order according to the first word in each entry.
* Use “and,” not an ampersand, “&,” for multi-author entries.
	+ For two to three authors, write out all names.
	+ For four to ten authors, write out all names in the bibliography but only the first author’s name plus “et al.” in notes and parenthetical citations.
	+ When a source has no identifiable author, cite it by its title, both on the references page and in shortened form (up to four keywords from that title) in parenthetical citations throughout the text.
	+ Write out publishers’ names in full.
	+ Do not use access dates unless publication dates are unavailable.
	+ If you cannot ascertain the publication date of a printed work, use the abbreviation “n.d.”
	+ Provide DOIs instead of URLs whenever possible.
	+ If you cannot name a specific page number when called for, you have other options: section (sec.), equation (eq.), volume (vol.), or note (n.).

##### **Footnotes/Endnotes**

* Note numbers should begin with “1” and follow consecutively throughout a given paper.
* In the text, note numbers are superscripted.
	+ Note numbers should be placed at the end of the clause or sentence to which they refer and should be placed after any and all punctuation.
	+ In the notes themselves, note numbers are full-sized, not raised, and followed by a period (superscripting note numbers in the notes themselves is also acceptable).
	+ The first line of a footnote is indented .5” from the left margin.
	+ Subsequent lines within a footnote should be formatted flush left.
	+ Leave an extra line space between footnotes.
	+ Place commentary after documentation when a footnote contains both, separated by a period.
		- In parenthetical citation, separate documentation from brief commentary with a semicolon.
		- Do not repeat the hundreds digit in a page range if it does not change from the beginning to the end of the range.

For more information (such as how to do Headings, tables…see <https://owl.english.purdue.edu/owl/resource/717/02/>)

**TIPS FOR INTEGRATING QUOTES:**

**Note the variations for using and documenting sources on the following page:**

1. If you need to change or add a word for clarity of your own text, use square brackets to designate the change.

It may be true that “[s]ummer without baseball [is] a disruption to the psyche.”

1. If you have already mentioned the name of the writer in your introduction to the quotation, only the page reference is necessary in the brackets following the quotation.

As Kinsella states, “Summer without baseball [is] a disruption to the psyche.”

1. A **paraphrase**, which is a re-wording of the exact words of the author, does not require quotation marks surrounding it, **but it is documented the same way as a direct quotation**.

A summer without baseball can be mentally disruptive.

1. The use of ellipses (three spaced periods in a row) allows the essay writer to quote only what is essential.

As Elizabeth listens to the housekeeper’s lavish praise of her master, Mr. Darcy, she notes that “[t]his was praise…most opposite to her ideas.”[[1]](#endnote--1)

1. The term, ***sic***, is used in text to indicate either that a surprising or paradoxical word, phrase, or fact is not a mistake and is to be read as it stands, or that a mistake in quoted material existed in the original source. ***Sic*** should be italicized and enclosed in square brackets.

There’s no tyranny on airth [***sic***] equal to the tyranny of a majority.

1. Following quoted or paraphrased information from an **Internet**  source, place, in brackets, the last name of the author and the date of publication.

Kinsella “also predicted the national pastime will survive no matter how the strike is settled”[[2]](#endnote-0)

1. Information from an **audio-visual** source requires the name of the artist (or title of performance) plus the date of publication (or viewing).

“Empty pockets don’t ever make the grade.”[[3]](#endnote-1)

1. [↑](#endnote-ref--1)
2. [↑](#endnote-ref-0)
3. [↑](#endnote-ref-1)