

This presentation was prepared by the



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# CMS Formatting

The logo for The Chicago Manual of Style, featuring the text "The Chicago Manual of Style" in a white serif font on a red square background.

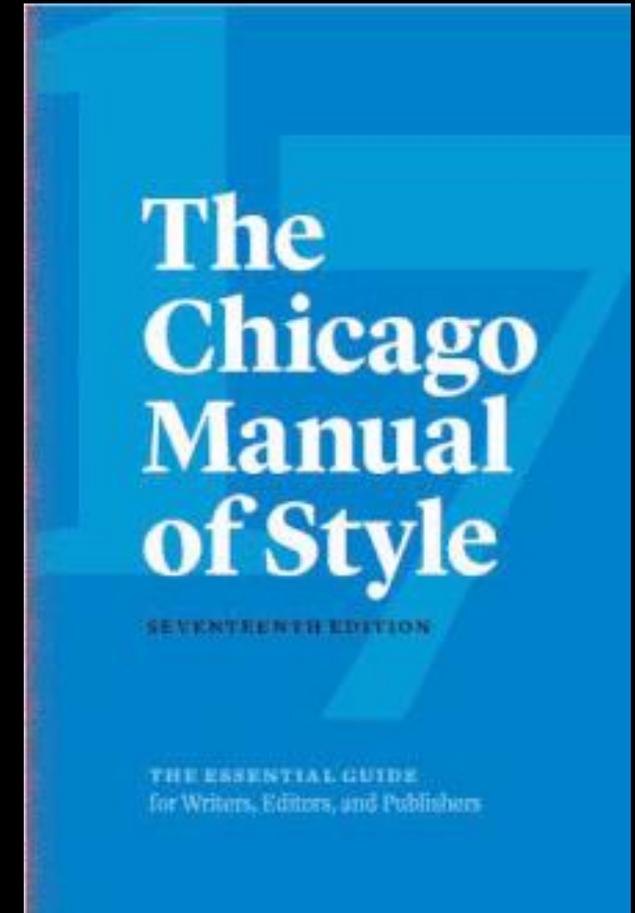
The  
Chicago  
Manual  
of Style®

The Chicago Manual of Style (CMS) style is primarily for published works in Business, History, and the Fine Arts

# CMS regulates:

1. In-text notes
2. Bibliography pages

CSE does not specify how a college paper should be formatted. Ask an instructor for requirements pertaining to a specific assignment



# **Most essays should:**

- **Be typed,**
- **Double-spaced** (except for block quotes, notes, bibliography entries, table titles, and figure captions)
- **Use a 12pt. standard serif font** (ex. Times New)
- **Have 1" (2.54cm) margins**

# **CMS title page:**

Include **either a title page or the title on the first page** of the text. The title should be centered a third of the way down a title page

End titles with a colon and place subtitles on the following line

The author's name, class information, and the date should follow several lines later. Double-space each line of the title page

# **CMS headings and subheadings:**

For longer papers use **headings and subheadings** that maintain consistency and parallel structure. Headings and subheadings should be **either centered or flush left**. Do not end subheadings with periods

Levels of hierarchy should be **differentiated by type, boldface or italics**

Use **headline-style capitalization: First Words of Titles and Subtitles**, and **Important Words** thereafter should be **Capitalized**

# **The main body of a CMS essay:**

Paragraphs should be **indented five spaces or one-half inch** by pressing the **Tab** key once

All sections should follow each other **without any extra breaks or line spaces**

Identify the sources used in the body of the text with **in-text citations or notes**

# **CMS Notes**

CMS (the Chicago Manual of Style) style uses in-text notes (endnotes or footnotes) to identify sources used

# **CMS and outside sources:**

There are three ways to reference a source:

1. **Summary:** a brief description of a longer passage
2. **Paraphrase:** a restatement of an idea in roughly the same length as originally described
3. **Quotation:** the exact same words used in the exact same way, presented between quotation marks

Whichever of these a writer uses, they will still need to include an in-text citation

# **CMS in-text citation systems:**

There are two types of referencing styles used for in-text citations in CMS:

- 1). Author-date (AD)
- 2). Notes and bibliography (NB)

# **CMS Author-date:**

The **author-date system** cites in-text citations to sources using an **author's last name and the year of publication, in parentheses**

Each in-text citation **corresponds to an entry in the References**, where a list of full bibliographic information for each source is provided

# **CMS Notes and bibliography:**

The **notes and bibliography system** uses superscripted number citations **at the end of sentences** that sources are referenced in, with corresponding notes (**footnotes or endnotes**) and a bibliography

**Footnotes appear at the bottom of a page** that a source is referenced on

**OR**

**Endnotes appear at the end of the entire text**, but before the Bibliography

# **CMS footnotes:**

Footnotes appear **at the bottom of a page** that a source is referenced on, below a short line called a “separator”

Footnotes are **indented on the first line**, and should be **single-spaced with a double-space between notes**

Footnotes can additionally provide **brief supplemental information about a source**, but **endnotes may be best** if the information is not brief

# **CMS endnotes:**

Endnotes appear as a list in numbered-order at the end of the entire text, but before the Bibliography

A “Notes” page lists endnotes single-spaced with double-spaces between each

Endnotes are preferred for longer or heavily annotated work, but footnotes may be best for most college papers

# **CMS citation format:**

**Footnotes or endnotes begin with a full-sized number followed by a period and a space**

**Endnotes and footnotes use the same citation format:**

**#. First name Last name, "Title of Chapter or Article," Title of Book or Journal, editor or translator, edition, Title of Series and volume number, (City of Publication: Publisher, year of publication), pages**

# **CMS *ibid.*:**

The **first note** (footnote or endnote) for a source includes the **complete reference information and page ranges**

**Subsequent references** to sources may **abbreviate the reference to authors' surnames and page numbers**

***Ibid.*** (from *ibidem*, “in the same place”) may be used in place of, and to refer to, a single source cited in the immediately previous note

# **CMS tense:**

Introduce quotations with a **signal word** or **phrase**—usually including an author's last name

Choose **verbs in signal phrases** that are appropriate for the **source** and how it is being used

Use **present tense** to introduce quotes and discuss the actions of characters in literature and individuals in academic writing. To emphasize the past from the present, **past tense may sometimes be used**

# **CMS Bibliography**

CMS (the Chicago Manual of Style) provides the information needed to locate and retrieve any source referenced in the body of a paper

# **CMS bibliographic information:**

A bibliography or reference list **is not required** in CMS works that provide **full bibliographic information in the notes**

If a list is **not required** than the first note (footnote or endnote) for each source should include **all relevant information about the source**

If a bibliography or reference list **is required** (or if citing a source multiple times) the note should only include the last name of the author, a shortened form of the title (if more than four words), and a page number

# **CMS bibliography or reference:**

A bibliography or reference list provides the information necessary for a reader to **locate and retrieve any source cited in the body of the paper**

Begin a new page and center the title “**Bibliography**” (for **notes and bibliography style**) or “**References**” (for **author-date style**). Leave two blank lines between the heading and the first entry in the list. The list should be **single-spaced with double-space between notes**

All sources are arranged **alphabetically by author’s last name**. If no author or editor is listed the title may be used instead

# **CMS authors' names:**

For the first author of a source list **last name**, followed by **first name**. For multi-author entries list subsequent authors' names in typical first-last order

Use **“and,”** not an ampersand, **“&,”** between multiple authors' names

With **four or more authors** cite **all in the bibliography or reference list**, but in the **note** cite **only the first author followed by et al.** (an abbreviation of the Latin phrase *et alia*, which means “and others”)

# **CMS titles:**

Titles of articles, chapters, poems, etc. are placed in quotation marks. Titles of books, journals and periodicals are italicized

The editors, editions and facts of publication (city: publisher, date) are listed after the titles of books

The issue information (vol. and no.) and year of publication (in parentheses) are listed after the titles of publishers or journals

# **CMS locations:**

In the **bibliography** or reference list include the **complete page range for articles**. In a **note** cite only the **specific page numbers**

For articles consulted online, include a DOI, URL, or the name of the database used

Each of the **main elements** in a CMS bibliography or reference lists is **separated from the others by use of a period**

# **CMS hanging indent:**

Flush left the first line of the entry and **hanging indent** subsequent lines

Under **Indentation**, use the **Special** pull-down menu to select hanging indent by 0.5" (1.27cm)

The purpose of the hanging indent is to allow the reader to skim without distractions by visually isolating, at the left margin, the name or word under which the item is alphabetized

# Getting help with CMS:

[www.chicagomanualofstyle.org/home.html](http://www.chicagomanualofstyle.org/home.html)

[www.owl.english.purdue.edu](http://www.owl.english.purdue.edu)

**A Pocket Style Manual,**

by Diana Hacker

**Madonna University Writing Center,**

Room 2300 (Inside the Library),

(734) 432-5304,

[writingcenter@madonna.edu](mailto:writingcenter@madonna.edu)



# Works Used

Hacker D, Sommers N. *A Pocket Style Manual*. 8th ed. Boston (MA): Bedford/St. Martin's; 2017; p. 277- 292.

University of Chicago Press Editorial Press. *Chicago Manual of Style*. 17<sup>th</sup> ed. Chicago, IL: University of Chicago Press, 2017.