

## Introduction to *The Chicago Manual of Style* (CMOS)

Much of the information in this handout was borrowed directly from The Purdue Online Writing Lab (OWL) and is accessible from:

[https://owl.purdue.edu/owl/research\\_and\\_citation/chicago\\_manual\\_17th\\_edition/cmos\\_formatting\\_and\\_style\\_guide/chicago\\_manual\\_of\\_style\\_17th\\_edition.html](https://owl.purdue.edu/owl/research_and_citation/chicago_manual_17th_edition/cmos_formatting_and_style_guide/chicago_manual_of_style_17th_edition.html)

This document is meant to serve as a general introduction to The Chicago Manual of Style, but is in no way comprehensive. Sources for all material provided in this document are included as links. We encourage our contributing authors to seek additional support through The Purdue OWL and the Chicago Manual of Style websites, which provide more in depth instruction. Also consider browsing video tutorials on YouTube, as well as pocket manuals or other formatting guides that you may have access to. Please also bear in mind that your editorial team is here to help! If you are having difficulty with a particular issue, reach out to us.

### Notes and Bibliography (NB) in Chicago style

The Chicago NB system is often used in the humanities and provides writers with a system for referencing their sources through footnote or endnote citation in their writing and through bibliography pages. It also offers writers an outlet for commenting on those cited sources.

The proper use of the NB system can protect writers from accusations of plagiarism, which is the intentional or accidental uncredited use of source material created by others. Most importantly, properly using the NB system builds credibility by demonstrating accountability to source material.

### Introduction to Notes

You should include an endnote each time you use a source, whether through a direct quote, paraphrase, or summary. Endnotes will be compiled at the end of each chapter. **Please bear in mind that the words included there count toward the total word count of your submission.**

A superscript number (a small number perched atop the text) corresponding to a note with the bibliographic information for that source should be placed in the text following the end of the sentence or clause in which the source is referenced.<sup>5</sup>

Basic full format:

Author's first name Last name, Title in italics or quotation marks depending on source (City of Publication: Publisher, Year), page number if applicable.

Basic shortened format (for use in subsequent reference):

Last name, Title in Shortened Form in italics or quotation marks depending on source, page number.

Example: Text

In fact, Kant believed that Enlightenment (freedom from self-imposed immaturity, otherwise known as the ability to use one's understanding on his or her own toward greater ends)<sup>6</sup> was a divine right bestowed upon and meant to be exercised by the masses.

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Example: full format:

6. Immanuel Kant, “An Answer to the Question: What is Enlightenment?” in *Perpetual Peace and Other Essays*, trans. Ted Humphrey (1784; repr., Indianapolis: Hackett, 1983), 41.

Example: Abbreviated format

9. Kant, “An Answer,” 41.

The first note for each source should include *all* relevant information about the source: author’s full name, source title, and facts of publication. If you cite the same source again, the note need only include the surname of the author, a shortened form of the title (if more than four words), and page number(s). It is recommended that the full citation be repeated when it is first used in a new chapter.

The endnote itself begins with the appropriate full-sized number (“1”), followed by a period and then a space.

If you cite the same source and page number(s) from a single source two or more times consecutively, it is also possible to utilize the word “Ibid.,” an abbreviated form of the Latin *ibidem*, which means “in the same place,” as the corresponding note. If you use the same source but a different page number, the corresponding note should use “Ibid.” followed by a comma and the new page number(s).

Example:

1. Kent Portney, *Taking Sustainable Cities Seriously* (Cambridge: MIT Press, 2003).

2. Ibid., 162.

General guidelines for in text notation:

- Note numbers are superscripted.
- Your endnotes should be numbered consecutively throughout the paper. You can use a word processing program to insert footnotes and it will number them for you automatically.
- Note numbers should be placed at the end of the clause or sentence to which they refer and should be placed after all punctuation, except for the dash.
- Cite authors’ names as they appear in the texts. Don’t replace first names with initials unless the names appear this way on the title page of the source. If no author is listed, organize the entry by the title.

General guidelines for the endnotes themselves:

- Note numbers are full-sized, not raised, and followed by a period (superscripting note numbers in the notes themselves is also acceptable).
- Lines within a footnote should be formatted flush left. Place commentary after source documentation when a footnote contains both; separate commentary and documentation by a period.
- In parenthetical citation, separate documentation from brief commentary with a semicolon.

## Formatting titles

Titles that are 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 are treated with quotation marks or italics based on the type of work they name.

- Book, periodical, and journal titles (titles of larger works) are italicized. The titles of movies, paintings the names of ships and other vessels, species names, and legal cases should also be italicized.
- Article and chapter titles (titles of shorter works) that are subsections of larger works should be enclosed in double quotation marks. This includes the titles of poems within a collection.
- Otherwise, take a minimalist approach to capitalization. For example, use lowercase terms to describe periods, except in the case of proper nouns (e.g., “the colonial period,” vs. “the Victorian era”).

Some titles—for example, of a book series or a website, under which any number of works or documents may be collected—are neither italicized nor placed in quotation marks

([https://www.chicagomanualofstyle.org/16/ch08/ch08\\_sec002.html](https://www.chicagomanualofstyle.org/16/ch08/ch08_sec002.html)).

**Website title:** Capitalize a website title in roman type: DIY for Teens. Add the domain ending (.com, .org, .net, etc.) if the website refers to itself that way: e.ggtime.com, Easel.ly.

**Blog title:** Capitalize a blog title in italics: *Broke Millennial*. If a blog title doesn’t include the word *blog*, add it in parentheses: *Broke Millennial* (blog).

Borrowed from <https://cmosshoptalk.com/2016/06/15/how-do-i-cite-a-website-or-blog/>.

## Citations

The sample citations and corresponding notes below are borrowed from  
[https://www.chicagomanualofstyle.org/tools\\_citationguide/citation-guide-1.html](https://www.chicagomanualofstyle.org/tools_citationguide/citation-guide-1.html)

### Introduction to citations

There are many different types of sources for information. Below we have provided examples for frequently used sources. You may need to do some research on your own to find out the correct format for sources other than these. The Purdue OWL and the Chicago Manual of Style website are great places to learn more. There are also a number of video tutorials on YouTube that can help, as well as pocket manuals or guides that can be referenced for support.

You should always cite:

- direct quotations
- paraphrases and summaries
- information and ideas that are not common knowledge or are not available in a standard reference work (like a dictionary)
- any borrowed material—published or unpublished—that might appear to be your own if there were no citation

When citing a source, the note should include publication information for that work as well as the page number for the passage you are citing.

Another example, from *A Pocket Style Manual*, 7<sup>th</sup> edition, by Diana Hacker and Nancy Sommers:

1. Peter Burchard, *One Gallant Rush: Robert Gould Shaw and His Brave Black Regiment* (New York: St. Martin's, 1965), 85.

## **Book**

### **Notes**

1. Zadie Smith, *Swing Time* (New York: Penguin Press, 2016), 315–16.
2. Brian Grazer and Charles Fishman, *A Curious Mind: The Secret to a Bigger Life* (New York: Simon & Schuster, 2015), 12.

### **Shortened notes**

3. Smith, *Swing Time*, 320.
4. Grazer and Fishman, *Curious Mind*, 37.

## **Chapter or other part of an edited book**

In a note, cite specific pages.

### **Note**

1. Henry David Thoreau, "Walking," in *The Making of the American Essay*, ed. John D'Agata (Minneapolis: Graywolf Press, 2016), 177–78.

### **Shortened note**

2. Thoreau, "Walking," 182.

## **Translated book**

### **Note**

1. Jhumpa Lahiri, *In Other Words*, trans. Ann Goldstein (New York: Alfred A. Knopf, 2016), 146.

### **Shortened note**

2. Lahiri, *In Other Words*, 184.

## **E-book**

For books consulted online, include a URL or the name of the database. For other types of e-books, name the format. If no fixed page numbers are available, cite a section title or a chapter or other number in the notes, if any (or simply omit).

### **Notes**

1. Herman Melville, *Moby-Dick; or, The Whale* (New York: Harper & Brothers, 1851), 627, <http://mel.hofstra.edu/moby-dick-the-whale-proofs.html>.
2. Philip B. Kurland and Ralph Lerner, eds., *The Founders' Constitution* (Chicago: University of Chicago Press, 1987), chap. 10, doc. 19, <http://press-pubs.uchicago.edu/founders/>.
3. Brooke Borel, *The Chicago Guide to Fact-Checking* (Chicago: University of Chicago Press, 2016), 92, ProQuest Ebrary.
4. Jane Austen, *Pride and Prejudice* (New York: Penguin Classics, 2007), chap. 3, Kindle.

### **Shortened notes**

5. Melville, *Moby-Dick*, 722–23.
6. Kurland and Lerner, *Founders' Constitution*, chap. 4, doc. 29.
7. Borel, *Fact-Checking*, 104–5.
8. Austen, *Pride and Prejudice*, chap. 14.

## **Journal article**

In a note, cite specific page numbers. For articles consulted online, include a URL or the name of the database. Many journal articles list a DOI (Digital Object Identifier). A DOI forms a permanent URL that begins <https://doi.org/>. This URL is preferable to the URL that appears in your browser's address bar.

### **Notes**

1. Susan Satterfield, "Livy and the *Pax Deum*," *Classical Philology* 111, no. 2 (April 2016): 170.
2. Shao-Hsun Keng, Chun-Hung Lin, and Peter F. Orazem, "Expanding College Access in Taiwan, 1978–2014: Effects on Graduate Quality and Income Inequality," *Journal of Human Capital* 11, no. 1 (Spring 2017): 9–10, <https://doi.org/10.1086/690235>.
3. Peter LaSalle, "Conundrum: A Story about Reading," *New England Review* 38, no. 1 (2017): 95, Project MUSE.

### **Shortened notes**

4. Satterfield, “Livy,” 172–73.
5. Keng, Lin, and Orazem, “Expanding College Access,” 23.
6. LaSalle, “Conundrum,” 101.

### **News or magazine article**

Articles from newspapers or news sites, magazines, blogs, and the like are cited similarly. A footnote for one of these should include:

Name of author (if known); title of the article, month, day and year of publication; the edition (final, West Coast, etc.), if available; the section, if in print, or the URL if found online. You can omit page numbers.

### **Notes**

1. Rebecca Mead, “The Prophet of Dystopia,” *New Yorker*, April 17, 2017, 43.
2. Farhad Manjoo, “Snap Makes a Bet on the Cultural Supremacy of the Camera,” *New York Times*, March 8, 2017, <https://www.nytimes.com/2017/03/08/technology/snap-makes-a-bet-on-the-cultural-supremacy-of-the-camera.html>.
3. Rob Pegoraro, “Apple’s iPhone Is Sleek, Smart and Simple,” *Washington Post*, July 5, 2007, LexisNexis Academic.
4. Tanya Pai, “The Squishy, Sugary History of Peeps,” *Vox*, April 11, 2017, <http://www.vox.com/culture/2017/4/11/15209084/peeps-easter>.

### **Shortened notes**

5. Mead, “Dystopia,” 47.
6. Manjoo, “Snap.”
7. Pegoraro, “Apple’s iPhone.”
8. Pai, “History of Peeps.”

Information borrowed from: <https://politics.ucsc.edu/undergraduate/chicago%20style%20guide.pdf>

### **Website (and Blog) content**

It is often sufficient simply to describe web pages and other website content in the text (“As of May 1, 2017, Yale’s home page listed . . .”). If a more formal citation is needed, it may be styled like the examples below. To cite a website or blog, list the author, title of the page or post, title or owner of the site, and the date it was posted, in that order. (If you can’t find one of those, leave it out.) After that, put the date you saw the item and its web address (URL). Don’t worry about page numbers for online sources—normally there aren’t any.

### **Notes**

1. "Privacy Policy," Privacy & Terms, Google, last modified April 17, 2017, accessed May 13, 2019, <https://www.google.com/policies/privacy/>.
2. "About Yale: Yale Facts," Yale University, accessed May 1, 2017, <https://www.yale.edu/about-yale/yale-facts>.
3. Katie Bouman, "How to Take a Picture of a Black Hole," filmed November 2016 at TEDxBeaconStreet, Brookline, MA, video, 12:51, accessed June 13, 2017, [https://www.ted.com/talks/katie\\_bouman\\_what\\_does\\_a\\_black\\_hole\\_look\\_like](https://www.ted.com/talks/katie_bouman_what_does_a_black_hole_look_like).

### **Shortened notes**

4. Google, "Privacy Policy."
5. "Yale Facts."
6. Bouman, "Black Hole."

Information borrowed from: <https://cmosshtalk.com/2016/06/15/how-do-i-cite-a-website-or-blog/>.

### **Interview**

Regardless of the form of the interview, your footnote should begin with the name of the person interviewed. Anonymous interviews can be cited as such, with general information regarding the interviewee. Published interviews should include the full citation of where the interview was found (for instance, in a book or on the radio).

#### **Note**

1. Kory Stamper, "From 'F-Bomb' to 'Photobomb,' How the Dictionary Keeps Up with English," interview by Terry Gross, *Fresh Air*, NPR, April 19, 2017, audio, 35:25, <http://www.npr.org/2017/04/19/524618639/from-f-bomb-to-photobomb-how-the-dictionary-keeps-up-with-english>.

#### **Shortened note**

2. Stamper, interview.

Information borrowed from: <https://politics.ucsc.edu/undergraduate/chicago%20style%20guide.pdf>

### **Thesis or dissertation**

#### **Note**

1. Cynthia Lillian Rutz, "*King Lear* and Its Folktale Analogues" (PhD diss., University of Chicago, 2013), 99–100.

#### **Shortened note**

2. Rutz, "*King Lear*," 158.

## **Government Publications**

As government documents usually do not have authors, cite them by the name of the agency. Otherwise, follow the same rules as for books and journals. Provide the following information:

Name of Government, Government Agency, Subsidiary division/regional office/etc., Title of the Publication, date, publication number, report number, or Congressional session (if available or relevant), Place of Publication: Publisher, Date, page number if relevant.

### **Notes**

1. Department of the Treasury, Internal Revenue Service, 1978 Statistics of Income, Individual Income Tax Returns , 1981, Pub. 79 (3-81), Washington, DC: Government Printing Office.
2. Joint Committee on the Investigation of the Pearl Harbor Attack, Hearings , 1946, 79<sup>th</sup> Cong., 1<sup>st</sup> and 2<sup>nd</sup> sess., Washington, DC: Government Printing Office.
3. Department of Labor, Bureau of Labor Statistics, A Profile of the Working Poor, 2001 , 2003, Report 968, Washington, DC.

If the document is printed by the issuing body (as in the Department of Labor example above), publisher information is not required.

Information and examples borrowed from:

<https://politics.ucsc.edu/undergraduate/chicago%20style%20guide.pdf>

## **Personal communication**

Personal communications, including email and text messages and direct messages sent through social media, should be cited in the text and/or in a note.

### **Note**

1. Sam Gomez, Facebook message to author, August 1, 2017.

## **Social media content**

Citations of content shared through social media can usually be limited to the text (as in the first example below). A note may be added if a more formal citation is needed. In place of a title, quote up to the first 160 characters of the post. Comments are cited in reference to the original post.

### **Notes**

1. Pete Souza (@petesouza), “President Obama bids farewell to President Xi of China at the conclusion of the Nuclear Security Summit,” Instagram photo, April 1, 2016, <https://www.instagram.com/p/BDrmfXTtNct/>.
2. Chicago Manual of Style, “Is the world ready for singular they? We thought so back in 1993,” Facebook, April 17, 2015, <https://www.facebook.com/ChicagoManual/posts/10152906193679151>.

### **Shortened notes**



3. Souza, “President Obama.”

4. Michele Truty, April 17, 2015, 1:09 p.m., comment on Chicago Manual of Style, “singular they.”

## General CMOS formatting

Suggestions provided on general formatting are borrowed and accessible from:

[https://owl.purdue.edu/owl/research\\_and\\_citation/chicago\\_manual\\_17th\\_edition/cmos\\_formatting\\_and\\_style\\_guide/general\\_format.html](https://owl.purdue.edu/owl/research_and_citation/chicago_manual_17th_edition/cmos_formatting_and_style_guide/general_format.html)

Page numbers begin in the header of the first page of text with Arabic number 1.

Text should be consistently double-spaced, **except for** block quotations, endnotes, table titles, and figure captions. These should all be single-spaced.

For block quotations, which are also called extracts:

- A prose quotation of five or more lines, or more than 100 words, should be blocked.
- CMOS recommends blocking two or more lines of poetry.
- A blocked quotation must always begin a new line.
- Blocked quotations should be indented with the word processor’s indention tool.
- Blocked quotations should match the text around it (same font).
- Blocked quotations should be single-spaced.
- Single-space the block and indent the entire block one-half inch on its left side.
- Leave a blank line before and after the block.
- Do not add quotation marks at the beginning or end, but keep any quotation marks that appear in the original.

Example:

This is a block quotation. This is a block quotation. “This is a quote in the block quotation.” This is a block quotation. This is a block quotation. This is a block quotation. This is a block quotation. This is a block quotation. This is a block quotation. This is a block quotation. This is a block quotation. This is a block quotation. This is a block quotation.

## Headings

While CMOS does not include a prescribed system for formatting headings and subheads, CMOS makes several recommendations:

- Maintain consistency and parallel structure in headings and subheads.
- Use headline-style for purposes of capitalization.
- Subheadings should begin on a new line.
- Subheadings can be distinguished by font-size.
- Ensure that each level of hierarchy is clear and consistent.
- Levels of subheads can be differentiated by type style, use of boldface or italics, and placement on the page, usually either centered or flush left.
- Use no more than three levels of hierarchy.
- Avoid ending subheadings with periods.

## Tables and Figures

Position tables and figures as soon as possible after they are first referenced. If necessary, present them after the paragraph in which they are described.

For figures, include a caption, or short explanation of the figure or illustration, directly after the figure number. **These words count towards your total word count.**

Cite the source of the table and figure information with a “credit line” at the bottom of the table or figure and, if applicable, after the caption. The credit line should be distinguished from the caption by being enclosed in parenthesis or written in different type.

- Acknowledge reproduced or adapted sources appropriately (i.e., photo by; data adapted from; map by . . . ).
- If a table includes data not acquired by the author of the text, include an unnumbered footnote. Introduce the note by the word *Source(s)* followed by a colon, then include the full source information, and end the note with a period.