Tips for Writers ● Chicago (CMS) Style Sheet

This style sheet has been compiled by the staff of the Speaking, Reading, and Writing Center. It highlights major elements of Chicago Manual of Style (CMS) that COM students are likely to use in their assignments. It is **not** intended to be inclusive of all CMS elements. For more detailed information, please consult the most current edition of the CMS Handbook, visit Purdue University's Online Writing Lab (the Purdue Owl), or ask an SRWC tutor for assistance. Students should be aware that individual instructors, even within the same departments, may alter their requirements from the standard CMS guidelines. Students should always follow the instructor's preferences. Questions about those requirements should be brought to the instructor.

[1]Format

The basic format of a CMS paper includes the following:
- ✓ The font Times New Roman or Palatino, size 12
- ✓ Double spaced text, excluding block quotations, table titles, and figure captions
- ✓ Margins greater than 1 inch but no greater than 1.5 inches
- ✓ Page numbers begin in the right side of the header of the first page of text

Title Page

The basic format for the title page includes the following:
- ✓ Title is centered and in all caps
- ✓ Title should be centered 1/3 of the way down the page
- ✓ Student name, course information, and date should be single-spaced and centered 2/3 of the way down the page
- ✓ Page numbers start after the title page

The CMS allows for two different citation formats: the Author/Date (AD) style and the Notes/Bibliography (NB) style. The Author/Date style utilizes in-text citations, while the Notes/Bibliography style utilizes footnotes and endnotes. **Please see the Purdue Owl website for sample papers and more detailed examples.**

In-Text Citations for AD:

Standard in-text citations for AD include the author's last name, the year of publication, and the page/section number on which the cited information was found. Punctuation comes after the citation:
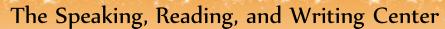
The research proved that students who received individualized tutoring improved their essay grades by an average of 26%, and students who attended multiple sessions for the same essay were 13 times more likely to earn an 'A' on their final draft (Hacker and Erwin 2014, 108).

In-Text citations for NB:

In place of standard in-text citations, the NB style utilizes footnotes and endnotes. The footnote is denoted by a superscript number that refers to the referenced research:

The research proved that students who received individualized tutoring improved their essay grades by an average of 26%, and students who attended multiple sessions for the same essay were 13 times more likely to earn an 'A' on their final draft.[1]

Students should check with their instructor about whether to list the footnotes with source information at the bottom of each individual page in their essay or as endnotes at the end of their essay before the bibliography page.

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Footnote formatting
- 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 ½ inch 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.

Corresponding Bibliography Entry

Name, Contributor 1, Contributor 2, and Contributor 3 (etc.). "Title of Resource" *Name of Website/Publishing Organization in Italics.* Last edited date. http://address of website

Jack Miller, Eileen Nicholas, Jesse Stanton. "Knowing CMS Helps" *Made Up Website.* September 9, 2014. http://madeupwebsite.com/123/45
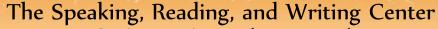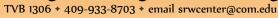
Block Quotes
A prose quotation of five or more lines should be "blocked." The block quotation is singled-spaced and takes no quotation marks, but you should leave an extra line space immediately before and after. Indent the entire quotation ½ inch (the same as you would the start of a new paragraph). *See Purdue Owl Website for examples of Block Quotes.*

Reference Page Formatting
- 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.).

[1]Taken from Purdue Owl Website (https://owl.english.purdue.edu/owl/resource/717/02/)

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Quality Enhancement Plan [QEP]
Oral Communication across the Curriculum