Tips for Writers ● Chicago (CMS) Style Sheet

This style sheet has been compiled by the staff of The Tutoring 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 always follow the instructor's preferences.

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.
    - 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.

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

Reference Page Formatting

- Label the 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.
- Extra line of space between entries, but entries themselves are single-spaced.

General Model for Citing Web Sources

Footnote or Endnote (N):

1. Firstname Lastname, "Title of Web Page," P*ublishing Organization or Name of Website in Italics*, publication date and/or access date

if available, URL.

Corresponding Bibliographical Entry (B):

Lastname, Firstname. "Title of Web Page." *Publishing Organization or Name of Website in Italics*. Publication date and/or access date if available. URL.

General Model for Citing Journal Articles

Footnote or Endnote (N):

1. Susan Peck MacDonald, "The Erasure of Language," *College Composition and Communication* 58, no. 4 (2007): 619.

Corresponding Bibliographical Entry (B):

MacDonald, Susan Peck. "The Erasure of Language." *College Composition and Communication* 58, no. 4 (2007): 585-625.

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