

## Chicago Manual Style (CMS) Format

*From Purdue University Online Writing Lab  
Revised by Germanna Community College Tutoring Services*

The *Chicago Manual of Style*, 16<sup>th</sup> edition incorporates two styles of citation. The **Note-Bibliography** style is discussed in this handout. The Chicago Manual Style (CMS) Note-Bibliography style is traditionally utilized by literature, history, art, and other humanities courses. It is important to note that students may also wish to consult Kate L. Turabian's *A Manual for the Writers of Research Papers, Theses, and Dissertations*, 7<sup>th</sup> Edition as this book presents the Chicago Manual Style in a form that is more applicable to student papers.

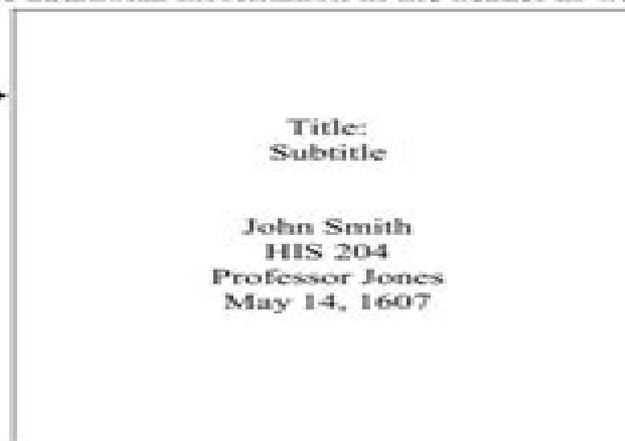
### General Format

- Type the paper on a computer and print it out on standard-sized paper (8.5 X 11 inches).
- The body text of the paper should be double spaced.
- Set the paper margins to no less than 1 inch and no greater than 1.5 inches on all sides.
- The font of the paper should be a readable font such as Times New Roman or Palatino.
- The font size should be no less than 10 points; however, a 12 point font size is preferable.
- The paper header should have a page number in the upper right-hand corner beginning on the first page of body text. Instructors may require additional information in the header as well.

### Major Paper Sections

- Title page
- Body
- Footnotes or Endnotes
- Bibliography
- Tables and Figures

Title page example →



# Chicago Manual Style Cms Format

**Workman Publishing**



## **Chicago Manual Style Cms Format:**

**Chicago Manual of Style (CMS)** Peggy M. Houghton, Timothy J. Houghton, 2008-01-01, *Practical Models for Technical Communication* Shannon Kelley, 2021-08-21 *Practical Models of Technical Communication* is a college level textbook for technical writers and communicators. Written in plain and accessible language, this textbook is designed to provide students with solid tools, useful models, interesting scenarios, and a vocabulary of technical terms that will allow them to communicate effectively as part of a fast-paced global workforce. Its approachable, real-world examples and detailed visuals guide students in creating multimodal technical documents that reach a broad audience. This book explores the fundamentals of technical communication, expanding on the following topics: Writing and organizing an array of technical documents such as definitions, descriptions, instructions, procedures, proposals, and reports; Embracing ethical communication, visually and in writing; Designing documents for readability, emphasis, and organization; Increasing rhetorical awareness of multimodality in all types of communication; Researching and documenting source material effectively; Crafting successful job materials for entering the workforce; Communicating professionally within various work environments; Navigating the changing needs of audiences that technical writers meet along the way.

**The Nuts and Bolts of College Writing (2nd Edition)** Michael Harvey, 2013-06-01. This worthy successor to Strunk and White now features an expanded style guide covering a wider range of citation cases, complete with up-to-date formats for Chicago, MLA, and APA styles.

**Chicago Manual of Style Essentials** Little Green Apples Publishing, 2016-04-07. From our special line of Study Briefs, *Essentials: The Chicago Manual of Style CMOS Essentials* is a quick reference resource or convenient refresher to assist in employing this standard documentation and formatting style used in business, publishing, academia, and research organizations, to name a few. This short guide is intended for anyone needing a quick, reliable overview of the essentials needed to properly format a manuscript or create a Chicago style in-text or bibliographic citation. Compiled by our experts to focus on the most frequently used items, its intent is to give the reader a general review of fundamental facts, with useful examples included for reference in a consistently organized and easy-to-follow compact booklet. Inside, you will find a review of general rules and guiding principles. There are up-to-date links that direct you to helpful online resources. A selected set of commonly used bibliographic citations can serve as model entries when you need to create one of your own. CMOS guidelines for composing and formatting documents and full bibliographic entries, including annotations, are covered. Individual sections address proper use of in-text citations, footnotes, endnotes, direct quotes, and paraphrases in CMOS style. Checklists highlighting guidelines for spelling, grammar, usage, punctuation, and capitalization rules serve as useful reminders for editing and proofreading tasks. A formatted manuscript example and a special section on proofreader's marks are also included.

**The Political Science Student Writer's Manual and Reader's Guide** Gregory M. Scott, Stephen M. Garrison, 2016-09-22. *The Political Science Student Writer's Manual and Reader's Guide* is a practical guide to research, reading, and writing in political science. The Political

Science Student Writer s Manual and Reader s Guide Eighth Edition is a set of instructions and exercises that sequentially develop citizenship academic and professional skills while providing students with knowledge about a wide range of political and governmental concepts phenomena and information sources It begins by teaching beginning students to engage newspapers and other political media sources critically and analytically It focuses on the crafts of writing and scholarship by providing the basics of grammar style formats and source citation and then introduces students to a variety of rich information resources including the Congressional Record Federal Register and the Library of Congress Students actively apply their knowledge and skills by corresponding with their representatives and commenting on pending government regulations Part 1 concludes with campaign management policy analysis legislation assessment and similar exercises that develop student skilled observation proficiency Part 2 prepares students to research read write review and critique political science scholarship Finally Part 3 teaches advanced students how to investigate public opinion analyze domestic and international public policies author amicus briefs and participate in the universal community that deliberates the continuing rich tradition of political philosophy

*Chicago Manual of Style Guidelines* BarCharts, Inc, MaryAnne Gobble, 2012-05-31  
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**The Handy English Grammar Answer Book** Christine A. Hult,2015-08-17 Researching writing and citing Hiring firing and selling Texting blogging and posting Proper grammar and usage for every occasion is explored through nearly 500 answers to common questions on English grammar and language The first best place to turn for an overview of English grammar Whether you are writing a term paper a scientific article a r sum a business email a text message or presenting information in the social media The Handy English Grammar Answer Book is an engaging guide to writing with clarity It

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**Prentice Hall Guide to Research Navigator 2008** ,2008 **Chicago Manual of Style Guidelines - 18th Edition** MaryAnne Gobble,2025 Quick reference guide to 18th edition of CMS this handy 6 page laminated guide covers the essentials of this often mandatory style for academic research papers business reports and published manuscripts Expertly authored using 25 plus years of experience in editing academics business and publishing it covers aspects of the style necessary for most papers and publications and includes common real world sample references for both CMS citation formats so that you can be sure you are giving appropriate credit where credit is due Add this inexpensive tool to your resources for another way to reinforce your CMS knowledge and ensure your writing is not clouded by incorrect usage that might affect your reader especially your professors where it might affect your grade 6 page laminated guide covers What is CMOS Copyright Fair Use Preparing a Manuscript General Document Layout Illustrations Table Style Usage Including Examples Inclusive Language Punctuation Style Usage Capitalization Numbers Abbreviations Acronyms Quotations Tricky Words An Introduction to Grammar

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