



# Chicago Style (CMS) Reference Guide

CMS, which stands for Chicago Manual of Style, has two different citation systems: the Notes-Bibliography System (NB), which is used in the arts and humanities, and the Author-Date System (AD), which is used in physical, natural, and social sciences. The NB system uses a footnote/endnote citation style that includes a superscript (raised) number in the text to direct readers to a footnote at the bottom of the page or to an endnote at the end of the paper. The AD system uses parenthetical citations similar to APA Style. You should check with your instructor to determine which system to use.

**Please note that this guide is in accordance with the 17th edition of CMS.**

## General Document Guidelines

- The page margins should be one inch on all sides.
- Use 12 point Times New Roman, Courier, or another readable font.
- All pages should be double spaced, including block quotes, notes, bibliographic entries, table titles, and figure captions.
- All pages, except for the title page, should be numbered in the upper right hand corner. The page after the title page should be numbered as number 1.
- The title page should have the title towards the top third of the page; the writer's name, the course information, and the date should be towards the bottom third of the page.



### Bibliography

### Main Body

### Title Page

## The Three Major Sections

CMS papers have three basic sections:

- The **title page** contains your identifying information (paper title, name, class/professor name, and date) centered and double spaced.
- The **main body** of the paper is where you develop your ideas using citations and data. It can be divided up by headings.
- The **bibliography** page provides a comprehensive list of the sources used. This should start on its own page and should be labeled “Bibliography” for the Notes and Bibliography system, and “References” for the Author-Date system.
  - ⇒ You should check with your instructor to determine which system to use.

**This reference guide primarily focuses on the Notes-Bibliography system, but does provide general information on the Author-Date system**

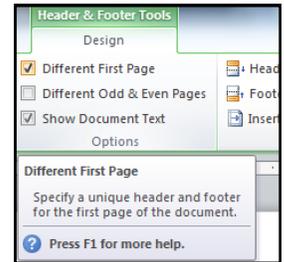
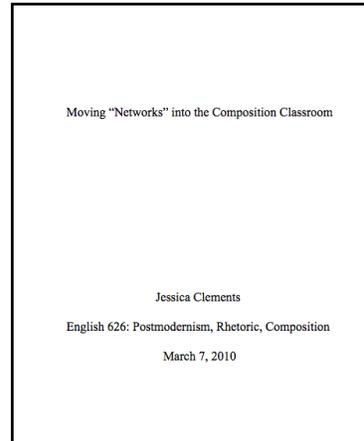


## Title Page

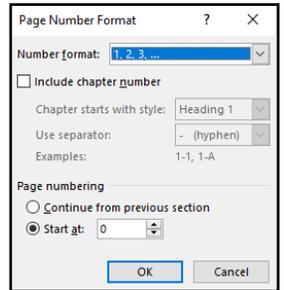
The title page has a different header and set up than the rest of the paper.

Here are the steps to assist you in this process:

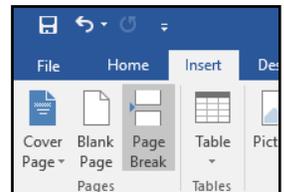
1. Double click the top of the page to view your header options. Go to the top menu bar and click the box that says “Different First Page.”
2. Select “Page Number” from the menu bar and then select “Format Page numbers.” In the menu box that appears, click the option “Start at” and type the number zero (0). Click “OK” to save these changes.
3. Click the “Close Header and Footer” option to go to your title page. About 1/3 of the page down, centered, you should have the title of your paper using headline-style capitalization. About 2/3 of the page down, centered, you should have your name, your class or professor information, and the date. Make sure to use a CMS recommended font.
4. To insert a new page, go to the “Insert” tab on your Word menu and select the “Page Break” option. This will create the page where you can begin to type your essay. You can also use this tool to insert a new page for your bibliography section.
5. Double click the top of the second page and click on the “Page Number” icon on the menu bar. Select “Top of Page” and then “Plain Number 3” in the option menu to ensure your page number will be on the upper right corner. You should now see a “1” appear on your second page. Scroll up to see the header of your title page; if you see a page number on the title page, go back to step one and ensure the “Different First Page” box has a check mark to correct this error.



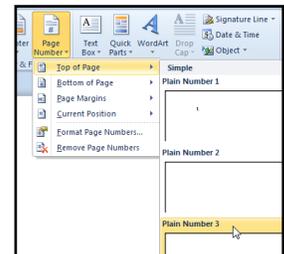
Step 1: Different first page



Step 2: Page number format



Step 4: Create a new page



Step 5: Insert page numbers

## Level Headings

Headings help organize your writing and give it a hierarchical organization. All subsequent level headings follow the format below:

Level #	How it's formatted
1	<b>Centered, bold or italics, Title Case, On Its Own Line</b>
2	Centered, Standard Type, Title Case, On Its Own Line
3	<b>Left-justified, bold or italics, Title Case, On Its Own Line</b>
4	Left-justified, standard type, sentence case, on its own line
5	<b>Left-justified, bold or italics, sentence case, NOT on its own line, ending with a period.</b>

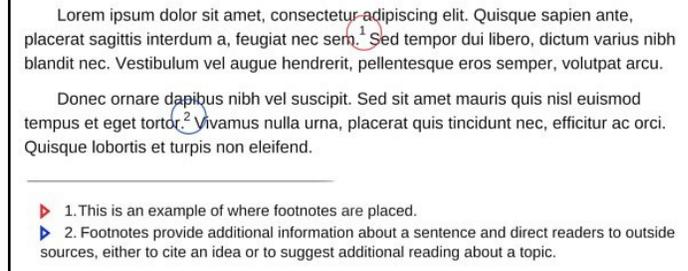


## The Notes-Bibliography System

The Notes-Bibliography (NB) system of the Chicago Manual of Style makes use of footnotes and endnotes to cite information. For this system, you will document your sources in **two** places: footnotes/endnotes and your **bibliography** at the end of your essay.

**Footnotes** appear at the bottom of each page and are sometimes separated from the text by an optional short line.

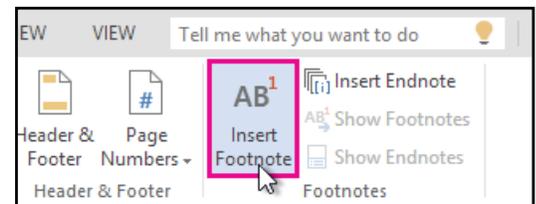
- They must be listed in the order in which the superscript numbers appear in the text, and must appear on the same page in which the source is cited.
- The first line is indented with subsequent lines flushed to the left margin of the page.
- Footnotes are not limited to citations for sources used as evidence, but may also include commentary and further explanations of concepts discussed within the text.
- Footnotes are usually single-spaced for class assignments, but double-spaced for dissertations/publications. Check with your professor to ensure the correct spacing is used for your piece.



**Endnotes** follow the same formatting guidelines as footnotes with the exception that they appear *at the end* of the paper under the centered heading “Notes” instead of at the end of each page. Similar to footnotes, endnotes are organized by citation number, in the same order in which they appeared in the text. Endnotes may also provide commentary or additional information on concepts being discussed.

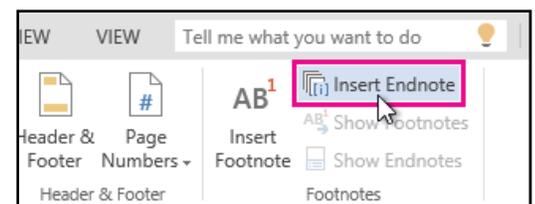
### Inserting Footnotes

1. Click where you want to add a citation or commentary. This is typically at the end of the sentence but can also occur within the sentence itself.
2. Select the “References” tab on your Microsoft Word window.
3. Choose the “Insert Footnote” icon. This will insert a superscript within your text as well as at the bottom of your page.
4. Go to the bottom of your page, where the footnote appeared, and type/insert your citation. You can find information on how to format citations within footnotes in the next few pages of this document.



### Inserting Endnotes

1. Click where you want to add a citation or commentary. This is typically at the end of the sentence but can also occur within the sentence itself.
2. Select the “References” tab on your Microsoft Word window.
3. Choose the “Insert Endnote” icon. This will insert a superscript within your text as well as a superscript at the end of your piece. Note that this section will continue to shift as you write your piece, even if you move on to a new page.
4. Go to the end of your piece, where the footnote appeared, and type/insert your citation. You can find information on how to format citations within footnotes in the next few pages of this document.





## When Citing the Same Source More Than Once

The first time you are citing a source, CMS requires the inclusion of all important and relevant information regarding the source. This includes (but is not limited to) the first and last name of the author, name of article or chapter, name of journal or book, year of publication, and page(s) being cited. Subsequent citations of a source need only include a short form with relevant information. Below are two examples of subsequent citations of a previously cited source:

Number. Lastname, "Title of Article," page(s) being cited.

Number. Lastname, *Title of Book or Journal*, page(s) being cited.

## Block Quotes

A typical quotation is enclosed in quotation marks. When the quote is five lines or longer, you should format it as a block quote. **A block quote should:**

- Begin on its own line, all lines in the quote indented over .5 from the left margin
- Omit quotation marks
- Include the in-text citation should come after the ending punctuation, not before it
- Skip a line before and after the block quote
- Be single-spaced

concern with her methods in his book *The Cycladic Spirit*. He writes,

These queries are certainly not intended to call into doubt the value of many of Getz-Preziosi's observations nor to question the very great importance of the issues that she has raised...But the majority of the claims rest on highly subjective perceptions and, once again, the dearth of well-documented contexts for these pieces has deprived us of much of the information that we would need for a more adequate interpretation.<sup>6</sup>

It's clear that these archaeologists are of the mind that without context, these pieces are

## Tables and Figures

### Tables

A table often presents numerical information in grid format. In CMS, tables must be included immediately following the paragraph in which they are referenced. When a table is mentioned in the text, refer to it by its number (ex. "Table 1") instead of saying "this table" or "the table below."

Format your tables as simply as possible, without including bold or italicized text unless needed for emphasis. A label should appear before the table, followed by a colon and a short, descriptive title. For example:

**Table 1: Mosquito populations in the Chicago River from 2015-2018**

Tables and their labels should be flushed to the left margin. Below the table, you should include the word "Source:" or "Sources:" in italics followed by your citation of where the information in the table was retrieved from. The citation should be in footnote/endnote format.

*Source: Firstname Lastname, "Title of Article," Journal volume, no. issue (year): page[s] cited, URL/doi.*

### Figures

Including figures in your piece is similar to including tables, with two exceptions:

1. Include the figure immediately after you reference it in the text
2. All information on the figure, including its number ("Figure 1") and title, should appear on the line *below* the figure.



## Citations in Footnotes/Endnotes and the Bibliography

Below you can find information on how to cite the most common types of sources in accordance with CMS. Please note that the word “Superscript” at the beginning of footnote/endnote examples refers to the superscript that would be assigned to that particular source. **Please note that footnotes/endnotes should include an indented first line followed by un-indented subsequent lines, while a hanging indent is used for each entry in the bibliography.**

Book, single author	
Footnote/Endnote Format:	Superscript. Firstname Lastname, <i>Title of Book in Italics</i> (City: Publisher, year), page[s] cited or chapter number [if no page numbers].
⇒ Example:	⇒ 1. Lewis M. Doe, <i>CMS Reference Guide</i> (Romeoville: LUWC Press, 2018), 19.
Bibliography Format:	Lastname, Firstname. <i>Title of Book</i> . City: Publisher, year. URL [incorporate DOI when possible or state ebook type, for example Kindle].
⇒ Example:	⇒ Doe, Lewis M. <i>CMS Reference Guide</i> . Romeoville: LUWC Press, 2018.

Book, two or three authors or editors	
Footnote/Endnote Format:	Superscript. Firstname Lastname [first author], Firstname Lastname [second author], and Firstname Lastname [last author], eds [if editors]. <i>Title of Book in Italics</i> , edition. (City: Publisher, year), page[s] cited.
⇒ Example:	⇒ 2. Lewis M. Doe, Melissa Lonero, and Taylor French, eds., <i>CMS Reference Guide</i> , 17th ed. (Romeoville: LUWC Press, 2018), 19.
Bibliography Format:	Lastname, Firstname [first author], Firstname Lastname [second author], and Firstname Lastname [last author]. <i>Title of Book</i> . City: Publisher, year.
⇒ Example:	⇒ Doe, Lewis M., Melissa Lonero, and Taylor French, eds. <i>CMS Reference Guide</i> . 17th ed. London: UCL Press, 2018.

Chapter in an edited book/anthology	
Footnote/Endnote Format:	Superscript. Firstname Lastname of chapter author, “Title of Chapter,” in <i>Title of Book</i> , ed. Firstname Lastname of editor[s], (city: Publisher, year), page[s] cited.
⇒ Example:	⇒ 3. Lewis M. Doe, “CMS Checklist,” in <i>CMS Reference Guide</i> , ed. Melissa Lonero and Taylor French, (n.p.: LUWC Press, 2018), 158-60.
Bibliography Format:	Lastname, Firstname of chapter author. “Title of Chapter.” In <i>Title of Book</i> , edited by Firstname Lastname of editor[s], chapter/page span. City: Publisher, year.
⇒ Example:	⇒ Doe, Lewis M. “CMS Checklist.” In <i>CMS Reference Guide</i> , edited by Melissa Lonero and Taylor French, 158-60. N.p.: LUWC Press, 2018.



## Citations in Footnotes/Endnotes and the Bibliography

Journal article with URL, incorporating DOI when possible	
Footnote/Endnote Format:	Superscript. Firstname Lastname, "Title of Article," <i>Journal</i> volume, no. issue (year): page[s] cited, URL/doi.
⇒ Example:	⇒ 4. Lewis M. Doe, "CMS Checklist," <i>CMS Reference Guide</i> 17, no. 2 (September 2018): 158-69. <a href="https://doi.org/10.1010/101010">https://doi.org/10.1010/101010</a> .
Bibliography Format:	Lastname, Firstname. "Title of Article." <i>Journal</i> volume, no. issue (year): page span. URL/doi.
⇒ Example:	⇒ Doe, Lewis M. "CMS Checklist." <i>CMS Reference Guide</i> 17, no. 2 (September 2018): 158-69. <a href="https://doi.org/10.1010/101010">https://doi.org/10.1010/101010</a> .

Magazine and newspaper	
Footnote/Endnote Format:	Superscript. Firstname Lastname, "title of Article," Column Title [if applicable], <i>magazine or Newspaper Name</i> (mobile app [if used]), Month year [or Month day, year], section [if applicable], page[s] cited [if available], URL [when online version is consulted].
⇒ Example:	⇒ 5. Lewis M. Doe, "What is the Chicago Manual of Style? Here's What You Should Know," <i>The Flyer</i> , August 9, 2018, sec. News, 2.
⇒ Example:	⇒ 6. Lewis M. Doe, "What is the Chicago Manual of Style? Here's What You Should Know," <i>The Flyer</i> (iPhone App), August 2018.
Bibliography Format:	Lastname, Firstname. "Title of Article." Column Title [if applicable]. <i>Newspaper or Magazine Name</i> (mobile app [if used]). Month day, year, section [if applicable], page span [of available]. URL/doi.
⇒ Example:	⇒ Doe, Lewis M. "What is the Chicago Manual of Style? Here's What You Should Know." <i>The Flyer</i> . August 9, 2018, sec. News, 2.
⇒ Example:	⇒ Doe, Lewis M. "What is the Chicago Manual of Style? Here's What You Should Know." <i>The Flyer</i> (iPhone App), August 2018.

Website	
Footnote/Endnote Format:	Superscript. Firstname Lastname [if applicable], "Title of Webpage," Website publisher [if indicated], Month day, year [publication, modification, or access], URL.
⇒ Example:	⇒ 9. "Writing Center," Lewis University, accessed September 5, 2018, <a href="https://www.lewisu.edu/resources/larc/writinglab.htm">https://www.lewisu.edu/resources/larc/writinglab.htm</a> <i>*If the title ends with a question mark, you do not have to add a colon between the title and subtitle.</i>
Bibliography Format:	Lastname, Firstname [if applicable]. "Title of Webpage." Website publisher [if indicated], Month day, year [of publication, modification, or access]. URL.
⇒ Example:	⇒ "Writing Center." Lewis University. Accessed September 5, 2018. <a href="https://www.lewisu.edu/resources/larc/writinglab.htm">https://www.lewisu.edu/resources/larc/writinglab.htm</a> .



## Citations in Footnotes/Endnotes and the Bibliography

Encyclopedia or dictionary in print or online	
Footnote/Endnote Format:	Superscript. <i>Encyclopedia Name</i> , edition, s.v. “encyclopedia entry” [for online source, add: posted date, revision date, or accessed Month day, year, URL.
⇒ Example:	⇒ 7. <i>Encyclopedia Britannica</i> , 16th ed., s.v. “style.”
⇒ Example:	⇒ 8. <i>Oxford English Dictionary</i> , 3rd ed., s.v. “style,” accessed September 5, 2018, <a href="http://www.oed.com">http://www.oed.com</a> .
	*s.v. is latin for sub verbo, meaning “under the word,” i.e. the information is found under the word “style.”
Bibliography Format:	Encyclopedia and dictionary references are typically not included in CMS bibliographies.

Government documents *Note that citations for legal works follow one of two guidelines, as recommended by CMS: (1) The Bluebook: A Uniform System of Citation by Harvard Law Review Association, or (2) the ALWD Guide to Legal Citation by the Association of Legal Writing Directors and Coleen M. Barger. It is recommended that you take a look at these style guides for additional information.	
Footnote/Endnote Format:	Superscript. Issuing Country, Government Division, Named Subsidiary Divisions, <i>Document Title</i> , by Firstname Lastname [if available], Report Number or Name (City: Publisher, year), page[s] cited [if applicable], URL.
⇒ Example:	⇒ 10. California, Bureau of Investigation, <i>Russian Organized Crime</i> , by Dept. of Justice, Division of Law Enforcement, (Sacramento, CA: California, 1996), <a href="http://www.fas.org/irp/world/para/docs/rusorg1.htm">http://www.fas.org/irp/world/para/docs/rusorg1.htm</a> .
Bibliography Format:	Number. Issuing Country. Government Division. Named Subsidiary Divisions. <i>Document Title</i> . Firstname Lastname [if available]. Report Number or Name. City: Publisher, year. Page[s] cited [if applicable]. URL.
⇒ Example:	⇒ California. Bureau of Investigation. <i>Russian Organized Crime</i> . Dept. of Justice, Division of Law Enforcement. Sacramento, CA: California, 1996. <a href="http://www.fas.org/irp/world/para/docs/rusorg1.htm">http://www.fas.org/irp/world/para/docs/rusorg1.htm</a> .

Film	
Footnote/Endnote Format:	Superscript. Firstname Lastname of content author [if critical commentary or other ancillary content], <i>Title of Work</i> , directed by Firstname Lastname, (year of studio release; city: Studio, year of physical copy), format [including URL if online], length [for physical copy].
⇒ Example:	⇒ 7. <i>Dunkirk</i> , directed by Christopher Nolan, (2017; USA: Warner Bros, 2017), DVD, 109 min.
Bibliography Format:	Lastname, Firstname of Director, dir. <i>Title of Work</i> . Year of studio release. City: Studio, year of physical copy. Format [including URL if online], length [for physical copy].
⇒ Example:	⇒ Nolan, Christopher, dir. <i>Dunkirk</i> . 2017. USA: Warner Bros, 2017. DVD. 109 min.



## The Author-Date System

The Author-Date (AD) system of the Chicago Manual of Style makes use of parenthetical citations to provide source information. For this system, you will document your sources in **two** places: within the text and your **references** section at the end of your essay.

Parenthetical citations, also known as in-text citations, are located at the end of a sentence that paraphrases or directly quotes information from a source. These types of citations include the last name(s) of the author(s) and the year of publication enclosed in parenthesis. Page numbers are also included in the parenthetical if a direct quote is being used. The general format when citing a source with one author is the following:

(Lastname year, page number)

For example: (French 2018, 113)

When citing a source with two or three authors, their last names should be presented in the order in which they are listed in the publication. The word “and” should be used between the last two names in a parenthetical citation. For a source with four or more authors, the first time you cite the source in the paper, you should only use the first author’s last name followed by “et al.” and the year of publication

(Lastname1, Lastname2, and Lastname3 2018)

For example: (French, LaLonde, and Lonero 2018)

(Lastname1 et al. 2018, 113)

For example: (French et al. 2018, 113)

If you choose to integrate the name of the author within your sentence, you should provide the year of publication in parenthesis next to it. For example:

According to French (2018), the Writing Center is a “resource for all Lewis University students” (113).

## References

Your references should be located at the end of your paper, on a new page. The top of the page should still include the page number and the word “References” should be included on the first line. The word should be centered, should not include quotation marks, and it should not be bolded, italicized, or underlined.

After the page title, leave two blank lines before your first citation. This section **should not be double spaced**, unlike the rest of your paper, and you should **include a blank line** between each citation. Your citations should appear in alphabetical order and should be formatted with a hanging indent. You can include a hanging indent by going to your “Paragraph” settings on Word.

For information on how to cite your source in the references section of your paper, please refer to the “Bibliography” examples on the tables in pages 5-7 of this reference guide.

**Sources Consulted:** The Chicago Manual of Style (17th edition), Purdue OWL, University of Manitoba, Boundless Writing.

