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Chicago Manual Of Style Guidelines (Quick Study)



Chicago Manual of Style
GUIDELINES

Introduction

- This is a brief guide to *Chicago-style*, the rule for manuscript preparation laid out in the *Chicago Manual of Style* (CMS).
- This guide is based on the rules and practices provided in CMS 16th edition, the University of Chicago Press, the publisher of CMS, periodically releases new editions, which may include additions or adjustments.

What Is CMS?

1. CMS defines the editorial style of the University of Chicago Press, a major publisher of academic books and journals, the press first published the style guide in 1893 and has since done so through 1996.

2. CMS is a style guide for manuscripts intended for submission to the University of Chicago Press.

3. The flexibility and expandability of the rules make CMS style useful for a number of contexts, including academic research papers and business reports, as well as published manuscripts.

Preparing a Manuscript

- 1. All rules that follow are typical requirements.
- 2. Different contexts will have different requirements; always consult your professor or publisher for specifics.

General Document Layout

- 1. Use one-inch margins, one-inch both-left and double-spaced with no extra lines between paragraphs.
- 2. Indent the first line of paragraphs one-half inch.
- 3. All text and headings use standard-style capitalization (Initial Capital, not ALL CAPITALS).
- 4. Use a ruler when writing, not a calculator.
- 5. When writing, use a ruler to measure margins, lines, and font size; avoid using spaces, tabs, or word processors, and turn off automatic hyphenation.

Illustrations, Tables & Charts

- 1. Illustrations include artwork or any other presentation in images rather than in text or numbers such as maps or charts; tables are complete lists presented in columns and rows.
- 2. All illustrations and tables are numbered and referred to in the text by number. Figures and tables are numbered sequentially (Figure 1, Table 1, Figure 2, Table 2, etc.)
- 3. Figures and tables must be referred to in the text and must have descriptive captions, unless otherwise specified.
- 4. Notes for tables and figures are numbered sequentially from notes for the larger manuscript and appear just below the table or figure (e.g., above the caption). Author notes also appear with the table or figure, above other notes.
- 5. Footnotes and tables should be as brief as possible to minimize clutter; abbreviations and symbols are allowed.

Style & Usage

- 1. Do not confuse *context* (usage with good usage – when in doubt, seek it up).
- 2. Do not confuse *dialect* (a local language, usage patterns, such as *honor's* *honor*).
- 3. CMS recommends *Merriam-Webster's Collegiate Dictionary* to resolve usage and spelling issues (see *Style & Words*, p. 20).

Bias-Free Language

- 1. Bias-free language refers to both gender-neutral language and language describing people in ways that do not particularize categories or ethnic groups, and others.
- 2. The goal is not political correctness but rather avoiding unintentional judgments, preserving neutrality, and advancing maximum clarity.

Style for Addressing Classes, Students, and Faculty

Addressing a class of students or an entire class period has become common in educational speech. It is not acceptable in formal American English, and hence no other connotations are diminishing and irrelevant; instead, try these instead:

- 1. *Class* (the class)
- 2. *Students* (the student should carefully review the assignments when they are sent to her).
- 3. *Use* (the student).
- 4. *Before* (The teacher should update the students when she receives the papers; when teachers should update their students when they receive the papers).

Copyrighted Material

1. Use a copyright notice when you use material from another source.

Attribution

1. The author should update their gradebook when they receive the papers.

Faculty

1. Faculty should review the assignments when they are sent to her.

Students

1. The student should update the professor when she receives the papers.

Before

1. The author should update their gradebook when they receive the papers.

After

1. The student should update the professor when they receive the papers.

Notes

1. Notes are not necessary when the professor has already done so.

Before

1. The student should update the professor when they receive the papers.

After

1. The student should update the professor when they receive the papers.

Copyrighted Material

1. Do not reproduce them in a series or list. **NOTE:** CMS style strongly encourages the use of a single reference page for all sources used in a paper. If you must use a list of sources, list them in a list of three or more items and the word *and* – to indicate that the sources are related.

Attribution

1. Attribution should include a brief introduction, a talk by an invited speaker, and a brief question-and-answer period, followed by a reception.



Synopsis

When that research paper comes due and you've forgotten your style manual, get the guidance you need quickly with the Chicago Manual of Style QuickStudy® guide. Based on the 16th edition of CMS, this handy, easy-to-carry three-panel guide contains the information you need for writing academic papers to CMS specifications, pared down to the essentials, including 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.

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Customer Reviews

This is pretty handy; however, they add unnecessary information and have not completely updated the quick reference for internet resources, presentations, or other sources I was looking to cite. As a generic reference, it was handy. As a comprehensive "this is how you cite each thing" (I expected a sample citation for each source type), the quick reference fell short. If creating a non-comprehensive quick reference, an explained standardized format would be helpful for individuals to assess probable interpretations in lieu of detailed overviews.

The most often needed information is quickly available, and organized logically (at least for my mind), and it is protected from coffee spills. A must for people working late at night when the rules begin to fade from memory and coffee is likely to spill.

EVERYTHING I NEED TO KNOW ON A laminated folded page - four sides. Goes with me everywhere - no space needed.

Good resource for the student, but the complete book is still necessary.

Concise. Practical. Laminated against spills is helpful.

Good little tool for the basics.

If you care enough about the CMS to be reading this review, you already know the full manual is not something most people would carry around. I carry this quick study guide in my backpack, and I've found it useful for refreshing my memory about items like punctuation. Unless you write or edit only at your home or office where you can keep the full manual, I recommend that you buy this guide. And even if you do work where you keep the manual, it's worth the price.

This is a very quick and easy reference to have for common questions. Basically, it's six pages (front and back) laminated, punched, and folded so that it can be placed in a binder. Two whole pages are dedicated to citations: footnotes, bibliographies, etc. The rest addresses tricky situations like gender neutrality and oft-confused words. The font is small but not unreadable. The layout is easy to navigate. There's a lot of information but it's not overwhelming. I bought this for myself, but it will be good for the children as they go through primary and secondary school.

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