



Chicago Manual of Style

Guidelines

- This is a brief guide to **Chicago style**, the rules for manuscript preparation laid out in *The Chicago Manual of Style* (CMOS).
- This guide is based on the rules and guidelines provided in the 18th edition. The University of Chicago Press, the publisher of CMOS, periodically releases new editions, which may include additions or adjustments.

What Is CMOS?

1. CMOS defines the editorial style of the University of Chicago Press, a major publisher of academic books and journals. The press has published its style guide in various editions since 1906.
2. Over time, other publishing organizations have adopted CMOS rules for their own work.
3. The flexibility and expansiveness of the rules make CMOS style useful for a number of contexts, including academic research papers and business reports, as well as published manuscripts.

Preparing a Manuscript

The rules that follow are typical requirements. Different contexts will have different requirements. Always consult your professor or publisher for specifics.

General Document Layout

1. Use one-inch margins, set text flush left and double-spaced with no extra lines between paragraphs, and begin each new paragraph with a first-line indent of one-half inch.
2. All headings and subheadings should be set at the margin, distinguished from each other by use of type size and styling (i.e., **bold** or *italic*).
3. Titles and headings use title case for capitalization; subheadings may use either sentence case or title case as long as used consistently. (All use *lower- and uppercase* letters, not **ALL CAPITALS**.)
4. Use italics where italics are meant, not underlining.
5. Where possible, use word-processor functions to indent paragraphs and format lists. Avoid using double spaces and extra returns, and turn off automatic hyphenation.

Illustrations & Tables

1. **Illustrations**, also called **figures**, include artwork or any other presentation in images rather than in text or numbers, such as maps and charts.
 - A. If more than a handful of illustrations appear in a work, the illustrations should be numbered and referred to in the text by number (e.g., “as shown in figure 1”). Place illustrations soon after their first text reference.
 - B. Captions usually appear below illustrations and may consist of a word or two, an incomplete sentence, a complete sentence, several sentences, or a combination.
 - C. Source information, or a credit line, is usually placed at the end of the caption.
2. **Tables** are complex lists presented in columns and rows.
 - A. Tables are numbered separately from illustrations (figure 1, table 1, figure 2, table 2, etc.).
 - B. Every table should be cited in the text by number (e.g., “the last column of table 3 shows...” or “see table 6”). Place tables soon after their first text reference.
 - C. Column heads should be as brief as possible to minimize clutter; abbreviations and symbols are allowed.
 - D. Notes applying to tables are numbered separately from notes for the larger manuscript and appear just below the table. Source information is listed in an unnumbered note before any other notes to the table.

Style & Usage

1. Don't confuse common usage with good usage—when in doubt, look it up!
2. This section provides a basic overview. Usage guides, such as *Garner's Modern English Usage*, may also be helpful.
3. CMOS recommends the *American-Webster Dictionary* (at Merriam-Webster.com) to resolve usage and spelling issues (see *Tricky Words*, p. 2).

Inclusive Language

1. **Inclusive language** refers to both gender-neutral language and language that doesn't slight or stereotype based on race, ethnicity, sex, gender identity, sexual orientation, disability, age, weight, appearance, nationality, religion, or social standing.
2. The goal is to avoid unintentional biases or judgments, preserve credibility, and achieve maximum clarity.
3. As a rule, use adjectives, not nouns (e.g., “a deaf-and-mute person,” not “a deaf-mute”; “a Jewish man,” not “a Jew”).
4. Use either **person-first** language (emphasizes person, not condition) or **identity-first** language (emphasizes condition) when a disability or condition is relevant. Deciding which to use depends on the audience and the person's preference.

EX: **person-first:** “a person who stutters,” not “a stutterer”
identity-first: “a child with autism,” not “an autistic child”

3. Similarly, use words and phrases that don't discriminate against or devalue people with disabilities (e.g., “has epilepsy,” not “suffers from epilepsy”; “unacceptable excuse,” not “lame excuse”).
6. Use gender-neutral nouns, such as “people,” not “man-kind”; “police officer,” not “policeman”; and “hero,” not “heroine.” When gender is relevant, precede the nouns with “female,” “male,” or “nonbinary” (e.g., female president).
7. Use the pronoun “they” to refer to either a singular or plural antecedent when gender is unimportant or to refer to people who don't identify with gender-specific pronouns. The singular “they” takes a plural verb (like the singular “you”).

EX: Does anyone want their car washed?

EX: They have a blue car.

Tactics for Achieving Gender Neutrality

Although the use of the singular “they” is now acceptable in formal writing, there are times when it may be confusing. To achieve gender neutrality when making generic references to people, try these tactics:

1. Omit the pronoun.

Before: The student should carefully review the assignments when they are sent to him.

After: The student should carefully review the assignments when they are sent.

2. Repeat the noun instead of using a pronoun.

Copyright & Fair Use

1. **Copyright** is a complex legal area, as are the permissions that must be obtained to reuse parts of previous works in a published book or article.
2. Most academic uses of other works are likely to fall under the **fair-use doctrine**. Fair use allows small excerpts from other copyrighted works to be used for the purposes of criticism, analysis, or evidence.
3. Paraphrasing doesn't escape copyright law. Extensive paraphrasing is subject to the same copyright and fair-use limitations as direct quotation.
4. All uses, whether under fair use or by permission, must be properly referenced or cited to avoid plagiarism.

Fair Use

1. The University of Chicago Press (UCP) makes its definition of fair use available on the web (<http://www.press.uchicago.edu/Misc/Chicago/permissions.html>). The following suggestions are adapted from both that source and CMOS. Rules of thumb such as those outlined here aren't part of copyright law and have no legal force. The following are intended only to provide some guidance.
2. The key consideration in determining whether a use is fair use is whether the use in some way transforms or recontextualizes the original rather than merely appropriating it. Quotation to critique an argument, or to support an original argument, is fair use, but the same amount of quotation merely to repeat the argument may not be.
3. Fair use allows a reuse of only small portions of a work and never a complete work, no matter how short. Quotations should be short—no more than a few paragraphs of a long work or a few lines of a poem—and should be interspersed with original text.
4. UCP's cumulative guidelines for a work to be within the bounds of fair use state that no more than 300 consecutive words and no more than a total of 5,000 words may be quoted from a source; additionally, the quoted material must not make up more than 5 percent of the source text or more than 5 percent of the new text.

Before: The student should speak only when he is called on.

After: The student should speak only when the student is called on.

3. Use a plural noun.

Before: The teacher should update the gradebook when she receives the papers.

After: Teachers should update their gradebooks when they receive the papers.

4. Use an article instead of a pronoun.

Before: The author should review his pages carefully.

After: The author should review the pages carefully.

5. Use the neutral pronoun one.

Before: A teacher in a wealthy school is likely to have more access to computers than she will in a poorer district.

After: A teacher in a wealthy school is likely to have more access to computers than one in a poorer district.

Before: If a student is accused of plagiarism, he must appear before the discipline board.

After: A student who is accused of plagiarism must appear before the discipline board.

7. Use the imperative mood.

Before: A manager must communicate effectively when speaking to his employees.

After: Communicate effectively when speaking to employees.

Chiacago Manual Of Style

**Peggy M. Houghton, Timothy J.
Houghton**



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CMOS Simplified Appearance Publishers, 2022-06-12 CMOS Simplified The Chicago Manual of Style 17th Made Easy is specifically designed for students and professional writers to quickly learn updated Chicago Style in a convenient and easy way both Notes and Bibliography referencing system Author Date referencing system Revised according to the latest edition of The Chicago Manual of Style 17th ed this guide is offering guidelines general formats and examples of Paper layout Running head Title page Contents Abstract Appendixes Headings Lists Numbers Tables and illustrations Text styling Punctuation Abbreviations Bias free language In text citations notes footnotes and endnotes parenthetical citations Quotations including changes to quotations Bibliography reference list among others including Chicago sample paper With this guide you will be able to format your paper according to the Chicago Style right away thanks to its easy to navigate structure and step by step guidelines on setting up research papers in Chicago format Full Student s Guide to Chicago Style provides 100 examples of references both in Author Date and Notes and Bibliography referencing system 1 Author Date Referencing System Formatting parenthetical citations Formatting reference list 2 Notes and Bibliography Referencing System Formatting notes full notes shortened notes Ibid Formatting bibliography Easy Referencing Cite any type of work using general formats and examples of 100 sources divided into categories Books Articles in Periodicals Reviews Encyclopedias and Dictionaries Websites Social Media Audiovisual Multimedia Academic Sources Personal Communication Interviews Government Publications Legal Sources Learn more about writing style language and formatting This student guide reflects the newest version of The Chicago Manual of Style and will address the vast majority of questions about using the Chicago Style 17th edition correctly with 100 examples of references **The Chicago Manual of Style, 17th Edition** The University of Chicago Press Editorial Staff, 2017-09-05 *Chicago Manual Of Style Guidelines (Speedy Study Guides)* Speedy Publishing, 2014-06-21 Before writing an author should review the Chicago Manual of Style guidelines The Chicago Manual of Style helps an author s work to be taken seriously Similar to the APA and MLA the Chicago Manual of Style teaches a writer how to properly cite the works of others A writer must always cite anything he or she obtains ideas from Using a reference guide allows a writer to be assisted when citing references According to Purdue it also helps with grammar **The Chicago Manual of Style**, 2003 **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

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Spencer,2025-07-07 The Chicago Manual of Style CMOS is a classic sourcebook for authors editors and publishers spanning decades presenting authoritative guidance in English language use and publishing guidelines In September 2024 the University of Chicago Press released the 18th edition the biggest overhaul in twenty years This edition captures the evolving face of language and publishing addressing current issues and using feedback from an eclectic constituency of practitioners Are you overwhelmed by evolving grammar rules confused by citation updates or struggling to keep your writing inclusive and professionally polished In today s rapidly changing world of publishing language and digital content creation writers editors academics and communicators are facing new challenges every day From gender neutral pronouns to artificial intelligence and digital first publishing formats traditional rules are shifting fast and outdated style guides no longer meet modern demands The Chicago Manual of Style 18th Edition 2025 is the authoritative cutting edge solution for anyone who works with the written word This landmark release completely overhauled for the first time in over two decades responds directly to the pressing needs of today s writers and editors Whether you re an author academic student journalist or publishing professional this edition equips you with the essential tools to write clearly cite accurately and edit with precision and purpose What s New and Why It Matters This edition introduces critical updates that reflect a more inclusive digital and globally connected writing landscape For the first time the singular they is fully endorsed in formal writing offering respectful and grammatically sound solutions for gender neutral language Title capitalization rules have been modernized to standardize publishing conventions across media Outdated requirements like including cities in book citations have been removed to streamline referencing in a digital first world This guide doesn t just teach you how to follow rules it helps you understand why the rules have evolved empowering you to write with clarity consistency and authority in any context What You ll Gain from This Edition Master the modern grammar and usage standards trusted by professionals around the world Apply inclusive and accessible language with confidence Navigate complex publishing processes from manuscript prep to final edits Use AI and digital publishing tools ethically and effectively Create accurate up to date citations and bibliographies for books journals websites and more Save time with clear concise guidance on punctuation spelling abbreviations and formatting This is more than a style guide it s your all in one reference for writing in a world that demands accuracy

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