



# Chicago Manual of Style

• 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 17th 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 *italics*).
3. Titles and headings use headline-style capitalization (Initial Capitals, 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 17"). Place illustrations soon after their first text reference.
2. **Captions** usually appear below illustrations and may consist of a word or two, an incomplete sentence, a complete sentence, several sentences, or a combination.
  - A. Source information, or a credit line, is usually placed at the end of the caption.
3. **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.).
4. 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.
5. Column heads should be as brief as possible to minimize clutter; abbreviations and symbols are allowed.
6. Notes 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. Do not 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 American Usage*, may also be helpful.
3. CMOS recommends *Merriam-Webster's Collegiate Dictionary* to resolve usage and spelling issues (see *Tricky Words*, p. 2).

### Bias-Free Language

1. **Bias-free language** refers to both gender-neutral language and language that does not slight or stereotype based on race, ethnicity, disability, age, religion, sexual orientation, transgender status, or social standing.
2. The goal is not political correctness but rather avoiding unintentional judgments, preserving credibility, and achieving 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. Some groups advocate the use of "person-first" language; this is rarely offensive and should be preferred where it does not create very awkward sentences (e.g., "a child with autism," not "an autistic child"; "a person who stutters," not "a stutterer").

### The Pronoun They

1. They often refers to a plural antecedent, but they can also be used to refer to a singular antecedent.
2. When referring to a person who does not identify with a gender-specific pronoun such as *he* or *she*, the pronoun *they* may be used. CMOS states, "In general, a person's stated preference for a specific pronoun should be respected."
  - A. In speech and informal writing, the pronoun *they* may be used as a substitute for the so-called generic *he* when referring to someone whose gender is unknown or unspecified. Although this usage is gaining ground, it is not considered fully acceptable in formal writing.  
EN: Does anyone want their car washed?  
EN: They have a blue car.

## 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.
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### 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 adopted from both that source and CMOS. Rules of thumb such as those outlined here are not 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.
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### Tactics for Achieving Gender Neutrality

CMOS does not prohibit the use of the singular *they* as a substitute for the generic *he* in formal writing but recommends avoiding it. To achieve gender neutrality when making generic references to people, try these tactics:

1. **Use 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.**  
**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.
6. **Use a *who* construction rather than an *if* construction.**  
**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.
8. **Use *he* or *she*, but sparingly.**  
**Before:** If a student is accused of plagiarism, he must appear before the discipline board.  
**After:** If a student is accused of plagiarism, he or she must appear before the discipline board.
9. **Revise the sentence.**  
**Before:** If a boy or girl is late to class, he or she will miss the introductions.  
**After:** If someone arrives late to class, that person will miss the introductions.

# Chicago Manual Quick Guide

**Terry R. Bacon, Lawrence H.  
Freeman, Shipley Associates**



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