



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 below 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.
3. **Paraphrasing** does not 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 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.
3. Fair use allows 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 3,000 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.

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

Charles Lipson



Chicago Manual Quick Guide:

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Introducing Communication Research Donald Treadwell, Andrea Davis, 2019-07-30 Introducing Communication Research Paths of Inquiry teaches students the basics of communication research in an accessible manner by using interesting real world examples engaging application exercises and up to date resources Best selling author Donald Treadwell and new co author Andrea Davis guide readers through the process of conducting communication research and presenting findings for scholarly professional news media and web audiences The Fourth Edition continues to emphasize the Internet and social media as topics of and tools for communication research and incorporates new content on online methodologies qualitative research critical methodologies and ethics

Tribal Libraries, Archives, and Museums Lorie Roy, Anjali Bhasin, Sarah K. Arriaga, 2011-10-10 Hundreds of tribal libraries archives and other information centers offer the services patrons would expect from any library circulation of materials collection of singular items such as oral histories and public services such as summer reading programs What is unique in these settings is the commitment to tribal protocols and expressions of tribal lifeways from their footprints on the land to their architecture and interior design institutional names signage and special services such as native language promotion This book offers a collection of articles devoted to tribal libraries and archives and provides an opportunity for tribal librarians to share their stories challenges achievements and aspirations with the larger professional community Part one introduces the tribal community library providing context and case studies for libraries in California Alaska Oklahoma Hawai i and in other countries The role of tribal libraries and archives in native language recovery and revitalization is also addressed in this section Part two features service functions of tribal information centers addressing the library facility selection organization instruction and programming outreach Part three includes a discussion of the types of records that tribes might collect legal issues and snapshot descriptions of noteworthy archival collections The final part covers strategic planning advice on working in the unique environments of tribal communities advocacy and marketing continuing education plans for library staff and time management tips that are useful for anyone working in a small library setting

Business Writer's Quick Reference Guide Terry R. Bacon, Lawrence H. Freeman, Shipley Associates, 1986-04-10 A comprehensive business writer s style guide that shows professionals how to address any business audience in any format Alphabetical organization provides for quick easy usage It is packed with rules of English grammar usage writing techniques and currently accepted stylistic conventions all punctuation spelling and visual aids A special Model Documents section provides format models for a variety of commonly used documents including business letters memos and reports Each topic is cross referenced for easy access

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McNeill,1987 **Cite Right, Second Edition** Charles Lipson,2011-05-15 In his bestselling guide Doing Honest Work in College How to Prepare Citations Avoid Plagiarism and Achieve Real Academic Success veteran teacher Charles Lipson brought welcome clarity to the principles of academic honesty as well as to the often murky issues surrounding plagiarism in the digital age Thousands of students have turned to Lipson for no nonsense advice on how to cite sources properly and avoid plagiarism when writing their research papers With his latest book Cite Right Lipson once again provides much needed counsel in a concise and affordable handbook for students and researchers Building on Doing Honest Work in College Lipson s new book offers a wealth of information on an even greater range of citation styles and details the intricacies of many additional kinds of sources Lipson s introductory essay Why Cite explains the reasons it is so important to use citations and to present them accurately in research writing In subsequent chapters Lipson explains the main citation styles students and researchers are likely to encounter in their academic work Chicago MLA APA CSE biological sciences AMA medical sciences ACS chemistry mathematics and computer science physics astrophysics and astronomy Bluebook and ALWD law and AAA anthropology and ethnography His discussions of these styles are presented simply and clearly with examples drawn from a wide range of source types crossing all disciplines from the arts and humanities to science law and medicine Based on deep experience in the academic trenches Cite Right is an accessible one stop resource a must have guide for students and researchers alike who need to prepare citations in any of the major disciplines and professional studies **The Times Style Guide: A guide to English usage** Ian Brunskill,Times Books,2017-05-18 Uncover the rules conventions and policies on spelling grammar and usage followed by the journalists contributors and editors working on the Times newspaper

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