

# Style Checklist:

## Chicago Manual of Style, 15<sup>th</sup> edition

### Spelling and Grammar

- Use US spelling (e.g. analyze, color, organization, toward); however, in quoted material, spelling is left unchanged.
- Use serial comma in all instances (e.g. red, blue, and green; she took a photograph of her parents, the president, and the vice president).
- Relative pronouns: Use “that” in restrictive clauses and “which” in non-restrictive clauses. For example, “The results, that have been described in Section 2, have been approved by the BMC” (author only concerned with results that have been discussed in section 2). The results, which have been described in Section 2, have been approved by the BMC” (author is concerned with all results and all results have been described in section 2).

### Numbers

- Spell out whole/round numbers one through one hundred. For example, “thirty-two children from eleven families were packed into three vans”. Use numerals for other numbers, unless the number starts a sentence.
- Series of numbers: All numbers must be numeral. For example, “the population grew from an initial 15,267 in 1960 to 21,000 by 1970 and 34,000 by 1980”.
- Thousand separator: comma (where upwards of four digits)
- Date style: Month/Day/year format. For example, “the performance took place on February 2, 2006, at the State Theatre in Ithaca”.

### Abbreviations

- Define at first mention in the abstract, and then redefine at first mention in the text. If the term is mentioned only once in the abstract, it should be written out in full.
- Spell out “United States” in full in running text; abbreviate when used as part of an address; US; UK (not England, Wales, Scotland).
- Spell out the names of states, territories, and possessions of the United States in the running text, when standing alone, and preferably following a city name (except DC). For example, “Lake Bluff, Illinois, was incorporated in 1895”. Abbreviate using two letter postal code (rather than conventional abbreviations), in bibliographies, tabular matter, and mailing addresses.
- Abbreviate units of measure where preceded by a numerical value. Do not pluralize the abbreviated form of a unit.

### References

- Author-date style, Chicago 15<sup>th</sup> edition, reference style R
- In text citation: (Pollan 2006, 99–100)

# Chicago Manual Of Style Used

**University of Chicago. Press**



## **Chicago Manual Of Style Used:**

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style and appearance Methods have been devised systems evolved in certain lines Of work which cannot be carried bodily over into the field Of others Thus in the matter of literary references for instance general practice has established certain usages in some of the sciences which it would not be advisable to ignore Similar differences in practice may be observed in other directions These deviations from the general rules will be found mentioned at the appropriate places in the body Of the book On the whole however the rules are designed to govern all publications sent forth with the Official publishing imprint The University Of Chicago Press About the Publisher Forgotten Books publishes hundreds of thousands of rare and classic books Find more at [www.forgottenbooks.com](http://www.forgottenbooks.com) This book is a reproduction of an important historical work Forgotten Books uses state of the art technology to digitally reconstruct the work preserving the original format whilst repairing imperfections present in the aged copy In rare cases an imperfection in the original such as a blemish or missing page may be replicated in our edition We do however repair the vast majority of imperfections successfully any imperfections that remain are intentionally left to preserve the state of such historical works

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2025. Your ultimate guide to modern grammar, usage, and citation for writers, editors, and publishers Elliot Spencer,2025

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### **Table of Contents Chicago Manual Of Style Used**

1. Understanding the eBook Chicago Manual Of Style Used
  - The Rise of Digital Reading Chicago Manual Of Style Used
  - Advantages of eBooks Over Traditional Books
2. Identifying Chicago Manual Of Style Used
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an Chicago Manual Of Style Used
  - User-Friendly Interface
4. Exploring eBook Recommendations from Chicago Manual Of Style Used
  - Personalized Recommendations
  - Chicago Manual Of Style Used User Reviews and Ratings

- Chicago Manual Of Style Used and Bestseller Lists
- 5. Accessing Chicago Manual Of Style Used Free and Paid eBooks
  - Chicago Manual Of Style Used Public Domain eBooks
  - Chicago Manual Of Style Used eBook Subscription Services
  - Chicago Manual Of Style Used Budget-Friendly Options
- 6. Navigating Chicago Manual Of Style Used eBook Formats
  - ePub, PDF, MOBI, and More
  - Chicago Manual Of Style Used Compatibility with Devices
  - Chicago Manual Of Style Used Enhanced eBook Features
- 7. Enhancing Your Reading Experience
  - Adjustable Fonts and Text Sizes of Chicago Manual Of Style Used
  - Highlighting and Note-Taking Chicago Manual Of Style Used
  - Interactive Elements Chicago Manual Of Style Used
- 8. Staying Engaged with Chicago Manual Of Style Used
  - Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers Chicago Manual Of Style Used
- 9. Balancing eBooks and Physical Books Chicago Manual Of Style Used
  - Benefits of a Digital Library
  - Creating a Diverse Reading Collection Chicago Manual Of Style Used
- 10. Overcoming Reading Challenges
  - Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
- 11. Cultivating a Reading Routine Chicago Manual Of Style Used
  - Setting Reading Goals Chicago Manual Of Style Used
  - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Chicago Manual Of Style Used
  - Fact-Checking eBook Content of Chicago Manual Of Style Used
  - Distinguishing Credible Sources

13. Promoting Lifelong Learning
  - Utilizing eBooks for Skill Development
  - Exploring Educational eBooks
14. Embracing eBook Trends
  - Integration of Multimedia Elements
  - Interactive and Gamified eBooks

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