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# Strategies for Studying, Learning, and Researching

## By David Alderoty © 2014

## Chapter 13) Chicago Manual of Style, & Related Concepts 1451 Words

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### If you want to go to the previous chapter, left click on the link below
### www.TechForText.com/SL/Chapter-12/PDF.pdf

### If you want to go to the table of contents of this chapter left click on these words

## Chicago Manual of Style, is Highly Complex

## Additional Web-Based Information From Other Authors, on The Chicago Manual of Style, are Link to this Chapter

The subject discussed in this chapter is the Chicago Manual of Style, and it is complex. Many of the rules in the CMS style, very depending on several factors, such as the number of authors, and the type of publication. In addition, CMS style uses footnotes, endnotes, or the author-date system, each of which has a slightly different set of citation rules. To cover all of these variations in style and citation rules would require at least 600 pages.

To compensate for the relatively short presentation in this chapter, I am presenting hyperlinks to web-based material from other authors to cover the subject in detail.  This chapter was written with the assumption that readers, who wanted to master the subject, would use the hyperlinks to access the additional information.

The blue underlined words in this chapter are the hyperlinks, to access the websites from other authors, which contain videos, articles, tutorials, and other useful material.

If you truly want to master the CMS style, with all its exceptions, and variations, you should purchase the latest edition of the Chicago Manual of Style.

The hyperlinks that are **directly in the body of the text** are to **access sources** that were used for this chapter.  The links at the end of sections, and subsections are for additional information, alternative points of view, or to support or supplement the material in this text.

If a link fails, use the blue underlined words as a search phrase, with www.Google.com or www.Bing.com

## Introduction, History, and Best Source for CMS

### What is CMS Style?

The CMS style is commonly used by professional editors and writers, and it is more versatile than MLA and APA.  CMS, stands for the ***Chicago Manual of Style***, which is in its 16<sup>th</sup> edition,

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## Introduction, History, and Best Source for CMS

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2010.  There is an online version of this book, which is available on a yearly subscription.  [You can also sign up for a 30-day free subscription, to the Chicago manual of style](#).  To access the webpage, to sign up for the subscription, left click on the blue underlined words, presented above.

## "The History of *The Chicago Manual of Style*"

The source for the following is a webpage from the Chicago Manual of Style Online, which can be accessed by left clicking on the above heading.

The Chicago Manual of Style has a history of over 100 years. The origin of this manual started as a style sheet in 1891, specifically for the needs of the University of Chicago Press.  This eventually developed into the first edition of the CMS, which was published by the University of Chicago Press, in **1906.**  At that time, it was called the **MANUAL OF STYLE.**

You can access a PDF version of the 1906 edition, by left clicking on "**MANUAL OF STYLE**"  Note this PDF file is about 20 MB, and it may take up to a minute to download.  The book is about 200 pages, and when it opens, the first two or three pages are blank.  This book is no longer useful as a style guide, but it is interesting from a historical perspective.

## What is the Best Source for the CMS Style?

The best source for the CMS Style is the latest edition of the

online Chicago Manual of Style.  However, I cannot create links to this source, because it is password protected.  **Thus, I am using as a primary source for this section [the Purdue Online Writing Lab (Purdue OWL) "Chicago Manual of Style 16th Edition"](#)**

The Purdue opening webpage for CMS states: "Contributors: Jessica Clements, Elizabeth Angeli, Karen Schiller, S. C. Gooch, Laurie Pinkert, Allen Brizee  Last Edited: 2014-02-07 11:51:52"

## Page Layout and Citation Style of the CNS

### Page Layout and Formatting for the CMS Style

The formatting suggested by the CMS style, is nicely illustrated at the Purdue OWL with a **[sample paper](#)**.  **I am using this as a primary source** for the material in this section.

Margins can range from 1 inch to as much as 1.5 inches, with the CMS style.  The type should be at least 10 points, ideally 12 points, in an easy-to-read typeface such as Times New Roman.  Numbering starts on the first page, in the upper right corner, in the margin.

### Citation in the CMS Style

The CMS style is quite flexible, and it provides two citation styles. The first is footnotes or endnotes, with a bibliography at the end of the paper.  The other alternative is the author-date style, with,

a list of references on the end of the paper.  This is explained, with examples, in the following paragraphs.

## The Basic Formula For CMS Footnote Citations

The Purdue OWL a **sample paper,** mentioned above, is in the **CMS** footnote citation format, and I am using it as a source for the following paragraphs.

I am representing the CMS citation configuration for footnotes with the following formula:

**Authors first and second name**, **Title of the source\*, edition, Publisher, Publication date, Page number(s)**
**\*NOTE:** The titles of book, journals, and magazines, are italicized, but titles of chapters and articles are placed in quotation marks.

This formula is illustrated with the following examples:  The examples are in brown type, and the books, authors, and statements are hypothetical.

Example 1,
In The Book of Health, Mike Doe, states "that the excessive consumption of vitamin A is unhealthy."[1]
Footnote on the bottom of the page in the margin.

---

[1] Mike Doe, *The Book of Health*, second edition, (Doe Publishing Company, 2007), 19

When the **same author and book** is used for more than one quote, in a paper, the first footnote provides all the details, but the subsequent footnotes, can be shorter.  The shorter footnote should contain **Author's last name**, and the "**Name of book**" See the following example.

<u>Example 2)</u>

 Doe's philosophy, is moderation and caution, with vitamins and medications.**2**

Footnote on the bottom of the page in the margin.

_____

2 Doe, "*The Book of Health*,"126


## When Endnotes Are Used Instead of Footnotes

The above examples are illustrations of CMS style with footnotes.  However, endnotes can be used as an alternative, which will display **Authors first and second name**, **Title of the source\*, edition, Publisher, Publication date, Page number(s)** either at the **end of the chapter**, or at the **end of the paper**.  If you use the end of the paper, you should create a page with the title: **NOTES**.


## The CMS Author-Date Style

I am using as a primary source for this subsection, a sample paper written in the author-date style, from the **Purdue OWL** website.  This paper can be accessed by left clicking on the following link: "CMS Author Date Sample Paper"  For direct access

left click on these words.  I also used as a reference for this section the online version of the ***Chicago Manual of Style***, 16th edition, 2010. "15.9 Author-date references—examples and variations"

CMS Author-Date Style is similar to the APA style, and I am representing it with the following formula:

<p style="color:red; text-align:center"><strong>For In-text Citations</strong></p>

**Using parentheses* (Author's last name Publication date, Page number)**
***NOTE:*** There are a number of ways that the quote, paraphrase, and authors findings, can be presented without the parentheses. However, it should include the author's last name, publication date, and page number.

At the end of the paper, there is a page titled: References, which I am representing with the following formula:

<p style="color:red; text-align:center"><strong>References</strong></p>

**Author's family name, Authors given name, Title of the source, edition, Publisher, Publication date, Page number(s)**
This is illustrated with the following examples, but first read the notes with the following stipulations.

The above formula is hanging, which is the way the citation should be configured, in the reference section.

If there are two or more authors, the first author's family name is presented first, which is followed by the authors given name.  The given names of the remaining authors are presented FIRST, followed by their family names.  (All of the above applies to the reference section, when the Author-Date Style is used.)

The titles of books, journals, and magazines, are italicized, but titles of chapters and articles are placed in quotation marks.

Example 3,

In The Book of Health, Mike Doe, states "that the excessive consumption of vitamin A is unhealthy."

In the reference section, the following is displayed.

Doe Mike, *The Book of Health*, second edition,

(Doe Publishing Company, 2007), 19

## See the Following Websites From Other Authors for Additional Information, and Alternative Perspectives on CMS Style and Related Concepts

"Chicago Manual of Style Author-Date/In-text Referencing"

**Very good** CMS "University of Arizona Libraries"

**A list of videos** "Chicago Manual of Style (CMS) "

Williams College Libraries Chicago Manual of Style

Video "Chicago Manual Style (CMS) Formatting"

Video "Chicago Manual of Style: An Overview"

A list of over 30 videos on "The Chicago Manual of Style"

**If you want to go to the first page of this chapter left click on these words.**

# HYPERLINK TABLE OF CONTENTS

Below is the hyperlink table of contents of this e-book. If you left click on a section, or subsection, it will appear on your computer screen. Note the chapter headings, the yellow highlighted sections, and the blue subheadings are **all active links.**

**To go to the first page of this chapter left click on these words.**

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