

Chicago Manual Style (CMS) Format

*From Purdue University Online Writing Lab
Revised by Germanna Community College Tutoring Services*

The *Chicago Manual of Style*, 16th edition incorporates two styles of citation. The **Note-Bibliography** style is discussed in this handout. The Chicago Manual Style (CMS) Note-Bibliography style is traditionally utilized by literature, history, art, and other humanities courses. It is important to note that students may also wish to consult Kate L. Turabian's *A Manual for the Writers of Research Papers, Theses, and Dissertations*, 7th Edition as this book presents the Chicago Manual Style in a form that is more applicable to student papers.

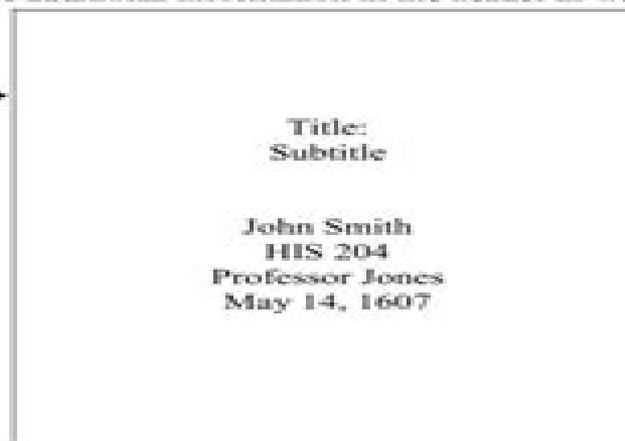
General Format

- Type the paper on a computer and print it out on standard-sized paper (8.5 X 11 inches).
- The body text of the paper should be double spaced.
- Set the paper margins to no less than 1 inch and no greater than 1.5 inches on all sides.
- The font of the paper should be a readable font such as Times New Roman or Palatino.
- The font size should be no less than 10 points; however, a 12 point font size is preferable.
- The paper header should have a page number in the upper right-hand corner beginning on the first page of body text. Instructors may require additional information in the header as well.

Major Paper Sections

- Title page
- Body
- Footnotes or Endnotes
- Bibliography
- Tables and Figures

Title page example →



Chicago Manual Style Cms Format

Christine A. Hult



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Chicago Manual of Style (CMS) Peggy M. Houghton, Timothy J. Houghton, 2008-01-01, **Practical Models for Technical Communication** Shannon Kelley, 2021-08-21 Practical Models of Technical Communication is a college level textbook for technical writers and communicators Written in plain and accessible language this textbook is designed to provide students with solid tools useful models interesting scenarios and a vocabulary of technical terms that will allow them to communicate effectively as part of a fast paced global workforce Its approachable real world examples and detailed visuals guide students in creating multimodal technical documents that reach a broad audience This book explores the fundamentals of technical communication expanding on the following topics Writing and organizing an array of technical documents such as definitions descriptions instructions procedures proposals and reports Embracing ethical communication visually and in writing Designing documents for readability emphasis and organization Increasing rhetorical awareness of multimodality in all types of communication Researching and documenting source material effectively Crafting successful job materials for entering the workforce Communicating professionally within various work environments Navigating the changing needs of audiences that technical writers meet along the way [The Nuts and Bolts of College Writing \(2nd Edition\)](#) Michael Harvey, 2013-06-01 This worthy successor to Strunk and White now features an expanded style guide covering a wider range of citation cases complete with up to date formats for Chicago MLA and APA styles **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 follow compact booklet Inside you will find a review of general rules and guiding principles There are up to date links that direct you to helpful online resources A selected set of commonly used bibliographic citations can serve as model entries when you need to create one of your own CMOS guidelines for composing and formatting documents and full bibliographic entries including annotations are covered Individual sections address proper use of in text citations footnotes endnotes direct quotes and paraphrases in CMOS style Checklists highlighting guidelines for spelling grammar usage punctuation and capitalization rules serve as useful reminders for editing and proofreading tasks A formatted manuscript example and a special section on proofreader s marks are also included *The Political Science Student Writer's Manual and Reader's Guide* Gregory M. Scott, Stephen M. Garrison, 2016-09-22 The Political Science Student Writer s Manual and Reader s Guide is a practical guide to research reading and writing in political science The

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