Chicago Manual of Style

The Chicago Manual of Style (CMS) is one of the top three citation styles used by editors, professors, and publishers as an aid to preparing manuscripts in English. The Chicago Manual of Style is used in academic writing in

- Business
- History
- Humanities
- Political science

When you use the Chicago Manual of Style to cite your sources, you put superscript numbers (they look like this: [2]) in the text of your paper. These numbers have a corresponding number either in a footnote at the bottom of the page or in a separate Notes page at the end of the paper. Once you start using the Chicago Manual of Style, you'll quickly pick up how to use it.

Knowing What to Cite

When in doubt, cite your source. You should include citations for

- Direct quotes
- Statistics
- Websites you use for quotes
- Visuals like pictures, graphs, diagrams, or tables
- Summarized or paraphrased ideas that aren't your own

Understanding Plagiarism

When you write a paper for a class, you must cite the sources you use. If you don't cite your sources, the university and your professor could interpret that as plagiarism. The University of North Texas considers plagiarism as the use of another's thoughts or words without proper attribution in any academic exercise, regardless of the student's intent, including but not limited to:

- The knowing or negligent use by paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgement or citation.
- The knowing or negligent unacknowledged use of materials prepared by another person or by an agency engaged in selling term papers or other academic materials.

Plagiarism and/or academic dishonesty are grounds for expulsion from the university. For more information on the university's policy on this topic, go to: http://vpaa.unt.edu/academic-integrity.htm

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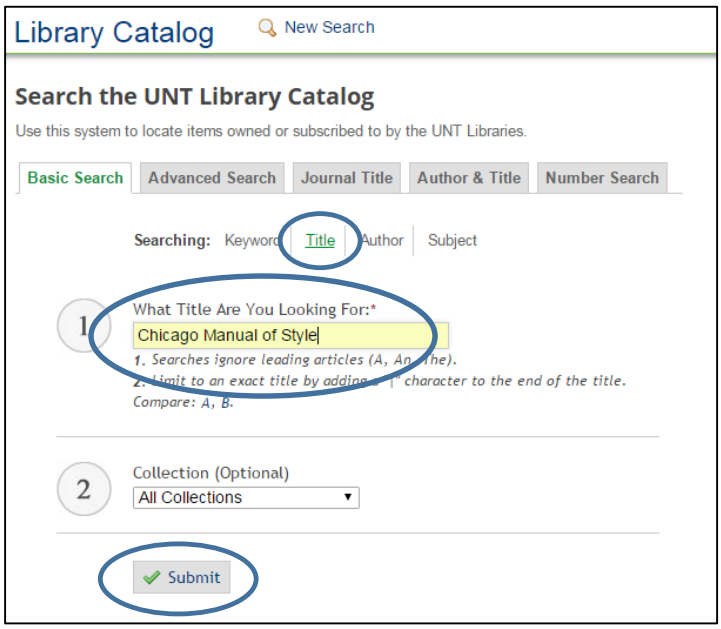
Using Electronic Resources for the Chicago Manual of Style

You can find out about the Chicago Manual of Style on their website: http://www.ChicagoManualofStyle.org/home.html

The UNT Library has multiple online resources for the Chicago Manual of Style: http://www.library.unt.edu/help/tutorials/ChicagoTurabian-style-humanities

In addition, UNT students can access the Chicago Manual of Style online through the UNT Library. To access this resource,

1. Go to the library's online catalog at http://iii.library.unt.edu/



2. Click on "Title" search
3. Type in "Chicago Manual of Style" in the "What Title Are You Looking For" space
4. Press "Submit"

The next screen will look like this:

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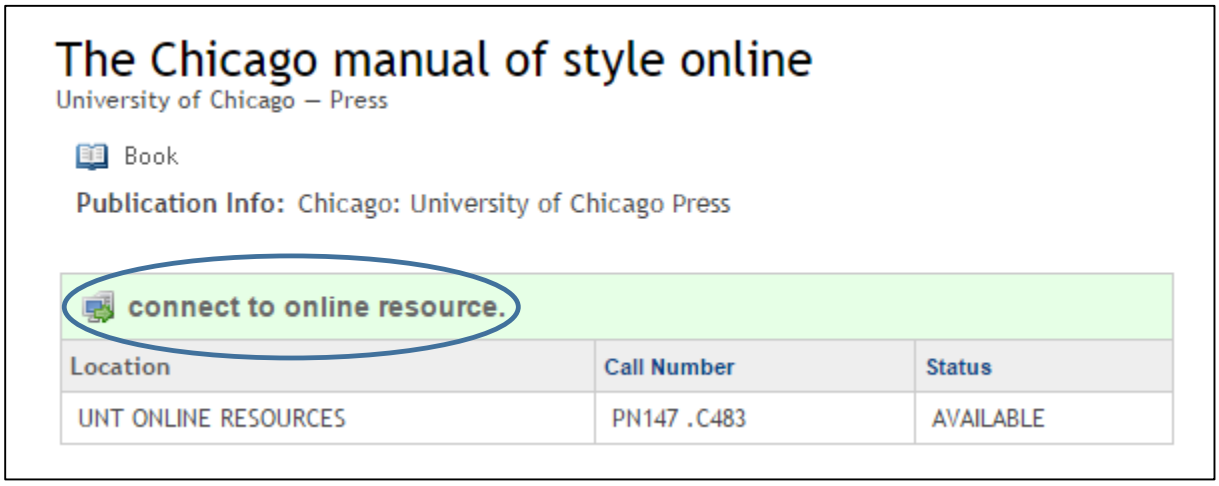
Click on the entry marked "Chicago Manual of Style Online." The next screen will look like this:



Click on "connect to online resource," which will take you to the online, searchable version of the Chicago Manual of Style.

Accessing the online version of the Chicago Manual of Style is the best way for you to learn how to use it. Even experienced writers have to refer to a style guide for the correct way to cite their sources.

Checking That You've Cited Your Sources Correctly

You can also check that you've used Chicago Manual of Style citations correctly by using the Citation Machine website:
http://www.CitationMachine.net/

You may also want to check with your professor to see if you've cited your sources correctly and if your paper format looks correct.

Formatting Your Paper in Accordance with the Chicago Manual of Style

You'll start by creating a coversheet for your paper and inserting a header with your name and the page number, starting on the second page of your paper.

On the next pages, we'll show you how your paper should look, and we'll give you tips on how to set up the formatting, including using the superscript numbers for your end notes. We'll also show you how to cite the most common sources for papers.

We will not address every type of citation you might use. Remember that you have access to the online version of the Chicago Manual of Style for citations we don't address in this handout.

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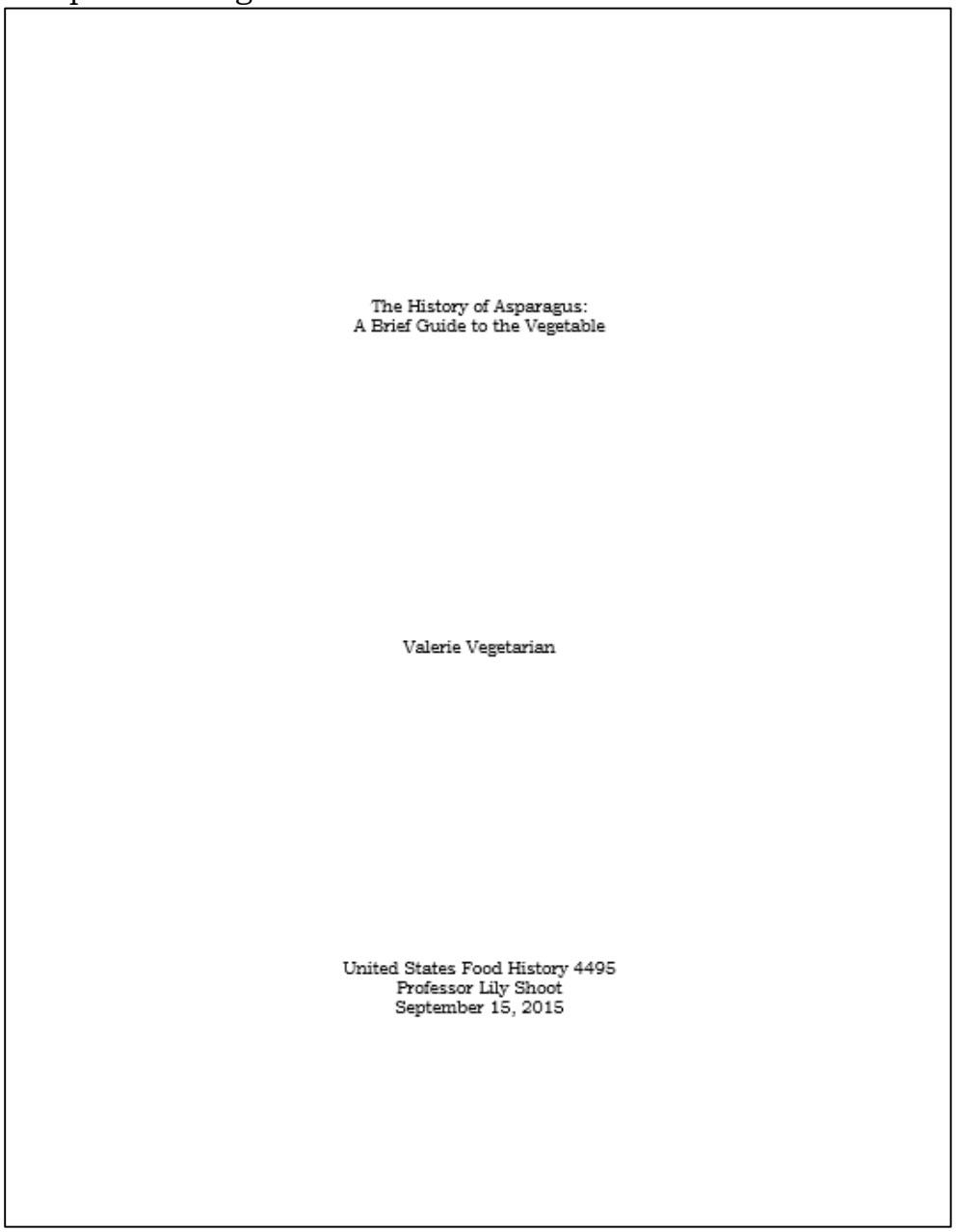
Sample Title Page



The History of Asparagus:
A Brief Guide to the Vegetable

Valerie Vegetarian

United States Food History 4495
Professor Lily Shoot
September 15, 2015

1. Start with the title of your paper. You may or may not want to have a subtitle.
2. Skip 10-15 spaces.
3. Type your name.
4. Skip 10-15 spaces.
5. Type the title of the course and the course number.
6. Type your professor's name.
7. Type the date.

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Start your paper by inserting a header with your last name and the page number. It should look like our header, which reads "Chicago Manual of Style, Page | 5." The title page is actually page 1, but it should not have a page number on it. To insert the header, go to the "insert" ribbon on Microsoft Word. Go to the "header" section of this ribbon, which is the third section from the right. Click on "header." Go down to "edit header." Go to "page number," which is the first section from the left. Place your cursor in front of the number. Type your name. Make sure the typeface is set to Times New Roman at a 12-point font (the size of the type). Close the header ribbon.

Indent ½" from the left margin of the paper each time you start a new paragraph. Set the margins to 1" on the top, bottom, and sides of your paper. Use Times New Roman in a 12-point font for the text. Double space. You can indicate sections of your paper by typing a simple heading in between each paragraph, just like the heading you are about to read. Ask your professor if it is acceptable to use headings; not all professors like them.

Indicate Quoted Material with Superscript Numbers

Indicate that you've quoted something by enclosing it in quotation marks. When you use a quote, embed it in a sentence of your own commentary. For instance, "look at what we just did here. We started the sentence with 'for instance' and then went on with the quote. Sophisticated writers do this because a quote really should not be floating around unanchored in your paper. You are a college writer now, and you are ready to demonstrate a masterful technique."[1] Now, look at that little number 1 right

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after the close of the quotation marks. That is called a superscript number; when we use the Chicago Manual of Style, we mark quotes with these superscript numbers. Then our reader can use that number to go to our Notes page to see where the quote came from originally.

How to Insert Superscript Numbers

The easiest way to insert the superscript numbers is to look at the font section of the home ribbon on Microsoft Word. Look for this symbol: x^2. Place your cursor at the end of the quote. Click the x^2 button. Type the number. Unclick the x^2, or the rest of your paper will be superscript.

Inserting Long Quotes

If you are using a quote that is longer than three lines, set it off from the rest of the text by tabbing over once, like this

> When you tab over for this longer quote, you do not use quotation marks. Setting off the quote by tabbing the text indicates that you have just quoted something. Make certain that you continue your paper by commenting on the quote. It is up to you to explain to your reader how and why this quoted material fits into your paper. The reader cannot ask you questions, and the reader also cannot read your mind. If you think to yourself, "They will know what I mean," you are dead wrong. That is your job. Make it crystal clear how the quote fits into your paper.[2]

If you use a table, graph, drawing, photograph, chart, or map in your paper, you must also indicate your source by marking the item in question with a superscript number. Label each of these items with either Table or

Figure, followed by the appropriate sequential number. Use Arabic numbers (the numbers English writers use, like 1, 2, 3, and so on). Just as you would comment on a quote you inserted in your paper, you should also comment on any visual representations you place in your paper. Help the reader understand the significance of the visual.

Once you have concluded your paper, you will move on to the Notes page, which is where you will provide the citation information that goes with the superscript numbers you have used throughout the paper. Center the word "Notes" about 1" from the top of the page. Then list the citations in the numerical order indicated in your paper. Single space each note. Double space between each entry. The Notes page is numbered sequentially with the rest of your paper; if the last page of your paper is page 7, the Notes will be on page 8.

The last page of your paper will be the Bibliography, where you will alphabetically list all of the sources you used for your paper. Center the word "Bibliography" about 1" from the top of the paper. The Bibliography page is numbered sequentially with the rest of your paper; if the Notes page of your paper is page 8, the Bibliography will be on page 9.

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Notes

1. Barbara Damrosch, "Spring's Sentinels: Asparagus and Chives." *Mother Earth News*. April/May 2015, Issue 269, 14-20.

2. Eugene Farmer, *A Short History of Asparagus*. (New York: Farmhouse Publishing, 2015), 25-30.

3. Kathy LaLiberte, "How to Grow Asparagus." Gardeners, last modified 20 June 2015, http://www.gardeners.com/how-to/growing-asparagus/7343.html

4. Damrosch, "Spring's Sentinels," 16.

5. Ibid., 17.

6. Farmer, *A Short History of Asparagus*, 152.

Some Notes about the Notes Page

- Indent the first line of each entry ½".
- End each note with a period.
- Author's names should appear like this: First Name Last Name.
- Single space the notes.
- Double space between notes.
- "Ibid" is Latin for "in the same place." You use it if the next note in the series came from the same place as the previous entry.
- Notice that entry 6 is a shortened version of the first appearance of the source, with the specific page number noted.
- Notice that in the third entry, which includes a website URL, we broke the text at a slash mark rather than at a hyphen.
- Remove any hyperlinks (underlined URLs). To do this, highlight the hyperlinked text. Right click. Look for the dialog box to come up. Click on "remove hyperlink."

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Bibliography

Book with One Author
Last Name, First Name. Title (City: Publisher, Year).

Book with Two or More Authors
Last Name, First Name and First Name Last Name. Title (City: Publisher, Year).

Work in an Anthology
Last Name, First Name. "Title of the Piece," In *Title of the Anthology*, edited by Authors' Names, Page Number Range, City: Publisher, Year.

Article in a Printed Journal
Last Name, First Name, "Title of the Article," *Title of the Journal* Volume # (Year): Page Numbers.

Article from a Website
Last Name, First Name. "Title of the Article," URL, Date You Accessed the Site.

Some Notes about the Bibliography Page

- List all the works you cited.
- Put the list in alphabetical order by the author's Last Name, First Name.
- Include works you consulted but did not cite if you would like to do so.
- Start the first line of each entry at the left margin.
- Indent the second line of each entry ½" from the left margin.
- Single space each entry.
- Double space between entries.
- Consult the online version of the Chicago Manual of Style for the way to format entries other than the ones on this page.

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