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## General Format

### Summary:

This section contains information on *The Chicago Manual of Style* method of document formatting and citation. These resources follow the sixteenth edition of *The Chicago Manual of Style*, which was issued in September 2010.

**Contributors:** Jessica Clements, Elizabeth Angeli, Karen Schiller, S. C. Gooch, Laurie Pinkert, Allen Brizee

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Please use the example at the bottom of this page to cite the Purdue OWL in CMS.

To see a side-by-side comparison of the three most widely used citation style, including a chart of all CMS citation guidelines, see the [Citation Style Chart](#).

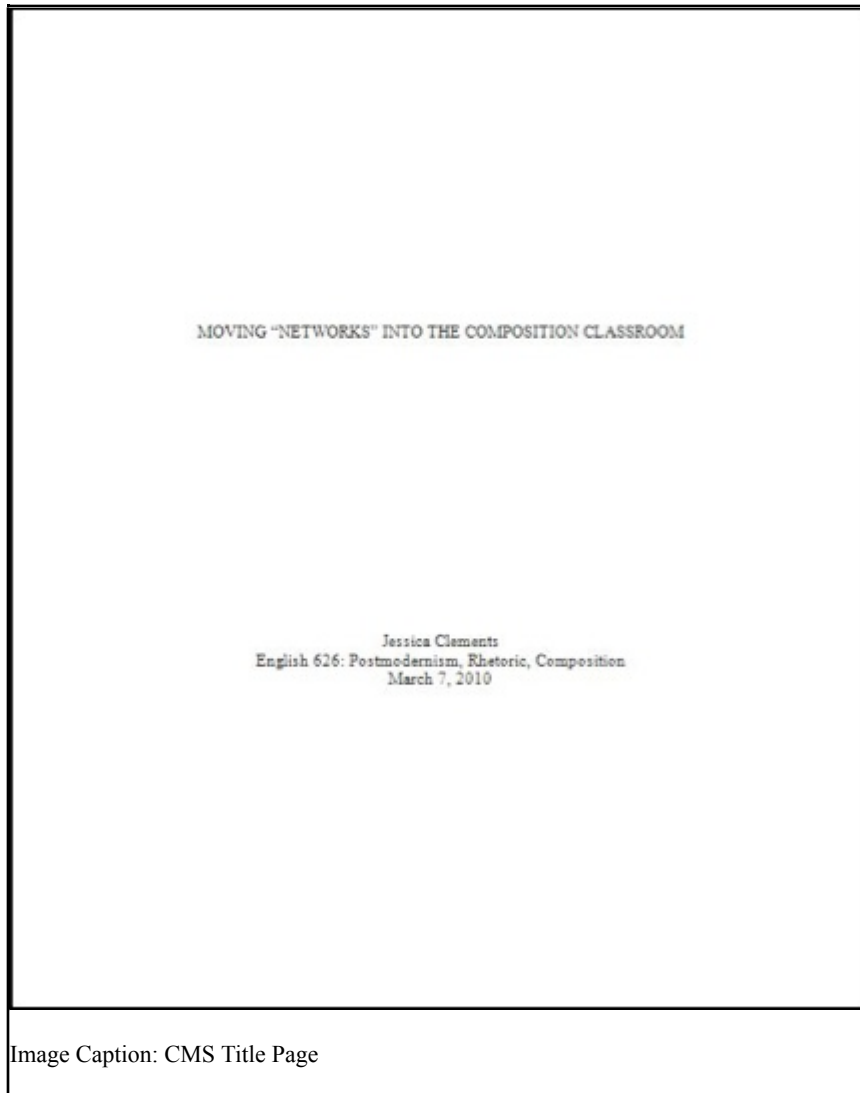
## General CMS Guidelines

- Margins should be set at no less than 1” and no greater than 1.5”.
- Typeface should be something readable, such as Times New Roman or Palatino.
- Font size should be no less than 10 pt. (preferably, 12 pt.).
- Text should be consistently double-spaced, with the following exceptions:
  - Block quotations, table titles, and figure captions should be single-spaced.
    - A prose quotation of five or more lines should be blocked.
    - A blocked quotation does not get enclosed in quotation marks.
    - An extra line space should immediately precede and follow a blocked quotation.
    - Blocked quotations should be indented .5” as a whole.
- Notes and bibliographies should be single-spaced internally; however, leave an extra line space between note and bibliographic entries.
- Page numbers begin in the header of the first page of text with Arabic number 1.
- Subheadings should be used for longer papers.
  - CMS recommends you devise your own format but use consistency as your guide.
    - For Turabian’s recommendations, see “Headings,” below.
- Put an extra line space before and after subheadings, and avoid ending them with periods.

## Major Paper Sections

### Title Page

- Class papers will either include a title page or include the title on the first page of the text. Use the following guidelines should your instructor or context require a title page:
  - The title should be centered a third of the way down the page.
  - Your name and class information should follow several lines later.
  - For subtitles, end the title line with a colon and place the subtitle on the line below the title.



- Different practices apply for theses and dissertation (see Kate L. Turabian's *A Manual for Writers of Research Papers, Theses, and Dissertations* [7<sup>th</sup> ed.], 373-408).

### Main Body

- Titles mentioned in the text, notes, or bibliography are capitalized "headline-style," meaning first words of titles and subtitles and any important words thereafter should be capitalized.

- Titles in the text as well as in notes and bibliographies are treated with quotation marks or italics based on the type of work they name.
  - Book and periodical titles (titles of larger works) should be italicized.
  - Article and chapter titles (titles of shorter works) should be enclosed in double quotation marks.
  - Otherwise, take a minimalist approach to capitalization.
    - Lowercase terms used to describe periods, for example, except in the case of proper nouns (e.g., “the colonial period,” vs. “the Victorian era”).
- A prose quotation of five or more lines should be “blocked.” The block quotation is singled-spaced and takes no quotation marks, but you should leave an extra line space immediately before and after. Indent the entire quotation .5” (the same as you would the start of a new paragraph).

Rose eloquently sums up his argument in the following quotation:

In a society of control, a politics of conduct is designed into the fabric of existence itself, into the organization of space, time, visibility, circuits of communication. And these enwrap each individual life decision and action—about labour [sic], purchases, debts, credits, lifestyle, sexual contracts and the like—in a web of incitements, rewards, current sanctions and foreboding of future sanctions which serve to enjoin citizens to maintain particular types of control over their conduct. These assemblages which entail the securitization of identity are not unified, but dispersed, not hierarchical but rhizomatic, not totalized but connected in a web or relays and relations. (246)

## References

- Label the first page of your back matter, and your comprehensive list of sources, “Bibliography” (for Notes and Bibliography style) or “References” (for Author Date style).
- Leave two blank lines between “Bibliography” or “References” and your first entry.
- Leave one blank line between remaining entries.
- List entries in letter-by-letter alphabetical order according to the first word in each entry.
- Use “and,” not an ampersand, “&,” for multi-author entries.
  - For two to three authors, write out all names.
  - For four to ten authors, write out all names in the bibliography but only the first author’s name plus “et al.” in notes and parenthetical citations.
  - When a source has no identifiable author, cite it by its title, both on the references page and in shortened form (up to four keywords from that title) in parenthetical citations throughout the text.
  - Write out publishers’ names in full.

- Do not use access dates unless publication dates are unavailable.
- If you cannot ascertain the publication date of a *printed* work, use the abbreviation “n.d.”
- Provide DOIs instead of URLs whenever possible.
- If you cannot name a specific page number when called for, you have other options: section (sec.), equation (eq.), volume (vol.), or note (n.).



## Footnotes

- Note numbers should begin with “1” and follow consecutively throughout a given paper.
- In the text, note numbers are superscripted.
  - Note numbers should be placed at the end of the clause or sentence to which they refer and should be placed after any and all punctuation.
  - In the notes themselves, note numbers are full-sized, not raised, and followed by a period (superscripting note numbers in the notes themselves is also acceptable).
  - The first line of a footnote is indented .5” from the left margin.

- Subsequent lines within a footnote should be formatted flush left.
- Leave an extra line space between footnotes.
- Place commentary after documentation when a footnote contains both, separated by a period.
  - In parenthetical citation, separate documentation from brief commentary with a semicolon.
  - Do not repeat the hundreds digit in a page range if it does not change from the beginning to the end of the range.

For more information on footnotes, please see [CMS NB Sample Paper](#).

## Headings

Chicago has an optional system of five heading levels.

### Chicago Headings

Level    Format

- |   |   |
|---|---|
| 1 | <b>Centered, Boldface or Italic Type, Headline-style Capitalization</b>   |
| 2 | Centered, Regular Type, Headline-style Capitalization   |
| 3 | <b>Flush Left, Boldface or Italic Type, Headline-style Capitalization</b>   |
| 4 | Flush left, roman type, sentence-style capitalization   |
| 5 | <b>Run in at beginning of paragraph (no blank line after), boldface or italic type, sentence-style capitalization, terminal period.</b> |

Here is an example of the five-level heading system:

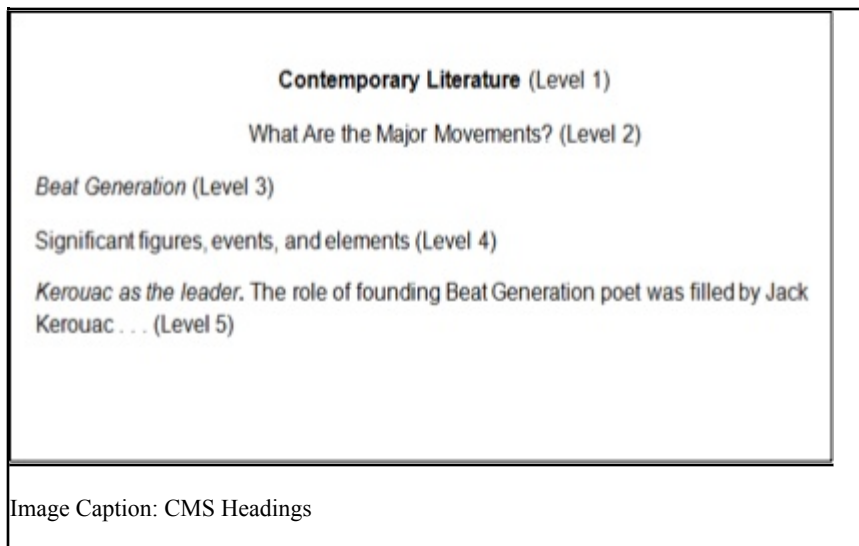


Image Caption: CMS Headings

## Tables and Figures

- Position tables and figures after the paragraph in which they're described.
- Cite the source of the table and figure information with a "source line" at the bottom of the table or figure.
  - Source lines are introduced by the word *Source(s)*, followed by a colon, and ended with a period.
  - Cite a source as you would for parenthetical citation, minus the parentheses, and include full information in an entry on your References page.
  - Acknowledge reproduced or adapted sources appropriately (i.e., data adapted from; map by . . .).
  - Every table should have a number and (a short and descriptive) title flush left on the line above the table.
  - Every figure should have a number and a caption flush left on the line below the figure.
  - Number tables and figures separately in the order you mention them in the text.
    - In the text, identify tables and figures by number ("in figure 3") rather than by location ("below").

## How to Cite the Purdue OWL in CMS

Contributors' names and the last edited date can be found in the orange boxes at the top of every page on the OWL.

### Footnote or Endnote (N):

1. Contributors' Names, "Title of Resource," *List the OWL as Publishing Organization/Web Site Name in Italics*, last edited date, <http://owl.english.purdue.edu/owl/resource/717/13/>.

1. Jessica Clements, Elizabeth Angeli, Karen Schiller, S. C. Gooch, Laurie Pinkert, and Allen Brizee. "General Format," *The Purdue OWL*, October 12, 2011, <http://owl.english.purdue.edu/owl/resource/717/13/>.

### Corresponding Bibliographical Entry (B):

Name, Contributor 1, Contributor 2 Name, and Contributor 3 (etc.)  
Name. "Title of Resource."

*List the OWL as Publishing Organization/Web Site Name in Italics*. Last edited date. <http://Web address for OWL resource>.

Clements, Jessica, Elizabeth Angeli, Karen Schiller, S. C. Gooch, Laurie

Pinkert, and Allen Brizee. "General Format." *The Purdue OWL*. October 12, 2011. <http://owl.english.purdue.edu/owl/resource/717/13/>.

**Author Date In-text Citation:**

(Contributors' Surnames year of publication, page or section number when available).

(Clements et al. 2011).

**Author Date References Page Citation:**

Name, Contributor 1, Contributor 2 Name, and Contributor 3 Name. Year of Publication. "Title of Resource." *List the OWL as Publishing Organization/Web Site Name in Italics*, Month and date last edited. <http://Web address for OWL resource>.

Clements, Jessica, Elizabeth Angeli, Karen Schiller, S. C. Gooch, Laurie Pinkert, and Allen Brizee. 2011. "General Format." *The Purdue OWL*, October 12. <http://owl.english.purdue.edu/owl/resource/717/13/>

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