

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 →

Title:
Subtitle

John Smith
HIS 204
Professor Jones
May 14, 1607

Formatting Footnotes

- Footnotes are in-text citations that appear at the bottom of each page of the paper.
- Footnote numbers within the text should:
 - Begin with the number one and follow consecutively throughout the document
 - Be superscripted within the text
 - Be placed at the end of the sentence to which they are referring
 - Follow the sentence punctuation

Example:

Eleanor of Aquitaine was the queen of France, the queen of England, and the Countess of Aquitaine during her lifetime.¹ Eleanor's other connections to royalty included her sons Richard and John, who were both kings of England.²

- Footnote numbers at the bottom of the page are full-sized and followed by a period.
- The first line of the footnote is indented 0.5 inches from the left margin, and all other lines of the note are flush with the left margin.
- Footnotes are single-spaced within the note.
- An extra line of space should be left between each footnote.
- Any commentary should be placed after the documentation and should be separated by a period, unless the commentary is placed within parentheses. If the commentary is placed within parentheses, the period will be placed after the parentheses.

Example:

1. Bernard Jones, "Who Was Eleanor of Aquitaine?" *European History Quarterly* 349 (2011): 438.

2. Tanya Longstreet, *Eleanor of Aquitaine: Mother to Royalty* (New York: Holt, Reinhart, & Winston, 2010), 224.

- Author name usage guidelines:
 - If there are **one to three** authors or editors, all names should be written in the note in the order they appear on the source's title page.

- If there are **four to ten** authors or editors, use the name of the first author appearing on the source's title page and use et al. in place of the remaining names.
- The hundreds digit should not be repeated in a page range if the digit does not change from the beginning to the end of the range.

Example:

3. John Thomas and Gene Mallow, "The Life of Eleanor of Aquitaine," *Historical Personages Quarterly* 353 (2011): 422-24.

4. Jorge Stephenson et al., *Courtly Love: The Effect of Eleanor of Aquitaine on the Idea of Courtly Love* (New York: Holt, Reinhart, & Winston, 2010), 327-30.

Formatting Endnotes

- Endnotes are formatted using the same guidelines as footnotes. However, they appear at the end of the entire document instead of at the end of each page.

Block Quotations

- *The Chicago Manual of Style* states that quotations of five lines or more should be block quoted.
- There should be an extra line of space before and after the block quotation.
- The entire quotation should be single-spaced and indented 0.5 inches from the left margin.

Example:

One of the most famous of Eleanor's exploits was her participation in the Second Crusade. As

Bernard Cook states,

The desire or need to represent her Aquitanian subjects led Eleanor to the most controversial action of her career: when her husband vowed in 1147 to go on the Second Crusade, Eleanor did as well. She took part in the crusade as the lord of the Aquitanian contingent; without a spokesperson at the crusade councils, they would have had little standing, and apparently the Aquitanian knights had held back from joining the crusade for that reason. Medieval chroniclers, eager to vilify an excessively manly woman, told that Eleanor set out on crusade garbed as an Amazon, with 300 ladies similarly dressed—this story is highly unlikely. Eleanor left daily command of her troops to a man but did indeed play an active role in councils.⁵

Block Quotation Footnote:

5. Bernard A. Cook, "Eleanor of Aquitaine," in *Women and War: A Historical Encyclopedia from Antiquity to the Present*, ebook, ABC-CLIO, 2006. EBSCOhost (164522), 165-66.

Headings in a Paper

- *The Chicago Manual of Style* uses a Level format for headings in a paper.
- Heading level formats:
 - Level 1: Centered, **Bold** or *Italic* font used, and Headline-style Capitalization
 - Level 2: Centered, Regular font used, and Headline-style Capitalization
 - Level 3: Flush with Left margin, **Bold** or *Italic* font used, and Headline-style Capitalization
 - Level 4: Flush with Left margin, Regular font used, and sentence-style capitalization
 - Level 5: Beginning line of the paragraph (no blank line after heading), **Bold** or *Italic* font, sentence-style capitalization, and terminal period used

Bibliography Formatting

- Use “Bibliography” as the title of the page.
- Leave two blank lines between the “Bibliography” title and the first citation.
- Citations are single-spaced and are arranged alphabetically by the first word.
- The word “and,” not the “&” symbol, is used in CMS citations.
- All author or editor names should be listed in the citation in the order the names appear on the title page of the source.

Additional CMS Resources

The Chicago Manual of Style, 16th Edition

A Manual for the Writers of Research Papers, Theses, and Dissertations, 7th Edition

Chicago Manual Style Workshop presented by Germanna Tutoring Services

[Chicago Manual Style Quick Citation Guide Handout](#)

Visit [Germannna Tutoring Services](#) for more Chicago Manual Style resources!