

# Chicago Manual of Style (CMS) Citation Style



# Workshop Agenda

1

CMS's use of superscripts and footnotes

2

Quoting and paraphrasing

3

Bibliography format and entries

# Why might researchers use citation/formatting styles?

- ✓ Avoids plagiarism
- ✓ Connects information in the text to the reference list
- ✓ Contextualizes information via the author names, publication years, or the source type (journal, magazine, newspaper, social media feed, etc.)
- ✓ Standardizes how information is communicated between researchers and audiences (i.e. section organization of an article, presentation of outside sources, etc.)

# Characteristics of CMS Style

- ▶ Avoids informal language (e.g. slang, colloquialisms, contractions, etc.)
- ▶ Avoids second person pronouns and the editorial “we”
- ▶ Uses concise language
- ▶ Uses active voice
- ▶ Superscript in-text citations are used
- ▶ Footnotes are placed at the bottom of pages that correlate to superscript

# When does information get cited?

- ▶ Direct quote is used from a source
- ▶ Information is paraphrased

# What does a Direct Quotation Include?

Direct quotations always:

- ▶ Use a source's exact wording
- ▶ Include quotation marks
- ▶ Include a citation (superscript at the end of the quote.)

Direct quotations should usually:

- ▶ Use a signal phrase as an introduction
- ▶ Provide an explanation or analysis afterward
- ▶ \*not start or end a paragraph or sentence

# Citing Direct Quotes

CMS uses superscripts at the end of sentences and footnotes at the bottom of pages, not in-text parentheticals.

- ▶ **“...end of quote.”<sup>3</sup>**
  - ▶ According to Smith, **“working in the neuroscience field is as rewarding as it is difficult.”<sup>2</sup>**
- 
- ❖ CMS uses present tense for signal verbs
    - ▶ Smith states that **“working in the neuroscience field is as rewarding as it is difficult.”<sup>2</sup>**
  - ❖ If information is missing (dates or authors), CMS has guidelines.

# Superscript and Footnote Example

In *Democracy and Other Neoliberal Fantasies*, Jodi Dean argues that “imagining a rhizome might be nice, but rhizomes don’t describe the underlying structure of real networks,”<sup>1</sup> rejecting the idea that there is such a thing as a nonhierarchical interconnectedness that structures our contemporary world and means of communication. Michael Hardt and Antonio Negri, on the other hand, argue that the Internet is an exemplar of the rhizome: a nonhierarchical, noncentered network—a democratic network with “an indeterminate and potentially unlimited number of interconnected nodes [that] communicate with no central point of control.”<sup>2</sup> What is at stake in settling this dispute?

1. Jodi Dean, *Democracy and Other Neoliberal Fantasies: Communicative Capitalism and Left Politics* (Durham: Duke University Press, 2009), 30.

2. Michael Hardt and Antonio Negri, “Postmodernization, or the Informatization of Production,” in *Empire* (Cambridge, MA: Harvard University Press, 2000), 299.

# Note on Ibid. (“in place of”)

Used directly after a source has been cited fully in the footnotes

Example:

1. Author Last Name, First Name, **“Article Title,” Publishing Magazine, Month and Year of Publication, page range.**
2. Ibid., page number.

- ❖ CMS 17 discourages the use of Ibid to favor shortened citations.

# What does Paraphrasing Include?

Paraphrases always:

- ▶ Rephrases source material without source language or structure
- ▶ Used in place of long quotes or if source uses complex explanations
- ▶ Still uses superscript and footnote citation

Paraphrases usually:

- ▶ **Can use quotation marks for phrasing that isn't** easily reworded or that was coined by an author
- ▶ Does not require the page number in the footnote (although it is optional)

# Examples of Paraphrasing

- ▶ Direct quote:

**“Differentiation as an instructional approach promotes a balance between a student's style and a student's ability. Differentiated instruction provides the student with options for processing and internalizing the content, and for constructing new learning in order to progress academically.”<sup>1</sup>**

- ▶ Incorrect paraphrase:

Differentiation is a way to encourage equality between the approach and talent of the student.<sup>1</sup> This type of instruction gives students different ways to deal with and grasp information, and for establishing new learning to move on in education.<sup>2</sup>

- ▶ Correct Paraphrase:

Teachers use differentiated instruction to help students learn, allowing the teacher to cater lessons to the way each student learns and each student's skill.<sup>1</sup>

# Bibliography Format

The Bibliography should:

- ▶ Begins on a new page at end of paper
- ▶ Center the title: Bibliography
- ▶ Left aligned with hanging indents
- ▶ Single-spaced entries with a space between entries
- ▶ **Alphabetize by authors' last names (if no author, alphabetize by title or organization name)**
- ▶ Source information is separated by periods

Note: Remember to include

- ▶ ALL the sources cited in paper
- ▶ ONLY the sources cited in paper

# Basic Reference Formats

## Journal Articles

### Footnotes:

**1. Author First Name Last Name, “Article Title,”** *Source name* vol. #, no. # (Year): specific page.

### Bibliography:

**Author Last Name, First Name. “Article Title.”** *Source name* vol. #, no. # (Year): page range.

# Basic Reference Formats Cont.

## Online Periodicals (Electronic Source)

Footnotes:

**1. Author First Name Last Name, “Title of Article,”** *Title of Periodical* vol. #, no. # (Year): page number, DOI # or URL.

Bibliography:

**Author Last name, First Name. “Article Title.”** *Title of Periodical* vol. #, no. # (Year): page range. DOI # or URL.

# Basic Reference Formats Cont.

## Article in a Magazine or Newspaper

Footnotes:

1. **Author First Name, Last Name, “Article Title,”**  
*Publishing Magazine, Month and Year of Publication,*  
specific page.

Bibliography:

**Author Last Name, First Name. “Article Title.”**  
*Publishing Magazine or Newspaper, Month and Year*  
of Publication, page range.

# Basic Reference Formats

## Website (Electronic source)

### Footnotes:

1. **Author First Name Last Name, “Title of Webpage,”** Name of Website. Publishing Organization, last revision date Month Day, Year, [http://www.websitelink.com/full\\_link.html](http://www.websitelink.com/full_link.html).

### Bibliography:

**Author Last Name, First Name. “Title of Webpage.”** Name of Website. Publishing Organization, last revision date Month Day, Year.  
[http://www.websitelink.com/full\\_link.html](http://www.websitelink.com/full_link.html).

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# Resources

The Chicago Manual of Style (17<sup>th</sup> ed.).  
<https://www.chicagomanualofstyle.org/home.html>

The OWL at Purdue University.  
<http://owl.english.purdue.edu>

The Writing Center @ The University of Wisconsin.  
<http://writing.wisc.edu/Handbook/Documentation.html>

CMU Writing Center.  
<http://writingcenter.cmich.edu>  
then: Resources > Quick Guide to CMS



# Chicago Manual of Style (CMS) Citation Style

# Why might researchers use citation/formatting styles?

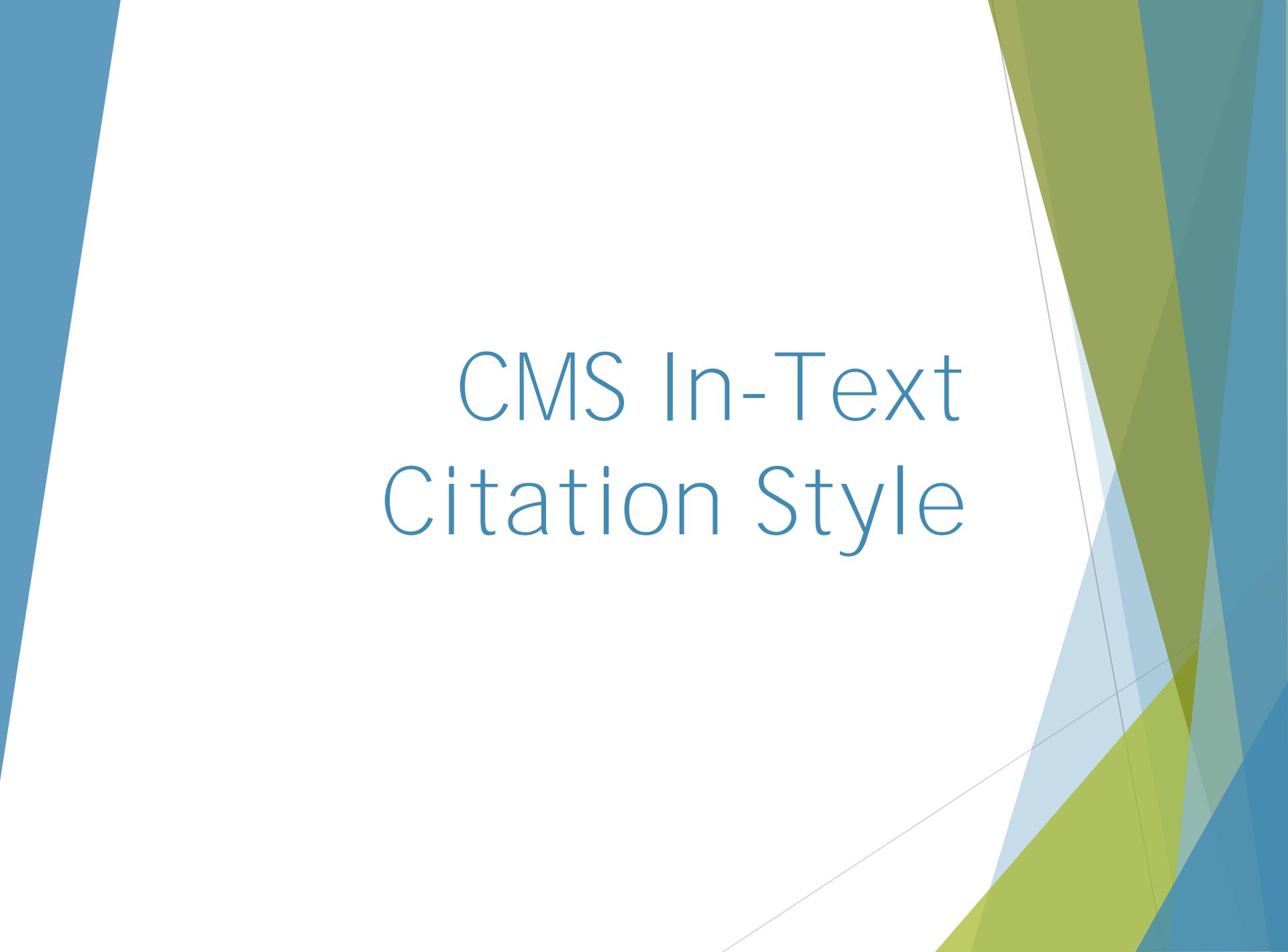
- ✓ Avoids plagiarism
- ✓ Connects information in the text to the reference list
- ✓ Contextualizes information via the author names, publication years, or the source type (journal, magazine, news paper, social media feed, etc.)
- ✓ Standardizes how information is communicated between researchers and audiences (i.e. section organization of an article, presentation of outside sources, etc.)

# Note on Plagiarism

- ▶ Copying verbatim, or too closely, the words and/or paragraph structure of another person
- ▶ Can be both intentional and unintentional
- ▶ Causes:
  - ❑ Challenging to add own material to the existing expert conversation
  - ❑ Misunderstanding proper citation techniques
  - ❑ Disorganized notes

# Characteristics of CMS Style

- ▶ Avoid informal language (e.g. slang, colloquialisms, contractions, etc.)
- ▶ Superscript in-text citations are used
- ▶ Footnotes are placed at the bottom of pages that correlate to superscript
- ▶ Use concise language
- ▶ Avoid second person pronouns and the editorial “we”
- ▶ Use active voice whenever possible

The background features abstract geometric shapes in shades of blue and green. On the left, a solid blue shape tapers towards the top. On the right, there are overlapping, semi-transparent shapes in various shades of blue and green, creating a layered effect. The text is centered in the white space between these shapes.

# CMS In-Text Citation Style

# Superscript and Footnote Example

In *Democracy and Other Neoliberal Fantasies*, Jodi Dean argues that “imagining a rhizome might be nice, but rhizomes don’t describe the underlying structure of real networks,”<sup>1</sup> rejecting the idea that there is such a thing as a nonhierarchical interconnectedness that structures our contemporary world and means of communication. Michael Hardt and Antonio Negri, on the other hand, argue that the Internet is an exemplar of the rhizome: a nonhierarchical, noncentered network—a democratic network with “an indeterminate and potentially unlimited number of interconnected nodes [that] communicate with no central point of control.”<sup>2</sup> What is at stake in settling this dispute?

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# When does information get cited?

- ▶ Direct quote is used from a source
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# Direct Quotations

The background features abstract geometric shapes, primarily triangles, in various shades of blue and green. These shapes overlap and create a layered, modern aesthetic. The colors range from light, airy blues to deeper, more saturated greens and blues. The overall composition is clean and professional, typical of a presentation slide.

# What does a Direct Quotation Include?

- ▶ Exact wording from a source
- ▶ Always includes quotation marks
- ▶ Always includes a superscript and footnote citation
- ▶ Uses a signal phrase as an introduction
- ▶ Provides an explanation or analysis afterward
- ▶ Avoid starting a paragraph or sentence with a quote

# Signal Phrases

## Explanation

- ❖ comments
- ❖ clarifies
- ❖ declares
- ❖ demonstrates
- ❖ describes
- ❖ discusses
- ❖ emphasizes
- ❖ establishes
- ❖ explains
- ❖ highlights
- ❖ illustrates
- ❖ models
- ❖ observes
- ❖ outlines
- ❖ posits
- ❖ reports
- ❖ shows
- ❖ suggests

## Concession

- ❖ accepts
- ❖ acknowledges
- ❖ admits
- ❖ concedes
- ❖ grants

## Agreement

- ❖ adds
- ❖ advocates
- ❖ affirms
- ❖ agrees
- ❖ endorses
- ❖ supports
- ❖ verifies

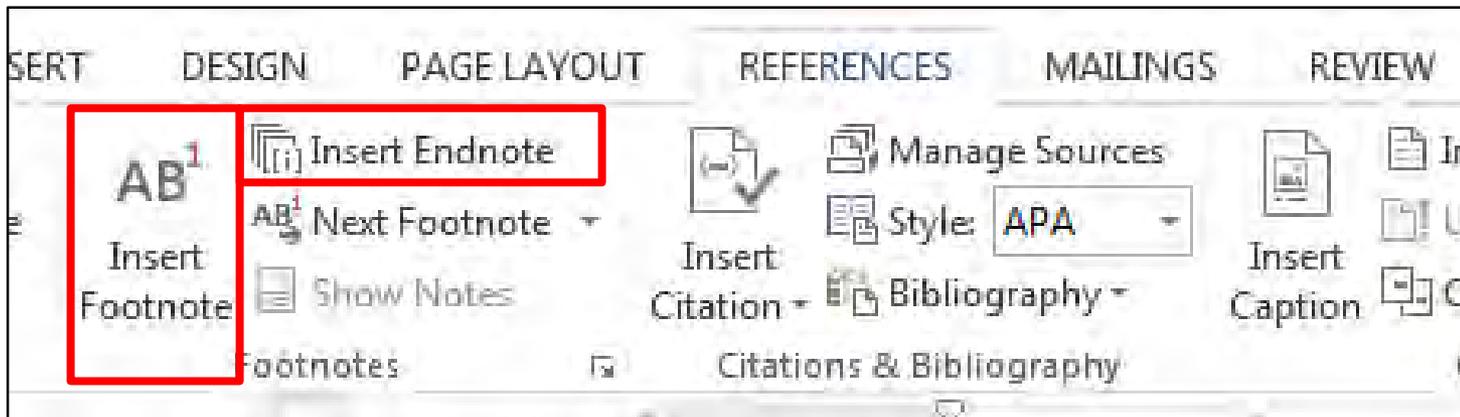
## Argumentative

- ❖ argues
- ❖ asserts
- ❖ cautions
- ❖ challenges
- ❖ claims
- ❖ contends
- ❖ contradicts
- ❖ criticizes
- ❖ denies
- ❖ disagrees
- ❖ disputes
- ❖ implies
- ❖ insists
- ❖ maintains
- ❖ negates
- ❖ proposes
- ❖ refutes
- ❖ rejects
- ❖ urges

# Chicago Style In-Text Citation

- ▶ Place a superscript number at the end of a sentence in which a source is added. It should come after all punctuation.

**Ex: Burton stated, “the Artificial Neural Network (ANN) has formed the equivalent of neural links between your initial purchases and similar books.”<sup>1</sup>**



# Note: Formatting Footnotes & Endnotes

- ▶ Footnotes: At the bottom of each page (Use Word)  
Endnotes: At the end of your paper (on a separate page titled **“Notes”**)
- ▶ List every instance that you used sources in the order that they appear in the text.
- ▶ Indent the first line of each note half an inch from the left. Do not indent additional lines.
- ▶ Single space each note, but double space between the notes unless your professor states otherwise.

General Format:

1. **First name Last name, “Title of Article, Chapter,”** *Title of Book*  
(City, State: Publisher, Year of publication), page number.

2. Last name, page number.

# Basic Magazine End-Note Format

**#. Author (First then Last Name), “Title of Article,”** *Publishing Magazine or Organization*, Month and Year of Publication, page number(s).

Example:

1. Rachel Waldman, "Talking Fashion: View: Twinkle Toes," *Vogue*, August 2016, 12.

# Basic Newspaper End-Note Format

**#. Author (First then Last Name), “Title of Article,”** *Newspaper* (City, State), Mon. Day, Year of Publication.

Example:

1. Miles Socha, “Slimane Renews With Dior for 3 Years: Heidi Slimane to Continue with Dior Homme,” *Women’s Wear Daily* (New York, NY), July 11, 2003.

# Basic Website End-Note Format

**#. Author (First then Last Name), “Title of Web Page,” Name of Website, Publishing Organization, Month, Day, and Year of Publication, access date, URL.**

Example:

1. **John Doe, “How to Make Donuts,” The Baking Website, May 13, 2020, URL.**

# Paraphrasing



# What does Paraphrasing Include?

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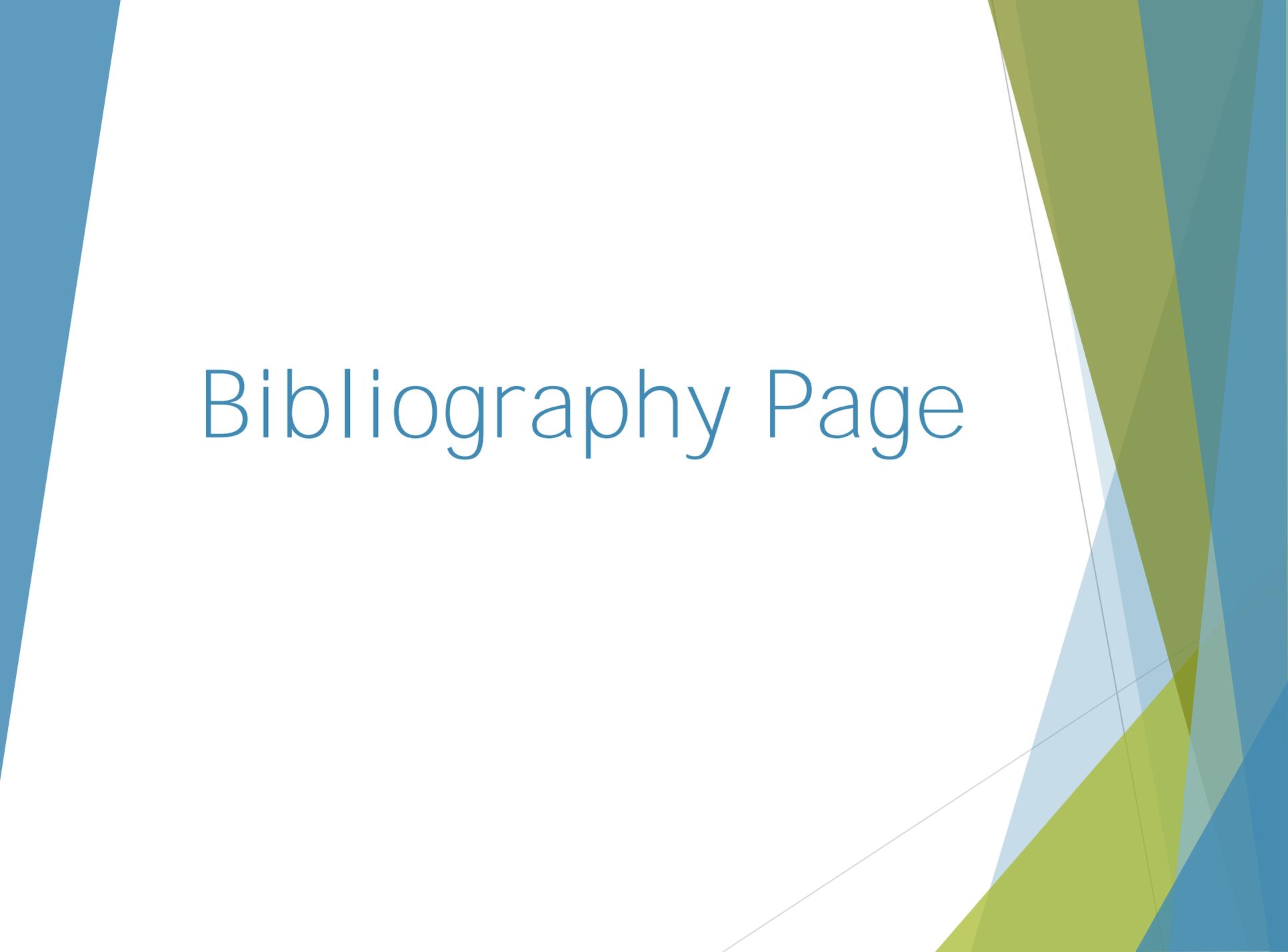
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# Bibliography Sample (Books and Journals)

Bernstein, Susan Naomi. *Teaching Developmental Writing: Background Readings*. Boston: Bedford/St. Martin's, 2001.

Moxley, John M. "Tearing Down the Walls: Engaging the Imagination." In *Creative Writing in America: Theory and Pedagogy*. Edited by John Moxley. Urbana, IL: National Council for Teachers of English, 1989.

Smith, Ruth A. "Effective Preparation for College English." *The School Review* 60, no. 2 (1952): 90-93.

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The OWL at Purdue University.  
<http://owl.english.purdue.edu>

The Writing Center @ The University of Wisconsin.  
<http://writing.wisc.edu/Handbook/Documentation.html>

CMU Writing Center.  
<http://writingcenter.cmich.edu>  
then: Resources > Quick Guide to CMS