

CMS – Understanding the *Chicago Manual of Style*

In academic discourse, papers, articles, or books written in the fields of history, philosophy, theater, drama, dance, and religion usually follow the Chicago Manual of Style (CMS). Citations based on CMS are source-oriented, meaning their primary purpose is to tell the reader what text the information comes from. Unlike MLA, which is context-oriented (author page), or APA, which is time-oriented (author, date), initial CMS citations usually include nearly all of the information which a reader would normally find in a reference list or bibliography, although the information is presented slightly differently in the notes.

Endnotes/Footnotes

Unlike MLA and APA, which use in-text parenthetical citations, Chicago-style papers usually follow the endnote/footnote format of citation. Even though footnotes/endnotes include so much source information, you must still include a Bibliography unless instructed otherwise by your professor.

Endnotes and footnotes contain exactly the same information; the difference is where they are found in the document. Endnotes follow the last line of text of your document, often begin on a new page, and are preceded by the title “Notes.” Footnotes are found at the bottom of the page on which the information they are citing is found, and can be easily formatted by your word processor.

To insert endnotes or footnotes in Word 2007, select the “References” tab of the ribbon, then click on “Insert Footnote” or “Insert Endnote” and follow the instructions from that point. For an example of a correct footnote, see footnote one.¹ For additional information on CMS endnotes/footnotes, see chapter 17 (pages 641-754) of the *Chicago Manual of Style* (15th ed.).

Short-form of Endnotes/Footnotes

Because the standard form of CMS citation entries is so long, there is a shorter form which can be used when a source is mentioned more than once in a text. The first entry should include the complete source form. For subsequent entries, you have two short-form options.

1. If you have used only one text from each author you have cited, then only the author’s last name and the page number where you found the information need be included. See footnote two.²

¹ Paige Cunningham, *How to Write a Correct Footnote* (Tacoma, WA: UWT Press, 2009), 1-2.

² Cunningham, 1.

2. If you have more than one work from a single author, you must also include a short-form (2-3 relevant words) of the title of the relevant work, so as to enable your reader to determine which work you are referring to. See footnote three.³ Historically, CMS has used the “ibid.” form (ex. - ibid, 1) to refer to consecutive citations from the same source, however this form has generally been replaced by the easier to use short form.

Bibliographic Entries

A CMS list of sources should be titled “Bibliography.” Bibliographies use authors’ first names, rather than initials, unless the title of the work you are citing only gives first initials. For additional information on CMS bibliographic entries, see chapter 17 (pages 641-754) of the *Chicago Manual of Style* (15th ed.).

Differences between Endnotes/Footnotes and Bibliographic Entries

Footnote/Endnote:

¹Paige Cunningham, *How to Write a Correct Chicago-style Paper* (Tacoma, WA: UWT-TLC Press, 2009), 1-2.

Bibliography:

Cunningham, Paige. *How to Write a Correct Chicago-style Paper*. Tacoma, WA: UWT-TLC Press, 2009.

CMS Formatting

Much like other citation and formatting styles, CMS uses subheadings to differentiate between sections of your paper. However, the CMS manual is somewhat vague about expectations regarding use of subheadings, although pages 25-26 (entries 1.71-1.78) and 63-64 (entries 2.23-2.24) generally address the proper ways to format subheads in CMS. Overall, subheads are recommended to begin flush left, with each individual level distinguished by different forms of type, such as italics. However, no matter how you choose to indicate your sections, it is very important to ensure that each level of subheads is formatted consistently throughout your paper.

Block Quotations

CMS guidelines suggest that quotations of eight or more lines, or 100 or more words, in length be set into block quotation format, though the baseline is often held closer to five or more lines or 40 words. Block quotations are not set apart by quotation marks; instead the whole text is indented as far as your paragraph indentation. For more information on block quotations, see page 64 (entry 2.25), page 447 (entries 11.11-11.12), and pages 450-451 (entries 11.23-11.27).

³ Cunningham, *How to Write*, 1.