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Chicago Manual of Style

This is a brief guide to the *Chicago Manual of Style 16th ed. (CMS)* rules for documentation. It covers only some commonly cited materials. For complete information on *CMS* documentation and research paper writing please consult:

University of Chicago. 2003. *Chicago Manual of Style.* 16th ed. Chicago: University of Chicago Press. **REF Z253 .C57 2010**

OR Ask at The Desk.
You can also visit CMS online at *http://www.chicagomanualofstyle.org/home.html*.

When to Cite

Whenever you draw from another's work, you must provide documentation. *CMS* documentation uses either footnotes or endnotes. One must provide citations for direct quotes, paraphrases or someone else's words or ideas, and facts and figures. Not citing the words or ideas of another is plagiarism; which is a direct violation of the Academic Honor Code with severe implications and penalties.

In-text Citation Basics

Each numbered Footnote and/or Endnote must contain a full citation.

Footnotes

These are notes placed at the foot (bottom) of the page to document the text's citations by using corresponding numbers. Note also that the citations will appear differently as footnotes as opposed to how they will appear in the bibliography.
For example:

> "This," George Templeton Strong wrote approvingly, "is what our tailors can do."[1]

At the of the quoted page place the following information: ***Be sure to separate the last line of the text on the quoted page from the footnote with a horizontal line.***

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1. From William T. Strong, *The Copyright Book: A Practical Guide.* (Cambridge: MT Press, 1999), 12-13.

Endnotes

These are notes, placed at the back of the paper, after an appendix and before a bibliography. These numbered notes correspond to the numbered quotes in your paper. The heading of the endnotes page should read "Notes."

1. See Laszlo Bruszt, "1989: The Negotiated Revolution in Hungary," *Social Research* 57 (1990) 365-87.

Bibliographic Citations
Books
Author's Last name, First name. *Title of book*. volume number. Place of publication: Publisher, Date of publication.

Single Author example:
Crane, Ronald D. *The idea of the Humanities and Other Essays Critical and Historical*. 2 vols. Chicago: University of Chicago Press, 1967.

Periodicals
Author's Last name, First name. "Title of article." *Title of periodical* volume, issue no. (Year of publication): pages.

Example periodical:
Gumprecht, Blake. "The American College Town." *Geographical Review* 93, no. 1(2003): 51-80.

Electronic Publications- Periodical
Author's Last name, First name. "Title of article," *Title of journal*, Month Day, Year published, URL.

Example Internet document:
Daley, Beth. "A Tale of a Whale: Scientist, Museums Are Eager to Study, Display Rare Creatures." *Boston Globe* June 11, 2002, third edition, http://www.lexis-nexis.com/.

Online Resources for more information about CMS style
FSU library's links to style help:
http://guides.lib.fsu.edu/content.php?pid=82097&sid=609266

Long Island University links to citation styles:
http://www2.liu.edu/cwis/cwp/library/workshop/citation.htm

The OWL (Online Writing Lab) at Perdue Chicago style guide:
http://owl.english.purdue.edu/owl/resource/717/01/