

CHICAGO MANUAL OF STYLE PAPER STYLES REQUIREMENTS

MASTERING CHICAGO MANUAL OF STYLE PAPER STYLES REQUIREMENTS

CHICAGO MANUAL OF STYLE PAPER STYLES REQUIREMENTS CAN SEEM DAUNTING, BUT UNDERSTANDING ITS NUANCES IS CRUCIAL FOR ACADEMIC AND PROFESSIONAL WRITING. THIS COMPREHENSIVE GUIDE DELVES INTO THE INTRICACIES OF THE CHICAGO MANUAL OF STYLE (CMOS), OFFERING A DETAILED EXPLORATION OF ITS TWO PRIMARY CITATION SYSTEMS: NOTES-BIBLIOGRAPHY AND AUTHOR-DATE. WHETHER YOU ARE CRAFTING A RESEARCH PAPER, A THESIS, OR A PROFESSIONAL REPORT, ADHERING TO THESE REQUIREMENTS ENSURES CLARITY, CREDIBILITY, AND CONSISTENCY IN YOUR WORK. WE WILL COVER EVERYTHING FROM MANUSCRIPT PREPARATION AND GENERAL FORMATTING TO THE SPECIFIC DEMANDS OF IN-TEXT CITATIONS, BIBLIOGRAPHICAL ENTRIES, AND EVEN SPECIALIZED STYLISTIC ELEMENTS. MASTERING THESE ELEMENTS WILL ELEVATE THE PROFESSIONALISM AND IMPACT OF YOUR WRITING.

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UNDERSTANDING THE TWO CITATION SYSTEMS

THE CHICAGO MANUAL OF STYLE OFFERS TWO DISTINCT SYSTEMS FOR CITING SOURCES, EACH SUITED TO DIFFERENT ACADEMIC DISCIPLINES AND PUBLICATION TYPES. UNDERSTANDING WHICH SYSTEM TO EMPLOY IS THE FIRST STEP IN MEETING CHICAGO MANUAL OF STYLE PAPER STYLES REQUIREMENTS ACCURATELY. THE CHOICE BETWEEN THESE SYSTEMS OFTEN DEPENDS ON THE FIELD OF STUDY OR SPECIFIC PUBLICATION GUIDELINES.

THE NOTES-BIBLIOGRAPHY SYSTEM

THE NOTES-BIBLIOGRAPHY SYSTEM IS PREVALENT IN THE HUMANITIES, INCLUDING LITERATURE, HISTORY, AND THE ARTS. THIS SYSTEM RELIES ON NUMBERED FOOTNOTES OR ENDNOTES WITHIN THE TEXT TO REFERENCE SOURCES, WITH A COMPREHENSIVE BIBLIOGRAPHY APPEARING AT THE END OF THE DOCUMENT. EACH NOTE PROVIDES SPECIFIC DETAILS ABOUT THE SOURCE AT THE POINT OF CITATION, ALLOWING READERS TO EASILY LOCATE THE REFERENCED MATERIAL. THIS METHOD IS HIGHLY DETAILED AND CAN ACCOMMODATE COMPLEX SOURCE INTEGRATION.

THE AUTHOR-DATE SYSTEM

THE AUTHOR-DATE SYSTEM IS MORE COMMON IN THE SOCIAL SCIENCES AND NATURAL SCIENCES. INSTEAD OF NOTES, BRIEF PARENTHETICAL CITATIONS APPEAR DIRECTLY WITHIN THE TEXT, TYPICALLY INCLUDING THE AUTHOR'S LAST NAME AND THE YEAR OF PUBLICATION. A CORRESPONDING REFERENCE LIST, ARRANGED ALPHABETICALLY BY AUTHOR'S LAST NAME, IS PROVIDED AT THE END OF THE PAPER. THIS SYSTEM IS GENERALLY CONSIDERED MORE CONCISE FOR READERS AND IS EFFICIENT FOR MANAGING A LARGE NUMBER OF SOURCES.

GENERAL FORMATTING GUIDELINES FOR CHICAGO STYLE PAPERS

ADHERING TO GENERAL FORMATTING STANDARDS IS FUNDAMENTAL TO MEETING CHICAGO MANUAL OF STYLE PAPER STYLES REQUIREMENTS. THESE GUIDELINES ENSURE A CLEAN, PROFESSIONAL, AND EASILY READABLE DOCUMENT. CONSISTENCY IN THESE BASIC ELEMENTS IS PARAMOUNT.

MANUSCRIPT PREPARATION

WHEN PREPARING A MANUSCRIPT FOR SUBMISSION ACCORDING TO CHICAGO STYLE, CERTAIN UNIVERSAL STANDARDS APPLY REGARDLESS OF THE CITATION SYSTEM CHOSEN. THIS INCLUDES MARGINS, FONT CHOICES, AND SPACING. THESE ELEMENTS CREATE A UNIFIED AND PROFESSIONAL PRESENTATION.

- DOUBLE-SPACE THE ENTIRE MANUSCRIPT, INCLUDING BLOCK QUOTATIONS, NOTES, AND THE BIBLIOGRAPHY OR REFERENCE LIST.
- USE A LEGIBLE, STANDARD FONT SUCH AS TIMES NEW ROMAN OR ARIAL, IN 12-POINT SIZE.
- SET 1-INCH MARGINS ON ALL SIDES OF THE PAGE.
- INDENT THE FIRST LINE OF EACH PARAGRAPH BY ONE-HALF INCH.
- DO NOT JUSTIFY THE RIGHT MARGIN; ALLOW IT TO BE RAGGED.

PAGE NUMBERING AND TITLES

PROPER PAGE NUMBERING AND THE PRESENTATION OF YOUR TITLE ARE ESSENTIAL FOR A CHICAGO-STYLE PAPER. THESE ELEMENTS HELP ORGANIZE YOUR WORK AND CLEARLY IDENTIFY YOUR RESEARCH. FOLLOWING THESE RULES CONTRIBUTES TO THE OVERALL PROFESSIONALISM OF YOUR SUBMISSION.

- PAGE NUMBERS SHOULD APPEAR IN THE UPPER RIGHT-HAND CORNER, STARTING WITH THE TITLE PAGE AS PAGE 1 (THOUGH THE NUMBER ITSELF MAY NOT APPEAR ON THE TITLE PAGE).
- A TITLE PAGE IS TYPICALLY REQUIRED, INCLUDING THE TITLE OF THE WORK, THE AUTHOR'S NAME, AND THE COURSE NAME AND NUMBER, INSTRUCTOR'S NAME, AND DATE (FOR ACADEMIC PAPERS).
- RUNNING HEADS ARE GENERALLY NOT REQUIRED UNLESS SPECIFIED BY THE PUBLICATION OR INSTRUCTOR.

THE NOTES-BIBLIOGRAPHY SYSTEM: IN-DEPTH REQUIREMENTS

THE NOTES-BIBLIOGRAPHY SYSTEM DEMANDS METICULOUS ATTENTION TO DETAIL IN BOTH THE IN-TEXT CITATIONS AND THE FINAL BIBLIOGRAPHY. EACH SOURCE REQUIRES A UNIQUE ENTRY IN BOTH LOCATIONS, REFLECTING A SPECIFIC STYLISTIC APPROACH.

IN-TEXT CITATIONS (NOTES)

IN THE NOTES-BIBLIOGRAPHY SYSTEM, SOURCES ARE CITED USING SUPERScript ARABIC NUMERALS PLACED AT THE END OF A SENTENCE OR CLAUSE, FOLLOWING ANY PUNCTUATION. THESE NUMERALS CORRESPOND TO NOTES AT THE BOTTOM OF THE PAGE (FOOTNOTES) OR AT THE END OF THE DOCUMENT (ENDNOTES). THE FIRST CITATION OF A SOURCE IS COMPREHENSIVE, WHILE SUBSEQUENT CITATIONS ARE SHORTENED.

- **FIRST NOTE:** INCLUDES AUTHOR'S FULL NAME, TITLE OF THE WORK (ITALICIZED FOR BOOKS, IN QUOTATION MARKS FOR ARTICLES), PUBLICATION INFORMATION (CITY, PUBLISHER, YEAR), AND PAGE NUMBER(S).
- **SUBSEQUENT NOTES:** USE THE AUTHOR'S LAST NAME, A SHORTENED VERSION OF THE TITLE, AND THE PAGE NUMBER(S). THE ABBREVIATION "IBID." CAN BE USED FOR IMMEDIATELY CONSECUTIVE CITATIONS OF THE SAME SOURCE.
- **SPECIFIC PAGE REFERENCES:** ALWAYS INCLUDE PAGE NUMBERS FOR DIRECT QUOTATIONS OR PARAPHRASED IDEAS.

BIBLIOGRAPHY ENTRIES

THE BIBLIOGRAPHY IS AN ALPHABETICAL LIST OF ALL SOURCES CITED IN THE NOTES. ENTRIES IN THE BIBLIOGRAPHY ARE FORMATTED DIFFERENTLY FROM NOTES, OFTEN OMITTING PAGE NUMBERS FOR THE ENTIRE WORK BUT INCLUDING THEM FOR ARTICLES OR CHAPTERS. THE GOAL IS TO PROVIDE COMPLETE BIBLIOGRAPHIC DATA FOR EASY RETRIEVAL.

- **BOOKS:** AUTHOR'S LAST NAME, FIRST NAME. TITLE OF BOOK. PUBLICATION CITY: PUBLISHER, YEAR.
- **JOURNAL ARTICLES:** AUTHOR'S LAST NAME, FIRST NAME. "TITLE OF ARTICLE." TITLE OF JOURNAL VOLUME, NO. ISSUE (YEAR): PAGE NUMBERS.
- **WEBSITES:** AUTHOR'S LAST NAME, FIRST NAME (IF AVAILABLE). "TITLE OF PAGE." TITLE OF WEBSITE. PUBLICATION DATE (IF AVAILABLE). ACCESSED DATE. URL.
- **FORMATTING:** ENTRIES ARE TYPICALLY INDENTED ON THE SECOND AND SUBSEQUENT LINES (HANGING INDENT).

THE AUTHOR-DATE SYSTEM: IN-DEPTH REQUIREMENTS

THE AUTHOR-DATE SYSTEM OFFERS A STREAMLINED APPROACH TO CITATIONS, PRIORITIZING CONCISENESS WITHIN THE TEXT AND A READILY AVAILABLE REFERENCE LIST. THIS SYSTEM IS HIGHLY FAVORED IN SCIENTIFIC AND SOCIAL SCIENCE DISCIPLINES.

IN-TEXT CITATIONS (PARENTHETICAL)

PARENTHETICAL CITATIONS IN THE AUTHOR-DATE SYSTEM ARE BRIEF AND APPEAR WITHIN THE TEXT. THEY TYPICALLY INCLUDE THE AUTHOR'S LAST NAME AND THE YEAR OF PUBLICATION. PAGE NUMBERS ARE INCLUDED WHEN REFERENCING SPECIFIC PASSAGES OR DIRECT QUOTATIONS.

- **BASIC CITATION:** (AUTHOR LAST NAME YEAR). FOR EXAMPLE: (SMITH 2020).
- **WITH PAGE NUMBER:** (AUTHOR LAST NAME YEAR, PAGE NUMBER). FOR EXAMPLE: (SMITH 2020, 45).
- **MULTIPLE AUTHORS:** FOR TWO AUTHORS, LIST BOTH LAST NAMES: (SMITH AND JONES 2021). FOR THREE OR MORE AUTHORS, LIST THE FIRST AUTHOR'S LAST NAME FOLLOWED BY "ET AL.": (SMITH ET AL. 2022).
- **NO AUTHOR:** USE A SHORTENED VERSION OF THE TITLE AND THE YEAR: ("UNDERSTANDING CMOS" 2019).

REFERENCE LIST ENTRIES

THE REFERENCE LIST, AKIN TO A BIBLIOGRAPHY, CONTAINS FULL DETAILS OF ALL SOURCES CITED IN THE TEXT. IT IS ARRANGED ALPHABETICALLY BY THE AUTHOR'S LAST NAME. WHILE THE IN-TEXT CITATIONS ARE BRIEF, THE REFERENCE LIST PROVIDES THE COMPLETE BIBLIOGRAPHIC INFORMATION NECESSARY FOR READERS TO LOCATE THE SOURCES.

- **BOOKS:** AUTHOR LAST NAME, FIRST NAME. YEAR. TITLE OF BOOK. PUBLICATION CITY: PUBLISHER.
- **JOURNAL ARTICLES:** AUTHOR LAST NAME, FIRST NAME. YEAR. "TITLE OF ARTICLE." TITLE OF JOURNAL VOLUME (ISSUE): PAGE NUMBERS.
- **WEBSITES:** AUTHOR LAST NAME, FIRST NAME (IF AVAILABLE). YEAR. "TITLE OF PAGE." TITLE OF WEBSITE. ACCESSED DATE. URL.
- **FORMATTING:** ENTRIES USE A HANGING INDENT, WITH THE AUTHOR'S LAST NAME, FOLLOWED BY THE YEAR, AND THEN THE TITLE.

FORMATTING SPECIFIC ELEMENTS IN CHICAGO STYLE

BEYOND GENERAL FORMATTING AND CITATION, CHICAGO MANUAL OF STYLE PAPER STYLES REQUIREMENTS EXTEND TO THE PRESENTATION OF VARIOUS TEXTUAL ELEMENTS TO ENSURE CLARITY AND PROFESSIONALISM.

QUOTATIONS

CHICAGO STYLE HAS SPECIFIC RULES FOR INCORPORATING QUOTATIONS INTO YOUR TEXT, DISTINGUISHING BETWEEN SHORT AND LONG QUOTATIONS. PROPER FORMATTING IS ESSENTIAL FOR MAINTAINING THE INTEGRITY OF THE ORIGINAL SOURCE AND YOUR OWN WORK.

- **SHORT QUOTATIONS (FEWER THAN FIVE LINES OF PROSE OR THREE LINES OF VERSE):** INTEGRATE THEM DIRECTLY INTO YOUR TEXT, ENCLOSED IN QUOTATION MARKS. FOLLOW WITH THE APPROPRIATE CITATION.
- **LONG QUOTATIONS (BLOCK QUOTATIONS):** SET THEM OFF FROM THE MAIN TEXT BY INDENTING THE ENTIRE QUOTATION ONE-HALF INCH. DO NOT USE QUOTATION MARKS. PLACE THE CITATION AFTER THE FINAL PUNCTUATION.
- **OMISSIONS AND ADDITIONS:** USE ELLIPSES (...) TO INDICATE OMITTED WORDS WITHIN A QUOTATION AND SQUARE BRACKETS ([]) TO INDICATE ADDITIONS OR EDITORIAL COMMENTS.

NUMBERS AND DATES

THE TREATMENT OF NUMBERS AND DATES IN CHICAGO STYLE HAS SPECIFIC CONVENTIONS TO ENSURE CONSISTENCY AND READABILITY. THESE RULES GOVERN HOW NUMBERS ARE WRITTEN OUT OR PRESENTED AS NUMERALS.

- **GENERAL RULE:** SPELL OUT NUMBERS FROM ONE TO NINETY-NINE. USE NUMERALS FOR NUMBERS 100 AND ABOVE.

- **EXCEPTIONS:** USE NUMERALS FOR AGES, MEASUREMENTS, PERCENTAGES, AND WHEN NUMBERS APPEAR IN A SERIES OR ARE USED FOR STATISTICAL PURPOSES.
- **DATES:** FORMAT DATES AS MONTH DAY, YEAR (E.G., JULY 4, 1776).

COMMON PITFALLS AND HOW TO AVOID THEM

NAVIGATING CHICAGO MANUAL OF STYLE PAPER STYLES REQUIREMENTS CAN LEAD TO COMMON MISTAKES. AWARENESS OF THESE PITFALLS AND PROACTIVE STRATEGIES CAN SIGNIFICANTLY IMPROVE THE ACCURACY AND QUALITY OF YOUR WRITING.

INCONSISTENT CITATION FORMATTING

ONE OF THE MOST FREQUENT ERRORS IS INCONSISTENT FORMATTING WITHIN NOTES, BIBLIOGRAPHIES, OR REFERENCE LISTS. THIS CAN STEM FROM MIXING UP THE DETAILS REQUIRED FOR DIFFERENT SOURCE TYPES OR EVEN BETWEEN THE TWO CITATION SYSTEMS.

- ALWAYS REFER TO THE MOST CURRENT EDITION OF THE CHICAGO MANUAL OF STYLE OR RELIABLE ONLINE RESOURCES FOR CORRECT FORMATTING.
- DOUBLE-CHECK EACH ENTRY AGAINST THE REQUIRED FORMAT FOR ITS SPECIFIC SOURCE TYPE (BOOK, JOURNAL, WEBSITE, ETC.).
- IF USING CITATION MANAGEMENT SOFTWARE, ENSURE IT IS CORRECTLY CONFIGURED FOR CHICAGO STYLE AND REVIEW ITS OUTPUT CAREFULLY.

INCORRECT PUNCTUATION IN NOTES AND BIBLIOGRAPHIES

PUNCTUATION IS A CRITICAL COMPONENT OF CHICAGO-STYLE CITATIONS, AND ERRORS CAN RENDER AN ENTRY UNCLEAR OR INCORRECT. THE PLACEMENT OF COMMAS, PERIODS, AND COLONS IS HIGHLY SPECIFIC.

- PAY CLOSE ATTENTION TO THE PUNCTUATION REQUIRED AFTER AUTHOR NAMES, TITLES, PUBLICATION INFORMATION, AND PAGE NUMBERS IN BOTH NOTES AND BIBLIOGRAPHY ENTRIES.
- FOR INSTANCE, A PERIOD TYPICALLY ENDS A BIBLIOGRAPHY ENTRY, WHILE A COMMA MIGHT SEPARATE PUBLICATION DETAILS WITHIN A NOTE.
- REFER TO EXAMPLES FOR EACH SOURCE TYPE DILIGENTLY.

ADVANCED CHICAGO STYLE CONSIDERATIONS

BEYOND THE FOUNDATIONAL ELEMENTS, CHICAGO MANUAL OF STYLE PAPER STYLES REQUIREMENTS ENCOMPASS MORE NUANCED ASPECTS THAT ENHANCE SCHOLARLY RIGOR AND STYLISTIC PRECISION.

LEGAL AND GOVERNMENT DOCUMENTS

CITING LEGAL AND GOVERNMENT DOCUMENTS REQUIRES SPECIALIZED KNOWLEDGE WITHIN CHICAGO STYLE, AS THESE SOURCES OFTEN HAVE UNIQUE CITATION CONVENTIONS. ADHERING TO THESE SPECIFICS IS VITAL FOR SCHOLARLY INTEGRITY.

THE CHICAGO MANUAL OF STYLE PROVIDES DETAILED GUIDANCE FOR CITING STATUTES, CASES, COURT DOCUMENTS, AND GOVERNMENT PUBLICATIONS. THESE OFTEN INVOLVE SPECIFIC ABBREVIATIONS, OFFICIAL REPORTERS, AND STANDARD FORMATS THAT DIFFER SIGNIFICANTLY FROM TYPICAL BOOK OR ARTICLE CITATIONS. IT IS CRUCIAL TO CONSULT THE MANUAL'S DEDICATED SECTIONS ON LEGAL AND GOVERNMENT CITATIONS TO ENSURE ABSOLUTE ACCURACY.

WORKS IN TRANSLATION AND EDITED VOLUMES

WHEN DEALING WITH WORKS TRANSLATED FROM ANOTHER LANGUAGE OR CONTRIBUTIONS WITHIN LARGER EDITED VOLUMES, CHICAGO STYLE OFFERS DISTINCT FORMATTING RULES. THESE RULES ENSURE THAT BOTH THE ORIGINAL AUTHOR/TRANSLATOR AND THE EDITOR ARE PROPERLY CREDITED.

FOR TRANSLATED WORKS, THE CITATION SHOULD INCLUDE THE TRANSLATOR'S NAME ALONG WITH THE ORIGINAL AUTHOR'S. FOR CHAPTERS OR ESSAYS WITHIN EDITED COLLECTIONS, THE CITATION TYPICALLY NAMES THE CHAPTER AUTHOR, THE CHAPTER TITLE, THE EDITOR, THE TITLE OF THE COLLECTION, AND PUBLICATION DETAILS. THIS LAYERED APPROACH ACKNOWLEDGES THE CONTRIBUTIONS OF ALL INVOLVED PARTIES AND PROVIDES READERS WITH A CLEAR PATH TO THE ORIGINAL MATERIAL.

FAQ

Q: WHAT ARE THE PRIMARY DIFFERENCES BETWEEN THE NOTES-BIBLIOGRAPHY AND AUTHOR-DATE SYSTEMS IN CHICAGO STYLE?

A: THE NOTES-BIBLIOGRAPHY SYSTEM USES NUMBERED FOOTNOTES OR ENDNOTES FOR IN-TEXT CITATIONS AND A COMPREHENSIVE BIBLIOGRAPHY AT THE END. THE AUTHOR-DATE SYSTEM USES BRIEF PARENTHETICAL CITATIONS IN THE TEXT (AUTHOR YEAR) AND A REFERENCE LIST AT THE END. THE NOTES-BIBLIOGRAPHY SYSTEM IS MORE COMMON IN THE HUMANITIES, WHILE THE AUTHOR-DATE SYSTEM IS PREVALENT IN THE SCIENCES.

Q: HOW SHOULD I FORMAT A BOOK TITLE IN CHICAGO STYLE?

A: BOOK TITLES SHOULD BE ITALICIZED IN BOTH THE NOTES-BIBLIOGRAPHY AND AUTHOR-DATE SYSTEMS. FOR EXAMPLE, IN A NOTE: *THE STRUCTURE OF SCIENTIFIC REVOLUTIONS*, AND IN A REFERENCE LIST: KUHN, THOMAS S. 1962. *THE STRUCTURE OF SCIENTIFIC REVOLUTIONS*. CHICAGO: UNIVERSITY OF CHICAGO PRESS.

Q: WHAT IS THE CORRECT WAY TO CITE A WEBSITE IN CHICAGO STYLE?

A: WEBSITE CITATIONS TYPICALLY INCLUDE THE AUTHOR'S NAME (IF AVAILABLE), THE TITLE OF THE PAGE OR ARTICLE (IN QUOTATION MARKS), THE TITLE OF THE OVERALL WEBSITE (ITALICIZED), THE PUBLICATION DATE (IF AVAILABLE), THE DATE THE PAGE WAS ACCESSED, AND THE URL. THE EXACT FORMAT MAY VARY SLIGHTLY BETWEEN THE NOTES-BIBLIOGRAPHY AND AUTHOR-DATE SYSTEMS.

Q: HOW DO I CITE A JOURNAL ARTICLE WITH MULTIPLE AUTHORS IN CHICAGO STYLE?

A: FOR TWO AUTHORS, LIST BOTH LAST NAMES IN THE CITATION (E.G., SMITH AND JONES 2021). FOR THREE OR MORE AUTHORS, LIST THE FIRST AUTHOR'S LAST NAME FOLLOWED BY "ET AL." (E.G., SMITH ET AL. 2022). THE FULL AUTHOR LIST IS PROVIDED IN THE BIBLIOGRAPHY OR REFERENCE LIST.

Q: WHEN SHOULD I USE "IBID." IN CHICAGO STYLE?

A: "IBID." (SHORT FOR IBIDEM, MEANING "IN THE SAME PLACE") IS USED IN THE NOTES-BIBLIOGRAPHY SYSTEM TO REFER TO THE IMMEDIATELY PRECEDING SOURCE CITED IN A NOTE. IF THE PAGE NUMBER IS DIFFERENT, YOU ADD IT AFTER "IBID." (E.G., IBID., 45). IT IS GENERALLY NOT USED IN SUBSEQUENT NOTES IF ANOTHER SOURCE HAS BEEN CITED IN BETWEEN.

Q: HOW DO I INDENT PARAGRAPHS IN A CHICAGO STYLE PAPER?

A: IN CHICAGO STYLE, THE FIRST LINE OF EACH PARAGRAPH SHOULD BE INDENTED ONE-HALF INCH FROM THE LEFT MARGIN. THIS APPLIES TO ALL PARAGRAPHS, INCLUDING THOSE IN BLOCK QUOTATIONS AND THE BIBLIOGRAPHY/REFERENCE LIST ENTRIES (WHICH USE A HANGING INDENT).

Q: IS THERE A DIFFERENCE IN PUNCTUATION BETWEEN NOTES AND BIBLIOGRAPHY ENTRIES FOR THE SAME SOURCE?

A: YES, THERE ARE DIFFERENCES. FOR INSTANCE, A BIBLIOGRAPHY ENTRY FOR A BOOK TYPICALLY ENDS WITH A PERIOD, WHILE A NOTE ENTRY MAY END WITH A PAGE NUMBER FOLLOWED BY A PERIOD. PUBLICATION CITY, PUBLISHER, AND YEAR ARE SEPARATED BY COMMAS WITHIN A NOTE, WHEREAS IN THE AUTHOR-DATE REFERENCE LIST, THE YEAR OFTEN PRECEDES THE PUBLICATION INFORMATION AND IS SEPARATED BY A PERIOD.

Q: HOW SHOULD I HANDLE DIRECT QUOTES OF MORE THAN FOUR LINES OF PROSE IN CHICAGO STYLE?

A: DIRECT QUOTES OF MORE THAN FOUR LINES OF PROSE SHOULD BE FORMATTED AS BLOCK QUOTATIONS. THIS MEANS THEY ARE SET OFF FROM THE MAIN TEXT BY INDENTING THE ENTIRE QUOTATION ONE-HALF INCH FROM THE LEFT MARGIN, AND THEY ARE NOT ENCLOSED IN QUOTATION MARKS. THE CITATION FOLLOWS THE QUOTATION.

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