

chicago style article submission guidelines

chicago style article submission guidelines are crucial for authors aiming to publish in academic journals, literary magazines, or even for specific content platforms that adopt this citation method. Understanding these guidelines ensures your manuscript adheres to scholarly standards, making it easier for editors and reviewers to assess your work. This comprehensive guide will delve into the intricacies of Chicago style, covering everything from manuscript formatting and citation practices to the submission process itself. We will explore the nuances of both the notes-bibliography and author-date systems, provide clear instructions on how to prepare your article for submission, and highlight common pitfalls to avoid. Whether you are new to academic publishing or seeking to refine your submission strategy, this article offers invaluable insights into the essential elements of Chicago style article submission.

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Understanding the Chicago Manual of Style

The Chicago Manual of Style (CMOS) is a widely respected and comprehensive style guide published by the University of Chicago Press. It provides detailed recommendations on a broad range of topics related to writing, editing, and citation. For academic authors and publishers, CMOS is often the standard for scholarly works, particularly in the humanities and some social sciences. It's important to recognize that CMOS offers two primary citation systems, each suited to different disciplines and publication types, and understanding which system your target journal or publisher requires is the first step in adhering to their specific Chicago style article submission guidelines.

The flexibility of CMOS is one of its key strengths. It doesn't enforce a single, rigid approach but rather offers guidance that can be adapted to various contexts. This means that while the core principles remain consistent, specific stylistic choices might vary slightly depending on the publication. Therefore, always consult the individual submission guidelines

of the journal or publisher you intend to submit to, as they will often specify which of the two CMOS systems they prefer and may have additional formatting requirements beyond the general CMOS recommendations.

Manuscript Formatting Essentials

Proper manuscript formatting is paramount when submitting an article, and Chicago style article submission guidelines place a strong emphasis on clarity and consistency. Adhering to these formatting standards demonstrates professionalism and makes your work easier for editors and readers to engage with. Key elements include font choice, margins, spacing, and the presentation of headings and other structural components of your article. Deviations from these established norms can lead to immediate rejection, regardless of the quality of your content.

Font and Spacing

For most Chicago style submissions, a standard, easily readable font is recommended. Times New Roman, Arial, or Courier New are common choices, typically in 12-point size. Double-spacing is generally required for the entire manuscript, including block quotations and footnotes or endnotes. This spacing allows for editorial marks and makes the text more approachable for reviewers.

Margins and Page Numbering

Maintain one-inch margins on all sides of the page (top, bottom, left, and right). This provides ample space for editing and ensures that no text is accidentally cropped. Page numbers should be placed consistently, usually in the upper right-hand corner, starting from the title page (though the title page itself might not be numbered numerically).

Title Page and Abstract

Your title page should clearly display the title of your article, your name, and your institutional affiliation. Some journals may also require a brief abstract summarizing the main arguments and findings of your article. The abstract should be concise, typically between 150 and 250 words, and stand alone without references.

Headings and Subheadings

While Chicago style itself doesn't dictate specific heading levels, most journals will provide their own hierarchy. Generally, main headings are centered and in title case, while subheadings might be flush left and in sentence case. It's crucial to consult the specific Chicago style article submission guidelines of your target publication for their preferred heading structure and formatting.

Citation Practices in Chicago Style

The way you cite your sources is a cornerstone of Chicago style article submission. The manual offers two distinct systems: the notes-bibliography system and the author-date system. Both aim for clarity and accuracy in attributing sources, but they differ significantly in their implementation. Understanding the requirements of your target publication regarding these systems is non-negotiable.

Choosing the Right System

The notes-bibliography system is more common in the humanities, such as literature, history, and art history. It uses footnotes or endnotes to cite sources and a bibliography at the end of the article. The author-date system is prevalent in the social sciences and sciences, using in-text parenthetical citations and a reference list. Always verify which system your publisher prefers.

Consistency is Key

Regardless of the chosen system, consistency in citation is paramount. Every source mentioned in the text must appear in the corresponding notes or reference list, and vice versa. The format for each entry—whether a book, journal article, website, or other source type—must be uniform throughout your entire submission.

The Notes-Bibliography System Explained

The notes-bibliography system relies on numbered footnotes or endnotes to indicate sources. When you refer to a source in your text, you insert a superscript number. This number corresponds to a note at the bottom of the

page (footnote) or at the end of the article (endnote). The first time a source is cited in a note, it is given in full. Subsequent citations of the same source can be shortened.

Footnotes vs. Endnotes

Journals will specify whether they prefer footnotes or endnotes. Footnotes appear at the bottom of the page where the citation occurs, offering immediate context. Endnotes are gathered at the end of the document, which can sometimes be preferred for cleaner page layouts. Both function identically in terms of providing citation details.

Bibliography Compilation

Following the notes, a bibliography lists all the sources cited in the article, arranged alphabetically by author's last name. The bibliography provides a comprehensive overview of the works consulted and offers full publication details for each source, allowing readers to easily locate the original material. The formatting of each bibliography entry follows specific rules within the Chicago Manual of Style, tailored to the type of source.

The Author-Date System Explained

The author-date system, often favored in scientific and social science disciplines, uses parenthetical in-text citations and a reference list. Instead of footnotes or endnotes, source information is embedded directly within the text. For example, a citation might appear as (Smith 2023, 15) or (Jones and Lee 2022). This provides immediate attribution without interrupting the flow of the main text as significantly as numbered notes might.

In-Text Citations

The parenthetical citations typically include the author's last name and the year of publication. If quoting directly or referencing a specific passage, the page number should also be included. For multiple authors, the citation format varies depending on the number of authors listed, as outlined in the CMOS manual.

Reference List Details

At the end of the article, a reference list (sometimes called a "Works Cited" or "Bibliography" in this system) provides full bibliographic details for all sources cited in the text. Similar to the bibliography in the notes-bibliography system, the reference list is alphabetized by author's last name. Each entry includes essential publication information, allowing readers to retrieve the cited works.

Preparing Your Article for Submission

Beyond understanding the core Chicago style article submission guidelines, the practical steps of preparing your manuscript are critical. This involves careful proofreading, ensuring all components are present, and formatting according to the specific requirements of the journal or publisher. A well-prepared manuscript signals professionalism and respect for the editorial process.

Proofreading and Editing

Thoroughly proofread your article for any errors in grammar, spelling, punctuation, and syntax. In addition to your own review, consider having a colleague or professional editor review your work. Errors in the text can detract from the credibility of your research and may lead to your submission being overlooked.

Checking for Plagiarism

Ensure that all borrowed material is properly cited and that you have not inadvertently plagiarized any content. Most academic institutions and publishers have strict policies against plagiarism, and violations can have severe consequences. Using a plagiarism checker can be a useful tool during this stage.

File Format and Submission Portal

Most journals now require submissions through an online portal. Pay close attention to the acceptable file formats (e.g., .doc, .docx, .pdf) and any specific naming conventions for your manuscript files. If submitting via email, follow the instructions precisely, attaching documents as requested and using a clear, professional subject line.

Common Submission Pitfalls to Avoid

Navigating the submission process can be daunting, and several common mistakes can lead to the rejection of an otherwise strong article. Being aware of these pitfalls can significantly improve your chances of a successful submission under Chicago style article submission guidelines.

- Failing to read and adhere to the specific journal's submission guidelines.
- Inconsistent or incorrect citation formatting.
- Submitting a manuscript with numerous grammatical or typographical errors.
- Exceeding word count limits without proper justification.
- Submitting a manuscript that is outside the journal's scope or aims.
- Ignoring specific requirements for figures, tables, or supplementary materials.

These are often minor oversights that can be easily rectified with careful attention to detail. The goal is to present your work in the most polished and professional manner possible, making it as easy as possible for the editorial team to evaluate its content.

Beyond the Guidelines: Polishing Your Submission

While meticulous adherence to Chicago style article submission guidelines is essential, the ultimate success of your submission also hinges on the quality and clarity of your research and writing. Ensure your argument is well-developed, your evidence is strong, and your prose is engaging and accessible to your target audience. Think of the guidelines as the framework that supports your intellectual contribution; a strong framework is necessary, but the structure it holds is what truly matters.

Consider the narrative flow of your article and how effectively you guide the reader through your argument. A compelling introduction that clearly states your thesis and a strong conclusion that reiterates your findings (without being repetitive) can make a significant difference. Engaging with your readers, even through the formal structure of academic writing, is key. The

final polished product should reflect not only your scholarly rigor but also your commitment to clear and effective communication.

FAQ

Q: What is the primary difference between the notes-bibliography and author-date systems in Chicago style?

A: The primary difference lies in how sources are cited within the text. The notes-bibliography system uses numbered footnotes or endnotes, while the author-date system uses parenthetical in-text citations with the author's last name and year of publication.

Q: Do I need to format my entire manuscript with double spacing according to Chicago style article submission guidelines?

A: Generally, yes. Most Chicago style guidelines for article submissions require double spacing for the main text, including block quotations, and often for notes as well, to facilitate editing and readability.

Q: How should I handle block quotations in a Chicago style submission?

A: Block quotations, typically those of five or more lines, should be set off from the main text by indenting the entire quotation. They are usually single-spaced and do not require quotation marks. The citation follows immediately after the quotation.

Q: What is the role of the bibliography or reference list in a Chicago style submission?

A: The bibliography (for the notes-bibliography system) or reference list (for the author-date system) provides a comprehensive alphabetical list of all sources cited in the article, offering full publication details so readers can locate the original works.

Q: Should I include my contact information on the

title page?

A: Yes, typically the title page should include your full name, institutional affiliation, and contact information (email address and sometimes phone number) to allow the editors to communicate with you.

Q: What are some common errors to avoid when following Chicago style article submission guidelines?

A: Common errors include inconsistent citation formatting, grammatical mistakes, exceeding word limits, submitting work outside the journal's scope, and failing to follow the specific submission portal instructions.

Q: Can I use an online citation generator for my Chicago style article submission?

A: While online generators can be helpful for initial formatting, it is crucial to manually review and verify every citation against the Chicago Manual of Style and the specific journal's guidelines to ensure accuracy.

Q: How do I cite an article from a website in Chicago style?

A: Citing a website article in Chicago style depends on whether it's a formal publication or a more informal source. Generally, you'll need the author's name (if available), the title of the article in quotation marks, the website name, the publication date, and a URL or DOI. Specific formatting varies between the notes-bibliography and author-date systems.

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