

chicago style dissertation submission

The Chicago Manual of Style (CMOS) provides a comprehensive framework for academic writing, and understanding its nuances is crucial for a successful chicago style dissertation submission. This detailed guide will navigate you through the essential components of preparing your manuscript according to CMOS guidelines, ensuring clarity, consistency, and adherence to academic standards. We will cover everything from understanding the core principles of Chicago style to the specifics of formatting citations, constructing your bibliography, and navigating the final submission process. Mastering these elements will not only streamline your submission but also enhance the overall quality and professionalism of your scholarly work, making your research accessible and impactful.

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Understanding Chicago Style Essentials for Dissertations

The Chicago Manual of Style is one of the most widely used style guides in the humanities and social sciences. For a dissertation, adherence to its principles ensures that your research is presented in a clear, organized, and academically rigorous manner. This involves not just the mechanics of writing but also a deep understanding of how to present your research ethically and effectively to your academic community. Key to this is consistent application of the chosen citation system, whether that be footnotes/endnotes or author-date.

The Two Systems: Notes and Bibliography vs. Author-Date

Chicago style offers two distinct citation systems: the Notes and Bibliography system and the Author-Date system. The Notes and Bibliography system is more common in disciplines like history, literature, and the arts, utilizing numbered footnotes or endnotes for citations and a comprehensive bibliography at the end. This system allows for more extensive commentary within the notes themselves, providing a richer context for the reader.

The Author-Date system, often favored in the sciences and some social sciences, relies on parenthetical citations within the text (author, year, page) and a corresponding reference list at the end. This method is generally considered more concise and can be easier for readers to quickly reference sources directly within the flow of the text. Your department or advisor will typically specify which system is required for your chicago style dissertation submission.

Key Principles of Chicago Style

Regardless of the chosen system, several core principles underpin Chicago style. These include clarity, consistency, and accuracy. Clarity means ensuring that your writing is easy to understand and that your arguments are presented logically. Consistency applies to every aspect of your manuscript, from the formatting of headings and tables to the way you abbreviate journal titles and format dates. Accuracy is paramount in academic work; all information, especially citations, must be precise and correctly attributed.

Chicago style also emphasizes the importance of a well-structured manuscript. This involves careful organization of your chapters, clear headings and subheadings, and appropriate use of visual elements like tables and figures. The goal is to guide the reader smoothly through your research journey, making your findings as accessible as possible.

Formatting Your Chicago Style Dissertation Manuscript

The physical presentation of your dissertation is as important as its content. Following specific formatting guidelines for your Chicago style dissertation submission ensures that your work meets the professional standards expected by academic institutions. These guidelines often cover margins, line spacing, font choices, and the structure of preliminary and concluding pages.

Manuscript Margins and Spacing

Standard margins for dissertations are typically one inch on all sides (top, bottom, left, and right). This provides ample space for binding and reader annotation. Line spacing is usually double-spaced for the main body text to enhance readability. However, block quotations, footnotes, endnotes, and bibliographical entries are often single-spaced, with a double space between entries. Always check your institution's specific requirements, as there can be slight variations.

Font and Typeface Choices

For a Chicago style dissertation submission, a clear and readable typeface is essential. Commonly recommended fonts include Times New Roman, Arial, or Calibri, usually in a 12-point size. Avoid overly decorative or unusual fonts that can detract from the scholarly tone of your work. Consistency in font usage throughout the entire document is critical.

Structuring Preliminary Pages

The preliminary pages of your dissertation are crucial for providing context and necessary information. This section typically includes:

- Title Page: Contains the dissertation title, your name, the degree sought, the department and university, and the date of submission.
- Abstract: A concise summary of your research, its methods, findings, and significance (usually 150-350 words).
- Copyright Page: If applicable, includes copyright information.
- Acknowledgments: A section to thank individuals and institutions that supported your research.
- Table of Contents: Lists all major sections and sub-sections with corresponding page numbers.
- List of Tables: If you have more than a few tables.
- List of Figures: If you have more than a few figures.

Each of these pages should be formatted according to CMOS and institutional guidelines, typically using Roman numerals for their page numbering, starting after the title page.

Structuring Main Body and Appendices

The main body of your dissertation comprises your introduction, literature review, methodology, results, discussion, and conclusion, presented in a logical sequence of chapters. Each chapter should begin on a new page, with clear chapter titles and subheadings that follow a consistent hierarchy. Figures and tables should be numbered sequentially and placed as close as possible to their first mention in the text, with clear captions.

Appendices are used for supplementary material that is too lengthy or detailed for the main text, such as raw data, survey instruments, or extended interviews. They should be clearly labeled (Appendix A, Appendix B, etc.) and listed in the Table of Contents.

Citations and Notes in Chicago Style

Accurate and consistent citation is a cornerstone of academic integrity and a vital part of any Chicago style dissertation submission. Whether you use the Notes and Bibliography system or the Author-Date system, the goal is to give credit to your sources and allow your readers to locate them.

Footnotes and Endnotes (Notes and Bibliography System)

In the Notes and Bibliography system, superscripts are placed in the text immediately after the relevant information or quotation. These superscripts correspond to numbered footnotes at the bottom of the page or endnotes collected at the end of the chapter or the dissertation. The first

citation of a source provides full bibliographic details. Subsequent citations of the same source are typically shortened, often including the author's last name, a shortened title, and the page number.

For example, a first footnote might look like:

1. Michel Foucault, *Discipline and Punish: The Birth of the Prison*, trans. Alan Sheridan (New York: Vintage Books, 1995), 23.

A subsequent note for the same source would be shortened:

2. Foucault, *Discipline and Punish*, 45.

Parenthetical Citations (Author-Date System)

The Author-Date system uses in-text citations to direct readers to the reference list. A typical citation includes the author's last name and the year of publication, followed by a page number if a direct quotation or specific information is being referenced. For example: (Smith 2020, 112).

If the author's name is mentioned in the sentence, only the year and page number are needed in parentheses: Smith argues that... (2020, 112). When multiple works by the same author in the same year are cited, they are distinguished by adding lowercase letters: (Jones 2019a) and (Jones 2019b).

Common Citation Elements

Regardless of the system, certain elements are consistently required for accurate citation. These include:

- Author's full name (or editor's name)
- Title of the work (in italics for books and journals, in quotation marks for articles and chapters)
- Publication information (place of publication, publisher, and year for books; volume and issue numbers, year for journal articles)
- Page numbers for specific references

Pay close attention to the exact punctuation and order of these elements as dictated by CMOS. Minor inconsistencies can lead to the rejection of a Chicago style dissertation submission.

The Bibliography or Works Cited Page

The bibliography or reference list is a critical component of your Chicago style dissertation submission, providing a comprehensive inventory of all the sources you have consulted and cited in your work. This section allows readers to explore your research further and verify your findings.

Formatting the Bibliography

The bibliography should be alphabetized by the author's last name. Each entry should be single-spaced, with a double space between entries. The first line of each entry is flush with the left margin, and subsequent lines are indented (hanging indent). The title of the bibliography is typically "Bibliography" if using the Notes and Bibliography system, or "References" if using the Author-Date system.

Key Elements of Bibliography Entries

The specific format for each entry depends on the type of source. However, common elements for books include:

- Author's last name, First name. *Title of Book*. Place of Publication: Publisher, Year.

For journal articles:

- Author's last name, First name. "Title of Article." *Title of Journal* Volume, no. Issue (Year): Page range.

For websites:

- Author's last name, First name (if available). "Title of Web Page." Name of Website. Last modified or accessed date. URL.

It is imperative to consult the latest edition of The Chicago Manual of Style for precise formatting details for all types of sources, including unpublished works, dissertations, and other academic materials. Consistency in this section is paramount for a professional Chicago style dissertation submission.

Distinguishing Between Bibliography and Works Cited

While often used interchangeably, there's a subtle distinction. A "Bibliography" in the Notes and Bibliography system includes all sources cited in the text and any other sources consulted that informed your research but may not have been directly cited. A "Works Cited" list, common in the

Author-Date system (and in some other style guides), typically includes only those sources that are directly referenced in the text. Always follow your institution's preference for the title of this section.

Finalizing Your Chicago Style Dissertation Submission

The final stages of preparing your Chicago style dissertation submission are critical for ensuring a polished and error-free manuscript. This involves meticulous proofreading, adherence to institutional submission requirements, and a final check of all formatting and citation details.

Proofreading and Editing

Thorough proofreading is essential. This involves checking for:

- Typographical errors and misspellings
- Grammar and punctuation mistakes
- Inconsistent formatting (e.g., spacing, font usage, heading styles)
- Citation errors (e.g., missing elements, incorrect punctuation, inconsistent styles)
- Accuracy of page numbers in the table of contents and citations

It is highly recommended to have a fresh pair of eyes, such as a colleague, advisor, or professional editor, review your work. They can often catch errors that you might overlook after spending extensive time with your manuscript.

Institutional Submission Guidelines

Beyond Chicago style, your university or graduate school will have its own specific submission guidelines. These can cover aspects such as:

- File format (e.g., PDF, Word document)
- Submission portal or method
- Number of copies required
- Specific departmental formatting requirements that may supersede or supplement CMOS
- Deadlines for submission

Failing to adhere to these institutional requirements can delay your graduation, even if your chicago style dissertation submission is otherwise perfect. Always obtain and carefully read the official dissertation submission guidelines from your graduate school or library.

Final Review and Submission

Before hitting the submit button, conduct one last comprehensive review. Ensure that your table of contents accurately reflects the final page numbering. Double-check that all your notes and references are correctly linked and formatted. Confirm that all figures and tables are correctly labeled and placed. A well-prepared chicago style dissertation submission demonstrates your commitment to academic excellence and your respect for the scholarly process.

FAQ Section

Q: What is the most common mistake students make when preparing a chicago style dissertation submission?

A: One of the most common mistakes is inconsistency in formatting and citation. Students may use different styles for similar elements (e.g., italicizing titles in some places but not others) or apply citation rules inconsistently across different source types. Meticulous attention to detail and using a checklist based on The Chicago Manual of Style and institutional guidelines can prevent this.

Q: How do I decide between the Notes and Bibliography system and the Author-Date system for my dissertation?

A: The choice between the two Chicago style systems is almost always dictated by your academic department or advisor. Historically, humanities disciplines tend to prefer Notes and Bibliography, while social sciences and some natural sciences favor Author-Date. If there is no clear directive, discuss with your advisor which system best suits your field of study and the nature of your research.

Q: What are the specific rules for block quotations in a chicago style dissertation submission?

A: For quotations of more than five lines, Chicago style generally requires them to be set off from the main text as a block quotation. This means indenting the entire quotation from the left margin (usually 0.5 inches or 1 inch, depending on institutional guidelines), omitting quotation marks around the block itself, and placing the citation either at the end of the quotation or immediately after the author's name if it appears in the introductory sentence.

Q: How should I handle citing a dissertation or thesis in my

own chicago style dissertation submission?

A: When citing another dissertation or thesis, you should include the author's name, the dissertation title (italicized), the fact that it was a dissertation or thesis, the university that granted the degree, and the year of completion. For example: Jane Doe, "*The Impact of Digital Media on Political Discourse*" (PhD diss., University of California, Berkeley, 2018).

Q: What is the purpose of the abstract in a chicago style dissertation submission?

A: The abstract is a concise summary of your entire dissertation, typically ranging from 150 to 350 words. Its purpose is to quickly inform readers about the nature of your research, including your research questions, methodology, key findings, and the significance of your work. It's often the first part of your dissertation that committee members and future readers will encounter.

Q: Can I use a dissertation template for my chicago style dissertation submission?

A: Yes, many universities provide dissertation templates that incorporate their specific formatting requirements alongside Chicago style guidelines. Using a template can be helpful, but it's crucial to understand the underlying rules yourself to ensure accuracy and to be able to adapt the template if needed. Always verify that the template aligns perfectly with both Chicago style and your institution's latest guidelines.

Q: What is the difference between a bibliography and an appendix in a chicago style dissertation submission?

A: A bibliography lists all the sources cited in your dissertation. An appendix, on the other hand, contains supplementary material that supports your research but is not essential to the main text, such as raw data, questionnaires, detailed methodological procedures, or lengthy transcripts. Both are important but serve distinct functions.

Q: How detailed should my notes be in the Notes and Bibliography system?

A: In the Notes and Bibliography system, the first note for a source should be comprehensive, providing all necessary bibliographic information. Subsequent notes referring to the same source should be shortened. If you need to add explanatory material or commentary beyond just identifying the source, you can include that in the note as well, but keep it concise and relevant to your argument.

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