

**The Chicago Manual of Style (CMS)**  
**Selected Recommendations for Academic Schools**  
**Board Book Snapshots and Entries in the Annual Scholarly Activity Report**

**Resources**

*The Chicago Manual of Style*, 16<sup>th</sup> ed. Online -- <http://www.chicagomanualofstyle.org/home.html>

Online Writing Lab (OWL) at Purdue University -- <https://owl.english.purdue.edu/owl/resource/717/01/>

*The Chicago Manual of Style* (CMS) recommends using *Webster's Third New International Dictionary* and *Merriam-Webster's Collegiate Dictionary* to check spelling, abbreviations, etc.

*Webster's Third New International Dictionary* – <http://unabridged.merriam-webster.com/>

*Merriam-Webster's Collegiate Dictionary* – <http://www.amazon.com/Merriam-Websters-Collegiate-Dictionary-Laminated-Cover/dp/0877798079>

If you have any questions or comments/suggestions, please contact Carra Hood at [carra.hood@stockton.edu](mailto:carra.hood@stockton.edu) or 609-652-4606.

---

**Selected Citation Style Conventions**

**Book**

Pollan, Michael. *The Omnivore's Dilemma: A Natural History of Four Meals*. New York: Penguin, 2006.

Pollan, Michael, and Cindy Sokolov, eds. *The Omnivore's Dilemma: A Natural History of Four Meals*. New York: Penguin, 2006.

**Book with more than a single author**

Ward, Geoffrey C., and Ken Burns. *The War: An Intimate History, 1941-1945*. New York: Knopf, 2007.

Ward, Geoffrey C., Ken Burns, and Jackson Hsu. ....

**Section of a book**

Gould, Glenn. "Streisand as Schwarzkopf." In *The Glenn Gould Reader*, edited by Tim Page, 308-11. New York: Vintage, 1984.

Published proceedings (not in a named journal) also appear in this form.

**Journal articles**

Blair, Walter. "Americanized Comic Braggarts." *Critical Inquiry* 4, no. 2 (1977): 331-49.

Novak, William J. "The Myth of the 'Weak' American State." *American Historical Review* 113 (June 2008): 752-72. doi:10.1086/ahr.113.3.752.

Novak, William J. "The Myth of the 'Weak' American State." *American Historical Review* 113 (June 2008): 752-72. <http://www.jstor.org/stable/3435987>.

Published proceedings in a named journal also appear in this form.

**Conference Presentations/Performances**

Teplin, Linda A., Gary M. McClelland, Karen M. Abram, and Jason J. Washburn. "Early Violent Death in Delinquent Youth: a Prospective Longitudinal Study." Paper presented at the Annual Meeting of the American Psychology-Law Society, La Jolla, CA, March 2005.

**Magazine and Newspaper Publications**

Wallraff, Barbara. "From Here to There." *Atlantic Monthly*, July/August 2008, 48.

CMS recommends not including inclusive page numbers, just the number of the first page when citing articles appearing in magazines and newspapers.

Borzi, Pat. "Retirement Discussion Begins Anew for Favre." *New York Times*, January 25, 2002.  
<http://www.nytimes.com>.

The full url should be used when citing magazine or newspaper articles appearing in an online version of the publication.

In the above citation, the initial The is omitted from *New York Times*. CMS accepts this as an alternate to including The in *The New York Times* and in other publications beginning with an initial The.

## Reviews

Sorby, Angela. Review of *Songs of Ourselves: The Uses of Poetry in America*, by Joan Shelley Rubin.  
*American Historical Review* 113 (April 2008): 449-51. doi:10.1086/ahr.113.2.449.

## Posters

Rohde, Hannah, Roger Levy, and Andrew Kehler. "Implicit Causality Biases Influence Relative Clause Attachment." Poster presented at the 21<sup>st</sup> CUNY Conference on Human Sentence Processing, Chapel Hill, NC, March 2008.

---

## Formatting Documents

*When creating documents, extended text, or written passages for Academic Affairs purposes, please consult the following CMS conventions. For a more detailed elaboration of CMS-recommended writing style conventions, please refer to The Division of Academic Affairs Editorial and Publication Style Guide.*

- Double space throughout a document.
- Exception to double spacing: bibliographic entries are single spaced with an extra space between entries AND block quotations are single spaced (no quotation marks) and indented 0.5 right and left margin with an extra space before and after the block quote.
- Single space after punctuation, including a single space after a period at the end of a sentence or a colon.
- Do not add spaces between paragraphs; indent a new paragraph one tab.
- Use italics rather than underlining to indicate a book title, journal title, etc.
- Place chapter titles on a new page; upper and lowercase characters, rather than all uppercase.
- Include subheadings on a new line; follow CMS conventions for heading levels; upper and lowercase characters, rather than all uppercase.

## Grammar and Usage

Chapter 5 of *The Chicago Manual of Style*, 16<sup>th</sup> ed. covers recommended grammar and usage; refer to this chapter to answer grammar and usage questions.

This chapter also includes a primer on gender-neutral and bias-free language. One recommendation, to avoid using pronouns, may not satisfy all situations. The CMS encourages writers not to use s/he, wo/man, and they/their as a singular pronoun. Instead, the CMS suggests rewriting sentences to eliminate problematic pronouns altogether. As an illustration:

Problem pronoun:

The programmer should update the records when data is transferred to her by the head office.

Revision:

The programmer should update the records when data is transferred by the head office.

OR

The programmer should update the records when receiving data transferred from the head office.

## Punctuation

Chapter 6 of *The Chicago Manual of Style*, 16<sup>th</sup> ed. covers recommended punctuation; refer to this chapter to answer grammar and usage questions.

The following are a few CMS punctuation conventions:

- CMS recommends not italicizing punctuation (commas, periods, etc.) when they are not part of an italicized title. For instance:  
The title of my newest book is *Time for Fasting*. (The period is not italicized).
- Punctuation should appear inside a closing quotation mark. For example:  
The title of my most recent article is “Homebound.”
- Only one space should appear after punctuation, including after a period at the end of a sentence.
- CMS recommends use of the comma before the conjunction with items in a series. For example:  
Sally went to the store to buy lettuce, bread, and milk.
- Avoid etc. in formal/official documents. When etc. (and other words of that type) appear in text, they should be preceded by a comma. For instance:  
Sally went to the store to buy lettuce, bread, milk, etc. for dinner that night.
- An ampersand (&) should be used only if it appears as part of a formal title. No comma precedes the ampersand.
- Dates should appear in the month day, year format: January 3, 2011. If the date appears mid-sentence, a comma should follow both the day and the year.
- State names should be spelled out; a comma should follow both the town name and the state:  
Waukegan, Illinois, is not far from the Wisconsin border.
- A comma does not follow Jr. (or other words/designations of this type):  
John Doe Sr. owns a local company.  
John Doe III owns a local company.
- A comma should appear before a quotation:  
Robert Frost wrote, “Whose woods these are.”  
She replied, “I don’t think so.”
- Possessives are generally formed by adding an ‘s. Some examples and exceptions follow:  
Horse’s mouth  
Horses’s mouths  
Bass’s stripes  
Children’s literature  
Kansas’s legislature  
Marx’s theories  
Jesus’s disciples  
Ganges’s source  
Euripides’s tragedies
- When a plural noun appears the same in singular and plural forms and ends in an s, then the possessive only requires an apostrophe. For instance:  
Politics’ true meaning  
The United States’ role in international relations  
The National Academy of Sciences’ new policy
- Unique possessive recommendations:  
My aunt and uncle’s house (meaning one house)  
Minneapolis and St. Paul’s transportation system  
My aunt’s and my uncle’s medical records (meaning 2 sets of medical records)  
Student assistants’ time cards  
My son-in-law’s address  
My sons-in-law’s addresses
- CMS recommends using italics for foreign words and phrases; if the foreign word is common (or becomes common throughout the piece of writing), then italics should be used only when the word first appears in the text or if it appears infrequently.
- CMS discourages the use of scare quotes.

- Hyphens should be used with compound adjectives before a noun, but not necessarily when the compound adjective appears after the noun.

Well-read students BUT students are well read.

Selected hyphen recommendations:

Three-year-old child  
 Fifteen- and thirty-year mortgage  
 Chicago- or Milwaukee-bound passengers  
 A five-by-eight-foot rug  
 Both over- and underfed cats  
 Emerald-green tie  
 Twenty-one but three hundred  
 At three thirty but the three-thirty train  
 Much-needed addition  
 A lesser-paid colleague but a less prolific artist  
 HIV-positive men but they are HIV positive  
 Matter-of-fact reply  
 Stick-in-the-mud  
 Jack-of-all-trades  
 Mosquito-borne illness  
 The twenty-first century  
 Twenty-first-century history

### Capitals in Names and Titles

- CMS prefers the “down” style, which means using capitals sparingly.
- Civil, military, religious, and professional titles are capitalized when they immediately precede a personal name – and used as part of the name – but lowercase when following a name, used in place of a name, or used in apposition (equivalent to a name).

EX: President Lincoln, BUT the president. ....

John R. Kerry, senator from Massachusetts, BUT Senator Kerry

- In business  
 Pat Beldos, chief executive office of Caterham Industries, BUT the CEO
- In academia  
 Françoise Meltzer, professor of comparative literature  
 Jonathan M. Hall, chair of the Department of Classics  
 Thomas F. Rosenbaum, provost of the University of Chicago, BUT Provost Rosenbaum

With named professorships

Mircea Eliade Distinguished Service Professor of the History of Religions in the Divinity School

Emerita/tus

Professor Emerita Neugarten  
 Professor Emeritus Neugarten  
 Robert Neugarten, professor emeritus

Names of degrees

Degrees appear in lowercase when referred to generically (a master’s degree, a doctorate).

Titles of roles

She has published widely in the history of religions. BUT She is the chair of the Committee on History of Religions.

- **EXCEPTION**

In promotional and ceremonial contexts, capitals in names and titles are generally retained – this applies only when the personal name precedes or follows the title; if the title is used in place of the name, then it appears lowercase.

EX: Maria Martinez, Director of International Sales