Made-up Name

Class that Uses CMS

Chicago Manual Style:

A Quick Guide

**Chicago Manual Style** (CMS) has two systems: Notes-Bibliography (NB) system[[1]](#footnote-1) and the Author-Date system (AD). The NB system is often used for the humanities. The AD system is usually used in the social sciences. This guide will address the **NB system**.

The NB system uses a footnote or an endnote each time you use a source (for both quotes and paraphrase). The first note for a source should have all the information needed to reference the source (author’s name, source title, facts of publication). If you then cite the same source and page again, only the last name is needed and the abbreviation *Ibid.* *Ibid* is an abbreviation for the Latin term *ibidem*, meaning “the same place”.

**Bibliography**

In CMS, depending on instructor preference, the work cited page will be titled either References or Bibliography. The references will be listed alphabetically.

**General Format**

* Margins no less than one inch, no more than one and a half inches
* Times New Roman font or something equally easy to read
* 12 point font
* Double-spaced
* Notes and bibliography should be single-spaced individually but there should be a space between each citation
* Page numbers beginning on first page, top right
* Larger works are in italics, shorter works are in quotation marks

**Title Page**:

The title should be centered a third of the way down the page. If the title includes a subtitle, place the subtitle on a new line (see page one for an example). Your name and class should follow several lines later. However, always check with your instructor as to their preference.

References

Lastname, Firstname. *Title of Book.* Place of publication: Publisher, Year. pg. #’s.

Lastname, Firstname. “Title of article,” *Title of Larger Work.* (Year.): pg. #’s of article.

Lastname, Firstname. “Title of Web Page.” *Publishing Organization or Name of Website.* Publication date and/or access date. URL.

1. Hereafter called NB. If this was a real paper, a citation would be here. The footnote for a book would look like this: First name, Last name, *Title of Book (*Place of Publication: Publisher, Year), pg. # [↑](#footnote-ref-1)