



Chicago Manual of Style

• This is a brief guide to **Chicago style**, the rules for manuscript preparation laid out in *The Chicago Manual of Style* (CMOS).

• This guide is based on the rules and guidelines provided in the 17th edition. The University of Chicago Press, the publisher of CMOS, periodically releases new editions, which may include additions or adjustments.

What Is CMOS?

1. CMOS defines the editorial style of the University of Chicago Press, a major publisher of academic books and journals. The press has published its style guide in various editions since 1906.
2. Over time, other publishing organizations have adopted CMOS rules for their own work.
3. The flexibility and expansiveness of the rules make CMOS style useful for a number of contexts, including academic research papers and business reports, as well as published manuscripts.

Preparing a Manuscript

The rules that follow are typical requirements. Different contexts will have different requirements. Always consult your professor or publisher for specifics.

General Document Layout

1. Use one-inch margins, set text flush left and double-spaced with no extra lines between paragraphs, and begin each new paragraph with a first-line indent of one-half inch.
2. All headings and subheadings should be set at the margin, distinguished from each other by use of type size and styling (i.e., **bold** or *italics*).
3. Titles and headings use headline-style capitalization (Initial Capitals, not ALL CAPITALS).
4. Use *italics* where *italics* are meant, not underlining.
5. Where possible, use word-processor functions to indent paragraphs and format lists. Avoid using double spaces and extra returns, and turn off automatic hyphenation.

Illustrations & Tables

1. **Illustrations**, also called **figures**, include artwork or any other presentation in images rather than in text or numbers, such as maps and charts.
 - A. If more than a handful of illustrations appear in a work, the illustrations should be numbered and referred to in the text by number (e.g., "as shown in figure 17"). Place illustrations soon after their first text reference.
2. **Captions** usually appear below illustrations and may consist of a word or two, an incomplete sentence, a complete sentence, several sentences, or a combination.
 - A. Source information, or a credit line, is usually placed at the end of the caption.
3. **Tables** are complex lists presented in columns and rows.
 - A. Tables are numbered separately from illustrations (figure 1, table 1, figure 2, table 2, etc.).
4. Every table should be cited in the text by number (e.g., "the last column of table 3 shows..." or "see table 6"). Place tables soon after their first text reference.
5. Column heads should be as brief as possible to minimize clutter; abbreviations and symbols are allowed.
6. Notes to tables are numbered separately from notes for the larger manuscript and appear just below the table. Source information is listed in an unnumbered note below any other notes to the table.

Style & Usage

1. Do not confuse common usage with good usage—when in doubt, look it up!
2. This section provides a basic overview. Usage guides, such as *Garner's Modern American Usage*, may also be helpful.
3. CMOS recommends *Merriam-Webster's Collegiate Dictionary* to resolve usage and spelling issues (see *Tricky Words*, p. 2).

Bias-Free Language

1. **Bias-free language** refers to both gender-neutral language and language that does not slight or stereotype based on race, ethnicity, disability, age, religion, sexual orientation, transgender status, or social standing.
2. The goal is not political correctness but rather avoiding unintentional judgments, preserving credibility, and achieving maximum clarity.
3. As a rule, use adjectives, not nouns (e.g., "a deaf-and-mute person," not "a deaf-mute"; "a Jewish man," not "a Jew").
4. Some groups advocate the use of "person-first" language; this is rarely offensive and should be preferred where it does not create very awkward sentences (e.g., "a child with autism," not "an autistic child"; "a person who stutters," not "a stutterer").

The Pronoun They

1. They often refers to a plural antecedent, but they can also be used to refer to a singular antecedent.
2. When referring to a person who does not identify with a gender-specific pronoun such as *he* or *she*, the pronoun *they* may be used. CMOS states, "In general, a person's stated preference for a specific pronoun should be respected."
 - A. In speech and informal writing, the pronoun *they* may be used as a substitute for the so-called generic *he* when referring to someone whose gender is unknown or unspecified. Although this usage is gaining ground, it is not considered fully acceptable in formal writing.
EN: Does anyone want their car washed?
EN: They have a blue car.

Copyright & Fair Use

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2. Most academic uses of other works are likely to fall under the **fair-use doctrine**. Fair use allows small excerpts from other copyrighted works to be used for the purposes of criticism, analysis, or evidence.
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Fair Use

1. The University of Chicago Press (UCP) makes its definition of fair use available on the web (<http://www.press.uchicago.edu/Misc/Chicago/permissions.html>). The following suggestions are adopted from both that source and CMOS. Rules of thumb such as those outlined here are not part of copyright law and have no legal force. The following are intended only to provide some guidance.
2. The key consideration in determining whether a use is fair use is whether the use in some way transforms or recontextualizes the original rather than merely appropriating it. Quotation to critique an argument, or to support an original argument, is fair use, but the same amount of quotation merely to repeat the argument may not be.
3. Fair use allows reuse of only small portions of a work and never a complete work, no matter how short. Quotations should be short—no more than a few paragraphs of a long work or a few lines of a poem—and should be interspersed with original text.
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Tactics for Achieving Gender Neutrality

CMOS does not prohibit the use of the singular *they* as a substitute for the generic *he* in formal writing but recommends avoiding it. To achieve gender neutrality when making generic references to people, try these tactics:

1. **Use the pronoun.**
Before: The student should carefully review the assignments when they are sent to him.
After: The student should carefully review the assignments when they are sent.
2. **Repeat the noun instead of using a pronoun.**
Before: The student should speak only when he is called on.
After: The student should speak only when the student is called on.
3. **Use a plural noun.**
Before: The teacher should update the gradebook when she receives the papers.
After: Teachers should update their gradebooks when they receive the papers.
4. **Use an article instead of a pronoun.**
Before: The author should review his pages carefully.
After: The author should review the pages carefully.
5. **Use the neutral pronoun one.**
Before: A teacher in a wealthy school is likely to have more access to computers than she will in a poorer district.
After: A teacher in a wealthy school is likely to have more access to computers than one in a poorer district.
6. **Use a who construction rather than an if construction.**
Before: If a student is accused of plagiarism, he must appear before the discipline board.
After: A student who is accused of plagiarism must appear before the discipline board.
7. **Use the imperative mood.**
Before: A manager must communicate effectively when speaking to his employees.
After: Communicate effectively when speaking to employees.
8. **Use *he* or *she*, but sparingly.**
Before: If a student is accused of plagiarism, he must appear before the discipline board.
After: If a student is accused of plagiarism, he or she must appear before the discipline board.
9. **Revise the sentence.**
Before: If a boy or girl is late to class, he or she will miss the introductions.
After: If someone arrives late to class, that person will miss the introductions.

Chicago Manual Quick Guide

Amy Einsohn, Marilyn Schwartz



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User's Guide Franz Lanz, 2015-09-14 For all users who work with ISPF on z OS MVS The readers of this book will learn how to use the ISPF professionally in their daily work in z OS to quickly reach optimal results Detailed description of TSO ISPF logon processes Use of ISPF command tables DSLIST Optimal use of Data Set Lists Use of Object Action Workplace as an optimal work surface Detailed description on use of the ISPF editor Utilities for allocated data sets Secret commands usable in ISPF Descriptions for using the downloadable SMART ISPF Utilities The author gives many useful hints and tips based on his extensive experience working with ISPF The applications of all the major ISPF commands are demonstrated by examples from practice The book can be used as a teaching aid as well as a practical guide for daily work **The**

Copyeditor's Handbook Amy Einsohn, Marilyn Schwartz, 2019-05-14 Unstuffy hip and often funny The Copyeditor's Handbook has become an indispensable resource both for new editors and for experienced hands who want to refresh their skills and broaden their understanding of the craft of copyediting This fourth edition incorporates the latest advice from language authorities usage guides and new editions of major style manuals including The Chicago Manual of Style It registers the tectonic shifts in twenty first century copyediting preparing text for digital formats using new technologies addressing global audiences complying with plain language mandates ensuring accessibility and serving self publishing authors and authors writing in English as a second language The new edition also adds an extensive annotated list of editorial tools and references and includes a bit of light entertainment for language lovers such as a brief history of punctuation marks that didn't make the grade the strange case of razbliuto and a few Easter eggs awaiting discovery by keen eyed readers The fourth edition features updates on the transformation of editorial roles in today's publishing environment new applications processes and protocols for on screen editing major changes in editorial resources such as online dictionaries and language corpora new grammar and usage authorities online editorial communities and web based research tools When you're ready to test your mettle pick up The Copyeditor's Workbook Exercises and Tips for Honing Your Editorial Judgment the essential new companion to the handbook [The Good Writing Guide for Education Students](#) Dominic

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Tribal Libraries, Archives, and Museums Lorie Roy, Anjali Bhasin, Sarah K. Arriaga, 2011-10-10 Hundreds of tribal libraries archives and other information centers offer the services patrons would expect from any library circulation of materials collection of singular items such as oral histories and public services such as summer reading programs What is unique in these settings is the commitment to tribal protocols and expressions of tribal lifeways from their footprints on the land to their architecture and interior design institutional names signage and special services such as native language promotion This book offers a collection of articles devoted to tribal libraries and archives and provides an opportunity for tribal librarians to share their stories challenges achievements and aspirations with the larger professional community Part one introduces the tribal community library providing context and case studies for libraries in California Alaska Oklahoma Hawai i and in other countries The role of tribal libraries and archives in native language recovery and revitalization is also addressed in this section Part two features service functions of tribal information centers addressing the library facility selection organization instruction and programming outreach Part three includes a discussion of the types of records that tribes might collect legal issues and snapshot descriptions of noteworthy archival collections The final part covers strategic planning advice on working in the unique environments of tribal communities advocacy and marketing continuing education plans for library staff and time management tips that are useful for anyone working in a small library setting

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Table of Contents Chicago Manual Quick Guide

1. Understanding the eBook Chicago Manual Quick Guide
 - The Rise of Digital Reading Chicago Manual Quick Guide
 - Advantages of eBooks Over Traditional Books
2. Identifying Chicago Manual Quick Guide
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Chicago Manual Quick Guide
 - User-Friendly Interface
4. Exploring eBook Recommendations from Chicago Manual Quick Guide
 - Personalized Recommendations
 - Chicago Manual Quick Guide User Reviews and Ratings
 - Chicago Manual Quick Guide and Bestseller Lists
5. Accessing Chicago Manual Quick Guide Free and Paid eBooks
 - Chicago Manual Quick Guide Public Domain eBooks
 - Chicago Manual Quick Guide eBook Subscription Services
 - Chicago Manual Quick Guide Budget-Friendly Options
6. Navigating Chicago Manual Quick Guide eBook Formats

- ePub, PDF, MOBI, and More
- Chicago Manual Quick Guide Compatibility with Devices
- Chicago Manual Quick Guide Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Chicago Manual Quick Guide
 - Highlighting and Note-Taking Chicago Manual Quick Guide
 - Interactive Elements Chicago Manual Quick Guide
- 8. Staying Engaged with Chicago Manual Quick Guide
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Chicago Manual Quick Guide
- 9. Balancing eBooks and Physical Books Chicago Manual Quick Guide
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Chicago Manual Quick Guide
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Chicago Manual Quick Guide
 - Setting Reading Goals Chicago Manual Quick Guide
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Chicago Manual Quick Guide
 - Fact-Checking eBook Content of Chicago Manual Quick Guide
 - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
- 14. Embracing eBook Trends
 - Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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