

CMS Writing Style



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This guide introduces you to the CMS writing style. SourceAid offers comprehensive citation resources in all of the standard writing styles. Go to www.SourceAid.com to start citing sources with speed, accuracy, and understanding.

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Chicago Manual of Style (CMS)

What is CMS?

The CMS writing style was first used in 1890 by students at the University of Chicago. The current CMS writing manual is the 15th edition. The 15th edition is said to be the biggest update in 20 years.

When is CMS used?

The CMS writing style is used in the humanities community with such topics as art, history, and literature. If the MLA style is not mandatory, CMS style is a great alternative.

How is CMS different?

CMS is known as one of the most simplistic and concise means of citation. Like MLA, CMS style focuses on citing information about the author, rather than the date, of a research source.

Bibliography

General Guidelines

1. The title is centered an inch below the top of the page.
2. Citations are arranged in alphabetical order.
3. Citations are double spaced between entries, but single spaced within the entry.
4. The first line of each citation is aligned with the left margin and the subsequent lines are indented five spaces.

Example:

Bibliography

Book Author Last Name, First Name Middle Name. *Book Title*. City Published: Publisher, Year Published.

Website Author Last Name, First Name Middle Name. *Site Title*. Created Day Month Year. <URL Address> (Accessed Day Month Year).

In-text citationsGeneral Guidelines

1. All in-text citations direct the reader to the appropriate source in the Endnotes at the end of the text.
2. Endnotes are a list of the sources ordered and numbered according to the sequential number of the corresponding in-text citation. See the CMS Endnotes for additional information.
3. The first in-text citation is superscripted with a 1, the second in-text citation is superscripted with a 2, and the numbering continues sequentially. Superscripts are placed after any punctuation except a dash.

Format: Sentence^N.

* N= the sequential number of the in-text citation.

Example: Fill a clear glass lamp with seashells, dried flowers, marbles, or other items to enhance the look of your home in a functional way.¹⁵

Footnotes

General Guidelines

1. Footnotes are used to provide complete publication information for unoriginal content or structure of a text.
2. Any text, for which there is information in the Footnotes, is superscripted with a sequential number. The number corresponds with the relevant comment in the Footnotes at the bottom of the page.

Format: [Footnote Number (Superscript of Corresponding In-Text Citation)]. [Author Full Name], [Source Title] ([Publication Location]: [Publisher Name], [Issue Day (Unabbreviated) Month Year]), [Page Numbers Without p. or pp.].

Example: 3. Peggy Pie, The Kooky Cook's Cookie Cookbook (New York: Sweet Tooth Press, 31 December 1989), 312.

Endnotes

General Guidelines

1. Endnotes are used to provide complete publication information for each unoriginal idea or aspect of a text.
2. Any text, for which there is information in the endnotes, is superscripted with a sequential number. The number corresponds with the relevant comment on the endnotes page.

Page Setup

1. The first line of each note is indented 3-5 spaces.

2. The endnote number is not a superscript and it is always followed by a period and a space.
3. Endnotes are double spaced.

Format: [Endnote Number (*Superscript of Corresponding In-Text Citation*)]. [Author Full Name], [Source Title] ([Publication Location]: [Publisher Name], [Issue Day (Unabbreviated) Month Year]), [Page Numbers Without p. or pp.].

Example: 3. Peggy Pie, The Kooky Cook's Cookie Cookbook (New York: Sweet Tooth Press, 31 December 1989), 312.

Reference

Additional information may be found at the Chicago Manual of Style website (<http://www.chicagomanualofstyle.org/>).

Council of Science Editors (CSE)

What is CSE?

The Council of Science Editors was established in 2000. CSE is an extension of the Council of Biology Editors (CBE), which was originally formed in 1957. The CSE goal is to develop an internationally congruent writing style to foster communication and abundant information.

When is CSE used?

CSE is used for work with hard sciences or international purposes. CSE is unsuitable for literary work because of the detail it requires.

How is CSE different?

Like the APA style, the CSE style focuses on citing the date, rather than the author, of a source. The CSE referencing formats include details that help differentiate similar articles in the same work.

Cited References

General Guidelines

1. List sources in the order in which relevant citations appear in the text.
2. Double space lines without extra blank lines between the citations.
3. Add the page number and abbreviated title heading to the page's upper right hand corner.

Example:

Heading Page #

Cited References

Web Document Author. Site Title [home page on the Internet]. Published City (Published State):

Publisher; Year Month Day. [cited Year Month Day]. Available from: URL Address.

Book Author Last Name, First Initial. Book Title. City Published (State Published): Publisher;

Year. Total Page Numbers p.

In-text citationsGeneral Guidelines

1. All in-text citations direct the reader to the appropriate source in the “Cited References” list at the end of the text.
2. “Cited References” are a list of the sources arranged and numbered according to the superscript number of the corresponding in-text citations. The “Cited References” are on a separate page than the text. The “Cited References” are only different from the “Bibliography” in that the sources are sequentially numbered rather than alphabetized.
3. The first in-text citation is superscripted 1, the second citation is superscripted 2, and the numbering continues sequentially.
4. Superscript font size is smaller than the font size used in body of the text.
5. As an alternative to superscripts, the number of the citation is placed within parentheses at the end of the sentence(s).

Entire Sentence(s)

Format: Sentence(s)^[In-Text Citation Sequential Number].

Example: It is important to understand the implications of the word problem, as well as the logic of the formulas used to find the correct answer¹.

Part of Sentence

Format: Sentence start^[In-Text Citation Sequential Number] sentence end.

Example: They have been proven to play different but vital roles in the ecosystem² and students should plant them on Earth Day.

Footnotes

General Guidelines

1. Footnotes provide brief extra information in a text. If the additional information is not brief, then use endnotes.
2. Use footnotes in scientific tables, but not in texts. A parenthetical statement is an alternative way to provide extra information in text.
3. Footnoted items are superscripted with a sequential lowercase letter that corresponds with the relevant footnote.

Parenthetical Statement: The Footnote Alternative

Footnotes can interrupt readers, increase composition costs, and take up space on pages. Instead of footnoting brief notes, use parenthetical statements as illustrated below:

Format: Sentence ([*comment*]) sentence.

Example: The turtle consumed .56g freeze dried krill (from the SeaStuff Inc.) twice daily for 60 days.

Format: Sentence ([*comment*]).

Example: As the level of steam in the room increased, volunteer numbers 16, 30, and 31 left (treated at Doved Hospital; Frumps, North Dakota).

Endnotes

General Guidelines

1. Endnotes provide interesting, helpful, or unneeded information or comments. They are used when extra information is too long to include in a parenthetical statement.
2. Endnoted items are superscripted with a sequential lowercase letter that corresponds with the relevant endnote.
3. Endnotes pages are at the end of chapters with a heading such as "Notes". The superscript "a" is used for the first endnote in every chapter.
4. Endnotes are in alphabetical order as they appear sequentially in the composition. If all of the endnotes in a partitioned text are at the end of the text, rather than at the end of the sections, then they must be partitioned by text section.
5. Font is 1 to 2 points smaller than the composition's font size.

Entire Sentence(s)

Format: Sentence(s)^[Endnote Sequential Letter].

Example: The sour cream is 9.5 oz.^a.

Part of Sentence

Format: Sentence start^[Endnote Sequential Letter] sentence end.

Example: To prevent injury, polishing solutions^b should not be used on chairs or floors.

Endnotes Layout

Format:

Notes

a. [note]

b. [note]

c. [note]

Example:

Notes

- a. Dairy Dells sour cream is packaged by Jispis Wrapping. There is an error rate of .02%.
- b. Multi-surface cleansers that explicitly suggest floor applications on the container are acceptable.

Reference

Additional information may be found at the Council of Science Editors website (<http://www.councilscienceeditors.org/>).