Resources


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


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

**Selected Citation Style Conventions**

**Book**


**Book with more than a single author**


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

**Section of a book**


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

**Journal articles**


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

**Conference Presentations/Performances**


**Magazine and Newspaper Publications**

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


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

Posters

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, 16th 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.
Chapter 6 of *The Chicago Manual of Style*, 16th 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
  
  Francoise 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