CMS:

Citation Style: Sample Paper

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English 999: History of Sample Papers
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General Chicago Manual of Style (CMS) is typically double-spaced while all block quotations, table titles, and figure captions are single-spaced. The font size should be at least 10-point but 12-point font is most commonly used within many institutions. The font style can vary but the chosen font should be legible regardless of format--typically, Times New Roman or Arial is usually used in many papers. Furthermore, the size of the margins on all sides can be between 1 inch and 1.50 inches. However, keep in mind that the specific formatting may vary based on the professor a student has so be sure to refer to your professor or syllabus for more information.

In CMS, footnotes are utilized to cite sources that are references to in the paper. A superscript is used within a sentence to create a footnote at the bottom of the page. Unlike the sources listed in the bibliography, each element within a footnote is separated with a comma rather than a period.

When referencing a book with one author for the first time, this format is utilized.¹ When referencing a book with two authors there should be an “and” between the author’s names and for three authors, there should be a comma between the first two names and an “and” between the last two names.² In the case of four or more authors, “et.al”³ is used. If the citation is referencing to a section on an electronic document for text, the link to the document or text must be included at the end of the footnote.⁴ When citing from a specific chapter, the name of the chapter should be in quotation marks if it precedes the book title--also, there is an “in” between

the chapter title and book title. The footnote for a journal article is in the order of article title, journal title, and issue number of the journal. If the journal article is electronic (online), the citation or footnote would require the link to the article at the end of the footnote. Referring to a government document would require the name of the department, the name of the office, and the name of the document in that order.

When a source is mentioned two or more times, the following citations in this paragraph are shortened because the sources were mentioned earlier in the paper (the page does not have to be the same). For example, book references are shortened to include only the author’s last name, the book title, and the page number. Journal articles only need the author’s last name, the name of the article, and the page number. CMS also utilizes another form of citation shortening called “ibidem” or “ibid.” which means in the same place. Ibid means the last cited source is being used again and in this case, the article by Seaworth is being used twice. Additionally, no page number is required when referring to the same page; however, a page number is required when referring to a different page.


8. Department of Labor and Industrial Relations, Office of Workforce Development, Workforce Priorities: stimulating Hawaii’s Workforce (Honolulu, HI: Department of Labor and Industrial Relations, 2000), 16.


10. Seaworth, Religious Case Study, 89.

11. Ibid.

12. Ibid., 87.
Bibliography


Hawaii State Department of Labor and Industrial Relations. Office of Workforce Development. *Workforce Priorities: Stimulating Hawaii’s Workforce*.


Seaworth, Davos. “Religious Case Study,” *Pirate and Nobles*, no. 1 (2002:42), 36-45

