

### Footnotes: Websites

<sup>2</sup>First Name, Last Name, "Web Page Title," last modified Month Day, Year, www.linktowebsite.com full\_link.html.

### Footnotes: Books

<sup>6</sup>First name, Last name. *Title of Book* (City of Publication: Publisher, Year of Publication), page number.

### Footnotes: Interviews

<sup>4</sup>First Name, Last Name, (identifying information), interview by First name Last name, Month date, year, Where interview is found.

## Bibliography Pages

The source list is titled "Bibliography" in CMS and will begin on a new page at the end of the paper. The title is centered with the same font and size as the paper. Two spaces will follow the title. Entries are single-spaced with one space between each. Sources are listed alphabetically and include *all* that were used and *only* those that were used. Each citation should have a hanging indent.

### Journal Article

Last Name, First Name, and Second Author. "Title of Article." *Title of Journal* vol. #, no. # (year): range-range.

### Website

Author Last Name, First Name. "Website Title," last modified Month Day, Year, www.linktowebsite.com/full\_link.html.

### Books

Last name, first name. *Title of Book*. City of Publication: Publisher, Year of Publication.

### Interviews

First Name Last Name, (identifying information), interview by First name Last name, Month date, year, Where interview is found.

## Learning More

The Chicago Manual of Style  
<https://www.chicagomanualofstyle.org/home.html>

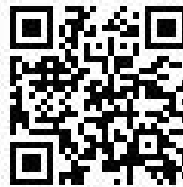
The OWL at Purdue University  
<https://owl.english.purdue.edu>

The University of Wisconsin Writing Center  
<https://writing.wisc.edu/handbook/documentation/docchicago>

CMU Writing Center  
<https://writingcenter.cmich.edu>

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[cmich.mywconline.com](http://cmich.mywconline.com)



Park Library 360: 989-774-2986

# Navigating CMS Style



# Introducing CMS

CMS is a citation style that standardizes the presentation of source details, connects the research used to a bibliography list, contextualizes sources based on cited researchers or publication years, and helps writers avoid plagiarism.

This brochure provides students a snapshot of CMS guidelines for quotes and paraphrasing, in-text citations, general formatting, and reference pages.

## Integrating Sources

### About Direct Quotes

- Uses the exact wording from a source
- Always includes quotation marks
- Always includes a superscript citation
- Uses a signal phrase as an introduction
- Provides an explanation or analysis afterward
- Avoids starting paragraphs or sentences with quotes

### About Paraphrasing

- Rephrases source material without source language or structure
- Uses superscript citations
- Can use quotation marks for phrasing that isn't easily reworded or that was coined by authors
- Replaces long quotes or a source's complex explanations

### Direct Quotes

Integrating a quote can be done in two different ways. Both will use a superscript citation, which correlates to a number in a footnote and in the bibliography page.

**Type 1:** "...end of quote"<sup>3</sup>

**Type 2:** According to **Smith**, "working in the neuroscience field is as rewarding as it is difficult."<sup>3</sup>

CMS uses present tense signal verbs to discuss sources.

**Example:** Smith **states** that "working in the neuroscience field is as rewarding as it is difficult."<sup>6</sup>

Signal Verb Options		
<b>Explanation:</b> Describes Discusses Highlights Shows Suggests	<b>Agreement:</b> Adds Affirms Supports <b>Concession:</b> Admits Acknowledges	<b>Argument:</b> Asserts Claims Implies Insists Proposes Refutes

### Paraphrasing

Paraphrasing can take practice to avoid imitating a source's style or language. Below is an incorrect paraphrase followed by a correct paraphrase.

<b>Sample Quote:</b> "Differentiated instruction provides the student with options for processing and internalizing the content, and for constructing new learning in order to progress academically." <sup>2</sup>	<b>Explanation:</b> This original quote uses a lot of complex language. Paraphrasing can help interpret the quote to help readers better understand what the author was saying.
<b>Incorrect paraphrasing:</b> This type of instruction gives students different ways to deal with and grasp information, and for establishing new learning to move on in education. <sup>2</sup>	<b>Explanation:</b> Language from the original is replaced with synonyms and the sentence structure is mimicked, obscuring the writer's original style.
<b>Correct paraphrasing:</b> Teachers use differentiated instruction to help students learn by catering lessons to each student's skills. <sup>2</sup>	<b>Explanation:</b> The idea from the original is integrated into the writer's interpretation. This paraphrase would maintain the writer's original style.

## Formatting CMS Papers

CMS offers guidelines for formatting title pages, the first page of the text, footnotes, and endnotes.

### Title Page

Title pages have the paper's title in all caps about a third of the way down the page. About four lines down, the author and class information follows. All of this is centered. More information could be required by an instructor.

### First Page of Text

The first page of the body text will be numbered in the top right corner with an Arabic number one (i.e. 1). The introduction will begin at the top, indented once. No title is included here.

## Adding Footnotes and Endnotes

Footnotes use superscript numbers (placed after ending punctuation of cited sentences). Footnote examples are provided below and continue on the next panel.

If footnotes are not used, endnotes are placed at the end of a document. They use a non-superscript number which still correlates to the number used in-text.

### Footnotes: Journal Articles

<sup>3</sup>First Name, Last Name, and Second Author, "Title of Article," *Title of Journal* vol. #, no. # (year): page number.

- Footnote Examples
- Continued

