

# Chicago Manual of Style (CMS) Citation Style



# Workshop Agenda

1

CMS's use of superscripts and footnotes

2

Quoting and paraphrasing

3

Bibliography format and entries

# Why might researchers use citation/formatting styles?

- ✓ Avoids plagiarism
- ✓ Connects information in the text to the reference list
- ✓ Contextualizes information via the author names, publication years, or the source type (journal, magazine, newspaper, social media feed, etc.)
- ✓ Standardizes how information is communicated between researchers and audiences (i.e. section organization of an article, presentation of outside sources, etc.)

# Characteristics of CMS Style

- ▶ Typically used in humanities
- ▶ Avoids informal language (e.g. slang, colloquialisms, contractions, etc.)
- ▶ Avoids second person pronouns and the editorial “we”
- ▶ Uses concise language
- ▶ Uses active voice
- ▶ Superscripts are used (For Notes-Bibliography Style)
- ▶ Footnotes are placed at the bottom of pages that correlate to superscript
- ▶ May have an endnotes page

# When does information get cited?

- ▶ Direct quote is used from a source
- ▶ Paraphrasing or summarizing information/ideas from another source
- ▶ Presenting specific facts, figures, or ideas

# What does a Direct Quotation Include?

Direct quotations **always**:

- ▶ Use a source's exact wording
- ▶ Include quotation marks
- ▶ Include a citation (superscript at the end of the quote or author-date in-text)

Direct quotations should **usually**:

- ▶ Have a signal phrase as an introduction
- ▶ Provide an explanation or analysis afterward
- ▶ **\*not** start or end a paragraph or sentence

# Signal Phrases

## Explanation

- ❖ comments
- ❖ clarifies
- ❖ declares
- ❖ demonstrates
- ❖ describes
- ❖ discusses
- ❖ emphasizes
- ❖ establishes
- ❖ explains
- ❖ highlights
- ❖ illustrates
- ❖ models
- ❖ observes
- ❖ outlines
- ❖ posits
- ❖ reports
- ❖ shows
- ❖ suggests

## Concession

- ❖ accepts
- ❖ acknowledges
- ❖ admits
- ❖ concedes
- ❖ grants

## Agreement

- ❖ adds
- ❖ advocates
- ❖ affirms
- ❖ agrees
- ❖ endorses
- ❖ supports
- ❖ verifies

## Argumentative

- ❖ argues
- ❖ asserts
- ❖ cautions
- ❖ challenges
- ❖ claims
- ❖ contends
- ❖ contradicts
- ❖ criticizes
- ❖ denies
- ❖ disagrees
- ❖ disputes
- ❖ implies
- ❖ insists
- ❖ maintains
- ❖ negates
- ❖ proposes
- ❖ refutes
- ❖ rejects
- ❖ urges

# What does Paraphrasing Include?

## Paraphrases **always**:

- ▶ Rephrase source material without source language or structure
- ▶ Are used in place of long quotes or if source uses complex explanations
- ▶ Still use superscript and footnote citation

## Paraphrases **usually**:

- ▶ Can use quotation marks for phrasing that isn't easily reworded or that was coined by an author
- ▶ Does not require the page number in the footnote (although it is optional)

# Paraphrasing in Notes-Bib

## ▶ Direct quote:

“Differentiation as an instructional approach promotes a balance between a student's style and a student's ability. Differentiated instruction provides the student with options for processing and internalizing the content, and for constructing new learning in order to progress academically.”<sup>1</sup>

## ▶ Incorrect paraphrase:

Differentiation is a way to encourage equality between the approach and talent of the student.<sup>1</sup> 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>

## ▶ Correct Paraphrase:

Teachers use differentiated instruction to help students learn, allowing the teacher to cater lessons to the way each student learns and each student's skill.<sup>1</sup>

# Paraphrasing in Author-Date

- ▶ Direct quote:

“Differentiation as an instructional approach promotes a balance between a student's style and a student's ability. Differentiated instruction provides the student with options for processing and internalizing the content, and for constructing new learning in order to progress academically” (Smith 2021, 30).

- ▶ Incorrect paraphrase:

Differentiation is a way to encourage equality between the approach and talent of the student. This type of instruction gives students different ways to deal with and grasp information, and for establishing new learning to move on in education (Smith 2021, 30).

- ▶ Correct Paraphrase:

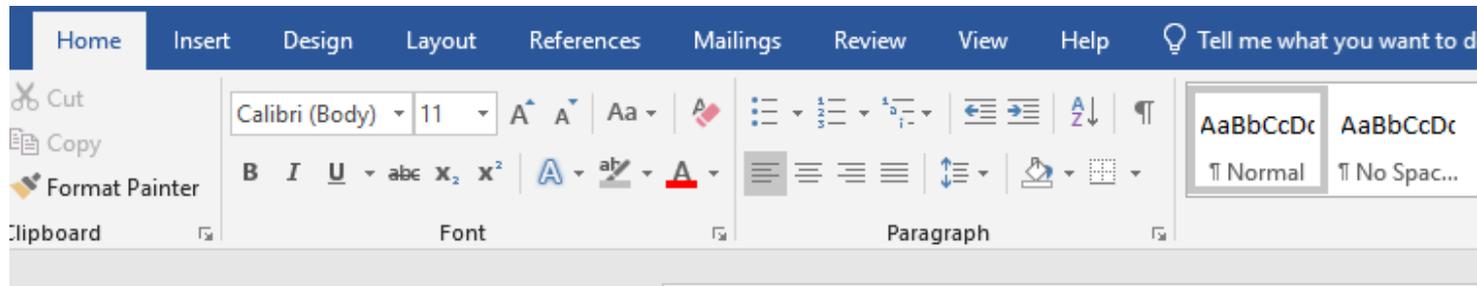
Teachers use differentiated instruction to help students learn, allowing the teacher to cater lessons to the way each student learns and each student's skill (Smith 2021, 30).

# Citing Direct Quotes in NB

- ❖ Instead of in-text parentheticals, CMS Notes-Bibliography uses superscripts at the end of sentences (after punctuation)
  - “...end of quote.”<sup>3</sup>
  - According to **Smith**, “working in the neuroscience field is as rewarding as it is difficult.”<sup>2</sup>
- ❖ NB still uses present tense for signal verbs
  - Smith states that “working in the neuroscience field is as rewarding as it is difficult.”<sup>2</sup>
- ❖ If information is missing (dates or authors), CMS has guidelines.

# Inserting Superscript Numbers

- ▶ Type number after end punctuation
- ▶ Highlight number
- ▶ Go to Home tab, Font section,  $x^2$



This is my sentence with information from a source.4

# NB: Formatting Footnotes

- ▶ Numbered at the bottom of each page (double-click in Word), same font size & style, in numerical order
- ▶ List **every instance** that you used sources **in the order** that they appear in the text.
- ▶ Only one superscript number in-text, but can have multiple citations in the footnote with that number (some fields of study have specific rules on this)
- ▶ Indent the first line of each note half an inch from the left. Do not indent additional lines
- ▶ Single space each note & leave one space between entries
- ▶ Use **commas** to separate each piece of information
- ▶ Shortened Footnote: Author last name/organization, *Title*, page #

## General Format:

1. First name Last name, “Title of Article, Chapter,” *Title of Book* (City, State: Publisher, Year of publication), page number.

2. Last name, “Title of Article,” page number.

Footer

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1. Henry David Thoreau, “Walking,” in *The Making of the American Essay*, ed. John D’Agata (Minneapolis: Graywolf Press, 2016), 177-178.

2. Thoreau, “Walking,” 179.

# Superscript and Footnote Example

In *Democracy and Other Neoliberal Fantasies*, Jodi Dean argues that “imagining a rhizome might be nice, but rhizomes don’t describe the underlying structure of real networks,”<sup>1</sup> rejecting the idea that there is such a thing as a nonhierarchical interconnectedness that structures our contemporary world and means of communication. Michael Hardt and Antonio Negri, on the other hand, argue that the Internet is an exemplar of the rhizome: a nonhierarchical, noncentered network—a democratic network with “an indeterminate and potentially unlimited number of interconnected nodes [that] communicate with no central point of control.”<sup>2</sup> What is at stake in settling this dispute?

1. Jodi Dean, *Democracy and Other Neoliberal Fantasies: Communicative Capitalism and Left Politics* (Durham: Duke University Press, 2009), 30.

2. Michael Hardt and Antonio Negri, “Postmodernization, or the Informatization of Production,” in *Empire* (Cambridge, MA: Harvard University Press, 2000), 299.

# Citing Direct Quotes in Author-Date

CMS Author-Date does not use superscripts or footnotes at the bottom of pages. It uses *in-text parentheticals*.

- “...end of quote” (author, date, page #).
- According to **Smith (2021)**, “working in the neuroscience field is as rewarding as it is difficult” (30).
- ❖ CMS uses present tense for signal verbs
  - Smith (2021) states that “working in the neuroscience field is as rewarding as it is difficult” (30).
- ❖ CMS has guidelines if information (dates, authors) is missing

# NB Bibliography Page

The Bibliography page should:

- Begin on a new page at end of paper
- Center the title: Bibliography
- Align Source entries left-aligned with hanging indents
- Single-space entries & 1 extra space between entries
- List sources in alphabetical order by authors' last names (if no author, alphabetize by title or organization name)
- Separate all source information by periods
- **Note:** Remember to include **ALL** the sources cited in writing & used to create the paper

# Example Bibliography

Label the first page of your back matter—your comprehensive list of sources cited—“Bibliography.” Two blank lines should be left between “Bibliography” and your first entry. One blank line should be left between remaining entries, which should be listed in letter-by-letter alphabetical order according to the first word in each entry. Sources you consulted but did not directly cite may or may not be included (consult your instructor).

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## ➔ Bibliography

For multiple authors, use the conjunction “and,” not the ampersand: &.

For two to three authors or editors, write out all names in the order they appear on the title page of the source in both your notes and bibliography.

For four to ten authors, write out all names in the bibliography but use just the first author’s name and “et al.” in the notes.

Agamben, Giorgio. *Homo Sacer: Sovereign Power and Bare Life*. Translated by Daniel Heller-Roazen. Stanford: Stanford University Press, 1998.

Dean, Jodi. *Democracy and Other Neoliberal Fantasies: Communicative Capitalism and Left Politics*. Durham: Duke University Press, 2009.

DeLanda, Manuel. *A New Philosophy of Society: Assemblage Theory and Social Complexity*. London: Continuum, 2006.

Ede, Lisa and Andrea A. Lunsford. “Collaboration and Concepts of Authorship.” *PMLA* 116, no. 2 (March 2001): 354-69. <http://www.jstor.org/stable/463522>.

Foucault, Michel. “The Means of Correct Training.” In *The Foucault Reader*, 188-205. Edited by Paul Rabinow. New York: Pantheon, 1984.

Foucault, Michel. “Panopticism.” In *The Foucault Reader*, 206-13. Edited by Paul Rabinow. New York: Pantheon, 1984.

Foucault, Michel. “What is an Author?” In *The Foucault Reader*, 101-20. Edited by Paul Rabinow. New York: Pantheon, 1984.

For electronic journal articles and other web sources, DOIs (Digital Object Identifiers) are preferred to URLs (Uniform resource Locators). DOIs are to be prefaced with the letters “doi” and a colon.

If you must use a URL, look for the “stable” version assigned by the journal.

Note that no access date is

# References Page Format for Author-Date

## The Reference page should:

- Begin on a new page at end of paper
- Center the title: References
- Left-aligned with hanging indents
- Single-spaced entries with a space between entries
- Alphabetize by authors' last names (if no author, alphabetize by title or organization name)
- Source information is separated by periods
- A space between the author's name and year
  - **Note:** Remember to include **ALL** the sources cited in paper and **ONLY** the sources cited in paper



# Basic Reference/Bibliography Formats

## Journal Articles

### Footnotes:

1. Author First Name Last Name, “Article Title,” *Journal Name*. volume #, no. # (Month Year): specific page.

### Bibliography:

Author Last Name, First Name. “Article Title.” *Journal Name*  
volume #, no. # (Month Year): page range.

### Reference:

Author Last Name, First Name. Year. “Article Title.” *Journal Name*  
Volume #, no. # (Publication season/Month): Page  
range. DOI or URL.

# Basic Reference/ Bib Formats Cont.

## Online Periodicals (Electronic Source)

### Footnotes:

1. Author First Name Last Name, "Title of Article," *Title of Periodical* volume #, no. # (Year): page number, accessed Month Day, Year, DOI or URL.

### Bibliography:

Author Last name, First Name. "Title of Article." *Title of Periodical* volume #, no. # (Year): page range. Accessed Month Day, Year. DOI # or URL.

### Reference:

Author Last Name, First Name. Year. "Article Title." *Title of Periodical* volume #, no. # (Month/season): page range. DOI or URL.

# Basic Reference/ Bib Formats Cont.

## Article in a Magazine or Newspaper

### Footnotes:

1. Author First Name Last Name, "Article Title," *Publishing Magazine or Newspaper*, Month Day, Year, specific page.

### Bibliography:

Author Last Name, First Name. "Article Title."  
*Publishing Magazine or Newspaper*, Month Day,  
Year. URL or name of database.

### Reference:

Author Last Name, First Name. Year. "Article Title." *Title of Periodical*, Month Day, Year. URL.

# Basic Reference/ Bib Formats Cont.

## Website (Electronic source)

### Footnotes:

1. Author First Name Last Name, "Title of Webpage/Article," last modified Month Day, Year, URL

### Bibliography:

Author Last Name, First Name. "Title of Webpage/Article."  
Last modified Month Day, Year. URL.

### Reference:

Author Last Name, First Name. Year. "Title of  
Webpage/Article." Last modified Month Day, Year.  
URL.

# Resources

The Chicago Manual of Style (17<sup>th</sup> ed.).  
<https://www.chicagomanualofstyle.org/home.html>

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

The Writing Center @ The University of Wisconsin.  
<http://writing.wisc.edu/Handbook/Documentation.html>

CMU Writing Center.  
<http://writingcenter.cmich.edu>  
then: Resources > Quick Guide to CMS

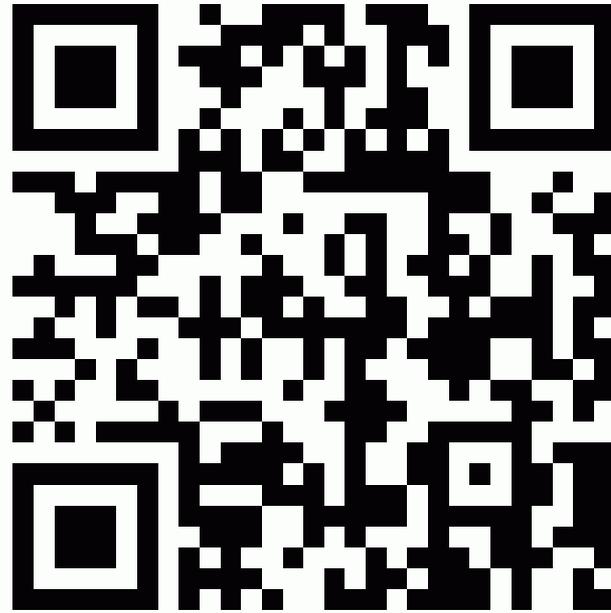
# Contact Us!

## Park Library 360

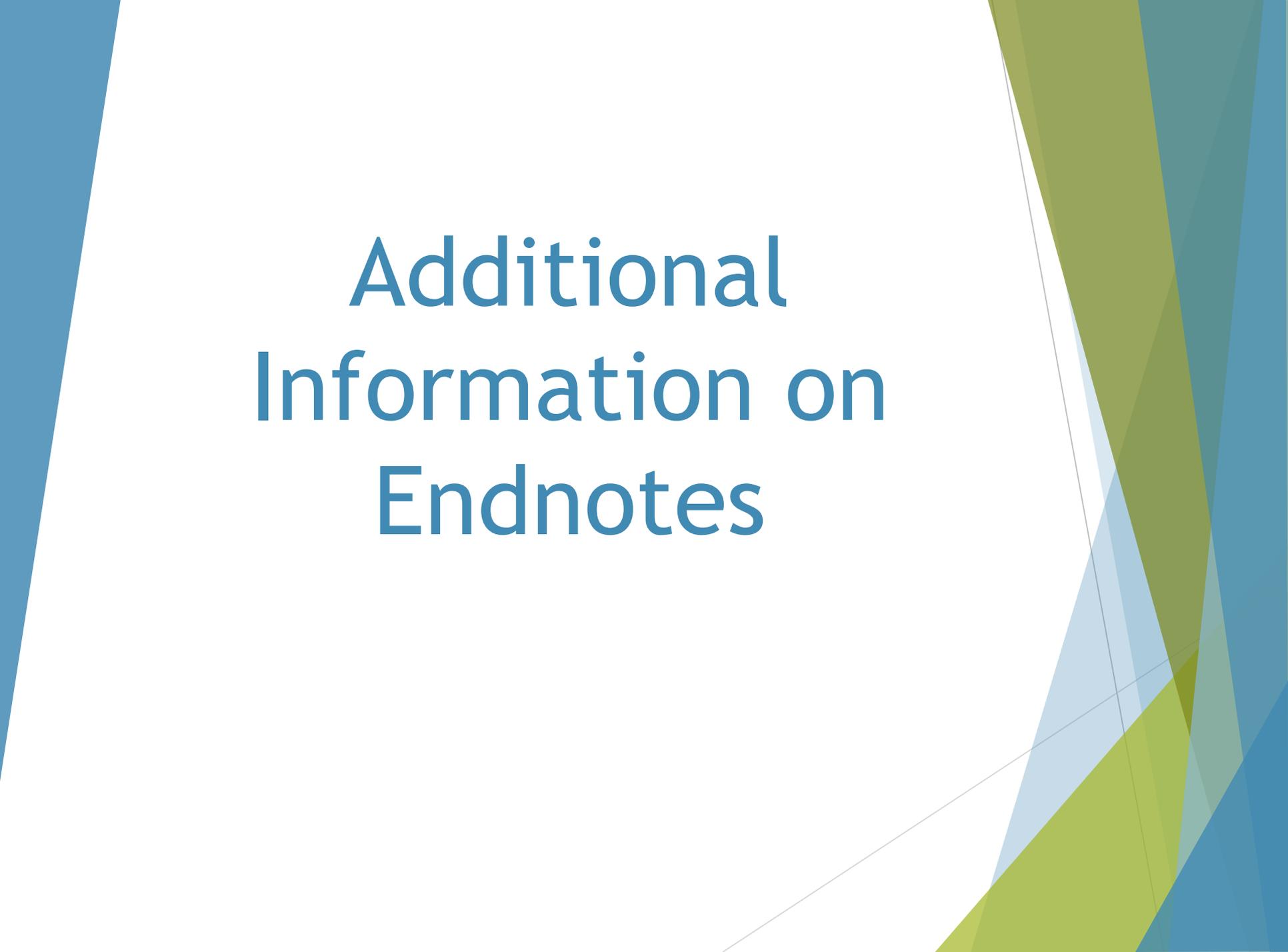
(989) 774-2986

### Hours:

- ▶ Sun 5 pm-8 pm
- ▶ Mon-Thurs 9 am-5 pm
- ▶ Fri 9 am-1 pm



Make an Appointment

The background features abstract geometric shapes in shades of blue and green. On the left, a solid blue shape tapers towards the top. On the right, there are overlapping, semi-transparent shapes in various shades of blue and green, creating a layered effect. The central text is positioned in the white space between these shapes.

# Additional Information on Endnotes

# Formatting Endnotes

- ▶ **Optional** page in AD or NB
- ▶ At the end of the written work, past appendices, before references/ bibliography
- ▶ Title is centered: Notes
- ▶ Single spaced with a space between each entry
- ▶ Listed *in order of appearance*
- ▶ Numbers are typed out and followed by a period
- ▶ Includes: author's name, the title, the source or publisher, and the date of publication. Entries from a book or periodical must include page numbers.
- ▶ Alternative to footnotes to save space on pages (typically requested by publisher/professor)
- ▶ Can add commentary after the citation

# Basic Magazine End-Note Format

**#. Author (First then Last Name), “Title of Article,” *Publishing Magazine or Organization*, Month and Year of Publication, page number(s).**

Example:

1. Rachel Waldman, "Talking Fashion: View: Twinkle Toes," *Vogue*, August 2016, 12.

# Basic Newspaper End-Note Format

**#. Author (First then Last Name), “Title of Article,” *Newspaper* (City, State), Mon. Day, Year of Publication.**

Example:

1. Miles Socha, “Slimane Renews With Dior for 3 Years: Heidi Slimane to Continue with Dior Homme,” *Women’s Wear Daily* (New York, NY), July 11, 2003.

# Basic Website End-Note Format

**#. Author (First then Last Name), “Title of Web Page,” Name of Website, Publishing Organization, Month, Day, and Year of Publication, access date, URL.**

## **Example:**

- 1. John Doe, “How to Make Donuts,” The Baking Website, May 13, 2020, URL.**