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Chicago Manual Of Style Guidelines (Quick Study)

Quick Study ACADEMIC

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Chicago Manual of Style GUIDELINES

Introduction

1. This is a brief guide to *Chicago style*, the rules for manuscript preparation laid out in the *Chicago Manual of Style* (CMS).
2. This guide is based on the recent guidelines provided in CMS 16th edition, the University of Chicago Press, the publisher of CMS, periodically releases new editions, which may include additions or adjustments.

What is CMS?

1. CMS defines the editorial style of the University of Chicago Press, a major publisher of academic books and journals; the press has published *Chicago style* guides in various editions since 1906.
2. Over time, other publishing organizations have adopted CMS rules for their own work.
3. The flexibility and adaptability of the main style CMS style manual for a number of contexts, including academic research papers and business reports, as well as published manuscripts.

Preparing a Manuscript

1. The rules that follow are typical requirements.
2. Different contexts will have different requirements; always consult your professor or publisher for specifics.

General Document Layout

1. Use one-inch margins on all four sides and double spacing with no extra lines between paragraphs; indent the first line of paragraphs one-half inch.
2. All headings and subheadings should be set in the margin, distinguished from each other by use of type size and styling (i.e., bold or italic).
3. Titles and headings use headline-style capitalization (initial capitals, not ALL CAPS).
4. Use italics when italics are meant, not underlines.
5. Where possible, use word processing functions to indent paragraphs and format lists; avoid using spaces, tabs, or extra returns, and turn off automatic hyphenation.

Illustrations, Tables & Charts

1. **Illustrations** include artwork or any other presentation in images rather than in text or numbers, such as maps or charts; **tables** are complete lists presented in columns and rows.
2. Illustrations, charts, maps, and other graphical representations are typically grouped together and referred to as **figures**.
3. All figures and tables are numbered and referred to in the text by number; figures and tables are numbered separately (Figure 1, Table 1, Figure 2, Table 1, etc.).
4. Figures and tables must be referred to in the text and must have descriptive captions; captions appear above tables but below figures.
5. Notes for tables and figures are numbered separately from notes for the larger manuscript and appear just below the table or figure or, above the caption; source notes also appear with the table or figure, above other notes.
6. Column heads and labels in tables should be as brief as possible to minimize clutter; abbreviations and symbols are allowed.

Style & Usage

1. Do not confuse correct usage with good usage—when in doubt, look it up!
2. This section provides a basic overview; usage guides, such as *Garner's Modern American Usage*, may be useful.
3. CMS recommends *Merriam-Webster's Collegiate Dictionary* to resolve usage and spelling issues (see *Tricky Words*, p. 2).

Non-Free Language

1. **Non-free language** refers to both gender-neutral language and language describing people with disabilities, people from particular cultures or ethnic groups, and others.
2. The goal is not political correctness but rather avoiding unintentional judgments, implying credibility, and activating stereotypes.
3. As a rule, use adjectives, not nouns (e.g., "a deaf person," not "a deafness"), "a Jewish man," not "a Jew").
4. Some groups advocate the use of "person-first" language; this is rarely offensive and should be preferred where it does not create any awkward sentences (e.g., "a child with autism," not "an autistic child"; "a person who stutters," not "a stutterer").

Faculty for Advancing Gender Neutrality

Although the use of they and their as first-person pronouns has become common in informal speech, it is not acceptable in formal American English, and female or other gender-neutral pronouns are distracting and awkward; instead, try these tactics:

1. Cite the person.
Before: The student should carefully review the assignments when they are sent to her.
After: The student should carefully review the assignments when they are sent.
2. Use a plural noun.
Before: The teacher should update the guidelines when she receives the papers.
After: Teachers should update their guidelines when they receive the papers.
3. Use an article instead of a pronoun.
Before: The author should review the paper carefully.
After: The author should review the paper carefully.
4. Substitute a neutral pronoun.
Before: A teacher at a wealthy school is likely to have more access to computers than she will in a poorer district.
After: A teacher at a wealthy school is likely to have more access to computers than one in a poorer district.

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4. All uses, whether under fair use or by permission, must be properly referenced and cited in most publications (see **Documentation**, p. 4).
5. See the **Quotation** section (p. 4) for advice about how to punctuate and format quotations from other works.

Fair Use

1. The University of Chicago Press (UCP) makes its definition of "fair use" available on the web (<http://www.press.uchicago.edu/Misc/ChicagoPermissions.html>); the following suggestions are adapted from both that source and CMS.
2. Rules of thumb such as those outlined here are not guarantees of copyright law and have no legal force; the following are intended only to provide some guidance.
3. The key consideration in determining whether a use is fair use is whether the use is more transformative or recombinatorial than the original rather than merely appropriating it; quotation is unlikely an exception, so to suggest an original quotation, it fair use but the same amount of quotation merely to repeat the argument may not be.
4. Fair use also takes into account the nature of the work and not just a complete work, so matter how short the U.S.P. guidelines specify no more than 7 percent or 1,000 words, whichever is less.
5. Quotations should be short—no more than a few paragraphs of a long work or a few lines of a poem—and should be interspersed with original text.



Synopsis

When that research paper comes due and you've forgotten your style manual, get the guidance you need quickly with the Chicago Manual of Style QuickStudy® guide. Based on the 16th edition of CMS, this handy, easy-to-carry three-panel guide contains the information you need for writing academic papers to CMS specifications, pared down to the essentials, including common, real-world sample references for both CMS citation formats so that you can be sure you are giving appropriate credit where credit is due.

Book Information

Series: Quick Study

Misc. Supplies: 6 pages

Publisher: QuickStudy; Lam Crds edition (May 31, 2012)

Language: English

ISBN-10: 1423218604

ISBN-13: 978-1423218609

Product Dimensions: 8.5 x 11 x 0.1 inches

Shipping Weight: 3.2 ounces (View shipping rates and policies)

Average Customer Review: 4.5 out of 5 stars See all reviews (103 customer reviews)

Best Sellers Rank: #12,553 in Books (See Top 100 in Books) #3 in Books > Textbooks >

Communication & Journalism > Journalism #8 in Books > Reference > Writing, Research &

Publishing Guides > Research #16 in Books > Reference > Words, Language & Grammar >

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Customer Reviews

Of course I won't critique the CMS, it's a standard. But this quick guide leaves a lot to be desired. I only ordered it because the used edition of CMS I ordered was going to take forever from an third-party vendor, and I had an editing job pending. So here are the problems (most deal with readability):

1. The typeface is hard to read. Some version of Times, I think. By necessity the point size must be small. But this is over-kerned (space between letters); also, while I applaud the serif font (thank god it's not some wispy sans), a better-designed body typeface like Utopia would allow for far better readability at the small point size.
2. In general the type is cramped and crowded, which impedes readability. In addition to aforementioned tracking/ Kerning, the leading is a bit tight and there is not enough internal space between text and edges of the boxes.
3. Speaking of the boxes, these multi-colored text blocks are unnecessary, a waste of space and again, make the text

harder to read, especially the blue and pink background colors. A white or pale cream background with clean section organizers like 1 pt rules would save space for content while adding breathing room and increasing text readability.⁴ Final criticism is about content. Get rid of the sections on intro to grammar and tricky words. This is information that's widely available elsewhere. Replace with more details on CMS-specific style and usage. Similarly, the section on documentation/citations takes up a full two pages of the six total. I'd rather see more on CMS style and usage, especially related to more modern usage of tech and electronic media terminology.

I found parts of it very useful, especially being that it is a concise, easy to read format. It was very user friendly, and could be a real time saver if used properly. In terms of the differences between CMS and APA (the format I have the most history with) I would say that the citations were very similarly formatted, and CMS is a bit more flexible/adaptable.

We distributed this study guide to assist senior staff with writing specific reports. The results are obvious. The guide is well organized, so the information needed is easily located. The guide answers most of the questions that arise when writing business reports. It is quick and easy to use. An excellent resource.

Anyone who uses Chicago knows how very specific it needs to be. This is a useful guide for a quick reference when you don't want to get out the massive guide, but it doesn't have the room to be your only reference when writing a paper with a lot of sources. I found it useful for the basics of footnotes and bibliography entries for books and articles, but when I needed more specific examples I still needed to use the full CMS guide.

The most often needed information is quickly available, and organized logically (at least for my mind), and it is protected from coffee spills. A must for people working late at night when the rules begin to fade from memory and coffee is likely to spill.

Useless for anyone other than a high school freshman, not a true short guide, and a lot of the info. has nothing to do with CMS. Try this free, academic website instead:

<https://owl.english.purdue.edu/owl/resource/717/01/>

If you care enough about the CMS to be reading this review, you already know the full manual is not

something most people would carry around. I carry this quick study guide in my backpack, and I've found it useful for refreshing my memory about items like punctuation. Unless you write or edit only at your home or office where you can keep the full manual, I recommend that you buy this guide. And even if you do work where you keep the manual, it's worth the price.

I love CMS but trying to condense the book into 6 pages could not work. This guide is not the entire book but enough for small tasks when needed. The font is small, making it difficult to read for some eyes.

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