

Chicago Manual of Style (CMOS) Notes and Bibliography Guidelines



Introduction

This poster provides basic rules for using the Chicago Manual of Style (CMOS). To supplement this material, consult *The Chicago Manual of Style*, 17th edition. This poster follows one of the two CMOS patterns of documentation: Notes-Bibliography. Please see the Purdue University Online Writing Lab (OWL) for information on CMOS: <https://owl.purdue.edu/owl/resources/71110/>

Visit <https://www.chicagomanualofstyle.com> for more information.

Notes and Bibliography (N, B)

Notes

Include a note (endnote or footnote) each time you use a source, whether through a direct quote or through a paraphrase or summary. Footnotes are added at the end of the page where the source is referenced. Endnotes are compiled at the end of the entire document.

The footnote or endnote itself begins with the appropriate number followed by a period and then a space.

1. Leah and Jerry's last, *Enclosure of Signs & Spots* (London: S&B Publications, 1994), 141-51.

A superscript number should be placed at the end of the sentence to the corresponding bibliographic information being cited.

- Leah and Jerry's last, *Enclosure of Signs & Spots*, was published in 1994.¹

The first note should include all relevant information about the source: author's full name, source title, and facts of publication. If the source is cited again, only include the surname of the author, a shortened form of the title (if more than four words), and page number(s).

Bibliography

The bibliography provides an alphabetical list of all sources used in the given work. This page, must offer titled Bibliography, is usually placed at the end of the work preceding the notes. It should include all sources cited within the work.

Although bibliographic entries for various sources may be formatted differently, all included sources (books, articles, web sites, etc.) are arranged alphabetically by the first part of each bibliographic entry, which is usually the author's last name. When your parenthetical citation includes two or more works, order them the same way they appear in the reference list, separated by a semicolon.

Notes

General Model for Citing Books

1. *Enclosure Signs & Spots*. Title of book (facts of publication: publisher, year of publication), page number.

2. *Enclosure Signs & Spots*, page number.¹

¹Note: Subsequent citations of sources already given in full may be shortened.

Book with Single Author or Single Editor

1. Leah Brown, *The Enclosure Signs & Spots* (Chicago: S&B, 1994), 141.

2. Brown, *The Enclosure Signs*, 141.

3. Leah and Jerry, eds., *Enclosure Signs and Spots* (London: S&B Publications, 1994), 141-51.

4. Leah and Jerry, 141-51.

Book by Multiple Authors

1. Leah and Jerry, eds., *Enclosure of Signs & Spots* (London: S&B Publications, 1994), 141-51.

2. Leah and Jerry, *Enclosure*, 141.

¹Note: If authors are not listed in alphabetical order in the book, use the book's order of appearance in citations.

Article, Chapter, Essay, Short Story, etc., in a Book or Edited Collection

1. Leah and Jerry, "The Enclosure," in *The Enclosure Signs & Spots* (London: S&B Publications, 1994), 141.

2. Leah, "The Enclosure," 141.

Journals

The quotation marks set off the titles of articles within the journal. And the italic "the" from the journal title. The volume number follows the journal title with no punctuation and is not followed.

1. Leah and Jerry, "The Enclosure of Language," *Chicago Enclosure and Enclosure* 14, no. 4 (2011): 141.

2. Leah, "The Enclosure of Language," 141.

Electronic Journals

1. Leah and Jerry, "Enclosure of the U.S. Sign," *The Journal of Enclosure Signs* 14, no. 2 (2011): 141-51. <https://www.chicagomanualofstyle.com>

2. Leah, "Enclosure of the U.S. Sign," 141.

Magazines

1. Leah and Jerry, "Enclosure of Signs & Spots," *Signs Magazine* 1994, 141.

2. Leah, "Enclosure of Signs & Spots," 141.

Online Magazines

1. Leah and Jerry, "Enclosure of Signs & Spots," *Signs Magazine* 1994, 141. <https://www.signs.com/1994/141/>

2. Leah, "Signs & Spots," February 1994.

Web Sources

The title of a website, blog, or social media post that is analogous to a traditionally printed work, but does not have (and never had) a printed counterpart, can be treated like titles of other websites. For example, Wikipedia can be treated as a website, rather than as a conventional encyclopedia.

1. Leah and Jerry, "Title of Web Page," *Publication of Signs & Spots*, publication date date date date 141-51. <https://www.signs.com/141-51/>

Newspapers

For print articles, include the name(s) of the author, headline or column heading, newspaper name, month (abbreviated), day, and year published.

1. Leah and Jerry, "Enclosure of Signs & Spots," *Signs Magazine* 1994, 141-51.

Bibliography

Notes

The author's name is inserted, and the title of books and journals are full cited. Titles of articles, chapters, poems, etc. are placed in quotation marks. The year of publication is listed after the publisher or journal name. All major elements are separated by periods.

General Model for Citing Books

Enclosure, Enclosure, Title of Book, Facts of publication: publisher, year of publication.

Book by One Author

Brown, Leah. *The Enclosure Signs & Spots* (Chicago: S&B, 1994).

Book by Multiple Authors

Leah, Leah, and Jerry. *Enclosure of Signs & Spots* (London: S&B Publications, 1994).

Article, Chapter, Essay, Short Story, etc., in a Book or Edited Collection

Leah, Leah. "The Enclosure," in *The Enclosure Signs & Spots* (London: S&B Publications, 1994).

Journals

Leah and Jerry. "The Enclosure of Language," *Chicago Enclosure and Enclosure* 14, no. 4 (2011): 141-51.

Electronic Journals

Leah, Leah and Jerry. "Enclosure of the U.S. Sign," *The Journal of Enclosure Signs* 14, no. 2 (2011): 141-51. <https://www.chicagomanualofstyle.com>

Magazines

Leah, Leah. "Enclosure of Signs & Spots," *Signs Magazine* 1994, 141.

Online Magazines

Leah and Jerry. "Enclosure of Signs & Spots," *Signs Magazine* 1994, 141. <https://www.signs.com/1994/141/>

Web Sources

Follow the general model below when citing web sources:

Enclosure, Enclosure, "Title of Web Page," *Publication of Signs & Spots*, publication date date date date 141-51. <https://www.signs.com/141-51/>

Newspapers

Newspapers are more often cited in text or in notes than in bibliographies. If they are cited in the text, they do not need to be in the bibliography. However, if a bibliography entry is needed, it would appear as follows:

1. Leah and Jerry, "Enclosure of Signs & Spots," *Signs Magazine* 1994, 141-51.

Hhs Cms Writing Style Guide

Christian Drosten



Hhs Cms Writing Style Guide:

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Table of Contents Hhs Cms Writing Style Guide

1. Understanding the eBook Hhs Cms Writing Style Guide
 - The Rise of Digital Reading Hhs Cms Writing Style Guide
 - Advantages of eBooks Over Traditional Books
2. Identifying Hhs Cms Writing Style Guide
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Hhs Cms Writing Style Guide
 - User-Friendly Interface
4. Exploring eBook Recommendations from Hhs Cms Writing Style Guide
 - Personalized Recommendations
 - Hhs Cms Writing Style Guide User Reviews and Ratings
 - Hhs Cms Writing Style Guide and Bestseller Lists
5. Accessing Hhs Cms Writing Style Guide Free and Paid eBooks

- Hhs Cms Writing Style Guide Public Domain eBooks
 - Hhs Cms Writing Style Guide eBook Subscription Services
 - Hhs Cms Writing Style Guide Budget-Friendly Options
6. Navigating Hhs Cms Writing Style Guide eBook Formats
 - ePub, PDF, MOBI, and More
 - Hhs Cms Writing Style Guide Compatibility with Devices
 - Hhs Cms Writing Style Guide Enhanced eBook Features
 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Hhs Cms Writing Style Guide
 - Highlighting and Note-Taking Hhs Cms Writing Style Guide
 - Interactive Elements Hhs Cms Writing Style Guide
 8. Staying Engaged with Hhs Cms Writing Style Guide
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Hhs Cms Writing Style Guide
 9. Balancing eBooks and Physical Books Hhs Cms Writing Style Guide
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Hhs Cms Writing Style Guide
 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
 11. Cultivating a Reading Routine Hhs Cms Writing Style Guide
 - Setting Reading Goals Hhs Cms Writing Style Guide
 - Carving Out Dedicated Reading Time
 12. Sourcing Reliable Information of Hhs Cms Writing Style Guide
 - Fact-Checking eBook Content of Hhs Cms Writing Style Guide
 - Distinguishing Credible Sources
 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development

- Exploring Educational eBooks
- 14. Embracing eBook Trends
 - Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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