The KSU Writing Center

CMS
FORMATTING 17th Edition

WHAT IS IT?

The Chicago Manual of Style (CMS) is used for formatting and documenting work in a variety of disciplines. Using CMS correctly increases a writer's credibility by demonstrating knowledge of disciplinary conventions. Note that CMS guidelines are designed primarily for *published* manuscripts; thus, while general guidelines for course papers are provided below, you should always defer to your instructor's guidelines. For more information, consult our CMS NOTE-BIBLIOGRAPHY (NB) and AUTHOR-DATE (AD) handouts; *The Chicago Manual of Style*, 17th edition; or *The Chicago Manual of Style Online* at chicagomanualofstyle.org; or visit the KSU Writing Center.

GENERAL FORMAT

- Use a legible font no smaller than 10-point;12-point is generally preferred (12-point Times New Roman or Calibri, or 11-point Arial).
- Margins should be at least 1 inch wide. New paragraphs are indented one-half inch.
- Double-space the entire paper *except* for the following instances, which are single-spaced:
    - Block quotations
    - Table titles and figure captions
    - Bibliography entries and notes (Double-space *between* individual entries and notes.)
- Place page numbers at the top-right or bottom-center of every page (*except* the title page, if one is required). Page numbers should be located one-half inch from the edge of the paper.

TITLE AND IDENTIFYING INFORMATION

CMS does not specify a format for titling class papers; your instructor may or may not require a separate title page.

- SEPARATE TITLE PAGE: Center your title one-third of the way down the page in title case, bolded. If your title includes a colon, begin that information on a new line. Center your name, course name, professor's name, and date several lines below your title not bolded. All lines are double-spaced. Do not number the title page, but label the next page "2."

- NO SEPARATE TITLE PAGE: Include identifying information (name, course, etc.) on the first page as directed by your instructor. Center the title (in title case, bolded) under that information, and continue double-spacing. Number this page "1."
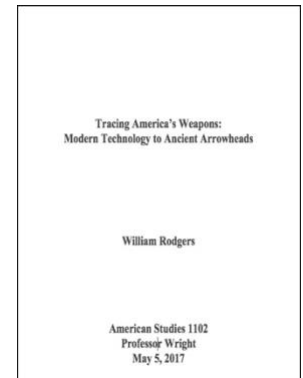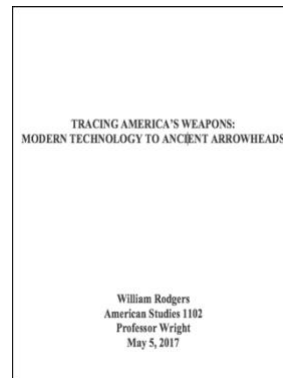
USE OF SOURCES

- Cite *all* material from outside sources (refer to our CMS citation handouts for examples).
- Make sure non-quoted outside material (paraphrases and summaries) is entirely in your own phrasing.
- Limit your use of quotations; quote only when absolutely necessary for wording or context purposes.
- Long quotations (100+ words or 5+ typed lines) should be offset from the text in a "block": Start the block quotation on a new line; indent the *entire* quotation one-half inch and use single spacing. Double-space before and after block quotations. Do not use quotation marks.
- If you are using the CMS NB method, use your word-processing program's footnote or endnote feature.
- At the top of your list of sources, center "Bibliography" (for Notes and Bibliography style) or "References" (for Author-Date style) in bold typeface. Place two double-spaced lines between "Bibliography" or "References" and your first entry.