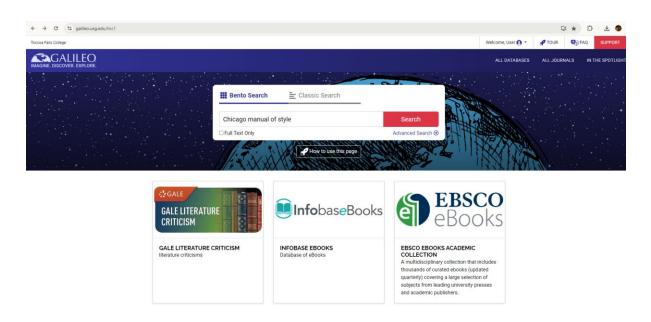
A USER'S GUIDE

to

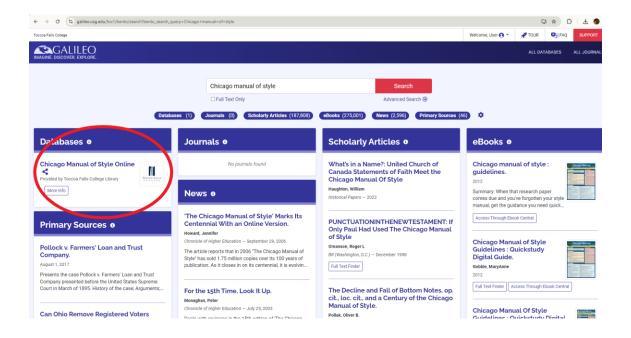
THE CHICAGO MANUAL OF STYLE (17th edition)

I. Accessing the CMS17

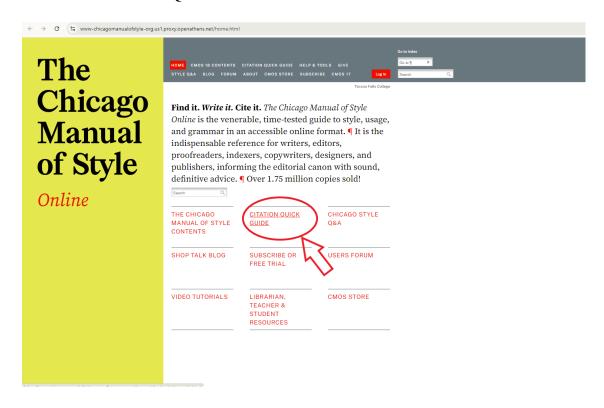
- a. The online version of the Chicago Manual of Style 17 is available through GALILEO
 - i. Login to GALIEO and enter "Chicago Manual of Style" in the search bar.



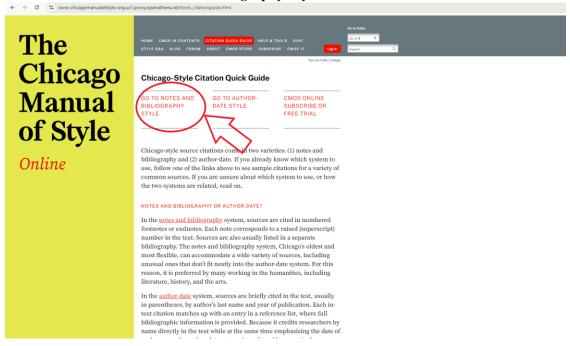
ii. Click the link to the "Chicago Manual of Style Online" which comes up in the search results



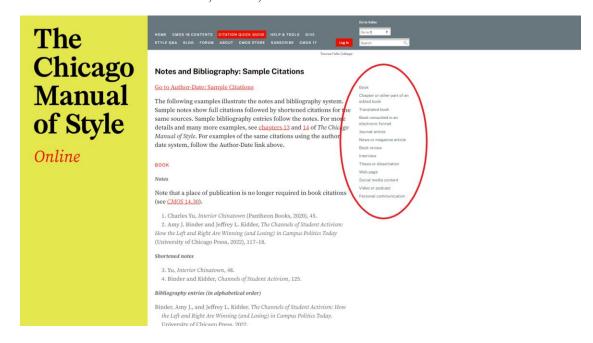
iii. Select "Citation Quick Guide"



iv. Select "Go to Notes and Bibliography Style"



v. Consult the page "Notes and Bibliography: Sample Citations," which gives plenty of examples of how to format footnotes and bibliographical references for different kinds of books, articles, and other forms of media.



II. Notes and Bibliography – Most Common Examples (taken from CMS 17 Sample Citations)

- a. Book (single author)
 - i. Footnote (first citation)
 - Charles Yu, *Interior Chinatown* (Pantheon Books, 2020), 45.
 - ii. Footnote (subsequent citations)
 - Yu, Interior Chinatown, 48.
 - iii. Bibliography
 - Yu, Charles. *Interior Chinatown*. Pantheon Books, 2020.

b. Book in Electronic Format

- i. Footnote (first citation)
 - Brooke Borel, *The Chicago Guide to Fact-Checking*, 2nd ed. (University of Chicago Press, 2023), 92, EBSCOhost.
- ii. Footnote (subsequent citations)
 - Borel, Fact-Checking, 104–5.
- iii. Bibliography
 - Borel, Brooke. *The Chicago Guide to Fact-Checking*. 2nd ed. University of Chicago Press, 2023. EBSCOhost.

c. Article or Chapter in an Edited Volume

- i. Footnote (first citation)
 - Kathleen Doyle, "The Queen Mary Psalter," in *The Book by Design: The Remarkable Story of the World's Greatest Invention*, ed. P. J. M. Marks and Stephen Parkin (University of Chicago Press, 2023), 64.
- ii. Footnote (subsequent citations)
 - Doyle, "Queen Mary Psalter," 65.
- iii. Bibliography
 - Doyle, Kathleen. "The Queen Mary Psalter." In *The Book by Design: The Remarkable Story of the World's Greatest Invention*, edited by P. J. M. Marks and Stephen Parkin. University of Chicago Press, 2023.

d. Journal Article (single author)

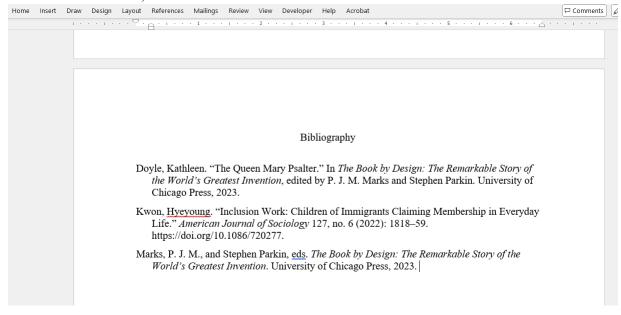
- i. Footnote (first citation)
 - Hyeyoung Kwon, "Inclusion Work: Children of Immigrants Claiming Membership in Everyday Life," *American Journal of Sociology* 127, no. 6 (2022): 1842–43
- ii. Footnote (subsequent citations)
 - Kwon, "Inclusion Work," 1851.
- iii. Bibliography
 - Kwon, Hyeyoung. "Inclusion Work: Children of Immigrants Claiming Membership in Everyday Life." *American Journal of Sociology* 127, no. 6 (2022): 1818–59.

III. Formatting Footnotes and Bibliography

- a. Footnotes
 - A footnote should appear below the text, in Times New Roman font, size 10, like so:

b. Bibliography

 Bibliographical references should be in alphabetical order, by last name, Times New Roman font, size 12, single spaced, and subsequent lines indented a half inch, like so:



¹ Kathleen Doyle, "The Queen Mary Psalter," in *The Book by Design: The Remarkable Story of the World's Greatest Invention*, ed. P. J. M. Marks and Stephen Parkin (University of Chicago Press, 2023), 64.