

**A USER'S GUIDE**  
**to**  
**THE CHICAGO MANUAL OF STYLE (17<sup>th</sup> 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.

The screenshot shows the GALILEO website interface. At the top, the URL is galileo.usg.edu/toct. The search bar contains the text "Chicago manual of style" and a red "Search" button. Below the search bar, there are options for "Full Text Only" and "Advanced Search". The search results are displayed in three columns:

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- EBSCO EBOOKS ACADEMIC COLLECTION**  
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ii. Click the link to the “Chicago Manual of Style Online” which comes up in the search results

galileo.usg.edu/toc1/bento/search?bento\_search\_query=Chicago+manual+of+style

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**Databases**

Chicago Manual of Style Online  
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**Journals**

No journals found

**Scholarly Articles**

What's in a Name?: United Church of Canada Statements of Faith Meet the Chicago Manual Of Style  
 Haughton, William  
 Historical Papers – 2022

PUNCTUATIONINTHENEWTESTAMENT: IF ONLY Paul Had Used The Chicago Manual of Style  
 Omanson, Roger L  
 BR (Washington, D.C.) – December 1998  
 Full Text Finder

**eBooks**

Chicago manual of style : guidelines.  
 2012  
 Summary: When that research paper comes due and you've forgotten your style manual, get the guidance you need quick...  
 Access Through Ebook Central

Chicago Manual of Style Guidelines : Quickstudy Digital Guide.  
 Gobble, MaryAnne  
 2012  
 Full Text Finder | Access Through Ebook Central

Chicago Manual of Style Guidelines : Quickstudy Digital

**Primary Sources**

Pollock v. Farmers' Loan and Trust Company.  
 August 1, 2017  
 Presents the case Pollock v. Farmers' Loan and Trust Company presented before the United States Supreme Court in March of 1895. History of the case; Arguments...

'The Chicago Manual of Style' Marks Its Centennial With an Online Version.  
 Howard, Jennifer  
 Chronicle of Higher Education – September 29, 2006  
 The article reports that in 2006 'The Chicago Manual of Style' has sold 1.75 million copies over its 100 years of publication. As it closes in on its centennial, it is evolvin...

For the 15th Time, Look It Up.  
 Monaghan, Peter  
 Chronicle of Higher Education – July 25, 2003  
 Deals with revising the 15th edition of The Chicago...

The Decline and Fall of Bottom Notes, op. cit., loc. cit., and a Century of the Chicago Manual of Style.  
 Pollak, Oliver B.

iii. Select "Citation Quick Guide"

www.chicagomanualofstyle-org.us1.proxy.openathens.net/home.html

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**The Chicago Manual of Style Online**

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GO TO AUTHOR-DATE STYLE

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Chicago-style source citations come in two varieties: (1) notes and bibliography and (2) author-date. If you already know which system to use, follow one of the links above to see sample citations for a variety of common sources. If you are unsure about which system to use, or how the two systems are related, read on.

NOTES AND BIBLIOGRAPHY OR AUTHOR-DATE?

In the **notes and bibliography** system, sources are cited in numbered footnotes or endnotes. Each note corresponds to a raised (superscript) number in the text. Sources are also usually listed in a separate bibliography. The notes and bibliography system, Chicago's oldest and most flexible, can accommodate a wide variety of sources, including unusual ones that don't fit neatly into the author-date system. For this reason, it is preferred by many working in the humanities, including literature, history, and the arts.

In the **author-date** system, sources are briefly cited in the text, usually in parentheses, by author's last name and year of publication. Each in-text citation matches up with an entry in a reference list, where full bibliographic information is provided. Because it credits researchers by name directly in the text while at the same time emphasizing the date of

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.

The Chicago Manual of Style Online

Notes and Bibliography: Sample Citations

Go to Author-Date: Sample Citations

The following examples illustrate the notes and bibliography system. Sample notes show full citations followed by shortened citations for the same sources. Sample bibliography entries follow the notes. For more details and many more examples, see [chapters 13](#) and [14](#) of *The Chicago Manual of Style*. For examples of the same citations using the author-date system, follow the Author-Date link above.

**BOOK**

**Notes**

Note that a place of publication is no longer required in book citations (see [CMOS 14.30](#)).

1. Charles Yu, *Interior Chinatown* (Pantheon Books, 2020), 45.
2. Amy J. Binder and Jeffrey L. Kidder, *The Channels of Student Activism: How the Left and Right Are Winning (and Losing) in Campus Politics Today* (University of Chicago Press, 2022), 117–18.

**Shortened notes**

3. Yu, *Interior Chinatown*, 48.
4. Binder and Kidder, *Channels of Student Activism*, 125.

**Bibliography entries (in alphabetical order)**

Binder, Amy J., and Jeffrey L. Kidder. *The Channels of Student Activism: How the Left and Right Are Winning (and Losing) in Campus Politics Today*. University of Chicago Press, 2022.

- Book
- Chapter or other part of an edited book
- Translated book
- Book consulted in an electronic format
- Journal article
- News or magazine article
- Book review
- Interview
- Thesis or dissertation
- Web page
- Social media content
- Video or podcast
- Personal communication

## 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:

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<sup>1</sup> 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.

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:

