

chicago manual of style 17th edition submission guidelines

Mastering the Chicago Manual of Style 17th Edition Submission Guidelines: A Comprehensive Guide

chicago manual of style 17th edition submission guidelines are an essential roadmap for anyone seeking to publish academic papers, scholarly articles, or book manuscripts according to the rigorous standards of one of the most respected style guides in the world. Navigating these guidelines can seem daunting, but understanding their nuances is crucial for ensuring your work is accepted and taken seriously within academic and publishing circles. This article will delve deeply into the core components of the 17th edition of the Chicago Manual of Style (CMOS 17) submission requirements, covering everything from manuscript preparation and citation methods to the intricacies of formatting. We will explore the two primary citation systems, the author-date and the notes-bibliography, and how to apply them effectively. Furthermore, we will dissect the rules governing in-text citations, bibliographic entries, and the crucial formatting details that academic publishers and editors expect. Mastering these submission guidelines will not only enhance the clarity and professionalism of your writing but also demonstrate your commitment to scholarly precision, making your work more accessible and impactful for your intended audience.

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The Foundation: Understanding the Chicago Manual of Style 17th Edition

The Chicago Manual of Style (CMOS) is a widely adopted style guide that provides comprehensive recommendations on matters of writing, editing, and formatting. The 17th edition, published in 2017, represents the latest evolution of these standards, incorporating updates to reflect contemporary publishing practices and technological

advancements. For authors aiming to submit their work to academic journals, university presses, or other scholarly publishers, a thorough understanding of CMOS 17 is not merely beneficial; it is often a prerequisite. This manual covers a vast array of topics, from grammar and punctuation to the specific conventions of academic writing. Adhering to its principles ensures consistency, clarity, and credibility in your manuscript, demonstrating a respect for the established norms of academic discourse.

The overarching goal of CMOS is to facilitate clear communication and to ensure that published works are presented in a uniform and professional manner. Publishers typically specify which edition of the Chicago Manual of Style they require, and for most current submissions, this will be the 17th edition. Familiarizing yourself with its structure and content will equip you to meet the exacting demands of the publishing world. It is important to remember that while CMOS provides a robust framework, individual publishers or journals may have their own specific editorial guidelines that supplement or occasionally deviate from the manual's recommendations. Therefore, always consult the specific submission guidelines of the target publication in conjunction with CMOS 17.

Manuscript Preparation for Submission

Before even thinking about submitting your work, meticulous preparation of your manuscript is paramount. This involves more than just writing; it encompasses ensuring your document adheres to the structural and stylistic requirements that CMOS 17 outlines. Proper manuscript preparation is the first step in making a positive impression on editors and reviewers, signaling your professionalism and attention to detail. This stage often dictates whether your submission will even be considered for further review.

General Formatting Requirements

The Chicago Manual of Style 17th edition submission guidelines provide a clear framework for the general formatting of a manuscript. These standards are designed to ensure readability and consistency, making the editorial process smoother. Key elements include:

- **Page Layout:** Manuscripts should generally be double-spaced, with 1-inch margins on all sides of the page. This generous spacing allows for editorial notes and comments.
- **Font:** A standard, easily readable font such as Times New Roman, 12-point, is typically preferred. Avoid overly stylized or decorative fonts.
- **Pagination:** Pages should be numbered consecutively, usually starting with the title page or the first page of the text. Page numbers are typically placed in the upper right-hand corner.

- **Indentation:** Paragraphs should be indented, typically by five spaces or 0.5 inches, except for the first paragraph of a section or chapter, which may be flush left.
- **Line Spacing:** Double-spacing is the standard for most of the manuscript, including block quotations and bibliographic entries, although some publishers may request single-spacing for certain elements.

These seemingly minor details contribute significantly to the overall presentation of your work. A well-formatted manuscript demonstrates respect for the editorial process and makes it easier for editors to evaluate your content.

Title Page and Front Matter

A properly constructed title page is a crucial component of any submission governed by the Chicago Manual of Style 17th edition submission guidelines. It serves as the primary identifier for your work and should contain essential information in a clear and organized manner. Typically, the title page includes the full title of the manuscript, your name, and your affiliation. For academic submissions, this might also include course information or the name of the professor if it is a student paper. The title should be concise yet informative, accurately reflecting the subject matter of your work. Ensure there are no typos or grammatical errors on this page, as it is the first thing an editor will see.

Beyond the title page, other front matter elements might be required, depending on the nature of the submission. This can include an abstract, a table of contents, and acknowledgments. An abstract, which is a brief summary of your work, is particularly important for journal articles and dissertations. It should concisely convey the main arguments, methodology, and findings of your research. The table of contents, if included, should accurately list all major sections and subsections with corresponding page numbers. Acknowledgments are where you can express gratitude to individuals or institutions that provided support during the creation of your work.

The Two Citation Systems: Notes-Bibliography and Author-Date

The Chicago Manual of Style 17th edition submission guidelines offer two distinct systems for citing sources: the notes-bibliography system and the author-date system. The choice between these two is often dictated by the discipline or the specific requirements of the publisher. Understanding the fundamental differences and applications of each system is critical for ensuring your citations are accurate and compliant.

Notes-Bibliography System

The notes-bibliography system is favored in many humanities disciplines, including literature, history, and the arts. It utilizes footnotes or endnotes to cite sources within the text and a comprehensive bibliography at the end of the work. In-text citations appear as superscript numbers, which correspond to numbered notes. Each note provides full bibliographic information for the source on its first citation, and a shortened form for subsequent citations. The bibliography at the end of the manuscript lists all sources cited, providing a consolidated reference for the reader. This system allows for extensive explanatory notes and commentary to be embedded within the text without disrupting the flow of the main argument.

This method offers a high degree of flexibility for authors who wish to include digressions, elaborations, or direct references to specific passages without interrupting the narrative. The detailed notes serve as a rich resource for readers who wish to delve deeper into the cited materials. It is essential to maintain consistency in the format of both the notes and the bibliography, ensuring that every entry adheres precisely to CMOS 17 standards.

Author-Date System

The author-date system is more commonly employed in the social sciences and natural sciences. In this system, brief parenthetical citations are included directly within the text, typically consisting of the author's last name and the year of publication. For example: (Smith 2020). If page numbers are relevant, they are included as well: (Smith 2020, 45). This system is supplemented by a reference list at the end of the manuscript, which includes all sources cited in the text, presented in alphabetical order by author's last name. The reference list provides full bibliographic details for each source.

The primary advantage of the author-date system is its conciseness within the text, which can enhance readability for those less concerned with the extensive annotation common in humanities. It quickly directs readers to the source of information without requiring them to consult extensive footnotes or endnotes. This system is particularly useful in fields where rapid access to source information is crucial for understanding complex data or arguments.

In-Text Citations: A Detailed Look

Regardless of which citation system you employ, accurate and consistent in-text citations are a cornerstone of the Chicago Manual of Style 17th edition submission guidelines. These citations serve to give credit to the original authors, allow readers to locate the sources, and prevent plagiarism. The specific format of in-text citations varies significantly between the notes-bibliography and author-date systems.

In-Text Citations for Notes-Bibliography

When using the notes-bibliography system, in-text citations are indicated by superscript numbers placed at the end of a sentence or clause, immediately following any punctuation. These numbers correspond to notes that appear at the bottom of the page (footnotes) or at the end of the chapter or manuscript (endnotes). The first time a source is cited in a note, it requires a full bibliographic citation. Subsequent citations of the same source can use a shortened form, typically including the author's last name, a shortened title, and the page number.

For example, a first citation might look like: 1. John Smith, *The History of Chicago* (Chicago: University of Chicago Press, 2018), 112. A subsequent citation would be: 2. Smith, *History of Chicago*, 150. It is crucial to ensure that the superscript number is placed correctly and that the corresponding note accurately reflects the cited material. Many authors find it helpful to use word processing software's built-in footnote or endnote features, which automate the numbering and placement of these citations.

In-Text Citations for Author-Date

In the author-date system, in-text citations are embedded directly into the text, enclosed in parentheses. The basic format is the author's last name and the year of publication. For example: (Jones 2019). If you are referring to a specific part of the source, you include the page number(s): (Jones 2019, 78–79). If the author's name is mentioned in the sentence, it is not repeated in the parenthetical citation: As Jones argues in his 2019 study, the city's growth was unprecedented (p. 78). This streamlined approach allows for easy tracking of sources without extensive notes.

When multiple works by the same author in the same year are cited, they are distinguished by adding lowercase letters to the year (e.g., 2019a, 2019b). The order of these letters is determined by the order in which the works appear in the reference list. It is vital to ensure that every in-text citation has a corresponding entry in the reference list and vice versa. This cross-referencing is fundamental to the integrity of the author-date system.

Crafting Your Bibliography or Reference List

The bibliography or reference list is the capstone of your citation efforts, providing a complete inventory of all the sources you have consulted and cited in your work. The Chicago Manual of Style 17th edition submission guidelines dictate specific formatting for these lists, depending on the chosen citation system. Consistency and accuracy are paramount here.

Bibliography Formatting (Notes-Bibliography System)

A bibliography compiled under the notes-bibliography system includes all sources cited in the notes, along with any other sources consulted but not directly cited (sometimes labeled "Works Consulted" or "Further Reading" if distinct from the primary bibliography). The bibliography is arranged alphabetically by the author's last name. Each entry begins with the author's last name followed by their first name. Titles of books and journals are italicized. For journal articles, the article title is enclosed in quotation marks. Publication details, such as the city of publication, publisher, and year, are included for books. For journal articles, the journal title, volume number, issue number, and page range are provided.

The formatting of each entry follows a strict pattern, including punctuation. For instance, a book entry might look like: Smith, John. *The History of Chicago*. Chicago: University of Chicago Press, 2018. An article entry would be: Williams, Sarah. "Urban Development in the 19th Century." *Journal of Urban History* 45, no. 3 (2019): 301–25. Pay close attention to the use of commas, periods, and italics as prescribed by CMOS 17.

Reference List Formatting (Author-Date System)

When using the author-date system, the list of sources at the end of the manuscript is typically called a "Reference List" or sometimes simply "References." Like the bibliography, it is organized alphabetically by the author's last name. The primary difference from a CMOS bibliography is the inclusion of the publication year immediately after the author's name. This makes it easy for readers to quickly match in-text citations with the full source details.

For example, a book entry in an author-date reference list would appear as: Smith, John. 2018. *The History of Chicago*. Chicago: University of Chicago Press. An article entry would be: Williams, Sarah. 2019. "Urban Development in the 19th Century." *Journal of Urban History* 45 (3): 301–25. The formatting for journal articles in the author-date system also specifies the volume and issue numbers and the page range, all arranged in a consistent manner. Consistent adherence to these formatting rules ensures that your reference list is clear, accurate, and easily navigable for your readers.

Formatting Essentials for Submission

Beyond the specifics of citation, the Chicago Manual of Style 17th edition submission guidelines offer detailed instructions on various formatting elements that contribute to the overall presentation and professionalism of your manuscript. Adhering to these guidelines ensures that your work is presented in a manner that is both professional and compliant with industry standards.

Handling Tables and Figures

Tables and figures (which include graphs, charts, and images) require specific formatting when submitted according to CMOS 17. Each table and figure should be numbered consecutively and assigned a title or caption. For tables, the title is typically placed above the table, while captions for figures are usually placed below the figure. CMOS provides detailed rules on the presentation of data within tables, including the use of lines, spacing, and the placement of units of measurement. For figures, guidelines cover resolution, file formats, and proper attribution if the image is not original.

It is crucial to ensure that tables and figures are clearly labeled and referenced in the text (e.g., "as shown in table 1" or "figure 3 illustrates"). Editors will expect these elements to be integrated seamlessly into the manuscript and to be easily interpretable. Consistency in numbering and titling is key. If you are submitting digital files for figures, adhere strictly to any publisher specifications regarding file type (e.g., TIFF, EPS) and resolution.

Special Characters and Punctuation

The Chicago Manual of Style 17th edition submission guidelines offer extensive guidance on the correct usage of special characters and punctuation, which are vital for precise communication. This includes rules for hyphenation, dashes (en dash and em dash), apostrophes, quotation marks, and the use of italics. For instance, CMOS distinguishes clearly between the hyphen, en dash, and em dash, each serving different grammatical and typographical functions. The manual also provides specific recommendations on when to use single versus double quotation marks and how to handle quotations within quotations.

Understanding these finer points of punctuation and the correct use of special characters can significantly improve the clarity and professionalism of your writing. For example, proper use of dashes can break up long sentences and improve readability, while consistent use of quotation marks ensures that direct speech or quoted material is clearly delineated. Publishers rely on authors to have a firm grasp of these conventions, as errors can detract from the perceived quality of the work.

Specific Guidelines for Different Submission Types

While the core principles of the Chicago Manual of Style 17th edition submission guidelines remain consistent, specific requirements can vary depending on the type of document you are preparing, whether it's a book manuscript, a journal article, or a dissertation.

Book Manuscripts

For book manuscripts, the Chicago Manual of Style 17th edition submission guidelines often emphasize structural integrity and clear chapter organization. Publishers expect manuscripts to be well-structured with clear divisions into chapters and subchapters. The front matter, including the title page, dedication, table of contents, and preface or introduction, must be meticulously prepared. The back matter, which typically includes the bibliography, index, and appendices, also requires careful attention to detail according to CMOS standards. The overall length, tone, and style should align with the genre and intended audience of the book. Publishers will usually provide specific author guidelines that may elaborate on or modify CMOS recommendations for their particular imprint.

Journal Articles

Journal article submissions often have the most stringent adherence requirements to specific journal guidelines, which are themselves usually based on CMOS 17. The Chicago Manual of Style 17th edition submission guidelines for articles are particularly focused on the conciseness of in-text citations and the accuracy of the bibliography or reference list. Abstracts are almost always required and must be carefully written to summarize the article's content effectively. Word limits are common, necessitating precise and economical writing. The choice between the notes-bibliography and author-date system is usually dictated by the journal's discipline. Many journals also have specific requirements for manuscript formatting, including file types and submission methods, which must be followed precisely.

Dissertations and Theses

Academic institutions have their own formatting and submission guidelines for dissertations and theses, which are typically derived from the Chicago Manual of Style 17th edition submission guidelines. While the core citation and stylistic principles of CMOS are usually followed, universities often impose specific requirements regarding the order of sections, font choices, margin sizes, and the inclusion of particular forms of front and back matter, such as abstract approvals or committee signatures. It is imperative to consult your university's graduate school or dissertation office for their precise guidelines, as these will supersede general CMOS recommendations in this context. Accuracy in referencing and clear presentation of research are paramount.

By diligently following the comprehensive directives provided by the Chicago Manual of Style 17th edition submission guidelines, authors can significantly enhance the clarity, credibility, and professional presentation of their work. Understanding and implementing these standards is a critical step toward successful publication and effective scholarly communication.

FAQ

Q: What is the primary difference between the notes-bibliography and author-date systems in the Chicago Manual of Style 17th edition?

A: The primary difference lies in how sources are cited within the text and the structure of the concluding reference list. The notes-bibliography system uses footnotes or endnotes for citations and a comprehensive bibliography at the end. The author-date system uses brief parenthetical citations in the text (author, year) and a reference list at the end.

Q: Are there specific margin requirements outlined in the Chicago Manual of Style 17th edition submission guidelines?

A: Yes, the Chicago Manual of Style 17th edition generally recommends 1-inch margins on all sides of the page for manuscripts. This allows ample space for editorial comments.

Q: Should I use footnotes or endnotes when using the notes-bibliography system for submission?

A: The Chicago Manual of Style 17th edition allows for either footnotes or endnotes. Publishers will often specify their preference. Footnotes appear at the bottom of the page, while endnotes are gathered at the end of the chapter or document.

Q: How should I format a book title in an in-text citation for the author-date system?

A: In the author-date system, book titles in in-text citations are not italicized. The citation format is typically (Author Year, Page). For example: (Smith 2020, 45).

Q: What is the rule for alphabetizing entries in a Chicago style bibliography or reference list?

A: Entries are alphabetized by the author's last name. If an entry has no author, it is alphabetized by the first significant word of the title.

Q: Do I need to include a table of contents for all submissions under the Chicago Manual of Style 17th

edition submission guidelines?

A: While CMOS recommends a table of contents for longer works, its inclusion for submission depends on the specific requirements of the publisher or institution. For book manuscripts and dissertations, it is generally expected.

Q: How do I cite a source that has no author listed, according to CMOS 17?

A: If a source has no author, you typically begin the citation with the title of the work. For the notes-bibliography system, the title will appear in the note and bibliography entry. For the author-date system, the title will be used in place of the author's name in the parenthetical citation and at the beginning of the reference list entry.

Q: What is the recommended font and font size for manuscripts following the Chicago Manual of Style 17th edition submission guidelines?

A: CMOS generally recommends a standard, readable font such as Times New Roman in 12-point size. Consistency in font and size throughout the manuscript is important.

Q: How should block quotations be formatted in a manuscript following CMOS 17?

A: Block quotations, typically defined as those exceeding a certain length (e.g., five or more lines of prose), should be set off from the main text by indenting the entire quotation. They are usually single-spaced and do not use quotation marks. The citation follows the quotation.

Q: Are there specific guidelines for formatting abbreviations and acronyms in CMOS 17?

A: Yes, CMOS 17 provides detailed guidance on when and how to use abbreviations and acronyms. Generally, it is recommended to spell out full terms on first mention followed by the abbreviation in parentheses, and then use the abbreviation thereafter. The manual also specifies preferred abbreviations for common terms.

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