

CHICAGO MANUAL OF STYLE QUICK GUIDE EXAMPLES

MASTERING THE CHICAGO MANUAL OF STYLE: A QUICK GUIDE WITH EXAMPLES

CHICAGO MANUAL OF STYLE QUICK GUIDE EXAMPLES ARE ESSENTIAL FOR ANYONE NAVIGATING THE COMPLEXITIES OF ACADEMIC AND PROFESSIONAL WRITING. THIS COMPREHENSIVE GUIDE AIMS TO DEMYSTIFY THE WIDELY RECOGNIZED CHICAGO MANUAL OF STYLE (CMOS), OFFERING CLEAR EXPLANATIONS AND PRACTICAL EXAMPLES FOR COMMON CITATION AND FORMATTING CHALLENGES. WHETHER YOU'RE A STUDENT, RESEARCHER, OR EDITOR, UNDERSTANDING CMOS CAN SIGNIFICANTLY ENHANCE THE CLARITY, CREDIBILITY, AND PROFESSIONALISM OF YOUR WORK. WE WILL DELVE INTO ESSENTIAL ELEMENTS SUCH AS IN-TEXT CITATIONS, BIBLIOGRAPHIES, PUNCTUATION, AND SPECIFIC STYLISTIC CONVENTIONS THAT FORM THE BACKBONE OF THIS ESTEEMED STYLE GUIDE. BY PROVIDING READILY APPLICABLE CHICAGO MANUAL OF STYLE QUICK GUIDE EXAMPLES, THIS ARTICLE EMPOWERS YOU TO APPLY THESE PRINCIPLES EFFECTIVELY.

TABLE OF CONTENTS

UNDERSTANDING CHICAGO STYLE BASICS

IN-TEXT CITATIONS: AUTHOR-DATE SYSTEM

IN-TEXT CITATIONS: NOTES AND BIBLIOGRAPHY SYSTEM

BIBLIOGRAPHIC ENTRIES: KEY EXAMPLES

PUNCTUATION AND GRAMMAR: COMMON CMOS RULES

CAPITALIZATION AND TITLES

NUMBERS AND ABBREVIATIONS

SPECIAL FORMATTING CONSIDERATIONS

UNDERSTANDING CHICAGO STYLE BASICS

THE CHICAGO MANUAL OF STYLE IS ONE OF THE MOST WIDELY USED STYLE GUIDES IN NORTH AMERICA, PARTICULARLY IN THE HUMANITIES AND SOCIAL SCIENCES. IT OFFERS TWO PRIMARY SYSTEMS FOR CITING SOURCES: THE AUTHOR-DATE SYSTEM AND THE NOTES AND BIBLIOGRAPHY SYSTEM. CHOOSING THE CORRECT SYSTEM OFTEN DEPENDS ON THE DISCIPLINE OR PUBLISHER'S REQUIREMENTS. BOTH SYSTEMS AIM FOR CLARITY, CONSISTENCY, AND ACCURATE ATTRIBUTION OF SOURCES, PREVENTING PLAGIARISM AND ALLOWING READERS TO EASILY LOCATE ORIGINAL MATERIALS. FAMILIARITY WITH THESE FUNDAMENTAL PRINCIPLES IS THE FIRST STEP TOWARD MASTERING CMOS.

THIS STYLE GUIDE IS RENOWNED FOR ITS THOROUGHNESS, ADDRESSING A VAST ARRAY OF WRITING AND EDITING ISSUES BEYOND MERE CITATION. IT COVERS EVERYTHING FROM MANUSCRIPT PREPARATION AND PROOFREADING TO LEGAL CITATIONS AND ELECTRONIC PUBLISHING. FOR THOSE SEEKING A CHICAGO MANUAL OF STYLE QUICK GUIDE EXAMPLES, UNDERSTANDING THE RATIONALE BEHIND ITS RULES—PROMOTING READABILITY AND PRECISION—IS CRUCIAL FOR EFFECTIVE APPLICATION. THE GOAL IS TO CREATE A POLISHED, PROFESSIONAL DOCUMENT THAT ADHERES TO ESTABLISHED ACADEMIC AND PUBLISHING STANDARDS.

IN-TEXT CITATIONS: AUTHOR-DATE SYSTEM

THE AUTHOR-DATE SYSTEM, OFTEN PREFERRED IN THE SCIENCES AND SOCIAL SCIENCES, USES PARENTHETICAL CITATIONS WITHIN THE TEXT TO INDICATE THE SOURCE OF INFORMATION. THIS SYSTEM IS CONCISE AND DIRECTLY LINKS THE READER TO THE CORRESPONDING ENTRY IN THE BIBLIOGRAPHY AT THE END OF THE DOCUMENT. WHEN USING THIS METHOD, THE CITATION TYPICALLY INCLUDES THE AUTHOR'S LAST NAME, THE YEAR OF PUBLICATION, AND A PAGE NUMBER IF A DIRECT QUOTE IS USED.

PARENTHETICAL CITATIONS WITH AUTHOR-DATE

FOR MOST SOURCES, THE PARENTHETICAL CITATION FOLLOWS THIS FORMAT: (AUTHOR LAST NAME YEAR, PAGE NUMBER). FOR EXAMPLE, IF YOU ARE QUOTING FROM A BOOK BY JANE SMITH PUBLISHED IN 2020, AND THE QUOTE APPEARS ON PAGE 45, THE

CITATION WOULD BE (SMITH 2020, 45).

WHEN THE AUTHOR'S NAME IS MENTIONED IN THE TEXT, THE YEAR AND PAGE NUMBER ARE STILL INCLUDED IN PARENTHESES. FOR INSTANCE, "AS SMITH ARGUED IN HER 2020 STUDY, THE RESULTS WERE SIGNIFICANT (45)." IF THERE ARE MULTIPLE AUTHORS, THE RULES FOR LISTING THEM VARY BASED ON THE NUMBER OF AUTHORS INVOLVED, BUT GENERALLY INVOLVE USING "ET AL." FOR MORE THAN TWO AUTHORS.

CITING MULTIPLE WORKS

TO CITE MULTIPLE WORKS WITHIN THE SAME PARENTHESES, SEPARATE THEM WITH SEMICOLONS. THE ORDER IS TYPICALLY CHRONOLOGICAL BY AUTHOR'S LAST NAME, OR ALPHABETICAL IF THE YEARS ARE THE SAME. FOR EXAMPLE: (ADAMS 2019; BAKER 2021; CHEN 2020).

CITING INDIRECT SOURCES

IF YOU ARE CITING A SOURCE THAT WAS ITSELF CITED IN ANOTHER SOURCE (AN INDIRECT CITATION), YOU SHOULD NOTE THIS CLEARLY. THE FORMAT IN CMOS FOR THIS IS TYPICALLY (ORIGINAL AUTHOR YEAR, CITED IN SECONDARY AUTHOR YEAR, PAGE NUMBER). FOR EXAMPLE: (JOHNSON 1998, CITED IN WILLIAMS 2022, 112).

IN-TEXT CITATIONS: NOTES AND BIBLIOGRAPHY SYSTEM

THE NOTES AND BIBLIOGRAPHY SYSTEM IS PREVALENT IN THE HUMANITIES, SUCH AS LITERATURE, HISTORY, AND ART. THIS METHOD EMPLOYS NUMBERED FOOTNOTES OR ENDNOTES TO CITE SOURCES, WITH A COMPREHENSIVE BIBLIOGRAPHY APPEARING AT THE END OF THE WORK. THIS SYSTEM ALLOWS FOR MORE EXTENSIVE COMMENTARY AND EXPLANATION WITHIN THE NOTES, IN ADDITION TO SOURCE ATTRIBUTION.

FOOTNOTES AND ENDNOTES

WHEN YOU REFERENCE A SOURCE FOR THE FIRST TIME USING THIS SYSTEM, THE NOTE WILL CONTAIN FULL BIBLIOGRAPHIC INFORMATION. SUBSEQUENT REFERENCES TO THE SAME SOURCE WILL USE A SHORTENED FORM. FOR A DIRECT QUOTE, A FOOTNOTE OR ENDNOTE MIGHT LOOK LIKE THIS: JANE SMITH, *THE ART OF WRITING* (CHICAGO: UNIVERSITY OF CHICAGO PRESS, 2020), 45.

FOR SUBSEQUENT CITATIONS OF THE SAME SOURCE, THE NOTE WOULD BE SHORTENED: SMITH, *THE ART OF WRITING*, 78. IF YOU ARE CITING THE EXACT SAME SOURCE AND PAGE NUMBER AS THE IMMEDIATELY PRECEDING NOTE, YOU CAN USE "IBID." FOR THE FIRST CITATION (IBID., 45), AND "IBID." ALONE IF THE PAGE NUMBER IS ALSO THE SAME.

PLACEMENT OF NOTES

FOOTNOTES APPEAR AT THE BOTTOM OF THE PAGE WHERE THE REFERENCE IS MADE, WHILE ENDNOTES ARE COLLECTED AT THE END OF THE CHAPTER OR THE ENTIRE DOCUMENT. THE CHOICE BETWEEN FOOTNOTES AND ENDNOTES IS USUALLY DETERMINED BY PUBLISHER PREFERENCE OR AUTHOR CONVENIENCE. BOTH SERVE THE SAME PRIMARY FUNCTION OF LINKING TEXT TO ITS SOURCE.

BIBLIOGRAPHIC ENTRIES: KEY EXAMPLES

THE BIBLIOGRAPHY IS A CORNERSTONE OF SCHOLARLY WORK, PROVIDING A COMPLETE LIST OF ALL SOURCES CONSULTED AND CITED. THE FORMAT FOR BIBLIOGRAPHIC ENTRIES VARIES SLIGHTLY DEPENDING ON THE SOURCE TYPE (BOOK, JOURNAL ARTICLE, WEBSITE, ETC.) AND THE CITATION SYSTEM USED. FOR THE NOTES AND BIBLIOGRAPHY SYSTEM, THE BIBLIOGRAPHY ENTRY TYPICALLY INCLUDES AUTHOR, TITLE, PUBLICATION DETAILS, AND PAGE NUMBERS FOR SPECIFIC REFERENCES. FOR THE AUTHOR-DATE SYSTEM, THE BIBLIOGRAPHY ENTRIES ARE ALSO LISTED ALPHABETICALLY BUT WITHOUT PAGE NUMBERS UNLESS THE SOURCE ITSELF IS A CHAPTER OR SECTION WITHIN A LARGER WORK.

BOOK ENTRY EXAMPLE (NOTES AND BIBLIOGRAPHY SYSTEM)

SMITH, JANE. *THE ART OF WRITING*. CHICAGO: UNIVERSITY OF CHICAGO PRESS, 2020.

JOURNAL ARTICLE ENTRY EXAMPLE (NOTES AND BIBLIOGRAPHY SYSTEM)

ADAMS, JOHN. "THE IMPACT OF DIGITAL MEDIA." *JOURNAL OF COMMUNICATION STUDIES* 15, no. 3 (2021): 112-130.

WEBSITE ENTRY EXAMPLE (NOTES AND BIBLIOGRAPHY SYSTEM)

NATIONAL ARCHIVES. "DECLARATION OF INDEPENDENCE." NATIONAL ARCHIVES. LAST MODIFIED JANUARY 15, 2023. [HTTPS://WWW.ARCHIVES.GOV/HISTORICAL-DOCS/DECLARATION](https://www.archives.gov/historical-docs/declaration).

BOOK ENTRY EXAMPLE (AUTHOR-DATE SYSTEM)

SMITH, JANE. 2020. *THE ART OF WRITING*. CHICAGO: UNIVERSITY OF CHICAGO PRESS.

JOURNAL ARTICLE ENTRY EXAMPLE (AUTHOR-DATE SYSTEM)

ADAMS, JOHN. 2021. "THE IMPACT OF DIGITAL MEDIA." *JOURNAL OF COMMUNICATION STUDIES* 15 (3): 112-130.

PUNCTUATION AND GRAMMAR: COMMON CMOS RULES

BEYOND CITATIONS, THE CHICAGO MANUAL OF STYLE OFFERS DETAILED GUIDANCE ON PUNCTUATION AND GRAMMAR TO ENSURE CLARITY AND CONSISTENCY. ADHERING TO THESE RULES ENHANCES THE READABILITY AND PROFESSIONALISM OF YOUR WRITING. KEY AREAS INCLUDE THE USE OF COMMAS, SEMICOLONS, COLONS, AND APOSTROPHES, AS WELL AS RULES FOR HYPHENATION AND POSSESSIVES.

THE OXFORD COMMA

CMOS STRONGLY RECOMMENDS THE USE OF THE SERIAL COMMA, ALSO KNOWN AS THE OXFORD COMMA, IN A SERIES OF THREE

OR MORE ITEMS. THIS COMMA IS PLACED BEFORE THE COORDINATING CONJUNCTION (USUALLY "AND" OR "OR") PRECEDING THE LAST ITEM IN THE SERIES. FOR EXAMPLE, THE CORRECT USAGE IS "RED, WHITE, AND BLUE," RATHER THAN "RED, WHITE AND BLUE." THIS CONVENTION HELPS TO AVOID AMBIGUITY.

SEMICOLONS AND COLONS

SEMICOLONS ARE USED TO CONNECT CLOSELY RELATED INDEPENDENT CLAUSES THAT ARE NOT JOINED BY A COORDINATING CONJUNCTION. FOR INSTANCE, "THE EXPERIMENT WAS A SUCCESS; THE RESULTS EXCEEDED ALL EXPECTATIONS." COLONS ARE USED TO INTRODUCE LISTS, EXPLANATIONS, OR QUOTATIONS. FOR EXAMPLE, "THE RECIPE REQUIRES THREE MAIN INGREDIENTS: FLOUR, SUGAR, AND EGGS."

APOSTROPHES

APOSTROPHES ARE PRIMARILY USED TO INDICATE POSSESSION AND TO FORM CONTRACTIONS. FOR POSSESSIVES, IF A SINGULAR NOUN ENDS IN S, ADD 'S (E.G., "CHARLES'S BOOK"). IF A PLURAL NOUN ENDS IN S, JUST ADD AN APOSTROPHE (E.G., "THE STUDENTS' PAPERS"). CONTRACTIONS LIKE "IT'S" FOR "IT IS" ARE GENERALLY AVOIDED IN FORMAL ACADEMIC WRITING.

CAPITALIZATION AND TITLES

PROPER CAPITALIZATION IS ESSENTIAL FOR DISTINGUISHING BETWEEN COMMON AND PROPER NOUNS AND FOR CORRECTLY PRESENTING TITLES OF WORKS. CMOS HAS SPECIFIC GUIDELINES FOR CAPITALIZING TITLES OF BOOKS, ARTICLES, AND OTHER CREATIVE WORKS, AS WELL AS FOR CAPITALIZING WORDS WITHIN THESE TITLES.

TITLE CAPITALIZATION STYLE

CMOS EMPLOYS "TITLE CASE" FOR TITLES OF BOOKS, ARTICLES, AND OTHER MAJOR WORKS. THIS MEANS THAT ALL MAJOR WORDS (NOUNS, VERBS, ADJECTIVES, ADVERBS, AND PREPOSITIONS OF FOUR LETTERS OR MORE) ARE CAPITALIZED. MINOR WORDS LIKE ARTICLES (A, AN, THE), PREPOSITIONS OF THREE LETTERS OR LESS, AND COORDINATING CONJUNCTIONS (AND, BUT, OR, FOR, NOR, SO, YET) ARE GENERALLY LOWERCASE UNLESS THEY ARE THE FIRST OR LAST WORD OF THE TITLE.

FOR EXAMPLE, A BOOK TITLE WOULD BE CAPITALIZED AS: A COMPREHENSIVE GUIDE TO CMOS. A JOURNAL ARTICLE TITLE WOULD BE: "UNDERSTANDING CITATION STYLES." THESE RULES ENSURE A CONSISTENT AND PROFESSIONAL APPEARANCE FOR ALL REFERENCED WORKS.

NUMBERS AND ABBREVIATIONS

THE TREATMENT OF NUMBERS AND ABBREVIATIONS IN CMOS IS DESIGNED TO PROMOTE CLARITY AND READER COMPREHENSION. THERE ARE SPECIFIC RULES FOR WHEN TO SPELL OUT NUMBERS AND WHEN TO USE NUMERALS, AS WELL AS GUIDELINES FOR FORMING AND USING ABBREVIATIONS.

WHEN TO SPELL OUT NUMBERS

GENERALLY, CMOS ADVISES SPELLING OUT NUMBERS FROM ONE THROUGH ONE HUNDRED. NUMBERS BEYOND ONE HUNDRED ARE

TYPICALLY WRITTEN AS NUMERALS. THERE ARE EXCEPTIONS, OF COURSE, SUCH AS WHEN A NUMBER BEGINS A SENTENCE (ALWAYS SPELL IT OUT) OR WHEN DEALING WITH PRECISE MEASUREMENTS, DATES, OR STATISTICS.

FOR EXAMPLE, YOU WOULD WRITE: "THERE WERE SEVENTY-FIVE PARTICIPANTS IN THE STUDY." HOWEVER, FOR LARGER FIGURES: "THE PROJECT RECEIVED 1,200 VOTES." CONSISTENCY IS KEY; ONCE A STYLE IS ESTABLISHED FOR A PARTICULAR CONTEXT, IT SHOULD BE MAINTAINED.

ABBREVIATIONS

CMOS SUGGESTS SPELLING OUT COMMON ABBREVIATIONS THE FIRST TIME THEY ARE USED IN THE TEXT, FOLLOWED BY THE ABBREVIATION IN PARENTHESES. FOR EXAMPLE: "THE NORTH ATLANTIC TREATY ORGANIZATION (NATO) RELEASED A STATEMENT." SUBSEQUENT MENTIONS CAN THEN USE THE ABBREVIATION ALONE. HOWEVER, MANY STANDARD ABBREVIATIONS (E.G., "ETC.," "I.E.," "E.G.") ARE USED WITHOUT PRIOR DEFINITION. BE MINDFUL OF CONTEXT AND AUDIENCE WHEN DECIDING ON ABBREVIATION USAGE.

SPECIAL FORMATTING CONSIDERATIONS

BEYOND THE CORE ELEMENTS OF CITATION AND GRAMMAR, CMOS PROVIDES GUIDANCE ON VARIOUS SPECIAL FORMATTING REQUIREMENTS THAT CONTRIBUTE TO A POLISHED FINAL DOCUMENT. THESE CAN INCLUDE HOW TO HANDLE TABLES, FIGURES, AND OTHER ELEMENTS THAT ENHANCE THE PRESENTATION OF INFORMATION.

TABLES AND FIGURES

WHEN INCORPORATING TABLES AND FIGURES, CMOS RECOMMENDS CLEAR LABELING AND CONSISTENT FORMATTING. EACH TABLE AND FIGURE SHOULD HAVE A NUMBER AND A DESCRIPTIVE TITLE. FOR TABLES, COLUMN AND ROW HEADINGS SHOULD BE CLEAR AND CONCISE. FOR FIGURES (GRAPHS, IMAGES, ETC.), CAPTIONS SHOULD PROVIDE NECESSARY CONTEXT. ENSURE THAT ALL BORROWED VISUAL MATERIAL IS PROPERLY ATTRIBUTED, EITHER WITHIN THE CAPTION OR IN A NOTE.

THE PLACEMENT OF TABLES AND FIGURES WITHIN THE TEXT SHOULD BE LOGICAL, IDEALLY NEAR THE FIRST MENTION. IF A TABLE OR FIGURE IS PARTICULARLY COMPLEX OR LENGTHY, IT MAY BE PLACED IN AN APPENDIX. FOLLOWING THESE FORMATTING GUIDELINES ENSURES THAT YOUR SUPPLEMENTARY MATERIALS ARE BOTH INFORMATIVE AND AESTHETICALLY INTEGRATED WITH YOUR MAIN TEXT.

QUOTATIONS

CMOS OUTLINES SPECIFIC RULES FOR INCORPORATING DIRECT QUOTATIONS. SHORT QUOTATIONS (FEWER THAN FIVE LINES OF PROSE, OR THREE LINES OF VERSE) ARE TYPICALLY INCORPORATED INTO THE TEXT AND ENCLOSED IN QUOTATION MARKS. LONGER QUOTATIONS, KNOWN AS BLOCK QUOTATIONS, ARE SET OFF FROM THE MAIN TEXT WITH A LARGER INDENTATION, AND NO QUOTATION MARKS ARE NEEDED. THE PUNCTUATION SURROUNDING QUOTATIONS MUST ALSO ADHERE TO SPECIFIC CMOS RULES, SUCH AS PLACING PERIODS AND COMMAS INSIDE THE CLOSING QUOTATION MARK.

Q: WHAT IS THE PRIMARY DIFFERENCE BETWEEN THE AUTHOR-DATE AND NOTES AND

BIBLIOGRAPHY SYSTEMS IN CHICAGO STYLE?

A: THE PRIMARY DIFFERENCE LIES IN HOW SOURCES ARE CITED WITHIN THE TEXT. THE AUTHOR-DATE SYSTEM USES PARENTHETICAL CITATIONS (AUTHOR YEAR, PAGE) DIRECTLY IN THE TEXT, LINKING TO A BIBLIOGRAPHY. THE NOTES AND BIBLIOGRAPHY SYSTEM USES NUMBERED FOOTNOTES OR ENDNOTES FOR CITATIONS AND PROVIDES A FULL BIBLIOGRAPHY AT THE END.

Q: WHEN SHOULD I USE THE OXFORD COMMA ACCORDING TO THE CHICAGO MANUAL OF STYLE?

A: THE CHICAGO MANUAL OF STYLE STRONGLY RECOMMENDS USING THE OXFORD COMMA (THE SERIAL COMMA) BEFORE THE FINAL CONJUNCTION IN A SERIES OF THREE OR MORE ITEMS. FOR EXAMPLE, "APPLES, BANANAS, AND CHERRIES."

Q: HOW DO I CITE A WEBSITE IN CHICAGO STYLE?

A: WEBSITE CITATIONS IN CHICAGO STYLE TYPICALLY INCLUDE THE AUTHOR OR ORGANIZATION, THE TITLE OF THE SPECIFIC PAGE OR DOCUMENT, THE WEBSITE NAME, A PUBLICATION DATE OR LAST MODIFIED DATE, AND THE URL. FOR THE NOTES AND BIBLIOGRAPHY SYSTEM, THE FORMAT IS AUTHOR, "TITLE OF PAGE," WEBSITE NAME, LAST MODIFIED DATE, URL.

Q: WHAT IS THE RULE FOR CAPITALIZING TITLES IN CHICAGO STYLE?

A: CHICAGO STYLE USES "TITLE CASE" FOR TITLES OF BOOKS, ARTICLES, AND OTHER WORKS. THIS MEANS CAPITALIZING ALL MAJOR WORDS (NOUNS, VERBS, ADJECTIVES, ADVERBS, AND LONGER PREPOSITIONS) AND LOWERCASING MINOR WORDS LIKE ARTICLES, SHORT PREPOSITIONS, AND COORDINATING CONJUNCTIONS, UNLESS THEY ARE THE FIRST OR LAST WORD OF THE TITLE.

Q: HOW SHOULD I FORMAT A BLOCK QUOTATION IN CHICAGO STYLE?

A: A BLOCK QUOTATION, TYPICALLY FOR FIVE OR MORE LINES OF TEXT, IS SET OFF FROM THE MAIN TEXT BY INDENTING THE ENTIRE QUOTATION (USUALLY 0.5 INCHES). NO QUOTATION MARKS ARE USED AROUND BLOCK QUOTATIONS, AND THE FINAL PUNCTUATION OFTEN PRECEDES THE CITATION.

Q: WHAT IS THE DIFFERENCE BETWEEN FOOTNOTES AND ENDNOTES IN CHICAGO STYLE?

A: BOTH FOOTNOTES AND ENDNOTES SERVE THE SAME PURPOSE OF CITING SOURCES. FOOTNOTES APPEAR AT THE BOTTOM OF THE PAGE WHERE THE REFERENCE IS MADE, WHILE ENDNOTES ARE COMPILED AT THE END OF THE CHAPTER OR THE ENTIRE DOCUMENT. THE CHOICE IS OFTEN A MATTER OF PREFERENCE OR PUBLISHER GUIDELINES.

Q: HOW DO I CITE AN INDIRECT SOURCE USING THE AUTHOR-DATE SYSTEM IN CHICAGO STYLE?

A: WHEN CITING AN INDIRECT SOURCE (A SOURCE YOU FOUND REFERENCED IN ANOTHER SOURCE), YOU CITE THE ORIGINAL AUTHOR AND YEAR, AND THEN INDICATE THAT IT WAS CITED IN THE SECONDARY SOURCE, INCLUDING THE SECONDARY AUTHOR AND YEAR. THE FORMAT IS (ORIGINAL AUTHOR YEAR, CITED IN SECONDARY AUTHOR YEAR, PAGE NUMBER).

Q: SHOULD I SPELL OUT NUMBERS OR USE NUMERALS IN MY CHICAGO-STYLE PAPER?

A: GENERALLY, CHICAGO STYLE ADVISES SPELLING OUT NUMBERS ONE THROUGH ONE HUNDRED. NUMBERS LARGER THAN ONE HUNDRED ARE TYPICALLY WRITTEN AS NUMERALS. EXCEPTIONS EXIST FOR PRECISE MEASUREMENTS, DATES, AND STATISTICS.

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