

# CHICAGO MANUAL STYLE JOURNAL SUBMISSION

## THE CHICAGO MANUAL OF STYLE JOURNAL SUBMISSION: A COMPREHENSIVE GUIDE

**CHICAGO MANUAL STYLE JOURNAL SUBMISSION** IS A CRITICAL STEP FOR ACADEMIC AND SCHOLARLY AUTHORS AIMING TO HAVE THEIR WORK PUBLISHED IN REPUTABLE JOURNALS. NAVIGATING THE INTRICACIES OF THIS WIDELY ADOPTED STYLE GUIDE CAN BE DAUNTING, BUT A THOROUGH UNDERSTANDING IS ESSENTIAL FOR PRESENTING A POLISHED, PROFESSIONAL MANUSCRIPT. THIS ARTICLE WILL SERVE AS YOUR DEFINITIVE RESOURCE, DEMYSTIFYING THE PROCESS AND EMPOWERING YOU TO PREPARE YOUR WORK ACCORDING TO THE EXACTING STANDARDS OF THE CHICAGO MANUAL OF STYLE (CMOS). WE WILL DELVE INTO THE FUNDAMENTAL PRINCIPLES OF CMOS, COVER SPECIFIC FORMATTING REQUIREMENTS FOR JOURNAL SUBMISSIONS, EXPLORE THE NUANCES OF CITATIONS AND BIBLIOGRAPHIES, AND PROVIDE PRACTICAL ADVICE FOR ENSURING YOUR MANUSCRIPT MEETS ALL STYLISTIC EXPECTATIONS, THEREBY MAXIMIZING YOUR CHANCES OF ACCEPTANCE. MASTERING THESE ELEMENTS IS NOT MERELY ABOUT ADHERENCE TO RULES; IT'S ABOUT COMMUNICATING YOUR RESEARCH CLEARLY AND EFFECTIVELY TO YOUR PEERS AND THE WIDER ACADEMIC COMMUNITY.

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## UNDERSTANDING THE CHICAGO MANUAL OF STYLE

THE CHICAGO MANUAL OF STYLE, OFTEN REFERRED TO AS CMOS OR CMS, IS A COMPREHENSIVE STYLE GUIDE PUBLISHED BY THE UNIVERSITY OF CHICAGO PRESS. IT PROVIDES GUIDELINES FOR WRITING, CITATION, AND FORMATTING, PRIMARILY USED IN ACADEMIC DISCIPLINES SUCH AS HISTORY, LITERATURE, AND THE ARTS. UNLIKE SOME OTHER STYLE GUIDES THAT MANDATE A SINGLE CITATION SYSTEM, CMOS OFFERS TWO DISTINCT APPROACHES: THE NOTES AND BIBLIOGRAPHY SYSTEM AND THE AUTHOR-DATE SYSTEM. UNDERSTANDING WHICH SYSTEM YOUR TARGET JOURNAL REQUIRES IS THE FIRST CRUCIAL STEP IN ADHERING TO CMOS STANDARDS.

### THE NOTES AND BIBLIOGRAPHY SYSTEM

THE NOTES AND BIBLIOGRAPHY SYSTEM IS CHARACTERIZED BY THE USE OF NUMBERED FOOTNOTES OR ENDNOTES TO CITE SOURCES WITHIN THE TEXT. THESE NOTES PROVIDE DETAILED INFORMATION ABOUT THE SOURCE, INCLUDING AUTHOR, TITLE, PUBLICATION DETAILS, AND SPECIFIC PAGE NUMBERS. THE BIBLIOGRAPHY, APPEARING AT THE END OF THE MANUSCRIPT, PROVIDES A COMPREHENSIVE LIST OF ALL SOURCES CITED IN THE NOTES. THIS SYSTEM IS OFTEN FAVORED IN HUMANITIES AND SOCIAL SCIENCES DISCIPLINES WHERE EXTENSIVE QUOTATION AND PARAPHRASING FROM A VARIETY OF SOURCES ARE COMMON, AND DETAILED SOURCE ATTRIBUTION IS PARAMOUNT.

### THE AUTHOR-DATE SYSTEM

THE AUTHOR-DATE SYSTEM, ON THE OTHER HAND, IS MORE AKIN TO OTHER SCIENTIFIC AND SOCIAL SCIENCE CITATION STYLES. IN THIS SYSTEM, IN-TEXT CITATIONS CONSIST OF THE AUTHOR'S LAST NAME AND THE YEAR OF PUBLICATION (E.G., SMITH 2020). A CORRESPONDING REFERENCE LIST, ALPHABETIZED BY AUTHOR'S LAST NAME, IS INCLUDED AT THE END OF THE MANUSCRIPT, CONTAINING FULL BIBLIOGRAPHIC DETAILS FOR EACH SOURCE. THIS SYSTEM IS GENERALLY PREFERRED FOR ITS CONCISENESS IN THE TEXT, MAKING IT EASIER FOR READERS TO QUICKLY IDENTIFY THE SOURCE OF INFORMATION WITHOUT EXTENSIVE FOOTNOTE OR ENDNOTE CONSULTATION.

# KEY FORMATTING REQUIREMENTS FOR JOURNAL SUBMISSIONS

ADHERING TO SPECIFIC FORMATTING GUIDELINES IS NON-NEGOTIABLE FOR A SUCCESSFUL JOURNAL SUBMISSION. WHILE EACH JOURNAL MAY HAVE ITS OWN SUBMISSION PORTAL AND SPECIFIC INSTRUCTIONS, GENERAL CMOS FORMATTING PRINCIPLES APPLY. THESE INCLUDE MANUSCRIPT LAYOUT, FONT CHOICES, SPACING, AND THE PRESENTATION OF VARIOUS TEXTUAL ELEMENTS. FAMILIARIZING YOURSELF WITH THESE GENERAL RULES AND ANY JOURNAL-SPECIFIC ADAPTATIONS WILL ENSURE YOUR MANUSCRIPT IS PROFESSIONALLY PRESENTED AND EASY FOR EDITORS AND REVIEWERS TO ASSESS.

## MANUSCRIPT LAYOUT AND GENERAL APPEARANCE

MOST JOURNALS REQUIRE MANUSCRIPTS TO BE DOUBLE-SPACED THROUGHOUT, INCLUDING THE MAIN TEXT, QUOTATIONS, NOTES, AND THE BIBLIOGRAPHY OR REFERENCE LIST. THIS PROVIDES AMPLE SPACE FOR EDITORS TO MAKE ANNOTATIONS. THE FONT SHOULD BE A STANDARD, READABLE TYPEFACE, SUCH AS TIMES NEW ROMAN OR ARIAL, TYPICALLY IN 12-POINT SIZE. MARGINS SHOULD BE AT LEAST ONE INCH ON ALL SIDES. THE FIRST PAGE SHOULD GENERALLY INCLUDE THE TITLE OF THE ARTICLE, YOUR NAME, AND YOUR AFFILIATION. SUBSEQUENT PAGES SHOULD BE NUMBERED CONSECUTIVELY, USUALLY IN THE UPPER RIGHT-HAND CORNER, AND OFTEN INCLUDE A SHORTENED VERSION OF THE TITLE (A RUNNING HEAD).

## HEADINGS AND SUBHEADINGS

CLEAR AND CONSISTENT USE OF HEADINGS AND SUBHEADINGS IS CRUCIAL FOR ORGANIZING YOUR CONTENT AND GUIDING THE READER. CMOS PROVIDES GUIDELINES FOR FORMATTING DIFFERENT LEVELS OF HEADINGS. TYPICALLY, PRIMARY HEADINGS ARE CENTERED AND OFTEN IN BOLD OR ALL CAPS, WHILE SECONDARY HEADINGS MAY BE FLUSH LEFT AND IN BOLD OR ITALICS. TERTIARY HEADINGS ARE USUALLY INDENTED AND FOLLOWED BY A PERIOD, BEGINNING THE PARAGRAPH. ALWAYS CONSULT THE SPECIFIC JOURNAL'S AUTHOR GUIDELINES FOR THEIR PREFERRED HIERARCHY AND FORMATTING OF HEADINGS.

## TABLES AND FIGURES

TABLES AND FIGURES SHOULD BE PRESENTED CLEARLY AND PROFESSIONALLY. EACH TABLE AND FIGURE SHOULD HAVE A NUMBER (E.G., TABLE 1, FIGURE 1) AND A DESCRIPTIVE TITLE. IN THE NOTES AND BIBLIOGRAPHY SYSTEM, SOURCE INFORMATION FOR TABLES AND FIGURES TYPICALLY APPEARS IN A NOTE DIRECTLY BELOW THE TABLE OR FIGURE. IN THE AUTHOR-DATE SYSTEM, SIMILAR ATTRIBUTION PRACTICES ARE FOLLOWED. ENSURE THAT ALL VISUAL ELEMENTS ARE REFERENCED WITHIN THE TEXT, AND THAT THEY ARE LEGIBLE AND ACCURATELY FORMATTED ACCORDING TO CMOS STANDARDS AND JOURNAL SPECIFICATIONS.

## CITATIONS AND BIBLIOGRAPHIES IN CMOS

ACCURATE AND CONSISTENT CITATION IS THE CORNERSTONE OF ACADEMIC INTEGRITY AND A KEY COMPONENT OF ANY CHICAGO MANUAL OF STYLE JOURNAL SUBMISSION. WHETHER YOU ARE USING THE NOTES AND BIBLIOGRAPHY SYSTEM OR THE AUTHOR-DATE SYSTEM, METICULOUS ATTENTION TO DETAIL IN CITING YOUR SOURCES IS PARAMOUNT. ERRORS IN CITATION CAN LEAD TO ACCUSATIONS OF PLAGIARISM AND CAN UNDERMINE THE CREDIBILITY OF YOUR RESEARCH.

## CITING BOOKS

WHEN CITING A BOOK USING THE NOTES AND BIBLIOGRAPHY SYSTEM, A FULL NOTE TYPICALLY INCLUDES THE AUTHOR'S FULL NAME, THE TITLE OF THE BOOK (ITALICIZED), PUBLICATION INFORMATION (PLACE OF PUBLICATION, PUBLISHER, YEAR), AND THE SPECIFIC PAGE NUMBER(S) BEING REFERENCED. FOR EXAMPLE: 1. JANE DOE, *THE HISTORY OF EVERYTHING* (NEW YORK: ACADEMIC

PRESS, 2021), 45. A SUBSEQUENT NOTE REFERENCING THE SAME WORK WOULD BE SHORTENED TO THE AUTHOR'S LAST NAME AND PAGE NUMBER, E.G., DOE, *HISTORY OF EVERYTHING*, 78. IN THE AUTHOR-DATE SYSTEM, THE IN-TEXT CITATION WOULD BE (DOE 2021, 45), AND THE REFERENCE LIST ENTRY WOULD BE DOE, JANE. 2021. *THE HISTORY OF EVERYTHING*. NEW YORK: ACADEMIC PRESS.

## CITING JOURNAL ARTICLES

CITING JOURNAL ARTICLES IN CMOS REQUIRES SPECIFIC DETAILS ABOUT THE ARTICLE TITLE, JOURNAL TITLE, VOLUME, ISSUE NUMBER, PUBLICATION YEAR, AND PAGE RANGE. FOR A FULL NOTE IN THE NOTES AND BIBLIOGRAPHY SYSTEM, IT MIGHT LOOK LIKE THIS: 2. JOHN SMITH, "A STUDY OF ACADEMIC STYLES," *JOURNAL OF SCHOLARLY PUBLISHING* 50, no. 3 (2022): 112-130. THE SHORTENED NOTE WOULD BE SMITH, "A STUDY OF ACADEMIC STYLES," 115. IN THE AUTHOR-DATE SYSTEM, THE IN-TEXT CITATION WOULD BE (SMITH 2022, 115), AND THE REFERENCE LIST ENTRY WOULD BE SMITH, JOHN. 2022. "A STUDY OF ACADEMIC STYLES." *JOURNAL OF SCHOLARLY PUBLISHING* 50 (3): 112-130.

## THE BIBLIOGRAPHY AND REFERENCE LIST

REGARDLESS OF THE SYSTEM USED, A COMPREHENSIVE LIST OF ALL SOURCES CONSULTED AND CITED IS REQUIRED AT THE END OF THE MANUSCRIPT. IN THE NOTES AND BIBLIOGRAPHY SYSTEM, THIS SECTION IS CALLED THE BIBLIOGRAPHY. IT IS ALPHABETIZED BY AUTHOR'S LAST NAME AND LISTS WORKS CITED AND WORKS CONSULTED BUT NOT CITED, OFTEN WITH DIFFERENT SUBHEADINGS. IN THE AUTHOR-DATE SYSTEM, THIS SECTION IS CALLED THE REFERENCE LIST, AND IT CONTAINS ONLY THE SOURCES THAT HAVE BEEN CITED IN THE TEXT, ALPHABETIZED BY AUTHOR'S LAST NAME.

## COMMON PITFALLS TO AVOID IN CHICAGO MANUAL OF STYLE JOURNAL SUBMISSIONS

EVEN SEASONED SCHOLARS CAN FALL PREY TO COMMON ERRORS WHEN PREPARING A MANUSCRIPT FOR JOURNAL SUBMISSION USING THE CHICAGO MANUAL OF STYLE. IDENTIFYING THESE POTENTIAL PITFALLS IN ADVANCE CAN SAVE YOU CONSIDERABLE REVISION TIME AND ENSURE YOUR WORK IS TAKEN SERIOUSLY BY EDITORS. THESE MISTAKES OFTEN STEM FROM OVERLOOKING JOURNAL-SPECIFIC GUIDELINES OR MISINTERPRETING CMOS RULES.

### INCONSISTENT CITATION PRACTICES

PERHAPS THE MOST FREQUENT ERROR IS INCONSISTENCY IN APPLYING THE CHOSEN CITATION SYSTEM. THIS INCLUDES VARIATIONS IN PUNCTUATION, CAPITALIZATION, OR THE ORDER OF ELEMENTS WITHIN CITATIONS. WHETHER USING NOTES OR AUTHOR-DATE, ABSOLUTE UNIFORMITY IS KEY. FOR EXAMPLE, CONSISTENTLY USING COMMAS BETWEEN PUBLICATION DETAILS IN NOTES AND NEVER USING THEM IN AUTHOR-DATE IN-TEXT CITATIONS IS ESSENTIAL. PROOFREADING METICULOUSLY FOR THESE SUBTLE BUT IMPORTANT DETAILS IS VITAL.

### IGNORING JOURNAL-SPECIFIC SUBMISSION GUIDELINES

WHILE THIS ARTICLE FOCUSES ON CMOS, IT IS IMPERATIVE TO REMEMBER THAT EACH JOURNAL HAS ITS OWN SET OF AUTHOR GUIDELINES. THESE GUIDELINES OFTEN DICTATE SPECIFIC FORMATTING PREFERENCES, PREFERRED CITATION STYLES (EVEN WITHIN CMOS), SUBMISSION PROCEDURES, AND WORD COUNT LIMITS. SUBMITTING A MANUSCRIPT THAT ADHERES STRICTLY TO CMOS BUT NEGLECTS THE JOURNAL'S UNIQUE REQUIREMENTS IS A COMMON REASON FOR IMMEDIATE REJECTION. ALWAYS PRIORITIZE THE JOURNAL'S GUIDELINES.

## LACK OF THOROUGH PROOFREADING AND EDITING

BEYOND STYLISTIC ADHERENCE, A MANUSCRIPT MUST BE FREE FROM GRAMMATICAL ERRORS, TYPOS, AND AWKWARD PHRASING. A LACK OF CAREFUL PROOFREADING CAN SIGNAL A LACK OF ATTENTION TO DETAIL, WHICH IS DETRIMENTAL IN ACADEMIC PUBLISHING. PROFESSIONAL EDITING OR PEER REVIEW BEFORE SUBMISSION CAN HELP CATCH THESE ISSUES. THIS INCLUDES ENSURING THAT ALL HYPHENATED WORDS ARE CORRECTLY FORMED AND THAT THERE ARE NO INSTANCES OF DANGLING PARTICIPLES OR SUBJECT-VERB AGREEMENT ERRORS.

## ENSURING A POLISHED MANUSCRIPT FOR SUBMISSION

THE FINAL STAGE OF PREPARING YOUR MANUSCRIPT FOR A CHICAGO MANUAL OF STYLE JOURNAL SUBMISSION INVOLVES A RIGOROUS PROCESS OF REVIEW AND REFINEMENT. THIS IS WHERE YOU CONSOLIDATE YOUR UNDERSTANDING OF CMOS, THE JOURNAL'S SPECIFIC INSTRUCTIONS, AND YOUR OWN CONTENT TO PRESENT THE MOST COMPELLING AND PROFESSIONAL WORK POSSIBLE. A POLISHED MANUSCRIPT REFLECTS NOT ONLY THE QUALITY OF YOUR RESEARCH BUT ALSO YOUR COMMITMENT TO SCHOLARLY COMMUNICATION STANDARDS.

## FINAL REVIEW AGAINST CMOS AND JOURNAL GUIDELINES

BEFORE HITTING THE SUBMIT BUTTON, CONDUCT A COMPREHENSIVE FINAL REVIEW. SYSTEMATICALLY GO THROUGH YOUR MANUSCRIPT, CHECKING EVERY ELEMENT AGAINST THE LATEST EDITION OF THE CHICAGO MANUAL OF STYLE AND THE SPECIFIC AUTHOR GUIDELINES OF YOUR TARGET JOURNAL. PAY CLOSE ATTENTION TO THE FORMATTING OF YOUR BIBLIOGRAPHY OR REFERENCE LIST, THE NUMBERING OF NOTES AND FIGURES, THE TREATMENT OF BLOCK QUOTES, AND ANY OTHER STYLISTIC DETAILS. CONSIDER CREATING A CHECKLIST BASED ON THESE GUIDELINES TO ENSURE NOTHING IS OVERLOOKED.

## SEEKING PEER FEEDBACK

INDEPENDENT REVIEW CAN OFFER INVALUABLE INSIGHTS. SHARE YOUR MANUSCRIPT WITH TRUSTED COLLEAGUES, MENTORS, OR A WRITING GROUP. ASK THEM TO PROVIDE FEEDBACK NOT ONLY ON THE CONTENT AND CLARITY OF YOUR ARGUMENT BUT ALSO ON YOUR ADHERENCE TO CMOS AND THE JOURNAL'S SUBMISSION REQUIREMENTS. A FRESH PAIR OF EYES CAN OFTEN SPOT ERRORS OR INCONSISTENCIES THAT YOU MAY HAVE MISSED DURING YOUR OWN REVIEW PROCESS.

## PREPARE A STRONG COVER LETTER

WHILE NOT DIRECTLY PART OF THE MANUSCRIPT'S INTERNAL FORMATTING, A WELL-WRITTEN COVER LETTER IS AN ESSENTIAL COMPONENT OF THE SUBMISSION PACKAGE. IT SHOULD BRIEFLY INTRODUCE YOUR ARTICLE, EXPLAIN ITS RELEVANCE TO THE JOURNAL'S READERSHIP, AND CONFIRM THAT THE MANUSCRIPT ADHERES TO THE JOURNAL'S POLICIES, INCLUDING ITS USE OF THE CHICAGO MANUAL OF STYLE. THIS PROFESSIONAL INTRODUCTION SETS A POSITIVE TONE BEFORE THE EDITOR EVEN BEGINS TO READ YOUR WORK.

## FAQ

### Q: WHAT IS THE PRIMARY DIFFERENCE BETWEEN THE NOTES AND BIBLIOGRAPHY AND THE AUTHOR-DATE SYSTEMS IN CMOS?

A: THE PRIMARY DIFFERENCE LIES IN HOW SOURCES ARE CITED WITHIN THE TEXT. THE NOTES AND BIBLIOGRAPHY SYSTEM USES FOOTNOTES OR ENDNOTES, WITH A COMPREHENSIVE BIBLIOGRAPHY AT THE END. THE AUTHOR-DATE SYSTEM USES

PARENTHETICAL IN-TEXT CITATIONS (AUTHOR, YEAR), FOLLOWED BY A REFERENCE LIST.

## **Q: WHICH SYSTEM SHOULD I USE WHEN SUBMITTING TO A JOURNAL THAT REQUIRES CHICAGO MANUAL OF STYLE?**

A: YOU MUST CONSULT THE SPECIFIC JOURNAL'S AUTHOR GUIDELINES. THEY WILL CLEARLY STATE WHETHER THEY PREFER THE NOTES AND BIBLIOGRAPHY SYSTEM OR THE AUTHOR-DATE SYSTEM, OR IF THEY ALLOW YOU TO CHOOSE.

## **Q: HOW DO I FORMAT BLOCK QUOTATIONS IN A CHICAGO MANUAL OF STYLE JOURNAL SUBMISSION?**

A: BLOCK QUOTATIONS, TYPICALLY THOSE OF MORE THAN FIVE LINES OF PROSE OR MORE THAN THREE LINES OF POETRY, SHOULD BE SET OFF FROM THE MAIN TEXT BY INDENTING THE ENTIRE QUOTATION FROM THE LEFT MARGIN AND OMITTING QUOTATION MARKS. THE CITATION FOLLOWS THE BLOCK QUOTATION.

## **Q: WHAT INFORMATION SHOULD BE INCLUDED IN A BIBLIOGRAPHY ENTRY FOR A JOURNAL ARTICLE IN CMOS?**

A: A BIBLIOGRAPHY ENTRY FOR A JOURNAL ARTICLE INCLUDES THE AUTHOR'S FULL NAME, ARTICLE TITLE (IN QUOTATION MARKS), JOURNAL TITLE (ITALICIZED), VOLUME AND ISSUE NUMBERS, PUBLICATION YEAR, AND THE PAGE RANGE OF THE ARTICLE.

## **Q: IS IT ACCEPTABLE TO USE A DIFFERENT CITATION STYLE IF THE JOURNAL SPECIFIES CHICAGO MANUAL OF STYLE?**

A: NO, IT IS CRUCIAL TO STRICTLY ADHERE TO THE JOURNAL'S SPECIFIED CITATION STYLE. DEVIATING FROM THE CHICAGO MANUAL OF STYLE WHEN IT IS REQUESTED WILL LIKELY LEAD TO YOUR MANUSCRIPT BEING REJECTED.

## **Q: HOW SHOULD I HANDLE FREQUENTLY CITED SOURCES IN THE NOTES AND BIBLIOGRAPHY SYSTEM?**

A: AFTER THE FIRST FULL CITATION OF A SOURCE, SUBSEQUENT CITATIONS TO THE SAME WORK ARE SHORTENED. THIS TYPICALLY INCLUDES THE AUTHOR'S LAST NAME, A SHORTENED VERSION OF THE TITLE IF NECESSARY, AND THE PAGE NUMBER. IF ONLY ONE WORK BY AN AUTHOR IS CITED, ONLY THE AUTHOR'S LAST NAME AND PAGE NUMBER ARE NEEDED.

## **Q: CAN I USE ONLINE RESOURCES AND ARTICLES WHEN CITING IN CMOS?**

A: YES, CMOS PROVIDES GUIDELINES FOR CITING A WIDE RANGE OF ELECTRONIC SOURCES, INCLUDING ONLINE ARTICLES, WEBSITES, AND DATABASES. ENSURE YOU INCLUDE ALL NECESSARY RETRIEVAL INFORMATION, SUCH AS URLS AND ACCESS DATES, WHERE APPLICABLE.

## **Q: WHAT ARE THE GENERAL FONT AND SPACING REQUIREMENTS FOR A CHICAGO MANUAL OF STYLE JOURNAL SUBMISSION?**

A: GENERALLY, MANUSCRIPTS SHOULD BE DOUBLE-SPACED, USE A STANDARD 12-POINT FONT (LIKE TIMES NEW ROMAN), AND HAVE ONE-INCH MARGINS ON ALL SIDES. ALWAYS VERIFY THESE WITH THE SPECIFIC JOURNAL'S GUIDELINES.

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