

chicago style for submissions

Chicago Style for Submissions: A Comprehensive Guide

chicago style for submissions is a critical element for anyone looking to have their work accepted by academic journals, publishers, or other scholarly venues. Understanding and correctly implementing the Chicago Manual of Style (CMOS) is paramount for presenting a professional and credible manuscript. This guide delves deep into the intricacies of Chicago style, covering everything from in-text citations and footnotes to bibliographies and manuscript formatting. We will explore the two primary citation systems, author-date and notes-bibliography, and provide practical advice for ensuring your submissions meet the rigorous standards expected. Mastering these guidelines will not only enhance the clarity and impact of your research but also significantly increase your chances of publication.

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Understanding the Chicago Manual of Style

The Chicago Manual of Style (CMOS) is a widely respected style guide that offers comprehensive advice on writing, editing, and formatting. Published by the University of Chicago Press, it provides detailed instructions on a vast array of topics, from punctuation and grammar to citation practices and manuscript preparation. For academic and scholarly submissions, adherence to CMOS is often a mandatory requirement, ensuring consistency and clarity across diverse fields of study.

The manual is updated periodically to reflect evolving linguistic norms and publishing practices. Its authority stems from its detailed explanations, numerous examples, and its consistent focus on enabling clear communication. For writers aiming for publication in fields where Chicago style is preferred, a thorough understanding of its principles is indispensable. It dictates how authors present their research, acknowledge their sources, and format their entire manuscript.

The Two Citation Systems in Chicago Style

Chicago style offers two distinct systems for citing sources: the author-date system and the notes-bibliography system. The choice between these two often depends on the discipline or the specific requirements of the journal or publisher. Both systems aim to accurately attribute sources and provide readers with the information needed to locate them, but they differ in their presentation and placement of citation details.

The author-date system is frequently used in the sciences and social sciences, where it is important

to quickly identify the author and date of publication for a source. The notes-bibliography system, conversely, is more common in the humanities, such as literature, history, and the arts. It relies on numbered footnotes or endnotes to provide citation information, accompanied by a comprehensive bibliography at the end of the work.

The Author-Date System

The author-date system incorporates citations directly into the text, typically appearing in parentheses. These in-text citations include the author's last name and the year of publication. If a direct quotation is used, the page number is also included. This method allows readers to immediately see the source of information without needing to consult footnotes or endnotes.

For example, a citation might look like this: (Smith 2020, 123). If the author's name is mentioned in the text, only the year and page number are needed in parentheses: Smith (2020) argues that... (123). This system streamlines the reading experience by integrating source attribution seamlessly into the narrative.

The Notes-Bibliography System

The notes-bibliography system utilizes numbered footnotes or endnotes to cite sources. Each note corresponds to a superscript number placed in the text after the relevant information. The first time a source is cited, the note contains full bibliographic details. Subsequent citations of the same source can be shortened to include the author's last name, a shortened title, and the page number.

This system is favored in fields where extensive commentary or detailed discussions of sources are common. The footnotes or endnotes can accommodate additional information or digressions that might disrupt the flow of the main text. The bibliography at the end of the work then provides a complete list of all sources consulted and cited.

In-Text Citations: Author-Date System

When employing the author-date system for Chicago style submissions, precision is key. The parenthetical citation should include the author's last name, followed by the year of publication, and then the page number if you are referencing a specific part of the work. For instance, if you are citing a work by Jane Doe published in 2019 on page 45, the citation would appear as (Doe 2019, 45).

If the author's name is already part of the sentence, you can omit it from the parentheses. For example, "As Doe (2019) extensively researched..." would be followed by the page number in parentheses: (45). This stylistic choice aids in the fluidity of your writing while still maintaining clear attribution. For works with two or three authors, all names are listed in the first citation: (Smith, Jones, and Brown 2021, 78). For works with four or more authors, list the first author's last name followed by "et al.": (Davis et al. 2018, 102).

Footnotes and Endnotes: Notes-Bibliography System

The notes-bibliography system relies on either footnotes (appearing at the bottom of the page) or

endnotes (appearing at the end of the chapter or the work). These notes are signaled by superscript numbers in the text. The first note for a particular source should be a full citation, providing all necessary bibliographic information. Subsequent notes referencing the same source should be shortened, typically including the author's last name, a shortened title, and the page number.

For example, the first note for a book might look like this: John Smith, *The History of Ideas* (New York: Academic Press, 2019), 75. A subsequent note for the same work would be: Smith, *History of Ideas*, 112. This system allows for more explanatory notes and can be particularly useful for historical research or literary analysis where digressions or additional commentary might be beneficial.

It is crucial to maintain consistency with whichever system you choose. If a journal or publisher specifies the use of footnotes, do not opt for endnotes, and vice versa. Always check the submission guidelines carefully for any specific preferences regarding the placement and format of notes.

Crafting a Comprehensive Bibliography

Regardless of whether you use the author-date or notes-bibliography system, a bibliography is a standard component of most Chicago style submissions. The bibliography is an alphabetical list of all the sources you have cited in your work. It provides readers with a complete overview of the research that informed your writing and allows them to easily locate the original materials.

The formatting of bibliography entries is highly specific in Chicago style and varies depending on the type of source (book, journal article, website, etc.). For books, a typical entry in the notes-bibliography system's bibliography would include the author's full name (last name first), the title of the book (italicized), publication information (city, publisher, year), and page numbers if referencing a specific part of a larger work. For the author-date system, the bibliography format is similar, but the author's name is followed by the publication year in parentheses.

Key elements that must be present in any bibliography entry include:

- Author's name (last name first for bibliography)
- Title of the work
- Publication details (publisher, location, year)
- Specific page numbers for articles, chapters, or essays
- URLs and access dates for online sources

Pay close attention to punctuation, capitalization, and the order of elements. Inconsistencies in the bibliography can detract from the professionalism of your submission.

Manuscript Formatting Guidelines

Beyond citation styles, Chicago style also dictates certain formatting conventions for manuscripts submitted for publication. These guidelines ensure that the manuscript is clear, readable, and consistent, making it easier for editors and typesetters to process. While specific requirements can

vary between publishers, there are general standards that are widely adopted.

Typically, a Chicago style manuscript should be double-spaced throughout, including block quotations and the bibliography. Margins should be generous, usually one inch on all sides, to allow for editorial marks. The font should be a standard, readable typeface, such as Times New Roman or Courier, in 12-point size. Page numbers are usually placed in the upper right-hand corner, starting with the first page of the text.

Other common formatting elements include:

- A title page that includes the title of the work, the author's name, and contact information.
- Clear headings and subheadings to organize the content logically.
- Block quotations (longer than five lines of text) should be indented and single-spaced, without quotation marks.
- Tables and figures should be clearly labeled, numbered consecutively, and referenced in the text.

Adhering to these formatting conventions demonstrates attention to detail and respect for the publisher's process, which can positively influence the reception of your submission.

Common Pitfalls and How to Avoid Them

Even with careful attention, it's easy to make mistakes when adhering to Chicago style for submissions. One of the most frequent errors is inconsistency in citation formatting. For instance, mixing elements from the author-date system with the notes-bibliography system, or failing to consistently apply the rules for subsequent citations of the same source.

Another common pitfall is incorrect formatting of the bibliography. This can include misplacing commas, omitting italics for book titles, or using the wrong order for author names. Similarly, errors in manuscript formatting, such as incorrect line spacing or inadequate margins, can also lead to rejection or requests for revisions. These issues often arise from a lack of careful proofreading and a misunderstanding of the specific requirements.

To avoid these pitfalls:

- Read and re-read the submission guidelines provided by the journal or publisher.
- Consult a reliable edition of *The Chicago Manual of Style* or a reputable online guide.
- Use citation management software (though always double-check its output).
- Proofread your manuscript meticulously, paying special attention to citations and formatting.
- Have a colleague or mentor review your work for adherence to style guidelines.

By proactively addressing these potential issues, you can significantly improve the quality and professionalism of your Chicago style submissions.

Resources for Chicago Style Mastery

Mastering Chicago style for submissions is an ongoing process, and having access to reliable resources is crucial. The most authoritative source is, of course, the latest edition of *The Chicago Manual of Style* itself. This comprehensive tome covers every aspect of scholarly writing and publishing.

However, for quick reference or for those new to the style, several other resources can be invaluable. Many universities and academic departments offer online guides that summarize key Chicago style principles. Additionally, websites like the Purdue Online Writing Lab (OWL) provide concise and accessible explanations of Chicago style, including examples for common citation scenarios.

Here are some recommended resources:

- The official website for *The Chicago Manual of Style*
- Purdue OWL: Chicago Style section
- University Writing Center guides for Chicago style
- Style manuals specific to your academic discipline

Familiarizing yourself with these resources and consistently applying their guidance will ensure your Chicago style for submissions is accurate and professional.

Frequently Asked Questions about Chicago Style for Submissions

Q: Which citation system is more common for academic submissions in Chicago style?

A: The choice between the author-date system and the notes-bibliography system often depends on the academic discipline. The author-date system is prevalent in the sciences and social sciences, while the notes-bibliography system is more common in the humanities. Always check the specific requirements of the journal or publisher.

Q: Can I use footnotes and endnotes interchangeably in a Chicago style submission?

A: No, you should not use footnotes and endnotes interchangeably. Chicago style designates either footnotes or endnotes for the notes-bibliography system. You must adhere to the specific instruction provided by the journal or publisher regarding which type of note to use.

Q: How do I format a bibliography entry for a website in Chicago style?

A: Formatting a website entry requires including the author (if available), the title of the page or article, the website's name, the publication date (if available), and the URL. You should also include an access date, especially if the content is likely to change. The exact format may vary slightly based on the presence of specific information.

Q: What is the difference between a first-time note and a subsequent note in the notes-bibliography system?

A: The first time a source is cited, the note provides full bibliographic details for that source. Subsequent notes for the same source are shortened, typically including the author's last name, a shortened title of the work, and the specific page number being referenced. This reduces redundancy in the notes section.

Q: Are there specific font and margin requirements for Chicago style manuscripts?

A: While specific publishers might have variations, general Chicago style guidelines recommend a standard, readable font like Times New Roman or Courier in 12-point size, and double-spacing throughout the manuscript. Margins are typically set at one inch on all sides to allow for editorial comments.

Q: What should I do if a journal provides its own style guide that differs from CMOS?

A: If a journal or publisher provides its own specific style guide, you should always follow that guide, even if it deviates from the general rules of The Chicago Manual of Style. Publisher-specific guidelines take precedence.

Q: How do I cite a source with no author in Chicago style?

A: When citing a source with no author in Chicago style, begin the citation with the title of the work. In the author-date system, the title is used in place of the author's name in the parenthetical citation, enclosed in quotation marks if it's an article or chapter, or italicized if it's a standalone work like a book. In the notes-bibliography system, the title begins the entry in the bibliography and the first note.

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