

CHICAGO STYLE NUMBERS ILLUSTRATIONS

THE CHICAGO MANUAL OF STYLE IS A WIDELY RESPECTED GUIDE FOR WRITING AND CITATION, AND UNDERSTANDING ITS NUANCES, PARTICULARLY REGARDING NUMBERS, IS CRUCIAL FOR ACADEMIC AND PROFESSIONAL WRITING. THIS COMPREHENSIVE ARTICLE DELVES INTO THE INTRICACIES OF HANDLING NUMBERS IN CHICAGO STYLE, OFFERING CLEAR GUIDELINES AND PRACTICAL EXAMPLES. WE WILL EXPLORE THE FUNDAMENTAL RULES FOR SPELLING OUT VERSUS USING NUMERALS, DISCUSS EXCEPTIONS FOR SPECIFIC CONTEXTS, AND PROVIDE ILLUSTRATIVE EXAMPLES TO CLARIFY COMMON SCENARIOS. FURTHERMORE, WE WILL EXAMINE HOW CHICAGO STYLE ADDRESSES STATISTICAL DATA, DATES, TIMES, AND MEASUREMENTS, ENSURING THAT WRITERS CAN CONFIDENTLY PRESENT NUMERICAL INFORMATION WITH ACCURACY AND ADHERENCE TO ESTABLISHED CONVENTIONS. MASTERING THESE PRINCIPLES WILL ELEVATE THE CLARITY AND CREDIBILITY OF YOUR WRITTEN WORK, MAKING THE APPLICATION OF CHICAGO STYLE NUMBERS ILLUSTRATIONS A SEAMLESS PART OF YOUR WRITING PROCESS.

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INTRODUCTION TO CHICAGO STYLE NUMBERS

THE CHICAGO MANUAL OF STYLE (CMOS) PROVIDES A ROBUST FRAMEWORK FOR AUTHORS AND EDITORS TO ENSURE CONSISTENCY AND CLARITY IN WRITTEN WORKS. AMONG ITS MANY GUIDELINES, THE TREATMENT OF NUMBERS IS A FREQUENT POINT OF INQUIRY. PROPER APPLICATION OF CHICAGO STYLE NUMBERS ILLUSTRATIONS IS ESSENTIAL FOR MAINTAINING A PROFESSIONAL AND SCHOLARLY TONE, PREVENTING READER CONFUSION, AND ADHERING TO ESTABLISHED ACADEMIC AND PUBLISHING STANDARDS. THIS SECTION LAYS THE GROUNDWORK FOR UNDERSTANDING THE CORE PRINCIPLES THAT GOVERN THE USE OF BOTH SPELLED-OUT NUMBERS AND NUMERALS IN VARIOUS CONTEXTS.

NAVIGATING THE RULES FOR NUMBERS CAN SOMETIMES SEEM COMPLEX, AS THERE ARE GENERAL GUIDELINES ALONGSIDE NUMEROUS EXCEPTIONS THAT CATER TO SPECIFIC SITUATIONS. CMOS AIMS TO STRIKE A BALANCE BETWEEN READABILITY AND PRECISION, RECOGNIZING THAT DIFFERENT TYPES OF NUMERICAL INFORMATION REQUIRE DIFFERENT PRESENTATION METHODS. WHETHER DEALING WITH SIMPLE QUANTITIES OR INTRICATE STATISTICAL DATA, THE UNDERLYING PRINCIPLE IS TO MAKE THE INFORMATION AS ACCESSIBLE AND UNDERSTANDABLE AS POSSIBLE FOR THE INTENDED AUDIENCE.

GENERAL RULES FOR NUMBERS

THE FUNDAMENTAL PRINCIPLE IN CHICAGO STYLE REGARDING NUMBERS IS TO SPELL OUT NUMBERS LESS THAN TEN AND USE NUMERALS FOR NUMBERS TEN AND ABOVE. THIS RULE SERVES AS A PRIMARY BENCHMARK FOR MOST NUMERICAL EXPRESSIONS WITHIN A TEXT. HOWEVER, THIS GENERAL GUIDELINE IS SUBJECT TO SEVERAL IMPORTANT CONSIDERATIONS AND EXCEPTIONS THAT ARE CRUCIAL FOR ACCURATE APPLICATION. FOR INSTANCE, CONSISTENCY WITHIN A SENTENCE OR PARAGRAPH IS PARAMOUNT; IF A NUMBER IS USED AS A NUMERAL, ALL NUMBERS OF SIMILAR SIGNIFICANCE IN THAT SAME SENTENCE OR PARAGRAPH SHOULD ALSO BE RENDERED AS NUMERALS.

THIS EMPHASIS ON CONSISTENCY EXTENDS TO AVOIDING MIXING SPELLED-OUT NUMBERS AND NUMERALS IN CLOSE PROXIMITY WHEN THEY REFER TO SIMILAR ITEMS. THE GOAL IS TO CREATE A SEAMLESS READING EXPERIENCE. WHILE THE BASIC RULE IS STRAIGHTFORWARD, UNDERSTANDING THE CONTEXTS WHERE THIS RULE IS MODIFIED IS KEY TO MASTERING CHICAGO STYLE. THE FOLLOWING SECTIONS WILL EXPLORE THESE NUANCES IN GREATER DETAIL, PROVIDING CLEAR GUIDANCE FOR VARIOUS SCENARIOS.

WHEN TO SPELL OUT NUMBERS

GENERALLY, CHICAGO STYLE DICTATES THAT NUMBERS FROM ONE THROUGH NINE SHOULD BE SPELLED OUT. THIS APPLIES TO CARDINAL NUMBERS AND ORDINAL NUMBERS WHEN THEY ARE USED IN GENERAL CONTEXTS AND DO NOT FALL UNDER SPECIFIC EXCEPTIONS. FOR EXAMPLE, "THE COMMITTEE HAD **FIVE** MEMBERS" IS PREFERRED OVER "THE COMMITTEE HAD 5 MEMBERS." SIMILARLY, "SHE FINISHED IN **THIRD** PLACE" IS THE STANDARD. THIS PRACTICE ENHANCES READABILITY, ESPECIALLY FOR SMALLER, COMMONLY USED NUMBERS, MAKING THE TEXT FLOW MORE SMOOTHLY.

THERE ARE, HOWEVER, INSTANCES WHERE SPELLING OUT NUMBERS IS ADVISABLE EVEN IF THEY ARE TEN OR GREATER, PARTICULARLY WHEN THE NUMBER BEGINS A SENTENCE OR WHEN CLARITY DEMANDS IT. IF A SENTENCE MUST BEGIN WITH A NUMBER, IT IS USUALLY BEST TO SPELL IT OUT TO AVOID AWKWARDNESS. FOR EXAMPLE, INSTEAD OF "100 PEOPLE ATTENDED THE EVENT," IT WOULD BE WRITTEN AS "ONE HUNDRED PEOPLE ATTENDED THE EVENT." THIS ENSURES GRAMMATICAL CORRECTNESS AND IMPROVES THE AESTHETIC OF THE PROSE.

WHEN TO USE NUMERALS

NUMERALS ARE TYPICALLY USED FOR NUMBERS TEN AND ABOVE, AS PER THE GENERAL RULE. THIS APPLIES TO QUANTITIES AND IN MANY CONTEXTS WHERE PRECISION IS PARAMOUNT. FOR INSTANCE, "THERE WERE **15** PARTICIPANTS IN THE WORKSHOP" AND "THE BOOK CONTAINED **1,000** PAGES" ARE THE CORRECT CHICAGO STYLE FORMATS. USING NUMERALS FOR LARGER NUMBERS AIDS IN RAPID COMPREHENSION AND AVOIDS POTENTIALLY CUMBERSOME SPELLING OUT OF LENGTHY NUMBER SEQUENCES.

NUMERALS ARE ALSO THE PREFERRED CHOICE FOR NUMBERS THAT ARE PART OF A SERIES OF COMPARISONS OR WHEN THEY ARE USED WITH UNITS OF MEASUREMENT, PERCENTAGES, FRACTIONS, DECIMALS, OR STATISTICAL DATA. FOR EXAMPLE, "THE TEMPERATURE DROPPED TO **-5** DEGREES CELSIUS" OR "THE PROJECT REQUIRES **2.5** METERS OF FABRIC." IN SUCH CASES, THE USE OF NUMERALS ENSURES THAT THE SPECIFIC VALUE IS COMMUNICATED WITH ABSOLUTE CLARITY AND EFFICIENCY. CONSISTENCY ALSO PLAYS A ROLE HERE; IF A GROUP OF RELATED NUMBERS ARE BEING PRESENTED, AND ONE OF THEM NECESSITATES THE USE OF A NUMERAL, THEN ALL OTHERS IN THAT GROUP SHOULD ALSO BE REPRESENTED AS NUMERALS.

NUMBERS IN SERIES AND PERCENTAGES

WHEN NUMBERS APPEAR IN A SERIES, CHICAGO STYLE EMPHASIZES CONSISTENCY. IF ANY NUMBER IN THE SERIES NECESSITATES THE USE OF A NUMERAL (E.G., A NUMBER TEN OR GREATER, OR A NUMBER USED WITH A UNIT), THEN ALL NUMBERS IN THAT SERIES SHOULD BE RENDERED AS NUMERALS FOR UNIFORMITY. FOR EXAMPLE, IF A SENTENCE DISCUSSES A TEAM WITH PLAYERS NUMBERED 3, 10, AND 12, IT SHOULD BE WRITTEN AS "THE TEAM HAD PLAYERS NUMBERED **3, 10, AND 12.**" THIS PREVENTS A JARRING MIX OF SPELLED-OUT NUMBERS AND NUMERALS.

PERCENTAGES ARE ALMOST ALWAYS REPRESENTED USING NUMERALS FOLLOWED BY THE PERCENT SIGN (%) OR THE WORD "PERCENT," DEPENDING ON THE CONTEXT AND THE PUBLICATION'S STYLE. CHICAGO STYLE GENERALLY PREFERS THE NUMERAL AND THE WORD "PERCENT" IN RUNNING TEXT FOR CLARITY, SUCH AS "AN INCREASE OF **10 PERCENT.**" IN TABLES OR WHEN SPACE IS LIMITED, THE NUMERAL AND THE % SYMBOL ARE ACCEPTABLE. FOR EXAMPLE, "THE SALES SAW A **25%** INCREASE IN THE LAST QUARTER." IT IS IMPORTANT TO MAINTAIN THIS FORMAT CONSISTENTLY THROUGHOUT THE DOCUMENT.

HANDLING LARGE NUMBERS

LARGE NUMBERS, TYPICALLY THOSE WITH FOUR OR MORE DIGITS, ARE USUALLY EXPRESSED USING NUMERALS IN CHICAGO STYLE FOR EASE OF READING AND PRECISION. FOR INSTANCE, "THE CITY'S POPULATION EXCEEDED **100,000** RESIDENTS" AND "THE COMPANY REPORTED A PROFIT OF **\$5 MILLION**." COMMAS ARE USED TO SEPARATE THOUSANDS, MILLIONS, AND SO ON, TO ENHANCE READABILITY. THIS IS A STANDARD CONVENTION IN MOST NUMERICAL WRITING.

WHEN DEALING WITH EXCEPTIONALLY LARGE NUMBERS THAT ARE APPROXIMATIONS OR ROUND FIGURES, THERE CAN BE FLEXIBILITY. FOR EXAMPLE, "OVER **A MILLION** PEOPLE" MIGHT BE ACCEPTABLE IN CERTAIN NARRATIVE CONTEXTS, BUT FOR PRECISE FIGURES, NUMERALS ARE ALWAYS PREFERRED. SIMILARLY, WHEN LARGE NUMBERS ARE PART OF A SERIES OR COMPARISON WITH SMALLER NUMBERS, THE GENERAL RULE OF CONSISTENCY APPLIES: IF ONE NUMBER REQUIRES A NUMERAL, ALL SHOULD BE NUMERALS.

DATES AND TIMES IN CHICAGO STYLE

DATES IN CHICAGO STYLE ARE TYPICALLY WRITTEN IN THE FORMAT MONTH DAY, YEAR, WITH THE YEAR IN NUMERALS. FOR EXAMPLE, "JULY 4, 1776," AND "NOVEMBER 22, 2023." COMMAS ARE USED TO SET OFF THE YEAR. WHEN REFERRING TO A DATE WITHOUT A SPECIFIC YEAR, THE COMMA AFTER THE DAY IS OMITTED: "THE MEETING IS SCHEDULED FOR JULY 4."

TIMES ARE ALSO PRESENTED USING NUMERALS. FOR HOURS AND MINUTES, THE FORMAT IS HOUR:MINUTE, OFTEN WITH AM OR PM. FOR EXAMPLE, "THE PRESENTATION BEGINS AT **9:30 AM**." FOR FORMAL OR PRECISE TIMES, THE COLON IS USED. WHEN REFERRING TO THE EXACT HOUR, THE MINUTES CAN BE OMITTED, SUCH AS "**3 PM**." IN NARRATIVE CONTEXTS, PARTICULARLY FOR LESS PRECISE TIMES, IT MIGHT BE ACCEPTABLE TO SPELL OUT "THREE O'CLOCK," BUT NUMERALS ARE GENERALLY PREFERRED FOR CLARITY AND CONCISENESS.

MEASUREMENTS AND DIMENSIONS

NUMBERS USED WITH UNITS OF MEASUREMENT, WHETHER METRIC OR IMPERIAL, SHOULD ALWAYS BE RENDERED AS NUMERALS. THIS ENSURES PRECISION AND AVOIDS AMBIGUITY. FOR EXAMPLE, "THE RECIPE CALLS FOR **250 GRAMS** OF FLOUR," "THE ROOM MEASURES **10 FEET BY 12 FEET**," OR "THE CAR TRAVELS AT **60 MILES PER HOUR**." THE NUMERAL IS PAIRED DIRECTLY WITH ITS UNIT.

FRACTIONS AND DECIMALS ALSO FALL UNDER THIS CATEGORY AND ARE CONSISTENTLY PRESENTED USING NUMERALS. FOR INSTANCE, "SHE NEEDS **1.5 LITERS** OF WATER" OR "THE PROBABILITY IS **0.75**." COMPOUND FRACTIONS, SUCH AS "A **THREE-QUARTERS** FULL GLASS," ARE OFTEN SPELLED OUT IF THEY ARE LESS THAN ONE, BUT WHEN USED IN A MORE TECHNICAL CONTEXT OR WHEN PART OF A SERIES, NUMERALS ARE PREFERRED. CONSISTENCY IN HOW MEASUREMENTS ARE PRESENTED THROUGHOUT THE DOCUMENT IS VITAL FOR PROFESSIONAL PRESENTATION.

STATISTICAL DATA AND TABLES

IN TABLES AND WHEN PRESENTING STATISTICAL DATA, CHICAGO STYLE STRONGLY FAVORS THE USE OF NUMERALS. THIS IS BECAUSE STATISTICAL INFORMATION DEMANDS PRECISION, AND NUMERALS ARE THE MOST EFFICIENT AND UNAMBIGUOUS WAY TO CONVEY EXACT FIGURES, PERCENTAGES, AND MEASUREMENTS. TABLES, BY THEIR NATURE, ARE DESIGNED FOR QUICK SCANNING AND COMPARISON OF NUMERICAL VALUES, MAKING NUMERALS INDISPENSABLE.

WHEN STATISTICAL DATA IS INTEGRATED INTO RUNNING TEXT, THE SAME PRINCIPLES APPLY, ESPECIALLY IF THE DATA IS COMPLEX OR INVOLVES COMPARISONS. FOR INSTANCE, "THE SURVEY INDICATED THAT **45%** OF RESPONDENTS PREFERRED PRODUCT A, WHILE **30%** FAVORED PRODUCT B." IF THE NUMBERS ARE SMALL AND PART OF A GENERAL STATEMENT, SPELLING THEM OUT MIGHT BE ACCEPTABLE, BUT FOR ANY QUANTITATIVE ANALYSIS, NUMERALS ARE THE STANDARD. THIS ENSURES THAT THE INTEGRITY AND CLARITY OF THE DATA ARE MAINTAINED.

SPECIAL CASES AND EXCEPTIONS

WHILE THE GENERAL RULES FOR CHICAGO STYLE NUMBERS ILLUSTRATIONS ARE CLEAR, CERTAIN SPECIAL CASES AND EXCEPTIONS WARRANT SPECIFIC ATTENTION. FOR INSTANCE, CENTURIES ARE TYPICALLY SPELLED OUT: "THE **NINETEENTH CENTURY**." HOWEVER, ORDINAL NUMBERS USED AS PART OF FORMAL NAMES, LIKE "THE **FIFTH AVENUE**," ARE CAPITALIZED.

NUMBERS THAT BEGIN SENTENCES, AS PREVIOUSLY MENTIONED, SHOULD GENERALLY BE SPELLED OUT FOR GRAMMATICAL CORRECTNESS AND FLOW. THIS APPLIES EVEN IF THE NUMBER IS TEN OR GREATER. FOR EXAMPLE, "**TWO THOUSAND** ATTENDEES REGISTERED FOR THE CONFERENCE." CONVERSELY, IF A SENTENCE CONTAINS A SERIES OF NUMBERS WHERE ONE IS A NUMERAL, ALL SHOULD BE NUMERALS, EVEN IF SOME ARE LESS THAN TEN. FOR EXAMPLE, "THE RECIPE REQUIRES **5** EGGS, **10** CUPS OF FLOUR, AND **2** TABLESPOONS OF SUGAR."

PROPER NOUNS THAT INCORPORATE NUMBERS, SUCH AS STREET NAMES OR NAMED AWARDS, USUALLY RETAIN THEIR ORIGINAL NUMERICAL FORM. FOR EXAMPLE, "HE LIVES AT **123 MAIN STREET**" OR "SHE WON THE **PULITZER PRIZE FOR FICTION**." IT IS ESSENTIAL TO CONSULT THE SPECIFIC GUIDELINES OF THE PUBLICATION OR INSTITUTION FOR ANY FURTHER NUANCES.

ILLUSTRATIVE EXAMPLES OF CHICAGO STYLE NUMBERS

TO SOLIDIFY UNDERSTANDING, LET'S REVIEW A FEW PRACTICAL CHICAGO STYLE NUMBERS ILLUSTRATIONS. WHEN COMPARING QUANTITIES, CONSISTENCY IS KEY. CONSIDER THE SENTENCE: "SHE PURCHASED **THREE** APPLES AND **12** ORANGES." THIS IS INCORRECT BECAUSE IT MIXES SPELLED-OUT AND NUMERAL FORMS FOR SIMILAR ITEMS. THE CORRECTED VERSION WOULD BE: "SHE PURCHASED **3** APPLES AND **12** ORANGES."

ANOTHER COMMON SCENARIO INVOLVES PERCENTAGES. A STATEMENT LIKE "A TWENTY-FIVE PERCENT CHANCE OF RAIN" IS ACCEPTABLE IN NARRATIVE PROSE, BUT FOR CONCISENESS AND CLARITY, "A **25 PERCENT** CHANCE OF RAIN" IS OFTEN PREFERRED. IF STATISTICS ARE BEING PRESENTED, SUCH AS "**5%** OF THE SAMPLE GROUP SHOWED IMPROVEMENT," USING THE NUMERAL AND THE PERCENT SYMBOL IS STANDARD.

DATES AND TIMES ALSO REQUIRE CAREFUL HANDLING. "THE EVENT ON **MAY 10, 2024**, STARTED AT **7:00 PM**." THIS FORMAT ADHERES TO CHICAGO'S CONVENTIONS. FOR LESS FORMAL REFERENCES TO TIME, SUCH AS "AROUND **NOON**," SPELLING OUT IS ACCEPTABLE. THE OVERARCHING PRINCIPLE REMAINS TO ENSURE CLARITY AND CONSISTENCY FOR THE READER, MAKING THE NUMERICAL INFORMATION EASILY DIGESTIBLE AND ACCURATE.

FAQ: CHICAGO STYLE NUMBERS ILLUSTRATIONS

Q: WHEN SHOULD I SPELL OUT NUMBERS IN CHICAGO STYLE?

A: IN CHICAGO STYLE, YOU SHOULD GENERALLY SPELL OUT NUMBERS ONE THROUGH NINE. THIS APPLIES TO CARDINAL NUMBERS IN MOST CONTEXTS. ADDITIONALLY, NUMBERS THAT BEGIN A SENTENCE SHOULD ALMOST ALWAYS BE SPELLED OUT, REGARDLESS OF THEIR VALUE, TO MAINTAIN GRAMMATICAL CORRECTNESS AND IMPROVE THE FLOW OF THE TEXT.

Q: WHEN IS IT APPROPRIATE TO USE NUMERALS IN CHICAGO STYLE?

A: NUMERALS ARE TYPICALLY USED FOR NUMBERS TEN AND ABOVE. THEY ARE ALSO ESSENTIAL WHEN DEALING WITH PERCENTAGES, STATISTICS, MEASUREMENTS, DATES, TIMES, FRACTIONS, DECIMALS, AND IN ANY SERIES WHERE AT LEAST ONE NUMBER REQUIRES A NUMERAL. THE PRIMARY GOAL IS TO ENSURE PRECISION AND EASE OF READING.

Q: HOW DOES CHICAGO STYLE HANDLE LARGE NUMBERS?

A: LARGE NUMBERS, GENERALLY THOSE WITH FOUR OR MORE DIGITS, ARE PRESENTED USING NUMERALS IN CHICAGO STYLE. COMMAS ARE USED TO SEPARATE THOUSANDS, MILLIONS, AND SO ON, TO IMPROVE READABILITY. FOR EXAMPLE, "15,000" OR "2.5 MILLION."

Q: WHAT IS THE CHICAGO STYLE FOR WRITING DATES AND TIMES?

A: DATES IN CHICAGO STYLE FOLLOW THE FORMAT MONTH DAY, YEAR (E.G., OCTOBER 26, 2023). COMMAS SET OFF THE YEAR. TIMES ARE USUALLY WRITTEN WITH NUMERALS, SUCH AS 9:30 AM OR 2:15 PM, WITH A COLON SEPARATING HOURS AND MINUTES.

Q: HOW SHOULD I PRESENT NUMBERS IN A SERIES ACCORDING TO CHICAGO STYLE?

A: CONSISTENCY IS KEY FOR NUMBERS IN A SERIES. IF ANY NUMBER WITHIN A SERIES REQUIRES A NUMERAL (DUE TO BEING TEN OR GREATER, OR PART OF A MEASUREMENT, ETC.), THEN ALL NUMBERS IN THAT SERIES SHOULD BE RENDERED AS NUMERALS. FOR EXAMPLE, "ITEMS 1, 5, AND 12."

Q: ARE THERE ANY SPECIFIC RULES FOR PERCENTAGES IN CHICAGO STYLE?

A: YES, PERCENTAGES ARE ALMOST ALWAYS PRESENTED USING NUMERALS. IN RUNNING TEXT, CHICAGO STYLE OFTEN PREFERS THE NUMERAL FOLLOWED BY THE WORD "PERCENT" (E.G., 15 PERCENT). IN TABLES OR WHEN SPACE IS LIMITED, THE NUMERAL AND THE % SYMBOL ARE ACCEPTABLE.

Q: WHAT IF A NUMBER BEGINS A SENTENCE?

A: IF A NUMBER BEGINS A SENTENCE, IT SHOULD BE SPELLED OUT, EVEN IF IT IS A LARGE NUMBER. FOR EXAMPLE, "TWO HUNDRED PARTICIPANTS ATTENDED THE SEMINAR." IF THIS CREATES AN AWKWARD CONSTRUCTION, REPHRASING THE SENTENCE MIGHT BE ADVISABLE.

Q: HOW ARE MEASUREMENTS AND DIMENSIONS HANDLED?

A: NUMBERS USED WITH ANY UNIT OF MEASUREMENT, WHETHER METRIC OR IMPERIAL, MUST BE PRESENTED AS NUMERALS TO ENSURE ACCURACY. THIS INCLUDES LENGTHS, WEIGHTS, VOLUMES, SPEEDS, AND TEMPERATURES. FOR EXAMPLE, "5 KILOMETERS," "2.5 LITERS," OR "-10 DEGREES CELSIUS."

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