

# CHICAGO STYLE PAPER FORMATTING FOR MAGAZINES

## UNDERSTANDING CHICAGO STYLE PAPER FORMATTING FOR MAGAZINES

**CHICAGO STYLE PAPER FORMATTING FOR MAGAZINES** PLAYS A CRUCIAL ROLE IN ENSURING CLARITY, CONSISTENCY, AND ACADEMIC RIGOR IN PUBLISHED WORKS, PARTICULARLY WHEN ARTICLES ARE INTENDED FOR A PROFESSIONAL OR SCHOLARLY AUDIENCE THAT ADHERES TO THIS WIDELY RECOGNIZED CITATION AND STYLE GUIDE. THIS COMPREHENSIVE APPROACH TO FORMATTING ENCOMPASSES EVERYTHING FROM THE INTRICATE DETAILS OF IN-TEXT CITATIONS AND THE CONSTRUCTION OF BIBLIOGRAPHIES TO THE BROADER PRESENTATION OF THE MANUSCRIPT, INCLUDING MARGINS, SPACING, AND THE PROPER USE OF HEADINGS AND SUBHEADINGS. FOR WRITERS AIMING TO SUBMIT ARTICLES TO ACADEMIC JOURNALS, LITERARY REVIEWS, OR EVEN CERTAIN HIGH-BROW MAGAZINES THAT REQUIRE ADHERENCE TO ESTABLISHED SCHOLARLY CONVENTIONS, MASTERING THE NUANCES OF CHICAGO STYLE IS NOT MERELY A SUGGESTION BUT A FUNDAMENTAL REQUIREMENT FOR ACCEPTANCE. THIS ARTICLE DELVES DEEP INTO THE ESSENTIAL COMPONENTS OF CHICAGO STYLE AS APPLIED TO MAGAZINE SUBMISSIONS, PROVIDING A CLEAR ROADMAP FOR AUTHORS TO FOLLOW. WE WILL EXPLORE THE TWO PRIMARY SYSTEMS OF CITATION WITHIN CHICAGO STYLE – NOTES AND BIBLIOGRAPHY, AND AUTHOR-DATE – AND DETAIL THEIR SPECIFIC APPLICATIONS IN MAGAZINE CONTEXTS. FURTHERMORE, WE WILL COVER THE INTRICACIES OF FORMATTING A BIBLIOGRAPHY OR REFERENCE LIST, THE PROPER METHODS FOR CITING VARIOUS SOURCE TYPES COMMONLY ENCOUNTERED IN MAGAZINE ARTICLES, AND THE GENERAL MANUSCRIPT PREPARATION GUIDELINES THAT CONTRIBUTE TO A POLISHED AND PROFESSIONAL SUBMISSION.

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## THE TWO CHICAGO STYLE SYSTEMS: NOTES & BIBLIOGRAPHY VS. AUTHOR-DATE

THE CHICAGO MANUAL OF STYLE (CMOS) OFFERS TWO DISTINCT SYSTEMS FOR CITATION: THE NOTES AND BIBLIOGRAPHY SYSTEM AND THE AUTHOR-DATE SYSTEM. WHILE BOTH ARE WIDELY ACCEPTED, THEIR SUITABILITY FOR DIFFERENT TYPES OF PUBLICATIONS, INCLUDING MAGAZINES, CAN VARY.

### THE NOTES AND BIBLIOGRAPHY SYSTEM

THE NOTES AND BIBLIOGRAPHY SYSTEM IS THE PREFERRED METHOD FOR MANY DISCIPLINES, PARTICULARLY IN THE HUMANITIES, AND IS OFTEN FAVORED BY PUBLICATIONS THAT VALUE DETAILED SOURCE ACKNOWLEDGMENT. IN THIS SYSTEM, CITATIONS ARE PROVIDED THROUGH NUMBERED FOOTNOTES OR ENDNOTES WITHIN THE TEXT. EACH NOTE CORRESPONDS TO A SUPERScript

NUMBER IN THE MANUSCRIPT AND APPEARS EITHER AT THE BOTTOM OF THE PAGE (FOOTNOTE) OR AT THE END OF THE DOCUMENT (ENDNOTE). THESE NOTES OFFER THE FULL BIBLIOGRAPHIC INFORMATION FOR THE SOURCE THE FIRST TIME IT IS CITED, AND SUBSEQUENT CITATIONS OF THE SAME SOURCE CAN BE SHORTENED. A COMPREHENSIVE BIBLIOGRAPHY, LISTING ALL SOURCES CITED IN THE NOTES, IS TYPICALLY INCLUDED AT THE END OF THE ARTICLE OR PUBLICATION. THIS SYSTEM ALLOWS FOR EXTENSIVE COMMENTARY AND DIRECT QUOTATION WITHOUT DISRUPTING THE FLOW OF THE MAIN TEXT, MAKING IT A ROBUST CHOICE FOR IN-DEPTH MAGAZINE ARTICLES REQUIRING SUBSTANTIAL RESEARCH AND DETAILED REFERENCING.

## THE AUTHOR-DATE SYSTEM

THE AUTHOR-DATE SYSTEM IS MORE COMMON IN THE SOCIAL SCIENCES AND SCIENCES. IT USES PARENTHETICAL IN-TEXT CITATIONS THAT INCLUDE THE AUTHOR'S LAST NAME AND THE YEAR OF PUBLICATION (E.G., SMITH 2023). THIS IS OFTEN FOLLOWED BY A PAGE NUMBER IF A DIRECT QUOTE IS USED (E.G., SMITH 2023, 45). A CORRESPONDING REFERENCE LIST, ALPHABETIZED BY AUTHOR'S LAST NAME, APPEARS AT THE END OF THE ARTICLE, PROVIDING THE FULL BIBLIOGRAPHIC DETAILS FOR EACH SOURCE CITED. WHILE LESS COMMON FOR TRADITIONAL ACADEMIC JOURNALS, SOME CONTEMPORARY MAGAZINES, ESPECIALLY THOSE WITH A SCIENTIFIC OR SOCIAL SCIENCE FOCUS, MIGHT ADOPT THIS SYSTEM FOR ITS DIRECTNESS AND EASE OF IMMEDIATE SOURCE IDENTIFICATION WITHIN THE PROSE. FOR MAGAZINE SUBMISSIONS, UNDERSTANDING WHICH SYSTEM YOUR TARGET PUBLICATION PREFERS IS PARAMOUNT.

## MANUSCRIPT FORMATTING ESSENTIALS FOR MAGAZINE SUBMISSIONS

BEYOND CITATION STYLES, THE OVERALL PRESENTATION OF YOUR MANUSCRIPT IS CRITICAL FOR PROFESSIONAL MAGAZINE SUBMISSIONS. ADHERING TO SPECIFIC FORMATTING GUIDELINES DEMONSTRATES ATTENTION TO DETAIL AND RESPECT FOR THE PUBLICATION'S STANDARDS. THESE GUIDELINES ENSURE THAT YOUR WORK IS EASY TO READ, EDIT, AND INTEGRATE INTO THE MAGAZINE'S LAYOUT.

### GENERAL FORMATTING GUIDELINES

MOST MAGAZINES, REGARDLESS OF THEIR PREFERRED CITATION STYLE, WILL HAVE STANDARD MANUSCRIPT FORMATTING EXPECTATIONS. THESE TYPICALLY INCLUDE USING A STANDARD, READABLE FONT SUCH AS TIMES NEW ROMAN OR ARIAL, USUALLY IN 12-POINT SIZE. DOUBLE-SPACING THE ENTIRE MANUSCRIPT, INCLUDING BLOCK QUOTES AND THE BIBLIOGRAPHY OR REFERENCE LIST, IS A COMMON REQUIREMENT TO FACILITATE EASE OF READING AND EDITING. MARGINS ARE GENERALLY SET AT ONE INCH ON ALL SIDES, PROVIDING AMPLE SPACE FOR NOTES AND EDITS. EACH PAGE SHOULD BE NUMBERED CONSECUTIVELY, TYPICALLY IN THE UPPER RIGHT-HAND CORNER, AND THE FIRST PAGE SHOULD INCLUDE YOUR NAME, ADDRESS, PHONE NUMBER, AND EMAIL ADDRESS, ALONG WITH THE TITLE OF THE ARTICLE. FOR CHICAGO STYLE, ESPECIALLY IN THE NOTES AND BIBLIOGRAPHY SYSTEM, THIS FOUNDATIONAL FORMATTING IS ESSENTIAL FOR CLARITY.

### TITLE PAGE AND ARTICLE STRUCTURE

WHILE NOT ALWAYS EXPLICITLY REQUESTED FOR MAGAZINE SUBMISSIONS IN THE SAME WAY AS ACADEMIC PAPERS, A CLEAR TITLE IS ALWAYS NECESSARY. SOME PUBLICATIONS MAY REQUEST A SEPARATE TITLE PAGE, WHILE OTHERS PREFER THE TITLE TO APPEAR ON THE FIRST PAGE OF THE MANUSCRIPT, ALONG WITH YOUR CONTACT INFORMATION. THE ARTICLE ITSELF SHOULD BE LOGICALLY STRUCTURED WITH AN ENGAGING INTRODUCTION THAT HOOKS THE READER, WELL-DEVELOPED BODY PARAGRAPHS THAT PRESENT YOUR ARGUMENTS OR INFORMATION, AND A SATISFYING CONCLUSION. WITHIN THE BODY, THE USE OF SUBHEADINGS, AS OUTLINED BY CHICAGO STYLE PRINCIPLES, CAN GREATLY ENHANCE READABILITY AND ORGANIZATION, GUIDING THE READER THROUGH COMPLEX INFORMATION, WHICH IS PARTICULARLY IMPORTANT FOR LONGER FEATURE ARTICLES IN MAGAZINES.

# IN-TEXT CITATIONS IN CHICAGO STYLE FOR MAGAZINES

THE METHOD OF IN-TEXT CITATION DIRECTLY REFLECTS WHICH OF THE TWO CHICAGO STYLE SYSTEMS YOU ARE EMPLOYING. WHETHER USING NOTES OR AUTHOR-DATE, THE GOAL IS TO SEAMLESSLY INTEGRATE SOURCE INFORMATION INTO YOUR TEXT OR PROVIDE CLEAR POINTERS TO THAT INFORMATION.

## FOOTNOTES AND ENDNOTES (NOTES AND BIBLIOGRAPHY SYSTEM)

WHEN USING THE NOTES AND BIBLIOGRAPHY SYSTEM, SUPERScript NUMBERS ARE PLACED WITHIN THE TEXT IMMEDIATELY FOLLOWING THE BORROWED MATERIAL OR STATEMENT REQUIRING ATTRIBUTION. FOR MAGAZINES THAT PREFER THIS SYSTEM, THESE NUMBERS ARE CRUCIAL. THE FIRST TIME A SOURCE IS CITED, THE CORRESPONDING FOOTNOTE OR ENDNOTE WILL CONTAIN COMPLETE BIBLIOGRAPHIC DETAILS, INCLUDING AUTHOR, TITLE, PUBLICATION INFORMATION, AND PAGE NUMBER(S). SUBSEQUENT CITATIONS OF THE SAME SOURCE CAN BE SIGNIFICANTLY SHORTENED, TYPICALLY INCLUDING THE AUTHOR'S LAST NAME, A SHORTENED TITLE, AND THE PAGE NUMBER. FOR VERY FREQUENT CITATIONS OF A SINGLE SOURCE, THE ABBREVIATION "IBID." (MEANING "IN THE SAME PLACE") MAY BE USED IF THE CITATION IMMEDIATELY FOLLOWS THE PREVIOUS ONE FOR THE SAME SOURCE AND PAGE. THIS SYSTEM IS EXCELLENT FOR MAGAZINE ARTICLES WHERE YOU MIGHT WANT TO INCLUDE SUPPLEMENTARY INFORMATION OR ELABORATE ON A POINT WITHOUT INTERRUPTING THE MAIN NARRATIVE FLOW, OFFERING A NUANCED WAY TO ENGAGE WITH SOURCES.

## PARENTHETICAL CITATIONS (AUTHOR-DATE SYSTEM)

IN THE AUTHOR-DATE SYSTEM, THE CITATION APPEARS DIRECTLY WITHIN THE SENTENCE OR AT THE END OF IT, ENCLOSED IN PARENTHESES. IT TYPICALLY INCLUDES THE AUTHOR'S LAST NAME AND THE YEAR OF PUBLICATION, FOR EXAMPLE, (MILLER 2021). IF YOU ARE QUOTING DIRECTLY, YOU MUST ALSO INCLUDE THE PAGE NUMBER, SUCH AS (MILLER 2021, 78). WHEN THE AUTHOR'S NAME IS MENTIONED IN THE TEXT OF THE ARTICLE, THE YEAR CAN OFTEN BE OMITTED IF THE REFERENCE IS CLEAR, OR PLACED IMMEDIATELY AFTER THE AUTHOR'S NAME IN PARENTHESES. THIS METHOD IS MORE DIRECT AND CAN BE HELPFUL FOR READERS WHO WANT TO QUICKLY IDENTIFY THE SOURCE OF INFORMATION WITHOUT REFERRING TO ENDNOTES OR FOOTNOTES, MAKING IT A CONCISE OPTION FOR CERTAIN MAGAZINE FORMATS.

## CRAFTING YOUR BIBLIOGRAPHY OR REFERENCE LIST

WHETHER YOU USE FOOTNOTES/ENDNOTES OR AUTHOR-DATE CITATIONS, A CONCLUDING LIST OF ALL CONSULTED AND CITED SOURCES IS INDISPENSABLE IN CHICAGO STYLE. THE FORMAT AND TITLE OF THIS LIST WILL DIFFER BASED ON THE SYSTEM CHOSEN.

## BIBLIOGRAPHY (NOTES AND BIBLIOGRAPHY SYSTEM)

FOR PUBLICATIONS USING THE NOTES AND BIBLIOGRAPHY SYSTEM, THE CONCLUDING SECTION IS TITLED "BIBLIOGRAPHY." THIS LIST IS ALPHABETIZED BY THE AUTHOR'S LAST NAME. EACH ENTRY PROVIDES FULL BIBLIOGRAPHIC DETAILS FOR EVERY SOURCE CITED IN THE NOTES, FORMATTED IN A SPECIFIC MANNER DEPENDING ON THE SOURCE TYPE (BOOK, JOURNAL ARTICLE, MAGAZINE ARTICLE, WEBSITE, ETC.). THE BIBLIOGRAPHY ALLOWS READERS TO LOCATE AND CONSULT THE ORIGINAL SOURCES THEMSELVES. PROPER FORMATTING OF THIS LIST IS CRUCIAL FOR ACADEMIC INTEGRITY AND IS A HALLMARK OF CHICAGO STYLE MAGAZINE SUBMISSIONS. PAY CLOSE ATTENTION TO THE ORDER OF INFORMATION, PUNCTUATION, AND THE USE OF ITALICS FOR TITLES OF LARGER WORKS.

## REFERENCE LIST (AUTHOR-DATE SYSTEM)

IF YOU ARE EMPLOYING THE AUTHOR-DATE SYSTEM, THE CONCLUDING LIST IS TYPICALLY CALLED A "REFERENCE LIST." SIMILAR TO THE BIBLIOGRAPHY, IT IS ALPHABETIZED BY THE AUTHOR'S LAST NAME. EACH ENTRY IN THE REFERENCE LIST CORRESPONDS DIRECTLY TO AN IN-TEXT PARENTHETICAL CITATION AND PROVIDES COMPLETE PUBLICATION DETAILS. THE PRIMARY DIFFERENCE IN FORMATTING BETWEEN A BIBLIOGRAPHY AND A REFERENCE LIST OFTEN LIES IN HOW INITIAL PUBLICATION DETAILS ARE PRESENTED AND THE INCLUSION OF SPECIFIC ELEMENTS LIKE DOIs OR URLs. CONSISTENCY IN FORMATTING WITHIN THIS LIST IS PARAMOUNT, ENSURING THAT READERS CAN EASILY FIND AND VERIFY THE SOURCES REFERENCED WITHIN YOUR MAGAZINE ARTICLE.

## CITING COMMON MAGAZINE ARTICLE SOURCES

MAGAZINE ARTICLES DRAW FROM A VARIETY OF SOURCES, AND CHICAGO STYLE PROVIDES SPECIFIC GUIDELINES FOR CITING EACH. ACCURACY IN THESE CITATIONS IS KEY TO AVOIDING PLAGIARISM AND GIVING PROPER CREDIT.

### MAGAZINES AND PERIODICALS

CITING A MAGAZINE ARTICLE WITHIN THE NOTES AND BIBLIOGRAPHY SYSTEM TYPICALLY INCLUDES THE AUTHOR'S NAME, THE TITLE OF THE ARTICLE IN QUOTATION MARKS, THE TITLE OF THE MAGAZINE ITALICIZED, THE VOLUME AND ISSUE NUMBER (IF APPLICABLE), THE DATE OF PUBLICATION, AND THE PAGE NUMBER(S) ON WHICH THE ARTICLE APPEARS. FOR EXAMPLE: JANE DOE, "THE FUTURE OF AI," *TECH WEEKLY*, OCTOBER 26, 2023, 35. IN THE AUTHOR-DATE SYSTEM, THIS WOULD APPEAR AS (DOE 2023, 35). THE SPECIFIC FORMATTING FOR MAGAZINE TITLES, DATES, AND PAGE NUMBERS SHOULD BE METICULOUSLY FOLLOWED AS PER THE LATEST EDITION OF THE CHICAGO MANUAL OF STYLE.

### Books

WHEN CITING A BOOK, THE NOTES AND BIBLIOGRAPHY SYSTEM REQUIRES THE AUTHOR'S FULL NAME, THE TITLE OF THE BOOK ITALICIZED, PUBLICATION INFORMATION (CITY, PUBLISHER, YEAR), AND THE SPECIFIC PAGE NUMBER(S) IF REFERENCING A PARTICULAR PART OF THE BOOK. FOR EXAMPLE: JOHN SMITH, *THE ART OF WRITING* (NEW YORK: PENGUIN BOOKS, 2022), 112. IN THE AUTHOR-DATE SYSTEM, THIS WOULD BE (SMITH 2022, 112). ENSURE THAT ALL BIBLIOGRAPHIC DETAILS ARE ACCURATE AND COMPLETE.

### WEBSITES AND ONLINE SOURCES

CITING ONLINE SOURCES REQUIRES INCLUDING THE AUTHOR (IF AVAILABLE), THE TITLE OF THE SPECIFIC PAGE OR ARTICLE, THE NAME OF THE WEBSITE (OFTEN ITALICIZED), THE PUBLICATION OR LAST UPDATED DATE (IF AVAILABLE), AND THE URL. IT IS ALSO CRUCIAL TO INCLUDE THE DATE YOU ACCESSED THE MATERIAL. FOR EXAMPLE: SARAH LEE, "UNDERSTANDING DIGITAL PUBLISHING," *MEDIA TODAY ONLINE*, NOVEMBER 1, 2023, ACCESSED NOVEMBER 15, 2023, [WWW.MEDIATODAYONLINE.COM/DIGITALPUBLISHING](http://WWW.MEDIATODAYONLINE.COM/DIGITALPUBLISHING). IN THE AUTHOR-DATE SYSTEM, THIS MIGHT BE (LEE 2023). MANY ONLINE MAGAZINES HAVE THEIR OWN SPECIFIC DIGITAL CITATION REQUIREMENTS, SO ALWAYS CHECK THEIR SUBMISSION GUIDELINES.

## SPECIAL CONSIDERATIONS FOR MAGAZINE FORMATTING

WHILE THE CORE PRINCIPLES OF CHICAGO STYLE REMAIN CONSISTENT, APPLYING THEM TO MAGAZINE SUBMISSIONS OFTEN INVOLVES ADAPTING TO THE PUBLICATION'S SPECIFIC EDITORIAL NEEDS AND AUDIENCE. THIS INCLUDES UNDERSTANDING HOW CHICAGO STYLE INTEGRATES WITH JOURNALISTIC CONVENTIONS.

## CONSISTENCY AND ADAPTABILITY

THE MOST CRITICAL ASPECT OF USING CHICAGO STYLE FOR MAGAZINES IS MAINTAINING ABSOLUTE CONSISTENCY IN YOUR CHOSEN CITATION SYSTEM AND FORMATTING THROUGHOUT THE ENTIRE ARTICLE. IF THE MAGAZINE'S EDITORIAL GUIDELINES OFFER SPECIFIC MODIFICATIONS TO CHICAGO STYLE – FOR INSTANCE, REQUESTING A PARTICULAR WAY TO HANDLE DIGITAL ARTICLE CITATIONS OR A PREFERRED DATE FORMAT – IT IS ESSENTIAL TO ADHERE TO THOSE DIRECTIVES PRECISELY. THIS ADAPTABILITY SHOWS PROFESSIONALISM AND ENSURES YOUR MANUSCRIPT FITS SEAMLESSLY INTO THEIR ESTABLISHED WORKFLOW AND PUBLICATION STYLE. THE GOAL IS TO MAKE YOUR WORK ACCESSIBLE AND PROFESSIONAL FOR THE MAGAZINE'S READERS AND EDITORS.

## WHEN TO DEVIATE (AND WHEN NOT TO)

IN GENERAL, FOR ACADEMIC-LEANING MAGAZINES OR LITERARY JOURNALS, ADHERENCE TO CHICAGO STYLE IS EXPECTED TO BE VERY STRICT. FOR MORE GENERAL INTEREST OR COMMERCIAL MAGAZINES, EDITORS MIGHT HAVE A MORE STREAMLINED APPROACH OR A HOUSE STYLE THAT BORROWS FROM CHICAGO BUT SIMPLIFIES CERTAIN ELEMENTS. ALWAYS PRIORITIZE THE MAGAZINE'S SPECIFIC SUBMISSION GUIDELINES OVER GENERAL CHICAGO STYLE RULES IF THERE IS A CONFLICT. HOWEVER, FUNDAMENTAL ELEMENTS LIKE PROPER ATTRIBUTION AND AVOIDING PLAGIARISM REMAIN NON-NEGOTIABLE. IF A MAGAZINE DOESN'T EXPLICITLY STATE ITS CITATION STYLE, DEFAULTING TO CHICAGO STYLE (AND CLEARLY INDICATING WHICH SYSTEM YOU'VE USED) IS A SAFE AND PROFESSIONAL APPROACH, PARTICULARLY FOR FEATURE ARTICLES THAT REQUIRE A DEGREE OF DEPTH AND AUTHORITY.

## FAQ

### Q: IS CHICAGO STYLE FORMATTING PRIMARILY FOR ACADEMIC PAPERS, OR IS IT APPLICABLE TO MAGAZINES?

A: CHICAGO STYLE FORMATTING IS HIGHLY APPLICABLE TO MAGAZINES, PARTICULARLY THOSE WITH AN ACADEMIC, LITERARY, OR IN-DEPTH JOURNALISTIC FOCUS. WHILE IT ORIGINATED IN ACADEMIC PUBLISHING, ITS TWO CITATION SYSTEMS (NOTES-BIBLIOGRAPHY AND AUTHOR-DATE) PROVIDE ROBUST FRAMEWORKS FOR ACKNOWLEDGING SOURCES, WHICH IS CRUCIAL FOR CREDIBILITY IN ANY PUBLISHED MEDIUM, INCLUDING MAGAZINES.

### Q: WHICH OF THE TWO CHICAGO STYLE SYSTEMS IS MORE COMMON FOR MAGAZINES?

A: THE NOTES AND BIBLIOGRAPHY SYSTEM IS MORE TRADITIONALLY COMMON FOR MAGAZINES THAT VALUE DETAILED SOURCE ATTRIBUTION, ESPECIALLY IN THE HUMANITIES AND ARTS. HOWEVER, THE AUTHOR-DATE SYSTEM IS INCREASINGLY SEEN IN MAGAZINES WITH A SCIENTIFIC OR SOCIAL SCIENCE FOCUS DUE TO ITS DIRECTNESS. IT'S ESSENTIAL TO CHECK THE SPECIFIC MAGAZINE'S SUBMISSION GUIDELINES TO DETERMINE THEIR PREFERENCE.

### Q: HOW DO I FORMAT A BIBLIOGRAPHY ENTRY FOR A MAGAZINE ARTICLE IN CHICAGO STYLE?

A: FOR A MAGAZINE ARTICLE USING THE NOTES AND BIBLIOGRAPHY SYSTEM, A TYPICAL ENTRY INCLUDES THE AUTHOR'S FULL NAME, THE TITLE OF THE ARTICLE IN QUOTATION MARKS, THE TITLE OF THE MAGAZINE ITALICIZED, THE DATE OF PUBLICATION, AND THE PAGE NUMBER(S). FOR EXAMPLE: JOHN DOE, "THE EVOLUTION OF PRINT," *MAGAZINE TODAY*, MARCH 2023, 45-50.

### Q: WHAT ARE THE ESSENTIAL MANUSCRIPT FORMATTING REQUIREMENTS WHEN USING

## CHICAGO STYLE FOR A MAGAZINE SUBMISSION?

A: ESSENTIAL MANUSCRIPT FORMATTING TYPICALLY INCLUDES USING A READABLE 12-POINT FONT (LIKE TIMES NEW ROMAN), DOUBLE-SPACING THE ENTIRE DOCUMENT, SETTING ONE-INCH MARGINS ON ALL SIDES, AND NUMBERING PAGES CONSECUTIVELY. THE FIRST PAGE USUALLY CONTAINS YOUR CONTACT INFORMATION AND THE ARTICLE TITLE. THESE FOUNDATIONAL ELEMENTS ENSURE READABILITY AND EASE OF EDITING.

## Q: WHEN CITING AN ONLINE MAGAZINE ARTICLE IN CHICAGO STYLE, WHAT INFORMATION MUST BE INCLUDED?

A: WHEN CITING AN ONLINE MAGAZINE ARTICLE IN CHICAGO STYLE, YOU SHOULD INCLUDE THE AUTHOR'S NAME (IF AVAILABLE), THE TITLE OF THE ARTICLE IN QUOTATION MARKS, THE NAME OF THE MAGAZINE ITALICIZED, THE PUBLICATION DATE, THE URL, AND THE DATE YOU ACCESSED THE CONTENT. FOR EXAMPLE: JANE SMITH, "DIGITAL TRENDS," *ONLINE MAGAZINE REVIEW*, APRIL 15, 2023, ACCESSED NOVEMBER 15, 2023, [WWW.ONLINEMAGAZINEREVIEW.COM/DIGITALTRENDS](http://WWW.ONLINEMAGAZINEREVIEW.COM/DIGITALTRENDS).

## Q: SHOULD I USE FOOTNOTES OR ENDNOTES FOR IN-TEXT CITATIONS IN A MAGAZINE ARTICLE FORMATTED IN CHICAGO STYLE?

A: IF THE MAGAZINE SPECIFIES THE NOTES AND BIBLIOGRAPHY SYSTEM, YOU WILL USE EITHER FOOTNOTES OR ENDNOTES. FOOTNOTES APPEAR AT THE BOTTOM OF THE PAGE WHERE THE CITATION OCCURS, WHILE ENDNOTES ARE COMPILED AT THE END OF THE ARTICLE. ALWAYS CONFIRM WITH THE MAGAZINE'S SUBMISSION GUIDELINES WHICH OF THESE IS PREFERRED, OR IF THEY HAVE A SPECIFIC CONVENTION.

## Q: HOW DOES CHICAGO STYLE ADDRESS BLOCK QUOTES WITHIN MAGAZINE ARTICLES?

A: IN CHICAGO STYLE, BLOCK QUOTES (LONGER QUOTATIONS, TYPICALLY 5 LINES OR MORE) ARE SET OFF FROM THE MAIN TEXT AS FREESTANDING PARAGRAPHS, INDENTED FROM THE LEFT MARGIN, AND USUALLY SINGLE-SPACED. THEY DO NOT USE QUOTATION MARKS AT THE BEGINNING OR END. THE CITATION FOLLOWS THE BLOCK QUOTE.

## Q: WHAT IS THE DIFFERENCE BETWEEN A BIBLIOGRAPHY AND A REFERENCE LIST IN CHICAGO STYLE FOR MAGAZINES?

A: A BIBLIOGRAPHY IS USED WITH THE NOTES AND BIBLIOGRAPHY SYSTEM AND LISTS ALL SOURCES CITED IN THE NOTES, PROVIDING A COMPREHENSIVE OVERVIEW OF RESEARCH. A REFERENCE LIST IS USED WITH THE AUTHOR-DATE SYSTEM AND CONTAINS ONLY THE SOURCES DIRECTLY CITED WITHIN THE TEXT. BOTH ARE ALPHABETIZED BY AUTHOR'S LAST NAME.

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