Chicago Style Manual 17th Edition

Presentation by Jordan Montejano
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CRAFTON HILLS
COLLEGE

In-Text Citations

Other Resources

Bibliography/ References

CMS Intro

Title Page and Headings

What is CMS?

CMS Types Compared

- CMS stands for Chicago Manual of Style
- It was originally made for publishers of academic books and journals.
- Chicago Notes and Bibliographies is commonly used in literature, history, and the arts.
- Chicago Author-Date is mostly preferred by social sciences.

THIS IS FINE.

Notes:

CMS Notes and Bibliographies Distinct Features

- Single space notes and bibliographies but leave extra space between your note and bibliography entries.

- Include notes to cite sources and provide comments. Notes are superscripted. Include a footnote at the bottom of the page.

- Include a Bibliography page.

Both CMS Notes and Bibliographies and Author-Note Similarities

- Include a title page with a title, author info, class info, professor's name, and date.

- Preferred fonts of Times New Roman or Palatino (12pt maximum. 10 point minimum).

- Double-Space all font except for block quotes, table titles, and figure captions.

- May include an annotated Bibliography at the professor's request.

CMS Author-Date Distinct Features

- Single space notes and references but leave an extra space between reference entries.

- Include in-text citations with the author's name, date, and page number.

- Include a Reference page.

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From Distraction to Education: Technology and the Classroom

Michael B. Stevens
PSYCH 100: General Psychology
Professor Higgs
Feb. 21, 2023

The Title Page

- The entire paper should be 10-12pt font Time New Roman or Palatino.

- The title should be capitalized, centered, and start a third of the way down the page.

- The author's name should be several lines below the title and be centered.

Heading Styles

Check with your professor if you need headings and what types of headings you need.

You might not need any or you might only need level one headings.

See heading styles (image right) from Purdue Owl CMS General Format.

https://owl.purdue.edu/owl/research_and_citation/chicago_manual_17th_edition/cmos_formatting_and_style_guide/general_format.html

Chicago Headings

Level	Format
1	**Centered, Boldface or Italic Type, Headline-style Capitalization**
2	Centered, Regular Type, Headline-style Capitalization
3	**Flush Left, Boldface or Italic Type, Headline-style Capitalization**
4	Flush left, roman type, sentence-style capitalization
5	**Run in at beginning of paragraph (no blank line after), boldface or italic type, sentence-style capitalization, terminal period.**

Here is an example of the five-level heading system:

Contemporary Literature (Level 1)

What Are the Major Movements? (Level 2)

Beat Generation (Level 3)

Significant figures, events, and elements (Level 4)

Kerouac as the leader. The role of founding Beat Generation Poet was filled by Jack Kerouac... (Level 5)

CMS General Set up and Spacing

- Before we get into how we cite in both CMS Styles, we should note that the entire paper should be double-spaced except for block quotes, table titles, and figure captions.
- Font should be Times New Roman or Palatino and be 10pt minimum, 12pt maximum.
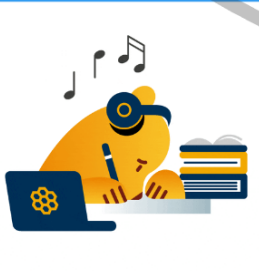
CMS Notes and Bibliographies Citations

CMS Author-Date Citations

Block Quotes for Both Styles

Notes and Footnotes in CMS Notes and Bibliographies

CMS Notes and Bibliographies, include a note and a matching footnote every time you paraphrase or quote from a source. Notes are used to cite sources and provide comments. Notes should be superscripted. include a footnote at the bottom of the page.

Foot notes are full size, unraised, and are followed by a period. Your note numbers should natch your footnote numbers.

An introductory paragraph should have a hook, bridge, and a thesis.   2

Hook Many professors discourage the use of laptops in the classroom as a way to prevent students from playing games and browsing Facebook during class. What many people don't realize is that technology can improve classroom instruction if it is used wisely. **Bridge** Although some may still disagree, there has been a strong push for technology in the classroom setting. **Thesis**

Initially, there are some concerns involving technology when it comes to its effectiveness. "When we evaluated the correlation between reported study strategies and students' quiz scores, we did not discover any statistically significant results. Therefore, reported study strategy may not influence the efficacy of the guided notes."[1] As seen in Glowdowski and Thompson's article, the incorporation of technology does not necessarily lead to improvement in student outcomes. How and what technology is used is paramount in its effectiveness.

Use notes to cite sources and provide comments. Notes should be superscripted. Include a footnote at the bottom of the page.

Topic Sentence Additionally, some schools such as six Washington Public Schools in the District of Columbia are making budget and policy changes in order to make technology readily available to students. In an article from the Washington Post, Perry Stein discusses a school's plan to shorten the school year and use the money in order to invest into laptop computers for its students.[2] Such **Evidence** policies will ensure that each student will have access to a laptop for things like research, essay **Analysis** writing, and math. If all goes as planned, students will be able to learn more in less time through the use of technology. **Close or Link** **Ask your professor if you need an access date for online sources. If you need one, then put it before the url or doi.**

Moreover, some schools are addressing the inherent challenges of technology in the classroom and do well to address how to meet those challenges head on.

Include a footnote at the bottom of the page every time you quote or paraphrase a source. Footnote numbers are full size unraised and are followed by a period. Your note numbers should match your footnote numbers.

1. Glodowski, Kathryn, and Rachel Thompson. "The Effects of Guided Notes on Pre-Lecture Quiz Scores in Introductory Psychology." *Journal of Behavioral Education* 27, no. 1, (March 2018): 113. doi:10.1007/s10864-017-9274-7.

2. Stein, Perry. "District eliminates extended school year, invests more in classroom technology." *Washingtonpost.com*. (21 Feb. 2019): 1. *Gale In Context: Opposing Viewpoints*, https://link.gale.com/apps/doc/A575328620/OVIC?u=yuca26750&sid=OVIC&xid=4d1c25a0.

Check with your professor to see if they have a preferred footnote font size. CMS suggests you use the same font style and size as the rest of the paper. Do not use a font smaller than 10pts.

Author-Date In-Text Citations

in CMS Author-Date, include the last name of the author, date, and page number with each citation if applicable. Include this information either in the signal phrase before the quote or at the end in the parenthetical citation.

citation with a signal phrase (note that any info not in the signal phrase is included in the parenthesis at the end): As Gregory Smith said, "These will be my famous last words" (2023, 12).

citation with all relevant information in the parenthetical citation: "These will be my famous last words" (Smith, 2023, 12).

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Hook Many professors discourage the use of laptops in the classroom as a way to prevent students from playing games and browsing Facebook during class. What many people don't realize is that **Bridge** technology can improve classroom instruction if it is used wisely. Although some may still **Thesis** disagree, there has been a strong push for technology in the classroom setting.

Initially, there are some concerns involving technology when it comes to its effectiveness. "When we evaluated the correlation between reported study strategies and students' quiz scores, we did not discover any statistically significant results. Therefore, reported study strategy may not influence the efficacy of the guided notes" (Glowdowski and Thomas 2018, 113). As seen in Glowdowski and Thompson's article, the incorporation of technology does not necessarily lead to improvement in student outcomes. How and what technology is used is paramount in its effectiveness.

Include the last names of authors, date, and page number in each citation.

Topic Sentence Additionally, some schools such as six Washington Public Schools in the District of Columbia are making budget and policy changes in order to make technology readily available to students. In an article from the Washington Post, Perry Stein (2019) discusses a school's plan to shorten the school year and use the money in order to invest into laptop computers for its **Evidence** students (1). Such policies will ensure that each student will have access to a laptop for things **Analysis** like research, essay writing, and math. If all goes as planned, students will be able to learn more **Close or Link** in less time through the use of technology. **Signal Phrase before a block quote. Use a block quote if the quote is more than four lines long.**

Moreover, some schools are addressing the inherent challenges of technology in the classroom and do well to address how to meet those challenges head on.

Indent Block Quote by .5 (hanging indent) and remove quotation marks. In "Technology in the Classroom," Alice Armstrong (2014) discusses the challenge and training required of educators in order to implement technology effectively:

These tools do not magically solve all of the problems that classroom teachers face. They come with challenges that educators must meet head on, not the least of which is learning

Notes:

Block Quotes

Block Quote CMS Author-Date

Signal Phrase before a block quote. Use a block quote if the quote is more than four lines long.

Remove quotations on block quotes. Block quotes are single spaced.

3

Indent Block Quote by .5 (hanging indent) and remove quotation marks.

In "Technology in the Classroom," Alice Armstrong (2014) discusses the challenge and training required of educators in order to implement technology effectively:

Evidence

These tools do not magically solve all of the problems that classroom teachers face. They come with challenges that educators must meet head on, not the least of which is learning to wield them effectively with students. For those in the profession who are not instinctive users of technology, this challenge can be significant. That's why it is imperative that districts provide faculty with effective training and technical support (41).

Not only is it important to find out what is difficult with using technology in the classroom, but it is equally important to acknowledge its uses. Armstrong goes on to explain that when it comes to the use of laptops and tablets, "technology is transforming students into explorers and teachers into guides. So, we need to use technology to improve and expand the way that students are learning in a way that is interactive and reinforces what they have already learned.

Analysis

Close or Link

Restate Thesis

All things considered, despite the hesitation of some, there is a driving force behind the movement to incorporate technology in the classroom. Some people believe that technology may not easily translate into better learning. Many schools are actively changing their educational systems to use more tech in classrooms. Also, there are schools who are meeting the challenges of using technology and are coming up with effective solutions. With the way that schools are embracing technology, students and teachers should take a close look at how they can make the most of it in each class.

Review

Closing Statement

The conclusion should have a restatement of a thesis, review body paragraphs, and have a closing statement.

Prezi

Note that CMS Author-Date block quotes do not feature notes and footnotes (image left)

Include the author's name, year, and page numbers.

Block Quote CMS Notes and Bibliographies

Signal Phrase before a block quote. Use a block quote if the quote is more than four lines long. Block quotes are single spaced.

3

Indent Block Quote by .5 (hanging indent) and remove quotation marks.

In "Technology in the Classroom," Alice Armstrong discusses the challenge and training required of educators in order to implement technology effectively:

Remove quotations on block quotes.

These tools do not magically solve all of the problems that classroom teachers face. They come with challenges that educators must meet head on, not the least of which is learning to wield them effectively with students. For those in the profession who are not instinctive users of technology, this challenge can be significant. That's why it is imperative that districts provide faculty with effective training and technical support.[3]

Not only is it important to find out what is difficult with using technology in the classroom, but it is equally important to acknowledge its uses. Armstrong goes on to explain that when it comes to the use of laptops and tablets, "technology is transforming students into explorers and teachers into guides.[4] So, we need to use technology to improve and expand the way that students are learning in a way that is interactive and reinforces what they have already learned.

Restate Thesis

All things considered, despite the hesitation of some, there is a driving force behind the movement to incorporate technology in the classroom. Some people believe that technology may not easily translate into better learning. Many schools are actively changing their educational systems to use more tech in classrooms. Also, there are schools who are meeting the challenges of using technology and are coming up with effective solutions. With the way that schools are embracing technology, students and teachers should take a close look at how they can make the most of it in each class.

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3. Armstrong, Alice. "Technology in the Classroom It's Not a Matter of 'If,' but 'When' and 'How.'" Education Digest, vol. 79, no. 5, (Jan. 2014): 41. http://web.a.ebscohost.com/ehost/pdfviewer/pdfviewer?vid=29&sid=506a7a1e-e1a0-4b98-9bda-d5d54260a0c6%40sessionmgr4006.

4. Armstrong, "Technology in the Classroom,"41

When using footnotes to cite the same source as the one before it, use a shortened form of the citation with the author, short title, and page number. You may leave the title of the work out if the previous note has the title.

Note that CMS Notes and Bibliographies block quotes feature notes and footnotes (image left).

The footnote should include the page that the quote or paraphrase is from.

References or Bibliography?

- CMS Author-Date uses a Reference Page while CMS Notes and Bibliographies uses a Bibliography Page.
- Examples of both are included below (Note how similar they are. The big difference is how they are titled and how the dates are listed. Purdue Owl CMS has good examples and many article databases like EBSCO, GALE Opposing Viewpoints in Context, and US Newspapers have auto CMS Citation features).

Annotated Bibliography

Having Trouble Citing Your Sources

Citation for an article from an academic journal. Note that the URL is included, but your professor may ask for the doi.

4

Bibliography

Citation of an article from a magazine.

Armstrong, Alice. "Technology in the Classroom It's Not a Matter of 'If,' but 'When' and 'How.'" Education Digest 79, no. 5 (January 2014): 39–46. https://search.ebscohost.com/login.aspx?direct=true&db=a9h&AN=93376851&site=ehost-live&scope=site.

Glodowski, Kathryn and Rachel Thompson. "The Effects of Guided Notes on Pre-Lecture Quiz Scores in Introductory Psychology." Journal of Behavioral Education 27, no. 1 (March 2018): 101–123. doi:10.1007/s10864-017-9274-7.

Citation for a book with two authors

Hacker, Diana and Nancy Sommers. A Pocket Style Manual. 8th ed., Bedford St Martins, 2018.

Stein, Perry. "District eliminates extended school year, invests more in classroom technology." Washingtonpost.com. (21 February 2019): 1. Gale in Context Opposing Viewpoints. https://link.gale.com/apps/doc/A575328620/OVIC?u=yuca26750&sid=OVIC&xid=4d1c25a0.

Citation for an article from a newspaper. Include the year, month, and day for all online sources (if available).

Ask your professor if you need an access date for online sources. If you need one, then put it before the url or doi. Generally, include access dates if publication dates are not listed. In notes, access dates have commas around them (March, 13 2023,) and in bibliographic entries access dates have periods around them (March, 13 2023.)

Citation for an article from an academic journal. Note that the URL is included, but your professor may ask for the doi.

4

References

Citation of an article from a magazine.

Armstrong, Alice. 2014. "Technology in the Classroom It's Not a Matter of 'If,' but 'When' and 'How.'" Education Digest 79 (5): 39–46. https://search.ebscohost.com/login.aspx?direct=true&db=a9h&AN=93376851&site=ehost-live&scope=site.

Glodowski, Kathryn and Rachel Thompson. 2018."The Effects of Guided Notes on Pre-Lecture Quiz Scores in Introductory Psychology." Journal of Behavioral Education 27 (1): 101–123. doi:10.1007/s10864-017-9274-7.

Citation for a book with two authors

Hacker, Diana and Nancy Sommers. 2018. A Pocket Style Manual. 8th ed., Bedford St Martins.

Stein, Perry. 2019. "District eliminates extended school year, invests more in classroom technology." Washingtonpost.com. (21 February): 1. Gale in Context Opposing Viewpoints. https://link.gale.com/apps/doc/A575328620/OVIC?u=yuca26750&sid=OVIC&xid=4d1c25a0.

Citation for an article from a newspaper. Include the year, month, and day for all online sources (if available).

Ask your professor if you need an access date for online sources. If you need one, then put it before the url or doi. Generally, include access dates if publication dates are not listed.

Notes:

Annotated Bibliography

If your professor does not want a Reference Page or a Bibliography, they may ask for an annotated bibliography.

In this case, you will cite your sources and write an evaluation of them where you do the following:
1. Summarize the source.
2. Assess the credibility of the source.
3. Explain how this source lent to the strength of your argument.

*Please note that you will need an Annotated Bibliography (at the professor's request), a Reference Page (CMS Author-Date), or a Bibliography (CMS Notes and Bibliographies).

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Ask your teacher if you need an Annotated Bibliography or just a Bibliography.

Annotated Bibliography

Calkins, Steven and Kelley Garret. "Evaluating internet and scholarly sources across the disciplines: Two case studies." *College Teaching*. 55(4) (2007):151-156.

This article, written by two highly respected college professors and authors, effectively discusses the problem of unintentional online plagiarism by many students lacking in the ability to evaluate, critique, synthesize, and credit online sources properly. Two case studies from different disciplines, which were designed to foster critical evaluation of the internet and scholarly sources, are discussed in detail. I found this article to be useful because much of the content of these case studies can be easily adapted to fit assignments in different academic disciplines. One information literacy assignment in on quarter college at college is not enough. If students are expected to use the internet in a responsible way, educators must provide guidelines and relevant experience that allows students to apply those guidelines in practical ways.

Last Name. "Source Title." *Publisher*. (year): page range. URL or DOI.

Annotated bibliography entry.

Your professor may ask for an Annotated Bibliography instead of a Reference page. In this case, change "References" to "Annotated Bibliography" and include a three to five sentence paragraph after each source that does the following (don't actually color code your annotated bibliography):
1. Summarize the source.
2. Assess the credibility of the source.
3. Explain how this source has lent to the strength of your argument.

Note that you will either need an Annotated Bibliography or a Bibliography, but not both.

DLA created by: Jordan Montejano, English Instructor
Tutoring Center
Crafton Hills College

Citation Help

- Purdue Owl CMS, Scribbr CMS, and CMS Online have guides on how to format your citations in CMS Author-Date and CMS Notes and Bibliographies Styles.
- Scribbr CMS: https://www.scribbr.com/category/chicago-style/
- Purdue Owl CMS: https://owl.purdue.edu/owl/research_and_citation/chicago_manual_17th_edition/cmos_formatting_and_style_guide/general_format.html
- CMS Online: https://www.chicagomanualofstyle.org/home.html

- If you have sources you found on academic search engines like EBSCO, GALE Opposing Viewpoints in Context, or US Newspapers, then you can use the auto citation feature in those programs for your Reference/Bibliography pages. CHC Library Article Databases: https://www.craftonhills.edu/current-students/library/library-databases/index.php

- Purdue OWL CMS has an auto citation generator that you can use to start your entry, then check it for accuracy using their examples in ther CMS guide or in their sample papers.

- Refer to our CMS Author-Date and CMS Notes and Bibliographies sample papers:
- https://www.craftonhills.edu/current-students/tutoring-center/writing-tutoring/cms_notes_and_bibliography_updated.pdf
- https://www.craftonhills.edu/current-students/tutoring-center/writing-tutoring/chicago_author_date_references_style_17th_edition.pdf

All CMS Resources

Formatting and Style Guides
Purdue Owl CMS Guide: https://owl.purdue.edu/owl/research_and_citation/chicago_manual_17th_edition/cmos_formatting_and_style_guide/general_format.html

Chicago Manual of Style Online: https://www.chicagomanualofstyle.org/home.html

Scribbr Chicago Style Citation Guide | Templates & Citation Examples: https://www.scribbr.com/category/chicago-style/

CHC Tutoring Center Handouts: https://www.craftonhills.edu/current-students/tutoring-center/writing-tutoring/

Sample Papers
CMS Notes and Bibliographies Sample Paper:
https://www.craftonhills.edu/current-students/tutoring-center/writing-tutoring/cms_notes_and_bibliography_updated.pdf

CMS Author-Date Sample Paper: https://www.craftonhills.edu/current-students/tutoring-center/writing-tutoring/chicago_author_date_references_style_17th_edition.pdf

YouTube Tutorials
NCC Libraries YouTube video How to set up Chicago Manual Style Paper: https://youtu.be/RF-oSX4ZmjQ

Chegg YouTube Video on CMS Formatting Basics:
https://youtu.be/g0MYjfoaylc

@KennusGies

Notes: