



Crafton Hills College Tutoring Center Writing Directed Learning Activities

Setting Up an CMS Notes and Bibliography/Author-Date Paper

Student Name: _____

Course: _____

Date: _____

Professor: _____

Overview

Complete the activity and fill out the form except for the Tutor Check section. You must come in to the Tutoring Center with this form PRINTED and a copy of your edited CMS Notes and Bibliography or CMS Author-Date paper (this can be in print form or digital) to see an English Tutor in order to complete the assignment.

Learning Outcomes

Students will learn how to set up a paper in CMS Notes and Bibliography or Author-Date format.

Activity (about 30 minutes)

Watch the following videos on setting up the appropriate Style of Chicago Manual as well as view the proper sample paper as you edit your own CMS paper.

Video, Website, Prezi, or PowerPoint link

Watch the following video from NCC Libraries and jump to the relevant areas of the type of Chicago Manual Style that you are using: <https://youtu.be/RF-oSX4ZmjQ>

Watch this quick video on Chicago Style Formatting Basics from Chegg:

<https://youtu.be/g0MYjfoayIc>

Check out Scribbr for a quick guide on CMS: <https://www.scribbr.com/category/chicago-style/>

Check out CMS Online for a quick guide on citation:

https://www.chicagomanualofstyle.org/tools_citationguide.html

Self-Check (do these steps before bringing into the Tutoring Center)

Compare your paper with the appropriate Chicago Style Manual Sample Paper

1. If your teacher requires a title page, is it complete with the title of the paper all in caps, a third of the way down the page, and do you have all of your relevant class info several lines down from there.
2. Is your paper double-spaced except for block quotes, table titles, and figure captions and in an acceptable font like 12pt Times New Roman?
3. If it is a Chicago Notes and Bibliographies Style paper, do you have Notes that are superscripted after every quote or paraphrase, and appropriate footnotes at the bottom of each page.
4. If it is a Chicago Author-Date style paper, do all your in-text citations include the author's name, year, and page number if applicable?

Tutor Check (Bring in a printed copy of this handout and your edited paper)

- Compare the paper with the Sample Paper and give instructions on how to correct any mistakes.
- Answer any questions the student may have about setting up a CMS paper.
- It might be a good idea to pull up the paper on the computer and walk the student through making the appropriate changes.
- Feel free to suggest that the student attend an appropriate workshop or take a handout.

Tutor Signature: _____

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

Bibliography

“Chicago Paper Formatting Basics.” Chegg. 2 Oct. 200. Video, 4:11,

<https://youtu.be/g0MYjfoayIc>.

“The Chicago Manual of Style, 17th Edition.” The Chicago Manual of Style Online. Accessed

March 16, 2023. https://www.chicagomanualofstyle.org/tools_citationguide.html.

“Chicago Style Citation Guide: Templates & Citation Examples.” Scribbr. Accessed March 16,

2023. <https://www.scribbr.com/category/chicago-style/>.

“Chicago Style Manual.” NCC Libraries. 2021. Video, 18:46, <https://youtu.be/RF-oSX4ZmjQ>.