

Chicago Quick Guide – Communication

All information in this document is adapted from *The Chicago Manual of Style*, 17th edition. Some stylistic choices have been made to strive for uniformity among ACU theses. Where noted, those stylistic choices often align with the *Publication Manual of the American Psychological Association*, 7th edition. Please see the appropriate manual for additional details.

Levels of Heading (taken from APA Manual)

Level	Format
1	Centered, Boldface, Uppercase and Lowercase Heading
2	Flush Left, Boldface, Uppercase and Lowercase Heading
3	<i>Flush Left, Boldface, Italicized Uppercase and Lowercase Heading</i>
4	Indented (.5" from the left margin like a normal paragraph), boldface, lowercase paragraph heading ending with a period.
5	<i>Indented (.5" from the left margin like a normal paragraph), boldface, italicized, lowercase paragraph ending with a period.</i>

Quotations

Indent quotations prose quotation of 5+ lines, or more than 100 words, should be blocked 1" from the left margin. Single-space the block quotation.

Italics vs. Quotation Marks (CMOS 8.157ff)

Use italics for:

Television series, radio programs, movies
Music albums
Book titles, magazine titles
Plays, operas
Works of visual art

Use quotation marks for:

Individual episodes of TV, radio, or podcast programs
Songs
Individual chapters of a book, articles, short stories
Lectures and papers presented at meetings
Theses and dissertations

Capitalizing Titles (CMOS 8.159)

Capitalize all nouns, verbs, adjectives, and adverbs. Do not capitalize prepositions, no matter the length. Do not capitalize articles (*a*, *an*, and *the*) or common coordinating conjunctions (*and*, *but*, *for*, *or*, and *nor*).

Figures (CMOS 3.21ff)

Figure captions should appear below the figure and should be formatted as shown below. Wrapping text around figures is discouraged, except in certain special cases.

Example:

Figure 11. US population growth, 1900–1999. Data from US Census Bureau, “Historical National Population Estimates,” accessed August 9, 2011, <http://www.census.gov/popest/archives>.

Footnote Entries (CMOS 14.19ff)

- Restart numbering with each new chapter.
- Single space footnotes.
- Put a 5-pt space between each note.

Shortened Citations (CMOS 14.29ff)

- The first time you cite a source in a particular chapter, give the full citation. For subsequent citations, give author, shortened title, and page number.
- If there are four or more authors, use “et al.” in shortened citations.
- CMOS no longer recommends using “*ibid.*” (See CMOS 14.34.) Instead, the recommendation is now to use the shortened citation.

Bibliography Entries (CMOS 14.61ff)

- Single-space entries.
- Several works by the same author should be ordered chronologically.
- One-author entries precede multiple-author entries beginning with the same name.
- Entries with the same first author and different second or third authors are arranged alphabetically by the surname of the second author.
- References by the same author with the same publication date are ordered alphabetically by title.
- For references that have the exact same author or group of authors, use a 3-em dash (———) in place of the author name for second and subsequent references.
- Do not include dictionary entries in the bibliography.

Citation Examples (taken directly from CMOS 14.23). These examples show the numbered note form (1), the shortened form (2), and the bibliography form.

Book with Single Author

1. Cheryl Strayed, *Wild: From Lost to Found on the Pacific Crest Trail* (New York: Alfred A. Knopf, 2012), 87-88.

2. Strayed, *Wild*, 261, 265.

Strayed, Cheryl. *Wild: From Lost to Found on the Pacific Crest Trail*. New York: Alfred A. Knopf, 2012.

Book with Single Editor

1. Meghan Daum, ed., *Selfish, Shallow, and Self-Absorbed: Sixteen Writers on the Decision Not to Have Kids* (New York: Picador, 2015), 32.

2. Daum, *Selfish*, 134-135.

Daum, Meghan, ed. *Selfish, Shallow, and Self-Absorbed: Sixteen Writers on the Decision Not to Have Kids* (New York: Picador, 2015).

Chapter in an Edited Book

1. Glenn Gould, "Streisand as Schwarzkopf," in *The Glenn Gould Reader*, ed. Tim Page (New York: Vintage Books, 1984), 310.

2. Gould, "Streisand as Schwarzkopf," 309.

Gould, Glenn. "Streisand as Schwarzkopf." In *The Glenn Gould Reader*, edited by Tim Page, 308-311. New York: Vintage Books, 1984.

Journal Article

1. Benjamin Bagley, "Loving Someone in Particular," *Ethics* 125, no. 2 (January 2015): 484-85.

2. Bagley, "Loving Someone in Particular," 501.

Bagley, Benjamin. "Loving Someone in Particular." *Ethics* 125, no. 2 (January 2015): 477-507.

For additional citation examples, consult CMOS chapter 14.