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Logo

URL

<http://www.chicagomanualofstyle.org/home.html>

Subject

Technical writing—Style manuals;

Authorship—Style manuals.

Accessibility

On subscription

Language

English

Publisher

The University of Chicago Press

Brief History

What now is known as *The Chicago Manual of Style* was first published in 1906 under the title *Manual of Style: Being a compilation of the typographical rules in force at the University of Chicago Press, to which are appended specimens of type in use*. From its first 203-page edition, the *CMOS* evolved into a comprehensive reference style guide of 1,026 pages in its sixteenth edition. It was one of the first editorial style guides published in the United States, and it is largely responsible for research methodology standardization, notably citation style.

The most significant revision to the manual was made for the twelfth edition,

published in 1969. Its first printing of 20,000 copies sold out before it was printed. In 1982, with the publication of the thirteenth edition, it was officially re-titled *The Chicago Manual of Style* adopting the informal name already in widespread use.

More recently, the publishers have released a new edition about every ten years. The fifteenth edition was revised to reflect the emergence of computer technology and the internet in publishing, offering guidance for citing electronic works. Other changes included a chapter by Bryan A. Garner on American English grammar and use, and a revised treatment of mathematical copy.

In August 2010, the sixteenth edition was published simultaneously in the hardcover and online editions for the first time in the *Manual's* history. The sixteenth edition features "music, foreign languages, and computer topics (such as Unicode characters and URLs)". It also offers expanded recommendations for producing electronic publications, including web-based content and e-books.

Scope and Coverage

The whole contents are divided into three parts, i.e. the publishing process, the style and usage, the documentation. The first part "Publishing Process" includes the book and journals publication process, manuscript preparation, manuscript editing, and proofreading, rights, permissions, and copyright administration. This part also includes illustrations and tables. The second part "Style and Usage" includes Grammar and Usage, Punctuation, Spelling, Distinctive Treatment of Words, and Compounds, Names and Terms, Numbers, Abbreviations, Foreign Languages, Mathematics in Type, Quotations and Dialogue. The third part "Documentation" includes documentation I: notes and bibliography, documentation II: author-date references.

Kind of Information

The chapter on "Books and Journals" provides different kind of information about books and journals. As for example, it includes outline of divisions and parts of a books, different kind of paginations for a book, like Roman numerals for front matter, Arabic numbers for text and back matters etc., techniques for selection of headings, essential parts of front matters of a book, like the title page, copyright page, dedication and epigraph, table of contents and list of illustrations and tables, foreword, preface, acknowledgement and introduction etc. For the text part of a book the manual provides guideline for text divisions, subdivisions etc. For the back matter it provides information about standards of appendices, chronologies, end notes, glossaries, bibliography, and list of contributors, index, colophon, and errata.

Special Features

- An annual subscription is required for access to the online content of the *Manual*, but there is provision for 30 days free trials.
- The button "CHICAGO STYLE Q & A" can be found at the top of the web

page. It comprises a question and answer database which includes all the frequently asked questions along with the answers.

- The tools button at the top of the page provides the tool for manuscripts preparation. The tools provided here are intended to help authors prepare manuscripts for submission to the University of Chicago Press. They will also be of use to writers, editors, and publishers at other organizations who are looking for models for procedure and content.
- Access to the Q & A and various editing tools is free.
- The manual has a link to Chicago-Style Citation Quick Guide.

Arrangement Pattern

The contents of the handbook arranged in three parts. Under the parts all the chapters arranged topic wise.

Remarks

It is one of the most widely used and respected style guides in the United States. *The Chicago Manual of Style* includes chapters relevant to publishers of books and journals. It is used widely by academic and some trade publishers, as well as editors and authors who are required by those publishers to follow it. *Chicago* style offers writers a choice of several different formats. It allows the mixing of formats, provided that the result is clear and consistent. For instance, the fifteenth edition of *The Chicago Manual of Style* permits the use of both in-text citation systems and/or footnotes or endnotes, including use of "content notes"; it gives information about in-text citation by page number (such as MLA style) or by year of publication (like APA style); it even provides for variations in styles of footnotes and endnotes, depending on whether the paper includes a full bibliography at the end.

Comparable Tools

- A Manual for Writers of Research Papers, Theses, and Dissertations (<http://www.press.uchicago.edu/books/turabian/manual/index.html>)
- MLA Handbook (<https://style.mla.org/>)
- AMA Manual of Style (<http://www.amamanualofstyle.com/>)
- Purdue OWL MLA Formatting and Style Guide (<https://owl.english.purdue.edu/owl/resource/747/01/>)

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