FOREWORD

Researchers granted with a *FIFA Research Scholarship* are requested to use editorial guidelines such as given in the current document when reporting to the Scientific Committee, namely when drafting the interim and final reports. If the research findings are meant to be published in CIES book collections (see Regulations of the *FIFA Research Scholarship*) after the delivery of the final report, additional guidelines may be considered to be used for the final output (usually a book or a book chapter in CIES' collections).

FIFA Research Scholarship follows the recommendations and set of rules of *The Chicago Manual of Style* (CMOS), now in its 17th edition and regularly updated. The current document fully relies and directly draws on it. Recipients of the scholarship might access the CMOS as hard copy of through online access for free r in their university or town library (through a membership account of the latters). If not, CMOS offers a personal 30 days free online trial access.

As an additional resource, *A Manual for Writers of Research Papers, Theses, and Dissertations. Chicago Style for Students and Researchers*, a simplified and compatible version of the CMOS (for Professionals) intended for students and researchers, is possibly useful for the recipient researchers. A dedicated webpage offers as well numerous, free and useful resources around scholarly writing and editing according to the CMOS.

> **As regards the current document, the recipient researchers must be aware that:**
>
> - **It only provides partial contents related to the editing process and the typographical conventions and guidelines such as provided in the CMOS.**
> - **The topics treated relate to those more commonly and frequently faced in a context of scholarly writing.**
> - **For any missing or partial information and specifics, it is recommended to consult the CMOS (see above), in order to look for and to find any answer the recipient researchers need.**
> - **For any doubts or open question, the recipient is invited to contact the *FIFA Research Scholarship* Team.**

The current document contains guidelines on:

- The reports' layout in general – pp. 2 to 7;
- The method used for citing and referencing – pp. 8 to 17;
- How to use numbers – pp. 18 to 21;
- How to handle text in foreign language – p. 22.

LAYOUT

The reports must include the usual elements as found in scholarly writing, such as page title, table of contents, indexes and appendixes (tables, charts, illustrations). It must be consistent throughout its length, among other as regards margins, indentations, headers, font (preferably Calibri, Arial, Times New Roman; font size 12), line spaces, …

As an example, some or all recommendations of the following samples could be retained, however always remembering that consistency must be observed.

Sample 1a: Main text layout

Sample 1b: Main text layout, esp. parenthetical citations

➔ **See as well below the section of this document dedicated to citations.**

Chicago Style
TURABIAN
Parenthetical Citations

Immediately after a quotation or other material requiring a citation, include author and year and, for specific passages, a locator.

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The DPP was successful in attracting an important number of votes in the 1990s, during the first rounds of multiparty elections in Taiwan. Those DPP candidates who campaigned in favor of the country's independence and sovereignty were the most successful ones: "In 1989, eight members of the New Tide Faction joined together to form the pro-independence New National Alliance to contest seats in the December legislative election. All eight were elected, a stunning accomplishment" (Rigger 2001, 124). The party was successful in "stealing" votes from the dominant KMT: in 1991 the DPP obtained 23.9 percent of the vote for the National Assembly elections, and by 1996 this percentage had increased to 29.8 (data in Taiwan-Communiqué 1996). Following the logic of the theory of programmatic capacity, I end this section noting that in the 1990s the KMT adopted many of the policies advocated by the DPP:

Do not use punctuation between the author and the date.

Separate the date from a page number with a comma.

The name and date must match those in the reference list entry exactly.

> By the mid-1990s, all of the concrete items on the DPP's reform agenda had been achieved, and the party was forced to find new issues to attract members and voters. . . . *The KMT has tended to co-opt DPP issue positions that prove popular with voters*, including domestic policy proposals such as national health care and foreign policy initiatives such as the U[nited] N[ations] bid. (Rigger 2001, 151; emphasis added)

The closing parenthesis precedes a comma, period, or other mark when the quotation is run into the text.

At the end of a block quotation, the opening parenthesis follows terminal punctuation.

Turkey's Democrat Party

Mustafa Kemal founded the Republican People's Party (RPP) in 1923, an organization that would dominate Turkish politics for a quarter of a century. The RPP was, like the PRI in Mexico, a conglomerate of different political groups, including the urban middle class, the state bureaucracy, landowners, and army officers (Ahmad 1977, 1–2). However, unlike the Mexican dominant party, the RPP was never able to develop a structure capable of effectively fostering elite collective action or incorporating the population—via corporatist arrangements—into the party organization. The reason for this was that, contrary to what Calles did in Mexico in 1929, Kemal "felt little need to develop the party organization. The [RPP] leaders did not devote considerable energy to opening up branches across the country. . . . Throughout the 1920s, the

Sample 2: Headings

Chicago Style
TURABIAN
Sections and Subheads

Create a subhead for each section and use the same font size and style every time you use that level of subhead.

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at technological feats—from the radio, to the automobile, to the television—is almost always

eventually lost, usually at a moment when the technology has become accessible enough to lose

its aura of exclusivity.

If you have subsections, use a different style for the second-level heads.

First-level heads should be more eye-catching (such as bold) than second-level heads (such as italic).

Subheads may be centered (as shown here) or flush left.

Subheads don't need a period at the end.

From Awe to Shrugs

Imagining the Airplane

Two subhead levels may appear together (with a blank line between).

Airplanes were a triumph of engineering, but in the early years of commercial flight they

also demanded an imaginative leap on the part of anyone contemplating a trip, as Clara Lanahan

explains in *The Psychology of Flying*. "Flying through the air, with nothing but a few inches of

metal below, was nearly impossible to comprehend," Lanahan writes (1995, 12). Airplane travel

required humans to accept that they belonged not only on the ground, but in the air. The idea of

flying thus evoked feelings of wonder and awe, as well as luxury, which airlines capitalized on in

their advertisements.

Put more space before a subhead (two blank lines) than after (one blank line, or double line spacing).

An alternative to subheads: Between sections, use three spaced asterisks (* * *) centered on their own line, with one blank line above and below.

There should be at least two subheads at each level per chapter (or, if no chapters, per paper).

Flying as Unnatural

Other scholars have taken up the idea that flight is so unnatural to humans that we must

think in profoundly new ways before we adapt to the technology. For instance on his piloting

blog *Way Up There*, Jackson T. Afertapian writes that "the human mind cannot fully reconcile

itself to the thought that we could really be flying through the air, far above the ground, at 600

mph, in an aluminum tube." (2013) And Anderson Luftswaag argued in The Advent of Air:

Cultural Considerations of Flight that in spite of its solid grounding in aerodynamic theory, flight

was "so uncommon up to that time that the concept seemed to belong to the realm of the

metaphysical or [...]

Never end a page with a subhead (not counting any footnotes).

Sample 3: Table of contents

Chicago Style ★
TURABIAN
Table of Contents

Place the title Contents at the top of the first page, centered.

Begin the list with items that *follow* the contents page.

Contents

Leave two blank lines between the title and the first item.

Acknowledgments v

↕ Two blank lines

Place page numbers flush right, with leader dots if you wish.

Introduction — Episodes of Central Europe 1

↕ One or two blank lines

Chapter 1 — Central Europe as Intellectual Space 15

↕ One blank line

Chapter 2 — The Rise and Fall of the Self: A Genealogy of Germanophone Philosophy 47

Single-space each item, and add a blank line between items.

Chapter 3 — Aesthetic Selves: Literature as Philosophy 119

Chapter 4 — Towards an Aesthetic Self: Rilke's Creation of Malte the Creator 163

Chapter 5 — Gombrowicz's Gombrowicz: The Self Among 194

Use the same tab stop for each chapter title.

Chapter 6 — Noodles in a Tin: Hrabal's Aesthetics of History 232

↕ One or two blank lines

Conclusion — *Vita Nuova*, or Hrabal's Aesthetic Legacy 264

↕ Two blank lines

Bibliography 272

Before and after the list of chapters (including any introduction and conclusion), leave two blank lines.

Also leave two blank lines between numbered parts (not shown here).

Either one or two blank lines can intervene between an introduction and the first chapter or between the last chapter and a conclusion.

Sample 4: Lists and appendixes

Chicago Style
TURABIAN
List of Tables or Figures

Put the list in the front matter after the contents page.

Place the title Tables (or Figures) at the top of the first page, centered.

Tables

Leave two blank lines between the title and the first item.

Align table (or figure) numbers at the left margin.

Use the same tab stop for each title.

Table (or figure) titles may be shortened for the list.

Single-space each item, and add a blank line between items.

Place page numbers flush right, with leader dots if you wish.

Sample 5: Reference list

➔ **See as well below the section of this document dedicated to references list.**

Chicago Style
TURABIAN
Reference List

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Apply half-inch hanging indents for each entry.

Reference List —— Center the title Reference List at the top of the first page and add two blank lines after.

Lerner, Victoria. 1979a. "Historia de la reforma educativa, 1933–1945." *Historia Mexicana* 29, no. 1 (July–September): 91–132.
1/2 in.

———. 1979b. *Historia de la Revolución Mexicana, 1934–1940*. Vol. 17, *La educación socialista*. Mexico City: El Colegio de México.

Levendusky, Matthew. 2009. *The Partisan Sort: How Liberals Became Democrats and Conservatives Became Republicans*. Chicago: University of Chicago Press.

Levitsky, Steven. 1998. "Institutionalization and Peronism: The Concept, the Case, and the Case for Unpacking the Concept." *Party Politics* 4, no. 1 (January): 77–92.

Levitsky, Steven, and Lucan A. Way. 2010. *Competitive Authoritarianism: Hybrid Regimes after the Cold War*. Cambridge: Cambridge University Press.

Single-space each entry, and add a blank line between entries.

Lieberman, Evan S. 2005. "Nested Analysis as a Mixed-Method Strategy for Comparative Research." *American Political Science Review* 99, no. 3 (August): 435–52.

Lijphart, Arend. 1975. "The Comparable-Cases Strategy in Comparative Research." *Comparative Political Studies* 8, no. 2 (July): 158–77.

Leave the right margin "ragged."

Loaeza, Soledad. 1988. *Clases medias y política en México: La querella escolar, 1959–1963*. Mexico City: El Colegio de México.

———. 1999. *El Partido Acción Nacional: La larga marcha, 1939–1994; Oposición leal y partido de protesta*. Mexico City: Fondo de Cultura Económica.

———. 2005. "Gustavo Díaz Ordaz: El colapso del Milagro Mexicano." In *Una historia contemporánea de México: Actores*, edited by Ilán Bizberg and Lorenzo Meyer, 117–55. Mexico City: Océano.

Lujambio, Alonso. 2001. "Democratization through Federalism? The National Action Party Strategy, 1939–2000." In *Party Politics and the Struggle for Democracy in Mexico: National and State-Level Analyses of the Partido Acción Nacional*, edited by Kevin Middlebrook, 47–94. La Jolla: Center for US-Mexican Studies at the University of California, San Diego.

Lujambio, Alonso, and Fernando Rodríguez Doval. 2009. "La idea, el liderazgo y la coyuntura: Manuel Gómez Morin y la fundación del Partido Acción Nacional en 1939." In *La democracia indispensable: Ensayos sobre la historia del Partido Acción Nacional*, edited by Alonso Lujambio, 19–97. Mexico City: DGE Equilibrista.

For multiple works by the same author(s), replace the author or authors' names with a 3-em dash in all entries after the first. Use letters (*a*, *b*, etc.) to differentiate works published in the same year.

CITATIONS AND REFERENCES (CMOS Chap. 15)

➔ **General remarks**

As regards the method to be used for citations and references, The Chicago Manual of Style offer a comprehensive description of both the *Notes and Bibliography Style* and the *Author-Date Style*. *FIFA Research Scholarship* guidelines are based on the second method, which mainly applies to research findings in the field of social sciences (whereas the first method mainly applies to humanities). Should the recipient have been granted in scholarship for a medical sciences topic, related guidelines should be observed and the scholarship team contacted.

A free accessible summary of the requested method is available in the online "Citation Quick Guide" of The Chicago Manual of Style, especially under the related "Sample Citations" section. The current document goes beyond the mentioned guide; this said, it provides essential guidelines only for a matter of space and relevance. For detailed instructions according to the different types of sources cited following the Author-Date Style method, please check the tables below. For comprehensive or additional instructions needed, please refer to *The Chicago Manual of Style*, chapter 15.

➔ **Detailed instructions**

In the *Author-Date Style*, sources (books, chapters, articles, online data, …and their authors) are cited directly in the text, usually in parentheses comprising the author's surname, the date of publication of the source cited, and a page number if necessary. The details of the sources appear in full in a related bibliography at the end of the text, entitled as "References List". No punctuation appears between author and date – see example 1a and 1b in the box below.

To refer to two or more sources in the same text citation, separate the sources with semicolons – see example 2 in box below. Where two or more works by different authors with the same last name are listed in a reference list, the text citation must include an initial (or two initials or a given name if necessary) – see example 3 in box below.

Example 1a

- *Text citations*:

Like many other cultural fields, the video game industry is one that rewards novelty, especially when it is packaged in terms that are recognizable to consumers and critics (Lampel, Lant, and Shamsie 2000; Hutter 2011)… But the forefront of the industry finds continuous experimentation with the singular challenge of video gaming: how to create a convincing form of narrative storytelling that is nonetheless animated, perhaps uniquely so, by the actions of the users (Bissell 2011).

- *Reference list entries*:

Bissell, Tom. 2011. *Extra Lives: Why Video Games Matter*. New York: Vintage Books.

Hutter, Michael. 2011. "Infinite Surprises: Value in the Creative Industries." In *The Worth of Goods: Valuation and Pricing in the Economy*, edited by Jens Beckert and Patrick Aspers, 201–20. New York: Oxford University Press.

Lampel, Joseph, Theresa Lant, and Jamal Shamsie. 2000. "Balancing Act: Learning from Organizing Practices in Cultural Industries." *Organization Science* 11 (3): 263–69.

Example 1b

- *Text citations:*

(Grove 2015)

- *References:*

Grove, John. 2015. "Calhoun and Conservative Reform." American Political Thought 4, no. 2 (March): 203–27. https://doi.org/10.1086/680389.

Example 2

- *Text citations:*

(Hetherington and Rudolph 2015; Grove 2015)

- *References:*

Grove, John. 2015. "Calhoun and Conservative Reform." American Political Thought 4, no. 2 (March): 203–27. https://doi.org/10.1086/680389.

Hetherington, Marc J., and Thomas J. Rudolph. 2015. Why Washington Won't Work: Polarization, Political Trust, and the Governing Crisis. Chicago: University of Chicago Press.

Example 3

- *Text citations:*

(C. Doershuk 2017)

(J. Doershuk 2016)

- *References:*

Doershuk, Carl. 2017. …

Doershuk, John. 2016. …

Where footnotes or endnotes are used to supplement the author-date system, source citations within notes are treated in the same way as in text.

Example 4

It is worth recalling at this stage that the Amato reform of 1992 has gradually postponed the normal retirement age but has not tackled the early retirement option, apart from restricting eligibility requirements in the public sector[47].

_____

[47]The normal retirement age gradually moves from sixty to sixty-five for men. The early retirement option is available (Hoy 1996), but public-sector employees need thirty-five years of contributions to become eligible in place of the previous twenty years (fifteen for married women). In the public sector, normal retirement age has been sixty-five throughout.

In relation to surrounding text, author-date citations are usually placed just before a mark of punctuation though need not be if the sentence would otherwise not require it.

Example 5

[*After comma and point*]
Recent literature has examined long-run price drifts following initial public offerings (Ritter 1991; Loughran and Ritter 1995), stock splits (Ikenberry, Rankine, and Stice 1996), seasoned equity offerings (Loughran and Ritter 1995), and equity repurchases (Ikenberry, Lakonishok, and Vermaelen 1995).

[*Sentence does not require punctuation mark after first reference cited*]
There is evidence, for example, that the negative outcomes associated with family structure instability are more pronounced for young children as compared with older children (Sigle-Rushton and McLanahan 2004) and for boys as compared with girls (Cooper et al. 2011).

Where the author's name appears in the text, it need not be repeated in the parenthetical citation. Note that the date should immediately follow the author's name, even if the name is used in the possessive (second occurrence in box below). This usage serves the logic and economy of the author-date style. (For a reference to a person rather than the work, it may be appropriate to include the given name on first mention.)

Example 6

Fiorina et al. (2005) and Fischer and Hout (2006) reach more or less the same conclusions. In contrast, Abramowitz and Saunders (2005) suggest that the mass public is deeply divided between red states and blue states and between churchgoers and secular voters.

Tufte's (2001) excellent book on chart design warns against a common error.

➔ **Overview tables for in-text citations[1] and corresponding entries in reference list**

Books

Reference/Source	Reference list entry	In-text citation [tt]	Comment
Book with Single author or editor	Strayed, Cheryl. 2012. *Wild: From Lost to Found on the Pacific Crest Trail*. New York: Alfred A. Knopf.	[tt] (Strayed 2012, 87–88) [tt] [tt] (Strayed 2012, 261, 265) [tt]	-Invert names in the reference list and include only last name in the text. -To cite a specific passage, include page number or range in a text citation, separated from the year by comma (comma is also between non-consecutive page references).
Book with two authors	Grazer, Brian, and Charles Fishman. 2015. *A Curious Mind: The Secret to a Bigger Life*. New York: Simon & Schuster	[tt] (Grazer and Fishman 2015, 188) [tt]	-Invert only the first-listed name in the reference list.
Book with three authors	Berkman, Alexander, Henry Bauer, and Carl Nold. 2011. *Prison Blossoms: Anarchist Voices from . . .*	[tt] (Berkman, Bauer, and Nold 2011, 7–10) [tt]	-Same as above.
Book with four or more authors	[*See above, same referencing as for two and three authors.*]	[tt] (Haček et al. 2015, 384) [tt]	-Include all the authors in reference list entry. -Cite only last name of first-listed author in text, followed by *et al*.
Book with editor in place of author	Daum, Meghan, ed. 2015. *Selfish, Shallow, and Self-Absorbed: Sixteen Writers on the Decision Not to Have Kids*. New York: Picador.	[tt] (Daum 2015, 32)	-Includes abbreviation ed. (editor; for more than one editor, use eds.). -Do not include ed. In the text citation.
Book with author plus editor or translator	García Márquez, Gabriel. 1988. *Love in the Time of Cholera*. Translated by Edith Grossman. London: Cape.	[tt] (García Márquez 1988, 242–55) [tt]	-In reference list, do not abbreviate "Edited by" or "Translated by".
E-Book	Austen, Jane. 2007. *Pride and Prejudice*. New York: Penguin Classics. Kindle.	[tt] (Austen 2007, chap. 3) [tt]	-Books consulted online, include URL or name of the database in the reference list entry. For other types of e-books, name the format. -If no fixed page numbers available, cite section title or chapter or other number in the text, if any (or simply omit).
	Borel, Brooke. 2016. *The Chicago Guide to Fact-Checking*. Chicago: University of Chicago Press. ProQuest Ebrary.	[tt] (Borel 2016, 92) [tt]	
	Kurland, Philip B., and Ralph Lerner, eds. 1987. *The Founders' Constitution*. Chicago: University of Chicago Press. http://press-pubs.uchicago.edu/founders/.	[tt] (Kurland and Lerner 1987, chap. 10, doc. 19) [tt]	
	Melville, Herman. 1851. *Moby-Dick; or, The Whale*. New York: Harper & Brothers. http://mel.hofstra.edu/moby-dick-the-whale-proofs.html.	[tt] (Melville 1851, 627) [tt]	
Chapter in an edited book	Gould, Glenn. 1984. "Streisand as Schwarzkopf." In The Glenn Gould Reader, edited by Tim Page, 308–11. New York: Vintage Books.	[tt] (Gould 1984, 310) [tt]	• Include the chapter author, chapter title in quotation marks and editor. Precede title of book with *In*. • Note location of page range for chapter in reference list entry cite specific pages in the text.

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[1] [tt] simply means "running text".

Journal articles

Reference/Source	Reference list entry	In-text citation [tt]	Comment
Journal article with single author	Bagley, Benjamin. 2015. "Loving Someone in Particular." *Ethics* 125, no. 2 (January): 477–507.	[tt] (Bagley 2015, 484–85) [tt]	-include the volume, issue number and date of publication in reference list; volume number follows italicized journal title in roman with no intervening punctuation. -Include as well page range for article in reference list, preceded by a colon. -Record the full information for the issue, including issue number, even if a journal is paginated consecutively across a volume or if month or season appears with the year.
Journal article with two authors	Andreff, Wladimir, and Paul D. Staudohar. 2000. "The Evolving European Model of Professional Sports Finance." *Journal of Sports Economics* 1, no. 3 (August): 257–276. https://doi.org/10.1177/152700250000100304.	[tt] (Andreff and Staudohar, 260–265) [tt]	-See above -Note the DOI data, see below.
Journal article with three authors	Keng, Shao-Hsun, Chun-Hung Lin, and Peter F. Orazem. 2017. "Expanding College Access in Taiwan, 1978–2014: Effects on Graduate Quality and Income Inequality." Journal of Human Capital 11, no. 1 (Spring): 1–34. https://doi.org/10.1086/690235.	[tt] (Keng, Lin, and Orazem 2017, 9–10) [tt]	-See above -Note the DOI data, see last example below.
Journal article with four authors and more	Bay, Rachael A., Noah Rose, Rowan Barrett, Louis Bernatchez, Cameron K. Ghalambor, Jesse R. Lasky, Rachel B. Brem, Stephen R. Palumbi, and Peter Ralph. 2017. "Predicting Responses to Contemporary Environmental Change Using Evolutionary Response Architectures." *American Naturalist* 189, no. 5 (May): 463–73. https://doi.org/10.1086/691233.	[tt] (Bay et al. 2017, 465) [tt]	-List up to ten in reference list. -In text, list only first, followed by *et al*. ("and others").
Journal Articles accessed online	Liu, Jui-Ch'i. 2015. "Beholding the Feminine Sublime: Lee Miller's War Photography." *Signs* 40, no. 2 (Winter): 308–19. https://doi.org/10.1086/678242.	[tt] (Liu 2015, 312) [tt]	-Digital Object Identifier (DOI); if not available add Unified Resource Locator (URL).

News or magazine article

Newspapers are more commonly cited in parenthetical references than as entries in a reference list. A list of works cited need not list newspaper items if these have been documented in the text.

No corresponding entry in a reference list would be needed for the following citation (nor would it be necessary in such a case to include information about edition or, for an article consulted online, a URL):

> The *New York Times*, in advance of the 2015 NFL season, published a report that the Green Bay Packers would host the Chicago Bears on Thanksgiving Evening, "a renewal of the N.F.L.'s longest-running rivalry," during which the Packers were planning to retire Brett Favre's jersey ("Patriots-Steelers to Open N.F.L. Season," Associated Press, April 22, 2015). Favre, a three-time NFL MVP, is mentioned without further attribution.

If a reference list entry is needed, for example because many references refer to a single newspaper or multiple ones, see the table below. Repeat the year of publication with the month and day to avoid any confusion. Moreover, if a newspaper article is unsigned, the title of the newspaper stands in place of the author. If consulted online, a URL must be given.

Reference/Source	Reference list entry	In-text citation [tt]	Comment
Article in newspaper	Kauffman, Stanley. 1989. Review of *A Dry White Season* (film), directed by Euzhan Palcy. *New Republic*, October 9, 1989, 24–25.	[tt] (Kauffman 1989) [tt]	Hard copy
Article in newspaper	Meikle, James. 2015. "Nearly 75% of Men and 65% of Women in UK to Be Overweight by 2030—Study." *Guardian* (UK edition), May 5, 2015. http://www.theguardian.com/society/2015/may/05/obesity-crisis-projections-uk-2030-men-women.	[tt] (Meikle 2015) [tt]	Online
Unsigned article in newspaper	*New York Times*. 2002. "In Texas, Ad Heats Up Race for Governor." July 30, 2002.	(*New York Times* 2002)	Hard copy
News service or release	Associated Press. "Patriots-Steelers to Open N.F.L. Season." *New York Times*, April 22, 2015. http://www.nytimes.com/2015/04/22/sports/football/patriots-steelers-to-open-nfl-season.html	[tt] (*Associated Press* 2015) [tt]	Article unsigned Online

Websites, social media, blogs

Access date is required in citations of websites and other sources consulted online *only if no date of publication or revision can be determined from the source[2]*.
In those cases—that is, when only an access date is used—record *n.d.* as the date of publication in the reference list entry and for the in-text citation.
For sources that include a date of publication or revision, use the year of publication in the reference list entry. Repeat the year with the month and day to avoid any confusion.

Blogs and the like are cited similarly as articles from newspapers or news sites and magazines (see above).
For a citation in a parenthetical reference or in a reference list entry, include the following elements:
- The author of the post. List the real name (of the person, group, or institution), if known, followed by a screen name, if any, in parentheses. If only a screen name is known, use the screen name in place of the author's name.
- In place of a title, the text of the post. Quote as much as the first 160 characters, including spaces (the maximum length of a typical text message), capitalized as in the original.
- List the name of the social media service and include a description if relevant (*photo*, *video*, etc.).
- The date, including month, day, and year. Time stamps are usually unnecessary but may be included to differentiate a post or comment from others on the same day.
- A URL for a specific item can often be found via the date stamp.

Citations of social media content can often be limited to the text. *A frequently cited account or an extensive thread related to a single subject or post, however, may be included in a reference list*. In the reference list, include the real name and a screen name, if both are available. In the text, cite the name under which the entry is listed (usually the real name unless only a screen name is available).

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[2] An access date—that is, the self-reported date on which an author consulted a source—is of limited value: previous versions will often be unavailable to readers; authors typically consult a source any number of times over the course of days or months; and the accuracy of such dates, once recorded, cannot readily be verified by editors or publishers. Chicago does not therefore require access dates in its published citations of electronic sources unless no date of publication or revision can be determined from the source.

Reference/Source	Reference list entry	In-text citation [tt]	Comment
Website page	Alliance for Linguistic Diversity. n.d. "Balkan Romani." Endangered Languages. Accessed April 6, 2016. http://www.endangeredlanguages.com/lang/5342.	[tt] (Alliance for Linguistic Diversity, n.d.) [tt]	No date of publication or revision can be determined from the source.
Website homepage	CivicPlus Content Management System. n.d. City of Ithaca, New York (website). Accessed April 6, 2016. http://www.cityofithaca.org/.	[tt] (CivicPlus, n.d.) [tt]	
Website page	Google. 2016. "Privacy Policy." Privacy & Terms. Last modified March 25, 2016. http://www.google.com/policies/privacy/.	[tt] (Google 2016) [tt]	Date of publication from the source is known, access date not needed.
Blog	Mechling, Lauren. 2021. "Chasing the Scent of a Brooklyn Fragrance Lover." *The New York Times* (Blogs and Blogging), March 17, 2021. https://www.nytimes.com/2021/03/17/style/perfume-youtube.html	[tt] (Mechling 2021) [tt]	Date of publication from the source is known, access date not needed.
Social media post	Díaz, Junot. 2016. "Always surprises my students when I tell them that the 'real' medieval was more diverse than the fake ones most of us consume." Facebook, February 24, 2016. https://www.facebook.com/junotdiaz.writer/posts/972495572815454.	[tt] (Díaz 2016) [tt]	
	O'Brien, Conan (@ConanOBrien). 2015. "In honor of Earth Day, I'm recycling my tweets." Twitter, April 22, 2015, 11:10 a.m. https://twitter.com/ConanOBrien/status/590940792967016448.	[tt] (O'Brien 2015) [tt]	Time available and given (optional, if relevant)
	Souza, Pete (@petesouza). 2016. "President Obama bids farewell to President Xi of China at the conclusion of the Nuclear Security Summit." Instagram photo, April 1, 2016. https://www.instagram.com/p/BDrmfXTtNCt/.	[tt] (Souza 2016) [tt]	Description given (Instagram photo)
	Chicago Manual of Style. 2015. "Is the world ready for singular they? We thought so back in 1993." Facebook, April 17, 2015. https://www.facebook.com/ChicagoManual/posts/10152906193679151.[3]	[tt] (Chicago Manual of Style 2015) [tt]	

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[3] Comments are cited only in the text, in reference to the related post, in this case: Michele Truty agreed, saying that "we do need a gender-neutral pronoun" (April 17, 2015, comment on Chicago Manual of Style 2015).

Interviews and Personal Communications

Like citations of social media content can often be limited to the text, reference list entries are unneeded for this type of sources, though each person cited must be fully identified elsewhere in the text. This is the reason why the examples provided below are of in-text citations. *However, if an important amount of cited text refers to this kind of sources, or if the source length impacts the readability of the text (in that case a shortened version is preferable), a dedicated section should be made available in the reference list*.

An interview that has been published or broadcast or made available online can usually be treated like an article or other item in a periodical. Interviews consulted online should include a URL or similar identifier.

In a parenthetical citation, the terms *personal communication* (or *pers. comm.*), *unpublished data*, and the like may be used after the name(s) of the person(s) concerned, following a comma. If the medium is important and not mentioned in the text, it may be incorporated into the parenthetical reference. Initials may be used for first names. Unless it is mentioned in the text, a date should be added in parentheses, following a comma. The abbreviation *et al.* should be avoided in such citations.

An interview with a person who prefers to remain anonymous or whose name the author does not wish to reveal may be cited in whatever form is appropriate in context. The absence of a name should be explained (e.g., "All interviews were conducted in confidentiality, and the names of interviewees are withheld by mutual agreement").

Reference/Source	Reference list entry	In-text citation [tt]	Comment
Published interview	Stamper, Kory. 2017. "From 'F-Bomb' to 'Photobomb,' How the Dictionary Keeps Up with English." Interview by Terry Gross. *Fresh Air*, NPR, April 19, 2017. Audio, 35:25. http://www.npr.org/2017/04/19/524618639/from-f-bomb-to-photobomb-how-the-dictionary-keeps-up-with-english.	[tt] (Stamper 2017) [tt]	
Personal communication		[tt] (Julie Cantor, pers. comm.) [tt]	
Social media direct message		[tt] (Jonathan Lee, Facebook direct message to author, May 5, 2017) [tt]	
Unpublished data		[tt] (A. P. Møller, unpublished data; C. R. Brown and M. B. Brown, unpublished data) [tt]	
Direct message		[tt] (Brenda Hasbrouck, text message to author, May 5, 2017) [tt]	
Anonymity		Interview with health-care worker, July 31, 2017.	

Manuscript collections and archives

As a general advice, citation for manuscripts, collections, funds and archives is similar to that used for personal papers and other historical manuscripts. Full identification of most unpublished material *usually* requires giving: the title; the series title (if applicable); the name of the collection, and name of the depository. Moreover, these texts and documents taken together cover, in principle, a large period of time, therefore dates are nonrelevant, unless dates of individual items are available and applicable. In this case, the date should be mentioned in the running text, if not, date of the item is unnecessary and *n.d.* (no date) must be used in place of the date.

Except for placing a single cited item first in the reference list entry, there is no general agreement on the sequence of the remaining elements in the citation…If only one item from a collection has been mentioned in the text, however, the entry may begin with the writer's name, if known. Whatever sequence is adopted, however, should be used consistently throughout the same work. Citations of collections consulted online will usually take the same form as citations of physical collections, aside from the addition of a URL or database name.

Reference/Source	Reference list entry	In-text citation [tt]	Comment
Manuscript	Egmont Manuscripts. Phillipps Collection. University of Georgia Library.	[tt] Oglethorpe wrote to the trustees on January 13, 1733 (Egmont Manuscripts), to say… [tt]	-Reference list: no date needed -In-text citation: date available – mentioned in the running text; parenthetical reference contains general name
Archive	Kallen, Horace. Papers. YIVO Institute for Jewish Research, New York.	[tt] Alvin Johnson, in a memorandum prepared sometime in 1937 (Kallen Papers, file 36), observed that… [tt]	Reference list: no date needed In-text citation: date available – mentioned in the running text; parenthetical reference contains general name and locator
Archive	Dinkel, Joseph. n.d. Description of Louis Agassiz written at the request of Elizabeth Cary Agassiz. Agassiz Papers. Houghton Library, Harvard University.	[tt] (Dinkel, n.d.) [tt]	Reference list entry: single item but date unknown – begin with the writer's name (known). In-text citation: single item, date unknown

NUMBERS (CMOS Chap. 9)

➔ General rule

Numbers from zero through one hundred and certain round multiples of those numbers must be spelled out. The table below provides direct examples without further explanations, according the number type.

Numbers	Examples
Cardinals	Thirty-two children from eleven families were packed into eight vintage Beetles.
	Many people think that seventy is too young to retire.
	The property is held on a ninety-nine-year lease.
	According to a recent appraisal, my house is 103 years old.
	The three new parking lots will provide space for 540 more cars.
	The population of our village now stands at 5,893.
Ordinals	Gwen stole second base in the top half of the first inning.
	The restaurant on the forty-fifth floor has a splendid view of the city.
	She found herself in 125th position out of 360.
	The 122nd and 123rd days of the strike were marked by a rash of defections[4].
Whole from one to hundred followed by hundred, thousand, or hundred thousand	Most provincial theaters were designed to accommodate large audiences—from about seven hundred spectators in a small city like Lorient to as many as two thousand in Lyon and Marseille.
	A millennium is a period of one thousand years.
	The population of our city is more than two hundred thousand.
	Some forty-seven thousand persons attended the fair.
	The official attendance at this year's fair was 47,122[5].
Physical quantities such as distances, lengths, areas[6]	Within fifteen minutes the temperature dropped twenty degrees
	The train approached at seventy-five miles an hour.
	Some students live more than fifteen kilometers from the school.
	Three-by-five-inch index cards are now seldom used in index preparation.
	She is five feet nine (or, more colloquially, five foot nine or five nine).
Simple fractions[7]	She has read three-fourths of the book.
	Four-fifths of the students are boycotting the class.
	I do not want all of your material; two-thirds is quite enough.
	A two-thirds majority is required.
	We divided the cake into four quarters; I took three quarters, and my brother one.[8]

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[4] *122nd* and *123rd* (with an *n* and an *r*) over *122d* and *123d*. The latter, however, are common especially in legal style. The letters in ordinal numbers should *not* appear as superscripts (e.g., 122nd, *not* 122*nd*).

[5] Not: forty-seven thousand, one hundred and twenty-two.

[6] It is occasionally acceptable to depart from the general rule for certain types of quantities that are commonly (or more conveniently) expressed as numerals; such a departure, subject to editorial discretion, must be consistently applied for like quantities across a work.

[7] For the sake of readability and to lend an appearance of consistency, they are hyphenated in noun, adjective, and adverb forms.

[8] In the rare event that individual parts of a quantity are emphasized, however, as in the last example, the expression is unhyphenated.

➔ **Alternative rule**

Many publications, including those in scientific or journalistic contexts, spell out only single-digit numbers and using numerals for all others. Most of the exceptions to the general rule (see table above) also apply to this alternative rule.

➔ **Consistency and flexibility**

Where many numbers occur within a paragraph or a series of paragraphs, maintain consistency in the immediate context. If according to a given rule numerals must be used for one of the numbers in a given category, use them for all in that category. In the same sentence or paragraph, however, items in one category may be given as numerals and items in another spelled out.

General rule – Consistency	Explanation
A mixture of buildings—one of 103 floors, five of more than 50, and a dozen of only 3 or 4—has been suggested for the area.	50, 3, and 4 would normally be spelled out, but all numerals starting with 103 belong to the category "floor".
In the second half of the nineteenth century, Chicago's population exploded, from just under 30,000 in 1850 to nearly 1.7 million by 1900.	30,000 (whole number followed by "thousand") normally be spelled out (belongs to category "inhabitants" along with 1.7 million).
Between 1,950 and 2,000 people attended the concert.	2,000 normally be spelled out (whole number followed by "thousand") but belongs to category "people" along with 1,950).
Alternative rule – Examples	**Explanation**
Though most of the test subjects were between 13 and 18, two were 11 and one was 9.	9 (category "age") normally be spelled out.
The movie lasted 1 hour and 36 minutes, a typical length for a romantic comedy.	1 (category "duration") normally be spelled out.

An exception to either rule may also be made to avoid a thickly clustered group of spelled-out numbers, regardless of category. And in some cases, an exception may be applied not only to a paragraph or passage of text but to a work as a whole. If, for example, a book includes many mentions of ages, all ages might be given as numerals.

➔ **Percentages**

Except at the beginning of a sentence, percentages are usually expressed in numerals. In nontechnical contexts, the word *percent* is generally used; in scientific and statistical copy, the symbol % is more common[9].

Example	Explanation
Fewer than 3 percent of the employees used public transportation.	Nontechnical context, inside sentence.
With 90–95 percent of the work complete, we can relax.	

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[9] Note that *percent*, an adverb, is not interchangeable with the noun *percentage* (1 percent is a very small percentage). Note also that no space appears between the numeral and the symbol % (see in table below).

A 75 percent likelihood of winning is worth the effort.	
Her five-year certificate of deposit carries an interest rate of 5.9 percent.	
Only 20% of the ants were observed to react to the stimulus.	Technical context
The treatment resulted in a 20%–25% increase in reports of night blindness.	
Thirty-nine percent identified the "big bang" as the origin of the universe; 48 percent said they believed in human evolution.	Nontechnical context; Thirty-nine percent = beginning of a sentence 48 percent = inside sentence

➔ **Money**

Isolated references to amounts of money are spelled out for whole numbers of one hundred or less, in accordance with the general rule (see above).

Whole amounts expressed numerically should include zeros and a decimal point only when they appear in the same context with fractional amounts.

US currency is given by the dollar symbol preceding the numeral without intermediate space. Most other currencies are handled the same way as US currency, with a decimal point between the main unit and subunits (e.g., EUR 10.75). When letters rather than symbols are used, a space separates the letter(s) from the numeral.

Sums of money of more than one hundred dollars are normally expressed by numerals or, for numbers of a million or more, by a mixture of numerals and spelled-out numbers, even for whole numbers.

Example	Explanation
seventy-five cents = 75¢	Isolated amounts up to hundred
fifteen dollars = $15	
seventy-five pounds = £75	
Children can ride for seventy-five cents.	
The eighty-three dollars was quickly spent.	
forty euros (or, in European Union documents, 40 euro) = €40 (or EUR 40)	
The instructor charged $125 per lesson.	Isolated amount bigger than hundred therefore numeral
725 yen = ¥725 (or JPY 725)	
Prices ranged from $0.95 up to $10.00.	0.95 is fractional amount, therefore 0 and decimal point
€0.95 (or, in European Union documents, 95 cent) = (or EUR 0.95)	First example: $10.00 because same context with fractional amount (€0.95)
65.50 Swiss francs = SF 65.50 (or CHF 65.50)	
12.5 bitcoins = BTC 12.5 (or XBT 12.5)	
Most of the homes that went into foreclosure were valued at more than $95,000.	Large monetary amounts
She signed a ten-year, $250 million contract.	

➔ **Dates**

Years used alone are expressed in numerals unless they stand at the beginning of a sentence in which case rewording may be a better option.
Particular centuries referred to as such are spelled out and lowercased.

Example	Explanation
We all know what happened in 1776.	Year used alone
Records for solar eclipses go back at least as far as 3000 BCE.	
Twenty twenty (*or Two thousand twenty*) should be a good year for clairvoyants. *or, better,* The year 2020 should be a good year for clairvoyants.	Beginning of a sentence
the twenty-first century the eighth and ninth centuries from the ninth to the eleventh century	Century referred as such
the 1800s (*the nineteenth century*)	

➔ **Comma between digits**

In a style followed in most general contexts in the United States and most other English-speaking parts of the world, for numerals of one thousand or more, commas are used between groups of three digits, counting from the right. Commas are *not* used for figures to the right of the decimal marker. Nor are commas used in page numbers, line numbers (e.g., in poetry and plays), addresses, and years (though years of five digits or more do include the comma).

Example	Explanation
1,512	Numerals one thousand (three digits) and more
32,987	
4,000,500	
0.32987	Figures to the right of decimals marker
Punctuation conventions can be found on page 1535 of the tenth edition.	Page number = no comma
Our business office is at 11030 South Langley Avenue.	Address= no comma
Human artifacts dating from between 35,000 BP and 5000 BP have been found there.	35,000 = year with five digits 5000 = year with less than five digits

LANGUAGES OTHER THAN ENGLISH – FOR ENGLISH TEXTS (CMOS Chap. 11)

Item	Explanation	Example
General – Transliteration	Convert to the Latin alphabet or romanize words or phrases from languages that do not use the Latin alphabet.	
General – single text occurrence	Use italics for isolated words and phrases, esp. if not in English dictionary as such, or likely unfamiliar to readers.	The *grève du zèle* is not a true strike but a nitpicking obeying of work rules. She preferred to think of it optimistically as a *sueño reparador*—rather than, as in English, a sleep that was merely restful.
General –multiple text occurrences	If word or phrase becomes familiar through repeated use throughout a work, italicize only on first occurrence. If it appears only rarely, however, italics may be retained.	
Capital letters	Unless the foreign term appears in a standard English-language dictionary and is being used as such, observe the capitalization conventions of the original language[10].	The German word for computer is *Computer*. The French word is *ordinateur*. In Spanish, the word is either *computadora* or *ordenador*, depending on region or context. We were prepared to learn the nuances of *la langue française.*
Plural	The plurals of non-English words should be formed as in the original language, in this example German.	We were sent off with some beautiful *Blumen*[11].
Sentence or passage	An entire sentence or a passage of two or more sentences in another language is usually set in roman and enclosed in quotation marks.	
Proper nouns	With the exception of titles of books and the like, proper nouns from other languages are generally *not* italicized, even on first mention. Extend to named places and structures, institutions and companies, brand names. Capitalization should follow predominant usage in the original language.	She won the Premio Nadal for her second novel, *Viento del norte*. Mexico City's Ángel de la Independencia is known familiarly as "El Ángel." Real Academia Española was founded in 1713. A history of the Comédie-Française has just appeared. The Académie française dates to the reign of Louis XIII. Leghorn—in Italian, Livorno—is a port in Tuscany.
Original (or transliterated) names of proper nouns	Presented as glosses, should not be italicized	The number of cases adjudicated by the Supreme People's Court of the People's Republic of China (Zhonghua renmin gongheguo zuigao renmin fayuan) has increased sharply.
Translation __running text	Translation are enclosed in parentheses or quotation marks following a word, phrase, or title from another language.	The word she wanted was *pécher* (to sin), not *pêcher* (to fish). The Prakrit word *majjao*, "the tomcat," may be a dialect version of either of two Sanskrit words: *madjaro*, "my lover," or *marjaro*, "the cat" (from the verb *mrij*, "to wash," because the cat constantly washes itself). A group of German expressionists known as Die Brücke (The Bridge) were influential in the decade leading up to the First World War. Leonardo Fioravanti's *Compendio de i secreti rationali* (Compendium of rational secrets) became a best seller.
Translation __parenthetical gloss	If a non-English word other than a proper noun is presented as a parenthetical gloss, it should be presented in italics.	He said that to fish (*pêcher*) was to sin (*pécher*).
Translation __Quoted passage	When quoting a passage from a language that requires a translation, use a published English translation if available and give credit to the source of that translation (including title of the translation, translator's name, relevant bibliographic details, page number.	
Translation __Author's own translation	Authors providing their own translations should so state, in parentheses following the translation, in a note, or in the prefatory material. If an individual other than the author provided the translations, that person should be credited in a similar manner, but by name.	"my translation" or "Unless otherwise noted, all translations are my own." Translated by [First Name] [Last name]

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[10] In the following examples, the German word for computer (which is the same as the English word) is capitalized because it is a noun (nouns take capital letters in German), and the French adjective *française* is lowercase even though it would be capitalized in English (as "French").

[11] Not *Blumes*.