



SUNY Press Guide to *Chicago* Style

References: *Chicago Manual of Style*, 17th edition
Webster's Collegiate Dictionary, 11th edition
Webster's Third New International Dictionary

Punctuation:

- Punctuation falls within quotation marks (6.9) with the exception of question marks, colons, semicolons, and exclamation marks (if those punctuation marks are not part of the quotation) (6.10).
- A comma should not be used between a dependent clause and the main clause if the dependent clause is restrictive (essential to the meaning of the main clause) (6.25).
- Commas do not appear around *Jr.* and *Sr.* (6.43).
- When a colon introduces two or more sentences, or a series of complete questions, the first word following the colon is capitalized. When the colon is followed by an incomplete sentence or is used within a sentence, the first word is lowercased (6.63).
- Em dashes are used for sudden breaks or asides in the running text, as well as for phrases that amplify and explain (6.85, 6.87).
- Do not separate a compound predicate by a comma (6.23).
- If numerals or letters are used to mark the divisions in a run-in list, enclose them in parentheses (6.129).
- A word or phrase preceded by “so-called” need not be enclosed in quotation marks. The expression itself indicates irony or doubt. (7.59).

- Quotation marks are rarely needed for common expressions or figures of speech, including slang (7.60).
- Scare quotes, quotation marks used to alert the reader to a term used in a nonstandard or ironic sense, should not be overused (7.57).
- A period is added before an ellipsis to indicate the omission of the end of a sentence, unless the sentence is deliberately incomplete (13.53).
- A question mark is used within a sentence at the end of a direct question: “What will I accomplish today?” she wondered (6.69).
- If numerals or letters are used to mark the divisions in a run-in list, enclose them in parentheses (6.129).

Quotation Marks:

- Titles of poems and short stories are set roman and enclosed in quotation marks: Dinesen’s “Babette’s Feast”; Wilde’s “The Ballad of Reading Gaol” (8.181)

Quotations and Dialogue:

- In some legal writing, very close textual analysis or commentary, and other contexts it is considered obligatory to indicate any change in capitalization by brackets. **This practice is unnecessary in most writing**, but in some rare contexts where it is considered appropriate, it should be employed consistently throughout a work (13.21). Please consult your editor.
- Ellipses are normally not used (1) before the first word of a quotation, even if the beginning of the original sentence has been omitted; or (2) after the last word of a quotation, even if the end of the original sentence has been omitted, unless the sentence as quoted is deliberately incomplete (13.52).
- In an English context where ellipses are needed for a quotation that includes ellipses in the original text, the latter may be explained at each instance in a note: e.g., “ellipsis in original” (13.58). In cases where bracketed ellipses are used for other-language texts, please note the rule for periods placed before or after, depending on original text.

- Obvious typographic errors may be corrected silently (without comment or *sic*). This device should be used only where it is relevant to call attention to such matters (and especially where readers might otherwise assume the mistake is in the transcription rather than the original) or where paraphrase or silent correction is inappropriate (13.61).

Abbreviations:

- Abbreviations for eras (BCE and CE) now appear all caps without periods (9.34).
- Abbreviations for academic degrees appear either all caps or cap/lc without periods: BLitt, PhD, BA, etc. (10.21).
- In formal writing, *Chicago* prefers to confine the abbreviations i.e. (“that is”), e.g. (“for example”), and etc. (“and other things”) to parentheses or notes, where they are followed by a comma (6.51). Review the proper usage of etc. in 5.250. These commonly used abbreviations should not be italicized, except for *sic* (7.55).
- CMS disallows the use of op. cit. and uses the short-title form (14.36)
- The abbreviations Ltd., Co., and Inc. should be deleted from bibliographic entries (14.134).
- The abbreviation US is allowed in running text as an adjective and a noun, provided the meaning is clear in context (10.32).
- The abbreviations for a.m. and p.m. appear lowercase and follow exact times: 7:22 a.m. (9.37).

Hyphenation:

- For capitalization of hyphenated words in a title or level subheading, follow 8.159.
- Adjective-noun compounds are hyphenated before the noun they modify but are open after the noun: a low-class woman; the black market was very low class (7.85).
- Compounds formed with adverbs ending in “ly” and participles or adjectives are not hyphenated: critically acclaimed movie; finely tuned machine (7.86).

Spelling:

- In English-language works by non-US authors, spelling should be changed from British/Canadian to American: center (centre), analyze (analyse), behavior (behaviour), focuses (focusses), labor (labour), and so forth. Spelling in quoted material is left unchanged (7.3).

Numbers:

- Digits are used with the word “percent” except when numerous percentage figures are included, such as in mathematical or statistical copy, then the symbol % is more appropriate (9.18).
- One through ninety-nine are spelled out in running text, as are any of those whole numbers followed by hundred, thousand, hundred thousand, and so on. Where numbers above and below ninety-nine express like kinds within the same sentence or paragraph, digits are used for all (9.2; *see also* 9.7 regarding consistency and flexibility).
- Chapter numbers referred to in the text are digits, even when the chapter numbers are spelled out on the chapter title pages: chapter 1 (9.26).
- Decades are either spelled out and lowercased or expressed in numerals. There is no apostrophe between the year and the *s*: the eighties; 1980s and 1990s (9.33).
- Inclusive: 447–52; 1975–80.
- 1958 or '58; 1880s

Names and Terms:

- The space between initials should be the same as the space between the last initial and the name (even when two or more initials are used), except when initials are used alone, with or without periods: M. F. K. Fisher; W. E. B. Du Bois (8.4).
- Civic, military, religious, and professional titles are capitalized when they immediately precede a name: President George W. Bush; lowercase when they follow the personal name: Charles E. Schumer, senator from New York (8.19).
- When a title is used in apposition before a personal name, it is lowercased: then president Ronald Regan (8.21).

- Words and names ending in an unpronounced *s* form the possessive in the usual way—with the addition of an apostrophe and an *s*, as do classical proper names of two or more syllables that end in an *eez* sound: Euripides’s, Socrates’s, Descartes’s (7.18, 7.19).
- When the singular form of a noun ending in *s* is the same as the plural (i.e., the plural is uninflected), the possessives of both are formed by the addition of an apostrophe only: politics’ true meaning; economics’ forerunners (7.20).
- Brand names should be capitalized, or you can substitute a generic term if available: Coca-Cola (cola); Kleenex (facial tissue); Ping-Pong (table tennis) (8.153).

Italics:

- Foreign words and phrases familiar to most readers and listed in *Webster’s* are not italicized: *a priori*, *ad nauseam*, *weltanschauung*.
- Punctuation following italics in a roman context is roman.
- Isolated foreign words or terms in an English context are set in italics.
- Complete sentences, quotations, and proper nouns in a foreign language are not set in italics.
- Titles of novellas are in italics: Balzac’s *Sarrasine*.
- Italics are used for isolated words and phrases in a foreign language; an entire sentence or passage of two or more sentences in a foreign language is usually set in roman and enclosed in quotation marks (or set as a block quotation) (7.53 and 11.11).

That/Which:

- “That” is used in restrictive clauses; “which” is used in nonrestrictive clauses (6.27, under “that; which”).

Citations:

- In a departure from previous editions, Chicago discourages the use of *ibid.* in favor of shortened citations as described elsewhere in this section; to avoid repetition, the title of a work just cited may be omitted (14.34).
- In notes and bibliography, an initial *The* is omitted from a publisher's name, as are such abbreviations as *Inc.*, *Ltd.*, or *S. A.* following a name. *Co.*, *& Co.*, *Publishing Co.* and the like are also omitted, even if *Company* is spelled out (14.134).
 - *Books* is usually retained (Basic Books, Riverhead Books). The word *Press* can sometimes be omitted (for example, Pergamon Press and Ecco Press can be abbreviated to Pergamon and Ecco, but Free Press and New Press—whose names might be confusing without Press—must be given in full). *Press* should not be omitted from the name of a university press.