

CHICAGO MANUAL OF STYLE (CMOS): Common Style Tips for Writing (Updated Sep 2020)



Free access to the online edition of the Chicago Manual of Style is available through Clemson Libraries, but you must be logged into the Clemson network to obtain access:

<https://www.chicagomanualofstyle.org/book/ed17/frontmatter/toc.html>. You will need to use Clemson's Cisco AnyConnect Secure Mobility Client if you are not in a location where you can log into the Clemson network. The below tips include the section numbers from the CMOS guide.

NUMBERS

(9.2) Spell out numbers one through one hundred

(9.13) Exceptions to above rule, types of quantities that are commonly expressed as numbers:

- Examples: 40-watt bulb / size 14 dress / 32-inch inseam

(9.14) Spell out simple fractions (three-fourths)

(9.58) Use an en dash in between numbers when (inclusive) stating "up to", "including" or "through"

- Example: "refer to pages 7–100"

(9.59) No en dash if stating 'from' and 'to' / 'between' and 'and'

- Examples: "from five to ten" or "between eight and nine"

(7.85, Section 1) Use a hyphen and spell out

- Examples: ninety-nine-year lease, a five-year-old

PUNCTUATION

(6.12) Periods: One space after a period at the end of a sentence

(6.18) Commas: Use the serial (oxford) comma, which is the comma before the conjunction in a series

- "You will need a laptop, pen, **and** paper."

SYMBOLS

(9.16) Double prime and prime are used for inches and feet symbols, NOT quotation marks and apostrophes

- Double prime " / prime '

(9.13) Use degrees symbol for temperature "°F"

LISTS (6.124)

Run-in

- Use ":" if intro is complete sentence
- Use (#) or letters (a)

Vertical

- Use ":" if intro is complete sentence
- Use bullets or numbers for list items
- Format for list items "#. (capitalize first word)"

MISCELLANEOUS ABBREVIATIONS

(10.32) Spell out *United States* as a noun, reserving *US* for the adjective form only

- US dollars
- Crops are grown in the United States.

CAPITALIZATION

(8.47) Terms that denote regions of the world or of a particular country are often capitalized, as are a few of the adjectives and nouns derived from such terms.

- The Northeast, the South, the Midwest
- The northeastern United States

FIGURE AND TABLE CAPTIONS

Figure #. (bold) / positioned below figure / capitalize Figure in caption but when referencing in text, use lowercase "see figure 1"

(3.52) **Table #.** (bold) / positioned above table / capitalize Table in caption but not when referencing in text

USE OF PHOTOGRAPHY AND ILLUSTRATIONS (3.28-3.33)

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