

# Chicago Manual of Style

THE  
NEW  
SCHOOL

---

UNIVERSITY LEARNING CENTER

## Frequently Asked Questions

### **Q. What is *The Chicago Manual of Style*?**

**A.** *The Chicago Manual of Style* (often abbreviated CMOS) is a style guide that provides guidelines for consistent presentation, grammar, punctuation, and citation of academic sources in written work.

### **Q. What are citations?**

**A.** Citations are formal acknowledgements when using statements or ideas that aren't one's own. They usually include two parts: footnotes, which come in the body of the essay each time a source is used, and corresponding documentation in the bibliography, which comes at the end of the essay. Usually when citing, writers will use signal phrases such as "As Amy Brown observes..." or "In his article, Raj Smith argues..." to indicate that content is coming from another source.

### **Q. Why do we use citations in academic writing?**

**A.** By acknowledging your sources through citations, you avoid plagiarizing – taking credit for work that is not your own. You also provide a way for others to find out more about your topic and retrace your steps.

### **Q. Do I need to cite AI-use, like ChatGPT?**

**A.** Yes, any use of AI-generated content, whether it's to help with brainstorming ideas, developing an outline, or generating any writing or images, must be cited.

### **Q. How do I cite information from AI?**

**A.** Follow each instructor's guidelines for citing AI use - ask/clarify if unsure

- Note all the **purposes** you used it for:
  - Ex: help with topics, outlines, research, revision, grammar, visuals, designs, code, drawings, music, etc.
- Include **all questions** you input to generate help and provide context for each
- Note **every place** you used it:
  - Ex: each section in your paper, design, code, song, etc. that contains AI generated or influenced material
- Note **when** you used it (dates & times) for each citation
  - AI changes/expands so quickly that information it generates at a given moment can change in seconds/hours/days

### **Q. What format do I use to cite information from AI?**

# Chicago Manual of Style

**THE  
NEW  
SCHOOL**

---

**UNIVERSITY LEARNING CENTER**

A. The CMS recommends citing ChatGPT in a Chicago footnote. Ex. Text generated by ChatGPT, March 31st, 2023, OpenAI, <https://chat.openai.com>

## **Q. What is an AI Declaration?**

**A.** In addition to a citation, a declaration allows you to describe how you have used an AI tool for your project/assignment. This information helps your readers understand how AI tools have been incorporated into your research, writing, and learning processes. A declaration usually follows the Bibliography or Works Cited section. Your instructor may or may not require a declaration in addition to citations, so be sure to check with them directly. For declaration format and examples, please see at the bottom of this handout.

## **Q. What is a bibliography? What is an annotated bibliography?**

**A.** A bibliography lists all of the sources consulted to prepare a paper. Therefore, it may also include works that were not cited. An annotated bibliography includes a brief description of each source listed. These full-sentence descriptions should establish the relevance, authority, and quality of the source.

## **Q. How do I use citations?**

**A.** Notes appear sequentially. In **Word**, they are created from the “Insert” drop-down menu. CMOS has different format rules for footnote and bibliographic entries. Examples of each style are on the opposite side of this handout.

## **Q. What is Ibid. and is it still used?**

**A.** Ibid. is an abbreviation of the Latin word *ibidem*, which means: in the same place. Write “Ibid.” in the notes if the citation information includes the identical author, title, and page number as the previous note. Please note that CMOS has discontinued the inclusion of Ibid. as of the 17th edition, and instead recommends using shortened notes. However, some professors still accept it as it was the standard for so many years.

## **Examples of Note (N) and Bibliography (B) entries:**

### ***Book, One Author***

**N:**1. John Smith, *Birds of the Pacific Northwest* (New York: Random House, 2000), 367.

# Chicago Manual of Style

**THE  
NEW  
SCHOOL**

---

**UNIVERSITY LEARNING CENTER**

**B:** Smith, John. *Birds of the Pacific Northwest*. New York: Random House, 2000.

## **Article in a Magazine**

**N:** 5. Barbara Randolph, "The Reagan Finale," *Politics Today*, August 1987, 45.

**B:** Randolph, Barbara. "The Reagan Finale." *Politics Today*, August 1987, 45-68.

## **Article in a Journal**

**N:** 9. Winston Body, "William Howard Taft and Dollar Diplomacy," *Journal of the American Presidency* 7, no. 1 (1996): 63.

**B:** Body, Winston. "William Howard Taft and Dollar Diplomacy." *Journal of the American Presidency* 7, no. 1 (1996): 63-110.

## **Published Interview**

**N:** 16. Irving Johnson, "The View from Midcourt: Interview with Magic Johnson," by Julio Beckett, *Hoops Magazine*, November 2005, 250.

**B:** Johnson, Irving. "The View from Midcourt: Interview with Magic Johnson." By Julio Beckett. *Hoops Magazine*, November 2005, 250-274.

## **Museum Label**

CMOS has not established guidelines for citing labels in galleries or museums. Include all information that may be important, such as:

**N:** 23. Museum label for artist, Title of artwork, New York, Metropolitan Museum of Art, 23 August 2004 [**optional**: name & date of exhibition, additional information of interest].

**B:** Metropolitan Museum of Art. Museum label for artist, Title of artwork, New York, 23 August 2004.

## **Website (organization, no specific author)**

**N:** 42. The Metropolitan Museum of Art, <http://www.metmuseum.org>.

**B:** The Metropolitan Museum of Art. <http://www.metmuseum.org>.

*Chicago does not require that you include the date you accessed the website. However, it may be useful to include the access date if you are using material that is time-sensitive or likely to be significantly updated.*

**N:** 42. The Metropolitan Museum of Art, <http://www.metmuseum.org> (accessed January 3, 2008).

## **Social Media**

For social media posts without a title, quote up to the first 160 characters of the post.

# Chicago Manual of Style

**THE  
NEW  
SCHOOL**

---

**UNIVERSITY LEARNING CENTER**

**N:** Pete Souza (@petesouza), "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/>.

**B:** Souza, Pete (@petesouza), "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/>.

**Ibid. \*Discontinued but still accepted by instructors (see note on prior page)\***

2. Ibid. *–for citing the same source and page number as the immediately preceding citation*

3. Ibid., 379 *– as above, but a different page number [here, page 379]*

## Shortened Notes

Shortened notes are used when a paper contains a bibliography. They include the author's last name, the title (which is shortened if four words or longer), and the relevant page numbers. The following are shortened notes of the first three examples in this handout.

1. Name, *Title*, 367.
2. Name, "Magazine Article Title," 45.
3. Name, "Journal Article Title," 63.

For information on how to cite additional sources such as a book with multiple authors, audio and video sources, and interviews, visit [Purdue's Online Writing Lab](#).

## Citing Images

In Chicago, images and illustrations are referred to as "[figures](#)." Label all images with figure or fig. followed by Arabic numerals. Figures should be accompanied by a caption placed near the figure. Source information about images is usually not included in footnotes or bibliographies. The captions that accompany each individual should be sufficient citation. However, your professor may want you to provide a separate references list specifically for images used in your essay. Make sure you check the assignment instructions.

## Example Captions

# Chicago Manual of Style

**THE  
NEW  
SCHOOL**

---

**UNIVERSITY LEARNING CENTER**

Fig. 2 Willem de Kooning, *Pink Angels*, 1945, oil and charcoal on canvas, 52 x 40 in. Frederick R. Los Angeles, Weisman Art Foundation.

Fig. 3 Christian Dior. *May*, 1953. Silk, Length at CB ((a) to waist): 5 3/4 in. (14.6 cm) Length at CB (b): 45 1/2 in. (115.6 cm) New York, Metropolitan Museum of Art. Accessed January 5, 2011.

<http://www.metmuseum.org/Collections/search-the-collections/80002249>.

Fig. 4 James Estrin, "A Worshiper at St. Patrick's Cathedral on Fifth Avenue in Manhattan," *New York Times*, November 27, 2011.

<http://www.nytimes.com/2011/11/28/nyregion/for-catholics-the-word-was-a-bit-different-amen.html?ref=us.&r=0>.

## **AI Declaration Format and Examples**

### **General format for a declaration:**

- **Declaration:** I acknowledge the use of [AI tool] and [link] to generate [x]..., however, the writing is my own and no content generated by AI has been presented as my own work.
- **Prompt(s):** I entered the following prompts...
- **Use:** I used the output to.../I modified the output to...

### **Declaration 1:**

I acknowledge the use of ChatGPT [https://chat.openai.com/] to generate an outline for my essay.

I entered the following prompt: "Provide an outline for a 1000 word essay on the effects of technological development on income inequality in Australia."

I used the output at the initial stage of the assessment task to help plan my essay. I modified the outline generated, discarding several suggested body paragraphs and replacing them with my own ideas based on the research and reading I completed.

### **Declaration 2**

I acknowledge the use of ChatGPT [https://chat.openai.com/] to brainstorm topics for an

assignment.

I entered the following prompts: “Brainstorm ideas around the topic of [x].”

I used the output as a starting point for initial research before narrowing down the topic for my assessment.

### **Declaration 3**

I acknowledge the use of ChatGPT [<https://chat.openai.com/>] to generate translations of key terms from English into my first language in the preparation for this assessment.

I entered the following prompts: “oxidation-reduction (redox) reaction.”

I used the output to better understand the topic as I conducted research for the report.