

CMS: ESSAY FORMAT

CMS ESSAYS SHOULD:

- Be typed
- Double-spaced (except for block quotes, notes, bibliography entries, table titles, and figure captions)
- Use a 12pt. standard serif font (ex. Times New)
- Have 1" (2.54cm) margins

CMS FIRST PAGE:

- Include a title page or the title on the first page of the text, centered a third of the way down the page. End titles with a colon and place subtitles on the following line
- The author's name, class information, and the date follow several lines later, double-spaced

CMS HEADING AND SUBHEADINGS:

- Use headings and subheadings that maintain consistency, either centered or flush left
- Levels of hierarchy should be differentiated by type, boldface or italics
- Use headline-style capitalization: First Words of Titles and Subtitles, and any Important Words

THE MAIN BODY OF A CMS PAPER:

- Paragraphs should be indented five spaces or one-half inch by pressing the Tab key once
- All sections should follow each other without any extra breaks or line spaces

CMS IN-TEXT CITATION SYSTEMS:

- The author-date system cites sources in-text using an author's last name and the year of publication, in parentheses. Each in-text citation corresponds to an entry in the References
- The notes and bibliography system uses superscripted number citations at the end of sentences that sources are referenced in, with corresponding footnotes or endnotes and a Bibliography

CMS FOOTNOTES AND ENDNOTES:

- Footnotes appear at the bottom of a page that a source is referenced on, indented on the first line, and single-spaced with a double-space between notes
- Endnotes appear as a list in numbered-order at the end of the entire text, but before the Bibliography. A "Notes" page lists endnotes single-spaced with a double-space between notes
- Footnotes or endnotes begin with a full-sized number followed by a period and a space

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Additional online resources can be found at www.madonna.edu/owl

- The first note for a source includes the complete reference information and page ranges. Subsequent references to a source may abbreviate the reference to author's last name and a page number
- If a bibliography or reference list is required (or if citing a source multiple times) the notes should only include the last name of the author, a shortened form of the title (if more than four words), and a page number
- Ibid. (from ibidem, "in the same place") may be used in place of, and to refer to, a single source cited in an immediately previous note

Footnote or endnote templet:

#. First name Last name, "Title of Chapter or Article," Title of Book or Journal, editor or translator, edition, Title of Series and volume number, (City of Publication: Publisher, year of publication), pages.

CMS TENSE:

- Introduce quotations with a signal word or phrase—usually including an author's last name. Use present tense to introduce quotes and discuss actions

CMS BIBLIOGRAPHY/REFERENCES LIST:

- Begin a new page and center the title "Bibliography" (for notes and bibliography style) or "References" (for author-date style). Leave two blank lines between the heading and the first entry in the list. The list should be single-spaced with double-space between notes. Sources are arranged alphabetically by author's last name. If no author or editor is listed the title may be used instead

CMS AUTHOR NAMES:

- For the first author of a source list the last name, followed by the first name. For multi-author entries list subsequent authors' names in typical first-last order
- Use "and," not an ampersand, "&," between multiple authors' names
- With four or more authors cite all in the bibliography or reference list, but in the note cite only the first author followed by et al. (an abbreviation of the Latin phrase et alia, which means "and others")

CMS TITLES AND PUBLICATION INFORMATION:

- Titles of articles, chapters, poems, etc. are placed in quotation marks. Titles of books, journals and periodicals are italicized
- The editors, editions and facts of publication (city: publisher, date) are listed after the titles of books
- The issue information (vol. and no.) and year of publication (in parentheses) are listed after the titles of publishers or journals
- Include the complete page range for articles. In a note cite only the specific page numbers
- For articles consulted online, include a DOI, URL, or the name of the database used

CMS HANGING INDENT:

- Flush left the first line of the entry and hanging indent subsequent lines
- Under Indentation, use the Special pull-down menu to select hanging indent by 0.5" or 1.27cm