

## notes from Chicago Manual of Style

### Numbers

Whole numbers from zero through one hundred are spelled out.

The museum will auction twenty-nine potted palms tonight.

Five new computers will accommodate 101 students.

Numbers in the same category should be treated with consistency (in this case not spelled out).

There are 18 students in the senior class, 21 in the junior class and 105 in the freshman class.

If many numbers are clustered together, use numerals.

Five teachers ran distances of 10, 15, 20, 25 and 30 miles before breakfast.

If the first word of a sentence is a number, spell it.

Two hundred designers from twenty cities declared anarchy.

### Fractions

Spell out simple fractions and use hyphens

She ate three-quarters of the book.

I am one-half cat and one-half dog. (not "I am half cat and half dog.")

### Abbreviations

Spell out words in formal writing.

Point instead of pt.

Which of these is correct?

22-point type or twenty-two-point type?

Both are correct. What is the context?

When you do abbreviate "point," insert a space between the number and the word.

72 pt.

### Hyphens, Em and En Dashes

**Hyphens connect two things that are intimately related; words that function as a single concept.**

Make a toll-free call for only two-thirds of the price.

Hyphens also connect compound adjectives.

snow-white dress

three-year-old child

north-south street

22-point type

**En dashes connect things related by distance, time or that are in a range.**

World War II occurred from 1940–1945.

I am on the San Francisco–Dallas Flight.

The semester is August–December.

Here, an en dash connects a prefix to a proper noun.

The furniture is pre–World War II.

### **Em dashes are used like parenthesis**

I was walking across campus yesterday—I like to take long walks on Tuesdays—when I noticed a giraffe standing near the library.

### **Quotation marks and punctuation**

Periods and commas go inside quotation marks

Abraham Lincoln said, “Most folks are about as happy as they make up their minds to be.”

Semicolons and colons go outside quotation marks

I said, “the type was brilliantly executed”; no one agreed.

Question marks go inside or out depending on context

When the question mark is part of the quotation

Cheryl asked, “Do you like design?”

When the question mark applies to the complete sentence

Does Cheryl always say, “I like design”?

### **American vs British style**

“American style opens a quote with double marks, then, ‘if another quote occurs inside the first,’ single quotes are inserted.”

‘British style opens a quote with single marks, then, “if another quote occurs inside the first”, double quotes are inserted’.

Note, British style places punctuation outside quotation marks, unlike the American style.

### **Footnotes and Endnotes: Cite Sources**

Footnotes appear at the end of a page.

Endnotes appear at the end of a chapter or a book.

### **Citations – Chicago Manual of Style (CMS)**

#### **Note style**

1. Robert Bringhurst, *The Elements of Typographic Style* (Point Roberts, WA: Hartley & Marks, Publishers, 2005), 10–12.
2. Gavin Ambrose and Paul Harris, *Design Th!inking*, (Lausanne: AVA Academia, 2010), 34–40.

#### **Bibliography style**

Ambrose, Gavin and Paul Harris. *Design Th!inking*. Lausanne: AVA Academia, 2010.

Bringhurst, Robert. *The Elements of Typographic Style*. Point Roberts, WA: Hartley & Marks, Publishers, 2005.

See [plagiarism.org](http://plagiarism.org) to understand quoting and citing

See Chicago Manual of Style, 16th edition for text formatting