

Author Bridge Media

Cheat Sheet for Chicago Manual of Style

<p>Numbers and Money</p>	<p>Spell out numbers from zero to ninety-nine. Spell out whole numbers above ninety-nine. Use numerals for uneven numbers above ninety-nine.</p>	<p><i>He is thirty-seven years old.</i></p> <p><i>She ordered two thousand napkins.</i></p> <p><i>The course costs \$799.</i></p>
<p>Comma Use</p>	<p>Include commas after every item in a series.</p>	<p><i>The recipe requires eggs, flour, milk, and eggs.</i></p>
<p>Dashes and Hyphens</p>	<p>Use em dashes (ex: —) to set apart phrases in running text. Leave no space between the em dash and the words on either side of it.</p> <p>Hyphenate (ex: -) compound adjectives and numbers from twenty-one to ninety-nine.</p>	<p><i>He told me it was blue—like the Caribbean Sea.</i></p> <p><i>I purchased several rainbow-colored gems.</i></p> <p><i>That lady is ninety-five years old next Tuesday.</i></p>
<p>Abbreviations</p>	<p>Don't use periods for abbreviations that appear in full capitals. Spell out state names, city names, and months.</p> <p>Initials in personal names are followed by a period and a space.</p>	<p><i>NASA is launching the rover on Thursday, October 1, 2015.</i></p> <p><i>Last year, she visited New York, New York.</i></p> <p><i>T. S. Eliot wrote that poem.</i></p>

<p>Prepositions in Titles</p>	<p>Lowercase all prepositions in titles and headings—even long ones—unless they are the last word in the title.</p>	<p><i>The Space between Trees.</i></p> <p><i>A Shoulder to Lean On.</i></p>
<p>Capitalization after Colons</p>	<p>Lowercase the first word unless it is a proper noun, the start of at least two complete sentences, or a direct question.</p>	<p><i>Please purchase the following: eggs, flour, milk.</i></p> <p><i>I promise you this: Sarah could not care less.</i></p> <p><i>Ask yourself: Is this what you really want?</i></p>
<p>Lists</p>	<p>Don't punctuate list items unless they are complete sentences. Lowercase the items on the list unless the list is numbered or the sentences are complete.</p>	<p><i>Your application must include:</i></p> <ul style="list-style-type: none"> <i>-a full resume</i> <i>-two recommendation letters</i> <i>-all of your diplomas</i> <p><i>Compose three sentences:</i></p> <ol style="list-style-type: none"> <i>1. To your mother</i> <i>2. To your father</i> <i>3. To your friend</i> <p><i>Please do the following:</i></p> <ul style="list-style-type: none"> • <i>Pick up your trash.</i> • <i>Make your bed.</i> • <i>Set your alarm.</i>
<p>Percentages</p>	<p>Use the numeral followed by the word “percent.” For ranges, connect the numerals with an “en” dash (ex: –) followed by the word “percent.”</p>	<p><i>Only 20 percent of them passed the test.</i></p> <p><i>We estimate that 30-40 percent will pass next year.</i></p>
<p>Time</p>	<p>Spell out times of day for even, half, and quarter</p>	<p><i>We expect her by a quarter to seven.</i></p>

	hours unless emphasizing a specific time. Use numerals for uneven times.	<p><i>The train leaves at 8:00 a.m. sharp.</i></p> <p><i>At 6:24 p.m., they won the game.</i></p>
Ellipses	An ellipsis consists of three spaced periods, with a space before and after.	<i>Love is . . . retweeting.</i>
Chapter References	Lowercase the word “chapter” when referencing another chapter in running text, unless it’s the first word in a sentence.	<p><i>I’ll talk more about this in chapter 6.</i></p> <p><i>Chapter 6 will tell you everything you need to know about this topic.</i></p>