



CMS recommends not including inclusive page numbers, just the number of the first page when citing articles appearing in magazines and newspapers.

Borzi, Pat. "Retirement Discussion Begins Anew for Favre." *New York Times*, January 25, 2002.  
<http://www.nytimes.com>.

The full url should be used when citing magazine or newspaper articles appearing in an online version of the publication.

In the above citation, the initial The is omitted from *New York Times*. CMS accepts this as an alternate to including The in

## Punctuation

Chapter 6 of *The Chicago Manual of Style*, 16<sup>th</sup> ed. covers recommended punctuation; refer to this chapter to answer grammar and usage questions.

The following are a few CMS punctuation conventions:

CMS recommends not italicizing punctuation (commas, periods, etc.) when they are not part of an italicized title. For instance:

The title of my newest book is *Time for Fasting*. (The period is not italicized).

Punctuation should appear inside a closing quotation mark. For example:

The title of my most recent article is “Homebound.”

Only one space should appear after punctuation, including after a period at the end of a sentence.

CMS recommends use of the comma before the conjunction with items in a series. For example:

Sally went to the store to buy lettuce, bread, and milk.

Avoid etc. in formal/official documents. When etc. (and other words of that type) appear in text, they should be preceded by a comma. For instance:

Sally went to the store to buy lettuce, bread, milk, etc. for dinner that night.

An ampersand (&) should be used only if it appears as part of a formal title. No comma precedes the ampersand.

Dates should appear in the month day, year format: January 3, 2011. If the date appears mid-sentence, a comma should follow both the day and the year.

State names should be spelled out; a comma should follow both the town name and the state:

Waukegan, Illinois, is not far from the Wisconsin border.

A comma does not follow Jr. (or other words/designations of this type):

John Doe Sr. owns a local company.

John Doe III owns a local company.

A comma should appear before a quotation:

Robert Frost wrote, “Whose woods these are.”

She replied, “I don’t think so.”

Possessives are generally formed by adding an ‘s. Some examples and exceptions follow:

Horse’s mouth

Horses’s mouths

Bass’s stripes

Children’s literature

Kansas’s legislature

Marx’s theories

Jesus’s disciples

Ganges’s source

Euripides’s tragedies

When a plural noun appears the same in singular and plural forms and ends in an s, then the possessive only requires an apostrophe. For instance:

Politics’ true meaning

The United States’ role in international relations

The National Academy of Sciences’ new policy

Unique possessive recommendations:

My aunt and uncle’s house (meaning one house)

Minneapolis and St. Paul’s transportation system

My aunt’s and my uncle’s medical records (meaning 2 sets of medical records)

Student assistants’ time cards

My son-in-law’s address

My sons-in-law’s addresses

CMS recommends using italics for foreign words and phrases; if the foreign word is common (or becomes common throughout the piece of writing), then italics should be used only when the word first appears in the text or if it appears infrequently.

CMS discourages the use of scare quotes.

