CHICAGO Style Quick Sheet

All UTIA publications except news releases and Extension publications are edited according to the Chicago Manual of Style and the UTIA Style Guide (ag.tennessee.edu/marketing). Following is a quick overview of the Chicago Manual of Style. While not a complete reference, this fact sheet will help those unfamiliar with the guide become quickly acquainted with often-used entries.

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| **Numbers** | In general spell out numbers zero through one hundred.  Use numbers for percentages.  Spell out numbers for the ages of people, animals, and objects.  For temperatures, use numerals and the degree symbol when expressed as a unit of measure. Do not put spaces on either side of the symbol. Follow the general rule otherwise.  Physical quantities**—**In nontechnical material, physical quantities such as distances, lengths, areas, and so on are usually treated according to the general rule. \*Exception: Certain types of quantities that are commonly (or more conveniently) expressed as numerals (a 32-inch seam, 80 miles per gallon). | Three years ago, they had ten dogs, six cats, and ninety-seven hamsters.  8 percent  three-year-old greenhouse; the forty-year-old man; the child turned eight last month.  The day was balmy, warm and 75°F.  It was seventy-five degrees.  Within fifteen minutes the temperature dropped twenty degrees.  The train approached at seventy-five miles an hour.  Three-by-five-inch index cards are now seldom used in index preparation. |
| **Dates** | Use Arabic figures to indicate decades of history.  In general do not abbreviate months.  Use figures, without st, nd, rd, or th.  When a day is mentioned without the month or year, the number is usually spelled out in ordinal form. | the 1980s, the '80s  January 1, 2017; January 2017  June 5  On November 5, McManus declared victory. By the twenty-fifth, most of his supporters had deserted him |
| **Time** | Use a.m. and p.m.  The year abbreviated**—**In informal contexts, the first two digits of a particular year are often replaced by an apostrophe.  Hundreds, thousands, and hundred thousands**—**The whole numbers one through one hundred followed by *hundred*, *thousand*, or *hundred thousand* are usually spelled out (except in the sciences or with monetary amounts), whether used exactly or as approximations. | 2:00–5:00 p.m., the event begins at 7:00 p.m.  class of ’76  The population of our city is more than two hundred thousand.  Some forty-seven thousand persons attended the fair.  **BUT . . .**  The official attendance at this year’s fair was 47,122. |
| **Spacing** | Use one space after periods, colons, and between state and ZIP code. |  |
| **Punctuation** | **Commas**—When a conjunction joins the last two elements in a series of three or more, a comma—known as the serial or series comma or the Oxford comma—should appear before the conjunction. If the last element consists of a pair joined by *and*, the pair should still be preceded by a serial comma and the first *and.*  **Dashes—**Use em dashes with *no* spaces on either side.  **Periods and Lists—**Unless the items consist of complete sentences, each item carries no end punctuation (capitalization is not needed unless the item is a complete sentence or the first word is a proper noun). | The flag is red, white, and blue.  I had orange juice, toast, and ham and eggs for breakfast.  She listed the ingredients—peppers, onions, ham, bacon—that she likes in an omelet.  Class materials:   * pencils * paper * markers * Webster’s dictionary |