Clemson University

## TigerPrints

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# Chicago Manual of Style (CMOS): Common Style Tips for Writing

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CHICAGO MANUAL OF STYLE (CMOS): Common Style Tips for Writing *(Updated Sep 2020)*

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## NUMBERS

(9.2) Spell out numbers one through one hundred

(9.13) Exceptions to above rule, types of quantities that are commonly expressed as numbers:

- Examples: 40-watt bulb / size 14 dress / 32-inch inseam

(9.14) Spell out simple fractions (three-fourths)

(9.58) Use an en dash in between numbers when (inclusive) stating "up to", "including" or "through"

- Example: "refer to pages 7–100"

(9.59) No en dash if stating 'from' and 'to'/ 'between' and 'and'

- Examples: "from five to ten" or "between eight and nine"

(7.85, Section 1) Use a hyphen and spell out

- Examples: ninety-nine-year lease, a five-year-old

## PUNCTUATION

(6.12) Periods: One space after a period at the end of a sentence

(6.18) Commas: Use the serial (oxford) comma, which is the comma before the conjunction in a series

- "You will need a laptop, pen**, and** paper."

## SYMBOLS

(9.16) Double prime and prime are used for inches and feet symbols, NOT quotation marks and apostrophes

- Double prime " / prime '

(9.13) Use degrees symbol for temperature "#*F"

## LISTS (6.124)

Run-in

- Use ":" if intro is complete sentence
- Use (#) or letters (a)

Vertical

- Use ":" if intro is complete sentence
- Use bullets or numbers for list items
- Format for list items "#. (capitalize first word)"

## MISCELLANEOUS ABBREVIATIONS

(10.32) Spell out *United States* as a noun, reserving *US* for the adjective form only

- US dollars

- Crops are grown in the United States.

## CAPITALIZATION

(8.47) Terms that denote regions of the world or of a particular country are often capitalized, as are a few of the adjectives and nouns derived from such terms.

- The Northeast, the South, the Midwest
- The northeastern United States

## FIGURE AND TABLE CAPTIONS

**Figure #.** (bold) / positioned below figure / capitalize Figure in caption but when referencing in text, use lowercase "see figure 1"

(3.52) **Table #.** (bold) / positioned above table / capitalize Table in caption but not when referencing in text

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