

The Chicago Manual of Style Citations: Author-Date System

This is a guideline that may assist you in formatting basic citations for the 16th edition of the Chicago Manual of Style. The Chicago Manual of Style has two options for citing sources and this guideline will provide information on the Author-Date style for writers using parenthetical references to credit outside sources.

There are specific parts of the Chicago Manual of Style to which you must pay attention. Even if some parts of the citation formatting seem irrelevant or unimportant, they matter. We may reject submissions if your citations and references are incorrectly formatted.

Tips for References

Please pay attention to the following because they are important for following the Chicago Manual of Style:

- **Author formatting**
 - The first author listed will be listed as Last Name, First Name. After the first author, however, the following authors will be in the format of First Name Last Name. Do NOT replace “and” with an ampersand (&).

Incorrect



Chin, Christina B., Milman, Noriko, Deo, Meera E., Lee Jenny J., and Yuen, Nancy Wang. 2007. “Without a Trace: Asian Americans and Pacific Islanders in Prime Time Television.” In *Contemporary Asian America: A Multidisciplinary Reader*, edited by Min Zhou and J. V. Gatewood, 449–62. New York: New York University Press.

Correct



Chin, Christina B., Noriko Milman, Meera E. Deo, Jenny J. Lee, and Nancy Wang Yuen. 2007. “Without a Trace: Asian Americans and Pacific Islanders in Prime Time Television.” In *Contemporary Asian America: A Multidisciplinary Reader*, edited by Min Zhou and J. V. Gatewood, 449–62. New York: New York University Press.

- **Letter Casing**
 - Titles of any kind must have proper capitalization even if the cited material does not. If the article is titled “Providing dogs the right kind of food,” it must be cited as “Providing Dogs the Right Kind of Food.” In title case, only articles, conjunctions, and prepositions (i.e., and, a, of, the, etc.) do NOT need to be capitalized unless they are the first word of the title or if they follow a colon in a title.
- **Periods and Punctuation**
 - Periods and other punctuations must be placed in the correct places. They are not optional.

Sample

Husserl-Kapit, Susan, and Marguerite Duras. 1975. “An Interview with Marguerite Duras.” *Signs* 1 (2): 423–34.



- En dash
 - To indicate a page range, the beginning page number and the ending page number must have an en dash in between—not a hyphen.

Incorrect



186-211

Correct



186–211

- To type an en dash on your computer, please follow these steps:
 - For Windows users, press ALT and 0150 or CTRL DASH(-)
 - For Mac users, press OPTION and - (hyphen)

- **Credible Sources**

- Our journals require a minimum of five scholarly sources.
- Please use credible sources to cite your articles. These sources—and similar sources—are not credible:
 - Wikipedia
 - SparkNotes
 - Facebook

In-Text Citations

An in-text citation should be at the end of the sentence in which the reference was used. The punctuation must follow the parenthetical reference. Page numbers must be included when citing direct quotes.

Format: (Last Name Year of Publication, page number or page range)

Sample: (Márquez 1989, 19–20)

The citations must mirror the citations in the references list. If there are four or more authors, only use the name of the first author, followed by “et al.”

In the Reference List: Grossberg, Larry, Ellen A. Wartella, D. Charles Whitney, and J. Macgregor Wise. 2005.
MediaMaking: Mass Media in a Popular Culture. Thousand Oaks, CA: Sage Publications.

In-Text Citation: (Grossberg et al. 2005)

Unknown Authors:

When there are no given authors, standard practice is to use the title of the work in place of the author. This should mirror the citation in the references list.

Format: (Title Page Year, page # if applicable)

Samples: (“Everything Doesn’t Happen for a Reason” 2015) (*The Book with No Name* 2006, 41)

Some sources commonly lack a date of publication. The proper way to cite a source in which there is no publication date is to include the access year in place of the date of publication. If there is no access year, you may use the abbreviation “n.d.” in the place of the date. This also works in the reference list.

Format: (Title page/Author Last Name Acces Year) or (Title page/Author Last Name n.d.)

Sample: (Environmental Law and Policy Center 2017) or (Environmental Law and Policy Center n.d.)

Books

# of Authors	Print
1	<p>Format: Last Name, First Name. Year of Publication. <i>Title</i>. Location of Publisher: Publisher.</p> <p>Sample: Morrison, Toni. 1987. <i>Beloved</i>. Westminster, MD: Alfred A. Knopf.</p>
2+	<p>Format: Last Name, First Name, and First Name Last Name. Year of Publication. <i>Title</i>. Location of Publisher: Publisher.</p> <p>Sample: Gaiman, Neil, and Terry Pratchett. 2006. <i>Good Omens: The Nice and Accurate Prophecies of Agnes Nutter, Witch</i>. New York: HarperCollins Publishers.</p>
Translated	
	<p>Format: Last Name, First Name. Year of Publication. <i>Title</i>. Translated by First Name Last Name. Location of Publisher: Publisher.</p> <p>Sample: Ibuse, Masuji. 1969. <i>Black Rain</i>. Translated by John Bester. New York: Kodansha USA, Inc.</p>
Chapter	
	<p>Format: Last Name, First Name. Year of Publication. "Chapter Title." In <i>Book Title</i>, edited by Editor's First Name Last Name, page range. Location of Publisher: Publisher.</p> <p>Sample: Hall, Stuart, Jessica Evans, and Sean Nixon. 2013. "Recording Reality: Documentary Film and Television." In <i>Representation: Cultural Representations and Signifying Practices (Culture, Media and Identities Series)</i>, edited by Frances Bonner, 60–99. Thousand Oaks, CA: SAGE Publications Ltd.</p>
Electronic Book	
	<p>Format: Last Name, First Name. Year of Publication. <i>Title</i>. Location of Publisher: Publisher. URL.</p> <p>Sample: Brontë, Emily. 1900. <i>Wuthering Heights</i>. New York: Harper & Brothers Publishers. http://babel.hathitrust.org/cgi/pt?id=mdp.39015011426080;view=1up;seq=8.</p>

Journals

# of Authors	Print
2+	<p>Format: Last Name, First Name, and First Name Last Name. Year of Publication. "Title." <i>Journal Name</i> volume# (issue#): page range.</p> <p>Sample: Chin, Christine, and David E. Brown. 2000. "Learning in Science: A Comparison of Deep and Surface Approaches." <i>Journal of Research in Science Teaching</i> 37 (2): 109–38.</p>

From Full-Text Database
Format:

Last Name, First Name. Year of Publication. "Title." *Journal Name* volume# (issue#): page range. URL or DOI number.

Sample:

Quinn, Kelly. 2013. "We Haven't Talked in 30 Years!: Relationship, Reconnection and Internet Use at Midlife." *Information, Communication and Society* 16 (3): 398–420. doi:10.1080/1369118X.2012.756047.

Newspapers

No page numbers required

Print
Format:

Last Name, First Name. Year of Publication. "Title." *Newspaper Name*, Month Day of Publication.

Sample:

Marimow, Anne E. 2015 "Do Lighter Sentences Compromise Leverage?" *The Washington Post*, November 1.

Full-Text Database
Format:

Last Name, First Name. Year of Publication. "Title." *Newspaper Name*, Month Day of Publication. URL.

Sample:

Briggs, Johnathon E. 2006. "The Potential of Hip-Hop." *Chicago Tribune*, September 17.
<http://search.proquest.com/docview/420482768?accountid=14553>.

Electronic Sources

Multi-Page Internet Site
Entire Site
Format:

Last Name, First Name. Year of Publication. *Title of Site*. Last Modified or Accessed Month Day, Year. URL.

Sample:

Lawrence, Tim. 2015. *The Adversity Within Shining Light on Dark Places*. Accessed October 29, 2015.
<http://www.timjlawrence.com/blog>.

Single Page on Site
Format:

Last Name, First Name. Year of Publication. "Title of Page." *Title of Site*. Last Modified or Accessed Month Day, Year. URL.

Sample:

Asselin, Marie. 2010. "How to Make Macarons: A Detailed, Illustrated Step-by-Step Recipe." *Food Nouveau*. Accessed November 3, 2015. <http://foodnouveau.com/destinations/europe/france/how-to-make-macarons-a-detailed-illustrated-step-by-step-recipe>.

Corporate Author
Format:

Corporate Author Name. Year of Publication. *Title of Site*. Last Modified or Accessed Month Day, Year. URL.

Sample:

Hawaii Visitors & Convention Bureau. 2015. *The Hawaiian Islands*. January 27, 2015. <http://www.gohawaii.com/en>.