

BUSSE LIBRARY: GUIDE TO CHICAGO CITATION FORMAT

The **Chicago Manual of Style, Seventeenth Edition (2017)** (CMS) is commonly used by students and scholars in the liberal arts and humanities, including speech, languages, literature, history, philosophy, religious studies, and theology.

Basic formats for several of the common items included in reference lists are illustrated here. A reference list is an alphabetical list of all the items cited in the body of the paper included at the end of the paper. Everything in the reference list should be cited somewhere in the paper.

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GENERAL NOTES ABOUT CHICAGO STYLE AND THIS GUIDE

The Chicago Manual of Style offers two formats for documentation: (1) the notes-bibliography format and (2) the author-date format. The notes-bibliography format uses footnotes or endnotes to cite sources with an accompanying bibliography, while the author-date format uses brief parentheticals that correspond to an entry in a reference list where full bibliographic information is provided. The author-date format is more common in the sciences and social sciences. For more information on the differences, see:

https://www.chicagomanualofstyle.org/tools_citationguide.html

This guide reflects the **author-date** format, details of which can be found in Chapter 15 of the manual.

IN-TEXT CITATIONS (Parenthetical Citations)

When citing using the author-date format, in-text citations will include the author's last name and year of publication. If citing a specific page or section of the work, include page numbers. Each of these citations must correspond to an entry in the reference list. For more information on in-text citations, see 15.21-15.22 in the manual.

The most basic form of in-text citations will include only the author's last name and the year of publication. There should be no punctuation within the parentheses to separate the elements of the citation.

(Raine 2020)

For two authors, last names should be listed in the same order as they are with the item cited. **Do not** alphabetize or rearrange the names.

(McNeese and Loes 2018)

For sources with more than three authors, you will only include the name of the first author followed by *et al.* **Note:** *et al.* should not be italicized in the citation.

(Raine et al. 2019)

DIRECT QUOTATIONS

When directly quoting from a source, include the page number or other reference to the specific section/paragraph/division of the work. Separate the publishing year from this information with a comma.

(Raine 2020, 74-75)

(Schmall 2017, para. 5.7)

(McNeese and Loes 2018, 413, 417-419)

MULTIPLE SOURCES IN ONE CITATION

When citing several sources in one citation, separate the citations with a semi-colon.

(Raine 2020; Schmall 2017)

FORMATTING THE REFERENCES PAGE

The references list begins on a separate page at the end of the paper. Center the title "References" at the top of the page. Double-space between the title and your first entry.

Begin each entry flush with the **left margin**. If an entry requires more than one line, indent all succeeding lines **one-half inch** from the left margin. This is known as a **hanging indent**. Citations on the reference list should be formatted per your teacher's preference. Examples in this handout are single spaced within citations with a single line between entries.

In the author-date system, the year of publication is the second element of entries in the reference list. Otherwise, entries on the references page mirror entries in a bibliography using the notes-bibliography system. The entries are alphabetized by the first listed author's last name. Elements in each entry are separated by periods and titles are capitalized headline-style. Noun forms of *editor*, *translator*, *volume*, and *edition* are abbreviated while verb forms (*edited by* or *translated by*) are written out.

HOW TO CREATE THE HANGING INDENT

To create the hanging indent for a single item, place the cursor at the beginning of the line to be indented and hold down the **Control** key while pressing **Tab**.

To create the hanging indent for the entire references list, select the full list and right click, selecting **Paragraph**. Under **Indentation** and the **Special** category, select **Hanging**. The full list will now be formatted to feature hanging indents where applicable.

THE 3-EM DASH

Note: Authors are discouraged from using the 3-em dash to stand in for repeated authors in reference list entries. An incorrectly applied dash may obscure an important detail such as denoting the author as an editor or translator. (see 15.17 in the manual)

The 3-em dash is used when there are successive entries by the same author(s), editor(s), translator(s), or compiler(s) in the references list. The dash replaces the name(s) after the first appearance. Entries are then arranged chronologically by year of publication in ascending order, not alphabetized by title. Undated works follow all dated works. Works by the same author published in the same year must be differentiated by the addition of *a*, *b*, and so forth and are listed alphabetically by title. The text citations will consist of the author and year plus letter.

Larson, Erik. 1994. *Lethal Passage: How the Travels of a Single Handgun Expose the Roots of America's Gun Crisis*. New York: Crown.

---. 2000. *Isaac's Storm: A Man, a Time, and the Deadliest Hurricane in History*. New York: Vintage.

---. 2011. *In the Garden of Beasts: Love, Terror, and an American Family in Hitler's Berlin*. New York: Crown.

---. 2015. *Dead Wake: The Last Crossing of the Lusitania*. New York: Crown.

Note: The 3-em dash only replaces the name or names only, not any added *ed.*, *trans.*, or *comp.* that may follow the name.

Woodward, David. 1977. *The All-American Map: Wax Engraving and Its Influence on Cartography*. Chicago: University of Chicago Press.

---, ed. 1987. *Art and Cartography: Six Historical Essays*. Chicago: University of Chicago Press.

BOOKS AND BOOK CHAPTERS (Print or Electronic)

Use the author's name as it is provided on the title page; use initials if they are included. The author's name is followed by the publication year. Italics denote titles of works and should be capitalized headline style (capitalize the first word, last word, and all principal words of the title). Cite the city of publication and use the state abbreviation if needed. If several cities are listed for a publisher, use the first noted.

ONE AUTHOR (15.9)

Larson, Erik. 2003. *The Devil in the White City: Murder, Magic, and Madness at the Fair That Changed America*. New York: Vintage Books.

Manchester, Simon. 2005. *The Professor and the Madman: A Tale of Murder, Insanity, and the Making of the Oxford English Dictionary*. New York: Harper Perennial.

MULTIPLE AUTHORS (15.9)

When dealing with multiple authors, entries are styled differently. List authors in the same order as they are shown on the title page. The first author's name is reversed (last name, first) and followed by a comma.

If there are **two authors**, follow the comma with the word 'and' then include the second author's name as it would appear normally. If there are **three or more** authors, you will list all authors in normal form, preceding the last author with the word 'and.'

Braskamp, Larry A., Lois Calian Trautvetter, and Kelly Ward. 2006. *Putting Students First: How Colleges Develop Students Purposefully*. Bolton, MA: Anker Publishing.

Levitt, Steven D., and Stephen J. Dubner. 2009. *Freakonomics: A Rogue Economist Explores the Hidden Side of Everything*. New York: William Morrow.

CORPORATE AUTHOR (15.37)

San Diego Museum of Art. 1980. *Sculpture in California, 1975-1980: An Exhibition*. San Diego: The Museum.

NO AUTHOR (15.34)

Begin the entry with the title. Alphabetize entries by their title.

New York Public Library American History Desk Reference. 1997. New York: Macmillan.

AUTHOR AND EDITOR/COMPILER/TRANSLATOR (15.9 and 14.104)

Use the full phrase "Edited/Translated/Compiled By" in the citation. Use the author's name when citing in the text, not the editor/translator/compiler.

Garcia Marquez, Gabriel. 1988. *Love in the Time of Cholera*. Translated by Edith Grossman. London: Cape.

EDITOR/COMPILER/TRANSLATOR IN PLACE OF AUTHOR (15.36 and 14.103)

Following the name, include the appropriate abbreviation (*ed.* or *eds.*, *comp.* or *comps.*, or *trans.*) to denote editor(s), compiler(s), or translator(s).

Lattimore, Richmond, trans. 1951. *The Iliad of Homer*. Chicago: University of Chicago Press.

Satin, Joseph, ed. 1966. *Shakespeare and His Sources*. Boston: Houghton Mifflin.

BOOK PUBLISHED IN A LATER EDITION (14.113)

Lima, Carolyn W., and John A. Lima. 1998. *A to Zoo: Subject Access to Children's Picture Books*. 5th ed. New Providence, NJ: R.R. Bowker.

CHAPTER OR ESSAY IN EDITED BOOK (15.9)

When citing a specific chapter or essay in an edited book, begin with the chapter's author, year of publication, and the chapter's title in quotation marks. Follow this with "In" then the italicized title of the book, the editor(s), and the page numbers for the selection.

Boccaccio, Giovanni. 1999. "The Decameron." In *The Norton Anthology of World Masterpieces: The Western Tradition*, edited by Sarah Lawall and Maynard Mack, 1431-1457. 17th ed. New York: W. W. Norton.

Gould, Glenn. 1984. "Streisand as Schwarzkopf." In *The Glenn Gould Reader*, edited by Tim Page, 308-311. New York: Vintage Books.

ARTICLE IN AN ENCYCLOPEDIA (14.234)

If the author for an article is known, use the author's name. If no author is given, use the title of the article as the first element.

Davis, Anthony. 2001. "Hamlet, Prince of Denmark." In *The Oxford Companion to Shakespeare*, edited by Michael Dobson and Stanley Wells. Oxford: Oxford University Press.

E-BOOKS (14.100 and 14.159-14.162)

Books consulted online should include a URL or the name of the database. For other types of eBooks, note the format (Kindle, Nook, EPUB, PDF, etc.)

Note: When directly citing in your paper, if no fixed page numbers are available, use a section title, chapter, or other indicator to direct your reader such as (Austen 2007, chap. 3).

Austen, Jane. 2007. *Pride and Prejudice*. New York: Penguin Classics. Kindle.

Birkby, Evelyn. 2012. *Always Put in a Recipe and Other Tips From Iowa's Best Known Homemaker*. Iowa City: University of Iowa Press. Adobe PDF.

Borel, Brooke. 2016. *The Chicago Guide to Fact-Checking*. Chicago: University of Chicago Press. ProQuest Ebrary.

Melville, Herman. 1851. *Moby-Dick; or, The Whale*. New York: Harper & Brothers.
<http://mel.hofstra.edu/moby-dick-the-whale-proofs.html>.

JOURNAL ARTICLES (15.47-15.48)

Scholarly journals are different than popular magazines and typically address specific topics in an academic or scholarly manner. They feature abstracts and reference lists that you can use when conducting your research. Additionally, if it is a peer-reviewed scholarly journal, articles have been evaluated by others working in the same field.

When citing, begin with the author name(s), followed by publication year, then the article title in quotation marks. This is followed by the name of the journal in italics. Depending upon what volume or issue number information is available, the next piece of a citation varies.

If:	Then:
Volume and issue available	<i>American Journal of Sociology</i> 119 (4): 1002-1046
Issue number only	<i>American Journal of Sociology</i> , no. 4: 1002-1046.
Volume number only	<i>American Journal of Sociology</i> 119:1002-1046.
Volume number with month	<i>American Journal of Sociology</i> 119 (October): 1002-1046.

Note: When a DOI is available, include it as a link at the end of citation.

ONE AUTHOR

Klein, Tony. 2012. "Memorializing Soldiers or Celebrating Westward Expansion: Civil War Commemoration in Sioux City and Keokuk, 1868-1938." *Annals of Iowa* 71 (4): 291-322.

Meyerovtich, Eva. 1959. "The Gnostic Manuscripts of Upper Egypt." *Diogenes*, no. 25, 84-117.

Santos, Bielinski M. 2013. "Irrigation, Mulches, and Fumigants on Tomato Performance in Sandy Soils." *International Journal of Vegetable Science* 19 (3): 274-281.

MULTIPLE AUTHORS

Benoit, William L., Katharina Hemmer, and Kevin Stein. 2010. "New York Times' Coverage of American Presidential Primary Campaigns, 1952-2004." *Human Communication* 13 (4): 259-280.

Glass, Jennifer, and Philip Levchak. 2014. "Red States, Blue States, and Divorce: Understanding the Impact of Conservative Protestantism on Regional Variation in Divorce Rates." *American Journal of Sociology* 119 (4): 1002-1046.
<https://doi.org/10.1086/674703>.

Gunderson, Alex R., and Manuel Leal. 2015. "Patterns of Thermal Constraint on Ectotherm Activity." *American Naturalist* 185:653-64. <https://doi.org/10.1086/680849>.

Lu, Lingyu, and Cameron G. Thies. 2013. "War, Rivalry, and State Building in the Middle East." *Political Research Quarterly* 66 (2): 239-253.

Pallas, Sarah Wood, Dipreet Minhas, Rafael Perez-Escamilla, Lauren Taylor, Leslie Curry, and Elizabeth H. Bradley. 2013. "Community Health Workers in Low- and Middle-Income Countries: What Do We Know About Scaling Up and Sustainability?" *American Journal of Public Health* 103 (7): e1-e9.

MAGAZINE ARTICLES (15.49)

Unlike scholarly journals, magazines are published more frequently and may not approach a topic in an academic manner. They may not have citations and a reference list and undergo a different review process than scholarly journals.

When citing, you will follow a similar format to journal articles, replacing volume and issue number with the full date of publication. Depending upon how frequently the magazine is published, this information may vary to include a range or season of publication.

Note: When accessing content online and a URL is available, include it at the end of the citation.

ONE AUTHOR

Altman, Alex. 2013. "On Immigration, a Hawkeye in No Hurry." *Time*, May 27, 2013, 10.

Gates, Bill. 2011. "The Era of Innovation Isn't Over. For the Poor, It's Just Beginning." *New Statesman*, December 19, 2011, 23+

Slaughter, Anne-Marie. 2012. "Why Women Still Can't Have It All." *The Atlantic*, June 13, 2012. <http://www.theatlantic.com/magazine/archive/2012/07/why-women-still-cant-have-it-all/309020/>.

Speciale, Alessandro. 2013. "Pope Francis Reconfirms Directive to American Nuns." *Christian Century*, May 15, 2013, 18-19.

MULTIPLE AUTHORS

Catalini, Michael, Naureen Khan, and Peter Bell. 2013. "Poll: How Damaging is the IRS Controversy to Obama?" *National Journal*, May 17, 2013, 16.

Raynor, Michael E., and Mumtaz Ahmed. 2013. "Why Abercrombie & Fitch (Almost) Never Puts Anything on Sale." *Fast Company*, June 3, 2013. <http://www.fastcompany.com/3010968/why-bercrombie-fitch-almost-never-puts-anything-on-sale>.

NO AUTHOR

"The Big Winner of the Year/South Korea." 2012/2013. *Canadian Business*, Winter, 31-32.

NEWSPAPER ARTICLES (15.49)

Newspaper articles are cited in a format similar to magazine articles. If you found the article online, include a URL or the name of the database.

Note: When no author is present for an article, the title of the newspaper takes the place of the author.

ONE AUTHOR

Haberman, Clyde. 2013. "A Producer Who Knew When to Have Marilyn Monroe on Hand." *New York Times*, June 2, 2013. <http://www.nytimes.com/2013/06/03/nyregion/producer-knew-when-to-have-marilyn-monroe-on-hand.html?ref=theaterspecial>.

Hennigan, Gregg. 2013. "In for the Long Haul." *Gazette*, June 3, 2013, A1+.

Magg, Christopher. 2008. "In Eastern Iowa, the City That 'Would Never Flood' Goes 12 Feet Under." *New York Times*, June 13, 2008, 18.

Manjoo, Farhad. 2017. "Snap Makes a Bet on the Cultural Supremacy of the Camera." *New York Times*, March 8, 2017.

Pai, Tanya. 2017. "The Squishy, Sugary History of Peeps." *Vox*, April 11, 2017.
<http://www.vox.com/culture/2017/4/11/15209084/peeps-easter>.

MULTIPLE AUTHORS

Boshart, Rod, and James Q. Lynch. 2013. "Democrats Delivered for Iowa's Middle Class, Cedar Rapids Representative Says." *Gazette*, May 29, 2013.
<http://thegazette.com/2013/05/29/democrats-delivered-for-iowas-middle-class-cedar-rapids-representative-says/>.

Bruha, Jessica, and Michael Kinney. 2013. "Tornado Rekindles Nightmare Storm of 1999." *American*, May 21, 2013.

NO AUTHOR

New York Times. 2002. "In Texas, Ad heats Up Race for Governor." July 30, 2002.

MEDIA (Film, Images, Sound Recordings)

When citing multimedia in the author-date format, you will often need to adapt citations shown in the note-bibliography format. This is done by relocating the year of publication to be the second element of the citation. The position of "author" may be filled with a director, performer, or other creator associated with the work.

Note: If pulling from an online source, include a URL at the end of the citation.

FILM (15.57)

Dayton, Jonathan, and Valerie Faris, dirs. 2006. *Little Miss Sunshine*. Beverly Hills: Twentieth Century Fox Home Entertainment. DVD.

Lee, Ang, dir. 2013. *Life of Pi*. Beverly Hills: Twentieth Century Fox Home Entertainment. DVD.

Spurlock, Morgan, dir. 2004. *Super Size Me*. New York: Hart Sharp Video. DVD.

ONLINE VIDEO (15.57)

Lyiscott, Jamila. 2014. "3 Ways to Speak English." Filmed February 2014 in New York, NY. TED video, 4:29. https://www.ted.com/talks/jamila_lyiscott_3_ways_to_speak_english.

TELEVISION EPISODE

Snodgrass, Melinda M., writer. 2012. *Star Trek: The Next Generation*. Season 2, episode 9, "The Measure of a Man." Directed by Robert Scheerer, featuring Patrick Stewart, Brent Spiner, and Whoopi Goldberg. Aired February 13, 1989, in broadcast syndication. Paramount, Blu-Ray.

SONG ON ALBUM (15.57)

Dylan, Bob. "Workingman's Blues #2." Recorded February 2006. Track 3 on *Modern Times*. Columbia, compact disc.

Holiday, Billie, vocalist. 1958. "I'm a Fool to Want You." By Joel Herron, Frank Sinatra, and Jack Wolf. Recorded February 20, 1958, with Ray Ellis. Track 1 on *Lady in Satin*. Columbia CL 1157, 331/3 rpm.

Rihanna [Robin Fenty], vocalist. 2007. "Umbrella." Featuring Jay-Z. Track 1 on Rihanna, *Good Girl Gone Bad*. Island Def Jam, MP3 audio.

IMAGES (14.235)

When citing images, begin with the creator followed by the year of creation/publication. The title of the work should be italicized followed by the format or description of art format. End the citation with reference to where you found the work.

Frederick, Ivan. 2003. *The Hooded Man*. Photograph. *The Economist*, cover, May 8, 2004.

McCurry, Steve. 1984. *Afghan Girl* Photograph. *National Geographic* cover, June 1985.

Wood, Grant. 1930, *Stone City, Iowa*. Oil on wood panel. Joslyn Art Museum, Omaha.
<https://www.joslyn.org/collections-and-exhibitions/permanent-collections/american/grant-wood-stone-city-iowa/>

Note: When citing an image from a book, cite the book itself in your reference list. Your in-text citation will be for the image. See below for an example:

In-Text:

(*Chapel, Warde Hall: 1930, 1941, 1978*, in Roth, 1980, 49).

Reference List:

Roth, Sister Mary Augustine. 1980. *Courage and Change: Mount Mercy College: The First Fifty Years*. Cedar Rapids, IA: Stamats Communications, Inc.

INTERVIEWS AND PERSONAL COMMUNICATION

PUBLISHED (14.213)

Interviews should be cited according to the format that they are presented (magazine article, audio, etc.). They should begin with the name of the interviewee, after which they should follow the format of the medium.

Bellour, Raymond. 1979. "Alternation, Segmentation, Hypnosis: Interview with Raymond Bellour." By Janet Bergstrom. *Camera Obscura*, nos. 3-4 (Summer 1979): 89-94.

Crowe, Russell. 2015. Interview by Charlie Rose. *Charlie Rose*, April 23, 2015.
<http://www.charlierose.com/watch/60551640>.

Davis, Lydia. 2015. "The Art of Fiction No. 227." Interview by Andrea Aguilar and Johanne Fronth-Nygren. *Paris Review*, no.212, 172. EBSCOhost.

Stamper, Kory. 2017. "From 'F-Bomb' to 'Photobomb,' How the Dictionary Keeps Up with English." Interview by Terry Gross. *Fresh Air*, NPR, April 19, 2017. Audio, 35:25.
<http://www.npr.org/2017/04/19/524618639/from-f-bomb-to-photobomb-how-the-dictionary-keeps-up-with-english>.

UNPUBLISHED (15.53 and 14.212)

Unpublished interviews and forms of forms of personal communication will be limited to in-text citations and not included in the reference list, however, the people involved must be fully identified.

(Samantha Schwarz, personal communication, August 10, 2020)

(Anna Schmall, text message to author, August 9, 2021)

(Kristy Raine, Facebook direct message to author, May 5, 2017)

WEBSITE CONTENT (15.50 and 14.207)

Note: Date of access is required in citations of websites and other sources consulted online only if no date of publication or revision can be found on the page.

Mount Mercy University. 2021. "Mount Mercy Announces New MAED Scholarship to Support Area Teachers." News and Events. Created June 29, 2021.
<https://www.mtmercy.edu/news-events/news/2021/06/maed-iowa-teachers-scholarship>.

Google. 2017. "Privacy Policy." Privacy & Terms. Last modified April 17, 2017.
<https://www.google.com/policies/privacy/>.

U.S. Department of State n.d. "Education USA." Institute of International Education. Accessed August 13, 2013. <https://www.educationusa.info/>.

ONLINE ENCYCLOPEDIA ENTRY (14.233)

Isaacson, Melissa. 2005. "Bulls." In *Encyclopedia of Chicago*, edited by Janice L. Reiff, Ann Durkin Keating, and James R. Grossman. Chicago: Chicago Historical Society.
<http://www.encyclopedia.chicagohistory.org/pages/184.html>.

SOCIAL MEDIA CONTENT (15.51-15.52)

Generally, content shared through social media can be limited to in-text citations. Something frequently cited or part of an extensive thread should be included in the reference list. When citing, include both the real name and screen name. In place of a title, quote up to the first 160 characters.

Diaz, Junot. 2016. "Always surprises my students when I tell them that the 'real' medieval was more diverse than the fake ones most of us consume." Facebook, February 24, 2016. <https://www.facebook.com/junotdiaz.writer/posts/972495572815454/>.

O'Brien, Conan (@ConanOBrien). 2015. "In honor of Earth Day, I'm recycling my tweets." Twitter, April 22, 2015, 11:10 a.m. <https://twitter.com/ConanOBrien/status/590940792967016448>.

Souza, Pete (@petesouza). 2016. "President Obama bids farewell to President Xi of China at the conclusion of the Nuclear Security Summit." Instagram photo, April 1, 2016. <https://www.instagram.com/p/BDrmfXTtNCt/>.

When citing blog content, follow a format similar to magazine and newspaper citations.

Germano, William. 2014. "Futurist Shock." *Lingua Franca* (blog), *Chronicle of Higher Education*. February 15, 2017. <http://www.chronicle.com/blogs/linguafranca/2017/02/15/futurist-shock/>.

Note: Comments should not be included in the reference list and should be cited in text in reference to the post.

LEGAL AND PUBLIC DOCUMENTS

For items published by a government entity, apply the appropriate format—corporate author, webpage, etc.—to the item for the reference list.

For court cases or other government rulings referenced in the paper, often an in-text citation may suffice without inclusion in the reference list. See 15.59 in the manual regarding this as Chicago advises using notes for citations to legal and public documents whenever possible. Where full citations are needed, you will need to adapt note-bibliography format to author-date format. See 14.276 in the manual for citations to adapt.

In text, these citations would look like:

In *NLRB v. Somerville Construction Co.* (206 F.3d 752 (7th Cir. 2000)), the court ruled that...

In the *Congressional Record* for that day (147 Cong. Rec. 19,000 (2001)), Senator Burns is quoted as saying...