

## ***BUSSE LIBRARY: GUIDE TO CHICAGO CITATION FORMAT***

The **Chicago Manual of Style, Sixteenth Edition (2010) (CMS)** is commonly used by students and scholars in the liberal arts and humanities, including speech, languages, literature, history, philosophy, religious studies, and theology.

The basic formats for several of the common items included in bibliographies, reference lists, or endnotes are illustrated here. A bibliography or “works cited list” is an alphabetical list of the items cited in the body of the paper.

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## ***GENERAL NOTES ABOUT CHICAGO STYLE AND THIS GUIDE***

The Chicago Manual of Style offers two systems for documentation: (1) the notes-bibliography system, which frequently uses footnotes; and (2) the author-date system, which offers the same content, in a slightly different form. This guide reflects the **author-date system** of citing; please refer to **Section 15** of the manual for details. Students seeking details on the author-date system are encouraged to consult the manual or library staff for assistance.

### ***Formatting the Works Cited Page***

The references list appears on a separate page at the end of the paper. Center the title “References” an inch from the top of your page. Double-space between this title and your first entry.

**NOTE:** Our models reflect spacing and indentation requirements for MLA works cited list items. 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 style is known as a **hanging indent** (Section 5.3.2). Single space within citations and double-space spaces between entries.

### ***How to Create the Hanging Indent***

To create the hanging indent for a single item, place the cursor adjacent to the first character of the affected line. Now hold down the **CONTROL** key while pressing **TAB** simultaneously.

To create the hanging indent **for an entire works cited 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.

## **BOOKS: PRINT & ELECTRONIC MODELS**

For books, Chicago style stresses using a book's title page to derive author, title, and publisher information. Use an author's name as it is provided on the title page; use initials if they are included. Follow the author's name with the publication year. Italics denote titles of works; capitalize the first word, last word, and all principal words of the title (Section 15.9). Cite the city of publication and use the state abbreviation, if needed for clarification. If several cities are listed for a publisher, use the first noted. Shorten a publisher's name following guidelines (Section 15.9).

### **ONE AUTHOR (section 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.

### **TWO OR MORE AUTHORS (section 15.9)**

**NOTE:** List authors in same order shown on the book's title page. Reverse name of first author (last name, first), place a comma, and then provide the other names in normal form. Separate author names with a comma. If there are **three** authors, reverse the name of the first author, place a comma, and then provide the next two authors in normal form. If a book has **four or more** authors, include **all the authors** in the reference list entry, inverting the first author's name and showing all others in normal form.

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 (section 15.36)**

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

**NO AUTHOR (section 15.32)**

**NOTE:** Begin entry with title of book. Alphabetize entry by its title.

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

**EDITOR OR COMPILER [no author] (section 15.35)**

**NOTE:** Begin entry with name of editor or compiler, followed by “ed.” or “comp.”

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

**BOOK PUBLISHED IN A SECOND OR LATER EDITION (section 15.38)**

**NOTE:** Details for later editions are noted following title of book.

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

**CHAPTER OR WORK IN AN ANTHOLOGY (section 14.111)**

**NOTE:** Begin with the author and title of the part of the book being cited. Note publication year of book. Enclose the title information (of part) with quotation marks. Now insert “In,” italicize the title of the larger work, and note applicable editors or translators. Then provide the larger work’s publishing details and include page numbers for the chapter (work).

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

**CHAPTER OR ESSAY IN A BOOK (section 14.111)**

**NOTE:** Publication year appears immediately after the author.

Ragsdale, Lyn. 1996. “Public Appearances.” In *Vital Statistics on the Presidency: Washington to Clinton*. Washington, D.C.: Congressional Quarterly, 145-180.

**ARTICLE IN AN ENCYCLOPEDIA [REFERENCE WORK] (section 14.248)**

**NOTE:** If article is signed, give author’s name first. If the article has no author, give the title first.

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

**GOVERNMENT DOCUMENT [corporate author model] (section 14.303)**

**NOTE:** Cite department and office where necessary.

U.S. Government, Department of Commerce, Economics, and Statistics Administration,  
Bureau of the Census. 2011. *Statistical Abstract of the United States: 2012*.  
Washington, D.C.: Bureau of Census.

**ELECTRONIC MODEL (E-book) (section 14.166)**

**NOTE:** When citing an electronic book, build the reference for a print version of the work and end with the medium of publication (Kindle file, Nook file, EPUB file, or PDF file).

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 file.

**MAGAZINE ARTICLES: PRINT & SUBSCRIPTION DATABASES**

**NOTE:** Magazines are print periodicals that appear daily, weekly, or monthly and include coverage on diverse topics. For magazines, begin with author information, followed by publishing year, and then a period. Now show the title of article in quotation marks. Title of magazine is then shown in italics, followed by comma, month and date, and page numbers. Volume and issue numbers are not shown.

**PRINT MODELS****MAGAZINE ARTICLE, NO AUTHOR (section 15.47)**

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

**MAGAZINE ARTICLE, ONE AUTHOR (section 15.47)**

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

**MAGAZINE ARTICLE, TWO OR MORE AUTHORS**

**NOTE:** Include all names, as shown, for articles with multiple authors.

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

### **MAGAZINE ARTICLES FROM A DATABASE**

**NOTE:** When citing articles from a periodical database, follow the rules for print articles, including page numbers, where available.

### **MAGAZINE ARTICLE FROM A FULL-TEXT DATABASE**

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

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

### **MAGAZINE ARTICLES FROM A PUBLISHER'S WEBSITE**

**NOTE:** For article's retrieved from a publisher's website, include the article's URL, following the article's page numbers and a period. Be sure to remove underlining (hyperlink) formatting.

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

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

### **JOURNAL ARTICLES: PRINT & SUBSCRIPTION DATABASES**

**NOTE:** Scholarly journals are issued less frequently than magazines and address specific professional concerns. Their articles feature abstracts and reference lists. Begin with author names, listed as shown on the article, followed by the article's publication year. Then place the article title in quotation marks.

Italicize the journal title and include volume and issue numbers, followed by a colon, page numbers. If a journal does not use volume numbers, cite the issue number instead (**section 15.9**). If a journal is paginated continuously, or if a season is included, the issue number may be omitted.

### **PRINT MODELS**

#### **SCHOLARLY JOURNAL, ONE AUTHOR (section 15.9)**

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

### **SCHOLARLY JOURNAL, TWO OR MORE AUTHORS (section 15.9)**

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, Dilpreet 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.

### **JOURNAL ARTICLES FROM A DATABASE**

**NOTE:** When citing journal articles from a periodical database, follow the rules for print articles, including page numbers, where available.

### **JOURNAL ARTICLE FROM A FULL-TEXT DATABASE**

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.

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.

### **ARTICLES FROM AN ONLINE JOURNAL (Open Access, etc.)**

**NOTE:** Follow the model for print articles and include a DOI or URL where available.

Barrot, Jessie Saraza. 2013. "Revisiting the Role of Linguistic Complexity in ESL Reading Comprehension." *3L: Language, Linguistics, Literature: The Southeast Asian Journal of English Language Studies* 19(1): 5-18.  
<http://ejournals.ukm.my/3l/article/view/1379>

Haas, Astrid. 2012. "Borderlands Identities and Borderlands Ideologies in Willa Cather's *Death Comes for the Archbishop*." *American Studies Journal* 57: n. pag.  
<http://www.asjournal.org/archive/57/199.html>

## **PERIODICALS (Newspapers): PRINT & ELECTRONIC MODELS**

### **NEWSPAPER ARTICLE (section 15.47)**

When citing English-language newspapers, state the name on the masthead as it appears, omitting any introductory article. If the city of publication is not included, add the city in parentheses, italicized, along with the name. For nationally published newspapers, do not add the publishing city.

Begin with an author name, followed by publication year, and title of the article. Now note month and date, followed by page numbers. For sections labeled with letters and paginated separately, include such data and copy this location exactly to your citation.

### **PRINT MODELS**

#### **SIGNED NEWSPAPER ARTICLE (author present)**

Hennigan, Gregg. 2013. "In for the Long Haul." *Gazette (Cedar Rapids, IA)*, June 3, A1+.

Palazzolo, Joe. 2013. "Apple's E-Book Trial to Begin." *Wall Street Journal* June 3, B1.

#### **UNSIGNED NEWSPAPER ARTICLE (no author)**

"Window to Our City: Convention Center, Arena Project Expand Opportunities." 2013. *Gazette (Cedar Rapids, IA)*, June 2, A9+.

### **NEWSPAPER ARTICLES FROM A DATABASE**

**NOTE:** When citing newspaper articles from a periodical database, follow the rules for print articles, including page numbers, where available.

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

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

### **NEWSPAPER ARTICLES FROM A PUBLISHER'S WEBSITE**

**NOTE:** For article's retrieved from a publisher's website, include the article's URL, followed by a period. Be sure to remove underlining (hyperlink) formatting.

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

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

## **OTHER COMMON SOURCES (Media and Images): Models**

### **FILM OR VIDEO RECORDING (section 15.53)**

The entry for a film includes the title, director, distributor, year of release, and medium consulted ("Videocassette" for VHS titles or "DVD").

#### **FILM (documentary)**

Spurlock, Morgan. 2004. *Super Size Me*. Hart Sharp Video. DVD.

#### **FILM (feature film)**

Lee, Ang. 2013. *Life of Pi*. 20<sup>th</sup> Century Fox Home Entertainment. DVD.

Dayton, Jonathan, and Valerie Faris. 2006. *Little Miss Sunshine*. Twentieth Century Fox-Searchlight Pictures. DVD.

### **SOUND RECORDING (section 15.53)**

Schubert, Franz, and Robert Schumann. 2000. *Schubert & Schumann Lieder*. Perf. Marian Anderson. RCA Victor. Compact disc.

## **IMAGES (section 14.165)**

The entry for an image includes the creator's name, date of publication, title of the image, and source information. If the image was drawn from an online source, include the title of the website and its URL. If the image appeared in a print course, use the word "In" following the image's title, followed by the book or article's information.

### IMAGE WITH CREATOR AND FROM ONLINE SOURCE

**NOTE:** If no creation date is available, include date of access.

Scarth, Linda, and Robert Scarth. Grant Wood Country – Matsell Bridge County Park. From *When Tillage Begins: The Stone City Art Colony and School*. Accessed August 29, 2013, <http://projects.mtmercy.edu/stonecity/>

Wood, Grant. 1930. Stone City, Iowa. From *Joslyn Art Museum: Permanent Collections: American*, <http://www.joslyn.org/collections-and-exhibitions/permanent-collections/american/grant-wood-stone-city-iowa/>

### IMAGE WITHOUT CREATOR AND FROM ONLINE SOURCE

Flood Protection Recovery Map. From *Cedar Rapids Metro Economic Alliance: Community Development: Flood Protection/Recovery*. Accessed August 29, 2013, <http://www.cedarrapids.org/Content/Community-Development/Progress/Flood-Protection-Recovery.aspx>

### IMAGE FROM PRINT SOURCE WITH CREATOR LISTED

Chapel, Warde Hall: 1930, 1941, 1978. In Roth, Sister Mary Augustine. 1980. *Courage and Change: Mount Mercy College: The First Fifty Years*. Cedar Rapids, IA: Stamats Communications.

## INTERVIEWS (sections 14.221 and 15.48)

Chicago style recognizes two kinds of interviews – those published or broadcast and those conducted by the researcher. **Published** interviews (14.221) are treated like a magazine article or book chapter. For these interviews, begin with the name of the interviewee, the publication year, and then place the title of interview in quotation marks. Include the interviewer's name (if known) and end with applicable bibliographic details. For an interview that **you** conducted (15.48), give the name of the person interviewed. Follow this name with the phrase "personal communication," and the date. The interview's information appears **ONLY INSIDE the text**, not in your references list.

### PUBLISHED INTERVIEW

Obama, Barack. 2012. "Obama, The Road Ahead." By Douglas Brinkley. *Rolling Stone*, November 8: 32-42.

### INTERVIEW CONDUCTED FOR RESEARCH

(Marilyn Murphy, personal communication, May 30, 2013).

(George Smith, personal communication, June 1, 2012).

## ***ELECTRONIC SOURCES (Web-based) [The Internet]***

The World Wide Web offers multimedia information that should be acknowledged and cited like any other resource. Here, we offer Chicago style citation examples for files on the web. The basic forms for web-based materials mirror their print counterparts (articles and books) but may include the web address and the date you accessed its content (found the source online).

### **THE ELEMENTS OF A BASIC WEBSITE CITATION (section 14.245)**

1. Name of the author, compiler, editor, narrator, performer, or translator
2. Date of publication. If no publication date is provided, include a date of access following sponsor/owner information (sec. 15.51).
3. Title of the webpage, placed in quotation marks
4. Owner or sponsor of the website
5. Date of access, if no publication date is provided
6. URL of website

### **INDIVIDUAL ELECTRONIC WORK (WEBPAGE) WITHOUT AN AUTHOR**

“Grant Wood.” c2013. Artnet – The Art World Online..  
<http://www.artnet.com/artists/grant-wood/>.

“Thinkmap Visual Thesaurus.” 1998-2013. Thinkmap, Inc.  
<http://www.visualthesaurus.com/>.

### **INDIVIDUAL ELECTRONIC WORK (WEBPAGE) WITH AN AUTHOR**

Gray, Terry A. c1995-2001. “Mr. William Shakespeare and the Internet.” Terry A. Gray.  
<http://shakespeare.palomar.edu/>.

Raine, Kristy. c2003-2013. “When Tillage Begins: The Stone City Art Colony and School.” Busse Library, Mount Mercy University.  
<http://projects.mtmercy.edu/stonecity/>.

### **INDIVIDUAL FILE THAT IS PART OF A LARGER WORK (e.g., encyclopedia)**

“Arthurian Legend.” c1995-2006. *Encyclopedia Mythica*.  
<http://www.pantheon.org/areas/folklore/arthurian/>.

### **INDIVIDUAL ELECTRONIC WORK (WEBPAGE) WITHOUT A PUBLISHING DATE (section 14.245)**

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

### **DOCUMENT ON AN INSTITUTIONAL, EDUCATIONAL, ORGANIZATIONAL, or GOVERNMENT AGENCY WEBSITE**

Iowa State University Library. c2000-2010. *Grant Wood Murals – About the Murals*. Iowa State University, <http://www.lib.iastate.edu/narrative-main/3000/10701>

State Historical Society of Iowa. c2013. *The Annals of Iowa*. State of Iowa. <http://www.iowahistory.org/publications/the-annals-of-iowa/index.html>.

### ***Referencing Citations in the Text (Parenthetical Citations)***

The **author-date reference** system relies on three elements – author(s) last name, year of publication, and page numbers. When creating references **inside** the narrative, place the author's name(s) and publishing year in parentheses with **NO comma** separating the elements. This style is commonly seen for summarizing information from outside sources.

(Murphy 2009)

(McNeese and Ebert 2013).

When **directly quoting** from an outside text, also include the page number where the passage is found. Separate the publishing year from the page(s) with a comma. Examples:

(Murphy 2009, 212)

(McNeese and Ebert 2013, 25-28)

### ***The References List and the 3-em Dash (section 6.91)***

In a references list, a 3-em dash (three, consecutive dashes) is used to represent the same author or editor, as seen in the preceding entry. Arrange multiple entries, by the same author, in **chronological order** (by publishing date).

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.