



# The Chicago Manual of Style

**Two styles:** *The Chicago Manual of Style* allows for two different types of reference styles: the Author-Date System used in physical, natural, and social sciences, and the Documentary-Note Style used in literature, history, and the arts. The following guide is based on *The Chicago Manual of Style*, 15<sup>th</sup> ed. (CMS). **This guide deals exclusively with the Author-Date System.** The Documentary-Note Style is covered in another guide.

## Author-Date System

### *Used in the Physical, Natural, and Social Sciences*

#### OVERVIEW

- Citations are indicated in parentheses within the body of your text, with the author's last name, publication date, and page number (if needed).
- Parenthetical text citations are placed within the text where they offer the least resistance to the flow of thought, frequently just before a mark of punctuation.
- The full citation occurs at the end, in an alphabetically ordered list headed either "References", or "Works Cited."

**SPECIAL NOTE**—To save space, this guide is formatted using single space. When formatting your paper, be aware that *The Chicago Manual of Style* requires **double space throughout** (Rule: 2.12)—i.e., the text, the reference list, everything!

#### EXAMPLE

Get a feel for the CMS Author-Date System by examining the following example (Schwartz, Hoffman and Evans 2005, 227). Although the text and citation data come from this article, the citation style was modified by the authors of this guide to comply with the CMS Author-Date System.

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"Applying the concept of episodic memory to animal memory is a controversial issue. There is no agreed operational definition of non-human episodic memory (Hampton and Schwartz 2004). This has led to huge differences in pre-existing assumptions as to the nature of episodic memory in non-humans. On the one hand, there are some commentators (e.g., Donald 1991 and Olton 1984) who have argued that episodic memory is widespread in the animal kingdom, whereas others (e.g., Suddendorf and Corballis 1997 and Tulving 1983) have argued that episodic memory is uniquely human. Clearly, these authors are making their claims based on different operational definitions of episodic memory."

#### References

- Donald, Merlin. 1991. *Origins of the modern mind: Three stages in the evolution of culture and cognition*. Cambridge, MA: Harvard University Press.
- Hampton, Robert R., and Bennett L. Schwartz. 2004. Episodic memory in nonhumans: What, and where, is when? *Current Opinion in Neurobiology* 14:192–197.
- Olton, David S. 1984. Comparative analysis of episodic memory. *Behavioral and Brain Sciences*. 7:250–251.
- Suddendorf, Thomas, and Michael C. Corballis. 1997. Mental time travel and the evolution of the human mind. *Genetic, Social, and General Psychology Monographs* 123 (2).
- Tulving, Endel. 2002. Episodic memory and common sense: How far apart. In *Episodic memory: New directions in research*, ed. Martin A. Conway, John P. Aggleton, and Alan D. Baddeley, 269–288. New York: Oxford University Press.

## GENERAL GUIDELINES

**Hang Style Indentation**—In the reference lists, all lines *except* the first are indented (typically 3 to 5 spaces, as you choose).

**Punctuation**—(Rule: 16.15) Periods are generally used between elements in reference lists. Commas separate the date from any page reference in notes. A colon separates titles from subtitles, the place of publication from the publisher, and volume information from page numbers for journal articles.

**Fonts**—(Rule: 16.16) Use italics for titles of periodicals (i.e., *Journal of Social Activism*) and books (i.e., *Molecular biology in cellular pathology*). Use roman for journal article titles (do not use quotation marks).

**Capitalization**—(Rules: 16.17, 16.96-7) Use sentence-style capitalization in titles and subtitles of works and parts of works such as articles or chapters (i.e., Biology: Science for life). Use headline-style capitalization for titles of periodicals (i.e., Journal of Social Activism).

**Authors' names**—(Rules: 16.11, 16.99) In reference lists, the first author's last name is inverted (last name first). First names should usually be provided, when available.

**Abbreviations**—(Rules: 16.100) Use **ed.** Or **trans.** For “editor” or “edited by” or “translator” or “translated by.” University may be abbreviated **Univ.** Months may be abbreviated. Be consistent.

**Publication Place**—(Rules: 17.96, 17.99) If more than one place is given, the first is generally sufficient. Do not abbreviate place names. Give the city and state or country if the city is not well known for publishing or is ambiguous.

**Electronic Resources**—(Rules: 17.4-15, 17.180-1, 17.187, 17.198) As much as possible, follow the same rules that apply to equivalent parts of print resources. When in doubt, avoid italics and quotation marks and give as much information as may be useful. Too much is better than too little.

- **Web address (i.e., URL).** If your source is web-based, but *not* from one of our Library subscription databasses, *always* provide the URL. If you need to input a line break in a long URL, do so “*after* a double slash (//) or a single slash (/); *before* a tilde (~), a period, a comma, a hyphen, an underline (\_), a question mark a number sign, or a percent symbol; or *before or after* an equal sign or an ampersand” (Rule: 17.11)
- **Library subscription databases:** If your source is from one of our web-based Library subscription databases, **do not provide the URL; instead, provide the name of the database.** [CSM is keenly aware that industry practices and citation fundamentals are rapidly evolving, especially in the area of subscription databases. CSM does not provide rules for subscription databases; it is waiting for the industry to settle on some kind of persistent, citable, permanent identifiers for electronic content. DOI (Digital Object Identifiers) see below, is one such scheme that CMS finds promising. If your database gives a DOI for a record, use it in your citation.]
- **DOI (Permanent Source Identifiers).** See CMS rules 17.14 and 17.181 and the example toward the middle of page 4, below (Barry). Go to <http://www.doi.org/> for more information.
- **Access date.** Omit the date accessed unless it is known that the content is frequently updated.
- **Pagination.** When citing an online publication with an equivalent print version, try to obtain and provide the page numbers used in the print version. In documents without page numbers, add a descriptive locator such as a section heading to allow your reader to find the resource.
- **Authors of web pages.** If not readily apparent, try to find and provide the name(s) or authors or corporate authors responsible for the content.

### More Examples

T= Parenthetical text citation R=Reference List  
Select, significant CMS rules are indicated.

**Book**—Rules: 16.90-99, 16.103, 17.20

T (Donald 1991)

R Donald, Merlin. 2001. *A mind so rare: The evolution of human consciousness*. New York: Norton.  
R ———. 1991. *Origins of the modern mind: Three stages in the evolution of culture and cognition*. Cambridge, MA: Harvard University Press.

**Book**—Rules: 16.101, 17.27

T (Belk and Borden 2004)

R Belk, Colleen, and Virginia Borden. 2004. *Biology: Science for life*. Upper Saddle River, NJ: Pearson/Prentice Hall.

**Book**—Rules: 17.29

T (Sechzer et al. 1996)

R Sechzer, J. A., S. M Pfaffilin, F. L. Denmark, A. Griffin, and S. J. Blumenthal, eds. 1996. *Women and mental health*. Baltimore: Johns Hopkins University Press.

**Book**—Rules: 16.100, 17.41

T (Kamrany and Day 1980, 25) [NOTE: here citing a specific quote from page 25]

R Kamrany, Nake M., and Richard H. Day, eds. 1980. *Economic issues of the eighties*. Baltimore: Johns Hopkins Univ. Press.

**E-Book**—Rules: 16.100, 17.41, 17.113, (see also “Electronic Resources” above, p. 2)

[On the title page, the publisher location is given as “Chichester, West Sussex, Hoboken, New Jersey.”]

T (Crocker and Murray 2003)

R Crocker, J., and Paul Murray, eds. 2003. *Molecular biology in cellular pathology*. Hoboken, NJ: John Wiley & Sons. Retrieved from Netlibrary.

**Chapter in a book**—Rules: 17.69

T (Ragetli 2005, 37) [NOTE: here citing a specific quote from page 37]

R Ragetli, Johan. 2005. Methods and tools for managing library Web content. In *Content and workflow management for library Web sites: Case studies*, ed. Holly Yu, 22-49. Hershey, PA: Information Science Publishing.

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**Journal**—Rules: Rules: 17.159, 17.169

T (Ryan 1988)

Either style below is correct; but, be consistent.

R Ryan, M. J. 1988. Energy, calling, and selection. *Am Zool* 28:885-98.

R Ryan, M. J. 1988. Energy, calling, and selection. *American Zoology* 28:885-98.

**Journal**—Rules: 17.59, 17.163, 17.169

T (Achituv and Langsam 2005)

R Achituv, Yair, and Yaacov Langsam. 2005. Coral-inhabiting barnacles (*Cirripedia; Thoracica; Balanomorpha; Pyrgomatinae*) from east of 150°W. *Journal of Natural History* 39 (20): 1705-18.

**Journal**—Rules: 17.61, 17.163, 17.169

T (Herring 1998)

R Herring, Gina. 1998. The beguiled misogynist myth or feminist fable? *Literature Film Quarterly* 26 (3): 214-19.

**Journal**—Rules: 17.61, 17.169

T (Hampton and Schwartz 2004)

R Hampton, Robert R., and Bennett L. Schwartz. 2004. Episodic memory in nonhumans: What, and where, is when? *Current Opinion in Neurobiology* 14:192-7.

**Journal**—Rules: 16.99, 17.20, 17.164, 17.169

T (Muldoon 1987)

R Muldoon, D. D. 1987. Daily life of the mountain rapper. *Journal of the West* 26 (October): 14-20.

**E-Journal**—Rules: 17.159, 17.163, 17.169, 7,201, (see also “Electronic Resources” above, p. 2)

T (Boehnke 2000)

Either style below is correct; but, be consistent.

R Boehnke, Michael. 2000. Review of *Analysis of human genetic linkage*, 3rd ed., by Jurg Ott.

*American Journal of Human Genetics* 66 (5):1725. Retrieved from Academic Source Premier.

R Boehnke, Michael. 2000. Review of *Analysis of human genetic linkage*, 3rd ed., by Jurg Ott. *Am J*

*Hum Genet* 66:1725. Retrieved from Academic Source Premier.

**E-Journal**—Rules: 16.99 17.20, 17.163, 17.169, (see also “Electronic Resources” above, p. 2)

T (Hamilton 2005)

R Hamilton, A. J. 2005. SLAC: A tool for addressing chaos in the ecology classroom. *International Journal of Mathematical Education in Science & Technology* 36 (5): 489-497. Retrieved from Academic Source Premier.

**E-Journal with DOI**—Rules: 17.14, 17.164, 17.181, (see also “Electronic Resources” above, p. 2)

T (Barry 2005)

R Barry, Janis, and Nancy Breen. 2005. The importance of place of residence in predicting late-stage diagnosis of breast or cervical cancer. *Health & Place* 11 (March): 15-29  
doi:10.1016/j.healthplace.2003.12.002, Retrieved from Science Direct.

**E-Newspaper**—Rules: 17.188, (see also “Electronic Resources” above, p. 2)

T (Satel 2003)

R Satel, Sally. OxyContin half-truths can cause suffering. *USA Today*, October 27, 2003, final edition. Retrieved from Lexis-Nexis.

**Newspaper**—Rules: 17.192

T (*Chicago Tribune* 1994)

R *Chicago Tribune*. 1994. Gun injuries take financial toll on hospitals, February 24.

**Web-based article**—Rules: 17.11, 17.12, 17.237, (see also “Electronic Resources” above, p. 2)

T (Heart Rhythm Society 2005)

R Heart Rhythm Society. Cadiac ablation. [http://www.hrspatients.org/patients/treatments/cardiac\\_ablation.asp](http://www.hrspatients.org/patients/treatments/cardiac_ablation.asp) (accessed August 4, 2005).

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## OTHER SITUATIONS

There are hundreds of other detailed citation examples given in Chapter 17 of the *Manual* (ask for Z253.U69 2003 at the Reference Desk). If you do not find examples in this guide that you can use as patterns for your citation, you will need to find more specific rules in Chapter 17. Chapter 17 is very detailed, covering a large variety of specialized situations. Before trying to find your particular citation situation in the *Manual*, we recommend that you first read section 17.3, then examine the chapter table of contents (pp.641-642). The index to the entire volume at the back is also very useful.

*This guide was written by Barbara Case and Holly Yu, Reference Librarians, California State University, Los Angeles. It is based on The Chicago Manual of Style, 15<sup>th</sup> ed., 2003. If you have any difficulty using the Manual, or this guide, please ask for help at the Reference Desk.*

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## References

Schwartz, Bennett L., Megan L. Hoffman, and Siân Evans. 2005. Episodic-like memory in a gorilla: A review and new findings. *Learning and Motivation* 36 (2, May): 226-44.