**Chicago 17 Quick Guides: Author-Date**

A collaboration of the Metropolitan State University

Library and CAE Writing Center, Spring 2021

**Resources**

**Online**

*The Chicago Manual of Style Online* 17th edition (*CMOS*): access through the Metro Library using Star ID. Here are hyperlinks to useful webpages on the *CMOS* site:

[Citation Quick Guide for Author-Date](https://www-chicagomanualofstyle-org.mtrproxy.mnpals.net/tools_citationguide.html)

[Format for a Student Paper](https://www-chicagomanualofstyle-org.mtrproxy.mnpals.net/help-tools/Resources-for-Students.html)

**Books**

Turabian’s *A Manual for Writers of Research Papers, Theses, and Dissertations: Chicago Style for Students and Researchers* 9th edition, 2018

*The Chicago Manual of Style*17th edition, 2017

## **In Text Citation**

## (see *CMOS* 15.21-15.30)

In this system, “Sources are cited in the text, usually in parentheses, by the author’s last name, the publication date of the work, and a page number if needed,” like this (CMOS 2017,15.5). Full details appear in the reference list, usually titled References.

**Quotes** (*CMOS* sections 15.26)

Formats in Sentences:

Chau said, “Chicago style is great” (2017, 123).

“Chicago style is great” and Turabian style is specifically adapted from it for student works (Chau 2017, 123-124).

One Source Quoted in Another Source:

Dan Chen says that "‘pizza is best cold’ but it is most often eaten hot,” yet many would argue that pizza is delicious either way (as quoted in Morales 2017).

Format for a Block Quote:

For a quote longer than five lines, create a **block quote;** most timesuse a colon to introduce it:

Place it on a new line, do not use quotation marks, single space the quote, and indent it. If a quote contains a quote, then ‘use single marks’ to show its beginning and end. If you add a bit of text, [use square brackets] like this. To leave out a little text, replace it with an ellipsis . . . like this. The citation comes at the end of a block quote, like this. (Chau 2017, 335)

**Paraphrase**

According to *CMOS*, location indicators are required when paraphrasing and quoting (15.23). For text sources, use page numbers or short descriptions. For video or audio sources, use a time stamp or short description. For parenthetical citations containing more than one source, separate each one with a semicolon (15.30).

**Basic Format in Sentences**

Chau et al. praised the efficiency of Chicago’s author-date system (2017, 61-67).

Scholars have long praised the Chicago author-date system (Chau et al. 2017, 61-67; Shemwell 1955).

**A Paraphrase with a Signal Phrase**

Morales comments on the dual nature of Chicago’s citation style (1998, 109).

**The Same Paraphrase without a Signal Phrase**

Chicago’s citation style has a dual nature (Morales, 1998, 109).

**Sources Cited In-Text but not Included in References**

A variety of sources are cited in-text parenthetically, but not in the references list at the end: standard reference works; comments to online articles and blogs; social media posts; artworks and live performances; sacred texts such as the Bible; public documents such as the Constitution; and classical, medieval, and early works of English literature.

**Sample Citations**

For a Definition:

The word *adulting* is an example of nouns being used as verbs in popular speech (*Oxford English Dictionary*, 3rd ed., s.v. “Adulting,” accessed Feb. 18, 2020, <https://www-oed-com.mtrproxy.mnpals.net/view/Entry/81351340?rskey=EAwcuE&result=2&isAdvanced=false#eid>).

For an Image Reproduced in the Paper:

Figure 1. (Norman Catherine, “Walls Without Clouds,” 1980, color lithograph, Minneapolis Institute of Arts)

For a Live Performance:

(*The Winter’s Tale*, by William Shakespeare, directed by Jonathan Munby, performance by Helen Carey, Guthrie Production Company, Guthrie Theater, 27 March 2011, Minneapolis Minnesota)

**References**

Create a separate page at the end of the paper titled References centered in bolded text on the first line and leave two blank lines before the first entry. The list is single-spaced; leave one blank line between each of the source entries. If an entry takes more than one line, the second line is indented one half inch. To make a hanging indent, in Word, highlight the entry, then select the Paragraph tab’s Paragraph Settings, then select Hanging. Entries are listed alphabetically by author’s last name.

## **Advice for Entries in References List**

## For 11or more authors, list the first seven authors, followed by et al. (15.9; 14.76)

* For more than one source by the same author, alphabetize them by title, list the author’s name for the first entry, then use three hyphens, like this ---, in place of the name for subsequent entries.
* When creating entries for two or more sources from the same collection, create a complete entry for the collection and cross-reference the individual sources to that entry with a shortened format that includes the last name of the editor of the collection. (15.42)
* If there is no author, begin the entry with the title. If an organization is both the author and publisher, include it both as the author and the publisher. (15.39)
* Titles of books, films, journals, newspapers, and blogs are in italics, *Like This*; titles of chapters, articles, webpages, posts, and comments are within quotation marks, “Like This”; a main website title like Google Scholar is in plain text, Like This. (15.13)
* When no author is given on the title page, use the name(s) of the editor(s) [ed. or eds.], compiler(s) [comp. or comps.], or translator(s) [trans.]. (15.36)
* For additional contributors, provide explanations: adapted by, directed by, introduction by, edited by, translated by, illustrated by etc. or use the singular forms of ed., comp., etc. proceeding the contributor’s name. (15.15)
* For missing dates, use [n.d.]. For uncertain dates, use ca. year for an approximation, and [year?] for uncertain accuracy. If an original publication date is relevant, include it after the title. For sites where no date can be determined, use n.d. and provide an access date. (15.44;15.50)

**Sample Entries**

Book/ Work from that Same Source/ Work by the Same Author

Oates, Joyce Carol, and Robert Atwan, eds. 2000. *The Best American Essays of the Century*. Boston: Houghton Mifflin.

Kingston, Maxine Hong. 2000. “No Name Woman.” In Oates and Atwan 2000, 383-94.

---. 1976. *The Woman Warrior: Memoirs of a Girlhood Amidst Ghosts*. A. A. Knopf.

Book Chapter in an Anthology

Aziz, Tovah. 2018.“Format for a Student Paper.” In *The Art of Writing*: *Academic Scholarship*, edited by A. B. Morales and B. Chau, 123-29. St. Paul MN: Publisher Press.

E-book

Womack, Ytasha L. 2013. *Afrofuturism: The World of Black Sci-Fi and Fantasy Culture*, Chicago Review Press. *ProQuest Ebook Central*.

## Journal Article with Multiple Authors / URL / DOI (*CMOS* 14.76)

Xiong, Shoua, Nora Degroote, Hayley Byinton, Jamie Harder, and Kristin Haglund. 2016. “Engaging in Culturally Informed Nursing Care with Hmong Children and Their Families.” *Journal of Pediatric Nursing* 31, no. 1, (Jan.-Feb.): 102-06. https://doi:10.1016/j.pedn.2015.08.008.

Oke, Ayodeji Emmanuel, Douglas Aghimien, and Abiola Aedoyin. 2018. “SWOT Analysis of Indigenous and Foreign Contractors in a Developing Economy.” *The International Journal of Quality & Reliability Management* 35, no. 6: 1289-1304. https://doi.org/10.1108/IJQRM-11-2016-0210.

Published Diary / Correspondence

Zapruder, Alexandra. 2009. *Salvaged Pages: Young Writers` Diaries of the Holocaust*. New Haven: Yale University Press. https://doi.org/10.12987/9780300127416.

Government Document

U.S. Department of Labor. Occupational Safety and Health Administration. 2020. 9 Steps to Reducing Worker Exposure to COVID-19 in Meat, Poultry, and Pork Processing and Packaging Facilities. Washington, D.C. https://purl.fdlp.gov/GPO/gpo141505.

Minnesota Environmental Quality Board. 2020. *2020 State Water Plan: Water and Climate*. Minnesota State Publication 20-0899. Saint Paul. <https://www.leg.mn.gov/docs/2020/mandated/200899.pdf>.

Archive or Database / Manuscript Collection

U.S. Department of Education. National Center for Education Statistics. 2012.*Trends among Young Adults over Three Decades*, *1974-2006*, by John G. Wirt, Steven J. Ingels, Elizabeth Glennie, and Erich Lauff. NCES 2012-345. Washington, D.C. <https://nces.ed.gov/pubs2012/2012345.pdf>.

Dakota Conflict of 1862 Manuscripts Collection. Minnesota Historical Society.

Web Page with no date, with date / Blog post

Endangered Languages Project. n.d. “Lakota.” First Peoples' Cultural Council. Accessed May 5, 2021. http://www.endangeredlanguages.com/lang/2052.

Wasson, Donald. 2012.“Galba.” Ancient History Encyclopedia. https://www.ancient.eu/Galba/.

Fischer, Anna Gray. 2020. “Black Women, Police Violence, and Gentrification.” *Process: A Blog for American History* (blog). September 17, 2020, http://www.processhistory.org/fischer-black-women/.

Online News Source with No Author / Social Media

“Uber Begins Helicopter Service in Brazil’s Biggest City.” (2016). *New York Times*. June 14, 2016. https://www.nytimes.com/aponline/2016/06/14/world/americas/ap-lt-brazil-uber.html.

The Chicago Manual of Style (@ChicagoManual). “Sometimes style takes more than 140 characters—or even 280. We welcome CMOS style questions at our Q&A.” Twitter, January 18, 2019, 2:50 pm. https://twitter.com/ChicagoManual/status/  
1086358863711010817.

Film / Song (14.265) / Podcast episode

Paulson, John, director. 2018. *Mister Rogers: It’s You I Like: A Retrospective of Mister Rogers’ Neighborhood*. Narrated by Michael Keaton. PBS. 57 minutes. Video. https://www.kanopy.com/product/mister-rogers-its-you-i.

Prince and the Revolution. 1984. *Purple Rain*. Warner Brothers, 2017. 3CDs.

*Code Switch*. 2020. “COVID Diaries: Jessica and Sean Apply for a Loan.” Hosted by Shereen Marisol Meraji. NPR, May 20, 2020. https://www.npr.org/podcasts/510312/codeswitch.

Lecture / Interview

DeJonghe, Jennifer. 2020. “Books, Literacy, and Reading.” Lecture, Metropolitan State University, St Paul, MN, May 19, 2020.

Yang, Kao Kalia. 2016. Interview by Mainhia Moua. St. Paul. October 10, 2016.

**Student Paper Format**

These are general recommendations; instructors may provide their own format templates.

**Basic Format for Papers**

Papers are one-sided and double-spaced with one-inch margins. Font color is black only, and size is 12 point; choose from any easily readable font style, such as Times New Roman, Calibri, Arial etc. Use only one and do not mix fonts, except when creating a distinct heading and subheading style.

Writers have the option of dividing longer papers into sections using headings. Headings and subheadings should always begin on a new line and use Title Case, with major words capitalized. As long as it is completely consistent throughout the project, writers may choose if they are centered or flush left to indicate levels as well as how to use italics or bold.

**Title Page**

Do not number this page. Place the title about one third down the page, centered and in bold. Double space and begin the subtitle on the following line. Place your name and any information required by the instructor several lines below the title, like this example:

**Chicago Author-Date:**

**A Guide to a Wonderful Style**

Noam D. Plume

History 100: Culture and Justice

January 11, 2021

**Page Numbers, Spacing** **and** **Section Order**

Begin with page number 2 on the first page of text after title page and place number at the top of the page on the right.

Double space the main text. Single space for block quotes, notes, bibliographic entries, table titles, and figure captions.

Place major sections of the paper in this order: Title Page, Main Text, Appendix, Notes, Bibliography. Title endnotes’ section as Notes centered in bold at the top of a new page. Title an appendix as Appendixcentered in bold at the top of a new page; if there is more than one, use numbers or letters and descriptive titles to differentiate them (Appendix 1: Photos; Appendix 2: Maps etc.).

**Tables and Figures**

Numbered tables, figures or illustrations should be placed as soon as possible after their mention in the text. Smaller fonts are allowed for notes and captions; they should be single-spaced with a flush left margin. Tables are given a title and number above them and explanatory and/or source notes below. Figures are titled and numbered in the caption below.

Table 1. Title describing contents of table

Category Heading Data Percentages etc.

Pizza Hot or Cold 50% hot 50% cold

*Note*: Use to explain how to interpret the table and identify its source if not the author’s own.

Figure 1. *Slice of Pizza* from Maria Morales, *Pizza Book* (St Paul, MN: Metro U Press, 2017).