Chicago Manual of Style Formatting Guide

References, Parenthetical Citations, Quotations
Updated on January 2018.

This guide is based on The Chicago Manual of Style, 17th edition, Part III: Author/Date References. For more details and examples:

- Check out the Lynn Library online guide: http://lynn-library.libguides.com/chicago
- Consult the Online Writing Lap (OWL) at Purdue https://owl.english.purdue.edu/owl/resource/717/01/
- Refer to Chicago Style Q&A: http://www.chicagomanualofstyle.org/qanda/latest.html
- Ask a Lynn Librarian for help at http://www.lynn.edu/library
- Ask for the Chicago Manual of Style at the Library Information Desk

What’s new in this guide?

- Added an example for book with no author.
- In journal, magazine or newspaper citations, when the publication date includes month and day, the year may be repeated to be clear.
- Use of n.d. (as in no date) for sources which there is only an access date to cite.
- Updated citing blog posts and added citing social media content.
- Avoid 3-em dashes for authors’ names in reference list.

BOOKS

**Book with single author or editor**: Invert the name in the reference list. For the in-text citation, include only the last name, and publication year, also include page number to cite a specific passage.

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Last name, First name. Publication year. Book title. Place of publication: Publisher.
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Cite in text: (Last name Publication year, page number)

For a book with an editor, include the abbreviation ed. (or eds. for more than one editor).

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Last name, First name, ed. Publication year. Book title. Place of publication: Publisher.
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*Example:*


Cite in text: (Gladwell 2000, 48-50)

**Book with multiple authors**: Only the first-listed name is inverted.

```
Last name, First name and First name Last name. Publication year. Book title. Place of publication: Publisher.
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Cite in text: (Last name and Last name, Publication year, page number)
Cite in text: (Last name et al. Publication year, 46-52) *Use et al. for four or more authors
Examples:

Cite in text: (Powell and Koltz 2008, 101-103)


Cite in text: (Zhao et al. 2009, 84-87)

**Chapter in an edited book:** Include the chapter author; the chapter title, in quotation marks; and the editor.

Last name, First name. Publication year. “Chapter title.” In *Book title*, edited by First name Last name Page, Number. Publication place: Publisher

*Example:*

Cite in text: (Sawhney 2005, 25-28)

**E-book:** Word order and punctuation are the same as book in print. Include URL at the end. If no fixed page numbers are available, include a section title, a chapter or other number in your in-text citation.

Last name, First name. Publication year. *Book title*. Place of publication: Publisher. URL

*Example:*

Cite in text: (Nettle 2005, 122-125)

**Book with no author:** If you cannot identify authorship, list by title in a reference list. In the text, a short version of the title (up to four words) can be used.

*Example:*

Cite in text: (Extremist Groups, 2006)

**Articles**

**Journals vs. Magazines** - In this guide, “journal” is used for scholarly or professional periodicals (e.g. *American Journal of Political Science*, or *The Journal of Human Rights*). And, “magazine” is used for weekly or monthly periodicals that are popular and for general audiences. (e.g. *Newsweek, Time, or The Atlantic*).

**Journal article (print and online):** Citations of journals include the volume and issues number. List the page range for the whole article in the reference list.

Cite in text: (Last name Publication year, page number)

For citing journals from the online database, include a DOI (Digital Object Identifier) or a URL at the end. Access dates are not required to cite articles. If no page number is available, include a section title, chapter or paragraph number in your in-text citation.

Last name, First name. Publication year. “Article title.” Journal title Volume number (Issue number): Page range. DOI (or URL).

Cite in text: (Last name Publication year, page number)

Example:

Cite in text: (Dreher et al. 2008, 8)

Newspapers and magazines (print and online): It is usually sufficient to cite newspapers and magazine articles (e.g. New York Times, Newsweek, The Atlantic) in text, and they are omitted from the reference list. However, a reference list entry is needed, follow the format of the journal article. But, note that the publication year is separated from the month and day.

Last name, First name. Publication year. “Article title.” Newspaper/Magazine title, Month Day, Year, Page range.

Cite in text: (Last name Publication year, Cited page)

For electronic articles, include URL at the end. Include paragraph number if no page number is available.

Last name, First name. Publication year. “Article title.” Newspaper/Magazine title, Month Day, Year. URL

Cite in text: (Last name Publication year, Cited paragraph)

Examples:

Cite in text: (Muller 2016, 48)


Cite in text: (Preston 2015, 6)

Websites
A website may be cited in text, and may be omitted in the reference list. However, follow this format if a reference list entry is needed. Because contents frequently change, include an access date. Use n.d. as the date of publication when only an access date is available.

Company’s name. Year. “Title.” Accessed Month Day, Year. URL.

Example:

Cite in text: (Google, n.d.)


Cite in text: (World Wildlife Fund, n.d.)

Blogs
Blog entries may be cited in text, and may be omitted from the reference list. However, if a reference list entry is needed, follow this format.

Last name, First name. Year of posted blog. “Blog title.” Name of the blog site (blog), Posted Month Day, Year. URL

Cite in text: (Last name Posted year)

Example:

Cite in text: (Olende 2016)

Social Media Content
Social media content can be cited in text, and may be omitted from the reference list. However, if a reference list entry is needed, follow this format.

Facebook Example:

Cite in text: (Bhojwani 2017)

Twitter Example:
Audiovisual Sources

Movie or film recording

Last name, First name. Year of original release. Title. Place of recording production: Production name, release date of recording. Format.

Cite in text: (Last name Released year)

Example:

Cite in text: (George 2004)

Television broadcast

Person (s) primarily responsible for the content. Year of broadcast. “Title of segment.” Title of Program. Network. Broadcast on month, day, year. URL. (if you viewed it online)

Cite in text: (Last name Broadcasted year)

Example:

Cite in text: (Zuckerberg 2010)

Online multimedia (e.g. YouTube video): Citations of online multimedia are not simple. A few examples are listed in this guide. However, for more details, consult the Chicago Manual of Style.

Examples:

Cite in text: (Copy-Me 2014)


Cite in text: (Feinberg 2015)
QUOTATIONS

Short quotations
When a direct quotation is used, always include the author, year, and page number as part of the parenthetical citation. A quotation of fewer than 100 words or eight sentences should be enclosed in double quotation marks and should be incorporated into the formal structure of the sentence. Parenthetical citation should come before closing punctuation mark.

Example:
Globalization involves, “…connecting all knowledge centers on the planet in a single global network, which…could usher in an amazing era of prosperity innovation and collaboration, by companies, communities and individuals” (Friedman 2007, 8).

Long quotations (block quotes)
Place direct quotations longer than 100 words or eight sentences in a free-standing block of type written lines, and omit quotation marks. Block quotes always start a new line. The entire block quote should be indented one tab (about five spaces). The citation should come after closing punctuation mark.

Example:
Friedman came to his understanding of globalization through a conversation with the CEO of an Indian technology firm:

    He said to me, "Tom, the playing field is being leveled." He meant that countries like India are now able to compete for global knowledge work as never before-and that America had better get ready for this. America was going to be challenged, but, he insisted, the challenge would be good for America because we are always at our best when we are being challenged. As I left the Infosys campus that evening and bounced along the road back to Bangalore, I kept chewing on that phrase: "The playing field is being leveled." What Nandan is saying, I thought, is that the playing field is being flattened…Flattened? Flattened? My God, he's telling me the world is flat!"

(Friedman 2007, 8)

General Guidelines for Formatting a Research Paper

- Double-space between each line of type on the page
- Leave uniform margins of at least 1 inch at the top, bottom, left and right of every page.
- No blank lines between paragraphs.
- Do not justify lines. Use the flush left style and the right margin uneven.
- Add pages numbers beginning with 1 on the first page of text (no number on the title page).
- The order of manuscript pages is:
  o Title page (do not number).
  o Text
  o Appendices
  o Tables
  o Figure captions
  o Figures
Example of the Title Page

Title of the paper (centered)

Student’s name

The title and number of the course
Professor’s Name
The date
Sample Reference Page

- Margins 1” all around.
- Label your list of sources cited, “References”. Two blank lines should be left between “References” and your first reference. References should be single space. One blank line should be left between remaining references. Hanging indent format 1/2”.
- Entries in alphabetical order
- Capitalize the major words in Titles. Do not capitalize the articles or prepositions unless they are the first word of the title or subtitle.

References


