Chicago Manual of Style

The University of Chicago Press released the first edition of *The Chicago Manual of Style* in 1906. The publication is now in its 16th edition, released in 2010. Scholarly publication remains its focus and purpose.

The Oregon Institute of Technology Library provides this abbreviated guide to documentation of sources for academic and professional writings.

Important: students should always check with professors regarding the appropriate citation style for any assignment. Papers submitted to publications, conferences, and other public venues should adhere to the citation standards of those entities.

Citing Sources in Chicago Style

The Chicago citation style is one of the most frequently used citation styles in academic institutions, together with the other citation styles, such as APA and MLA.

This guide is based upon ***The Chicago Manual of Style*, 16th ed. Chicago: University of Chicago Press, 2010.** (This publication is often referred to as "*Chicago*" in this guide.) The manual is located in the reference section of the library under call number **REF Z253.U69 2010**. This book is a reference source and cannot be checked out.

An additional source of information is the **Chicago citation style website**: http://www.chicagomanualofstyle.org/home.html. Please be aware that the online help feature on this website is only available with a paid subscription. Instead, please talk to an OIT librarian if you need further help.

Two Chicago Style Citation Systems

The Chicago citation style uses two basic citation systems:

 1) footnotes or endnotes with bibliographies that are best suited for topics in literature, history, and the arts

2) in-text, parenthetical author-date references with respective reference lists that are best suited for topics in the physical, natural, and social sciences

Chicago provides instances to combine footnotes and endnotes with author-date references; students who consider this practice should first consult with their professors.

Due to its lack of use on campus, the footnote/endnote system is not included in this guide. For further information about this system, refer to Chapter 14, pages 653–784, of *Chicago*.

Author-Date Citation System

Text Citations

Text citations are also called parenthetical due to their placement inside parentheses directly after the cited or paraphrased material. They are very brief and usually include only the author's last name and publication year of the work cited:

(Brown 2005)

***Note**:   Lack of punctuation between the author's name and the date.*

"Author" in this case may also refer to an editor, translator, or compiler.

A page number(s) or other locator, preceded by a comma, is added to the citation if it refers to a specific quotation, graphic, table, or section within a work:

(Brown 2005, 54)

If the author's name is included in the text, it does not need repetition in the citation:

Baker (2006) comments on the changes that affect the ways knowledge is stored and transmitted.

***Note**:   The year and the page number (if appropriate) should be included in parentheses.*

Text citations with more than three authors should use "et al." to substitute for the additional authors:

(Houp et al. 2006)

The same rules apply to all formats of information sources, including electronic ones. For more examples see: "[Author-Date Citation System. Sample Reference List](#)".

Reference Lists/Works Cited

Chicago uses either "Reference" or "Works Cited" as a heading to identify the complete list of the cited sources, which is located at the end of a research paper or other scholarly document. The list should be in alphabetical order by the last names of the authors/editors or by the titles of works if the authors' names are unavailable.

Entries in the reference list should be single-spaced, with double spacing between entries (though this requirement may vary for each instructor). Each entry uses a hanging indent of approximately .3 inch.

Formats within a reference list vary according to the type of the source, such as book, periodical, electronic media, etc. The following subsections present brief citing rules and examples for each type of resource. For further details, refer to *Chicago*, Chapter 15, pages 785–810.

Electronic Sources

Electronic sources change rapidly with advancing technology, so citations change accordingly. In common with many other citation styles, *Chicago* relies upon two types of identification for electronic sources: digital object identifiers (DOI) and uniform resource locators (URL).

Uniform Resource Locator (URL)

A URL leads a user directly to a particular Internet source. However, URLs have potential to be unstable in that they can be moved, edited, damaged, or even disappear without a trace; URLs are not registered to and controlled by any type of governing association or agency. URLs are thus not reliable pointers to sources (*Chicago* 2010, 14.5).

Note: *A URL alone is never sufficient data for a reference.*

Digital Object Identifier (DOI)

A DOI is a name permanently assigned to a particular intellectual property, such as a book or an article that has digital identification with that particular intellectual property. DOIs are registered, maintained, and controlled by specific DOI registration agencies. By linking to or copying a DOI into a DOI resolver at the website of the International DOI Foundation or other source, the user is redirected to a URL that supports the intellectual property (*Chicago* 2010, 14.4).

Multiple Authors/Articles on Same Website

Alphabetize multiple authors or articles from the same website in order according to author's last name or the first non-article word in the title. For long titles, provide the reader with a shorter version of the title for in-text citations.

Access Date

Chicago previously required a listing of the accession date for electronic sources, but this date is self reported and cannot be adequately verified. If an electronic source cannot be dated, *Chicago* advises that the researcher obtain dated copies electronically or in print (*Chicago* 2010, 14.7).

Copyright

Any posting on the Internet is a publication as defined by copyright; any reproduction or other use of an Internet posting must observe the appropriate citations(s) so that the copyright is not violated (*Chicago* 2010, 14.9).

Line Breaks in URLs or DOIs

If a URL or DOI is longer than a single line, it is best to break the identifier after a colon, double or single slash, tilde, period, comma, hyphen, or related mark. Never add a hyphen to a URL or DOI to break a line. For more advice, refer to *Chicago*, 14.12.

Automated Formatting

Many software programs, such as Microsoft Word, provide automated formatting for text citations and bibliography. Such services are only as effective and accurate as the most recent update to the software program. Students should check such formatting for accuracy and completeness with this guide or the 16th edition of *Chicago*.

Citing Books

Citation of a book should include:

In the reference list:

- Name(s) of author(s) or editor(s), if present. Invert first and last names of first author if more than one author. Author's and editor's full names are used as they appear in the book.
- Publication year
- Book title and subtitle, if present (in italics), in title case
- Facts of publication: city and publisher
- DOI or URL (for electronic books)

In the text:

- Last name of author or editor, if present; a shortened book title if not

- Publication year

- Page number(s) for a specific quotation

Examples

(Reference list and text citations)

Book with a single author or editor:

Kimmerer, Robin Wall. 2003. *Gathering Moss: A Natural and Cultural History of Mosses*. Corvallis, OR: Oregon State University Press.

Note: *if the publication place (city) may not be known to readers, the abbreviation of the state is added.*

(Kimmerer 2003, 55-56)

Book with two authors or editors:

Bauer, Mark S., and Linda McBride. 2003. *Structured Group Psychotherapy for Bipolar Disorder*: *The Life Goals Program*. New York: Springer Publishing Company.

(Bauer and McBride 2003, 219)

Book with three authors or editors:

McDonald, Ralph E., David R. Avery, and Jeffrey A. Dean, eds. 2004. *Dentistry for the Child and Adolescent*. St. Louis, MO: Mosby.

*Note***:** *if a book has 2 or more authors or editors, list succeeding authors in first and last names with each name separated by a comma.*

(McDonald, Avery, and Dean 2004, 31)

Book with more than three authors:

Brock, Thomas D., Michael T. Madigan, John M. Martinko, and Jack Parker.1994. *Biology of Microorganisms*. Englewood Cliffs, N.J.: Prentice Hall.

(Brock et al. 2006, 124)

Book with a corporate author:

ODA (Oregon Dental Association). 1992. *Dental Officer Safety and Health Manual*. Portland, OR: ODA.

Note: *in case of corporate or organizational authorship, the name of organization is included twice: as author and as publisher.*

(ODA 1992)

Book without an author:

Columbus World Travel Guide. 2005. Kent: Highbury Columbus Travel Publications.

Note: *when no author or editor is mentioned, citation starts with the book title.*

(Columbus 2005, 40-42)

Edited book:

Beaver, Kevin, ed. 2003. *Healthcare Information Systems*. Boca Raton, FL: Auerbach Publications.

(Beaver 2003)

Chapter from an edited book:

Held, G. 2003. "Overcoming Wireless LAN Security Vulnerabilities." In *Healthcare Information Systems,* ed. K. Beaver, 57-64. Boca Raton, FL: Auerbach Publications.

(Held 2003, 57-64)

Reference work:

Weir, Robert E., and James P. Hanlan. 2004. *Historical Encyclopedia of American Labor*. Westport, CT: Greenwood Press.

(Weir and Hanlan 2004, 264)

Electronic book:

Levine, Robert S. 1997. *Martin Delany, Frederick Douglass, and the Politics of Representative Identity.* Chapel Hill, NC: University of North Carolina Press. http://www.netlibrary.com/Reader/.

(Levine 1997)

More than one work by same author requires 3-em dash:

See *Chicago*, 15.17.

Citing Articles

Citing articles from different types of periodicals—journals, magazines or newspapers—can differ slightly. However, there are common rules to follow when citing articles from printed and online periodicals:

- Periodical title is italicized (NOT the article title) in title case
- Article title in quotation marks
- Issue number is not included if the periodical has continuous pagination
- Access date is added in the case of electronic time-sensitive materials

Citation of a journal article should include:

- Author's name or authors' names. Author's full names are used as they appear in the article.
- Publication year
- Article title and subtitle, if present (in quotation marks), in title case
- Title of the periodical (in italics), in title case
- Volume
- Issue (if journal is paginated by issue)
- Page(s)
- DOI (for electronic journals) or URL if no DOI

Examples

Journal article with one author:

Balter, Michael. 2005. "Expression of Endorphin Gene Favored in Human Evolution." *Science* 310:257-70.

Note: *no space between volume and page numbers.*

(Balter 2005, 257)

Journal article with two or three authors (continuous pagination):

Remington, Gary, and Shitij Kapur. 2005. "Remission: What's in a Name?" *American Journal of Psychiatry* 162:2393-94.

 (Remington and Kapur 2005, 2394)

Journal article with two or three authors (paginated by issue):

Muroff, Jordana R., Sara L. Hoerauf, and Scott Y.H. Kim. 2006. "Is Psychiatric Research Stigmatized? An Experimental Survey of the Public." *Schizophrenia Bulletin* 32 (1): 129-136.

Note: *space between issue and page numbers, when parenthetical information intervenes.*

(Muroff, Hoerauf, and Kim 2006, 130)

Journal article with more than three authors:

Murabito, Joanne M., Qiong Yang, Caroline S. Fox, and L. Adrienne Cupples. 2005. "Genome-wide Linkage Analysis to Age at Natural Menopause in a Community-based Sample." *Fertility & Sterility* 84:1674-79.

(Murabito et al. 2005, 1676)

Full text article from an electronic journal (not time-sensitive material):

Hunsinger, Peter R. 2006. "Culture and Cultural Identity in Intercultural Technical Communication." *Technical Communication Quarterly* 15:31-48. doi:10.1207/s15427625tcq1501_4.

(Hunsinger 2006, 35)

Full text article from an electronic journal (time-sensitive material):

Shatzer, M.B., E.L. George, and L. Wei. 2007. "To Pump or Not to Pump?" *Critical Care Nursing Quarterly* 30 (1) (Jan-March): 67-73. http://web.ebscohost.com/ehost/detail?vid=3&hid=109&sid=065ccb71-dcec-450c-803b-a9d63f456f8e%40sessionmgr108.

(Shatzer, George, and Wei 2007, 70)

Citation of a **magazine article** should also include:
- Month of publication in addition to year

Example

Ruvinsky, Jessica. 2006. "Brain Scientists Find Single Cells That Can Think." *Discover*, January.

(Ruvinsky January 2006)

Citation of a **newspaper article** should also include:

- Day of publication in addition to year and month

Example

Hulse, Carl. 2005. "Senate, In Close Vote, Blocks Oil Drilling In Arctic." *New York Times*, December 22.

Note: *the year of publication is separated from the month and day.*

(Hulse December 22, 2005)

Citing Websites

Very often, assignments call for using information from online sources. Some valuable information for research papers can be obtained from websites, for example:

- Government agency websites: Environmental Protection Agency (EPA): .gov
- Organizational websites: American Dental Association (ADA): .org
- Company websites: Ford Motor Company: .com
- University websites: University of Michigan: .edu

Citation of a website should include:

- Author (personal or corporate), if present
- Publication year of the material used, if present
- Title of the material used (in italics)
- Name of the creator or sponsor of the site
- DOI (if available) or URL

Examples:

Company web site:

Thomas, Michael. 2007. *Advances Propel Internal Combustion Engines Into the Future*. Ford Motor Company web site. http://media.ford.com/newsroom/feature_display.cfm?release=24632

(Thomas 2007)

Organization web site (corporate author):

American Dental Association. 2007. *Osteonecrosis of the Jaw*. ADA web site. http://www.ada.org/public/topics/osteonecrosis.asp

(ADA 2007)

Government agency web site (corporate author):

U.S. Environmental Protection Agency. 1995. *America's Wetlands: Our Vital Link Between Land and Water*. Office of Water, Office of Wetlands, Oceans and Watersheds. http://www.epa.gov/owow/wetlands/flood.html.

(EPA 1995)

University web site:

Carleton Presents Visualizing Japanese Theater: An Arts Festival. 2011. Carleton College web site. News. http://apps.carleton.edu/news/news/?story_id=696332

 (Carleton 2011)

Citing Government Documents

Citation of a government document should include:
- Country, state or city issuing the document
- Legislative body, department, bureau, commission, or committee
- Regional offices/subsidiary divisions
- Date (year)
- Title of the document (in italics)
- Individual author or editor, if present
- Report number or any other identifying information
- Publisher, if different from the issuing body
- Page, if relevant

Example

U.S. Congress. Senate. Committee on Environmental and Public Works. 2006. *Captive Primate Safety Act.* 109th Cong., 2nd sess. 109–263.

(U.S. Congress 2006)

For more details on citing of legal documents see LegalCitation Style Guide at:

http://www.legalcitation.net/

Citing Motion Pictures

Citation of a motion picture should include some or all of the following:

- Name of the person(s) primarily responsible for the creation of the picture (e.g. writer)

- Title of the film (in italics)

- Original production year

- Director/producer

- Place of the film production and recording company

- Video release year

- Medium (DVD, video cassette)

Example

Rear Window. 1954. Directed by Alfred Hitchcock. Universal City, CA: Universal Pictures, 2001, DVD.

(Hitchcock 1954)

Citing Unpublished Interviews and Personal Communications

Personal communications, such as personal interviews or e-mails, are rarely listed in References. However, the person interviewed should be fully identified somewhere in the text.

(Ron Brown, pers. comm.)

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