

What is the Chicago Manual of Style?

The **Chicago Manual of Style (CMOS)** method of citation and document formatting is popular in the social sciences and publishing. In this handout, we focus on the CMOS citation system, which has two forms of in-text citations: **notes-bibliography** and the **author-date references**. Check with your instructor to see which style would be most appropriate for your writing context. This guide has three major sections: **Formatting Quotations In-Text** (page 1), **Formatting Notes-Bibliography Citations** (starting on page 2), and **Formatting Author-Date Citations** (starting on page 7). If you have questions about one of these rules in particular, skip down to the section that is most relevant to your needs.

CMOS vs. Turabian

As a dissertation secretary at the University of Chicago, Kate Turabian adapted the CMOS into a style and formatting pamphlet for graduate students. This quickly evolved into *The Manual for Writers* whose citation style is still referred to today by the name of its original author as simply "Turabian." Although there are some minor differences, Turabian style still relies upon the CMOS as its foundation. For those rare instances which CMOS and Turabian differ, we have noted them below using footnotes.

Formatting Quotations

★ CMOS allows the use of both direct quotes and paraphrases inside your own work; however, quotations are often necessary to preserve the original author's syntax, diction, and meaning. The examples below use the Author-Date citation style of CMOS.

| Try to introduce evidence in some way, using a running acknowledgement, signal phrase, or another means. ¹
Boquet states "we can strive to produce better writers, better tutors, more humane working conditions for everyone involved (tutors and students alike)" (2008, 28).

| **Short Quotations** are shorter than 5 lines of text and would be formatted as a run-in quotation.
As stated by Boquet (2008, 28), "we can strive..."

★ **Block Quotations** are longer than 5 lines of text or longer than 100 words. To format this, indent the entire quote ½ inch and single space it. Do not enclose in quotation marks, but preserve quotation marks within the quote. The citation should go after the final punctuation of the quote.

As stated earlier:

(indented 1 inch from the left margin) Quote goes here. The entire quote is indented to show that it is all the same quote. (Boquet, 2008, 28)

Insert another line after the block quotation before continuing your text like this.

★ If using a quote that begins a sentence, lowercase the first letter so it flows with your own writing.

★ **NOTE:** prose, poetry, drama, and epigraphs have different requirements - consult the manual for format specifications.

¹ A running acknowledgment or signal phrase names the author of the source outside of the parenthetical citation. In this case, the name(s) of the author(s) appears in the sentence, not inside the parentheses.

STOP!!

Before proceeding, please be aware there are two citation styles for CMOS: Notes-Bibliography and Author-Date. If you are not sure which model you will be using, check with your instructor or the assignment sheet. The Notes-Bibliography Style can be found on pages 2-6, and the Author-Date style can be found on pages 7-11.

How to Format Notes-Bibliography Style

- | The Notes-Bibliography Style contains both **notes** and a **bibliography**. The note acts as the in-text citation which references to the bibliographic citation listed at the end of the work.
- ★ A **note** has a superscript in the text which can refer the reader to a footnote (listed at the bottom of the page) or an end note (listed at the end of the paper) containing source information for the reader. Check with your discipline and see if you need to use footnotes or end notes.
- | A **bibliography** is placed at the end of the paper and includes all the sources that were cited in text.

Formatting Notes

- ★ Some disciplines will ask for a full bibliographic citation (see below) in the footnote the first time a source is used and a shortened citation for each subsequent mention. In these cases, a bibliography may not be necessary.
- ★ A shortened note includes: the author's, editor's, or translator's last name, a shortened version of the title, and the page number.
 - Note Number. Last Name, *Shortened Title*, #.
 - 2. Peterman, "Eat This Now," 57.

How to Format Authors in Notes

Source	Formatting examples
One Author	<p>For works with one author, after the note number, list the author's last name with a comma, the title of the work with a comma, and the page number followed by a period.</p> <p style="text-align: center;">1. Boquet, "Intellectual Tug-of-War," 108.</p>
Two or Three Authors	<p>For works with two or three authors, list all the authors' last names with a comma, the title of the work with a comma, and the page number followed by a period.</p> <p style="text-align: center;">2. Tyson and Gordon, "Psychology of Women," 362.</p>
Four or More Authors	<p>For works with four or more authors, list the first author's name followed by the phrase "et al." with a comma, the title of the work with a comma, and the page number followed by a period.</p> <p style="text-align: center;">4. Bottoms et al., "Round Table," 70.</p>

No Author	For works without an author, translator, or editor, use the title and indicate the page number after the comma. If there is no page number, leave it out. 7. "Evermore."
Multiple Notes with the Same Citation in a Row	Although CMOS used to encourage the use of "ibid." (from Latin <i>ibidem</i> , "in the same place") when referring to a single work cited in the note immediately preceding, it now encourages the use of a shortened citation instead. To avoid repetition, the title of a work may be omitted when being referenced for multiple citations in a row. This use is only appropriate when referring to the last item cited; where this is not the case, or where the previous note cites more than one source, the fuller form of the shortened citation must be repeated. Some disciplines will still expect the use of "ibid." so be sure to check with your department or instructor if you are unsure.
First Citation	4. Boquet, "Intellectual Tug-of-War," 108.
Subsequent Citations	5. Boquet, 108. Boquet, 109-110.

Rules for Shortening Titles in the Notes

- Titles four words or shorter are rarely shortened—keep this in mind when shortening titles. Titles should be four words or less. Keep the words being used in the same order, and omit "a" or "the" from shortened titles.
- Place shorter works like poems, short stories, essays, articles, TV episodes, short films, etc. in quotation marks.
- Place longer works like journals, books, plays, TV series, films, etc. in italics.

Formatting the Bibliography²

- ★ A bibliography page is used to indicate where information presented in the essay can be retrieved. It only includes texts cited in the essay. All entries should be single spaced with one space between each entry.
- | Sources are listed alphabetically by author or title.
- ★ The list begins on a new page, with “Bibliography” centered at the top of the page without quotation marks. Insert two blank lines after “Bibliography” before entering the first bibliographic entry.
- ★ The first line of an entry is at the left margin, and subsequent lines are indented ½”. This is called a hanging indent and should be formatted the same way this line is.³

How to Format Authors in the Bibliography

Source	Bibliography example
One Author	For one author, list the author’s last name with a comma and then their first name(s) afterward. Last Name, First Name(s). Boquet, Edith.
Two or More Authors	For all subsequent authors, list their first name(s) then their last name in the order that they appear. Last Name, First Name(s) and First Name(s) Last Name. Tyson, Phyllis A., and Michael G. Gordon.
Organization as Author	If there is no individual author and the work is published by a particular corporation, organization, or association, then list that organization name even if it is also the same name as the publisher. National Institute of Mental Health.
No Author or Anonymous Authors	Begin the citation with the title. Alphabetize the entry according to the first significant word of the title. The phrase “anonymous” in CMOS should be avoided but can stand in place of an author’s name if necessary. “Evermore: Ravens Can Plan for the Future, Scientists Say.”

² This formatting guide does not include how to format every kind of source—for information on how to cite interviews, government documents, or other sources, please consult the *Chicago Manual of Style* online. Students can sign up for a free trial access at <http://www.chicagomanualofstyle.org/home.html>

³ A hanging indent can easily be achieved by first writing out the citations without any formatting. Then, highlight all the citations, and hit “Control+T” on the keyboard. Word will automatically create a hanging indent!

I Common Print Sources

• Books

- Last Name, First Name(s). *Title of Book*. City of Publication: Publisher, Date of Publication.
Bradway, Becky. *Pink Houses and Family Taverns*. Bloomington: Indiana University Press, 2002.

• Chapter in Edited Collection

- Last Name, First Name(s). "Title of Chapter." In *Title of Book*, edited by Editor's First and Last Names, #-#. City of Publication: Publisher, Date of Publication.
Boquet, Edith. "Intellectual Tug-of-War: Snapshots of Life in the Center." In *The St. Martin's Sourcebook for Writing Tutors*. 3rd ed. edited by Christina Murphy and Steve Sherwood, 116-29. Boston: Bedford/St. Martin's, 2008.

• Magazine/Newspaper Articles

- Last Name, First Name. "Title of Article." *Title of Magazine/Newspaper*, Month Day, Year of Publication, #-#.
Peterman, Jay S. "Eat This Now!" *US News and World Report*, March 28, 2005, 56-58.

• Journal Article

- Last Name, First Name. "Title of Article." *Title of Journal* Volume Number, no. Issue Number (Date of Publication): #-#.
Bernstein, Barton J. "Atomic Diplomacy: Hiroshima and Nagasaki." *Diplomatic History* 28, no 3. (1991): 126-29.

I Common Electronic Sources

• Citing Entire Websites

- Last Name, First Name. *Name of Site*. Month Day, Year of Publication. DOI/URL.
The Writing Lab and OWL at Purdue and Purdue University. *The Purdue OWL Family of Sites*. 2017. <https://owl.english.purdue.edu/owl/>.

• Citing a Page on a Website

- Last Name, First Name. "Article Title." *Name of Site*. Month Day, Year of Publication. DOI/URL.
National Institute of Mental Health. "Panic Disorder Among Adults." *U.S. Department of Health and Human Services*. 2017. <https://www.nimh.nih.gov/health/statistics/prevalence/panic-disorder-among-adults.shtml>.

• Magazine/Newspaper Articles

- Last Name, First Name. "Title of Article." *Title of Magazine/Newspaper*, Month Day, Year of Publication, URL/DOI.
Bernstein, Mark. "10 Tips on Writing the Living Web." *A List Apart: For People Who Make Websites*, August 16, 2002. <https://alistapart.com/article/writeliving>.

• Journal Articles

- Last Name, First Name. "Title of Article." *Title of Journal* Volume Number, no. Issue Number (Date of Publication): #-#. DOI/URL.
Jackson, Gabriel. "Multiple Historic Meanings of the Spanish Civil War." *Science and Society* 68, no. 3 (2004): 272-76. doi: 10.1521/isis.68.3.272.40301.

Special Notes about Electronic Sources

Special Case	Source example
Is a Citation Needed?	<p>Some sources like newspaper columns, magazine articles, or websites may be omitted from the reference list. If a formal citation is needed, use the guidelines listed in the sections below. Otherwise, you can cite it in a running acknowledgement:</p> <p>In 2002, Mark Bernstein observes in his article “10 Tips on Writing the Living Web”...</p>
Date Published/Last Modified	<p>Include the date published. If including the date the source was originally published, simply include the month, day year after the website title or article title, whichever comes last.</p> <p>If a source has been modified, place the phrase “Last Modified Month Day” in place of the date published.</p>
Access Date	<p>If required by your discipline or instructor, you can indicate the date accessed by including the phrase “Accessed Month Day, Year” and placing that information just before the URL or DOI. If you have a date published/last modified and need to include the access date, include the access date after the date published/modified.⁴</p> <p>Bernstein, Mark. “10 Tips on Writing the Living Web.” Last Modified August 16, 2002. Accessed July 10, 2017. https://alistapart.com/article/writeliving.</p>
DOIs/URLs	<p>DOIs are preferred over URLs. Place DOIs or URLs at the end of a citation followed by a period.</p> <p style="text-align: center;">The Writing Lab and OWL at Purdue and Purdue University. <i>The Purdue OWL Family of Sites</i>. 2017. https://owl.english.purdue.edu/owl/.</p> <p>Jackson, Gabriel. “Multiple Historic Meanings of the Spanish Civil War.” <i>Science and Society</i> 68, no. 3 (2004): 272-76. doi: 10.1521/siso.68.3.272.40301.</p>

⁴ Unlike CMOS, Turabian requires that the Date Accessed be included in the citation of an online source.

Bibliography

- Bernstein, Barton J. "Atomic Diplomacy: Hiroshima and Nagasaki." *Diplomatic History* 28, no 3. (1991): 126-29.
- Bernstein, Mark. "10 Tips on Writing the Living Web." *A List Apart: For People Who Make Websites*, August 16, 2002. <https://alistapart.com/article/writeliving>.
- Boquet, Edith. "Intellectual Tug-of-War: Snapshots of Life in the Center." In *The St. Martin's Sourcebook for Writing Tutors*. 3rd ed. edited by Christina Murphy and Steve Sherwood, 116-29. Boston: Bedford/St. Martin's, 2008.
- Bottoms, Laurie, Jerilyn Carter, Finlay McQuade, James Upton, Diane Lockward, Ellen Brinkley, Susan K. Carroll, Carol Mendenhall, and LGH. "Round Table: Is There a Need for Writing Centers in Secondary Schools? If So, What Services Should They Provide?" *The English Journal* 76, no. 7 (1987): 68-70. doi:10.2307/818654.
- Bradway, Becky. *Pink Houses and Family Taverns*. Bloomington: Indiana University Press, 2002.
- "Evermore: Ravens Can Plan for the Future, Scientists Say." *The Guardian*, July 13, 2017. <https://www.theguardian.com/environment/2017/jul/13/raven-think-about-future-planning-science-experiment>.
- Jackson, Gabriel. "Multiple Historic Meanings of the Spanish Civil War." *Science and Society* 68, no. 3 (2004): 272-76. doi: 10.1521/viso.68.3.272.40301.
- National Institute of Mental Health. "Panic Disorder Among Adults." *U.S. Department of Health and Human Services*. 2017. <https://www.nimh.nih.gov/health/statistics/prevalence/panic-disorder-among-adults.shtml>.
- Peterman, Jay S. "Eat This Now!" *US News and World Report*, March 28, 2005, 56-58.
- Tyson, Phyllis A. and Michael G. Gordon. "The Psychology of Women." *Journal of the American Psychoanalytic Association* 46 (1998): 361-364.
- The Writing Lab and OWL at Purdue and Purdue University. *The Purdue OWL Family of Sites*. 2017. <https://owl.english.purdue.edu/owl/>.

This is the last page of the Notes-Bibliography Section of this Handout. Starting on the next page, we will begin reviewing the Author-Date Style of CMOS citation.

STOP!!

Before proceeding, please be aware there are two citation styles for CMOS: Notes-Bibliography and Author-Date. If you are not sure which model you will be using, check with your instructor or the assignment sheet. The Notes-Bibliography Style can be found on pages 2-6, and the Author-Date style can be found on pages 7-11.

How to Format Author-Date Style

The Parenthetical Citation-Reference List Style is similar to MLA and APA and is generally used and preferred in the natural and social sciences. This citation model contains two parts: the **parenthetical citation** and the **reference list**, which is reviewed in the two sections below.

Formatting Parenthetical Citations

- | A **parenthetical citation** is next to the cited source in the body of the text and includes the author's names, dates of publication, and relevant page numbers.
- | Try to introduce evidence in some way, using a running acknowledgement, signal phrase, or another means . The placement of the year of publication and page number can be flexible. The page number may also be left off if there is no page number or you are paraphrasing information. Any of the examples below would be appropriate for in-text citations.
 - Boquet states "... " (2008, 128).
 - Boquet (2008) states "... " (128).
 - Boquet's (2008) argument...
- ★ If the author is not named outside the parentheses, the author's last name and year of publication would go inside of the parentheses next to the page numbers.
 - (Last name date Year of Publication, #).
 - (Boquet 2008, 128)

How to Format Authors in Parenthetical Citations

Number of Authors	Acknowledgement	No Acknowledgement
One Author	Author (Year, #). Boquet (2008, 117)...	... (Author Year, #) (Boquet 2008, 117)
Two Authors	Author and Author... (Year, #). Tyson and Gordon (1998, 62)...	... (Author and Author Year, #) ... (Tyson and Gordon 1998, 362).
Three Authors	Author, Author, and Author... (Year, #). Severino, Swenson, and Zhu... (2009, 109).	... (Author, Author, and Author Year, #) (Severino, Swenson, and Zhu 2009, 109).
Four or More Authors⁵	Author et al. ... (Year, #). Bottoms et al. (1987, 70)...	... (Author et al. Year, #). ... (Bottoms et al. 1987, 70).

⁵ Use the first author's last name and the phrase "et al." to shorten the remaining last names.⁵ Note that after the phrase "et al", a plural verb must be used-- no singular verbs!

Formatting the Reference List⁶

- ★ A reference list is used to indicate where information presented in the essay can be retrieved. It only includes texts cited in the essay. All entries should be single spaced with one space between each entry.
- Sources are listed alphabetically by author or title.
- ★ The list begins on a new page, with “References” centered at the top of the page without quotation marks. Insert two blank lines after “References” before entering the first citation.
- ★ The first line of an entry is at the left margin, and subsequent lines are indented ½”. This is called a hanging indent and should be formatted the same way this line is.⁷

How to Format Authors in Reference Lists

Author Type	Formatting example
One Author	For one author, list the author's last name with a comma and then their first name afterward. Last Name, First Name(s). Boquet, Edith.
Two Authors	For all subsequent authors, list their first name then their last name in the order that they appear. Last Name, First Name(s) and First Name(s) Last Name. Tyson, Phyllis A., and Michael G. Gordon.
Organization as Author	If there is no individual author and the work is published by a particular corporation, organization, or association, then list that organization name even if it is also the same name as the publisher. National Institute of Mental Health.
No Author	Begin the citation with the title. Alphabetize the entry according to the first significant word of the title. “Evermore: Ravens Can Plan for the Future, Scientists Say.”
Multiple Works by the Same Author First Citation	Van Delay, Art. 1997. <i>Seinfeld: The Show about Nothing</i>. New York: Penguin Books.
Multiple Works by the Same Author Subsequent Citations	_____. _____. 1994. <i>Venetian Blinds: Contemporary Study of Compulsive Lying</i> . New York: Pendant Publishing.

⁶ This formatting guide does not include how to format every kind of source—for information on how to cite interviews, government documents, or other sources, please consult the *Chicago Manual of Style* online. Students can sign up for a free trial access at <http://www.chicagomanualofstyle.org/home.html>

⁷ A hanging indent can easily be achieved by first writing out the citations without any formatting. Then, highlight all the citations, and hit “Control+T” on the keyboard. Word will automatically create a hanging indent!

- **Common Print Sources**

- **Book**

- Last Name, First Name. Date of Publication. *Title of Book*. Place of Publication: Publisher's Name.
Bradway, Becky. 2002. *Pink Houses and Family Taverns*. Bloomington: Indiana University Press.

- **Chapter in Edited Collection**

- Last Name, First Name(s). Date of Publication. "Title of Chapter." In *Title of Book*, edited by First and Last Names, #-#. Place of Publication: Publisher's Name.
Boquet, Edith. 2008. "Intellectual Tug-of-War: Snapshots of Life in the Center." In *The St. Martin's Sourcebook for Writing Tutors*, 3rd ed., edited by Christina Murphy and Steve Sherwood, 116-29. Boston: Bedford/St. Martin's.

- **Magazine/Newspaper Articles**

- Last Name, First Name. Year of Publication. "Title of Article." *Title of Magazine/Newspaper*, Month Day Published. #-#.
Peterman, Jay S. 2005. "Eat This Now!" *US News and World Report*, March 28. 56-58.

- **Journal Article⁸**

- Last Name, First Name. Date of Publication. "Title of Article." *Title of Journal* Volume Number (Issue Number): #-#.
Bernstein, Barton J. 1991. "Atomic Diplomacy: Hiroshima and Nagasaki." *Diplomatic History* 28(3): 126-29.

Common Electronic Sources

- **Citing Entire Websites**

- Last Name, First Name. Year of Publication. *Name of Site*. Month Day. DOI/URL.
The Writing Lab and OWL at Purdue and Purdue University. 2017. *The Purdue OWL Family of Sites*. <https://owl.english.purdue.edu/owl/>.

- **Citing a Page on a Website**

- Last Name, First Name. Year of Publication. "Article Title." *Name of Site*. Month Day. DOI/URL.
National Institute of Mental Health. 2017. "Panic Disorder Among Adults." *U.S. Department of Health and Human Services*. <https://www.nimh.nih.gov/health/statistics/prevalence/panic-disorder-among-adults.shtml>.

- **Magazine/Newspaper Articles**

- Last Name, First Name. Year of Publication. "Title of Article." *Title of Magazine/Newspaper*, Month Day. DOI/URL.
Bernstein, Mark. 2002. "10 Tips on Writing the Living Web." *A List Apart: For People Who Make Websites*, August 16. <https://alistapart.com/article/writeliving>.

- **Journal Articles**

- Last Name, First Name. Date of Publication. "Title of Article." *Title of Journal* Volume Number (Issue Number): Page #-#. URL or DOI.

⁸ The Author-Date style of Turabian requires the use of "no. #" instead of (issue number), thus the example listed above would appear as follows in Turabian:

Bernstein, Barton J. 1991. "Atomic Diplomacy: Hiroshima and Nagasaki." *Diplomatic History* 28, no 3: 126-29.

Special Notes about Electronic Sources

Electronic Source	Special Notes
Is a Citation Needed?	<p>Some sources like newspaper columns, magazine articles, or websites may be omitted from the reference list. If a formal citation is needed, use the guidelines listed in the sections below. Otherwise, you can cite it in a running acknowledgement:</p> <p>In 2002, Mark Bernstein observes in his article “10 Tips on Writing the Living Web”...</p>
Access Date	<p>If required by your discipline or instructor, you can indicate the date accessed by including the phrase “Accessed Month Day, Year” and placing that information just before the URL or DOI. If you have a date published/last modified and need to include the access date, include the access date after the date published/modified.</p> <p>Bernstein, Mark. 2002. “10 Tips on Writing the Living Web.” Last Modified August 16. Accessed July 10, 2017. https://alistapart.com/article/writeliving.</p>
Date Published/Last Modified	<p>Include the date published. If including the date the source was originally published, simply include the month, day year after the website title or article title, whichever comes last.</p> <p>If a source has been modified, place the phrase “Last Modified Month Day” in place of the date published.</p>
DOIs/URLs	<p>DOIs are preferred over URLs. Place DOIs or URLs at the end of a citation followed by a period.</p> <p style="text-align: center;">The Writing Lab and OWL at Purdue and Purdue University. 2017. <i>The Purdue OWL Family of Sites</i>. https://owl.english.purdue.edu/owl/.</p> <p>Jackson, Gabriel. 2004. “Multiple Historic Meanings of the Spanish Civil War.” <i>Science and Society</i> 68(3): 272-76. doi: 10.1521/siso.68.3.272.40301.</p>
No Date	<p>If no date is listed, indicate this using the abbreviation “n.d.”.</p>

References

- Bernstein, Barton J. 1991. "Atomic Diplomacy: Hiroshima and Nagasaki." *Diplomatic History* 28(3): 126-29.
- Bernstein, Mark. 2002. "10 Tips on Writing the Living Web." *A List Apart: For People Who Make Websites*, August 16. <https://alistapart.com/article/writeliving>.
- Boquet, Edith. 2008. "Intellectual Tug-of-War: Snapshots of Life in the Center." In *The St. Martin's Sourcebook for Writing Tutors*, 3rd ed., edited by Christina Murphy and Steve Sherwood, 116-29. Boston: Bedford/St. Martin's.
- Bradway, Becky. 2002. *Pink Houses and Family Taverns*. Bloomington: Indiana University Press.
- Bottoms, Laurie, Jerilyn Carter, Finlay McQuade, James Upton, Diane Lockward, Ellen Brinkley, Susan K. Carroll, Carol Mendenhall, and LGH. 1987. "Round Table: Is There a Need for Writing Centers in Secondary Schools? If So, What Services Should They Provide?" *The English Journal* 76(7): 68-70. doi:10.2307/818654.
- Bradway, Becky. 2002. *Pink Houses and Family Taverns*. Bloomington: Indiana University Press.
- "Evermore: Ravens Can Plan for the Future, Scientists Say." 2017. *The Guardian*, July 13. <https://www.theguardian.com/environment/2017/jul/13/raven-think-about-future-planning-science-experiment>.
- Jackson, Gabriel. 2004. "Multiple Historic Meanings of the Spanish Civil War." *Science and Society* 68(3): 272-76. doi: 10.1521/asis.68.3.272.40301.
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- . 1994. *Venetian Blinds: Contemporary Study of Compulsive Lying*. New York: Pendant Publishing.
- The Writing Lab and OWL at Purdue and Purdue University. 2017. *The Purdue OWL Family of Sites*. <https://owl.english.purdue.edu/owl/>.