

Chicago Manual of Style: Author-Date System

For more help, see the *Chicago Manual of Style* (15th ed.), the official CMS website (chicagomanualofstyle.org), or visit the Writing and Research Center.

Two Systems

The Chicago Manual offers two systems of documenting sources:

- The humanities style, which uses notes and a bibliography. This style is used primarily in literature, history, and the arts. Bibliographic information is presented in notes and, often, a bibliography. For more information, see our other Chicago handout.
- The author-date system described in this handout. Scholars in the physical, natural, and social sciences tend to prefer this style, in which sources are cited in the text with complete bibliographic information provided in a list of references.

The author-date system includes two parts: a list of sources cited (“reference list”) and in-text citations enclosed in parentheses (“parenthetical citations”).

Part 1: Parenthetical Citations

Place a parenthetical citation after the quoted material or at the end of the sentence that includes any borrowed information that is not common knowledge. Cite both quotations and paraphrases.

Formatting:

In parentheses, put the author’s last name, the year of publication, and the page number. The period goes after the parentheses.

Example: Pirates’ lives typically ended within two or three years “and often ended ignominiously at the end of a rope” (Cawthorne 1997, 23).

If you include the author’s name in the body of the sentence, you may omit it from the parenthetical reference.

Example: Nigel Cawthorne explains that pirates’ lives typically ended within two or three years “and often ended ignominiously at the end of a rope” (1997, 12).

To cite an article or book as a whole, just omit the page number. If citing more than one, use semicolons to separate the citations.

Example: Recent studies have shown an increase in pirate activity (Cawthorne 1997; Stacks et al. 1971; Johnson and Petty 1994).

When the source has two authors, include both of the authors’ last names in the citation.

Example: Counterfeits, bootlegs, and home-tapes are the three ways people pirate music (Chesterman and Lipman 2003, 88).

Exceptions:

- If no specific person is listed as an author, the “author” can be an institution, an editor, a translator, or a compiler.
- If the source does not have page numbers (such as in a website), omit them.

For more examples and details, see *The Chicago Manual*, sections 16.90-16.120 or the online Quick Guide: www.chicagomanualofstyle.org/tools_citationguide.html.

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Part 2: Reference List

At the end of the paper, add a page entitled “Reference List” where you list publication information about each source cited in your text.

Formatting:

- List entries alphabetically by author’s last name. (For detailed rules about alphabetizing, see the manual, sections 18.55-91 and 16.82-89.)
- Don’t indent the first line of an entry, but indent subsequent lines of that entry. This is called a “hanging indent” and can be done automatically in Microsoft Word. (Go to the “Format” menu and select “Paragraph.” Then select “hanging” under “Special.”)
- Titles of books and articles are capitalized sentence style. Example: *This wheel’s on fire: The story of Levon Helm*. But names of journals are capitalized headline style. Example: *Modern Fiction Studies* or *American Sociological Review*.
- Titles of books and journals are italicized. Titles of articles and chapters are *not* italicized and *not* enclosed in quotation marks.
- If you have more than one entry from the same author(s), use three “em dashes” to replace the name after the first entry and list the entries in chronological order. (To get an “em dash” in Word, go to the Insert menu at the top of the window, select “Symbol,” click on the “Special Characters” tab, select “Em Dash,” and hit the “Insert” button.)
- If an entry has more than one author, only the first author’s name is inverted: Example: Smith, John, and Jill Frey.

Reference List

- | | |
|--|---|
| book | Cawthorne, Nigel. 1997. <i>The lives of pirates: Violence and capitalism on the high seas</i> . Bloomington: Univ. of Indiana Press. |
| book | Fitzgerald, Shannon. 2004. <i>How to make Irish stew</i> . New York: Knopf. |
| journal,
same author | ———. 2006. Baking, cooking, and dining in the northern style. <i>Journal of European Gastronomy</i> 393: 639–40. |
| online journal | Flannery, Joyce. 2002. Quality-of-life and depressive symptoms in postmenopausal women after receiving hormone therapy. <i>Journal of the American Medical Association</i> 287, no. 5 (February 6), http://jama.ama-assn.org/issues/v287n5/rfull/joc10108.html#aainfo (accessed January 7, 2004). |
| chapter in
collection,
two authors | Grissom, John, and Andy Lipmann. 2006. A pirate’s life for me: Memories of growing up on the Jolly Roger. In <i>Collected pirate stories</i> , ed. Benjamin Petty, 44-69. New York: Palgrave. |
| magazine article | Kolapinto, John. 2007. In the now: Where Karl Lagerfeld lives. <i>New Yorker</i> , March 19. |
| newspaper | Niederkorn, William S. 2002. A scholar recants on his “Shakespeare” discovery. <i>New York Times</i> , June 20. |
| website | Orlando Public Library Board of Trustees. Orlando Public Library strategic plan, 2000–2010: A decade of outreach. Orlando Public Library. http://www.npl.org/library/strategic-plan-00.html . |

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