The Chicago Manual of Style

**Two styles:** *The Chicago Manual of Style* allows for two different types of reference systems: the Author-Date System used in physical, natural, and social sciences, and the Notes-Bibliography System used in literature, history, and the arts. The following guide is based on *The Chicago Manual of Style, 16th* ed. (CMS), and provides examples of the most commonly used by CSULA students. This guide deals exclusively with the Author-Date System. The Notes-Bibliography System is covered in a separate guide.

**Author-Date System**

*Used in the Physical, Natural, and Social Sciences*

**OVERVIEW**
- Citations are indicated in parentheses within the body of your text, with the author’s last name, publication date, and page number or other locator, if any (Rule: 15.2)

- Parenthetical text citations are placed within the text where they offer the least resistance to the flow of thought, frequently just before a mark of punctuation.

- The full citation occurs at the end, in an alphabetically ordered list headed by “Reference List.”

- **SPECIAL NOTE**—To save space, this guide is formatted using single space. When formatting your paper, be aware that *The Chicago Manual of Style* requires double space throughout (Rule: 2.8)—i.e., the text, the reference list, everything!

**BASIC STRUCTURE**
- **Reference List** (Rule: 15.6)
  In a reference list entry, the year of publication is the second element, following the author’s name. Otherwise, a reference list entry is structured like an entry in a bibliography (Rule: 14.21): the elements are separated by periods, and the first listed author’s name, according to which the entry is alphabetized in the reference list, is usually inverted (last name first). Titles are capitalized headline-style (Rules: 8.159, 11.6); titles of books and journals are italicized; and titles of journal articles and book chapters are not italicized, but instead enclosed in quotation marks (Rule: 8.163, 14.86).

- **In-Text Citation** (Rules: 15.7, 15.8)
  A citation in the text usually appears in parentheses and includes only the first two elements in a reference list—the author’s last name and the year of publication with no punctuation. In addition a page number when using a quotation, or other locator (chapter name, paragraph number, section heading, or a descriptive phrase when there is no fixed pagination) may be added, following a comma.

**GENERAL STYLE**
- **Hang Style Indentation**—(Rule 1.63) For each entry in the reference list, all lines except the first are indented (typically 3 to 5 spaces, as you choose).

- **Punctuation**—(Rule: 15.6) Periods are generally used between elements in reference lists. A comma separates the page number or other locator in in-text citation; a colon separates the title from subtitle, the place of publication from the publisher, and volume information from page numbers for journal articles.

- **Fonts**—(Rule: 8.2) Use italics for titles of periodicals (i.e., *Journal of Social Activism*) and books (i.e., *Molecular Biology in Cellular Pathology*).

- **Capitalization**—(Rules: 8.157) Use headline-style capitalization in titles and subtitles of works and parts of works such as articles or chapters (i.e., Biology: Science for Life, *Journal of Social Activism*).

- **Authors’ names**—(Rules: 15.12) In reference list entries, only the first author’s last name is inverted (last name first). First names should usually be provided when available.
Applying the concept of episodic memory to animal memory is a controversial issue. There is no agreed operational definition of non-human episodic memory (Hampton and Schwartz 2004). This has led to huge differences in pre-existing assumptions as to the nature of episodic memory in non-humans. On the one hand, there are some commentators (e.g., Donald 1991 and Olton 1984) who have argued that episodic memory is widespread in the animal kingdom, whereas others (e.g., Suddendorf and Corballis 1997 and Tulving 2002) have argued that episodic memory is uniquely human. Clearly, these authors are making their claims based on different operational definitions of episodic memory.”

REFERENCE LIST


BOOKS (Rule: 15.9, 15.20-15.29)

Elements

<table>
<thead>
<tr>
<th></th>
<th>1. <strong>Author</strong>: full name of author(s) or editor(s) or, if no author or editor is listed, name of institution standing in their place</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2. <strong>Year of publication</strong></td>
</tr>
<tr>
<td></td>
<td>3. <strong>Chapter</strong> (if different author than full text) in quotations.</td>
</tr>
<tr>
<td></td>
<td>4. <strong>Title</strong>: full title of the book, including subtitle if there is one, italicized</td>
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<td></td>
<td>5. <strong>Editor, compiler, or translator</strong>, if any, if listed on title page in addition to author</td>
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<td>6. <strong>Edition</strong>, if not the first</td>
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<td>7. <strong>Volume</strong>: total number of volumes if multivolume work is referred to as a whole; individual number if single volume of multivolume work is cited, and title of individual volume if applicable</td>
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<td>8. <strong>Series title</strong> if applicable, and volume number within series if series is numbered</td>
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<td></td>
<td>9. <strong>Publication place</strong>: publisher</td>
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Two Authors

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<tr>
<th></th>
<th>T   (Belk and Borden 2004)</th>
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Three or More Authors (Rule:14.76)

<table>
<thead>
<tr>
<th></th>
<th>T   (Sechzer et al. 1996)</th>
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</table>

For four or more authors, use et al. in the in text note.


When citing e-books downloaded from a library or publisher, you need to indicate the format you have consulted, e.g., PDF e-book, Kindle edition, etc. The format should be the last part of a full citation. For Direct Quotations from eBooks without fixed pages (Rule 14.160) also cite a chapter number or section if available, or if using a page number or location include both the specific location and the total number of locations. (e.g. 427 of 1000)

<table>
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<th>T   (Guenther 1996)</th>
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Chapter in a Book (Rule: 15.9)

<table>
<thead>
<tr>
<th></th>
<th>T   (Ragetti 2005, 37) [NOTE: here citing a specific quote from page 37]</th>
</tr>
</thead>
</table>
### Journal, Magazine & Newspaper Articles (Rule: 15.9, 15.47)

| Elements | 1. Full name(s) of author or authors  
2. Year of publication  
   - Journal—in parentheses (abbreviated Month, Season Year)  
   - Magazine—not in parentheses, Month Date, Year  
   - Newspaper—not in parentheses, Month Date, Year | 3. Title and subtitle of article or column  
4. Title of periodical, italicized  
5. Volume, issue number  
6. Page reference (where appropriate)  
7. For online periodicals, a URL or, if available, a DOI |
| --- | --- |
| **Journal -- Single Author** | T  
R  
| **Journal -- Two Authors** | T  
R  
| **Journal -- Volume Only** | T  
R  
| **Journal -- Volume Only with Date** | T  
R  
| **Newspaper** | T  
R  
| **Magazine** | T  
R  

**Electronic Journal, Magazine & Newspaper Articles**

- **Access date.** Do not include access dates in citations of electronic sources unless no date of publication or revision can be determined from the source (Rule: 14.12)

- **Authors of web pages.** If not readily apparent, try to find and provide the name(s) or authors or corporate authors responsible for the content (Rule: 14.79, 15.37).

- **Databases** When citing items such as news or journal articles obtained through a database whether by library subscription or otherwise, provide the DOI if it is available. If the DOI is not available, use the database recommended stable or persistent URL (Rule: 14.8-9, 14.11).

- **DOI (Digital Object Identifier)** A DOI is a unique and permanent name assigned to a piece of intellectual property such as a journal article or book. A DOI consists of a prefix assigned by a DOI registration agency, following a forward slash, a name assigned by the publisher. When DOIs are available, you should include DOIs rather than URLs (Rule: 14.8-9). Go to [http://www.doi.org/](http://www.doi.org/) for more information.

- **Pagination.** When citing an online publication with an equivalent print version, try to obtain and provide the page numbers used in the print version. In documents without page numbers, add a descriptive locator such as a section heading to allow your reader to find the resource. For articles that are published only in electronic form but can be printed as pages formatted to look like those in the print journal, a separate page-numbering system is used (such as E1, E2, etc.), again running continuously to the end of the volume (Rule: 1.76, 14.160).
**Web address/Uniform resource locators (URL).** If your source is web-based, but not from one of our Library subscription databases, **always** provide the URL. If you need to input a line break in a long URL, do so after a double slash (//) or colon: before any other punctuation, such as, a single slash (/), a tilde (~), a period, a comma, a hyphen, an underline (_), a question mark, a number sign, or a percent symbol; or before or after an equal sign or an ampersand. (Rule: 14.18)

| Article from an E-Journal (Rule: 15.9) | T | (Hamilton 2005)  
| T | (Barry and Breen 2005)  
| Articles from a full-text database | T | (Walters 2013)  
| Newspaper Article from a full-text database (Rule: 15.47) | T | (Satel 2003)  
| Web-based Article (Rule: 15.51) | T | (Nye, 2018)  
| T | (Google, 2016)  
| T | (CivicPlus, n.d.)  

Chicago requires an access date in citations of websites and other sources consulted online only if no date of publication or revision can be determined from the source (see 14.12).  

**OTHER SITUATIONS**  
There are hundreds of other detailed citation examples given in Chapter 15 of the *Manual* available online for Cal State LA students at https://calstatela.libguides.com/cms or in print at the service desk (Z253 .U69 2017). If you do not find examples in this guide that you can use we recommend that you first read sections 15.5-7, and use the index at the back of the manual.

This guide was revised and updated in 2019 by Kendall Faulkner and previously by Holly Yu, Librarians, California State University, Los Angeles. It is based on *The Chicago Manual of Style*, 17th ed., 2017. If you have any difficulty using the *Manual*, or this guide, please ask for help at the Library Service Desk.