Chicago 18 Citation Guide: Author-Date

Metro State University Writing Center, Spring 2025

# **Resources**

**Ebook***: The Chicago Manual of Style Online* 18th edition (*CMOS*): access through the Metro Library using Star ID.

**Useful webpages on the *CMOS* site**: 1 ) [Author-Date Sample Citations](https://www.chicagomanualofstyle.org/tools_citationguide/citation-guide-2.html) 2) [Format for a Student Paper](https://www-chicagomanualofstyle-org.mtrproxy.mnpals.net/help-tools/Resources-for-Students.html) 3) [What’s New in the 18thedition](https://www.chicagomanualofstyle.org/help-tools/what-s-new.html)

**Print Book:** *The Chicago Manual of Style*18th edition, 2024

# **In-Text Citation** (*CMOS* 13.102)

* To cite a source in the text, place the author’s last name, the year of publication, and page number[s] inside parentheses like this (Sanchez 2024, 256).
* When a text citation contains more than two authors, only list the first author and et al. like this (Schmidt et al. 2023, 55). Complete publication information appears in the References at the end of the work.

## **Quotes**

### Formats in Sentences

Chau said, “Chicago style is great” (2017, 123).

Chicago style “uses Turabian’s adaptations for student works” (Chau 2017, 123-124).

### A Source Quoted by Your Source (Secondary Source)

Dan Chen says that "‘pizza is best cold’ but it is most often eaten hot,” yet many would argue that pizza is delicious either way (as quoted in Morales 2017,123).

### **Format for a Block Quote**

For a quote longer than five lines, create a **block quote;** most timesuse a colon to introduce it:

Place it on a new line, do not use quotation marks, single space the quote, and indent it. If a quote contains a quote, then ‘use single marks’ to show its beginning and end. If you add a bit of text, [use square brackets] like this. To leave out a little text, replace it with an ellipsis . . . like this. The citation comes at the end of a block quote, like this. (Chau 2017, 335)

## **Paraphrases**

According to *CMOS*, location indicators are required when paraphrasing and quoting. For text sources, use page numbers or short descriptions. For video or audio sources, use a time stamp or short description. For parenthetical citations containing more than one source, separate each one with a semicolon.

### Basic Format in Sentences

Chau et al. praised the efficiency of Chicago’s author-date system (2017, 61-67).

Scholars have long praised the Chicago author-date system (Chau et al. 2017, 61-67; Shewell 1955).

### A Paraphrase with a Signal Phrase

Morales comments on the dual nature of Chicago’s citation style (1998, 109).

### The Same Paraphrase without a Signal Phrase

Chicago’s citation style has a dual nature (Morales 1998, 109).

## **Sources Cited In-Text but not Included in References**

A variety of sources are cited in-text parenthetically, but not in the references list at the end: standard reference works; comments to online articles and blogs; social media posts; artworks and live performances; sacred texts such as the Bible; public documents such as the Constitution; and classical, medieval, and early works of English literature.

### Sample Citations for In-Text only Sources

#### For a Definition

The word adulting is an example of nouns being used as verbs in popular speech (*Oxford English Dictionary*, 3rd ed., s.v. “Adulting,” accessed Feb. 18, 2020, <https://www-oed-com.mtrproxy.mnpals.net/view/Entry/81351340?rskey=EAwcuE&result=2&isAdvanced=false#eid>).

#### For an Image Reproduced in the Paper

Figure 1. (Norman Catherine, “Walls Without Clouds,” 1980, color lithograph, Minneapolis Institute of Arts)

#### For a Live Performance

One of the most interesting productions happened in 2011 (*The Winter’s Tale*, by William Shakespeare, directed by Jonathan Munby, performance by Helen Carey, Guthrie Production Company, Guthrie Theater, 27 March 2011, Minneapolis Minnesota).

# **References**

* Create a separate page at the end of the paper titled **References** centered in bolded text on the first line and leave two blank lines before the first entry.
* The list is single-spaced; leave one blank line between each of the source entries.
* If an entry takes more than one line, the second line is indented one half inch (hanging indent). To make a hanging indent, in Word, highlight the entry, then select the Paragraph tab’s indentation settings, then select Special and Hanging. Entries are listed alphabetically by author’s last name.
* For 7or more authors, list the first six authors followed by et. al. (*CMOS* 13.123)
* For more than one source by the same author, alphabetize them by title and list the author’s name(s) for each entry. (*CMOS* 13.72)
* If there is no author, begin the entry with the title. If an organization is both the author and publisher, include it both as the author and the publisher.
* Titles of books, films, journals, newspapers, and blogs are in italics, *Like This*; titles of chapters, articles, webpages, posts, and comments are within quotation marks, “Like This”; a main website title like Google Scholar is in plain text, Like This.
* When no author is given on the title page, use the name(s) of the editor(s) [ed. or eds.], compiler(s) [comp. or comps.], or translator(s) [trans.].
* For additional contributors, provide explanations: adapted by, directed by, introduction by, edited by, translated by, illustrated by etc. or use the singular forms of ed., comp., etc. proceeding the contributor’s name.
* For missing dates, use [n.d.]. For uncertain dates, use ca. year for an approximation, and [year?] for uncertain accuracy. If an original publication date is relevant, include it after the title. For sites where no date can be determined, use n.d. and provide an access date.

## **Sample Entries**

### **Book**

Oates, Joyce Carol, and Robert Atwan, eds. 2000. *The Best American Essays of the Century*. Houghton Mifflin.

Kingston, Maxine Hong. 1976. *The Woman Warrior: Memoirs of a Girlhood Amidst Ghosts*. A. A. Knopf.

### **Book Chapter in an Anthology (14.8)**

Hoffman, Alice. 1996.“Reliability and Validity in Oral History.” In *Oral History: An Interdisciplinary Anthology*, edited by David K Dunaway and Willa K. Baum. 2nd ed, AltaMira Press.

### **E-book**

Womack, Ytasha L. 2021. *Afrofuturism: The World of Black Sci-Fi and Fantasy Culture*, Laurence Hill Books. [eBooks Minnesota High School-Adult Collection](https://na04.alma.exlibrisgroup.com/view/action/uresolver.do?operation=resolveService&package_service_id=19946440300004266&institutionId=4266&customerId=4265).

### **Journal Article with Multiple Authors**

Oke, Ayodeji Emmanuel, Douglas Aghimien, and Abiola Aedoyin. 2018. “SWOT Analysis of Indigenous and Foreign Contractors in a Developing Economy.” *The International Journal of Quality & Reliability Management* 35, no. 6: 1289-1304. <https://doi.org/10.1108/IJQRM-11-2016-0210>.

### **Newspapers and Magazines**

Mack DeGeurin. “Almost Two Decades since 9/11, 10 Times as Many New York City Police Officers Have Died from 9/11-Related Illnesses than Perished in the Actual Attack.” *Insider*, September 10, 2019, Proquest.

Scott Kirkwood. “Looking Back: A Prisoner of the Japanese-American Internment Camp at Minidoka Recalls His Time There, 60 Years Ago.” *National Parks*, January 2008, EBSCO Academic Search Premier.

### **Published Diary / Correspondence**

Zapruder, Alexandra. 2009. *Salvaged Pages: Young Writers` Diaries of the Holocaust*. Yale University Press. https://doi.org/10.12987/9780300127416.

### **Archive/ Dataset**

Histories of YMCA Indian Work, 1900-1911. Papers. Kautz Family YMCA Archives, University of Minnesota, Twin Cities. Minneapolis, MN.

Bryan, Michael. “US Social Vulnerability by Census Block Groups, 2022.” Version 2. Harvard Dataverse, November 5, 2024. https://dataverse.harvard.edu.

### **Web Page with no date, with date / Blog post**

Endangered Languages Project. n.d. “Lakota.” First Peoples' Cultural Council. Accessed May 5, 2021. <http://www.endangeredlanguages.com/lang/2052>.

Quale, Jack. 2024. “The First Rescue Inhaler was a Cigarette.” Accessed November 12, 2024. https://storymaps.arcgis.com/stories/355590c003bf4605b9e92e3f2ec43fc4

Fischer, Anna Gray. 2020. “Black Women, Police Violence, and Gentrification.” *Process: A Blog for American History* (blog). September 17, 2020, http://www.processhistory.org/fischer-black-women/.

### **Online News Source with No Author / Social Media**

“Uber Begins Helicopter Service in Brazil’s Biggest City.” (2016). *New York Times*. June 14, 2016. https://www.nytimes.com/aponline/2016/06/14/world/americas/ap-lt-brazil-uber.html.

The Chicago Manual of Style (@ChicagoManual). “Sometimes style takes more than 140 characters—or even 280. We welcome CMOS style questions at our Q&A.” Twitter, January 18, 2019, 2:50 pm. https://twitter.com/ChicagoManual/status/  
1086358863711010817.

### **Video / Podcast episode**

Hadjiyanni, Tasoulla. “How Our Kitchen Tables Affect Our Ability to Thrive.” TedxMinneapolis, August 7, 2001. YouTube, 13 min., 56 sec. https://www.youtube.com/watch?v=rxlwkPjyxGI.

*Code Switch*. 2020. “COVID Diaries: Jessica and Sean Apply for a Loan.” Hosted by Shereen Marisol Meraji. NPR, May 20, 2020. https://www.npr.org/podcasts/510312/codeswitch.

### **Lecture / Interview**

DeJonghe, Jennifer. 2020. “Books, Literacy, and Reading.” Lecture, Metropolitan State University, St Paul, MN, May 19, 2020.

Yang, Kao Kalia. 2016. Interview by Mainhia Moua. St. Paul. October 10, 2016.

### **Sources From Oral Traditions**

Nesser, David. Fond du Lake Band of Lake Superior Chippewa. (May 25, 2015). “Teaching about Traditional Knowledge.” Oral teaching shared at Coffee with David event at the Neighborhood Community Center, Cloquet, MN.

Saw Htoo, Pwo Karen. (September 30, 2019*).* “Story about an Oral Tradition as Told to Saw Htoo by his Grandfather.” Oral teaching shared at Saw Htoo’s home in St Paul, MN.