EASY AS 1-2-3
1. Identify your source type.
2. Find an example. (May not be on this handout!)
3. Mirror the example.

REFERENCE LIST EXAMPLES (Author-Date)

• NOTE: Chicago-style citations take the form of two systems: (1) Notes and Bibliography (N-B) and (2) Author-Date (A-D). The N-B method is typically used in the Humanities [note: hanging indent not shown]. This guide shows the A-D Method, typically used in the Social Sciences.

Book
Author1 [LastName, Middle Name or Initial FirstName], and Author2 [FirstName M.I. LastName]. Date of publication. Book Title. Place of publication: Publisher. [include URL for e-books]


Book Chapter
Author 1 [LastName, FirstName M.I.]. Date of publication. “Chapter Title.” Book Title, edited by editor’s name [FirstName LastName], page numbers. Place of publication: Publisher.


Journal Article (Electronic)
Author1, Author2, and Author3 [as above]. Date of publication. “Article Title.” Journal Title vol., no., (month, season or quarter): page numbers. DOI (if available).


Webpage
Author, date of publication. “Article or Page Title.” Date accessed. URL.


FORMAT YOUR PAPER
• No less than 1” and no more than 1.5”
• Font Times New Roman or Palatino, 12 pt. font preferred
• Double-space text except block quotations, table titles and figure captions
• Page numbers in the header of first page, starting with arabic numeral 1
• Title page
• Use subheadings for longer papers (see Turabian for recommendations)
• Add an extra line before and after subheadings (omit periods)
• References list follows from main body, double-spaces, sorted alphabetically by first author’s last name. Use hangng indentation (not shown)

HELP! HOW DO I CITE A SOURCE ACCORDING TO Chicago
In-text Citations (Author-Date)

In addition to a list of references at the end of your paper, you need to cite your sources in the text of your paper. Citations in the text include the last name of the author(s) and publication year.

With author in sentence
...in another study by Grazer and Fishman (2015), ...

Without author in sentence
...whenever it occurred (Smith 1992).

Include page numbers when quoting or referring to a specific passage. Pagination includes the author, year, and page number for the reference (BUT do NOT precede the page number with "p.").

With author in sentence, using direct quote
As stated by Thoreau (2016), "[Quotation]."

Without author in sentence, using direct quote
"[Quotation....]" (Thoreau 2016, 177-78)

Up to three authors
(Smith, Jones and Doe 2002)

Four or more authors
(Smith et al. 2006)

If the work does not have an author, cite the source by its title in the signal phrase or use the first word or two in the parentheses. Titles of books and reports are italicized; titles of articles, chapters, and web pages are in quotes.

[For more examples, visit the CMS Quick Start Guide online]

Remember!

When you include a quote or borrowed idea in your paper, introduce it with a signal phrase! This provides context for source material.

Additional Help

This handout is only a sample of basic CMS formatting. If you have questions, talk to a librarian or consult the Chicago Manual of Style (17th ed.), 2017 available in Henderson Library.

Citing LibGuide
georgiasouthern.libguides.com/citations

CMS Style Quick Start
https://goo.gl/dMEdMF

CMS Style Blog
http://cmosshoptalk.org/