

## Instruction Section Chicago Manual of Style, Author-Date System Quick Guide

The following guide provides citation examples in the *Chicago Manual of Style* (16<sup>th</sup> edition) author-date system for the most commonly cited reference types in Instruction Section publications. For further information, see the cited sections of the manual.

### Author-Date System Overview (CMOS 15.5, 15.24, 15.25)

The author-date system consists of short citations in the text and a reference list, which includes the full bibliographic information. The text citations, enclosed in parentheses, provide the author's last name and the year of publication. If a particular page is cited, it follows the year and is preceded by a comma.

(Smith 2015)

(Smith 2015, 9)

If the author's name appears in the text, it does not need to be repeated in the parenthetical citation. The date should immediately follow the author's name. However, in the case of direct quotations, the parenthetical citation may appear after the author's name or after the quotation.

Smith and Jones (2015) explain that instruction librarians gain many benefits by joining the ACRL Instruction Section.

As Smith and Jones point out, "Instruction Section committee members learn how to properly format *Chicago Manual of Style* citations in the author-date system" (2015, 2).

### Author's Name (CMOS 14.76, 15.28, 15.35, 15.36)

#### Two and three authors

The format of the authors' names in the reference list entry follows the pattern below. Please note that commas are placed before and after the 1<sup>st</sup> author's first name and *and* is used, not an ampersand.

1<sup>st</sup> Author Last Name, First Name, and 2<sup>nd</sup> Author First Name Last Name.

Smith, Joe, and Sally Jones. 2015.

(Smith and Jones 2015)

### Four or more authors

List all names in the reference list, but use only the 1<sup>st</sup> author last name, followed by *et al.* for the text citation.

Smith, Joe, Sally Jones, Steven Brown, Joan Lee, and Juan Rodriguez. 2015.

(Smith et al. 2015)

### Editor as author

Use the editor's name as the author, followed by *ed.* or *eds.* in the reference list. Do not include *ed.* in the text citation.

Smith, Joe, ed. 2015.

(Smith 2015)

### Organization as author

Use the organization, association, or corporation as the author when there is no personal author. For works authored by college or university departments, use the official name of the department, followed by the institution, if not already mentioned.

Center for Teaching Excellence, Cornell University. 2015.

Williams College Libraries. 2015.

## Line Breaks for URLs and DOIs (CMOS 14.12)

Microsoft Word often does not break the URL at the end of lines according to *Chicago Manual of Style* rules. The break should be made:

- *after* a colon or a double slash (//)
- *before* a single slash (/), a tilde (~), a period, a comma, a hyphen, an underline (\_), a question mark, a number sign, or a percent symbol
- *before or after* an equals sign or an ampersand

To make a break in Microsoft Word, use a line break (ctrl-Enter). Do not use spaces. Although Microsoft Word automatically creates hyperlinks whenever it detects a URL, it is usually better to manually insert the hyperlink after any breaks have been inserted to make sure the URL for the hyperlink does not get broken.

## Reference List Format and Examples

### Books (CMOS 14.68-14.169)

Author. Year. *Title*. Place of Publication: Publisher.

Barkley, Elizabeth F., K. Patricia Cross, and Claire Howell Major. 2005. *Collaborative Learning Techniques: A Handbook for College Faculty*. San Francisco: Jossey-Bass.

#### **Chapters from Edited Book (CMOS 14.112)**

Chapter Author. Year. "Chapter Title." In *Book Title*, edited by Editor First Name Last Name, Page Range. Place of Publication: Publisher.

Armstrong, Alison. 2003. "First Year Experience Research Skills Survey." In *Assessing Student Learning Outcomes for Information Literacy Instruction in Academic Institutions*, edited by Elizabeth F. Avery, 53-9. Chicago: Association of College & Research Libraries.

#### **Journal Articles (CMOS 14.175-14.198, 14.184)**

Author. Year. "Article Title." *Journal Title* Volume (Issue): Page range.

For electronic journal articles, include the DOI or URL.

Bobish, Greg. 2011. "Participation and Pedagogy: Connecting the Social Web to ACRL Learning Outcomes." *The Journal of Academic Librarianship* 37 (1): 54-63.  
doi:10.1016/j.acalib.2010.10.007.

#### **Magazine and Newspaper Articles (CMOS 15.47)**

Author. Year. "Article Title." *Magazine/Newspaper Title*, Month Day, Page range.

For online articles online, include the URL.

O'Neil, Megan. 2014. "Confronting the Myth of the 'Digital Native.'" *The Chronicle of Higher Education*, April 21. <http://chronicle.com/article/Confronting-the-Myth-of-the/145949/>.

#### **Website Content (CMOS 14.243-14.245, 15.51)**

Author. Year. "Title of Page." Site Sponsor. Last modified/Accessed Month Day. URL.

Include site sponsor only if the author is a personal author. Indicate date accessed if the site does not have a last modified date.

Eberly Center for Teaching Excellence and Educational Innovation, Carnegie Mellon University. 2015. "Group Projects Aren't Working." Accessed January 21.  
<http://www.cmu.edu/teaching/solveproblem/strat-groupwork/>.

#### **Blogs (CMOS 14.246)**

Author. Year. "Title of Blog Entry." *Blog Title* (blog), Month Day. URL.

If *blog* is part of the title, remove (*blog*).

Byrne, Richard. 2014. "Seven Free Online Whiteboard Tools for Teachers and Students." *Free Technology for Teachers* (blog), January 11. <http://www.freetech4teachers.com/2014/01/seven-free-online-whiteboard-tools-for.html>.

### Occasional Papers ([Chicago Style Q&A FAQ 0221](#) and [CMOS 14.128](#))

Author. Year. *Title of Occasional Paper*. Title of Series, No. Number of Paper in Series. Place of Publication: Publisher.

Add URL at the end if available online.

Hershock, Chad, and Mika LaVaque-Manty. 2012. *Teaching in the Cloud: Leveraging Online Collaboration Tools to Enhance Student Engagement*. CRLT Occasional Papers, No. 31. Ann Arbor, MI: Center for Research on Learning and Teaching, University of Michigan. [http://www.crlt.umich.edu/sites/default/files/resource\\_files/CRLT\\_no31.pdf](http://www.crlt.umich.edu/sites/default/files/resource_files/CRLT_no31.pdf).

### Working Papers, White Papers, and Other Unpublished or Informally Published Works ([CMOS 14.228](#))

Author. Year. "Title of Paper." Title of Series. Sponsoring Organization, Month Day.

Add URL at the end if available online.

Deal, Ashley. 2009. "Collaboration Tools." Teaching with Technology Whitepaper. Eberly Center for Teaching Excellence and Educational Innovation, Carnegie Mellon University, January 23. [http://www.cmu.edu/teaching/technology/whitepapers/CollaborationTools\\_Jan09.pdf](http://www.cmu.edu/teaching/technology/whitepapers/CollaborationTools_Jan09.pdf).

### Conference Papers, Panels, and Presentations ([CMOS 14.226](#))

Author. Year. "Title of Paper." Paper presented at type of meeting of Name of Organization, Location, Date Range.

Modify "Paper presented at" to match the content (keynote address, poster, paper, panel, presentation, etc.). If available online, include the URL. If paper is from published proceedings, treat as chapter in a book or journal article.

Krongard, Sarah, and John McCormick. 2013. "Real Time Visual Analytics to Evaluate Online Collaboration." Presentation at the annual conference of NERCOMP, Providence, RI, March 11-13. <http://www.educause.edu/nercomp-conference/2013/2013/real-time-visual-analytics-evaluate-online-collaboration>.