CMS Reference Guidelines

Citing and Referencing using Chicago Manual of Style 16th ed.

(Author-Date format)

- Citing is to include a brief note in the text of your paper indicating that the information at that point comes from an outside source
- Citations occur throughout the body of a work – these are called in-text citations
- Corresponding sources i.e. references are listed in the Reference List

There are recognised conventions for the format of the citation and reference. Faculty of Science and Agriculture uses The Chicago Manual of Style. 16th ed. Chicago: University of Chicago Press, 2010. There are two formats:

- Documentary – Notes and Bibliography
- Author-Date: used for the Sciences

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Why Cite Information

- **It is ethical** – to prove that your work has a substantial, factual basis; to show the research you've done to reach your conclusions
- **It is a professional courtesy**
- **To enable the reader to verify quotations**
- **To allow the reader identify and retrieve the references** for their own use
- **It may be a legal obligation** in the case of copyright
- **To avoid plagiarism** - may protect you in the case of questionable allegations

**IN-TEXT CITATIONS**

**How to note citations in the text?**

When quoting ensure quotation marks are used, along with the relevant page number(s)

*For example:* Larsen (2005, 98) noted that "many of the facts in this case are incorrect"

*OR* "Many of the facts in this case are incorrect" (Larsen 2005, 98).

**In-text citation formats**

- **Single author:** (Smith 1987)
- **Page or other reference:** (Smith 1987, 125)
• Two or three authors: (Collins and Hutchinson 1953) (Collins, Smith, and Hutchinson 1987)
• More than three authors: (Warner et al. 1959)
• Group as author: (EPA 1986)
• Different authors with same last name and same date: (P. Brown 1991)
• Same author and dates: (Whittaker 1967, 1975; Wiens 1989a, 1989b) (Wong 1999, 328; 2000, 475; García 1998, 67)

Multiple text references
Two or more references in a single parenthetical citation are separated by semicolons. The order in which they are given may depend on what is being cited, and in what order may reflect the relative importance of the items cited alphabetical or chronological order. Unless the order is prescribed by a particular journal style, the decision is the author’s.


‘Quoted In’
If an original source is unavailable, and “quoted in” must be resorted to, mention the original author and date in the text and cite the secondary source in the reference list entry. The text citation would include the words “quoted in.”

• In text: In Louis Garcia’s “Sincerity and Objectification,” from the February 1931 issue of Poetry magazine (quoted in Costello 1981).

• Reference – put the item you would have used in the reference list:

THE REFERENCE LIST
Entitle the list as “REFERENCES” or “LIST OF REFERENCES

• Uniformity, consistency and accuracy are important
• Check your list of references before submitting your work, even if you have used bibliographic software
• Limit your reference list to only those works cited in the main article.

Arrangement of references
Arrange references in a single alphabetical list according to (excluding A, An and The)

• surname of author
• first word of a corporate author
• title if there is no author
Hanging indentation

- Begin each reference flush with the left margin
- If an entry runs more than one line, indent the subsequent line or lines one-half inch from the left margin. This is called hanging indentation

Spacing

- For theses or papers which have been double spaced, put single space within a reference and double space between

Punctuation:

- All major elements are separated by periods

Chronological order for repeated names in a reference list

- For successive entries by the same author(s), translator(s), editor(s), or compiler(s), a 3-em dash replaces the name(s) after the first appearance. The entries are arranged chronologically by year of publication in ascending order, not alphabetized by title.
- [Note in MS Word, you can use 6 underscore to replace the 3-em dash]


Same first author with several other authors

- Single author precedes multiple authors
- Order by the surname of the authors, regardless of how many co-authors e.g.,

  Smith, J. 1998. ............
  Smith, J., D. Sammy, J. George, and T. Harry. 2009. ...

Corresponding in-text citation

- (Smith 1998)
- (Smith, Foxx, et al. 2009)
- (Smith, Sammy, et al. 2009)
Dividing URLs over a line

- If a URL or DOI has to be broken at the end of a line, 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; or before or after an equal sign or an ampersand.
- Such breaks help to signal that the URL or DOI has been carried over to the next line.

“No date”

When the publication date of a printed work cannot be ascertained, the abbreviation *n.d.* takes the place of the year in the publication details. A guessed-at date may either be substituted (in brackets) or added.

Smith, J. n.d.
Smith, J. [1750?]. or Smith, J. n.d., ca. 1750.

A work for which no publisher, place, or date can be determined or reasonably guessed at should be included in a bibliography only if accompanied by the location where a copy can be found (e.g., “Two copies in the Special Collections Department of the University of Chicago Library”). See CMS 14.138. 14.152

For Websites with no date: use the year that you accessed the item.

Journals – volume, issue, page nos.

*Volume, issue and page numbers*

*Journal of Maths* 45 (3): 245255

When only a date is available, it becomes an indispensable element and should therefore not be enclosed in parentheses; a comma follows the journal title and the date. (CMS 14.181)


*No issue no.*

When page numbers immediately follow a volume number, separated only by a colon, no space follows the colon. But when parenthetical information intervenes, a space follows the colon.

*Social Networks* 14:213–29
*Critical Inquiry* 19 (Autumn): 164–85

*No volume*

When, as occasionally happens, the page number follows an issue number, a comma—not a colon—should be used. (CMS 14.186)
If a site ceases to exist before publication, or if the information cited is modified or deleted, such information should be included in the text or note.

As of July 18, 2008, Hefferman was claiming on her Facebook page that . . . (a claim that had disappeared from her page by September 1, 2008) . . .


Use of et al. in the Reference List
For works with more than ten authors—only the first seven should be listed in the bibliography, followed by et al.

ELEMENTS
Author’s names
- The author’s name is inverted in the Reference List, so John Smith becomes Smith, John or Smith, J.
- Full names rather than initials be used for authors’ names e.g., John T. Smith not J. T. Smith
  - Guide: use how it is seen on the title page.
- Some authors like V. S. Naipaul and T. S. Elliot will retain the initials. Note that it is V. space S. space Naipaul not V.S. except when initials are used alone e.g. JT. Do not include titles e.g., Dr. or degrees e.g., PhD
- If an author is not listed, use: Editor/s (ed. or eds.), Compilers/ (comp. or comps.), Translator/s (trans.) etc. or the Corporate author e.g., The University of the West Indies
- If none of the above, then use the main entry is the title, then the year. So the in-text citation would be the first few letters of the title in italics e.g., (Rainy days 2009).
- For works with more than ten authors—only the first seven should be listed in the reference list, followed by et al.
- Where space is limited, the policy of the American Medical Association may be followed: up to six authors’ names are listed; if there are more than six, only the first three are listed, followed by et al. (Note – space is not limited in a thesis)

Titles
Titles of books and journals are italicized for any work published independently books journals
blogs, films,
Names of newspapers,
Photographs magazines,
Paintings pamphlets,
plays Web sites

Titles – use double quotation marks:

For titles of works published within a larger work
Articles
chapters of books stories
essays blog entries
poems
pages in Web sites

For unpublished works
unpublished manuscripts lectures
theses papers delivered at conferences

Titles are in Headline style, that is, In a title, capitalize the first word, and all principal words, including those that follow a hyphen in a compound term.
  • Also capitalize the first word of a subtitle following a colon.
  • Do not capitalize articles, conjunctions or prepositions
  •
E.g. Prediction and Prevention of Famine: A World with Limited Food.

Publishers’ name
For well-known publisher’s name - simplify by removing “and sons” etc.

  • e.g., McGraw-Hill for McGraw-Hill, Inc. or Norton for Norton and Co., Inc.

Uniform Resource Locator (URL)
  • Use the address that appears in the address bar, unless a shorter, more stable form of the URL is offered on the website
  • That is a stable URL is preferred to a URL e.g., http://www.jstor.org/stable/1577252
  • And a DOI (Digital Object Identifier) is preferred to a URL e.g., doi:10.1016/j.appet.2010.02.001

Digital Object Identifier (DOI)
http://www.doi.org/

DOI is a unique and permanent name assigned to a piece of intellectual property such as a journal article or book (or a component thereof): A single DOI for a journal article applies to that article in any medium, print or electronic.

To resolve a doi use: http://dx.doi.org (and add the doi address to this in the address bar)

- To find a DOI, go to CrossRef http://www.crossref.org or http://www.crossref.org/guestquery/
- To verify a DOI, go to http://www.doi.org or CrossRef
- To turn a DOI into an URL add http://dx.doi.org/
e.g.
URL: http://dx.doi.org/10.1016/j.appet.2010.02.001

SAMPLE

REFERENCES


Formatting your Research Paper/Thesis

En and Em dashes

An em-dash is typically used as a stand-in for a comma or parenthesis to separate out phrases—or even just a word—in a sentence for various reasons (i.e. an appositive). Examples where an em-dash should be used:

- School is based on the three R’s—reading, writing, and ’rithmetic.
- Against all odds, Pete—the unluckiest man alive—won the lottery.
- I sense something; a presence I’ve not felt since—

An en-dash is used to connect values in a range or that are related. A good rule is to use it when you’re expressing a "to" relationship. Examples where an en-dash should be used:

- in years 1939–1945
- pages 31–32 may be relevant
- New York beat Los Angeles 98–95

A hyphen is used to join words in a compound construction, or separate syllables of a word, like during a line break, or (self-evidently) a hyphenated name.

- pro-American
- cruelty-free eggs
- em-dash
- it’s pronounced hos-pi-tal-it-tee
- Olivia Newton-John

How to make simply see http://www.computerhope.com/issues/ch001084.htm

Four ways to make them http://www.techrepublic.com/blog/microsoft-office/four-ways-to-insert-an-em-dash-in-a-word-document/

How to create shortcuts in Word to make them simply http://www.punctuationmatters.com/quickly-insert-an-n-dash-or-m-dash-in-microsoft-word/
TABLES / FIGURES

- Tables – captions are at the top of the table
- Figures – captions are below the figure
- Numbering – each table/figure gets an individual number e.g., Figure 1, Figure 2 or Table 1.1., Table 1.2, Table 2.1
- Source info is not part of the caption/title.
- Place source info below table/figure (below the figure caption).
- Note info is placed below the source info.

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