

# CHICAGO MANUAL AUTHOR DATE ESSAY

## THE CHICAGO MANUAL OF STYLE: AUTHOR-DATE SYSTEM EXPLAINED FOR ESSAYS

**CHICAGO MANUAL AUTHOR DATE ESSAY** FORMATTING CAN SEEM DAUNTING AT FIRST GLANCE, BUT UNDERSTANDING ITS CORE PRINCIPLES UNLOCKS A CLEAR AND CONSISTENT WAY TO CITE SOURCES WITHIN ACADEMIC WRITING. THIS GUIDE PROVIDES A COMPREHENSIVE BREAKDOWN OF THE AUTHOR-DATE SYSTEM AS OUTLINED IN THE CHICAGO MANUAL OF STYLE, FOCUSING SPECIFICALLY ON ITS APPLICATION IN ESSAY WRITING. WE WILL DELVE INTO THE NUANCES OF IN-TEXT CITATIONS, THE CONSTRUCTION OF THE REFERENCE LIST, AND COMMON PITFALLS TO AVOID, ENSURING YOUR ESSAYS MEET RIGOROUS ACADEMIC STANDARDS. WHETHER YOU'RE A STUDENT OR A SEASONED WRITER, MASTERING THIS CITATION STYLE WILL ENHANCE THE CREDIBILITY AND CLARITY OF YOUR WORK, MAKING COMPLEX ACADEMIC RESEARCH MORE ACCESSIBLE AND MANAGEABLE.

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## UNDERSTANDING THE CHICAGO MANUAL OF STYLE AUTHOR-DATE SYSTEM

THE CHICAGO MANUAL OF STYLE (CMOS) OFFERS TWO PRIMARY CITATION SYSTEMS: NOTES-BIBLIOGRAPHY AND AUTHOR-DATE. FOR ESSAYS, THE AUTHOR-DATE SYSTEM IS OFTEN PREFERRED FOR ITS DIRECTNESS AND EASE OF TRACKING SOURCES WITHIN THE TEXT. THIS SYSTEM RELIES ON BRIEF PARENTHETICAL CITATIONS EMBEDDED DIRECTLY WITHIN THE NARRATIVE, WHICH CORRESPOND TO A DETAILED LIST OF ALL CITED SOURCES AT THE END OF THE DOCUMENT. THE AUTHOR-DATE SYSTEM IS PARTICULARLY PREVALENT IN DISCIPLINES SUCH AS THE SOCIAL SCIENCES AND NATURAL SCIENCES, WHERE RAPID VERIFICATION OF SOURCES IS CRUCIAL.

THE FUNDAMENTAL PRINCIPLE BEHIND THE AUTHOR-DATE SYSTEM IS TO PROVIDE READERS WITH IMMEDIATE ACCESS TO THE SOURCE INFORMATION WITHOUT INTERRUPTING THE FLOW OF YOUR ARGUMENT EXCESSIVELY. EACH IN-TEXT CITATION INCLUDES THE AUTHOR'S LAST NAME AND THE YEAR OF PUBLICATION. THIS PAIRING SERVES AS A SHORTHAND, DIRECTING THE READER TO THE FULL BIBLIOGRAPHIC DETAILS IN THE REFERENCE LIST. MASTERING THIS SYSTEM REQUIRES CAREFUL ATTENTION TO DETAIL, ENSURING THAT EVERY CITATION IS ACCURATE AND THAT EVERY SOURCE MENTIONED IN THE TEXT IS FULLY ACCOUNTED FOR IN THE REFERENCE LIST.

## KEY COMPONENTS OF THE AUTHOR-DATE SYSTEM

THE AUTHOR-DATE SYSTEM, AS DEFINED BY THE CHICAGO MANUAL OF STYLE, CONSISTS OF TWO INTERCONNECTED PARTS. THESE ARE THE IN-TEXT CITATIONS AND THE REFERENCE LIST. BOTH COMPONENTS ARE CRITICAL FOR ENABLING READERS TO LOCATE AND VERIFY THE SOURCES YOU HAVE CONSULTED IN YOUR ESSAY. WITHOUT ONE, THE OTHER IS INCOMPLETE AND RENDERS YOUR CITATION SYSTEM INEFFECTIVE. UNDERSTANDING THE ROLE OF EACH COMPONENT IS THE FIRST STEP TOWARDS SUCCESSFUL IMPLEMENTATION.

## IN-TEXT CITATIONS IN CHICAGO AUTHOR-DATE

IN-TEXT CITATIONS ARE THE BRIEF REFERENCES PLACED DIRECTLY WITHIN THE BODY OF YOUR ESSAY. THEY ARE DESIGNED TO BE UNOBTRUSIVE YET INFORMATIVE, POINTING THE READER TO THE ORIGIN OF SPECIFIC INFORMATION, IDEAS, OR QUOTATIONS. THE

MOST COMMON FORMAT INVOLVES PLACING THE AUTHOR'S LAST NAME AND THE YEAR OF PUBLICATION IN PARENTHESES IMMEDIATELY AFTER THE BORROWED MATERIAL. FOR EXAMPLE, (SMITH 2020) INDICATES THAT THE PRECEDING INFORMATION COMES FROM A WORK BY SMITH PUBLISHED IN 2020.

WHEN DIRECT QUOTATIONS ARE USED, PAGE NUMBERS ARE ALSO ESSENTIAL. THESE ARE TYPICALLY INCLUDED AFTER THE YEAR, SEPARATED BY A COLON AND A SPACE, LIKE SO: (SMITH 2020, 45). THIS PROVIDES A PRECISE LOCATION WITHIN THE SOURCE, ALLOWING READERS TO FIND THE EXACT PASSAGE QUICKLY. FOR PARAPHRASED OR SUMMARIZED INFORMATION, PAGE NUMBERS ARE OFTEN OPTIONAL BUT ARE HIGHLY RECOMMENDED IF A SPECIFIC POINT OR SECTION IS BEING REFERENCED, AS IT AIDS IN CLARITY AND SCHOLARLY INTEGRITY.

## THE REFERENCE LIST FOR CHICAGO AUTHOR-DATE ESSAYS

THE REFERENCE LIST, ALSO KNOWN AS THE "WORKS CITED" OR "REFERENCES" PAGE DEPENDING ON THE SPECIFIC FIELD'S CONVENTION, IS A COMPREHENSIVE ALPHABETICAL LISTING OF ALL THE SOURCES THAT HAVE BEEN CITED WITHIN THE TEXT OF YOUR ESSAY. THIS LIST IS CRUCIAL FOR PROVIDING FULL BIBLIOGRAPHIC DETAILS, ENABLING READERS TO IDENTIFY AND RETRIEVE THE ORIGINAL SOURCES. EACH ENTRY IN THE REFERENCE LIST CORRESPONDS TO AN IN-TEXT CITATION, CREATING A DIRECT LINK BETWEEN YOUR NARRATIVE AND YOUR RESEARCH FOUNDATION.

THE CONSTRUCTION OF EACH REFERENCE LIST ENTRY FOLLOWS SPECIFIC RULES DICTATED BY THE TYPE OF SOURCE BEING CITED (E.G., BOOK, JOURNAL ARTICLE, WEBSITE). HOWEVER, COMMON ELEMENTS USUALLY INCLUDE THE AUTHOR'S NAME, THE PUBLICATION DATE, THE TITLE OF THE WORK, AND PUBLICATION INFORMATION SUCH AS THE PUBLISHER OR JOURNAL NAME. MAINTAINING ACCURACY AND CONSISTENCY IN THIS LIST IS PARAMOUNT TO THE CREDIBILITY OF YOUR ESSAY AND THE EFFECTIVENESS OF YOUR CHICAGO AUTHOR-DATE CITATION.

## CRAFTING EFFECTIVE IN-TEXT CITATIONS

EFFECTIVE IN-TEXT CITATIONS ARE THE CORNERSTONE OF A WELL-EXECUTED CHICAGO AUTHOR-DATE ESSAY. THEY SHOULD BE SEAMLESSLY INTEGRATED INTO YOUR PROSE, GUIDING THE READER WITHOUT DISRUPTING THE FLOW OF YOUR ARGUMENT. THE PRIMARY GOAL IS TO PROVIDE SUFFICIENT INFORMATION TO IDENTIFY THE SOURCE WHILE REMAINING CONCISE. UNDERSTANDING WHEN AND HOW TO USE DIFFERENT TYPES OF IN-TEXT CITATIONS IS KEY TO AVOIDING PLAGIARISM AND GIVING CREDIT WHERE IT IS DUE.

## PARAPHRASING AND SUMMARIZING CITATIONS

WHEN YOU PARAPHRASE OR SUMMARIZE AN IDEA FROM A SOURCE, YOU ARE RESTATING IT IN YOUR OWN WORDS. EVEN THOUGH YOU ARE NOT USING THE AUTHOR'S EXACT WORDING, YOU ARE STILL PRESENTING THEIR INTELLECTUAL PROPERTY. THEREFORE, AN IN-TEXT CITATION IS REQUIRED. THE STANDARD FORMAT IS (AUTHOR LAST NAME YEAR). FOR EXAMPLE, IF YOU ARE DISCUSSING A THEORY PROPOSED BY DR. ELEANOR VANCE IN A 2019 PUBLICATION, YOUR CITATION WOULD APPEAR AS (VANCE 2019). WHILE PAGE NUMBERS ARE NOT STRICTLY MANDATORY FOR PARAPHRASED MATERIAL, THEY ARE GOOD PRACTICE, ESPECIALLY IF YOU ARE REFERENCING A SPECIFIC SECTION OR CONCEPT. INCLUDING THE PAGE NUMBER, SUCH AS (VANCE 2019, 102), CAN FURTHER CLARIFY THE ORIGIN OF THE INFORMATION.

## DIRECT QUOTATION CITATIONS

WHEN YOU INCORPORATE DIRECT QUOTATIONS FROM A SOURCE, YOU MUST ENCLOSE THE EXACT WORDS IN QUOTATION MARKS AND PROVIDE A CITATION THAT INCLUDES THE AUTHOR'S LAST NAME, THE YEAR OF PUBLICATION, AND THE SPECIFIC PAGE NUMBER WHERE THE QUOTATION CAN BE FOUND. THIS IS ESSENTIAL FOR ACCURACY AND TO ALLOW READERS TO VERIFY THE QUOTATION. THE FORMAT IS (AUTHOR LAST NAME YEAR, PAGE NUMBER). FOR INSTANCE, IF YOU QUOTE A SENTENCE FROM JOHN DOE'S 2018 BOOK ON PAGE 78, YOUR CITATION WOULD BE (DOE 2018, 78).

FOR LONGER QUOTATIONS, TYPICALLY EXCEEDING FOUR OR FIVE LINES OF TEXT, CHICAGO STYLE USUALLY CALLS FOR A BLOCK

QUOTATION. THIS MEANS THE QUOTATION IS INDENTED FROM THE LEFT MARGIN, WITHOUT QUOTATION MARKS, AND THE CITATION FOLLOWS AFTER THE FINAL PUNCTUATION OF THE QUOTATION. THE PARENTHETICAL CITATION REMAINS THE SAME: (AUTHOR LAST NAME YEAR, PAGE NUMBER).

## CITING MULTIPLE AUTHORS

THE CITATION FORMAT FOR MULTIPLE AUTHORS VARIES BASED ON THE NUMBER OF AUTHORS. FOR A WORK WITH TWO AUTHORS, BOTH LAST NAMES ARE INCLUDED IN THE IN-TEXT CITATION, CONNECTED BY "AND": (SMITH AND JONES 2021). IF THE WORK HAS THREE OR MORE AUTHORS, YOU CITE ONLY THE FIRST AUTHOR'S LAST NAME FOLLOWED BY "ET AL." (LATIN FOR "AND OTHERS"): (DAVIS ET AL. 2017). THIS ABBREVIATION HELPS KEEP IN-TEXT CITATIONS CONCISE, ESPECIALLY WHEN DEALING WITH WORKS BY LARGE RESEARCH TEAMS. ALWAYS ENSURE THAT THE "ET AL." CONVENTION IS APPLIED CONSISTENTLY FOR ALL WORKS WITH THREE OR MORE AUTHORS.

## CREATING THE REFERENCE LIST

THE REFERENCE LIST IS AN INDISPENSABLE COMPONENT OF YOUR CHICAGO AUTHOR-DATE ESSAY. IT PROVIDES A COMPLETE BIBLIOGRAPHIC RECORD FOR EVERY SOURCE YOU HAVE CITED WITHIN YOUR TEXT. THIS LIST SHOULD APPEAR AT THE END OF YOUR ESSAY, ON A NEW PAGE, AND BE TITLED "REFERENCE LIST" OR SIMPLY "REFERENCES." THE ENTRIES MUST BE ARRANGED ALPHABETICALLY BY THE AUTHOR'S LAST NAME, OR BY TITLE IF NO AUTHOR IS LISTED. EACH ENTRY MUST CONTAIN ENOUGH INFORMATION FOR A READER TO LOCATE THE ORIGINAL SOURCE.

CONSISTENCY IS PARAMOUNT IN THE REFERENCE LIST. ADHERING TO THE SPECIFIC FORMATTING GUIDELINES FOR EACH SOURCE TYPE ENSURES CLARITY AND PROFESSIONALISM. THE CHICAGO MANUAL OF STYLE PROVIDES DETAILED INSTRUCTIONS FOR A WIDE ARRAY OF SOURCE MATERIALS, FROM BOOKS AND JOURNAL ARTICLES TO WEBSITES AND INTERVIEWS. FAMILIARIZING YOURSELF WITH THESE GUIDELINES IS CRUCIAL FOR ACCURATE AND EFFECTIVE ACADEMIC WRITING.

## ESSENTIAL ELEMENTS OF A REFERENCE LIST ENTRY

REGARDLESS OF THE SOURCE TYPE, MOST REFERENCE LIST ENTRIES IN THE CHICAGO AUTHOR-DATE SYSTEM SHARE SEVERAL CORE COMPONENTS. THESE ELEMENTS WORK TOGETHER TO PROVIDE A COMPLETE PICTURE OF THE PUBLICATION. UNDERSTANDING THESE BUILDING BLOCKS IS FUNDAMENTAL TO CONSTRUCTING ACCURATE ENTRIES.

- AUTHOR'S LAST NAME, FIRST NAME.
- YEAR OF PUBLICATION.
- TITLE OF THE WORK (ITALICIZED FOR BOOKS AND JOURNALS, OR IN QUOTATION MARKS FOR ARTICLES).
- PUBLICATION INFORMATION (E.G., PUBLISHER, JOURNAL NAME, VOLUME, ISSUE, PAGE NUMBERS, URL OR DOI).

THE ORDER AND PRESENTATION OF THESE ELEMENTS ARE SPECIFIC TO THE TYPE OF SOURCE, BUT THEIR PRESENCE ENSURES THAT THE READER HAS ALL THE NECESSARY DETAILS. FOR INSTANCE, A BOOK ENTRY WILL PRIORITIZE PUBLISHER INFORMATION, WHILE A JOURNAL ARTICLE ENTRY WILL EMPHASIZE VOLUME, ISSUE, AND PAGE NUMBERS.

## FORMATTING COMMON SOURCE TYPES

THE WAY YOU FORMAT A REFERENCE LIST ENTRY DEPENDS HEAVILY ON THE TYPE OF MATERIAL YOU ARE CITING. THE CHICAGO MANUAL OF STYLE OFFERS SPECIFIC GUIDELINES FOR A VAST ARRAY OF SOURCES. HERE ARE A FEW COMMON EXAMPLES TO ILLUSTRATE THE PRINCIPLES:

- **Book:** AUTHOR LAST NAME, FIRST NAME. YEAR. *TITLE OF BOOK*. CITY OF PUBLICATION: PUBLISHER.
- **JOURNAL ARTICLE:** AUTHOR LAST NAME, FIRST NAME. YEAR. "TITLE OF ARTICLE." *TITLE OF JOURNAL* VOLUME (ISSUE): PAGE NUMBERS. DOI OR URL.
- **CHAPTER IN AN EDITED BOOK:** AUTHOR LAST NAME, FIRST NAME. YEAR. "TITLE OF CHAPTER." In *TITLE OF BOOK*, EDITED BY EDITOR FIRST NAME LAST NAME, PAGE NUMBERS. CITY OF PUBLICATION: PUBLISHER.
- **WEBSITE:** AUTHOR LAST NAME, FIRST NAME (IF AVAILABLE). YEAR. "TITLE OF WEB PAGE." TITLE OF WEBSITE. LAST MODIFIED DATE (IF AVAILABLE). ACCESSED DATE. URL.

IT IS IMPORTANT TO NOTE THAT FOR WEBSITE ENTRIES, IF A PUBLICATION DATE IS NOT AVAILABLE, YOU USE THE ACCESS DATE. IF AN AUTHOR IS NOT LISTED, THE ENTRY BEGINS WITH THE TITLE OF THE WEBPAGE. ALWAYS CONSULT THE LATEST EDITION OF THE CHICAGO MANUAL OF STYLE FOR THE MOST CURRENT AND COMPREHENSIVE RULES.

## STYLE VARIATIONS AND SPECIAL CASES

WHILE THE CORE PRINCIPLES OF THE CHICAGO AUTHOR-DATE SYSTEM ARE CONSISTENT, CERTAIN SITUATIONS AND STYLISTIC CHOICES CAN LEAD TO VARIATIONS. UNDERSTANDING THESE SPECIAL CASES ENSURES THAT YOUR CITATIONS REMAIN ACCURATE AND PROFESSIONAL, EVEN IN LESS COMMON CITATION SCENARIOS. AWARENESS OF THESE NUANCES HELPS AVOID COMMON ERRORS AND MAINTAIN THE INTEGRITY OF YOUR RESEARCH.

## CITING WORKS WITH NO AUTHOR OR DATE

WHEN A SOURCE LACKS AN AUTHOR, THE REFERENCE LIST ENTRY BEGINS WITH THE TITLE OF THE WORK. FOR ALPHABETIZATION, THE TITLE IS TREATED AS IF IT WERE AN AUTHOR'S LAST NAME. IF A WORK HAS NO PUBLICATION DATE, YOU TYPICALLY USE "N.D." (NO DATE) IN PLACE OF THE YEAR IN BOTH THE IN-TEXT CITATION AND THE REFERENCE LIST ENTRY. FOR EXAMPLE, AN IN-TEXT CITATION MIGHT APPEAR AS (ANONYMOUS N.D.) OR IF CITING BY TITLE, (GUIDE TO CITATION N.D.). IN THE REFERENCE LIST, THE ENTRY WOULD BEGIN WITH THE TITLE, FOLLOWED BY "N.D."

## INDIRECT SOURCES

OCCASIONALLY, YOU MAY ENCOUNTER A SOURCE THAT IS CITED WITHIN ANOTHER SOURCE. CHICAGO STYLE ADVISES AGAINST USING INDIRECT SOURCES WHENEVER POSSIBLE, RECOMMENDING THAT YOU LOCATE THE ORIGINAL SOURCE IF FEASIBLE. HOWEVER, IF AN ORIGINAL SOURCE IS UNAVAILABLE, YOU CAN CITE IT INDIRECTLY. THE IN-TEXT CITATION SHOULD INDICATE BOTH THE ORIGINAL AUTHOR AND THE SOURCE YOU CONSULTED, USING THE PHRASE "AS QUOTED IN." FOR EXAMPLE: (SMITH 2018, AS QUOTED IN JONES 2020, 55). IN THE REFERENCE LIST, YOU ONLY LIST THE SOURCE YOU ACTUALLY CONSULTED, IN THIS CASE, JONES'S 2020 PUBLICATION. THE ORIGINAL WORK BY SMITH IS NOT INCLUDED.

## ELECTRONIC SOURCES AND DOIs

WITH THE PROLIFERATION OF DIGITAL RESOURCES, CITING ELECTRONIC SOURCES IS A COMMON REQUIREMENT. THE CHICAGO MANUAL OF STYLE EMPHASIZES THE USE OF DIGITAL OBJECT IDENTIFIERS (DOIs) WHEN AVAILABLE FOR JOURNAL ARTICLES AND OTHER SCHOLARLY WORKS. A DOI IS A PERSISTENT IDENTIFIER THAT HELPS READERS LOCATE THE DIGITAL OBJECT. WHEN CITING A SOURCE WITH A DOI, IT SHOULD BE INCLUDED IN THE REFERENCE LIST ENTRY. FOR ONLINE ARTICLES WITHOUT A DOI, A URL IS GENERALLY PROVIDED. THE FORMAT FOR THE URL SHOULD BE A DIRECT LINK TO THE ARTICLE OR RESOURCE, WITHOUT ANY ACCESSION INFORMATION UNLESS IT IS CRUCIAL FOR RETRIEVAL.

# AVOIDING COMMON ERRORS IN CHICAGO AUTHOR-DATE CITATION

EVEN EXPERIENCED WRITERS CAN MAKE MISTAKES WHEN ADHERING TO CITATION STYLES. FAMILIARITY WITH COMMON ERRORS IN THE CHICAGO AUTHOR-DATE SYSTEM CAN HELP PREVENT THEM, ENSURING THE ACCURACY AND PROFESSIONALISM OF YOUR ESSAY. PROACTIVE ATTENTION TO DETAIL IS THE BEST DEFENSE AGAINST CITATION SLIP-UPS.

- **INCONSISTENT ALPHABETIZATION:** ENSURE THAT YOUR REFERENCE LIST IS STRICTLY ALPHABETIZED BY AUTHOR'S LAST NAME. IF AN AUTHOR HAS MULTIPLE WORKS, ORDER THEM CHRONOLOGICALLY BY PUBLICATION YEAR.
- **MISSING PUNCTUATION:** PAY CLOSE ATTENTION TO COMMAS, PERIODS, AND COLONS AS SPECIFIED BY THE CMOS GUIDELINES FOR EACH ELEMENT OF A CITATION.
- **INCORRECT ITALICS OR QUOTATION MARKS:** BOOKS AND JOURNAL TITLES SHOULD BE ITALICIZED, WHILE ARTICLE AND CHAPTER TITLES ARE USUALLY ENCLOSED IN QUOTATION MARKS.
- **INCORRECT PAGE NUMBER FORMATTING:** FOR DIRECT QUOTATIONS, ENSURE THE PAGE NUMBER FOLLOWS THE YEAR AND IS SEPARATED BY A COMMA AND SPACE (E.G., SMITH 2020, 45).
- **OMITTING ESSENTIAL INFORMATION:** DOUBLE-CHECK THAT ALL NECESSARY COMPONENTS FOR EACH SOURCE TYPE (AUTHOR, YEAR, TITLE, PUBLISHER, ETC.) ARE PRESENT IN THE REFERENCE LIST.
- **MISMATCHED IN-TEXT CITATIONS AND REFERENCE LIST:** EVERY IN-TEXT CITATION MUST HAVE A CORRESPONDING ENTRY IN THE REFERENCE LIST, AND VICE VERSA.

REVIEWING YOUR CITATIONS AGAINST A RELIABLE GUIDE, SUCH AS THE CHICAGO MANUAL OF STYLE ITSELF OR A REPUTABLE ACADEMIC STYLE MANUAL, IS AN EFFECTIVE STRATEGY. PROOFREADING YOUR WORK SPECIFICALLY FOR CITATION ACCURACY CAN CATCH MANY OF THESE COMMON ERRORS BEFORE SUBMISSION.

## THE IMPORTANCE OF CONSISTENCY IN YOUR CHICAGO AUTHOR-DATE ESSAY

THE OVERARCHING PRINCIPLE OF ANY CITATION STYLE, INCLUDING THE CHICAGO MANUAL AUTHOR-DATE SYSTEM FOR ESSAYS, IS CONSISTENCY. INCONSISTENCY CAN UNDERMINE THE CREDIBILITY OF YOUR WORK AND CONFUSE YOUR READERS. WHETHER IT'S THE FORMATTING OF DATES, THE USE OF PUNCTUATION, OR THE WAY YOU LIST AUTHORS, APPLYING THE RULES UNIFORMLY THROUGHOUT YOUR ESSAY IS ESSENTIAL.

THIS DEDICATION TO CONSISTENCY EXTENDS BEYOND THE MECHANICS OF CITATION. IT REFLECTS A METICULOUS APPROACH TO RESEARCH AND WRITING, DEMONSTRATING RESPECT FOR THE SOURCES YOU HAVE USED AND FOR YOUR AUDIENCE. BY DILIGENTLY APPLYING THE CHICAGO AUTHOR-DATE STYLE, YOU NOT ONLY AVOID PLAGIARISM AND GIVE PROPER CREDIT BUT ALSO CONTRIBUTE TO A CLEARER, MORE PROFESSIONAL ACADEMIC DISCOURSE. ULTIMATELY, MASTERING THIS SYSTEM EMPOWERS YOU TO PRESENT YOUR RESEARCH WITH CONFIDENCE AND AUTHORITY.







## **Q: WHAT IS THE MAIN DIFFERENCE BETWEEN CHICAGO NOTES-BIBLIOGRAPHY AND AUTHOR-DATE SYSTEMS FOR ESSAYS?**

A: THE PRIMARY DIFFERENCE LIES IN HOW SOURCES ARE CITED WITHIN THE TEXT. THE NOTES-BIBLIOGRAPHY SYSTEM USES FOOTNOTES OR ENDNOTES FOR CITATIONS, WHILE THE AUTHOR-DATE SYSTEM USES BRIEF PARENTHETICAL IN-TEXT CITATIONS (AUTHOR YEAR) THAT CORRESPOND TO A REFERENCE LIST AT THE END OF THE ESSAY.

## **Q: WHEN SHOULD I USE PAGE NUMBERS IN CHICAGO AUTHOR-DATE IN-TEXT CITATIONS?**

A: PAGE NUMBERS ARE MANDATORY FOR DIRECT QUOTATIONS. FOR PARAPHRASED OR SUMMARIZED INFORMATION, THEY ARE GENERALLY OPTIONAL BUT HIGHLY RECOMMENDED, ESPECIALLY WHEN REFERENCING A SPECIFIC IDEA OR SECTION.

## **Q: HOW DO I CITE A SOURCE WITH THREE OR MORE AUTHORS IN THE AUTHOR-DATE SYSTEM?**

A: FOR SOURCES WITH THREE OR MORE AUTHORS, YOU CITE ONLY THE FIRST AUTHOR'S LAST NAME FOLLOWED BY "ET AL." IN THE IN-TEXT CITATION (E.G., SMITH ET AL. 2019). THE REFERENCE LIST ENTRY SHOULD INCLUDE ALL AUTHORS' NAMES.

## **Q: WHAT IS A DOI AND WHEN SHOULD I USE IT IN MY CHICAGO AUTHOR-DATE REFERENCES?**

A: A DOI (DIGITAL OBJECT IDENTIFIER) IS A UNIQUE ALPHANUMERIC STRING ASSIGNED TO DIGITAL CONTENT, PRIMARILY JOURNAL ARTICLES. YOU SHOULD USE THE DOI IN YOUR REFERENCE LIST ENTRY WHENEVER IT IS AVAILABLE FOR A SOURCE, AS IT PROVIDES A STABLE LINK TO THE CONTENT.

## **Q: HOW DO I ALPHABETIZE MY REFERENCE LIST IF I HAVE MULTIPLE WORKS BY THE SAME AUTHOR?**

A: IF YOU HAVE MULTIPLE WORKS BY THE SAME AUTHOR, THEY SHOULD BE LISTED IN CHRONOLOGICAL ORDER BY PUBLICATION YEAR, STARTING WITH THE EARLIEST WORK. FOR EXAMPLE, (SMITH 2015) WOULD APPEAR BEFORE (SMITH 2018).

## **Q: CAN I USE "ET AL." IN MY REFERENCE LIST ENTRIES FOR CHICAGO AUTHOR-DATE?**

A: NO, "ET AL." IS TYPICALLY ONLY USED IN IN-TEXT CITATIONS FOR SOURCES WITH THREE OR MORE AUTHORS. THE FULL REFERENCE LIST ENTRY SHOULD INCLUDE THE NAMES OF ALL AUTHORS, EDITORS, OR OTHER CONTRIBUTORS.

## **Q: WHAT DO I DO IF A WEBSITE I AM CITING DOES NOT HAVE AN AUTHOR OR A PUBLICATION DATE?**

A: IF A WEBSITE LACKS AN AUTHOR, BEGIN THE REFERENCE LIST ENTRY WITH THE TITLE OF THE WEBPAGE. IF THERE IS NO PUBLICATION DATE, USE "N.D." (NO DATE) IN PLACE OF THE YEAR IN BOTH THE IN-TEXT CITATION AND THE REFERENCE LIST ENTRY. USE THE ACCESS DATE FOR ONLINE SOURCES WITHOUT A PUBLICATION DATE.

## Q: How should I format a block quotation in a Chicago author-date essay?

A: For block quotations (typically over four lines), indent the entire quotation from the left margin, omit quotation marks, and place the parenthetical citation (author year, page number) after the final punctuation of the quotation.

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