

chicago manual of style 17th edition how to cite

Navigating Citation: A Comprehensive Guide to the Chicago Manual of Style
17th Edition

chicago manual of style 17th edition how to cite is a crucial skill for any scholar, researcher, or writer aiming for academic rigor and integrity. The Chicago Manual of Style (CMOS), now in its 17th edition, provides two primary citation systems: the notes-bibliography system and the author-date system. This guide will meticulously break down how to cite various sources using both approaches, ensuring accuracy and adherence to CMOS standards. We will explore the nuances of citing books, journal articles, websites, and other common materials, emphasizing the correct formatting for both in-text citations and full bibliographic entries. Understanding these principles is essential for avoiding plagiarism and giving proper credit to original sources.

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Introduction to CMOS Citation

The Chicago Manual of Style, 17th edition, offers a robust framework for academic writing, and its citation guidelines are paramount for ensuring clarity, credibility, and originality in your work. Mastering the **chicago manual of style 17th edition how to cite** methods ensures that your readers can easily trace your sources and verify your information. The manual is renowned for its comprehensive approach, covering a wide array of source types and offering flexibility through its two distinct citation systems.

This guide is designed to demystify the process of citing according to the 17th edition of CMOS. We will delve into the core principles that underpin both the notes-bibliography and author-date systems, equipping you with the knowledge to apply them correctly. Whether you are working on a dissertation, a scholarly article, or a research paper, accurate citation is non-

negotiable, and the CMOS provides the gold standard for many disciplines.

Understanding the Two Citation Systems

The Chicago Manual of Style presents two principal methods for citing sources: the notes-bibliography system and the author-date system. Each system has its own strengths and is often preferred by different academic disciplines or publication venues. Understanding when and how to use each is the first step in effectively applying the **chicago manual of style 17th edition how to cite** guidelines.

The choice between these two systems typically depends on the requirements of your institution, publisher, or professor. While the fundamental information required for each citation remains the same, the placement and formatting of that information differ significantly between the two methods.

The Notes-Bibliography System

The notes-bibliography system, often favored in the humanities, uses numbered footnotes or endnotes to reference sources within the text. A corresponding bibliography at the end of the work lists all cited sources alphabetically. This system is known for its detailed annotations and its ability to integrate explanatory notes seamlessly with citations.

When using the notes-bibliography system, a superscript number is placed in the text immediately after the relevant quote, paraphrased idea, or statistic. This number corresponds to a note (either a footnote at the bottom of the page or an endnote at the end of the chapter or document) that provides the full bibliographic information. The first time a source is cited, the note includes all necessary details. Subsequent citations of the same source are typically shortened, often using the author's last name, a shortened title, and the page number.

The Author-Date System

The author-date system, more common in the social sciences and natural sciences, uses parenthetical in-text citations that include the author's last name and the year of publication. A corresponding reference list at the end of the work provides the full bibliographic details for all cited sources, arranged alphabetically by author's last name.

In this system, a citation might appear as (Smith 2020, 15) in the text, directly following the information being attributed. This parenthetical

citation immediately tells the reader who is responsible for the idea and when it was published, allowing them to locate the full details in the reference list. This method prioritizes brevity within the main text, making it easier for readers to follow the flow of the argument without frequent interruptions by lengthy footnotes.

Citing Books

Citing books is a fundamental aspect of academic writing, and the Chicago Manual of Style, 17th edition, provides clear guidelines for both notes-bibliography and author-date systems. Whether you are citing a physical book or an e-book, accuracy in these details is essential for proper **chicago manual of style 17th edition how to cite** practices.

Notes-Bibliography System: Citing Books

For books, the notes-bibliography system requires a full citation in the first note and a shortened version for subsequent notes. The full note for a book generally includes the author's name (first name first), the full title (*italicized*), publication information (place of publication, publisher, and year), and the specific page number(s) being referenced.

A typical first note for a book might look like this:

- 1. Eleanor Vance, *The History of the Clockwork City* (New York: Cogwheel Press, 2018), 45.

Subsequent notes for the same source would be shortened:

- 2. Vance, *Clockwork City*, 78.

Author-Date System: Citing Books

In the author-date system, the in-text citation directly follows the borrowed information and includes the author's last name, the year of publication, and the page number(s). The corresponding reference list entry provides the complete bibliographic information.

The in-text citation would appear as:

(Vance 2018, 45)

The reference list entry for the same book would be:

- Vance, Eleanor. 2018. *The History of the Clockwork City*. New York: Cogwheel Press.

For edited volumes, the author-date system requires the editor's name in the reference list, often indicated with "(ed.)" or "(eds.)" after their name. The in-text citation still uses the author of the chapter or work being cited, if different from the editor.

Citing Journal Articles

Journal articles are a staple in academic research, and their accurate citation within the **chicago manual of style 17th edition how to cite** framework is critical. Both citation systems offer distinct methods for referencing these scholarly contributions.

Notes-Bibliography System: Citing Journal Articles

In the notes-bibliography system, a journal article citation includes the author's name, the article title (in quotation marks), the journal title (italicized), the volume and issue numbers, the year of publication, and the specific page numbers. For online articles, a DOI (Digital Object Identifier) or URL is also included.

A typical first note for a journal article:

- 3. David Lee, "The Impact of Artificial Intelligence on Modern Society," *Journal of Future Studies* 45, no. 2 (2021): 112.
doi:10.1080/12345678.2021.1876543.

Subsequent notes would be shortened similarly to book citations.

Author-Date System: Citing Journal Articles

The author-date system's in-text citation for a journal article includes the author's last name, the year, and the page number.

In-text citation:

(Lee 2021, 112)

The reference list entry:

- Lee, David. 2021. "The Impact of Artificial Intelligence on Modern Society." *Journal of Future Studies* 45, no. 2: 110–25.
doi:10.1080/12345678.2021.1876543.

Note that the page range for the entire article is provided in the reference list entry, while the specific page cited appears in the in-text parenthetical citation.

Citing Websites and Online Resources

Navigating the citation of websites and other online resources can be complex, but the **chicago manual of style 17th edition how to cite** provides comprehensive guidance. These guidelines are crucial for acknowledging digital information accurately.

Notes-Bibliography System: Citing Websites

When citing a website in the notes-bibliography system, include the author (if known), the title of the specific page or article (in quotation marks), the title of the overall website (italicized), the publication date (if available), and the URL. A general access date is also recommended, especially if the content is likely to change.

Example of a note:

- 4. "Understanding Citation Styles," *History Online*, accessed October 26, 2023, <https://www.historyonline.org/citationstyles>.

If an author is not named, the entry begins with the title of the page or article.

Author-Date System: Citing Websites

For the author-date system, the in-text citation typically includes the

author's last name and the year of publication. If no author or date is available, alternative indicators are used.

Example of an in-text citation (assuming an author and date):
(History Online 2023)

The reference list entry for a website would typically include:

- Author (if known). Year. "Title of Page or Article." Title of Website. Publication Date (if known). Accessed Access Date. URL.

If no author or date is present, the entry might start with the title of the website and use an access date.

Citing Other Common Sources

Beyond books and journal articles, academic work often draws upon a variety of other sources. The Chicago Manual of Style, 17th edition, offers specific protocols for citing these, ensuring that all forms of information are properly attributed according to the **chicago manual of style 17th edition how to cite** principles.

Citing Dissertations and Theses

Dissertations and theses, whether published or unpublished, require specific citation formats. For the notes-bibliography system, a typical note includes the author's name, the title of the dissertation (italicized), its designation (e.g., PhD dissertation, master's thesis), the institution, and the year. For unpublished works, the location (e.g., university library) is also noted.

Example note for an unpublished dissertation:

- 5. Sarah Chen, "The Evolution of Urban Gardens" (PhD dissertation, University of the City, 2022), 87.

In the author-date system, the in-text citation would be (Chen 2022, 87), and the reference list entry would mirror the note's information but in reference list format, including the page number.

Citing Government Documents

Government documents, such as reports, laws, and congressional records, have distinct citation requirements. These often involve identifying the government agency or legislative body responsible for the document, its title, and publication details.

For the notes-bibliography system, a note might look like:

- 6. United States, Department of Commerce, Bureau of the Census, *Statistical Abstract of the United States: 2020* (Washington, DC: Government Printing Office, 2020), 145.

The author-date system would use an in-text citation like (United States, Bureau of the Census 2020, 145) and a corresponding reference list entry.

Citing Interviews

Interviews, whether conducted by the author or by someone else, need to be cited. For the notes-bibliography system, this includes the interviewee's name, the type of interview (e.g., "personal interview," "telephone interview"), the date, and any relevant location or means of communication.

Example note:

- 7. Maria Rodriguez, personal interview by author, June 15, 2023.

In the author-date system, interviews are typically not included in the reference list unless they have been formally published or archived. The in-text citation is usually omitted, with the interview acknowledged within the text itself or in a footnote.

Formatting Principles and Common Errors

Adhering to the formatting guidelines of the **chicago manual of style 17th edition how to cite** is crucial for maintaining academic integrity and professionalism. Beyond the specific details of each citation type, several overarching principles and common pitfalls warrant attention.

Consistency in Formatting

The most critical formatting principle is consistency. Whichever citation system you choose, apply its rules uniformly throughout your document. This includes how you format titles (italicized vs. in quotation marks), the order of elements in a citation, punctuation, and the use of abbreviations.

- Ensure that the style of your in-text citations (superscript numbers for notes, author-date parentheticals) matches the system you've adopted.
- Maintain a consistent format for your bibliography or reference list, ensuring all entries are alphabetized correctly and follow the specified structure.
- Pay close attention to the use of italics for book and journal titles, and quotation marks for article and chapter titles.

Common Errors to Avoid

Writers often make mistakes when citing sources. Being aware of these common errors can help you avoid them.

- **Inaccurate Page Numbers:** Always double-check that you have included the correct page numbers for direct quotes and specific paraphrased information.
- **Missing Essential Information:** Ensure that all necessary components of a citation are present, such as author, title, publication date, and publisher (for books).
- **Incorrect Punctuation:** Punctuation is a frequent source of errors. Pay close attention to commas, periods, and colons as prescribed by CMOS.
- **Mixing Citation Systems:** Do not mix elements of the notes-bibliography system with the author-date system within the same document.
- **Plagiarism:** The ultimate error is unintentional plagiarism due to incorrect or missing citations. When in doubt, cite it.
- **Incorrect Order of Elements:** Ensure that author names, titles, and publication details are presented in the correct sequence for each citation type.

Careful proofreading and a thorough understanding of the **chicago manual of style 17th edition how to cite** guidelines are your best defenses against these common errors.

Conclusion

Mastering the **chicago manual of style 17th edition how to cite** is an ongoing process that requires attention to detail and a commitment to accuracy. By understanding the nuances of both the notes-bibliography and author-date systems, and by carefully applying the specific rules for various source types, writers can produce well-documented and credible academic work. The key lies in consistent application, meticulous proofreading, and a thorough understanding of the manual's principles.

Whether you are citing a classic novel, a cutting-edge scientific journal article, or a dynamic online resource, the CMOS provides the framework to do so effectively. Familiarity with these guidelines not only enhances the quality of your writing but also upholds the ethical standards of scholarship by giving due credit to the intellectual contributions of others.

FAQ

Q: What is the main difference between the notes-bibliography system and the author-date system in the Chicago Manual of Style 17th edition?

A: The main difference lies in how citations are presented within the text and in the final list of sources. The notes-bibliography system uses numbered footnotes or endnotes within the text and a bibliography at the end. The author-date system uses parenthetical citations (e.g., (Smith 2020, 15)) in the text and a reference list at the end.

Q: How do I cite a book with multiple authors using the Chicago Manual of Style 17th edition?

A: For two authors, list both names in the order they appear on the title page, separated by "and." For three or more authors, list the first author's name followed by "et al." in the notes-bibliography system. In the author-date system, for three or more authors, the in-text citation uses the first author's name followed by "et al." and the year. The reference list entry for multiple authors follows specific formatting based on the number of authors, typically listing all authors up to a certain number (often ten) or using "et al." after the first author for a longer list.

Q: What if I can't find a publication date for a website?

A: If no publication date is available for a website, use "n.d." (for "no date") in place of the publication date in both notes and the bibliography/reference list. It's also advisable to include an access date for all online sources that are not archived.

Q: How should I cite a chapter in an edited book using the Chicago Manual of Style 17th edition?

A: In the notes-bibliography system, the note for a chapter in an edited book includes the chapter author's name, the chapter title (in quotation marks), "in" followed by the editor's name(s) and "(ed.)" or "(eds.)," the book title (*italicized*), and publication information, along with the specific page numbers of the chapter. The author-date system follows a similar structure in the reference list.

Q: What is the correct way to cite a personal interview in the Chicago Manual of Style 17th edition?

A: For personal interviews, the notes-bibliography system typically uses a footnote or endnote that includes the interviewee's name, the type of interview (e.g., personal interview), and the date. The author-date system generally does not include personal interviews in the reference list unless they have been formally published or archived; the interview is usually acknowledged in the text or a footnote.

Q: How do I format the DOI for a journal article?

A: The DOI (Digital Object Identifier) should be presented as a hyperlink if the citation appears online and is intended to be clickable. If it's not intended to be clickable, it should be presented as a plain URL starting with "doi:". The format is generally doi:10.xxxx/yyyyyy.

Q: When should I use a shortened note in the notes-bibliography system?

A: Shortened notes are used for subsequent citations of a source that has already been fully cited. They typically include the author's last name, a shortened version of the title (if the title is long or there are multiple works by the same author), and the page number.

Q: Can I cite a social media post using the Chicago Manual of Style 17th edition?

A: Yes, social media posts can be cited. The specific format depends on the platform (e.g., Twitter, Facebook) and whether the post is publicly accessible. Generally, include the author's name (or username), the text of the post (or a description), the date it was posted, and the platform name and URL if applicable.

Q: What is the difference between a bibliography and a reference list in Chicago style?

A: In Chicago style, a bibliography is a list of all sources consulted during the research process, which may include works not directly cited. A reference list, used with the author-date system, includes only the sources that are actually cited in the text.

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