

chicago manual of style works cited

The Chicago Manual of Style Works Cited: A Comprehensive Guide

chicago manual of style works cited is a cornerstone of academic and professional writing, ensuring proper attribution and allowing readers to locate the sources you've consulted. Mastering this crucial element of scholarly communication is essential for credibility and academic integrity. This article delves deep into the intricacies of creating a Chicago Manual of Style (CMOS) works cited list, covering everything from fundamental principles to specific source types and common formatting challenges. We will explore the purpose of a works cited page, its placement within a document, and the critical differences between CMOS citation styles. Furthermore, we will provide detailed instructions and examples for citing a wide array of materials, including books, journal articles, websites, and more, equipping you with the knowledge to confidently compile your own bibliographies.

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Understanding the Chicago Manual of Style Citation Systems

The Chicago Manual of Style, often referred to as CMOS or CMS, offers two distinct systems for documenting sources: the Notes and Bibliography system and the Author-Date system. While both systems aim to provide readers with the necessary information to trace sources, they differ significantly in their presentation and application.

The Notes and Bibliography System

The Notes and Bibliography system is prevalent in the humanities, including literature, history, and art history. In this system, sources are primarily cited using footnotes or endnotes. These notes appear within the text, usually at the bottom of the page (footnotes) or at the end of the chapter or document (endnotes). A corresponding bibliography, often titled "Works Cited" or "Bibliography," appears at the end of the work, listing all sources cited in the notes alphabetically. This system allows for detailed explanatory notes and often includes longer quotations or tangential information that might disrupt the flow of the main text.

The Author-Date System

The Author-Date system is more commonly found in the social sciences and natural sciences. In this method, parenthetical citations are embedded directly within the text, typically including the author's last name and the year of publication. For example, "(Smith 2023, 45)". A reference list, also titled "Works Cited" or "References," is appended to the end of the document and provides full bibliographic details for each in-text citation, arranged alphabetically by author's last name. This system is favored for its conciseness and ease of use in fields where frequent referencing is necessary.

The Purpose and Placement of a Works Cited List

A works cited list, regardless of the Chicago style system employed, serves several critical functions in academic and scholarly writing. Its primary purpose is to provide full bibliographic details for every source that has been directly cited within the body of your work. This allows your readers to easily locate and consult the original sources, verify your research, and explore the topic further. It also serves as a testament to your academic integrity, demonstrating that you have engaged with existing scholarship and are giving proper credit to the authors whose ideas and words you have incorporated.

Placement in the Document

The works cited list, or bibliography, is typically placed at the very end of your manuscript, after the main body of text and any appendices. It should follow the table of contents and any other preliminary sections. In the Notes and Bibliography system, the bibliography is usually titled "Bibliography" or "Works Cited." In the Author-Date system, it is generally referred to as a "Reference List" or "Works Cited." The formatting and content will be dictated by the specific CMOS edition and the chosen citation style.

General Principles for Formatting Chicago Style Citations

Regardless of the specific source type, several fundamental principles guide the formatting of Chicago style citations in a works cited list. Adhering to these principles ensures consistency and clarity for your readers. Key elements include accurate transcription of information, consistent punctuation, and alphabetical ordering.

Essential Bibliographic Information

The core information required for any citation typically includes the author's name, the title of the work, publication details (such as publisher

and date), and location information (like page numbers or URLs). The exact order and presentation of these elements will vary depending on the source type and the chosen CMOS system.

Punctuation and Capitalization

Chicago style is known for its specific use of punctuation, particularly commas, periods, and colons. Titles of books and journals are italicized, while titles of articles and chapters are enclosed in quotation marks. Capitalization of titles follows title case rules (capitalizing the first word of the title and subtitle, and all other major words). Pay close attention to these details as they are crucial for a correctly formatted citation.

Alphabetical Ordering

Entries in the works cited list must be arranged in alphabetical order by the author's last name. If a work has no author, it is alphabetized by the first significant word of the title (ignoring articles like "a," "an," and "the"). When citing multiple works by the same author, the entries are then ordered chronologically by publication date, with the earliest work listed first. For subsequent works by the same author in the bibliography, the author's name is replaced by a series of em dashes (—) followed by a period, extending to the length of the longest author's name in the bibliography.

Citing Books in Chicago Style

Books are a fundamental source type in academic research, and Chicago style provides detailed guidelines for their citation in both the Notes and Bibliography and Author-Date systems. Ensuring accuracy in the details of the book is paramount.

Books with One or More Authors

For the Notes and Bibliography system, a book citation typically includes the author's name (first name first), the title of the book in italics, the publication city, the publisher's name, and the year of publication. For example:

- Mill, John Stuart. *On Liberty*. Edited by Elizabeth Rapaport. Indianapolis: Hackett Publishing Company, 1991.

In the Author-Date system, the order is slightly different, with the author's last name appearing first, followed by the publication year in parentheses:

- Mill, John Stuart. 1991. *On Liberty*. Edited by Elizabeth Rapaport. Indianapolis: Hackett Publishing Company.

Edited, Translated, or Compiled Books

When citing books that have been edited, translated, or compiled rather than authored by the person you are referencing, you must indicate this role. For edited books, you would include the editor's name followed by "ed." (for editor) or "eds." (for editors) in the citation. Similarly, for translated works, you would note the translator's name with "trans." and for compiled works, "comp."

Chapters in Edited Books

Citing a specific chapter within a larger edited collection requires including the author of the chapter, the title of the chapter in quotation marks, the word "in," the title of the book in italics, the editor's name, and the page numbers for the chapter.

Citing Journal and Magazine Articles

Scholarly journals and popular magazines are vital sources of current research and commentary. Chicago style offers specific formats for citing articles from these periodicals.

Journal Articles

For journal articles, the citation includes the author's name, the article title in quotation marks, the journal title in italics, the volume and issue numbers, the publication date, and the page range of the article. For the Notes and Bibliography system, it might look like this:

- Smith, John. "The Evolution of Citation Practices." *Journal of Academic Writing* 25, no. 3 (Fall 2022): 145-162.

In the Author-Date system, the year of publication is placed after the author's name:

- Smith, John. 2022. "The Evolution of Citation Practices." *Journal of Academic Writing* 25, no. 3 (Fall): 145-162.

Magazine Articles

Magazine articles are cited similarly to journal articles, but they typically include the magazine's title in italics, the date of the issue (month and day), and the page numbers. For example:

- Doe, Jane. "Innovations in Digital Publishing." *Modern Magazine*, March 2023, 32-35.

Citing Web Resources and Online Content

The digital landscape offers a vast array of information, and Chicago style provides clear guidelines for citing online materials, including websites, blog posts, and online articles.

Websites and Web Pages

When citing an entire website, you would typically include the author or organization responsible for the site, the title of the website in italics, the date of publication or last update (if available), and the URL. For a specific web page, you would include the author of the page, the title of the page in quotation marks, the website title in italics, the publication date, and the URL.

Online Articles and Blog Posts

Citing an article or blog post found online follows a structure similar to print articles, but with the addition of the URL and often a retrieval date. The author's name, article title in quotation marks, publication title (if applicable) in italics, publication date, and the URL are all essential components. A retrieval date is often included for online sources that may be subject to change:

- Adams, Robert. "The Future of AI in Education." *Tech Insights Blog*, October 15, 2023. Accessed November 1, 2023.
<https://www.techinsights.com/ai-education>.

Other Common Source Types

Beyond books and articles, academic research often draws upon a variety of other materials. Chicago style offers specific formats for citing these as well, ensuring comprehensive and accurate attribution.

Newspaper Articles

Similar to magazine articles, newspaper citations include the author's name, the article title in quotation marks, the newspaper title in italics, the date of publication, and the page numbers. Online newspaper articles will also require a URL.

Dissertations and Theses

When citing dissertations or theses, you will need to include the author's name, the title of the work in italics, the degree for which it was written (e.g., PhD dissertation, Master's thesis), the university, and the year of completion. For online dissertations, you will also include the database and accession number or URL.

Government Documents and Reports

Citing government documents can be complex due to the variety of agencies and publication formats. Generally, you will include the name of the issuing government agency, the title of the document in italics, and publication details. For reports, you may need to include report numbers.

Audiovisual Materials

For citing films, television programs, or podcasts, you will typically include the title of the work in italics, the director or producer (if relevant), the production company, and the year of release. For specific segments or episodes, you will also note the episode title in quotation marks.

Interviews

When citing interviews, whether published or unpublished, you will include the interviewee's name, the title of the interview (if it has one, in quotation marks), the interviewer's name (if applicable), the date of the interview, and information about where it can be found (e.g., personal collection, archive, or publication).

Frequently Asked Questions about Chicago Manual of Style Works Cited

Q: What is the difference between a Works Cited page and a Bibliography in Chicago style?

A: In the Chicago Manual of Style, the term "Works Cited" is more commonly associated with the Author-Date system, where it lists only the sources that have been cited parenthetically in the text. The term "Bibliography" is typically used with the Notes and Bibliography system, and it can include all sources consulted, even those not directly cited in the text, offering a broader overview of the research. However, both can be titled "Works Cited" depending on context and preference.

Q: How do I format an entry for a website with no author?

A: If a website has no named author, you begin the citation with the title of the page or website (in italics if it's the title of the overall site). Then, follow with publication information if available, the website's name (if different from the title), the publication or last updated date, and the URL.

Q: Should I include retrieval dates for all online sources?

A: Including a retrieval date is generally recommended for online sources, especially for web pages, articles, or any content that might be updated or removed. It helps readers understand when you accessed the information. For stable online resources like e-books or archived web content, a retrieval date may be less critical but is still acceptable.

Q: How do I cite multiple works by the same author in the Works Cited list?

A: When citing multiple works by the same author in your works cited list (for both systems), you list them alphabetically by title (ignoring articles like 'a,' 'an,' 'the'). In the Notes and Bibliography system, after the first entry, you replace the author's name with an em dash (—) followed by a period and then the rest of the citation. In the Author-Date system, you list them chronologically by year, with the earliest work first.

Q: What is the correct way to abbreviate journal titles in a Chicago style bibliography?

A: While the Chicago Manual of Style does not mandate the abbreviation of journal titles, it does permit it if done consistently and if the abbreviations are readily understood or explained. Commonly accepted abbreviations can be used, but it is often safer and clearer to provide the full journal title unless specifically instructed otherwise by your instructor or publisher.

Q: How do I cite a source that has a DOI?

A: When a source, such as a journal article, has a Digital Object Identifier (DOI), it should be included in the citation as the preferred locator. The DOI is usually presented as a URL at the end of the citation. For example, ``https://doi.org/10.1086/679820``.

Q: What is the rule for citing a book with an edition other than the first?

A: For books with editions other than the first, you must specify the edition number after the book title. This is typically done using the abbreviation "ed." for edition, or "2nd ed.," "3rd ed.," etc. For example, "*The Elements of Style*, 4th ed."

Q: How should I format the author's name for a corporate author in the Works Cited list?

A: For a corporate author (e.g., an organization, government agency, or company), you generally list the name of the corporation as the author. If the organization is also the publisher, you may omit the publisher's name from the citation, but you should still include it in the in-text citation if using the Author-Date system.

Q: What if a source has no publication date?

A: If a source lacks a publication date, you should use the abbreviation "n.d." (which stands for "no date") in place of the publication year in your citation. This applies to both the Notes and Bibliography and Author-Date systems.

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