

chicago style examples for citing organizations

Mastering Chicago Style Examples for Citing Organizations

chicago style examples for citing organizations are crucial for academic integrity and professional communication, ensuring that sources are properly attributed. This guide delves into the nuances of citing various types of organizations in Chicago style, covering both the author-date and notes-bibliography systems. Understanding these principles is vital for researchers, students, and writers who aim to present their work with clarity and credibility. We will explore how to cite reports, websites, government documents, and other publications issued by organizations, providing clear examples and explaining the underlying logic. This comprehensive overview will equip you with the knowledge to confidently handle any organizational citation challenge.

Table of Contents

Understanding Chicago Style for Organizational Citations

Key Components of an Organizational Citation

Author-Date System: Chicago Style Examples for Citing Organizations

Citing Reports and Publications from Organizations

Citing Websites and Online Resources from Organizations

Citing Government Documents Issued by Organizations

Notes-Bibliography System: Chicago Style Examples for Citing Organizations

Footnotes and Endnotes for Organizational Sources

Bibliography Entries for Organizational Publications

Special Considerations for Corporate Authors

Common Pitfalls and Best Practices for Citing Organizations

Understanding Chicago Style for Organizational Citations

Chicago style, also known as the Chicago Manual of Style (CMOS), is a widely used citation method in academic and professional writing, particularly in the humanities and social sciences. When citing organizations, the primary challenge lies in identifying the correct authorial entity and presenting the information consistently. CMOS recognizes that organizations can act as authors, especially when they produce reports, issue statements, or publish other forms of content. This guide focuses specifically on providing **chicago style examples for citing organizations** to ensure accuracy and adherence to the manual's guidelines.

The complexity arises from the diverse nature of organizations, which can

range from non-profits and government agencies to corporations and research institutions. Each type may have its own preferred methods of publication and naming conventions. Therefore, a thorough understanding of how to identify and format these corporate authors is paramount for avoiding citation errors and maintaining the integrity of your research.

Key Components of an Organizational Citation

Regardless of whether you are using the author-date or notes-bibliography system, certain core components are essential for any citation involving an organization. These elements help readers locate the original source and understand its provenance. Proper identification of the organization as the author is the most critical step. Following the author, the title of the work is presented, usually italicized if it is a standalone publication like a book or report, and in roman type within quotation marks if it is a chapter or article within a larger work. Publication details, including the place of publication, publisher, and date, are also vital, especially for print sources.

For online resources, URLs and access dates become crucial. It is important to remember that even when an organization's name appears prominently on a document, it might not always be the author. Sometimes, an individual author within the organization is credited, in which case the citation format changes accordingly. The following sections will provide specific **chicago style examples for citing organizations** to illustrate these principles in practice.

Author-Date System: Chicago Style Examples for Citing Organizations

The author-date system in Chicago style is favored in some disciplines for its directness in in-text citations. When citing organizations, the organization's name typically serves as the author. The parenthetical in-text citation will include the organization's name followed by the publication year, and if necessary, a page number. The corresponding entry in the reference list will provide more detailed information, allowing readers to locate the full source.

Citing Reports and Publications from Organizations

When an organization publishes a report or a similar document, the organization itself is usually considered the author. The title of the report

is italicized in the reference list. If the publisher is different from the author, the publisher is also included. For many organizational reports, the author and publisher are the same entity, in which case the publisher is omitted from the reference list entry.

For example, a report published by the World Health Organization would be cited as:

- World Health Organization. 2020. *Global Status Report on Road Safety 2018*. Geneva: World Health Organization.

If the organization is also the publisher, it would look like this:

- National Bureau of Economic Research. 2019. *Productivity and American Leadership: The Long View*. Cambridge, MA: National Bureau of Economic Research.

In the text, this would appear as (National Bureau of Economic Research 2019, 15).

Citing Websites and Online Resources from Organizations

Citing an organization's website or specific content from it requires careful attention to detail. The organization's name is used as the author. If a specific individual is credited for the content, that individual should be listed as the author instead. The title of the webpage or document is italicized, followed by the organization's name (if it differs from the author), the date of publication or last update, and the URL. For online sources, it is good practice to include an access date.

An example of citing an organization's general website:

- American Medical Association. 2023. "About the AMA." Accessed October 26, 2023. <https://www.ama-assn.org/about>.

And for a specific online report:

- Pew Research Center. 2022. *Americans and Privacy: How Much Information Do Americans Share Online?*. Washington, DC: Pew Research Center. <https://www.pewresearch.org/internet/2022/07/27/americans-and-privacy-how-much-information-do-americans-share-online/>.

In-text citation would be (Pew Research Center 2022).

Citing Government Documents Issued by Organizations

Government documents issued by specific agencies or departments are cited using the department or agency as the author. The title of the document is italicized. Publication details, including the place and date, are provided. For U.S. government documents, the Superintendent of Documents (Govt. Print. Off. or U.S. Government Publishing Office) is often listed as the publisher.

Example of a U.S. government agency report:

- United States. Environmental Protection Agency. 2021. *National Air Quality: 2020 Special Studies Edition*. Washington, DC: U.S. Environmental Protection Agency.

In-text citation: (United States. Environmental Protection Agency 2021).

Notes-Bibliography System: Chicago Style Examples for Citing Organizations

The notes-bibliography system uses footnotes or endnotes for in-text citations and a comprehensive bibliography at the end of the work. When citing organizations, the approach is similar to the author-date system in identifying the authorial entity, but the formatting for both notes and bibliography entries differs significantly.

Footnotes and Endnotes for Organizational Sources

In the notes-bibliography system, the first footnote or endnote for a source provides full bibliographic information, while subsequent notes use a shortened format. The organization's name functions as the author. The title of the work is italicized for books and reports.

First note example for a book-length report:

- 1. World Health Organization, *Global Status Report on Road Safety 2018* (Geneva: World Health Organization, 2020), 45.

Subsequent note example:

- 2. World Health Organization, *Global Status Report on Road Safety 2018*, 78.

For online sources, the note will include the organization name, title, website name (if applicable), publication date, and URL. Access dates are also recommended for online content that may change.

- 3. Pew Research Center, "Americans and Privacy: How Much Information Do Americans Share Online?" published July 27, 2022, <https://www.pewresearch.org/internet/2022/07/27/americans-and-privacy-how-much-information-do-americans-share-online/>.

Bibliography Entries for Organizational Publications

The bibliography entry is alphabetized by the organization's name. The format closely resembles the author-date reference list but with some key differences, such as the use of commas instead of periods between certain elements and the inclusion of access dates for online sources. The author (organization), title, publication information, and URL are all included.

Bibliography entry for a report:

- National Bureau of Economic Research. *Productivity and American Leadership: The Long View*. Cambridge, MA: National Bureau of Economic Research, 2019.

Bibliography entry for a website:

- American Medical Association. "About the AMA." Accessed October 26, 2023. <https://www.ama-assn.org/about>.

Special Considerations for Corporate Authors

When an organization is the author, its full legal name should generally be used. If an organization has a well-known acronym, it can be used in subsequent citations or notes after it has been introduced in its full form, but for bibliography entries, the full name is typically preferred for clarity and ease of alphabetization. Pay close attention to the hierarchy of divisions within a larger organization; cite the most specific entity responsible for the publication.

For example, if a specific department within a larger organization published a report, cite that department. If no specific department is credited, the parent organization is used. Always check the source itself to determine the most accurate authorial attribution. Understanding these nuances is key to providing precise **chicago style examples for citing organizations**.

FAQ

Q: How do I cite an annual report from a corporation in Chicago style?

A: In Chicago style, you would cite a corporation's annual report by using the corporation's name as the author. For the author-date system, the reference list entry would include the corporation's name, the year of publication, and the title of the report (italicized). For example: Apple Inc. 2023. *Apple Inc. 2022 Annual Report*. Cupertino, CA: Apple Inc. In-text citation: (Apple Inc. 2023, 35). For the notes-bibliography system, the footnote/endnote would be: 1. Apple Inc., *Apple Inc. 2022 Annual Report* (Cupertino, CA: Apple Inc., 2023), 35. The bibliography entry would be similar to the reference list entry.

Q: What if a report is published by an organization but written by an individual author?

A: If a report is published by an organization but has a named individual author, the individual author should be listed as the author in both the author-date and notes-bibliography systems. The organization name is then listed as the publisher. For example (author-date reference list): Smith, John A. 2021. *Analysis of Market Trends*. Report for the Global Research Institute. New York: Global Research Institute. In-text: (Smith 2021, 10).

Q: How do I cite a press release issued by an organization?

A: For a press release, the organization issuing it is the author. The title of the press release should be in quotation marks. For the author-date system reference list: World Health Organization. 2023. "WHO Welcomes New Global Agreement on Pandemic Preparedness." August 1, 2023. <https://www.who.int/news/item/01-08-2023-who-welcomes-new-global-agreement-on-pandemic-preparedness>. In-text: (World Health Organization 2023). For notes-bibliography: 1. World Health Organization, "WHO Welcomes New Global Agreement on Pandemic Preparedness," August 1, 2023, <https://www.who.int/news/item/01-08-2023-who-welcomes-new-global-agreement-on>

-pandemic-preparedness.

Q: How do I cite a document from a government agency when the agency name is very long?

A: When citing a document from a government agency with a very long name, Chicago style generally prefers using the full name of the agency for the first citation. In subsequent citations within the same document, you can use a shortened version if it is clear and unambiguous. For bibliography entries, always use the full name to ensure proper alphabetization. For example, if you're citing a report from the "United States Department of Health and Human Services, Centers for Disease Control and Prevention," the full name would be used initially, and perhaps "Centers for Disease Control and Prevention" or even "CDC" in later references if context allows and is clearly defined.

Q: What if an organization's website does not have a clear publication date?

A: If an organization's website or webpage lacks a specific publication date, use "n.d." (for "no date") in place of the publication year in the author-date system. For the notes-bibliography system, you would simply omit the date or write "n.d." You should still include the access date for online resources, as this is standard practice. For example (author-date reference list): American Civil Liberties Union. n.d. "Know Your Rights." Accessed October 26, 2023. <https://www.aclu.org/know-your-rights>.

Q: How do I cite a document that has both an individual author and an organizational author?

A: If a document has both an individual author and an organizational author credited, the individual author is listed first, followed by the organization as the publisher. This is true for both the author-date and notes-bibliography systems. The in-text citation would primarily reference the individual author. For example (author-date reference list): Johnson, Emily. 2022. *The Impact of Climate Change on Urban Infrastructure*. Report for the National Environmental Council. Washington, DC: National Environmental Council. In-text: (Johnson 2022, 55).

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