The Chicago Manual of Style (16th ed.) contains information about citing material in text as well as about two basic documentation systems: (1) the documentary-note (or humanities) style and (2) the author-date style. The Chicago Manual also provides guidelines for spelling and punctuation and discusses the treatment of numbers, quotations, illustrations, tables, foreign languages, mathematical symbols, abbreviations, and more.

If you are asked to use the Chicago Manual format, consult The Chicago Manual of Style (16th ed.). Copies are available online at http://www.chicagomanualofstyle.org/home.html

**IN-TEXT CITATIONS FOR AUTHOR-DATE STYLE**

- Uses "and" (written out) and no comma between name and date.
- Separate two or more references in same parenthetical citation by semicolons.
- Place author-date citations where they least interrupt the thought flow.
- Citations to interviews are best made in running text but can be added to ref list.
- Citations must agree exactly with their corresponding entries in reference list.
  
  - Single author: (Blinksworth 1987)
  - Two or three authors: (Collins and Wortmaster 1953)
  - More than three authors: (Zipursky et al. 1959)
  - Group as author: (EPA 1986)
  - Different authors with same last name and same date: (P. Brown 1991)
  - Page or other reference: (Blinksworth 1987, 125)
  - Multiple references: (Light 1972; Light and Wong, 1975; Rooster 1976)
  - Additional works by same author: (Garcia 1941, 1944)
  - Same author and dates: (Keller 1896a, 1896b, 1907) or (Keller 1896a,b, 1907)

**REFERENCE OR CITATION LIST**

- All sources cited in text must be included in the reference list.
- May be called Works Cited, Literature Cited, Sources Cited, or simply References.
- Arrange references in a single alphabetical list according to rules used for indexing.
- Single-author entries come before multi-author entries beginning with same name.
- List all works by one author, editor, etc., together in chronological order.
- Use 3-em dashes for repeated names (e.g., Webb, J. D. 1986. / ———. 1987).

**CITATIONS IN THE AUTHOR-DATE STYLE**

**One Author**

**Two Authors**

**Three Authors**

**More Than Three Authors**

**Editor, Compiler, or Translator**
Editor, Compiler, or Translator with an Author

Organization, Association, or Corporation as "Author"

Chapter in a Book

Article Titles and Journal Titles (multiple authors are handled the same as multiple authors for books)

Popular Magazines

Newspapers

Microfiche

Published, Broadcast, or Recorded Interviews

Unpublished Interviews

Electronic Resources

Thesis or Dissertation