

CHICAGO DOCUMENTATION STYLE (14th Edition)

Remember: You must document whenever you quote, summarize or use any idea, fact or figure from source material (unless the material is “common knowledge”). The current form uses an alphabetized References list (on a separate page at the end of your text) in conjunction with in-text paranthetical references.

The Chicago Manual of Style allows **two** types of reference styles : Author-Date system (Scientific style) and Documentary-Note system (Humanities style). Those who are in the natural and social sciences are recommended to use the Author-Date system and those in such humanities departments as fine arts, literature, philosophy and history are suggested to use the Documentary-Note system.

Bibliography (References):

1. The list of references appears at the end of the document.
2. The list is arranged alphabetically according to the authors’ last names.
3. Only those authors who have been cited within the paper are listed in the references list.
4. Leave double-space between each entry.

In-text citation:

Within the text, the author’s last name, publication date and page number appears:

The critical age for acquiring the first language is around five and six (Collins 1953).

AUTHOR-DATE SYSTEM (SCIENTIFIC STYLE):

BOOK, one author

Author’s surname name, first name. Year. Title of book. Place of publication: Publisher.

Reference example:

Blinksworth, Roger. 1987. *Converging on the evanescent*. San Fransisco: Threshold Publications.

In-text citation:

(Blinksworth 1987, 23)

BOOK, 2 to 3 authors

Author’s surname, first name, and author’s first name surname. Year. Title of book. Place of publication: Publisher.

Reference example:

Collins, Geoffrey, and Mathew D. Wortmaster. 1953. *The collected works of Pennyloss*. Boston: Pennyloss.

In-text citation:

(Collins and Wortmaster 1953, 115)

BOOK, 3 or more authors	Author's surname, first name, author's first name surname, and author's first name surname. Year. Title of book. Place of publication: Publisher.
Reference example:	Sanders, G.S., T. R. Price, V. L. DeSantis, and C. C. Ryder. 1989. <i>Prediction and prevention of famine</i> . Los Angeles: Timothy Peters.
In-text citation:	(Sanders et al. 1989, 116)
BOOK, corporate or organization author	Name of organization. Department. Year. Title of book. Place of publication: Publisher.
Reference example:	Ohio State University. College of Administrative Science. Center for Human Resource Research. 1977. <i>The national longitudinal surveys handbook</i> . rev. ed. Columbus.
In-text citation:	(Ohio State 1977, 147)
JOURNAL ARTICLE	Author's surname, name. Year. Title of article. Name of journal Volume, (number): pages.
Reference example:	Banks, William. 1958. Secret meeting in boise. <i>Midwestern Political Review</i> 6: 26-31.
In-text citation:	(Banks 1958, 28)
NEWSPAPER OR ENCYCLOPEDIA ARTICLE:	Not in reference list. The full referencing is given within the text.
Reference example:	-
In-text citation:	“An editorial in the New York Times, 30 July 1990, took the position that” “In his article on Nebo in the eleventh edition of the Encyclopedia Britannica, Morris Jastrow noted that.....”
ARTICLE FROM ELECTRONIC JOURNAL FROM DATABASE:	Author's surname, first name. Year. Title of article. Name of Journal. Volume, (number): pages. Name of database, web address.
Reference example:	Yin, Sandra. (2003). Color blind. <i>American Demographics</i> 25, (7): 22-26. Academic Search Premier, via Galileo, http://www.galileo.usg.edu
In-text citation:	(Yin 2003, 24)
ARTICLE FROM WWW:	Author's last name, first name. Year. Title of article [online]. Host or name of web site. [cited day/month/year]. Available from: specific web address.
Reference example:	Jewett, Sarah Orne. 1997. The country of the pointed firs [online]. <i>New York: Columbia University, Academic Information Systems, Bartleby Library</i> , [cited 16 October 1997]. Available from: http://www.columbia.edu/acis/.bartleby/jewett
In-text citation:	(Jewett 1997)

QUOTING SOMEONE AS CITED IN ANOTHER SOURCE [secondary citation]:

To cite a source from a secondary source (“quoted in . . .”, “cited in”) is very strongly **discouraged**, since you, as researchers, are expected to search for and examine the works that has been cited within the sources. If an original source is impossible to find, however, both the original and the secondary source must be listed.

Example: Zukovfsky, Louis. 1931. *Sincerity and objectification*. Poetry 37 (February 1931): 269, quoted in Bonnie Costello. *Marianne Moore: Imaginary Possessions*. Camobridge, MA: Harvard University Press, 1981, 78.

DOCUMENTARY-NOTE SYSTEM (HUMANITIES STYLE):

BOOK, one author **Author’s surname name, first name. Title of book. Place of publication: Publisher, Year.**

Reference example: Blackfoot, Emery. *Chance encounters*. Boston: Serendipity Press, 1987.

First footnote: Emery Blackfoot, *Chance Encounters* (Boston: Serendipity Press, 1987).

Next footnotes: Blackfoot, 102.

BOOK, more than 3 Authors **Author’s surname, first name, author’s first name surname, and author’s first name surname. Title of book. Place of publication: Publisher, Year.**

Reference example: Smith, John, George Jackson, Humphry Little and Stanley Black. *How to Fry an Egg*. Boston: Serendipity Press, 1972.

First footnote: John Smith et al., *How to Fry an Egg* (Boston: Serendipity Press, 1972).

Next footnotes: Smith et al., *How to Fry*, 35.

JOURNAL ARTICLE **Author’s surname, name. Title of article. Name of journal Volume (Year): pages.**

Reference example: Banks, William. “Secret meeting in boise.” *Midwestern Political Review* 6 (1958): 26-31.

First footnote: William Banks, “A Secret Meeting in Boise,” *Midwestern Political Review* 6 (1958): 29.

Next footnotes: Banks, 31.