

# Chicago Manual of Style (CMOS) 18<sup>th</sup> Ed. Author-Date Guidelines

## THE PURDUE OWL

This poster provides basic rules for using the Chicago Manual of Style (CMOS). To supplement this material, consult *The Chicago Manual of Style*, 18<sup>th</sup> edition. This poster follows one of the two CMOS systems of source citation, Author-Date. Please see the Purdue University Online Writing Lab (OWL) for information on CMOS.

### FORMATTING

Type CMOS papers on white 8.5x11 inch paper. Set margins to 1" on all sides. Use a legible font (Times New Roman or Courier) in 10 to 12pt. size. Double-space text, with one space after punctuation between sentences, and number pages beginning with Arabic numeral 1 on the first page of the main body of the text.

#### Title Page

Center the title one-third of the way down the page and write it in ALL CAPS. Name + class information + date follow several lines later, also centered. For subtitles, end the title line with a colon and place the subtitle on the line below the title. Double-space each line on the title page.

#### References

Center the title, "References," at the top of the page. Do not bold, italicize, or enclose it in quotation marks. Flush left the first line of the entry and indent subsequent lines. Order entries alphabetically by authors' last name. **Note:** The References page is formatted differently than the Bibliography.

#### Quotations

Any prose quotation of five or more lines (or, in the absence of lines, a hundred or more words) should be "blocked." The block quotation should not have quotation marks. Indent the entire quotation using the word processor's indentation tool. It is optional to off-set the block quotation by using a different or smaller font than the text that comes before and after the block quote. The citations for block quotations begin after the final punctuation of the quotation. No period is required before or after the closing parenthesis.

# Chicago Manual of Style (CMOS) 18<sup>th</sup> Ed.

## Author-Date Guidelines

---

### THE PURDUE OWL

---

## In-Text Citation

### Basics

Each time you use a source in the text, cite the source in parenthesis. Parenthetical citations are comprised of author's name and publication date. A page number may be added, following a comma. Clarifying words such as "editor" or "translator" are left out of text citations. *DO NOT* use punctuation between the author's last name and the year in text citations. *Do* place a comma between the year and page numbers. Place the Author-date citations before punctuation whenever possible.

### Author's Name

When an author's name appears in the text, the date of the work cited should follow, even when articulated in the possessive. Also note that CMOS distinguishes between authors and works. While "in Foucault 1948a" is technically permissible, "Foucault's (1948a) work suggests..." is preferred.

### No Author or No Page Numbers

If a source has no clear author, cite it by its title, both on the References page and in shortened form (up to four keywords from that title) in parenthetical citations throughout the text. The abbreviation must use the first word of the title excluding articles (a/an/the). If you cannot name a specific page number, use another option: section (sec.), equation (eq.), Volume (vol.), note (n.).

### Same Source, Same Paragraph

When citing the same source more than once in a single paragraph, you need only cite the source (in full) after the first reference of the paragraph. When the same source, but a different page number, is referenced in the same paragraph, the author's name or *ibid.* may be used in the second parenthetical reference (e.g., "Jameson, 114" or "*ibid.*, 114"). CMOS prefers the first form. However, if citing the same source more than a few times (such as for a literary analysis of a work), you can simply use a parenthetical page number.

### Same Source, Same Year

When you have several sources by the same author written in the same year, list them alphabetically by title on your References page. Append the letters a, b, c, ect., to the year of publication. Retain those letters in the in-text citation.

### One Sentence, Two Sources

Use a semicolon to separate two or more references in a single parenthetical citation. The order they appear in the citation should reflect the order in which they appear in the text. Or, the order they appear in the citation may reflect the relative importance of the items cited.

# Chicago Manual of Style (CMOS) 18<sup>th</sup> Ed.

## Author-Date Guidelines

---

### THE PURDUE OWL

---

## References

### Basics

The Reference list appears at the end of the papers on a separate page. Each source that is used in the text must have a corresponding entry on the References page at the end of the paper. Alphabetize reference list entries by the last name of the first author of each work. **Note:** Publications in some natural sciences prefer initials instead of author's first names.

### Single Author

Author's first and last names are inverted and followed by date of publication

### Two to Three Authors

Use the "Lastname, Firstname" format for the first name and then "Firstname Lastname" for the second author. Separate the names with the word "and." Write the names in the order they appear on the title page of the source.

### Four to Ten Authors

Write out all names on the Reference page but use just the first author's name and "et al." (not italicized) in the text itself.

### One Author, Multiple Entries

The 3-em dash (---) should be used to replace the names of authors or editors that hold multiple, successive entries on a reference page. Arrange the entries chronologically, oldest to newest. Undated works should be designated n.d. or forthcoming and be listed after all dated works.

### Editors and Translators

Identify editors, translators, and the like on the Reference page only by spelling out the phrases "edited by" and "translated by."

### Journals

Journal articles are usually cited by volume and issue number, and date of publication