Chicago Manual of Style (CMOS) 18th 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,* 18th edition. This poster follows one of the two CMOS systems of citation, Author–Date. Please see the Purdue OWL for information on CMOS.

FORMATTING

Type CMOS papers on white 8.5 x text, with one space after periods, and 11-inch paper. Set margins to one inch on all sides. CMOS recommends serif fonts like Times New Roman or Courier in 10–12 point size, double-space, for academic work. Number pages beginning with Arabic numeral 1 on the first page of the main body of the text. Page numbers should appear in the header or footer and start on the first page of the main text, not on the title page.

Title Page
Center the title one-third of the way down the page and write it using all capital letters. Name + Instructor's name + course + date follow several lines later, also centered. For subtitles, end the title line with a colon and begin the subtitle on the next line. 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. Align the first line of each entry flush left and indent subsequent lines. Order entries alphabetically by authors' last names. **Note:** The References page is formatted differently from the Bibliography in this style.

Quotations
Any prose quotation of six to eight 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. The block should begin on a new line, be indented about half an inch, and be single-spaced. 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 parentheses.

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In-Text Citation

Basics
Each time you use a source in the text, cite the source in parentheses. Parenthetical citations consist 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, unless needed for clarity. *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 ending punctuation whenever possible, except in the case of block quotes.

Author's Name
When an author's name appears in the text, the year of publication should follow, even when articulated in the possessive. Parentheses are required around the year. 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
Use the full title on the References page and a shortened title (starting with the first significant word) in text. When no page number is available, use locators like section (sec), equation (eq), volume (vol), or paragraph (par), consistently formatted.

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 may be used in the second parenthetical reference (e.g., "Jameson, 114"). You may omit the year after the first citation in a paragraph but never the author's name.

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 lowercase letters (a, b, c, etc.) to the year without space (e.g., 2020a), and list such works alphabetically by title on the References page. Retain those letters in the in-text citation.

One Sentence, Two Sources
Separate citations with semicolons and list them alphabetically by authors' last names — the order they appear in the text or relative importance is not a CMOS guideline.

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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