The Chicago style provides two systems for citing the sources you use. Choose either:

1. **the notes-bibliography system**: use this system to create footnotes or endnotes for specific citations and a bibliography at the end of your work, arranged in alphabetical order, that provides full details about your sources. For this system, see the Chicago Notes-Bibliography System QuickGuide.

   OR

2. **the author-date system**: use this system to create specific parenthetical citations throughout your work and a reference list at the end of your work, arranged in alphabetical order, that provides full details about your cited sources. The examples in this QuickGuide follow the author-date system.

General guidelines for using the **author-date system**:

- **In-text citation** are usually structured like this: (Author's Last Name publication date, page(s) cited)

- **Reference list entries** usually contain, in the following order:
  - Author/creator information (for examples of works by one, two, three, or more authors, see page 2 of this QuickGuide)
  - Publication date
  - Title information (titles may be in quotation marks or italicized, depending on the source type)
  - Publication information (e.g., place of publication and publisher name for a book; volume and issue number for a journal article; DOI [Digital Object Identifier] or URL for an online resource)

- Reference lists are always single-spaced. See the Manual (Figure 15.1, p. 894) for an example.
## How to Format Author Names (see sec. 14.72-14.84, 15.9, & 15.12, *Chicago Manual*)

<table>
<thead>
<tr>
<th>Author type</th>
<th>Beginning of reference list entry</th>
<th>In-text citation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 author</td>
<td>Davies, Robert. 2003.</td>
<td>(Davies 2003, 310)</td>
</tr>
<tr>
<td>2 authors</td>
<td>Calomiris, Charles W., and Jonathan Pritchett. 2016.</td>
<td>(Calomiris and Pritchett 2016, 21)</td>
</tr>
<tr>
<td>3 authors</td>
<td>Arrow, Kenneth J., Kristen Renwick Monroe, and Nicholas Monroe Lampros. 2016.</td>
<td>(Arrow, Monroe, and Lampros 2016, 75-76)</td>
</tr>
<tr>
<td>4 or more authors</td>
<td>St. George, Scott, David M. Meko, Martin-Philippe Girardin, Glen M. MacDonald, Erik Nielson, Greg T. Pederson, David J. Sauchyn, Jacques C. Tardif, and Emma Watson. 2009.</td>
<td>(St. George et al. 2009, 697)</td>
</tr>
<tr>
<td>No author</td>
<td>“Calls for Change.” n.d.</td>
<td>(“Calls for Change” n.d.)**</td>
</tr>
</tbody>
</table>

*You may use an abbreviated name for the organization to make in-text citations shorter. If you abbreviate the organization name in your text, begin the reference list entry with the abbreviated name (sec. 15.37, *Chicago Manual*).  
**For a work with no author, provide a shortened form of the title in the in-text citation if the title is longer than a few words (sec. 15.34, *Chicago Manual*).

## Reference List and In-text Citation Examples

<table>
<thead>
<tr>
<th>Source</th>
<th>Reference list entry</th>
<th>In-text citation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Print (Sec. 15.9, <em>Chicago Manual</em>)</td>
<td><strong>NOTE: The state/province of publication is not required if the city of publication is well known or if the name of the state/province is part of the name of the publisher (sec. 14.130, <em>Chicago Manual</em>).</strong></td>
<td></td>
</tr>
<tr>
<td>Specific edition, print (Sec. 14.113 and 15.9, <em>Chicago Manual</em>)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Editor(s) in place of author(s) (Sec. 14.76, 15.9, and 15.36, <em>Chicago Manual</em>)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>In an edited book (Sec. 15.9, <em>Chicago Manual</em>)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Source</td>
<td>Reference list entry</td>
<td>In-text citation</td>
</tr>
<tr>
<td>--------</td>
<td>----------------------</td>
<td>------------------</td>
</tr>
<tr>
<td><strong>Journal article</strong>&lt;br&gt;Online in a library database, with no DOI&lt;br&gt;(Sec. 14.175, 15.9, and 15.47, Chicago Manual)</td>
<td>St. George, Scott, David M. Meko, Martin-Philippe Girardin, Glen M. MacDonald, Erik Nielson, Greg T. Pederson, David J. Sauchyn, Jacques C. Tardif, and Emma Watson. 2009. “The Tree-Ring Record of Drought on the Canadian Prairies.” <em>Journal of Climate</em> 22 (3): 689-710. Science Citation Index.&lt;br&gt;NOTE: For articles that require an institutional login and do not have a DOI, provide the database name instead of the URL (sec. 14.175, <em>Chicago Manual</em>).</td>
<td>(St. George et al. 2009, 697)</td>
</tr>
<tr>
<td><strong>Magazine article</strong>&lt;br&gt;Print&lt;br&gt;(Sec. 14.188 and 15.49, Chicago Manual)</td>
<td>Gatehouse, Jonathon. 2009. “Europe’s Great Shift to the Right.” <em>Maclean’s</em>, June 22, 2009.&lt;br&gt;NOTE: Repeat the year of publication with the month and day (sec. 15.49, <em>Chicago Manual</em>).</td>
<td>(Gatehouse 2009, 27)</td>
</tr>
<tr>
<td>Source</td>
<td>Reference list entry</td>
<td>In-text citation</td>
</tr>
<tr>
<td>------------------------------------</td>
<td>----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>---------------------------------------</td>
</tr>
<tr>
<td>Print (Sec. 14.191 and 15.49, Chicago Manual)</td>
<td><strong>NOTE:</strong> If a newspaper article does not have an author, move the name of the newspaper to the author position (sec. 14.207, Chicago Manual). Repeat the year of publication with the month and day (sec. 15.49, Chicago Manual).</td>
<td></td>
</tr>
<tr>
<td>Online (Sec. 14.191 and 15.49, Chicago Manual)</td>
<td><strong>NOTE:</strong> If a newspaper article does not have an author, move the name of the newspaper to the author position (sec. 14.207, Chicago Manual). Repeat the year of publication with the month and day (sec. 15.49, Chicago Manual).</td>
<td></td>
</tr>
<tr>
<td><strong>Reference book entry</strong></td>
<td>NOTE: Entries from well-known reference works need to be cited only in text, not in your reference list. If the reference work is not well known, cite it “with full publication details like any other book resource” (sec. 14.232, Chicago Manual).</td>
<td>(Webster’s Unabridged Dictionary 2005, s.v. “gerrymander”)</td>
</tr>
<tr>
<td>Print (Sec. 14.232, Chicago Manual)</td>
<td>NOTE: s.v. stands for sub verbo, which means “under the word.”</td>
<td></td>
</tr>
<tr>
<td>Online (Sec. 14.248 and 15.47, Chicago Manual)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Online (Sec. 14.215, Chicago Manual)</td>
<td><strong>NOTE:</strong> For a dissertation or thesis retrieved from a database, provide the name of the database and any identification number supplied by the database (sec. 14.215, Chicago Manual).</td>
<td></td>
</tr>
<tr>
<td><strong>Canadian Statute</strong></td>
<td>NOTE: Normally, citations for print statutes and other legal works should be incorporated within the text of your paper, not in your reference list (sec. 15.58, Chicago Manual).</td>
<td>In the <em>Canada Elections Act</em> (S.C. 2000, c. 9), …</td>
</tr>
<tr>
<td>Print (Sec. 14.295 and 15.58-59, Chicago Manual)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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<table>
<thead>
<tr>
<th>Source</th>
<th>Reference list entry</th>
<th>In-text citation</th>
</tr>
</thead>
</table>
NOTE: Repeat the year of publication with the month and day (sec. 15.50, *Chicago Manual*).                                                                                                                                  | (Dash 2011)      |
NOTE: You may list an abbreviated name for the organization to make in-text references shorter (sec. 15.37, *Chicago Manual*).                                                                                          | (WHO 2017)       |
NOTE: “n.d.” is used in place of the date of publication (sec. 15.50, *Chicago Manual*).                                                                                                                                  | (“ Calls for Change” n.d.) |
NOTE: References for online videos vary depending on the context of the video. For more examples, see sec. 14.267 of the Manual.                                                                                     | (“Peer Review in 5 minutes” 2009) |
NOTE: Reference list entries are not needed for interviews and personal communications, though each person cited must be fully identified in the text (sec. 15.53, *Chicago Manual*).                                            | (Jennifer Gustafson, interview) |
NOTE: Reference list entries are not needed for interviews and personal communications, though each person cited must be fully identified in the text (sec. 15.53, *Chicago Manual*).                                            | (Mickelson 2010) |
Sample Reference List
Note: The reference list should be single spaced, with a hanging indent.

References


Mickelson, Marjorie. 2010. “Nigeria.” Lecture at Augustana Campus, Camrose, AB.


Anatomy of a Citation

This example describes the elements of a citation. It is based on a journal article accessed online, with a DOI.

<table>
<thead>
<tr>
<th>Author(s)</th>
<th>Date of Publication</th>
<th>Article Title</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Journal Title</th>
<th>Volume, Issue</th>
<th>Page Numbers</th>
<th>DOI (digital object identifier)</th>
</tr>
</thead>
</table>

Author(s)
First author’s name is inverted (last name followed by a comma then first name and middle name in full (if given))
For more than one author, insert a comma after the first author’s first name(s) then add the additional author(s) names in full (not inverted)
Separate authors’ names with a comma
Separate second last and last authors’ names with the word “and”
End with a period

Date of Publication
Place year of publication in parentheses, followed by a colon

Article Title
Enclose the title in quotation marks
Capitalize all principal words in the title (e.g. not words such as “of”, “the”, “is”)
End the title with a period

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