

## Chicago Style 18<sup>th</sup> Guide – Author Date

### APSU Writing Center Handout

**Which Citation Style Should I Use?** This handout follows the Author-Date Style.

Check your instructor or syllabus to determine which method to use:

- **Notes and Bibliography:** Uses numbered footnotes or endnotes plus a bibliography.
- **Author-Date:** Uses in-text parenthetical references with a Reference List.

### Formatting

**Margins:** 1-inch on all sides.

**Font:** Times New Roman 12 pt.

**Double-spaced:** Main text of the paper.

**Single-spaced:** Block quotations, notes, bibliography entries, table titles, and figure captions.

**Page Numbers:** Begin in the header of the first page of text with Arabic numeral 1.

### Title Page

The title should be centered one-third of the way down the page.

Your name, class information, and date should follow several lines later.

For subtitles, end the title line with a colon and place subtitles on the line below.

Double-space each line of the title page.

Do not include a page number on the cover page.

### Main Body

Start each paragraph with a topic sentence introducing the paragraph's main idea.

Titles in text, notes, and bibliographies use headline-style capitalization.

**Italicized:** Larger works (books, periodicals, plays, long poems).

**Quotation marks:** Shorter works (articles, chapters, most poems).

Otherwise, use minimal capitalization, applying lowercase to terms except proper nouns.

## **Headings**

Use consistent, parallel headings in headline-style capitalization.

Begin subheadings on a new line and distinguish levels using font size, type style, bold/italics, and placement (centered or flush left).

Limit to three levels; ensure hierarchy is clear.

Do not end subheadings with periods.

## **Quotations**

**Prose:** Quotations of five or more lines, or over 100 words, should be blocked.

**Poetry:** Two or more lines of poetry should be blocked.

Use your word processor's indentation tool for blocked quotes.

## **Block Quotes**

Include long quotations (over 100 words), multi-paragraph quotes, correspondence, lists, or quotes needing special formatting.

- **Citations:** Place after the final punctuation; do not add periods before or after the parentheses. Avoid excessive blocking, which can reduce readability.

## **Block Quote Formatting**

Begin on a new line, indented 0.5.

Single-spaced.

No quotation marks.

Extra line before and after the quote.

## **Tables & Figures**

Place tables and figures after they are first mentioned.

Include a caption with source credit; full details go in the References/Bibliography.

Acknowledge reproduced or adapted material; use Source(s): for external data.

## **References Page**

Label the page References or Works Cited (centered).

Leave two blank lines between the title and the first entry.

Leave one blank line between subsequent entries.

Alphabetize entries letter by letter according to the first word in each entry.

Include sources you directly cite; check with your instructor about sources you consulted but did not cite.

Format entries like Notes-Bibliography style, but with the date immediately after the author's name.

## **Books**

**In-text Citation:** (First Author Last Name and Second Author Last Name Year, Page Numbers)

- **Example:** (Binder and Kidder 2022, 117–18)

**Reference List:** First Author Last Name, First Name, and Second Author First Name Last Name. Year. *Title of the Book: Subtitle if Any*. Publisher.

**Example:**

Binder, Amy J., and Jeffrey L. Kidder. 2022. *The Channels of Student Activism: How the Left and Right Are Winning (and Losing) in Campus Politics Today*. University of Chicago Press.

**Chapter or Other Part of an Edited Book**

**In-text Citation:** (Author Last Name Year, Page Number)

**Example:** (Doyle 2023, 64)

**Reference List:** Author Last Name, First Name. Year. "Title of Chapter or Article." In *Title of Book*, edited by Editor First Name Last Name and Editor First Name Last Name, Page Numbers if desired. Publisher.

**Example:**

Doyle, Kathleen. 2023. "The Queen Mary Psalter." In *The Book by Design: The Remarkable Story of the World's Greatest Invention*, edited by P. J. M. Marks and Stephen Parkin. University of Chicago Press.

**Translated Book**

In this example, the Author's name follows Eastern order with the last name first.

**In-text Citation:** (Author Last Name Year, Page Number)

- **Example:** (Liu 2021, 279)

**Reference List:** Author Last Name First Name. Year. Title of Book. Translated by Translator  
First Name Last Name. Publisher.

**Example:**

Liu Xinwu. 2021. *The Wedding Party*. Translated by Jeremy Tiang. Amazon Crossing.

**eBook (Kindle, PDF, etc.)**

When no fixed page numbers exist, cite a section, chapter, or omit.

**In-text Citation:** (Author Last Name Year, chapter and page number if available)

- **Example:** (Roy 2008, chap. 6)

**Reference List:** Author Last Name, First Name. Year. *Title of Book*. Publisher. Format.

- **Example:** Roy, Arundhati. 2008. *The God of Small Things*. Random House. Kindle.

**Online Book**

Give the URL or database name.

**In-text Citation:** (Author Last Name Year, Page Number)

**Example:** (Borel 2023, 92)

**Reference List:** Author Last Name, First Name. Year. *Title of Book*. Edition. Publisher. URL or  
Database Name.

**Example:**

Borel, Brooke. 2023. *The Chicago Guide to Factchecking*. 2nd ed. University of Chicago Press.

EBSCOhost.

**Book Published Before 1900**

Cite the place of publication instead of a publisher.

**In-text Citation:** (Author Last Name Year, Page Number)

**Example:** (Melville 1851, 627)

**Reference List:** Publisher. URL. Author Last Name, First Name. Year. *Title of Book*. Place of Publication.

**Example:**

University of Chicago Press. <https://press-pubs.uchicago.edu/founders/>. Melville, Herman. 1851. *Moby-Dick or The Whale*. New York.

### **Journal Article**

**In-text Citation:** (Author Last Name Year, Page Number)

**Example:** (Lindquist 2023, 230)

**Reference List:** Author Last Name, First Name. Year. “Title of Article.” *Title of Journal* Volume Number (Issue Number): Page Range. URL or DOI.

**Example:**

Lindquist, Benjamin. 2023. “The Art of Text-to-Speech.” *Critical Inquiry* 50 (2): 225–51. <https://doi.org/10.1086/727651>.

### **Journal Articles with Multiple Authors**

**Two authors:** list both in the reference list and the text.

**Three to six authors:** list up to six in the reference list.

**More than six authors:** list the first three, followed by “et al.” (“and others”). In the text, list only the first, followed by “et al.”

## News or Magazine Article

**In-text Citation:** (Author Last Name Year)

- **Example:** (Blum 2023)

**Reference List:** Author Last Name, First Name. Year. "Title of Article." *Newspaper Name*, Month Day. URL.

**Example:**

Blum, Dani. 2023. "Are Flax Seeds All That?" *New York Times*, December 13.

<https://www.nytimes.com/2023/12/13/well/eat/flax-seeds-benefits.html>.

## Book Review

**In-text Citation:** (Author Last Name Year)

**Example:** (Jacobs 2023)

**Reference List:** Author Last Name, First Name. Year. "Title of Review." Review of *Title of Book*, by Book Author First Name Last Name. *Newspaper or Magazine Name*, Month Day.

**Example:**

Jacobs, Alexandra. 2023. "The Muchness of Madonna." Review of *Madonna: A Rebel Life*, by Mary Gabriel. *New York Times*, October 8.

## Interview

**In-text Citation:** (Interviewee Last Name Year)

- **Example:** (Buolamwini 2023)

**Reference List:** Interviewee Last Name, First Name. Year. “Title of Interview.” Interview by Interviewer First Name Last Name. *Program Name*, Publisher, Month Day. Format, Duration if applicable. URL.

**Example:**

Buolamwini, Joy. 2023. “‘If You Have a Face, You Have a Place in the Conversation About AI,’ Expert Says.” Interview by Tonya Mosley. *Fresh Air*, NPR, November 28. Audio, 37:58. <https://www.npr.org/2023/11/28/1215529902/unmasking-ai-facial-recognition-technology-joy-buolamwini>.

**Thesis or Dissertation**

**In-text Citation:** (Author Last Name Year, Page Numbers)

**Example:** (Blajer de la Garza 2019, 66–67)

**Reference List:** Author Last Name, First Name. Year. “Title of Dissertation.” PhD diss. or MA thesis, Name of University. Database Name (Identification Number if applicable).

**Example:**

Blajer de la Garza, Yuna. 2019. “A House Is Not a Home: Citizenship and Belonging in Contemporary Democracies.” PhD diss., University of Chicago. ProQuest (13865986).

**Web Page**

If a source does not list a date of publication or revision, include an access date.

**In-text Citation:** (Organization or Author Year)

- **Example:** (Google 2023)

**Reference List:** Organization or Author. Year. "Title of Web Page." Name of Website or Section. Publication or Revision Date if available. URL.

**Example:**

Google. 2023. "Privacy Policy." Privacy & Terms. Effective November 15.

<https://policies.google.com/privacy>.

**Social Media Content**

Comments are cited with the commenter's name, date, and a reference to the original post.

**In-text Citation:** (Author or Account Name Year)

- **Example:** (Chicago Manual of Style 2015)

**Reference List:** Author or Account Name. Year. "First 280 characters of post," Platform, Month Day, Year of Post.

**Example:**

Chicago Manual of Style. 2015. "Is the world ready for singular they? We thought so back in 1993." Facebook, April 17, 2015.

**Podcast**

**In-text Citation:** (Host Last Name Year)

- **Example:** (Ober 2022)

**Reference List:** Host Last Name, First Name, host. Year. *Title of Podcast*. Season Number, episode Number, "Title of Episode." Producer or Platform, Month Day. Format, Duration. URL.

**Example:**

Ober, Lauren, host. 2022. *The Loudest Girl in the World*. Season 1, episode 2, “Goodbye, Routine; Hello, Meltdown!” Pushkin Industries, September 13. Podcast, 41 min., 37 sec.  
<https://www.pushkin.fm/podcasts/loudest-girl-in-the-world>.

## **Video or Lecture**

For moderate or posted lectures, include the moderator, the posting date, and the platform.

**In-text Citation:** (Presenter Last Name Year, at Time Range)

- **Example:** (Cowan 2022, at 6:09–17)

**Reference List:** Presenter Last Name, First Name. Year. “Title of Lecture or Video.” Platform or Event, Location, Month. Format, Duration. URL.

### **Example:**

Cowan, Vaitea. 2022. “How Green Hydrogen Could End the Fossil Fuel Era.” TED Talk, Vancouver, BC, April. Video, 9 min., 15 sec.  
[https://www.ted.com/talks/vaitea\\_cowan\\_how\\_green\\_hydrogen\\_could\\_end\\_the\\_fossil\\_fuel\\_era](https://www.ted.com/talks/vaitea_cowan_how_green_hydrogen_could_end_the_fossil_fuel_era).

## References

“General Format,” *The Purdue OWL*, <https://owl.english.purdue.edu/owl/resource/717/02/>. The

Chicago Manual of Style. 2024. "Author-Date: Sample Citations."

[https://www.chicagomanualofstyle.org/tools\\_citationguide/citation-guide-2.html](https://www.chicagomanualofstyle.org/tools_citationguide/citation-guide-2.html)