A Concise Guide to Chicago Author/Date Style for Students of English at Otago

This guide attempts to provide an overview of the basic details for submitting work to the Department in Chicago Author/Date style. For more information, students are encouaged to locate the link in External Links from Blackboard to the *Chicago Manual of Style*, 16th edition, Chapter 15. If a paper does not use Blackboard, a student may link to the *Manual* by searching in 'Article Databases' under the letter 'C' on the Library website. [*Note: You cannot reach the electronic version of the* Manual *by searching for the title in the catalogue; those records will take you only to print copies.*] The Department has selected this style because the *Manual* offers extensive, detailed advice on just about any possible reference situation, and is available to all students at the click of a mouse. It is also a widely used style in professional academic publishing. If you are on campus, you should be able to go directly to the relevant chapter by following this URL:

http://www.chicagomanualofstyle.org/16/ch15/ch15_toc.html

If you are off-campus, you will need to locate the Manual through the Library website, under "Article Databases" in order to activate proxy access (searching in the library catalogue will only guide you to the print copies).

English Department essays should be submitted with the appropriate cover sheet, marking schedules and plagiarism statement attached. These are available on Blackboard if your instructor uses a particular set of forms, or at the main desk if your instructor is happy with the generic forms. They are also included in the essay template on the department website. Essays should also include a word count. Some instructors will be happy to have your name on essays; others will prefer to mark blind and request that you include only your ID number on the work. In either case, the English Department requests that you place a header in the top right margin 1.5 cm from the top edge that includes the identifier (surname or ID #) and page number. It is not necessary to have a header on the first page.

The reason for having a header on every page is so that if a sheet from your essay becomes detached, it can be returned to the correct place in the correct essay. That can be harder than you think if a marker has a stack of 25 essays, all on the same topic.

You will find a link on the English Department website to a sample essay showing all of these layout matters and another link to a departmental essay template that has these settings already preset, as well as offering formatting styles for the basic needs of literature essays:

Normal for Main Text (Times New Roman 12 pt, 1.5 spacing, left justification, AUS English, widow/orphan control)

Essay Title for title and reference list heading (14 pt and adds a double line space beneath it and the next text)

Section Heading (12 pt bold, at left margin, adds a line space above)

Non-indented paragraph for first paragraph of essay or section or for a continued paragraph following an indented quotation

Indented quotation (indented 1 cm from left margin, with a line space above and below the quotation block)

Reference List Entry for items in list of cited works (1 cm hanging indent)

These files are available at http://www.otago.ac.nz/english/undergraduate/textlist.html

Layout of Essay
Essays should be typed in a serif font (e.g. Times, Palatino, Garamond, Baskerville, New Century Schoolbook, Courier) with 2.5 cm margins on all sides. (You will need to check this, because often the software defaults are set for 3.17 on the left side, and sometimes the right as well). You should also check that the document is formatted for A4 paper (in Word under 'File'/'Page Setup'). All typescripts in Chicago style should be at least 1.5 spaced, including indented quotations. The Department also recommends 'ragged-right' justification (confusingly, also called 'left justified'), as in this document, rather than the fully justified layout used in printed books. In Word, you set this either using the toolbar or under 'Format'/'Paragraph'. When typing with an unjustified right margin, you should enter two spaces following a full stop.

Title
Although not all lecturers will require a title for your essay, should you use one, it should be centred at the top of the first page.

Paragraph Layout
Each paragraph should begin with an indentation of at least 1 cm. It is common, but not necessary, to have no indentation for the very first paragraph of a section, essay or chapter (as in this document). Skipping lines between paragraphs appears to be fashionable, and is the appropriate format for a business letter, but is not the appropriate format for an academic essay.

Quotation Marks
To many students the most immediately striking feature of Chicago style is that it only permits double quotation marks. As a Department, we feel there are valid semantic distinctions that can be accommodated by using both single and double quotation marks, so we have decided to deviate from Chicago style in the following exception: Quotations of the words of others are to be in double quotation marks; references to words used in a special sense or to words to which you wish to draw attention (for the purposes of emphasis or to discuss that word itself) may be in single quotation marks. The *Manual* discusses this usage at 7.55, though with double quotation marks. It is also possible to use italics to set off words, particularly if you discussing that word in a linguistic context or as a thematic term.
     Examples:
     The author's stress on 'timing' encourages the reader to scan each line of her poems.
     The Anglo-Saxon term *cyning* does not mean exactly the same thing as modern *king*.

     MS Word and other word processors enable users to select rounded or straight quotation marks. The rounded forms are quaintly named 'smart' quotation marks, but unfortunately, the software is not always smart enough to distinguish between opening and closing positions (6s and 9s), so although the Department is happy to permit rounded quotation marks, students are responsible for ensuring that they are the right way round. If you wish to be plain and safe, you may turn off the smart quotation marks under 'Format'/'AutoFormat'/ 'Options'/'AutoFormat As You Type' and 'AutoFormat'.
     With double quotation marks, final punctuation should be inside the quotation marks. However, most quotations will be followed by a parenthetical reference, in which case the punctuation follows the closing parenthesis. Longer quotations (100+ words, but for full details on deciding whether to run in or set off quotations, see section 13.10) should be indented 1 cm from the left margin. Indented quotations do not require quotation marks, and final punctuation precedes the bracketed reference.

Bracketed References
Following a quotation, the Chicago Author/Date style requires writers to insert any of the following details not already clear from the immediate context: author surname, date of publication, and page number. The page number or range of page numbers is set off from the author surname and date by a comma. There is no punctuation between the author surname and year. Normally, bracketed references are placed at the end of the sentence containing the quotation, even if the quotation finishes earlier. However, where you cite more than one work in a sentence, or you feel a reference would be unclear if withheld to the end, you may place it immediately following the quotation within the sentence. (In the unusual event that you need to cite two works published by the same author in the same year, add 'a' and 'b' to the dates to distinguish them; see sec. 15.19).
     Use of bracketed references takes a bit of practice and judgement, but is quite efficient compared to footnotes. Chicago Author/Date style only uses footnotes for discursive notes, and generally if a point is important enough to make, it is important enough to include in the main body of the essay, so discursive footnotes are relatively rare in modern academic essays. Their most common use is to thank readers or listeners or funding bodies.

Inclusive numbering/Spelling of numbers
Chicago style has a not-very-memorable rule for setting out ranges of numerals based on the first number in the range. For full details, see section 9.60. Here are examples of typical situations you will need for student essays: 17–29, 4–86, 79–113, 100–127, 300–378, 3000–4538, 103–7, 456–9, 567–91, 134–39, 211–39, 2256–97. Note the use of the en-dash rather than the hyphen in ranges of numerals. (To type an en-dash on a Mac, use "option + hyphen"; for a PC, hold down the ALT key while typing 0150 on the number keypad or in Num-Lock mode.)

Spell out words under 100, and spell out any number that is the first word in a sentence. Spell out numbers for centuries, e.g. "nineteenth century," not "19th century." A hyphen between number and century indicates the word is used adjectivally, e.g. "Fifteenth-century literature is marvellous."

Word Length
Essays should not exceed the word length prescribed by your instructor. Markers are not obliged to read beyond the assigned word length, but the discipline of writing to a word limit is also a practical reality of any professional writing and the Department therefore believes students should learn to work within such limits.

Reference List
A bibliography is a list of sources you used in compiling a document. In Chicago style, this list is called the "Reference List," and comes at the end of your essay on its own page(s). The list should include only those works to which you actually refer in your essay, not every article or book you may have looked at in the course of your research. You should arrange the bibliography in alphabetical order by the author's last name or, if there is no author, by the first main word of the title. For the purposes of alphabetising, you should ignore 'A,' 'And,' and 'The' in a title. Where you have used more than one work by the same author, you should arrange the entries in chronological order by date of publication, and replace the author's name with a 3-em dash (=6 hyphens, and Word will usually convert it automatically) in second and later entries (see sections 15.17–19).

- Retain equal spacing within and between all entries.

- Use hanging indent paragraph styles (the first line of the paragraph is aligned with the left margin, and all subsequent lines are indented at least 1 cm from the left margin). Set hanging indents in Word under 'Format'/'Paragraph'.

- Type authors' last names first, with the last and first names separated by a comma, unless there are two or more authors. For references that have multiple authors, type the last name first for the first author, then type subsequent names with the first name first. Separate names with commas.

- Include the full title and begin each important word with a capital letter. Articles, prepositions, and possessive adjectives are usually in lower-case. Foreign languages have distinct rules for capitalization, so you should follow the capitalization used in your source for such titles.

- Use italics for the titles of books and periodicals. When writing by hand on tests or exams, you will have to resort to underlining, but typed material should be in italics. Book titles that include another title within them should print the included title in roman, e.g. *Madness in* Hamlet.

- Enclose titles of periodical articles, stories or poems in double quotation marks. Any quotations within the title should be in single quotation marks. Article titles that refer to titles of books should italicise the book title, e.g. "The Beauty of *Paradise Lost*."

- Type publication information (place of publication [city, not country; where necessary additional distinguishing details such as state or country may be added], publisher's name, and year of publication).

- When citing a chapter from a book or an essay from a periodical, list the inclusive page numbers at the end.

- Separate each field of information in the reference entry with a full stop followed by two spaces.

Author-Date: Sample Citations

(from http://www.chicagomanualofstyle.org/tools_citationguide.html)

The following examples illustrate citations using the author-date system. Each example of a reference list entry is accompanied by an example of a corresponding parenthetical citation in the text. For more details and many more examples, see chapter 15 of *The Chicago Manual of Style*.

Books

One author

Pollan, Michael. 2006. *The Omnivore's Dilemma: A Natural History of Four Meals*. New York: Penguin.

(Pollan 2006, 99–100)

More than one book by same author

Booth, Wayne C. 1961. *The Rhetoric of Fiction*. Chicago: University of Chicago Press.

———. 1990. *The Company We Keep: An Ethics of Fiction*. Chicago: University of Chicago Press.

Bracketed references to these works would read: (Booth 1961, 27) *or* (Booth 1990, 234). *They must be listed in the Reference List in chronological order. Note the 3-em dash for repeated author.*]

Two or more authors

Ward, Geoffrey C., and Ken Burns. 2007. *The War: An Intimate History, 1941–1945*. New York: Knopf.

(Ward and Burns 2007, 52)

For four or more authors, list all of the authors in the reference list; in the text, list only the first author, followed by *et al*. ("and others"):

(Barnes et al. 2010)

Editor, translator, or compiler instead of author

Lattimore, Richmond, trans. 1951. *The Iliad of Homer*. Chicago: University of Chicago Press.

(Lattimore 1951, 91–92)

Editor, translator, or compiler in addition to author

> García Márquez, Gabriel. 1988. *Love in the Time of Cholera*. Translated by Edith Grossman. London: Cape.

> (García Márquez 1988, 242–55)

Chapter or other part of a book

> Kelly, John D. 2010. "Seeing Red: Mao Fetishism, Pax Americana, and the Moral Economy of War." In *Anthropology and Global Counterinsurgency*, edited by John D. Kelly, Beatrice Jauregui, Sean T. Mitchell, and Jeremy Walton, 67–83. Chicago: University of Chicago Press.

> (Kelly 2010, 77)

Chapter of an edited volume originally published elsewhere (i.e. primary sources)

> Cicero, Quintus Tullius. 1986. "Handbook on Canvassing for the Consulship." In *Rome: Late Republic and Principate*, edited by Walter Emil Kaegi Jr. and Peter White. Vol. 2 of *University of Chicago Readings in Western Civilization*, edited by John Boyer and Julius Kirshner, 33–46. Chicago: University of Chicago Press. Originally published in Evelyn S. Shuckburgh, trans., *The Letters of Cicero*, vol. 1 (London: George Bell & Sons, 1908).

> (Cicero 1986, 35)

Preface, foreword, introduction, or similar part of a book

> Rieger, James. 1982. Introduction to *Frankenstein; or, The Modern Prometheus*, by Mary Wollstonecraft Shelley, xi–xxxvii. Chicago: University of Chicago Press.

> (Rieger 1982, xx–xxi)

Book published electronically

If a book is available in more than one format, cite the version you consulted. For books consulted online, list a URL; include an access date only if one is required by your publisher or discipline. If no fixed page numbers are available, you can include a section title or a chapter or other number.

> Austen, Jane. 2007. *Pride and Prejudice*. New York: Penguin Classics. Kindle edition.

> (Austen 2007)

> Kurland, Philip B., and Ralph Lerner, eds. 1987. *The Founders' Constitution*. Chicago: University of Chicago Press. http://presspubs.uchicago.edu/founders/.

> (Kurland and Lerner, chap. 10, doc. 19)

Journal articles

Article in a print journal

In the text, list the specific page numbers consulted, if any. In the reference list entry, list the page range for the whole article.

> Weinstein, Joshua I. 2009. "The Market in Plato's *Republic*." *Classical Philology* 104:439–58.

(Weinstein 2009, 440)

Article in an online journal

Include a DOI (Digital Object Identifier) if the journal lists one. A DOI is a permanent ID that, when appended to http://dx.doi.org/ in the address bar of an Internet browser, will lead to the source. If no DOI is available, list a URL. Include an access date only if one is required by your publisher or discipline.

> Kossinets, Gueorgi, and Duncan J. Watts. 2009. "Origins of Homophily in an Evolving Social Network." *American Journal of Sociology* 115:405–50. Accessed February 28, 2010. doi:10.1086/599247.

(Kossinets and Watts 2009, 411)

Article in a newspaper or popular magazine

Newspaper and magazine articles may be cited in running text ("As Sheryl Stolberg and Robert Pear noted in a *New York Times* article on February 27, 2010, . . ."), and they are commonly omitted from a reference list. The following examples show the more formal versions of the citations. If you consulted the article online, include a URL; include an access date only if your publisher or discipline requires one. If no author is identified, begin the citation with the article title.

> Mendelsohn, Daniel. 2010. "But Enough about Me." *New Yorker*, January 25.

(Mendelsohn 2010, 68)

> Stolberg, Sheryl Gay, and Robert Pear. 2010. "Wary Centrists Posing Challenge in Health Care Vote." *New York Times*, February 27. Accessed February 28, 2010. http://www.nytimes.com/2010/02/28/us/politics/28health.html.

(Stolberg and Pear 2010)

Book review

> Kamp, David. 2006. "Deconstructing Dinner." Review of *The Omnivore's Dilemma: A Natural History of Four Meals*, by Michael Pollan. *New York Times*, April 23, Sunday Book Review. http://www.nytimes.com/2006/04/23/books/review/23kamp.html.

(Kamp 2006)

Electronic or Unpublished Items

Thesis or dissertation

> Choi, Mihwa. 2008. "Contesting *Imaginaires* in Death Rituals during the Northern Song Dynasty." PhD diss., University of Chicago.

> (Choi 2008)

Website

A citation to website content can often be limited to a mention in the text ("As of July 19, 2008, the McDonald's Corporation listed on its website . . ."). If a more formal citation is desired, it may be styled as in the examples below. Because such content is subject to change, include an access date or, if available, a date that the site was last modified. In the absence of a date of publication, use the access date or last-modified date as the basis of the citation.

> Google. 2009. "Google Privacy Policy." Last modified March 11. http://www.google.com/intl/en/privacypolicy.html.

> (Google 2009)

> McDonald's Corporation. 2008. "McDonald's Happy Meal Toy Safety Facts." Accessed July 19. http://www.mcdonalds.com/corp/about/factsheets.html.

> (McDonald's 2008)

Blog entry or comment

Blog entries or comments may be cited in running text ("In a comment posted to *The Becker-Posner Blog* on February 23, 2010, . . ."), and they are commonly omitted from a reference list. If a reference list entry is needed, cite the blog post there but mention comments in the text only. (If an access date is required, add it before the URL; see examples elsewhere in this guide.)

> Posner, Richard. 2010. "Double Exports in Five Years?" *The Becker-Posner Blog*, February 21. http://uchicagolaw.typepad.com/beckerposner/2010/02/double-exports-in-five-years-posner.html.

> (Posner 2010)

E-mail or text message

E-mail and text messages may be cited in running text ("In a text message to the author on March 1, 2010, John Doe revealed . . ."), and they are rarely listed in a reference list. In parenthetical citations, the term *personal communication* (or *pers. comm.*) can be used.

> (John Doe, e-mail message to author, February 28, 2010)
> or
> (John Doe, pers. comm.)

Item in a commercial database

For items retrieved from a commercial database, add the name of the database and an accession number following the facts of publication. In this example, the dissertation cited above is shown as it would be cited if it were retrieved from ProQuest's database for

dissertations and theses.

> Choi, Mihwa. 2008. "Contesting *Imaginaires* in Death Rituals during the Northern Song Dynasty." PhD diss., University of Chicago. ProQuest (AAT 3300426).

> (Choi 2008, 227)

This format is also quite acceptable for articles from databases such as JSTOR, LION, and EBSCO.

CDs, DVDs, VCRs and Online Multimedia

Citations of online multimedia must thoroughly identify the material cited; it is never enough simply to cite an electronic file name or URL. If no date can be determined from the source, include the date the material was last accessed. If the material is a recording of a speech or other performance, or if it is a digital version of a published source, include information about the original performance or source. Include an indication of the source type (e.g., "video") and length.

> Harwood, John. 2008. "The Pros and Cons of Biden." *New York Times* video, 2:00. August 23. http://video.on.nytimes.com/ ?fr_story=a425c9aca92f51bd19f2a621fd93b5e266507191.

> (Harwood 2008)

> Curtis, Michael, and Gregory S. Malins. 2003. "The One with the Princess Leia Fantasy." *Friends*, season 3, episode 1. Directed by Gail Mancuso. Aired September 19, 1996. Burbank, CA: Warner Home Video. DVD.

> (Curtis and Malins 2003)

> "Crop Duster Attack." (1959) 2000. *North by Northwest*. Directed by Alfred Hitchcock. Burbank, CA: Warner Home Video. DVD.

> ("Crop Duster" 2000), *or if orig. date matters,* ("Crop Duster" [1959] 2000)

> "Printing." (1946) 2009. Life Work Series. Chicago: Burton Holmes Films, Inc. for Vocational Guidance Films, Inc. 30 Dec. http://youtu.be/ ss5soAuolks.

> ("Printing" 2009). *You can easily record the time mark from Youtube if you wish to refer your reader to a particular moment in the film.*

> Pepys, Samuel. 2006. *Pepys' Diary, abridged.* Read by Kenneth Branagh. Orig. released on cassette in 1996. Minneapolis: Highbridge Classics. CD.

> (Pepys 2006). *You might also refer to a particular track or time mark on the recording if you were citing a particular quotation.*