

# BRIEF GUIDE TO CHICAGO MANUAL OF STYLE

## AUTHOR-DATE

The  
Chicago  
Manual  
of Style®

This guide has been prepared according to the author-date system of the 16<sup>th</sup> edition of the Chicago Manual of Style (CMOS). This is the style, system, and edition specified by the **American Anthropological Association**. It is appropriate for most students writing in the discipline of anthropology. If you are in doubt as to whether it is the appropriate style for your research paper, please consult your instructor.

In the author-date system of CMOS, a two-part structure is used to credit the sources and writers that have contributed to a composition. The system consists of **in-text citations** and an end of text list of **reference entries**. If you are unfamiliar with these, read the brief overview. If you are comfortable with these concepts, use the table of contents to find examples of the relevant reference type.

NOTE: Dr. Ayers-Darling's student may **ONLY USE SCHOLARLY SOURCES**. Some source types listed may not be appropriate. If in doubt, ask your instructor.

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## CMOS AUTHOR-DATE SYSTEM

### PAPER FORMATTING


#### COVER PAGE

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- CMOS calls for a cover page or title page that makes use of the same font as the main text.
- Cover pages frequently make use of title case capitalization and centered, double spaced text placed about one third of the way down the page
  - One third is approximately six lines in a Times New Roman, 12pt double-spaced document.
- Include all information your instructor requests, such as your name, the title of the course, date, and project title.

#### FORMATTING THE TEXT

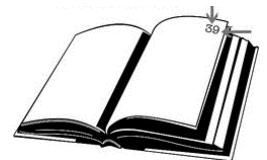
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- **FONT:** The CMOS does not designate a preferred font. Most instructors accept Times New Roman.
- **FONT SIZE:** CMOS does not specify a font size. Most instructor expect a font no larger than 12 point.
- **LINE SPACING:** CMOS suggests double spacing. Do not use extra spaces between paragraphs.
  - Block quotations are single spaced with a space before and after.
- **MARGINS:** CMOS suggests 1-inch margins.
- **ALIGNMENT:** Text should be ALIGNED to the left and left ragged on the right. 
- **INDENTATION:** Indent paragraphs one half inch (5 spaces). For ease, use the tab key.
  - Block quotations are indented half an inch.

#### PAGE NUMBERS

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- Although the CMOS does not provide a single location for page numbers, they are frequently placed in the upper right header, a half inch from the top of the page. Alternatively, page numbers are sometimes seen in the center of the footer, a half inch from the bottom center of the page.
- Check your assignment for instructor specification.



#### SUBHEADINGS

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- CMOS supports the use of subheadings to help the reader navigate the work.
- Multiple levels of subheadings can be used if the complexity of the text warrants it.
- Subheadings (Introduction, Discussion) are set on a new line, flush left or centered.
- First level subheadings are distinguished from the body of the text by typeface (**e.g. bold, italics**) and given in title case capitalization.

#### REFERENCE PAGE

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- The reference page is typically the last page of a student paper.
- The reference page is frequently titled References, but other titles (Works Cited, Bibliography) are sometimes used. Check your assignment guidelines or ask your instructor for the preferred title.
- Reference entries are organized alphabetically and make use of a half inch hanging indent.
- Entries are single spaced with a space between each entry.

## IN-TEXT CITATIONS

**In-text citations** provide information that points or keys to a list of alphabetized sources at the end of the text. In-text citations include the first two elements of the reference list entry (author + date). This enables any reader with a knowledge of the alphabet to find the relevant entry quickly.

In CMOS's author-date system, **in-text citations** frequently take the form of **parenthetical citations**.

**PARENTHETICAL CITATIONS** CONSIST OF SOURCE INFORMATION PLACED IN A SET OF PARENTHESES ().

- Parenthetical citations generally appear at the end of the sentence that contains the source information and are used for summaries, paraphrases, and quotes.
- They include the **author(s)' last name(s)**, **year of publication**, and, when available, the **page number(s)** where the source information can be found.
- Whenever possible, include page numbers for quotations or extensive paraphrases, using an en dash for page ranges.
- In CMOS, the parenthetical citation is formatted as follows:
  - (Author(s) YEAR, #). → **(Jones and Brunello 1999, 117-118)**.
- Note that there is **no punctuation** between the author(s) and year of publication.



**NOTE:** Parenthetical citations are placed before the end of sentence punctuation.

### EXAMPLE

The introduction to the issue promises an examination of American gun violence and previews the articles' themes, including "the cultivation of fear—and of particular fears about particular groups of people," and how firearms marketers capitalizes on those fears (Han and Antrosio 2018).

**SIGNAL PHRASES** ARE SHORT PHRASES USED TO SIGNAL OR INTRODUCE SOURCE MATERIAL.

- Signal phrases use **the name of the author or source** and **a verb** in the present tense. See the [signal phrase guide](#) for more information.
  - | The American Anthropological Association notes ... | Rosaldo describes...
- **Signal phrases** are generally used in conjunction with parenthetical citations.
- If the author's name is used in a signal phrase, it is not repeated in the parenthetical citation.

### EXAMPLE

Harvey implies that the Anishinaabe animistic world view intuits current theories on the consciousness of matter (2017, 482).

## REFERENCES

In the author-date system, full reference information is given in the form of end-of-text reference entries. In CMOS author-date, a period is placed after each element of the entry.

Reference entry formatting depends on entry type. Entries generally begin with:

1. Author(s) of the source.
2. Year of publication.
3. Title of work.
  - Titles of short works are given in title case and placed in "quotation marks."
  - Titles of long works are given in title case and *italicized*.

## AUTHOR TYPES

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### SINGLE AUTHOR

- The name is given last name, first name. | **ref:** Mead, Margaret. | **in-text:** (Mead 1935, 34).
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### TWO TO THREE AUTHORS

- The first name is inverted (Last name, First name). Subsequent names are given first name last name and names are separated by commas. The word *and* is given before the final name.
  - | **ref:** Ward, Geoffrey C., and Ken Burns. | **in-text:** (Ward and Burns, 2007, 52).
- 

### FOUR OR MORE AUTHORS

- Reference entries for four or more authors follow the pattern above.
  - In-text citations for four or more authors include only the first author's last name and the Latin phrase *et al.* meaning *and others*. | **in-text:** (Freeman et al. 1965, 67-69).
  - For more than ten authors, list the first seven followed by et al.
- 

### ORGANIZATION AS AUTHOR

- When a source is authored by an organization, put the organization's name in the author's place in the reference entry and in-text citation.
  - If you use an abbreviation of the organization's name in the in-text citations, the reference entry must begin with the abbreviation.
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#### EXAMPLE

**In-text:** The organization's ethical guidelines include a commitment to respecting the "dignity, integrity, and worth" of the communities they study (SfAA, n.d.).

**Ref:** SfAA (Society for Applied Anthropology). n. d. "Statement of Ethics and Professional Responsibilities." Accessed March 18. <https://www.sfaa.net/about/ethics/>.

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### UNKNOWN AUTHOR

- When the author of a work is unknown, start the reference entry with the title followed by the year.
  - In the absence of an author, in-text citations use the title or a shortened version of the title.
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#### EXAMPLE

**In-text:** ("American Found Dead" 2012).

**Ref:** "American Found Dead After Taking Ayahuasca." 2012. *Peruvian Times*, September 14. <https://www.peruviantimes.com/14/american-found-dead-after-taking-ayahuasca/16785/>

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### MULTIPLE SOURCES BY ONE AUTHOR

- When using more than one work by the same author, use three em dash — — — (Alt + Ctrl + Num-) in place of the name after the first reference list entry.
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### NO DATE

- When no publication date is available for a print source, use **n.d.** for no date in both the reference entry and in-text citation. It is preceded by a comma in in-text citations. (Evanston, n.d., 13).
  - When no publication date is available for a webpage, use the access date. See [pages 7 and 8](#).
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# SAMPLE REFERENCE ENTRIES & IN-TEXT CITATIONS

## BOOK

### REFERENCE LIST ENTRIES

- Eriksen, Thomas Hylland, and Finn Sivert Nielsen. 2001. *A History of Anthropology*. London: Pluto Press.
- Guest, Kenneth J. 2017. *Cultural Anthropology: A Toolkit for a Global Age*. New York: W. W. Norton & Company.
- Tanner, Helen Hornbeck. 1992. *The Ojibwa*. New York: Chelsea House.

### IN-TEXT CITATIONS

- (Eriksen and Nielson 2001, 57).
- (Guest 2017, 126).
- (Tanner 1992, 15–16).

## CHAPTER OR OTHER PART OF AN EDITED BOOK

In the reference list, include the page range for the chapter or part. In the text, cite specific pages.

### REFERENCE LIST ENTRY

- Archambault, JoAllyn. 2002. "Indian Imagery and the Development of Tourism in the Southwest." In *Anthropology, History, and American Indians: Essays in Honor of William Curtis Sturtevant*, edited by William C. Sturtevant, William L. Merrill, and Ives Goddard. 139 - 146. Washington, D.C.: Smithsonian Institution Press.

### IN-TEXT CITATION

- (Archambault 2002, 141).

## EDITED COLLECTION

### REFERENCE LIST ENTRY

- Heath, Dwight B., ed. 2002. *Contemporary Cultures and Societies of Latin America: A Reader in the Social Anthropology of Middle and South America*. Long Grove: Waveland Press.

### IN-TEXT CITATION

- (Heath 2002, 177–78).

## TRANSLATED BOOK

### REFERENCE LIST ENTRY

- Lévi-Strauss, Claude. 1967. *Structural Anthropology*. Translated by Claire Jacobson and Brooke Grundfest Schoepf. New York: Doubleday.

### IN-TEXT CITATION

- (Lévi-Strauss 1967, 146).

## E-BOOK

For online books, finish the reference entry with the relevant URL, DOI, or name of the database. For other types of e-books, name the format (e.g. Kobo, Kindle, Nook). If no page numbers are given, the CMOS indicates that writers may use section or chapter titles in in-text citations.

## REFERENCE LIST ENTRIES

- Galván, Javier A. 2014. *They Do What? A Cultural Encyclopedia of Extraordinary and Exotic Customs from Around the World*. Santa Barbara: ABC-CLIO. ProQuest Ebrary.
- Rosaldo, Renato. 2014. *The Day of Shelly's Death: The Poetry and Ethnography of Grief*. Durham: Duke University Press. Kindle.
- Urton, Gary. 2017. *Inka History in Knots: Reading Khipus as Primary Sources*. Austin: University of Texas Press. doi:10.7560/311918.

## IN-TEXT CITATIONS

- (Galván 2014, chap. 2).
- (Rosaldo 2014, 92).
- (Urton 2017, chap. 10, doc. 19).

## JOURNAL ARTICLE

Include the article page range in the reference list. Cite specific pages in the in-text citation. If the article was found online, include a digital object identifier (DOI). If no DOI is available, include a stable URL. This is preferred to the URL that appears in the address bar and in auto-formatted entries.

## REFERENCE LIST ENTRIES

- Haaland, Marte E. S., Haldis Haukanes, Joseph Mumba Zulu, Karen Marie Moland, Charles Michelo, Margarate Nzala Munakampe, and Astrid Blystad. 2019. "Shaping the Abortion Policy – Competing Discourses on the Zambian Termination of Pregnancy Act." *International Journal for Equity in Health* 18 (1): 1-11. doi:10.1186/s12939-018-0908-8.
- Khayyam, Umer, Ehsan Inam Ullah, and Syed Shah. 2018. "Socio-Cultural Dynamics and Their Relation with the Participatory Development in the Pashtun Tribal Society of Pakistan." *TRAMES: A Journal of the Humanities & Social Sciences* 22 (2): 173–84. doi:10.3176/tr.2018.2.05.
- Richland, Justin B. 2016. "Dignity as (Self-)Determination: Hopi Sovereignty in the Face of US Dispossessions." *Law & Social Inquiry* 41 (4): 917–38. doi:10.1111/lsi.12191.
- Scheper-Hughes, Nancy. 1995. "The Primacy of the Ethical: Propositions for a Militant Anthropology." *Current Anthropology* 36 (3): 409-440. <https://escholarship.org/uc/item/2xq430hc>.

## IN-TEXT CITATIONS

- (Haaland et al. 2019, 3-4).
- (Khayyam, Ullah, and Shah 2018, 178-179).
- (Richland 2016, 925).
- (Scheper-Hughes 1995, 413).

## NEWS OR MAGAZINE ARTICLE – PRINT AND ONLINE

- News and magazine sources are, in most cases, not considered scholarly sources. If you are unsure if a source fulfills assignment criteria, please check with your instructor.
- News and magazine reference entries supply the year of publication after the author. They give the month and date of publication after the periodical name.
- Page numbers are not included in reference entries but, if available, are used in in-text citations.
- Online sources should include the source's URL or database name.

## REFERENCE LIST ENTRIES

Dovey, Ceridwen. 2018. "An Anthropologist Investigates How We Think About How We Think." *New Yorker*, December 29.

Mpongo, Sipho. 2016. "The 'Born-Free' Generation." *Anthropology Now*, December 21.  
<http://anthronow.com/print/the-born-free-generation>

Shiraghaei, Narjes. 2018. "Traditional Postpartum Practices and Rituals in Iran." *Midwifery Today*, December 1. Alt HealthWatch.

## IN-TEXT CITATION

(Dovey 2018, 19).

(Mpongo 2017).

(Shiraghaei 2017, 48).

## INTERVIEW

### REFERENCE LIST ENTRY

Sobo, Elisa. 2019. "Medical Anthropologist Explores 'Vaccine Hesitancy'." Interview by Mare Gordon. *All Things Considered*, NPR, February 13. Audio, 3:59. <https://www.npr.org/sections/health-shots/2019/02/13/694449743/medical-anthropologist-explores-vaccine-hesitancy>.

## IN-TEXT CITATION

(Sobo 2019).

## WEBSITE CONTENT

- Web content is often unsuitable for scholarly writing. Always check with your instructor to ensure such sources meet assignment criteria.
- CMOS specifies that website content is generally cited in the running text. See page 8 for examples.
- If a more formal end of text reference entry is preferred, include:

**Author's Last Name, First Name. Publication year. "Title of Web Page." Publishing Organization or Name of Website. Month, Day Year of publication if available. URL.**

- As shown in the template above, most website titles are not italicized.
- Blog titles and titles of online works corresponding to print publications or media establishments are italicized. E.G. Google Maps, Harvard University, *Anthro{dendum}* (blog), *CNN*, *Scientific American*.
  - Blog titles that do not include the word blog are followed by (blog).
- If no publication date is listed, include the date of access or modification. See examples.
- When no author is given, the organization is moved to the author's place and is not repeated.

### RUNNING TEXT CITATION

- “In an article published on February 5, 2019 on Stanford University’s news blog, Alex Shashkevich contends that “the heart of humanity’s history is a dependency on objects and things.”
- In a 2018 TED talk called “Why the ‘Wrong Side of the Tracks’ is Usually the East Side,” anthropologist Stephen DeBerry argues that city designs create and reinforce disparity and that evidence of this can be seen in east-sides that are, via wind patterns, subject to greater pollution.

### REFERENCE LIST ENTRIES

Berke Galemba, Rebecca. 2017. “Smuggling in the Borderlands.” *Stanford University Press Blog*. November 30, 2017. <https://stanfordpress.typepad.com/blog/2017/11/index.html>

Human Rights Campaign. 2019. "Maps of State Laws and Policies." Accessed March 23. <https://www.hrc.org/state-maps>

Yetman, Norman R. 2001. "An Introduction to the WPA Slave Narratives." *Born in Slavery: Slave Narratives from the Federal Writers' Project, 1936-1938*. Last modified March 23. <http://memory.loc.gov/ammem/snhtml/snintro00.html>.

### IN-TEXT CITATIONS

(Berke Galemba 2017)

(Human Rights Campaign 2019)

(Yetman 2001)

### ONLINE VIDEO

The format of online video reference entries depends on the information available. Include details about the original published source (if applicable) and details about the source type, length, and URL. Here are two of many possible reference entry formats.

Video Creator Last Name, First Name. Original Release Year. Video Title. Original Production Company. From Provider of Online Video. Source Type, Running Time. URL.

Author Last Name, First Name. Year Filmed. "Video Clip Title." Source Type, Running Time. Posted by Name of Person/Organization, Date Posted. URL.

### REFERENCE LIST ENTRIES

DeBerry, Stephin. 2018. “Why the ‘Wrong Side of the Tracks’ is Usually the East Side.” Filmed April 2018 at TED2018 The Age of Amazement, Vancouver, BC. Video, 6:50. [https://www.ted.com/talks/stephen\\_deberry\\_why\\_the\\_wrong\\_side\\_of\\_the\\_tracks\\_is\\_usually\\_the\\_east\\_side\\_of\\_cities](https://www.ted.com/talks/stephen_deberry_why_the_wrong_side_of_the_tracks_is_usually_the_east_side_of_cities)

Herms, Pere. 2005. “Nuer: History of a Refugee.” *People of the Rift Valley*. Abyssinia Films and Danakil Productions. Youtube video, 52:26. Posted by Pere Herms September 30, 2015. <https://www.youtube.com/watch?v=HTryddu2Um4>

Pevey, Matthew. 2018. "ANTH20 -- LGBT/Queer Anthropology." YouTube video, 6:12. Posted by Matthew Pevey, August 18. <https://www.youtube.com/watch?v=nBTOi3nRNBg>.

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FOR OTHER SOURCE TYPES, PLEASE SEEK OUT ONLINE GUIDES OR THE PRINT COPY OF 16<sup>TH</sup> EDITION OF THE CMOS STYLE GUIDE. A COPY IS AVAILABLE IN THE WRITING LAB AT THE LEARNING COMMONS.