Donnelley and Lee Library

Examples of Works Commonly Cited at Lake Forest College
and Not Shown in the Hacker *Pocket Style Manual*
Using Chicago Author-Date Style – 17th Edition *with MS Word Formatting Tips*

Access dates: If your instructor requires access dates, or if the online source has no date, use this format (see also chicagomanualofstyle.org/book/ed17/part3/ch15/psec050.html):

bibliography entry

> Google. n.d. "Terrorism Definition." Google Search. Accessed March 6, 2018. http://google.com/search?q=terrorism+definition.

Examples below:

- Article (journal) with 10 or more authors
- Article (newspaper) is part of a regular column or feature and full text is in a database
- Article (newspaper) unsigned/no author in a database
- Article on microfilm with page numbers denoted with "p." or "pp." for clarity
- Article: Reprint as a chapter in a book

- Book chapter in a volume (see also translated chapter)
- Book chapter (unknown source in Moodle)
- Book: Online or ebook (a volume and an edition)
- Book: Indirect or secondary source (original is not available)
- Book: Translation (chapter and volume)
- Conference or proceedings paper (in a database)
- Social media: Twitter or YouTube or other online video
- Television episode

Article (journal) with 10 or more authors

➤ For 10 or more authors, Chicago Author-Date style advises following the methods used in the footnote style (chicagomanualofstyle.org/book/ed17/part3/ch15/psec009.html), i.e., to list the first the first seven, followed by et al., or "where space is limited" it is only necessary to list the first three authors followed by et al. (chicagomanualofstyle.org/16/ch14/ch14_sec076.html).

> Saucier, Gerard, Judith Kenner, Kathryn Iurino, Philippe Bou Malham, Zhuo Chen, Amber Gayle Thalmayer, Markus Kemmelmeier, et al. 2015. "Cross-cultural differences in a global 'Survey of World Views.'" *Journal of Cross-Cultural Psychology* 46 (1): 53-70. https://doi.org/10.1177 /0022022114551791.

Or:

> Saucier, Gerard, Judith Kenner, Kathryn Iurino, et al. 2015. "Cross-cultural differences in a global 'Survey of World Views.'" *Journal of Cross-Cultural Psychology* 46 (1): 53-70. https://doi.org/10.1177 /0022022114551791.

Article (newspaper) only available in a database, and is part of a regular column or feature of the newspaper

➤ Include only permanent URLs that your reader can access.
For example, for a paper for Lake Forest College readers, in Nexis Uni, next to the title, click Actions to select 🔗 Link to this page

➤ For Author-Date style, put the year after the author (or after the article title if there is no author), and then put the entire date (month, day, year) after the magazine or newspaper title, or, if included, after the database title (see chicagomanualofstyle.org/book/ed17/part3/ch15/psec049.html).

➤ After the article title (in quotes) place the title of a **section, column, or feature** in regular font, capitalized, without quotation marks (as shown in the footnote format: chicagomanualofstyle.org/book/ed17/part3/ch14/psec195.html)

> Barrientos, Tanya. 1994. "Alienated. They're Close Encounters of the Worst Kind. And More and More People Are Saying They've Had Them." Living. *San Jose Mercury News,* Nexis Uni, July 4, 1994. 1E. https://advance.lexis.com/api/permalink/06226bd5-fbab-4e88-b44d-d098fcf522dd/?context=1516831.

Article (newspaper—unsigned/with no author, in a database, in a particular edition, and is part of a regular column or feature of the newspaper

➢ Include only permanent URLs. For example, in the Google News Archive, use the Link to article feature.

➢ After the article title (in quotes) place the title of a section, column, or feature in regular font, capitalized, without quotation marks (as shown in the footnote format: chicagomanualofstyle.org/book/ed17/part3/ch14/psec195.html)

➢ Place the edition after the date (as in the 3rd and 5th footnote examples here: chicagomanualofstyle.org/book/ed17/part3/ch14/psec191.html) and before any page number(s)—page numbers are optional for newspaper articles.

➢ For an unsigned news article (with no author), the title of the newspaper is used in place of the author (see chicagomanualofstyle.org/book/ed17/part3/ch15/psec049.html).

> *Sydney Morning Herald*. 1899. "The Transvaal Still Willing to Arbitrate." Transvaal. October 10, 1899, Second Edition, 7. https://news.google.com/newspapers?id=ZOphAAAAIBAJ&sjid=uJEDAAAAIBAJ&pg=3216%2C682609.

The in-text parenthetical citation for a news article without an author
(the title of the newspaper is used in place of the author (see chicagomanualofstyle.org/book/ed17/part3/ch15/psec049.html).

> (*Sydney Morning Herald* 1899)

Article on **microfilm** indexed in an EBSCO database or book—Chicago Author-Date style does not specifically discuss citing microform, but the footnote style is easily adapted.

➢ Include the medium if it is necessary for the retrieval of the source; place the descriptive word at the end (in this case, "Microfilm") before any page or microfiche numbers (see chicagomanualofstyle.org/book/ed17/part3/ch14/psec115.html).

➢ To clarify that a number refers to a page and not a microform number, "p." or "pp." maybe be included (see chicagomanualofstyle.org/book/ed17/part3/ch14/psec151.html).

> Elliot, Alistair. 1998. "Did Shakespeare Scan?" *TLS: The Times Literary Supplement*, January 2, 1998. Microfilm, p. 13.

Article: Reprinted as a chapter in a book (see http://www.chicagomanualofstyle.org/book/ed17/part3/ch15/psec040.html)

> Dubrofsky, R. E. (2006) 2013. "The Bachelor: Whiteness in the Harem." Reprinted in *Race, Class, and Gender: An Anthology*, 8th ed. Edited by Margaret L. Andersen and Patricia Hill Collins, 369-78. Belmont, CA: Wadsworth.

The in-text parenthetical citation would look like this:

> (Dubrofsky [2006] 2013)

Book chapter or anthology selection in a volume where each **volume has a subject specific title**

➢ "Vol." is included here for clarity (see chicagomanualofstyle.org/book/ed17/part3/ch15/psec041.html); the translation example below shows a book volume that does not have a unique title.

> Mayda, Chris, Artimus Keiffer, and Joseph W. Slade. 2004. "Ecology and the Environment." In *The Midwest*, edited by Joseph W. Slade and Judith Yaross Lee. Vol. 3 of *The Greenwood Encyclopedia of American Regional Cultures*, edited by Joseph W. Slade and Judith Yaross Lee, 81-124. Westport, CT: Greenwood Press.

Book chapter (unknown source in Moodle)

- ➢ If there is no date, use n.d.
- ➢ If no author can be determined, begin with the title

> *Visual analysis*. n.d. Chap. 6: 115-32. Accessed February 25, 2018 from the Lake Forest College Moodle database page for *Rhetoric and Public Memory (COMM 388 01, 2016-2017 spring)*. http://moodle2.lakeforest.edu/course/view.php?id=5053.

Or:

- ➢ Missing authors or dates that can be inferred from the Moodle link, course syllabus, a library catalog, etc. can be added in square brackets:

> [Lester, Paul Martin]. [2011?]. "Visual Analysis." In [*Visual Communication: Images with Messages*] [Boston: Wadsworth], 115-32. Accessed February 25, 2018 from the Lake Forest College Moodle database page for *Rhetoric and Public Memory (COMM 388 01, 2016-2017 spring)*. http://moodle2.lakeforest.edu/course/view.php?id=5053.

Book: Online or ebook from Google Books, Kindle (no URL), ebrary, etc. (volume II of a fourth edition)

- ➢ If a Google book is only partially available online, request the print book from I-Share to receive it in 3 days.
- ➢ For Google books, use the shortest possible working version of the URL.

> Koren, Herman, and Michael Bisesi. 2003. *Handbook of Environmental Health*, 4th ed. Vol. 2, *Pollutant Interactions in Air, Water, and Soil*. Boca Raton, FL: CRC Publishers, https://books.google.com/books?id=yTbMBQAAQBAJ.

Book citation taken from an indirect or secondary source—only when the original source is not available (see also chicagomanualofstyle.org/book/ed17/part3/ch15/psec056.html)

Text (with a signal phrase mentioning the author of the secondary source and a parenthetical note to the source that contains the cited author):

> Even the 1988 unpublished papers of Hugh J. Scott, who was the dean of Hunter College
>
> Elementary School, expressed concern about the necessity of creating a diverse student body for
>
> gifted student programs when he stated, "Equity and excellence are not only compatible, but
>
> constitute non-negotiable imperatives . . ." (quoted in Subotnik 1993).

Bibliography entry for an indirect or secondary source (source quoting another source and the original is not available):

> Subotnik, Rena F., Lee Kassan, Ellen Summers, and Alan Wasser. 1993. *Genius Revisited: High IQ Children Grown Up*. Norwood, NJ: Ablex.

Book: Translated chapter in an anthology with various translators
(see also chicagomanualofstyle.org/book/ed17/part3/ch14/psec124.html)

> Dostoyevsky, Fyodor. "Notes from the Underground." Translated by David Magarshack. In *Great Short Works of Fyodor Dostoevsky*, 261-377. New York: HarperCollins, 2004.

Book: Translation—in a book that is **volume II** of a multi-volume set **published over more than one year** (see chicagomanualofstyle.org/book/ed17/part3/ch15/psec041.html)

➤ When the source is a volume of a multi-volume set published over more than one year, include the range of years at the end of the reference.

> Bazin, André. 1971. *What Is Cinema*? Translated by Hugh Gray. Vol. 2, Berkeley: University of California Press, 1967-1971.

Conference, symposium, meeting, or proceedings papers

➤ A URL is included because this paper is hard to find outside of the database and because your professor has access to that database. Include only permanent URLs! The browser address at the top of the EBSCO database page will *NOT* direct back to the document.

> Rosenthal, Cindy Simon, and Jill Tao. 2005. "What's a Small Town Mayor to Do When Things Fall Apart? A Simulation on Public Leadership." Paper presented at the Annual Meeting of the Southern Political Science Association, New Orleans, LA, January 6. Accessed February 26, 2018. http://cacheproxy.lfc.edu:2048/login?url=http://search .ebscohost.com/login.aspx ?direct=true&db=poh&AN=18604191&site=ehost-live.

Social Media (see more on citing social media: chicagomanualofstyle.org/book/ed17/part3/ch15/psec052.html)

A tweet on Twitter

➤ The permanent URL for a Twitter tweet can be captured by right clicking on the date and time link of the tweet.

> Gamal, Heba (@htgamal). 2011. "If Mubarak would have given yesterday's speech on Jan 25,maybe we the people would've accepted it." Twitter, February 11, 2011, 6:44 a.m. https://twitter.com/htgamal/status/36073121911930880.

Video (**YouTube** or other **online video**)
--and with an **organization as the author** (chicagomanualofstyle.org/book/ed17/part3/ch15/psec037.html)

➤ Surmised publication details can be included in square brackets, followed by a question mark.

> RIT Libraries. 2017. "Wikipedia: Editing Basics (Visual Editor)." YouTube video. Posted March 25, 2017. RIT [Rochester Institute of Technology?] Libraries. https://www.youtube.com/watch?v=u577WkW2TVY.

Television episode viewed via broadcast

> *Breaking Bad*. 2010. "Fly," directed by Rian Johnson; written by Sam Catlin and Moira Walley-Beckett. Season 3, episode 10. Aired May 23 on AMC.

A Few MS Word Formatting Tips for a Chicago Author-Date Style

	PC	Mac
Start Bibliography	At the end of your paper's text: 1. `Ctrl` + `Enter` to start a new page 2. `Ctrl` + `1` to single space 3. `Ctrl` + `E` to center 4. Type the word Bibliography 5. Enter 2 new paragraphs 6. `Ctrl` + `E` to align left 7. `Ctrl` + `T` to create hanging indents	At the end of your paper's text: 1. Click Insert > Break > Page break 2. `Cmd` + `1` to single space 3. Type the word Bibliography 4. `Ctrl` + `E` to center 5. Enter 2 new paragraphs 6. `Cmd` + `L` to align left 7. `Cmd` + `T` to create hanging indents
Create single spaced, hanging indents on a bibliography	1. Select all of your references 2. `Ctrl` + `1` to single space 3. `Ctrl` + `T` to create hanging indents 4. If necessary, enter a paragraph between each reference	1. Select all of your references 2. `Cmd` + `1` to single space 3. `Cmd` + `T` to create hanging indents 4. If necessary, enter a paragraph between each reference
Page numbers preceded by your last name	1. Click the Insert tab 2. Click Page Number and select Top of Page 3. `Ctrl` + `R` to align right 4. In front of the page number, type your last name and one space	1. Click the Insert tab 2. Click Page Number and select Top of Page 3. `Cm` + `R` to align right 4. In front of the page number, type your last name and one space