

# CITATION GUIDE

(Based on Chicago Manual of Style 16<sup>th</sup> Edition Author-Date)

## BOOKS

- **ONE AUTHOR** (14:75, 15.9)

**In Text:**

(O'Connor 2004, 79)

**Bibliography:**

O'Connor, Joey. 2004. *Children and Grief: Helping Your Child Understand Death*. Grand Rapids: Revell.

- **TWO AUTHORS** (14:76, 15.9)

**In Text:**

(Fysh and Wolfreys 1998, 21)

**Bibliography:**

Fysh, Peter, and Jim Wolfreys. 1998. *The Politics of Racism in France*. New York: St Martin's Press.

- **THREE AUTHORS** (15.9)

**In Text:**

(Bagnall, Cribiore, and Ahtaridis 2006, 68)

**Bibliography:**

Bagnall, Roger S., Raffaella Cribiore, and Evie Ahtaridis. 2006. *Women's Letters from Ancient Egypt, 300 BC-AD 800*. Ann Arbor: University of Michigan Press.

- **FOUR OR MORE AUTHORS** (14.76, 15.9)

Include all authors in the bibliography entry. In the text, cite only the last name of the first author, followed by et al. ("and other").

**In Text:**

(Howling et al. 1993, 83)

**Bibliography:**

Howling, Phyllis T, John S. Wodarski, P. David Kurtz, and James Martin Gaudin, Jr. 1993. *Maltreatment and the School-age Child: Developmental Outcomes and System Issues*. New York: Haworth Press.

# CHILDREN'S MINISTRIES INSTITUTE®

- **CORPORATE AUTHOR** (14.92, 15.36)

## **In Text:**

(CEF 2015, 30)

(World Bank 2008, 147)

## **Bibliography:**

CEF (Child Evangelism Fellowship). 2015. "Theology of Child Conversion." In *Progressive Methods of Child Evangelism*. Warrenton, MO: CEF Press / Children's Ministries Institute.

Note: To facilitate shorter parenthetical text citations, the organization may be listed under an abbreviation (rather than the spelled-out name) in the bibliography. (15.36)

World Bank. 2008. *Environmental Health and Child Survival: Epidemiology, Economics, Experiences*. Washington, DC: World Bank.

- **CHAPTER IN AN EDITED BOOK** (14.111, 15.9)

## **In Text:**

(Gellately 1993, 45)

## **Bibliography:**

Gellately, Robert. 1993. "Enforcing Racial Policy in Nazi Germany." In *Reevaluating the Third Reich*, edited by Thomas Childers and Jane Caplan, 42-65. New York: Holmes & Meier.

- **COMMENTARY**

## **In Text:**

(Gaebelein 1984, 8:266-267)

Note: When citing both volume and page number, use colon to separate the numbers and do not use "vol." Refer to 15.22.

(Spence and Exell 1985, 45)

(Garland 1996, 155)

## **Bibliography:**

Gaebelein, Frank E., ed. 1984. *The Expositor's Bible Commentary*, vol. 8. Grand Rapids: Regency Reference Library.

Spence, H. D. M., and Joseph S. Exell, eds. 1985. *Deuteronomy Joshua and Judges*. Vol. 3 of *The Pulpit Commentary*. Peabody, MA: Hendrickson Publishers.

(Refer to 14.124 for citing a particular volume, 14.122 for citing a multivolume work as a whole, and 14.130 for a volume in a series)

Garland, David. E. 1996. *Mark*. The NIV Application Commentary. Grand Rapids: Zondervan.

(Series title is capitalized headline-style, but neither italicized nor put in quotation marks or parentheses [14.128])

## CHILDREN'S MINISTRIES INSTITUTE®

- **DICTIONARY OR ENCYCLOPEDIA (14.247-8)**

Include the edition number if you are not using the first edition. Put the entry title, in quotes, after the abbreviation s.v. (sub verbo, “under the word”).

**In Text:**

(Brown 1971, s.v. “Remember”)

(Vine, Unger, and White 1996, s.v. “Ear”)

**Bibliography:**

Brown, Colin, ed. 1971. *The New International Dictionary of New Testament Theology*, vol. 3. Grand Rapids: Regency Reference Library.

Vine, W. E., Merrill F. Unger, and William White, Jr. 1996. *Vine's Complete Expository Dictionary of Old and New Testament Words*. Nashville: Thomas Nelson.

- **TRANSLATOR OR EDITOR OR COMPILER IN ADDITION TO AUTHOR (14.88, 15.9)**

**In Text:**

(Allende 2010, 72)

**Bibliography:**

Allende, Isabel. 2010. *Island Beneath the Sea: A Novel*. Translated by Margaret Sayers Peden. New York: Harper.

(for editor, use “Edited by” or for compiler, use “Compiled by”)

- **TRANSLATOR OR EDITOR OR COMPILER WITHOUT AUTHOR (14.76, 14.87, 15.35)**

**In Text:**

(Lattimore 1951, 91-92)

(McConnell, Orona, and Stockley 2007, 68)

**Bibliography:**

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

McConnell, Douglas, Jennifer Orona, and Paul Stockley, eds. 2007. *Understanding God's Heart for Children: Toward A Biblical Framework*. Colorado Springs: Authentic.

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- **CHAPTER OF AN EDITED VOLUME ORIGINALLY PUBLISHED ELSEWHERE (as in primary sources)**

**In Text:**

(Cicero 1986, 35)

**Bibliography:**

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).

- **INTRODUCTION, PREFACE, FOREWORD, ETC. (14.91, 14.116)**

**In Text:**

(Wright 2011, ii)

**Bibliography:**

Wright, Martha J. 2011. Foreword to *Children - A Biblical Perspective: What the Bible Teaches About Children*, by Sam Doherty, i-iii. Lisburn, Northern Ireland: Child Evangelism Fellowship / Specialized Book Ministry.

Note: To see basis for using a slash (with space on either side) instead of an en-dash as printed in the book's copyright page, refer to 14.146.

- **REPRINT EDITIONS (ORIGINAL DATE & REPRINT DATE) (15.38)**

**In Text:**

(Milligan [1929] 1970, 51)

**Bibliography:**

Milligan, Lambdin P. (1929) 1970. *The Milligan Case*. Edited by Samuel Klaus. Reprint, New York: Da Capo Press.

- **EXHIBITION CATALOG (14.250)**

An exhibition catalog (or brochure) is often published as a book and should be cited as a book.

**In Text:**

(Vorano 2011, 71)

**Bibliography:**

Vorano, Norman. 2011. *Inuit Prints: Japanese Inspiration: Early Printmaking in the Canadian Arctic*. Gatineau, Quebec: Canadian Museum of Civilization.

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- **PAMPHLET**

**In Text:**

(Green 2014, 2)

(The Muslim Education Trust 2006, 3)

**Bibliography:**

Green, Bruce. 2004. *Islam & Christianity*. Torrance, CA: Rose Publishing.

The Muslim Education Trust. 2006. *Islam: A Brief Guide*. 16th ed. London: Ghulam Sarwar.

- **ONLINE BOOK (E-BOOK)** (14.166-9)

If page numbers are not available, you can include a section title or a chapter or other number. Including an access date is optional.

**In Text:**

(Austen 2007)

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

(Mee and Fallon 2010, 189)

**Bibliography:**

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

Kurland, Philip B., and Ralph Lerner, eds. 1987. *The Founders' Constitution*. Chicago: University of Chicago Press. [press-pubs.uchicago.edu/founders/](http://press-pubs.uchicago.edu/founders/).

Mee, Jon, and David Fallon. 2010. *Romanticism and Revolution: A Reader*. Hoboken: Wiley-Blackwell. [orbis.ebib.com.ezproxy.library.wvu.edu/patron/FullRecord.aspx?p=644962](http://orbis.ebib.com.ezproxy.library.wvu.edu/patron/FullRecord.aspx?p=644962).

- **MASTER THESIS OR DOCTORAL DISSERTATION** (14.224)

**In Text:**

(Cederholm 2007, 42)

(Choi 2008)

**Bibliography:**

Cederholm, Susan. 2007. "Vine Deloria, Jr., & the Pacific Northwest." Master's Thesis, Western Washington University.

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

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## CITING A SECONDARY SOURCE (15.52)

It is always best to use the original source. If an original source is not available, mention the original author and date in the text of your work, and cite the secondary source in the bibliography.

### In Text:

In D. Wilson's *The Life of Jane McCrea: With an Account of Burgoyne's Expedition in 1777* (quoted in Namias 1993, 117) . . .

### Bibliography:

Namias, June. 1993. *White Captives: Gender and Ethnicity on the American Frontier*. Chapel Hill: University of North Carolina Press.

## PERIODICALS (Journals, Magazines, and Newspapers) (14.18, 15.9)

- **ARTICLE IN A PRINT JOURNAL**

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

### In Text:

(Rutkoff and Scott 1983, 187-88)

### Bibliography:

Rutkoff, Peter M., and William B. Scott. 1983. "The French in New York - Resistance and Structure." *Social Research* 50(1):185- 215.

- **ARTICLE IN AN ONLINE OR PRINT MAGAZINE**

If you consulted the article online, include an access date and URL in the bibliography entry (refer to example for article in online newspaper). If no author is identified, begin the citation with the article title.

Note that the year is separated from the month and date.

### In Text:

(Gordon 2003, 78)

(Pomroy 2007, 9)

### Bibliography:

Gordon, Devin. 2003. "Our Life as a House." *Newsweek*, October 27, 78-82.

Pomroy, Diane. 2007. "No Tears from Scotty." *Teach Kids!*, July/August.

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- **ARTICLE IN AN ONLINE OR PRINT NEWSPAPER**

Articles from microforms are treated as you would a print article. If you consulted the article online, include a URL. Include an access date. If no author is identified, begin the citation with the article title.

**In Text:**

(Kifner 1970)

(Stolberg and Pear 2010)

**Bibliography:**

Kifner, John. 1970. "4 Kent State Students Killed by Troops." *New York Times*, May 5, 1.

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

- **ONLINE JOURNAL ARTICLE WITH DOI NUMBER**

Include a DOI (Digital Object Identifier) if the journal lists one. A DOI is a permanent ID that, when appended to [dx.doi.org/](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.

**In Text:**

(Kossinets and Watts 2009, 411)

**Bibliography:**

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](https://doi.org/10.1086/599247).

- **ONLINE JOURNAL ARTICLE WITHOUT A DOI NUMBER**

When an article does not have a DOI number, include a URL. When there are four or more authors, include all authors in the reference list entry. Use only the first author in the in text entry followed by et al.

**In Text:**

(Ampofo et al. 2004, 695)

**Bibliography:**

Ampofo, Akosua Adomako, Josephine Beoku-Betts, Wairimu Ngaruiya Njabi, and Mary Osirim. 2004. "Women's and Gender Studies in English-Speaking Sub-Saharan Africa: A Review of Research in the Social Sciences." *Gender and Society* 18:685-714.  
[jstor.org/stable/4149390](http://jstor.org/stable/4149390).

## SPECIFIC SOURCES

- **BIBLE** (14.253-4)

Do not cite in bibliography. We recommend quoting from only one version throughout the paper. The full name of the version should be written out in text in the first occurrence. No future citation is needed.

If quoting from more than one version, each quotation should have the version name (first occurrence) or the abbreviation (second and following occurrences).

### In Text

#### Using One Version Only:

First occurrence: (Rom. 3:23 English Standard Version).

Second and future occurrences: (Rom. 3:23)

#### Using More Than One Version:

First occurrence: (Rom. 3:23 English Standard Version).

First occurrence: (1 Thess. 4:11 King James Version).

Second and future occurrences: (Heb. 12:15 ESV)

Second and future occurrences: (Rom. 8:10 KJV)

- **BLUE LETTER BIBLE, BIBLE HUB, AND OTHER ONLINE BIBLE RESOURCES** (14.247-8, 15.51)

### *Dictionary and Word Search*

Put the entry title, in quotes, after the abbreviation s.v. (sub verbo, “under the word”). If there is no publication or revision date, include the date you accessed the article.

### In Text

(Bible Hub 2015, s.v. “3813: *paidion*”)

(Bible Hub 2015, s.v. “Strong’s NT 5043: Teknon”)

(Blue Letter Bible 2015, s.v. “Strong’s H3925-*lamad*”)

### Bibliography

Bible Hub. 2015. *HELPS Word-studies*. Accessed September 13. biblehub.com.

Bible Hub. 2015. *Thayer’s Greek Lexicon*. Accessed September 13. biblehub.com.

Blue Letter Bible. 2015. *Lexicon*. Accessed September 13. blueletterbible.org.

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## *Commentary*

### **In Text**

(Henry 1996)

(Jamieson, Fausset, and Brown 1871)

### **Bibliography**

Henry, Matthew. 1996. “Commentary on Psalms 78.” *Blue Letter Bible*. Accessed September 14, 2014. [blueletterbible.org/Comm/mhc/Psa/Psa\\_078.cfm?a=556001](http://blueletterbible.org/Comm/mhc/Psa/Psa_078.cfm?a=556001)

Jamieson, Robert, A. R. Fausset, and David Brown. 1871. “Commentary on Titus 1.” *Blue Letter Bible*. Accessed September 14, 2014. [blueletterbible.org/Comm/jfb/Tts/Tts\\_001.cfm?a=1130006](http://blueletterbible.org/Comm/jfb/Tts/Tts_001.cfm?a=1130006).

- **STUDENT MANUAL** (14.146)

### **In Text:**

(CEF 2015, 30)

### **Bibliography:**

CEF (Child Evangelism Fellowship). 2015. “Theology of Child Conversion.” In *Progressive Methods of Child Evangelism*. Warrenton, MO: CEF Press / Children’s Ministries Institute.

- **STUDENT MANUAL** (14.146)

When quoting from more than one section of the same educational manual use the following citation method.

### **In Text:**

(CEF “Age Group Characteristics” 2016, 23)

### **Bibliography:**

CEF (Child Evangelism Fellowship). 2016. “Age Group Characteristics.” In *Understanding Today’s Child*. Warrenton, MO: CEF Press / Children’s Ministries Institute.

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- **CLASS LECTURE** (14.226)

Sponsorship, location, and date of meeting at which a speech/lecture was given or paper presented follow the title. When an instructor quotes another person or source during class, please find the original source (book, magazine, website, etc.) and cite it as such.

**In Text:**

(Bachelder 2015)

**Bibliography:**

Bachelder, David. 2015. “Biblical Basis for Child Evangelism: Matthew 18.” Class lecture in the *Progressive Methods of Child Evangelism* module of Children’s Ministries Institute, Warrenton, MO, February.

## WEBSITES AND NON-PRINT SOURCES

- **BOOK REVIEW**

**In Text:**

(Kamp 2006)

**Bibliography:**

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. [nytimes.com/2006/04/23/books/review/23kamp.html](http://nytimes.com/2006/04/23/books/review/23kamp.html).

- **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 bibliography. You can include the blog post in the bibliography but mention comments in the text only. (If an access date is required, add it before the URL; see examples elsewhere in this guide.)

**In Text:**

(Posner 2010)

(Sauerwein 2010)

**Bibliography:**

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

Sauerwein, Daniel. 2010. “Historians Uncover New Abraham Lincoln Records.” *Civil War History Blog*, February 10. [civilwarhistory.wordpress.com/2011/02/10/historians-uncover-new-abraham-lincoln-records/](http://civilwarhistory.wordpress.com/2011/02/10/historians-uncover-new-abraham-lincoln-records/).

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- **E-MAIL, TEXT MESSAGE, AND OTHER PERSONAL COMMUNICATION (15.48)**

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 bibliography. In parenthetical citations, the term *personal communication* (or *pers. comm.*) can be used.

**In Text:**

(John Doe, e-mail message to author, February 28, 2010) **or** (John Doe, pers. comm.)  
President of Western Washington University, Bruce Shepard, discussed . . . . . Or (Bruce Shepard, pers. comm.)

**Bibliography:**

Not needed, complete information is included in text and/or parenthetical citation.

- **FACEBOOK**

**In Text:**

(Brady Snyder, CEF Utah State Director, Facebook private message to author, September 4, 2013)  
(Jill Smith, friend of author, Facebook status entry, October 14, 2012)

- **FILM/DVD (14.279, 15.53)**

Use film/DVD name and production year only in text.

**In Text:**

(*Getting the Gospel into Public Schools: Good News Club Training DVD; Series 1* 2005)  
(*KJB: The Book That Changed the World* 2011)

**Bibliography:**

CEF (Child Evangelism Fellowship). 2005. “Counseling for Salvation.” Disc 2. *Getting the Gospel into Public Schools: Good News Club Training DVD; Series 1*. Warrenton, MO: CEF Press.

Note: When there are two subtitles in a title, a colon normally precedes the first and a semicolon the second. The second subtitle also begins with a capital. (14.98)

Watts, Murray. 2011. *KJB: The Book That Changed the World*. DVD. Directed by Norman Stone. Santa Monica, CA: Lions Gate Entertainment Corporation.

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- **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 below is shown as it would be cited if it were retrieved from ProQuest's database for dissertations and theses.

**In Text:**

(Choi 2008)

**Bibliography:**

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

- **PAPER PRESENTED AT A MEETING OR CONFERENCE**

**In Text:**

(Adelman 2009)

**Bibliography:**

Adelman, Rachel. 2009. "'Such Stuff as Dreams Are Made On': God's Footstool in the Aramaic Targumim and Midrashic Tradition." Paper presented at the annual meeting for the Society of Biblical Literature, New Orleans, LA, November 21-24.

- **PRIMARY DOCUMENT FROM AN ACADEMIC WEBSITE**

**In Text:**

(Elizabeth 1863)

**Bibliography:**

Elizabeth. 1863. *Memoir of Old Elizabeth, a Coloured Woman*. Documenting the American South, University Library, The University of North Carolina at Chapel Hill, 2004. docsouth.unc.edu/neh/eliza1/summary.html.

- **VIDEO (YOUTUBE, VIMEO, HULU, ETC.)**

Include the hosting website, duration in hours and minutes, information about the original performance, the date posted, and the URL.

**In Text:**

(4/14 Window Movement 2014)

**Bibliography:**

4/14 Window Movement. 2014. "An Introduction to the 4/14 Window." Vimeo video, 2:58. Posted by Clarion Creative. Accessed November 22, 2014. [vimeo.com/108187512](https://vimeo.com/108187512).

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- **WEBSITE**

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.

**In Text:**

(Google 2009)

(Jack 2010)

(McDonald’s 2008)

**Bibliography:**

Google. 2009. “Google Privacy Policy.” Last modified March 11.  
google.com/intl/en/privacypolicy.html.

Jack, Joe. 2010. “Sasquatch: The Cowichan People Gave Him the Name ‘Thumquas’.” *Coast Salish History*. Last modified January 30. joejack.com/sasquatch.html.

McDonald’s Corporation. 2008. “McDonald’s Happy Meal Toy Safety Facts.” Accessed July 19.  
mcdonalds.com/corp/about/factsheets.html.

## QUICK GUIDE TO TEXT CITATIONS (15.24-29)

1. **Where do I place the author-date citations?**

Except at end of block quotation, place them just before a mark of punctuation.

Recent literature has examined long-run price drifts following initial public offerings (Ritter 1991; Loughran and Ritter 1995), stock splits (Ikenberry, Rankine, and Stice 1996), seasoned equity offerings (Loughran and Ritter 1995), and equity repurchases (Ikenberry, Lakonishok, and Vermaelen 1995).

2. **If I’m writing the author’s name in text, must I include his last name again in the citation?**

No, it does not need to be repeated in parenthetical citation. Date should immediately follow author’s name, even if the name is used in possessive form.

Florina et al. (2005) and Fischer and Hout (2006) reach more or less the same conclusions. In contrast, Abramowitz and Saunders (2005) suggest that the mass public is deeply divided between red states and blue states.

3. **Must the text citations always be after a direct quotation?**

A text citation usually follows a direct quotation but it may precede the quotation – especially if such a placement allows date to appear with author’s name. Both examples below are acceptable.

As Edward Tufte points out, “A graphical element may carry data information and also perform a design function” (2001, 130).

As Edward Tufte (2001, 130) points out, “A graphical element may carry data information and also perform a design function.”

4. **What do I do when I have a block quotation?**

When the source of a block quotation is given in parentheses at end of quotation, the opening parenthesis appears after the final punctuation mark of quoted material. No period precedes or follows closing parenthesis.

The Arabic word 'Islam' means voluntary surrender to the Will of Allah and obedience to His commands. Allah, also an Arabic word, is the unique name of God. Muslims prefer to use Allah rather than God. Allah is the universal Creator of all mankind. The Islamic way of life is based on total obedience to Allah. This is the way to obtain peace both here and in the hereafter. (The Muslim Educational Trust 2006, 2)

5. **How can I streamline the citation when I'm quoting from one source many times?**

When the same page (or page range) in the same source is cited more than once in one paragraph, the parenthetical citation can be placed after the last reference or at the end of the paragraph (but before the final period). When referring to different pages in the same source, include full parenthetical citation at first reference; subsequent citations need only include page numbers.

Complexion figures prominently in Morgan's descriptions. When Jasper compliments his mother's choice of car, "his cheeks blotch indignantly, painted by jealousy and rage" (Chaston 2000, 47). On the other hand, his mother's mask never changes, her "even-tanned good looks" (56), "burnished visage" (101), and "airbrushed confidence" (211) providing the foil to the drama in her midst.

6. **Can I use parentheses within a parenthetical text?**

No. Use square brackets in parenthetical text references that require additional parentheses.

These processes have affected the way many Latin Americans are treated in the United States (see, e.g., Haviland [2003, 767] on how US courts "reluctantly" make allowance only for Spanish in translation services).

7. **How do I write a text citation if the source has more than three authors?**

Use only the name of the first author, followed by *et al.* (and others). Note that *et al.* is not italicized in text citations.

(Schonen et al. 2009)

According to the data collected by Schonen et al. (2009),...

8. **What if I have two sources whose text citations would end up looking the same?**

If a reference list includes another work of same date that would also be abbreviated as "Schonen et al." but whose coauthors are different persons or listed in a different order, the text citations must distinguish between them. In such cases, the first two authors (or the first three) should be cited, followed by *et al.*

(Schonen, Baker, et al. 2009)      (Schonen, Brooks, et al. 2009)

Or you can include a shortened title, enclosed in commas. In the following examples, *et al.* refers to different coauthors.

(Schonen et al., "Tilting at Windmills," 2009)

(Schonen et al., "Gasoline Farmers," 2009)

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## 9. What if I want to cite more than one source for an individual idea?

Two or more references in a single parenthetical citation are separated by semicolons. The order in which they are given may depend on what is being cited, or it may reflect the relative importance of the items cited. If neither criterion applies, alphabetical or chronological order may be appropriate.

(Armstrong and Malacinski 1989; Beigl 1989; Pickett and White 1985)

Additional works by the same author(s) are cited by date only, separated by commas except where page numbers are required.

(Whittaker 1967, 1975; Wiens 1989a, 1989b)

(Wong 1999, 328; 2000, 475; Garcia 1998, 67)

## 10. When citing a work in text, be sure to include publication date in parentheses.

a. Wrong: "In Smith 1999, ..."

"Smith 1999" is a form of bibliographic shorthand that corresponds to a fully cited work and does not refer to a person or a source.

b. Right: "Smith's (1999) study indicates that..."

There are at least three works that satisfy the criteria outlined in Smith's (1999) study (see Rowen 2006; Bettlethorp 2004a; Choi 2008).

## QUICK GUIDE TO BIBLIOGRAPHIES

### 1. General Rules

- a. Use periods to separate citation components.
- b. First letter of the word following a period is capitalized.
- c. Unless pages are numbered with roman numerals (e.g. forewords), use Arabic numerals (1-9) wherever possible in documentation. For example, if the cover page has Volume III, in the bibliography entry, write "vol. 3." (14.154, 14.157)

### 2. What is the order of information for a (book) citation? (14.69, 14.72, 15.12)

- a. **Author:** full name of author(s) or editor(s) or, if no author or editor is listed, name of institution standing in their place.
  - i. When no author is available, begin the citation with the title of the article, book, etc. An initial article (*the*, *a*, or *an*) in the title is ignored in alphabetizing. Alphabetize with first letter of second word. (14.67, 14.79)
  - ii. Use form of authors' names as they appear on the title page or at the head of an article or chapter. (15.12)
    1. If an author uses his/her full name in one cited book and initials in another (e.g., "Mary L. Jones" versus "M. L. Jones"), the same form, preferably the fuller one, should be used in all references to that author. (14.72)
    2. Degrees and affiliations following names on a title page are omitted. (14.72)
      - a. Abbreviations such as *Rev.* should be used only when necessary for identification. (16.38-9)
      - b. Academic titles such as *Prof.* and *Dr.*, used before a name, and abbreviations of degrees *PhD* or *MD* are omitted. (16.40)

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3. Successive entries by two or more authors in which only first author's name is the same are alphabetized according to the coauthors' last names (regardless of how many coauthors there are). (15.16) *Deuteronomy, Joshua and Judges*
- b. **Year:** Usually is the same as copyright date (14.149)
- i. If no publication date can be found, use "n.d." (no date). (14.152)
  - ii. If two or more copyright dates appear in book, choose the most recent. The first refers to earlier editions or versions.
  - iii. For any edition other than the first, both the edition and date of that edition must be included.
    1. Turabian, Kate L. 2007. *A Manual for Writers of Term Papers, Theses, and Dissertations*. 7th ed. Revised by Wayne C. Booth, Gregory G. Colomb, and Joseph M. Williams. Chicago: University of Chicago Press.
  - iv. If citing more than one work by the same author, "alphabetize" or "chronologize" by the year.
- c. **Title:** full title of book, including subtitle if there is one
- i. **Headline-style:** first and last words of title and subtitle and all other major words are capitalized. (14.95)
  - ii. Use colon to separate main title from subtitle (14.97)
    1. *Islam: A Brief Guide*
  - iii. When main title ends with question mark or exclamation point, no colon is added before subtitle. When question/exclamation mark is within quotation marks, retain a colon before subtitle. (14.105)
  - iv. Any punctuation other than a period should be retained. (14.105)
  - v. When title ending with question/exclamation mark would normally be followed by period, period omitted. (14.105)
- d. **Editor, compiler, or translator,** if any, if listed on title page in addition to author
- e. **Edition,** if not the first (14.118)
- i. Number or description of edition follows the title.
  - ii. Wording such as *Second Edition* is abbreviated simply as *2nd ed.*
  - iii. *Revised Edition* (with no number) is abbreviated as *rev. ed.*
  - iv. Any volume number mentioned follows edition number.
- f. **Volume:** total number of volumes if multivolume work is referred to as a whole; individual number if single number of multivolume work is cited, and title of individual volume if applicable (14.124)
- g. **Series title** if applicable, and volume number within series if series is numbered
- h. **Facts of Publication: city, publisher, and date**
- i. **Which city of publication should I use?** (14.133-136)
    1. Where two or more cities are listed ("Chicago and London"), include only the first city (Chicago).
    2. If no place of publication can be found, use "n.p." (no place).
      - a. n.p.: Windsor.
    3. If city of publication is unknown/not well-known to readers or may be confused with another city of the same name, include the abbreviation of the state, province, or (sometimes) country after a comma. Use the two-letter postal code for USA state abbreviations.

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- a. Cambridge, MA: Harvard University Press
  - b. Cambridge: Cambridge University Press (*this is **the** Cambridge University in England so no need to include UK after Cambridge*)
  4. When publisher's name includes state name, the state's two-letter abbreviation is not needed.
    - a. Chapel Hill: University of North Carolina Press
  - ii. **What should I write for the publisher's name?** (14.140)
    1. Things to omit:
      - a. The initial *The*
      - b. Abbreviations such as *Inc., Ltd., or S.A.* following a name
      - c. *Co., & Co., Publishing Co.* (usually at the end)
    2. Things to keep:
      - a. Given name or initials preceding a family name such as *Sons, Brothers,* etc.
      - b. *Books* is usually kept (e.g. Basic Books, Riverhead Books)
    3. Examples
      - a. Houghton Mifflin (Wrong: Houghton Mifflin Co.)
      - b. Little, Brown (Wrong: Little, Brown & Co.)
      - c. Macmillan (Wrong: Macmillan Publishing Co.)
  - iii. **Which publisher name do I include?**
    1. When a parent company's name appears in addition to the publisher's name or imprint, cite only the latter. (14.144)
  - i. **Page numbers or numbers** if applicable
  - j. For electronic books consulted online, a **URL or DOI**, or, for other types of electronic books, an indication of medium consulted (e.g. DVD, CD-ROM)
- 3. Repeated Names in a Bibliography?** (14.64-67)
- a. 3-em dash followed by a period or comma (if editor).
    - i. Smith, James. *A Discourse...*
    - ii. ——. *Children and the Psalms...*
    - iii. ——, ed. *Saving Lives...*
  - b. 3-em dash can stand for the same two or more authors, editors, etc.
  - c. 3-em dash can be used for institutional or corporate authors. (Identical titles must be repeated.)
    - i. CEF (Child Evangelism Fellowship). 2015. "Theology of Child Conversion." In *Progressive Methods of Child Evangelism*. Warrenton, MO: CEF Press / Children's Ministries Institute.
    - ii. ——. 2015. "Doctrine of Redemption." In *Progressive Methods of Child Evangelism*. Warrenton, MO: CEF Press / Children's Ministries Institute.

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## APPENDIX

### 1. Permissible Changes to Quotations In Text (13.7)

- a. In direct quotation, wording should be reproduced exactly. However, the following changes are generally permissible to make passage fit into syntax and typography of the surrounding text.
  - i. Single quotation marks may be changed to double, and double to single.
  - ii. Punctuation relative to quotation marks should be adjusted accordingly. Other types of quotation marks in a foreign language may be changed to regular single or double quotation marks.
  - iii. Initial letter may be changed to capital or a lowercase letter.
  - iv. Final period may be omitted or changed to a comma as required.
  - v. Punctuation may be omitted where ellipsis points are used.
  - vi. Words in full capitals in the original may be set in small caps.

### 2. Writing Foreign Words & Their Translations (7.49-50)

- a. Use italics for isolated words and phrases in a foreign language.
- b. A translation following a foreign word is enclosed in parentheses or quotation marks.
- c. Examples
  - i. The Greek word *tapeíno* “lower, make low” indicates that...
  - ii. Both the Greek words *tekna* (children) and *brephos* (newborn child, infant, or baby) were used...

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## 3. Biblical Abbreviations (10.48)

### OLD TESTAMENT

<b>Abbreviation:</b>	<b>Book:</b>
Amos or Am	Amos
1 Chron. or 1 Chr	1 Chronicles
2 Chron. or 2 Chr	2 Chronicles
Dan. or Dn	Daniel
Deut. or Dt	Deuteronomy
Eccles. or Eccl	Ecclesiastes
Esther or Est	Esther
Exod. or Ex	Exodus
Ezek. or Ez	Ezekiel
Ezra or Ezr	Ezra
Gen. or Gn	Genesis
Hab. or Hb	Habakkuk
Hag. or Hg	Haggai
Hosea or Hos	Hosea
Isa. or Is	Isaiah
Jer. or Jer	Jeremiah
Job or Jb	Job
Joel or Jl	Joel
Jon. or Jon	Jonah
Josh. or Jo	Joshua
Judg. or Jgs	Judges
1 Kings or 1 Kgs	1 Kings
2 Kings or 2 Kgs	2 Kings
Lam. or Lam	Lamentations
Lev. or Lv	Leviticus
Mal. or Mal	Malachi
Mic. or Mi	Micah
Nah. or Na	Nahum
Neh. or Neh	Nehemiah
Num. or Nm	Numbers
Obad. or Ob	Obadiah
Prov. or Prv	Proverbs
Ps. (pl. Pss.) or Ps (pl. Pss)	Psalms
Ruth or Ru	Ruth
1 Sam. or 1 Sm	1 Samuel
2 Sam. or 2 Sm	2 Samuel
Song of Sol. or Sg	Song of Solomon (Song of Songs)
Zech. or Zec	Zechariah
Zeph. or Zep	Zephaniah

### NEW TESTAMENT

<b>Abbreviation:</b>	<b>Book:</b>
Acts	Acts of the Apostles
Col. or Col	Colossians
1 Cor. or 1 Cor	1 Corinthians
2 Cor. or 2 Cor	2 Corinthians
Eph. or Eph	Ephesians
Gal. or Gal	Galatians
Heb. or Heb	Hebrews
James or Jas	James
John or Jn	John
1 John or 1 Jn	1 John
2 John or 2 Jn	2 John
3 John or 3 Jn	3 John
Jude	Jude
Luke or Lk	Luke
Mark or Mk	Mark
Matt. or Mt	Matthew
1 Pet. or 1 Pt	1 Peter
2 Pet. or 2 Pt	2 Peter
Philem. or Phlm	Philemon
Phil. or Phil	Philippians
Rev. or Rv	Revelation
Rom. or Rom	Romans
1 Thess. or 1 Thes	1 Thessalonians
2 Thess. or 2 Thes	2 Thessalonians
1 Tim. or 1 Tm	1 Timothy
2 Tim. or 2 Tm	2 Timothy
Titus or Ti	Titus

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The University of Chicago. 2010. *The Chicago Manual of Style*. 16th ed. Chicago: The University of Chicago Press.

Western Libraries at Western Washington University. 2011. "Chicago Manual of Style: Author-Date/In-text Referencing." Last modified October 31. [lgdata.s3-website-us-east-1.amazonaws.com/docs/572/331910/chicagoADate-1.pdf](https://lodata.s3-website-us-east-1.amazonaws.com/docs/572/331910/chicagoADate-1.pdf)

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Creator/Author: Julene Sodr<sup>1</sup>

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<sup>1</sup> Permission to quote examples granted on July 9, 2015 in live chat with library staff Rob Lopresti. He mentioned Julene Sodr was the creator of the library's citation guide.