



## Citing Resources Using the Chicago Manual of Style

This guide is based on the *The Chicago Manual of Style*, 15<sup>th</sup> ed. (University of Chicago Press, 2003). For additional examples, please refer to the *The Chicago Manual of Style*, 15<sup>th</sup> ed., available in the ready reference collection in the Xavier University Library; (Call number: Z253.U69 15<sup>th</sup> ed. 2003).

### There are two different systems preferred by Chicago

- Notes and Bibliography system: - usually used by writers in literature, history, and the Arts.
- Author-date system: - usually used by writers in the physical, natural and social sciences.

## PRINT RESOURCES

### *Book (one author)*

#### Reference:

Schultz, J. R. (2000). *Cleft palate and craniofacial anomalies: Effect on speech and resonance* (2nd ed.). San Diego, CA: Singular Publishing Group.

#### In-Text:

(Schultz, 2000)

### *Book (two to six authors)*

#### Reference:

Barrett, J. J., & Haley, W. W. (2001). *Care, cure and healing: The management of the older cancer patient*. New York: Springer.

#### In-Text:

(Barrett & Haley, 2001) only two authors - first and subsequent referrals

(Barrett, Haley & Peters, 2001) three to six authors - first referral

(Barrett, et al., 2001) three to six authors – subsequent referrals

### *Book (more than six authors)*

#### Reference:

Barrett, J. J., Smith, A., Jones, B., Corbet, C., Collier, D., Haley, W. W., et al. (2001). *Care, cure and healing: The management of the older cancer patient*. New York: Springer.

#### In-Text:

(Barrett, et al., 2001)

### *Book Chapter*

#### Reference:

Finch, M., & Welker, L. (2003). Informed organizational improvisation: A metaphor and method for understanding, anticipating and performatively constructing the organization's precrisis environment. In D. Millar & R. Heath (Eds.), *Responding to crisis: A rhetorical approach to crisis communication* (2nd ed., pp.189-200). Mahwah, NJ: Lawrence Erlbaum.

**In-Text:**

(Finch & Welker, 2003)

**Encyclopedia Article**

**Reference:**

Hearit, K. (2005). College and University Public Relations. In *Encyclopedia of public relations* (Vol. 1, p. 147-150). Modeno, CA: Sage Publications.

**In-Text:**

(Hearit, 2005)

**Journal Article (one author)**

**Reference:**

Belcastro, S. M. (2004). To include more students, don't focus on contests, prepare for mathematics! *Mathematics Teacher*, 97(2), 84-86.

**In-Text:**

(Belcastro, 2004)

**Journal Article (two to six authors)**

**Reference:**

Anderson, M. C., & Bertaux, N. E. (2001). An emerging tradition of educational achievement: African American women in college and the professions. *Equity and Excellence in Education*, 35(6), 16-21.

**In-Text:**

(Anderson & Bertaux, 2001) only two authors – first and subsequent referrals

(Anderson, Bertaux & Cagel, 2001) three to six authors – first referral

(Anderson, et al., 2001) three to six authors – subsequent referrals

**Journal Article (more than six authors)**

**Reference:**

Anderson, M. C., Smith, A., Jones, B., Corbett, C., Collier, D., Bertaux, N. E., et al. (2001). An emerging tradition of educational achievement: African American women in college and the professions. *Equity and Excellence in Education*, 35(6), 16-21.

**In-Text (more than six authors):**

(Anderson, et al., 2004)

**Magazine Article (one author)**

**Reference:**

Hosenbal, M. (2006, January 16). Operation: exposed? *Newsweek*, 147, 10-11.

**In-Text:**

(Hosenbal, 2006)

***Magazine Article (article signed as or says is anonymous)***

**Reference:**

Anonymous. (2006, January 16). Living longer, living better. *Newsweek*, 147, 50-51.

**In-Text:**

("Living longer, living better," 2006)

***Newspaper Article (no author)***

**Reference:**

Gathering up the dust from creation. (2006, January 14). *Cincinnati Enquirer*, p. B8.

**In-Text:**

("Gathering up the dust," 2006)

**EDUCATIONAL RESOURCES INFORMATION CENTER REPORT (ERIC)**

***ERIC Document (electronic)***

**Reference:**

Warger, C. (2002). *Helping students with disabilities participate in standards-based mathematics curriculum* (Report No. ED468579). Arlington, VA: ERIC Clearinghouse on Disabilities and Gifted Education. Retrieved Jan. 20, 2006 from <http://www.eric.ed.gov/ERICDocs/>

**In-Text:**

(Warger, 2002)

***ERIC Document (traditional)***

**Reference:**

Kilborn, M. C. (1985). *Developing classroom teachers' assessment skills*. (Report No. ED266632 FL 015 446). East Lansing, MI: National Center for Research on Teacher Learning. (ERIC Document Reproduction Service No. ED. 346082).

**In-Text:**

(Kilborn, 1985)

**ELECTRONIC RESOURCES**

***Specific Internet Document***

**Reference:**

Kilborn, M. C. *Electronic reference formats recommended by the American Psychological Association*. (2000, October 12). Retrieved January 20, 2006, from <http://www.apa.org/journals/jwebref.html>

**In-Text:**

(American Psychological Association [APA], 2000)  
(APA, 2000)

***Article in an Internet-only Journal***

**Reference:**

Fredrickson, B. L. (2000, March 7). Cultivating positive emotions to optimize health and well-being. *Prevention & Treatment*, 3, Article 00.01.07a. Retrieved November 20, 2000, from <http://journals.apa.org/prevention/volume3/pre0030001a.html>

**In-Text:**

(Fredrickson, 1998)

***Internet Article Based on a Print Source (PDF file)***

**Reference:**

Dacey, C. M., Nelson, W. M., & Stoeckel, J.(1999). Reliability, criterion-related validity and qualitative comments of the Fourth Edition of the Stanford-Binet Intelligence Scale with a young adult population with intellectual disability [Electronic version]. *Journal of Intellectual Disability Research* 43, 179-184.

**In-Text:**

(Dacey, Nelson & Stoeckel, 1999) three to six authors - first referral

(Dacey, et al., 1999) three to six authors - subsequent referrals

***Internet Article Modified from Print Version (HTML or text file)***

**Reference:**

Sloane, T. (2006). A fall from grace. *Modern Healthcare*, 36, 101-102. Retrieved December 13, 2005, from <http://proquest.umi.com>.

**In-Text:**

(Sloane, 2006)