Points to Remember:

- Chicago Manual of Style uses numbered chapters and paragraphs to illustrate the building blocks of a citation. This guide will refer back to paragraphs where more information is available (ex. CMS 15.9).
- Chicago Manual of Style Author-Date Guidelines require a “References” list at the end of a paper.
- Citations in this list should be alphabetized by author last name, or the first element (CMS 14.65).
- The citation elements and format for a book form the basis for other items such as scores.
- Use headline style when capitalizing titles, unless the title is in a foreign language.
- Italicize titles of longer works like books and journals.
- Put quotation marks around titles of shorter works such as journal articles or essays in edited collections.
- Entries are to have the first line flush and indent subsequent lines (achieved with a hanging indent).
- To create a URL using a DOI, add the prefix https://doi.org/ to the number provided (CMS 14.8).

BOOK

Basic format

Last name, First name. Year of publication. Title of Book. Place of publication: Publisher.

If the item is a later edition add a statement after the title.
If there is an editor instead of an author, include the abbreviation ed. or eds. if more than one.


E-BOOK

Include a URL, DOI, or name of subscription database at the end of the citation.


BOOK BY MULTIPLE AUTHORS

Include all names but only invert the first name.

EDITED OR TRANSLATED BOOK
Spell out the phrases “edited by” or “translated by” after the title and capitalize if it follows a period.


ARTICLE / CHAPTER IN AN EDITED BOOK
Include the article or chapter title first (in quotation marks) followed by the book title (in italics), statement of editor, and page range. Precede the title of the book with the word In.

Last name, First name. Year of Publication. “Article or Chapter Title.” In Book Title, edited or translated by First name Last name, page start-page end. Publication location: Publisher.


ENCYCLOPEDIA ARTICLE (ex. Grove or Oxford Music Online) (CMS 14.234)
Online - If there is no update or modification date given, add a statement of when it was accessed (ex. Accessed October 22, 2017) before the DOI.


Print

JOURNAL ARTICLE
Please consult CMS 15.47 or CMS 15.48 if the journal information doesn’t include volume number, issue number or month/season of publication as in the second example.

Last name, First name. Year of Publication. “Article Title.” Journal Title volume number, issue number (month or season of publication): page start-page end. DOI, URL or subscription database.


**SCORES** (CMS 14.255)

*Use the same basic format as books and may include editors or translators.*


*Online*


**SCORE OF A WORK PUBLISHED WITHIN A SERIES, COLLECTION, OR COMPLETE WORKS EDITION**

*When citing a score from a collection, it is treated as a chapter in a book.*


*When citing a score from a series or complete works edition, it is treated as a chapter from a series (CMS 14.123).*


**THESES or DISSERTATIONS**

*Theses/Dissertations require the title to be in quotations marks, not italics. Include the type of thesis and the academic institution.*

*Print*


*Library Database Online*


*Online*

**SOUND RECORDINGS** (CMS 14.261, 14.263, 15.57)


*Online*

**VIDEO RECORDINGS** (CMS 14.261, 14.265, 15.57)
*Video recordings use the place of publication and company instead of the name of the label and label number.*


**YOUTUBE** (CMS 14.261, 14.265, 15.57)
*YouTube multimedia use many of the same elements as video recordings. As noted in a FAQ, you may need to do additional research to provide details about the recording if not provided by the poster.*
Last name, First name, designation. Year. “Title of video.” Publisher or poster information, Month Day. YouTube video. Duration. URL.

Example:

**LINER NOTES**


**WEBPAGES**
*If there is no date of publication or revision, include a lower case n.d. in its place and add a statement of when it was accessed before the URL.*

(see next page for examples)
Author or Organization. Year of publication or revision. “Title of web page.” Title of website. URL.
