

# THE UNIVERSITY OF THE WEST INDIES

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## CHICAGO MANUAL OF STYLE (CMS) 16th EDITION

### Author-Date References — Examples & Variations

The following examples illustrate citations using the **author-date** system. Each example of a reference list entry is accompanied by an example of a corresponding in-text citation. For more details and many more examples, see CMS Chap. 15.

The 16th edition offers expanded information on producing electronic publications, including web-based content and e-books.

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#### BOOKS (CMS 15.9)

##### ONE AUTHOR

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**Reference:**

Naipaul, V. S. 1995. *A House for Mr. Biswas*. New York: Random House.

**In-text citation:**

(Naipaul 1995, 25-27)

##### SAME AUTHOR, SAME YEAR

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Two or more works by the same author in the same year must be differentiated by the addition of an a, b, c and so forth and the works are listed alphabetically by title. The text citation consists of author and year plus a letter.

**Reference:**

Naipaul, V. S. 1995a. *A House for Mr. Biswas*. New York: Random House.

———. 1995b. *V. S. Naipaul Archive*. Tulsa, OK: McFarlin Library.

***In-text citation:***

(Naipaul 1995a, 25-27)

(Naipaul 1995b, 15-20)

## **TWO AUTHORS**

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For a book with two authors, only the first-listed name is inverted in the reference list.

***Reference:***

Dewitt, Dave, and Mary Jane Wilan. 1993. *Callaloo, Calypso and Carnival: The Cuisine of Trinidad and Tobago*. Freedom, CA: Crossing Press.

***In-text citation:***

(Dewitt and Wilan 1993, 83)

## **THREE AUTHORS**

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***Reference:***

Boxill, Ian, Claudia Chambers, and Eleanor Wint. 1997. *Introduction to Social Research with Applications to the Caribbean*. Jamaica: University of the West Indies Press.

***In-text citation:***

(Boxhill, Chambers, and Wint 1997, 123)

## **FOUR OR MORE AUTHORS**

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***Reference:***

Dibb, Sally, Lyndon Simkin, William M. Pride, and O. C. Ferrell. 2005. *Marketing: Concepts and Strategies*. 5th ed. Boston, MA: Houghton Mifflin.

***In-text citation:***

(Dibb et al. 2005, 183)

## **EDITOR RATHER THAN AUTHOR**

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***Reference:***

Levine, Barry, ed. 1987. *The Caribbean Exodus*. New York: Praeger Publishers.

***In-text citation:***

(Levine 1987, 12)

## **TRANSLATED BOOKS**

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### ***Reference:***

Pamuk, Orhan. 2004. *Snow*. Translated by Maureen Freely. London: Faber and Faber.

### ***In-text citation:***

(Pamuk 2004, 112-115)

## **COMPILER RATHER THAN AUTHOR**

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### ***Reference:***

Cowell, Noel M. and Ian Boxhill, comp. 1995. *Human Resource Management: A Caribbean Perspective*. Jamaica: University of the West Indies Press.

### ***In-text citation:***

(Cowell and Boxhill 1995, 55)

## **SUBSEQUENT EDITION OF A BOOK**

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### ***Reference:***

Howard, Michael, Althea La Foucade, and Ewan Scott. 2010. *Public Sector Economics for Developing Countries*. 2nd ed. Jamaica: University of the West Indies Press.

### ***In-text citation:***

(Howard, La Foucade, and Scott 2010, 102)

## **CHAPTER IN AN EDITED BOOK**

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### ***Reference:***

Athiyaman, Adee. 1984. "Strategic Choices in the International Hospitality Industry." In *The International Hospitality Industry: Structure, Characteristics and Issues*, edited by Bob Brotherton, 142-160. Oxford: Butterworth-Heinemann.

### ***In-text citation:***

(Athiyaman 1984, 153)

## **CHAPTER OF AN EDITED VOLUME ORIGINALLY PUBLISHED ELSEWHERE (AS IN PRIMARY SOURCES)**

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### ***Reference:***

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. Shuckburgh, trans., *The Letters of Cicero*, vol. 1 (London: George Bell & Sons, 1908).

***In-text citation:***  
(Cicero 1986, 35)

## **PREFACE, FOREWORD, INTRODUCTION, OR SIMILAR PART OF A BOOK**

***Reference:***

Watson, Patrick, and Sonja Teelucksingh. 2002. Foreword to *A Practical Introduction to Econometric Methods: Classical and Modern*, by Andrew S. Downes, xxi. Jamaica: University of the West Indies Press.

***In-text citation:***  
(Watson and Teelucksingh 2002, xxi)

## **BOOK PUBLISHED ELECTRONICALLY**

If a book is available in more than one format, cite the version you consulted. For books consulted online, list a URL – or, if available, [DOI](#) –; include an access date. If no fixed page numbers are available, you can include a section title or a chapter or other number.

***Reference:***

Pratt, Shannon P. 2002. *Cost of Capital: Estimation and Applications*. Hoboken, NJ: John Wiley. Accessed August 24, 2010. <http://www.netlibrary.com/Reader/>.

***In-text citation:***  
(Pratt 2002, chap. 2)

***Reference:***

Antokoletz, Elliot. 2008. *Musical Symbolism in the Operas of Debussy and Bartok*. New York: Oxford University Press. Accessed August 24, 2010. doi:10.1093/acprof:oso/9780195365825.001.0001.

***In-text citation:***  
(Antokoletz 2008, 2)

## **PAPER PUBLISHED IN CONFERENCE PROCEEDINGS**

***Reference:***

Rittgen, Peter. 2006. “Integrating Organizations in a Supply Chain with Electronic Contracts.” In *Managing Information in the Digital Economy: Issues & Solutions - Proceedings of the 6th International Business Information Management Association (IBIMA) Conference, 19-21 June, 2006*, edited by Khalid S. Soliman, 176-183. Bonn, Germany: IBIMA.

***In-text citation:***  
(Rittgen 2006, 180)

### **LECTURES, PAPERS PRESENTED AT MEETINGS (CMS 14.226)**

***Reference:***

Fernandez-Aballi, Isidro. 2007. "Challenges and Opportunities of Digital Libraries and Digital Repositories." Paper presented at the Caribbean Digital Libraries Workshop, National Library and Information System Authority (NALIS), Port-of-Spain, Trinidad and Tobago, July 10-14, 2007.

***In-text citation:***  
(Fernandez-Aballi 2007)

### **BOOK REVIEWS (CMS 14.215)**

***Reference:***

Gayle, Dennis J. 2006. Review of *Cuba: A Revolution in Motion*, by Isaac Saney. *Journal of Caribbean International Relations* 2 (October): 161-164.

***In-text citation:***  
(Gayle 2006, 161-164)

### **JOURNAL ARTICLES (CMS 15.9)**

Citations of journals include the volume and issue number and date of publication. The volume number follows the italicized journal title in roman and with no intervening punctuation. A specific page reference is included in the text; the page range for an article is included in the reference list, preceded by a colon. The issue number often appears in parentheses (as in the first pair of examples below). If a journal is paginated consecutively across a volume or if the month or season is included in the reference list entry, however, the issue number (or month or season) may be omitted (as in the second and third pairs of examples).

***Reference:***

Persad, Sherry-Ann. 2008. "Caribbean Banking: On a Sure Footing, but Potential Risks Abound." *Contact* 8 (2): 52-55.

***In-text citation:***  
(Persad 2008, 53-54)

For citations of journals consulted online, Chicago recommends the inclusion of a DOI or a URL; the DOI is preferred to a URL. Note that DOI, so capitalized when mentioned in running text, is lowercased and followed by a colon (with no space after) in source citations.

**Reference:**

Erskine, James A. K., and George J. Georgiou. 2010. "Effects of Thought Suppression on Eating Behaviour in Restrained and Non-Restrained Eaters." *Appetite* 54 (3): 499-503. doi:10.1016/j.appet.2010.02.001.

**In-text citation:**

(Erskine and Georgiou 2010, 501)

**Reference:**

Greenidge, Kevin, and Tiffany Grosvenor. 2010. "Forecasting Non-Performing Loans in Barbados." *Journal of Business, Finance and Economics in Emerging Economies* 5 (1): 79-108. Accessed December 5, 2010. [http://www.ccmf-uwi.org/files/publications/journal/2010\\_1\\_5/79\\_108.pdf](http://www.ccmf-uwi.org/files/publications/journal/2010_1_5/79_108.pdf).

**In-text citation:**

(Greenidge and Grosvenor 2010, 103)

**NEWSPAPERS AND MAGAZINES (CMS 15.47)**

Newspaper and magazine articles may be cited in running text ("As Sheryl Stolberg and Robert Pear noted in a *New York Times* article on February 27, 2010. . ."), and they are commonly omitted from a reference list. The following examples show the more formal versions of the citations. If you consulted the article online, include a URL; include an access date only if your publisher or discipline requires one. If no author is identified, begin the citation with the article title.

**Reference:**

Taitt, Ria. 2010. "Senator: Gov't Driving Economy to Ground." *Trinidad Express*, November 9.

**In-text citation:**

(Taitt 2010, 4)

**Reference:**

Smedley, Marie. 2010. "Coral Bleaching in Tobago." *Trinidad Express*, December 2. Accessed December 5, 2010. <http://www.trinidadexpress.com/featured-news/Coral-bleaching--in-Tobago-111166274.html>

**In-text citation:**

(Smedley 2010)

**Reference:**

Mendelsohn, Daniel. 2010. "But Enough about Me." *New Yorker*, January 25.

**In-text citation:**

(Mendelsohn 2010, 68)

## **STANDARDS (CMS 15.36)**

### ***Reference:***

BSI (British Standards Institution). 1985. Specification for Abbreviation of Title Words and Titles of Publications. London: BSI.

### ***In-text citation:***

(BSI 1985)

## **PATENTS OR OTHER DOCUMENTS CITED BY MORE THAN ONE DATE (CMS 15.50)**

Cite patents and other documents that include more than one date as follows; note that the year of issue is repeated to avoid ambiguity.

### ***Reference:***

List, Stephen, and Ronald Hurst. 1989. Process for Producing Carbon Black. US Patent 4,879,104, filed June 16, 1987 and issued November 7, 1989.

### ***In-text citation:***

(List and Hurst, 1989)

## **WEBSITE CONTENT (CMS 15.51)**

A citation to website content can often be limited to a mention in the text (“As of July 19, 2008, the McDonald’s Corporation listed on its website . . .”). If a more formal citation is desired, it may be styled as in the examples below. 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.

### ***Reference:***

Arthur Lok Jack Graduate School of Business. 2010. “Practicum Resources.” Accessed November 10, 2010. <http://www.lokjackgsb.org/library.php>.

### ***In-text citation:***

(Arthur Lok Jack Graduate School of Business 2010)

### ***Reference:***

National Library and Information System Authority (NALIS). 2009. “Historical Society. Colonial Publications and Correspondence: 1490-1960.” NALIS. Accessed November 16, 2010. <http://library2.nalis.gov.tt/infofiles/cgi-bin/library.exe>.

### ***In-text citation:***

(NALIS 2009)

To cite an undated online document in a reference list, use an access date rather than n.d. (no date).

**Reference:**

McDonald's Corporation. 2008. "McDonald's Happy Meal Toy Safety Facts." Accessed July 19. <http://www.mcdonalds.com/corp/about/factsheets.html>.

**In-text citation:**

(McDonald's Corporation 2008)

### **BLOGS (CMS 14.243)**

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 reference list. If a reference list entry is needed, cite the blog post there but mention comments in the text only. (If an access date is required, add it before the URL; see examples elsewhere in this guide.)

**Reference:**

Girvan, Norman. 2007. "Caribbean Integration and CARICOM." *Caribbean Political Economy*, October 18. Accessed November 16, 2010. <http://www.normangirvan.info/caribbean-integration>.

**In-text citation:**

(Girvan 2007)

### **PUBLISHED OR BROADCAST INTERVIEWS - PODCASTS (CMS 14.221)**

The titles of the named podcasts that are mentioned should be italicized while the title of the blog should be placed in quotation marks.

**Reference:**

Steinke, Darcey. 2007. "Interview by Sam Tanenhaus and Dwight Garner." *New York Times Book Review*, podcast audio, April 22. Accessed November 16, 2010. <http://podcasts.nytimes.com/podcast/2007/04/20/21bookupdate.mp3>.

**In-text citation:**

(Steinke 2007)

### **AUDIO RECORDINGS – AUDIO BOOKS, VIDEOCASTS (CMS 14.28)**

Documentation of a recording usually includes some or all of the following pieces of information: the name of the composer, writer, performer, or other person primarily responsible for the content; the title, in italics or quotation marks, as applicable; the name of the recording company or publisher; any identifying number of the recording; indication of medium (compact disc, audiocassette, audiovisual file, etc.); and the copyright date or date of

production or performance. Recordings consulted online should include a URL or DOI. Supplementary information, such as the number of discs in an album and the duration of the recording, as applicable, may also be given.

**Reference:**

Schlosser, Eric. 2004. *Fast Food Nation: The Dark Side of the All-American Meal*. Read by Rick Adamson. New York: Random House Audible. Audiobook, 8 compact discs, 9 hrs.

**In-text citation:**

(Schlosser 2004)

**Reference:**

Harwood, John. 2008. "The Pros and Cons of Biden." *New York Times* video, 2:00. August 23. [http://video.on.nytimes.com/?fr\\_story+a425c92f51bd19f2a621fd93b5e266507191](http://video.on.nytimes.com/?fr_story+a425c92f51bd19f2a621fd93b5e266507191).

**In-text citation:**

(Harwood 2008)

**UNPUBLISHED INTERVIEWS AND PERSONAL COMMUNICATIONS  
(CMS 15.48)**

In a parenthetical citation, the terms personal communication (or pers. comm.), unpublished data, and the like may be used after the name(s) of the person(s) concerned, following a comma. Reference list entries are unneeded, though each person cited must be fully identified elsewhere in the text. Initials may be used for first names. The abbreviation et al. should be avoided in such citations.

**Reference:**

Girvan, Norman (Senior Fellow, Institute of International Relations, UWI, Trinidad and Tobago). 2010. Interview by author, May 16. St. Augustine, Trinidad and Tobago.

**In-text citation:**

(Girvan, pers. comm.)

**E-MAIL**

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

**Reference:**

Shaw, Tim. (Director, Institute of International Relations, UWI, Trinidad and Tobago). 2010. E-mail message to author, May 16.

***In-text citation:***

(Shaw, e-mail message to author, May 16, 2010)

or

(Shaw, pers. comm.)

**WORKING PAPERS AND OTHER UNPUBLISHED WORKS (CMS 14.228)**

***Reference:***

Lucki, Deborah D., and Richard W. Pollay. 1980. "Content Analysis of Advertising: A Review of the Literature." Working Paper, History of Advertising Archives, Faculty of Commerce, University of British Columbia, Vancouver.

***In-text citation:***

(Lucki and Pollay 1980, 10)

**THESES & DISSERTATIONS (CMS 14.224)**

***Reference:***

Mohammed, Anne-Marie. 2008. "The Impact of Regulatory Independence on Telecommunications Infrastructure in Developing Countries: An Empirical Analysis." Master's thesis. The University of the West Indies, St. Augustine, Trinidad and Tobago.

***In-text citation:***

(Mohammed 2008, 20)

For theses retrieved from a commercial database, add the name of the database and a document URL or 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.

***Reference:***

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

***In-text citation:***

(Choi 2008, 25)

**ANONYMOUS WORKS (CMS 15.32)**

If the author or editor is unknown, the reference list entry should normally begin with the title. An initial article is ignored in alphabetizing.

***Reference:***

*A True and Sincere Declaration of the Purpose and Ends of the Plantation Begun in Virginia,*

*of the Degrees Which It Hath Received, and Means by Which It Hath Been Advanced.*  
1610. London.

***In-text citation:***

*(True and Sincere Declaration 1610)*

**LEGAL AND PUBLIC DOCUMENTS INCLUDING CASE LAW AND STATUTES  
(CMS 14.310)**

Citation in predominately legal works generally follow one of two guides (1) *The Bluebook: A Uniform System of Citation* published by Harvard Law Review Association or (2) *The ALWD Citation Manual: A Professional system of Citation*, prepared by the Association of Legal Writing Directors and Darby Dickerson. Chicago recommends using one of these systems for citing legal and public documents- including cases, constitutions, statutes, and other government documents

**Legal and public documents online**

Citations should follow the format for printed sources with the addition of a URL. Access dates are included for undated documents.

**PUBLIC DOCUMENTS (FREESTANDING PUBLICATIONS)**

***Reference:***

Trinidad and Tobago. Ministry of Finance (MOF). 2010. *Review of the Economy 2010: Facing the Issues: Partnering With All Our People*. Accessed February 1, 2011. <http://www.finance.gov.tt/content/Review%20of%20the%20Economy%202010.pdf>.

***In-text citation:***

*(Trinidad and Tobago. MOF 2010)*

***Reference:***

Trinidad and Tobago. Salaries Review Commission (SRC). 2009. "Eighty-ninth Report of the Salaries Review Commission: General Review of Salaries and Other Terms and Conditions of Service of Offices within the Purview of the Salaries Review Commission." Accessed February 1, 2011. <http://www.cpo.gov.tt/docs/89th%20Report%20of%20the%20SRC.pdf>.

***In-text citation:***

*(Trinidad and Tobago. SRC 2009)*

***Reference:***

Trinidad and Tobago. Central Statistical Office (CSO). 2001. *2000 Population and Housing Census: Preliminary Population Count*. Trinidad and Tobago: Ministry of Finance.

***In-text citation:***

*(Trinidad and Tobago. CSO 2001)*

## CASES

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### *In-text citation:*

R. v. Pyrah [2002] UKHL 47, [2003] 1 A.C. 903 (appeal taken from Eng.) (U.K.).

## STATUTES

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### *In-text citation:*

Supreme Court of Judicature Act, 1962, c. 4:01, § 15 (Trin. & Tobago).

## **TREATIES (CMS 14.302)**

The texts of treaties signed before 1950 are published in *United States Statutes at Large*; the unofficial citation is to the *Treaty Series* (T.S.) or the *Executive Agreement Series* (E.A.S.), each of which assigns a number to a treaty covered. Those signed in 1950 and later appear in *United States Treaties and Other International Agreements* (U.S.T., 1950–), or *Treaties and Other International Acts Series* (T.I.A.S., 1945–), which also assigns a number. Treaties involving more than two nations may be found in the *United Nations Treaty Series* (U.N.T.S., 1946–) or, from 1920 to 1946, in the *League of Nations Treaty Series* (L.N.T.S., 1920–46). These and other sources are listed in *The Bluebook*. Titles of treaties are set in roman and capitalized headline-style (recall that *The Bluebook* capitalizes prepositions of more than four letters). An exact date indicates the date of signing and is therefore preferable to a year alone, which may differ from the year the treaty was published in one of the works above. Page numbers are given where relevant.

### *In-text citation:*

Protocol to Amend the Convention for the Suppression of the Traffic in Women and Children, Nov. 12, 1947, 53 U.N.T.S. 13.

### **Note for legal-style citations in author-date format (CMS 14.283/15.54.55)**

Works using the author-date style and citing only a handful of legal and public documents may limit those citations to the text, using citation sentences and clauses that include the same information as footnotes, as suggested in *The Bluebook*; those with more than a very few legal-style citations, however, may need to supplement the author-date system with footnotes or endnotes.