

References and citations need to be formatted according to Chicago Manual of Style Author-Date rules (18th ed). A full guide can be found on our website ([References and Citations](#)), but here are the basics.

Reference List:

1. Entries should be in **title case**, meaning that each word (other than short prepositions, conjunctions, and articles) should begin with an uppercase/capital letter.
2. Use **full first names** of authors where possible.
3. Second and subsequent authors should be in **Firstname Lastname order**.
4. Publication dates should **not** be in parentheses.
5. When indicating the volume and issue number of a journal publication, please always use the **parenthetical method**: *Journal Name* 82 (4): 17–28.
6. Entries for books should include the **publisher's name** (location is no longer required).
7. Entries for journal articles should include a **DOI**, beginning with <https://doi.org/10...>
8. Entries for **web articles** should include the website name, month/day of article, and a URL.
9. Entries with **more than six authors** should list only the first three authors followed by et al.
10. Entries for **non-English titles** need to supply an English translation in square brackets following the title of the work.

In-text Citations:

1. Use the word **"and"** rather than the ampersand (&).
2. There should be **no comma** before the year of publication.
3. Citations with **more than two** authors should use the first author's last name followed by et al.
4. For multiple citations within the same parentheses, please use a **semicolon** to separate.
5. Include a page number **only** when citing a direct quotation.

Examples of the three most common reference types, with citations:

Book:

Smith, John S., and Jane W. Porter. 2022. *The Guide to Publishing*, 3rd ed. New Publishing Co. (Smith and Porter 2022)

Journal Article:

Smith, John S., Jane W. Porter, and David Jones. 2022. "The Guide to Publishing." *Journal of Publishing* 4 (2): 1–10. <https://doi.org/10.1000/713688787>. (Smith et al. 2022)

Web Article:

Smith, John S., Jane W. Porter, David Jones, and Ann Kim. 2022. "A Guide to Publishing Academic Articles." *Publishing Times*, August 12. <https://www.publishingtimes.com/2022/08/12/guidetoacademicpublishing/>. (Smith et al. 2022)