Quick Guide | Chicago Manual of Style

ⓒ Scholar
ⓒ Publisher

The most common reason we request revisions in **Phase 4: Style & Formatting** is due to issues with references and citations. A complete guide can be found on our website, but here are the basics.

Reference List:
- Entries should be in title case, meaning each word (other than prepositions, conjunctions, and articles) should begin with an uppercase letter.
- Use the full first names of authors where possible.
- Second and subsequent authors should be in Firstname Lastname order.
- Publication dates should not be in parentheses.
- Entries for journal articles should include a DOI, beginning with https://doi.org/10...
- Entries for web articles should include the name of the website, the full date of the article where possible, and a URL.

In-text Citations:
- Use the word "and" rather than the ampersand (&).
- There should be no comma before the year of publication.
- In-text citations for references with three authors must include all authors' names (not et al.).
- For multiple citations within the same parentheses, please use a semicolon to separate.

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. London: 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, Porter, and Jones 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, 2022. https://www.publishingtimes.com/2022/08/12/guidetoacademicpublishing/.
- (Smith et al. 2022)