

Taylor & Francis Reference Style F

Chicago Author-Date

The Author-Date System, developed by the University of Chicago, is widely used by the social sciences and sciences disciplines. For full information on this style, see *The Chicago Manual of Style* (15th edn) or <http://www.chicagomanualofstyle.org/contents.html>

Please take care to follow the correct reference examples in the Chicago manual. For Chicago author-date, you need to choose the examples labelled T (for the text reference) and R (for the reference list). Do not use the ones labeled N (for notes) and B (for bibliography)!

In the R examples, sentence-style capitalization is used (only the first word in a title or a subtitle and any proper names are capitalized).

EndNote for Windows and Macintosh is a valuable all-in-one tool used by researchers, scholarly writers, and students to search online bibliographic databases, organize their references, and create bibliographies instantly. There is now an EndNote output style available if you have access to the software in your library (please visit <http://www.endnote.com/support/enstyles.asp> and look for TF-F Chicago Author-date).

1. [How to cite references in your text](#)
2. [How to organize the reference list](#)
3. [Abstract](#)
4. [Audiovisual material](#)
5. [Bible](#)
6. [Book](#)
7. [CD-ROM](#)
8. [Conference paper, proceedings, poster session](#)
9. [Database](#)
10. [Dissertation or thesis](#)
11. [Electronic source](#)
12. [Film](#)
13. [Government document](#)
14. [Internet](#)
15. [Interview](#)

15. **Journal article**
16. **Microfilm, microfiche**
17. **Newspaper or magazine article**
18. **News release**
19. **Pamphlets and reports**
20. **Parliamentary bill, report, paper, debate**
21. **Personal communication**
22. **Preprint**
23. **Reference work**
24. **Review**
25. **Software**
26. **Speech, lecture, talk**
27. **Unpublished work**

1. How to cite references in your text.

In the Author-Date System each citation consists of two parts: the text citations, which provides brief identifying information within the text, and the reference list (list of sources used), which provides full bibliographic information.

Sources are cited in the text, usually in parentheses, by the author's last (family) name, the publication date of the work cited, and a page number if needed. No punctuation appears between author and date. Full details appear in the References—in which the year of publication appears immediately after the author's name. Initials often replace authors' given names, and subtitles are sometimes omitted. This system works best where all or most of the sources are easily convertible to author-date references. Anonymous works, manuscript collections, or other sources less easily converted are better dealt with in notes.

All of Eurasia was affected by climatic oscillations during Pleistocene glacials and interglacials (Frenzel 1968).

Behavioral observations can provide useful insights into evolutionary relationships, as Morris and Morris (1966, 1–24) first tried to show for the giant panda.

Where two or more works by different authors with the same last name are listed in a reference list, the text citation must include an initial (or two initials or even a given name if necessary).

(C. Doershuk 2000)

(J. Doershuk 2001)

When a specific page, section, equation, or other division of the work is cited, it follows the date, preceded by a comma.

(Piaget 1980, 74)

(Fischer and Siple 1990, 212n3)

(García 1987, vol. 2)

(García 1987, 2: 345)

Author-date citations are usually placed just before a mark of punctuation.

Recent literature has examined long-run price drifts following initial public offerings (Ritter 1991; Loughran and Ritter 1995), stock splits (Ikenberry, Rankine, and Stice 1996), seasoned equity offerings (Loughran and Ritter 1995), and equity repurchases (Ikenberry, Lakonishok, and Vermaelen 1995).

Where the author's name appears in the text, it need not be repeated in the parenthetical citation.

Litman (1983) finds that Academy Award nominations or winnings are significantly related to revenues.

Tufte's excellent book on chart design (2001) warns against a common error.

When the same page or pages in the same source are cited more than once in one paragraph, the parenthetical citation can be placed after the last reference or at the end of the paragraph, but preceding the final period. If the page numbers change, the citation should occur at the first reference; the following citations need include only the page.

When a reference list includes two or more works published in the same year by the same author or authors, the text citations as well as the reference list must use the letters a, b, and so on.

(Beijing Zoo 1974a) (Hollingsworth

and Sockett 1994b)

Two or three authors

For works by two or three authors, all names are included.

More than three authors

For more than three authors, only the name of the first author is used, followed by 'et al.' or 'and others'. Note that et al. is not italicized in text citations.

(Zipursky et al. 1997)

In a study by Zipursky and others (1997),

If a reference list includes another work of the same date that would also be abbreviated as 'Zipursky et al.' but whose co-authors are different persons or listed in a different order, the text citations must distinguish between them. In such cases, the first two (or the first three) authors should be cited, followed by 'et al.' or 'and others'.

(Zipursky, Jones, et al. 1997)

(Zipursky, Smith, et al. 1997)

If necessary a shortened title, enclosed in commas, may be added. In the following examples, 'et al.' refers to different coauthors, so a, b, and so on cannot be used.

(Zipursky, Smith, et al., "Giant snails," 1997)

(Zipursky, Smith, et al., "Seed attackers," 1997)

Multiple references

Two or more references in a single parenthetical citation are separated by semicolons. The order in which they are given may depend on what is being cited, and in what order,

or it may reflect the relative importance of the items cited. If neither criterion applies, alphabetical or chronological order may be appropriate. Unless the order is prescribed by a particular journal style, the decision is the author's.

(Armstrong and Malacinski 1989; Beigl 1989; Pickett and White 1985)

Additional works by the same author(s) are given by date only, separated by commas except where page numbers are required.

(Whittaker 1967, 1975; Wiens 1989a, 1989b)

(Wong 1999, 328; 2000, 475; García 1998, 67)

2. How to organize the reference list.

The reference list is arranged alphabetically. For successive entries by the same author(s), translator(s), editor(s), or compiler(s), the entries are arranged chronologically by year of publication, *not* (as in a bibliography) alphabetized by title. Undated works designated *n.d.* or *forthcoming* follow all dated works.

Schuman, Howard, and Jacqueline Scott. 1987. Problems in the use of survey questions to measure public opinion. *Science* 236: 957–9.

Single author versus several authors

A single-author entry precedes a multi-author entry beginning with the same name. Only the name of the first author is inverted.

Pacini, E. 1997. Tapetum character states: Analytical keys for tapetum types and activities. *Canadian Journal of Botany* 75: 1448–59.

Pacini, E., G.G. Franchi, and M. Hesse. 1985. The tapetum: Its form, function, and possible phylogeny in embryophyta. *Plant System Evolution* 149: 155–85.

Author with different co-authors

Successive entries by two or more authors in which only the first author's name is the same are alphabetized according to the co-authors' last names (regardless of how many co-authors there are).

Pacini, E., G.G. Franchi, and M. Hesse. 1985. The tapetum: Its form, function, and possible phylogeny in embryophyta. *Plant System Evolution* 149: 155–85.

Pacini, E., and B.E. Juniper. 1983. The ultrastructure of the formation and development of the amoeboid tapetum in *Arum italicum* Miller. *Protoplasma* 117: 116–29.

Multiple authors

In a reference list, only the first author's name is inverted, and a comma must appear both before and after the first author's given name or initials.

Walker, J.R., and T. Taylor. 1998. *The Columbia guide to online style*. New York: Columbia Univ. Press.

Schellinger, Paul, Christopher Hudson, and Marijk Rijsberman, eds. 1998. *Encyclopedia of the novel*. Chicago: Fitzroy Dearborn.

When both authors have the same family name, the name is repeated.

More than three authors

For works by or edited by four to ten persons, all names are usually given in a reference list. Word order and punctuation are the same as for three authors. In a note or a text citation, only the name of the first author is included, followed by ‘and others’ or, especially in science, ‘et al.’ with no intervening comma.

Sechzer, J.A., S.M. Pfafflin, F.L. Denmark, A. Griffin, and S.J. Blumenthal, eds. 1996. *Women and mental health*. Baltimore: Johns Hopkins University Press.

Multiple authors

Reference lists in the natural sciences sometimes include works by numerous authors (occasionally a score or more). Furthermore, many of the authors in successive entries may be the same, though in a different order. To avoid an unwieldy string of names, and with apologies to those authors whose names are sacrificed, Chicago recommends that for references with ten authors or fewer, all should be listed; for references with eleven or more, only the first seven should be listed, followed by ‘et al.’

One repeated name

The entries are arranged chronologically by year of publication, *not* (as in a bibliography) alphabetized by title. Undated works designated *n.d.* or *forthcoming* follow all dated works.

Schuman, Howard, and Jacqueline Scott. 1987. Problems in the use of survey questions to measure public opinion. *Science* 236: 957–9.

An institutional name

U.S. Senate. 1917. Committee on Public Lands. *Leasing of oil lands*. 65th Cong., 1st sess.

Although the committees listed in the examples above are, strictly speaking, authors, placing the date after ‘U.S. Senate’ allows for more convenient text citation—“U.S. Senate 1917,” and the like. If context suggests otherwise, exercise editorial discretion.

Same author(s), same year

Two or more works by the same author or authors published in the same year are distinguished by a, b, c, and so forth (set in roman, not italic), following the date. These entries are alphabetized by title.

Beijing Zoo. 1974a. Observations on the breeding of the giant panda and the raising of its young [in Chinese]. *Acta Zoologica Sinica* 20: 139–47.

Beijing Zoo. 1974b. On the diseases of the giant panda and their preventive and curative measures [in Chinese]. *Acta Zoologica Sinica* 20: 154–61.

When two or more authors, even though the same, are listed in a different order, *a*, *b*, and so forth cannot be used.

3. Abstract.

An abstract is treated like a journal article, but the word ‘abstract’ must be added.

Lovejoy, C.O. 1979. A reconstruction of the pelvis of A1-288 (Hadar Formation, Ethiopia). Abstract. *American Journal of Physical Anthropology* 40: 460.

In citing a published abstract of an unpublished dissertation, give details of the original as well as of the abstract.

Schwarz, G.J. 2000. Multiwavelength analyses of classical carbon-oxygen novae (outbursts, binary stars). PhD diss., Arizona State Univ., 1999. Abstract in *Dissertation Abstracts International*, publ. nr. AAT9937424, DAI-B 60/07 (Jan. 2000): 3327.

4. Audiovisual material.

The author-date system is inappropriate for most audiovisual materials. In a work using the author-date system, such materials are best mentioned in running text and grouped in the reference list under a subhead such as Sound Recordings.

5. Bible.

Since books and numbering are not identical in different versions, it is essential to identify which version is being cited. For a work intended for general readers, the version should be spelled out, at least on first occurrence. For specialists, abbreviations may be used throughout.

6. Book.

No author

Although the use of ‘Anonymous’ is generally to be avoided, it may stand in place of the author’s name in a reference list in which several anonymous works need to be grouped. In such an instance, Anonymous or Anon. (set in roman) appears.

Anon. 1547. *Stanze in lode della donna brutta*. Florence.

One author

(Doniger 1999, 65)

Doniger, Wendy. 1999. *Splitting the difference*. Chicago: University of Chicago Press.

Two authors

(Cowlshaw and Dunbar 2000, 104–7)

Cowlshaw, Guy, and Robin Dunbar. 2000. *Primate conservation biology*. Chicago: University of Chicago Press.

More than three authors

(Laumann et al. 1994, 262)

Laumann, Edward O., John H. Gagnon, Robert T. Michael, and Stuart Michaels. 1994. *The social organization of sexuality: Sexual practices in the United States*. Chicago: University of Chicago Press.

Authors and editors of multivolume works

In a reference list, the first name(s) or title listed should be the one most relevant to the work in which the entry appears. Note the different capitalization and punctuation of 'edited by' in the following alternative versions, analogous to the treatment of a chapter in a multi-author book

(Ray 1959) *or* (Barrows 1959)

Ray, Gordon N., ed. 1959. *An introduction to literature*. Vol. 1, *Reading the short story*, by Herbert Barrows. Boston: Houghton Mifflin.

or

Barrows, Herbert. 1959. *Reading the short story*. Vol. 1 of *An introduction to literature*, ed. Gordon N. Ray. Boston: Houghton Mifflin.

Corporate author

If a publication issued by an organization, association or corporation carries no personal author's name on the title page, the organization is listed as author in reference list, even if it is also given as publisher. If long names are cited several times, abbreviations may be used, clarified by a cross-reference.

British Standards Institute. 1985. *Specification for abbreviation of title words and titles of publications*. Linford Woods, Milton Keynes, UK: British Standards Institute.

ISO. See International Organization for Standardization.

International Organization for Standardization. 2001. *Information and documentation: Bibliographic references. Part 2, Electronic documents or parts thereof. Excerpts from International Standard ISO 690-2*. Ottawa: National Library of Canada. <http://www.nlc-bnc.ca/iso/tc46sc9/standard/690-2e.htm>.

Editor, translator or compiler in place of author

When no author appears on the title page, a work is listed by the name(s) of the editor(s), compiler(s) or translator(s). In reference lists, the abbreviation ed. or eds., comp. or comps., or trans. follows the name, preceded by a comma.

Kamrany, Nake M., and Richard H. Day, eds. 1980. *Economic issues of the eighties*. Baltimore: Johns Hopkins Univ. Press.

(Lattimore 1951, 91–2)

Lattimore, Richmond, trans. 1951. *The Iliad of Homer*. Chicago: University of Chicago Press.

Editor or translator in addition to author

The edited, compiled or translated work of one author is normally listed with the author's name appearing first and the name(s) of the editor(s), compiler(s) or translator(s) appearing after the title, preceded by ed. (meaning 'edited by'), comp. ('compiled by'), or trans. ('translated by'). Note that the plural forms eds. and comps. are never used in this position. Note also that 'edited by' and the like are usually abbreviated in reference lists. If a translator as well as an editor is listed, the names should appear in the same order as on the title page of the original.

Menchú, Rigoberta. 1999. *Crossing borders*. Trans. and ed. Ann Wright. New York: Verso.

(Bonney 1995, 22)

Bonney, Yves. 1995. *New and selected poems*. Ed. John Naughton and Anthony Rudolf. Chicago: University of Chicago Press.

Book title

In sentence style, more commonly used in reference lists (and exemplified in the R examples in the Chicago Manual), only the first word in a title or a subtitle and any proper names are capitalized. Latin titles—except for works in English with Latin titles—are capitalized sentence style in reference lists.

The house of Rothschild: The world's banker, 1849–1999

De sermone amatorio apud elegiarum scriptores

Quo Vadis

Non-English book title

Sentence-style capitalization is strongly recommended for non-English titles. Still, writers or editors unfamiliar with the usages of the language concerned should not attempt to alter capitalization without expert help.

[no example given in CMOS]

If an English translation of a title is needed, it follows the original title and is enclosed in brackets, without italics or quotation marks. It is capitalized sentence style regardless of the bibliographic style followed. Parentheses may be used instead of brackets, as in running text, but brackets more clearly distinguish the translation from publishing information in parentheses.

Pirumova, N.M. 1977. *Zemskoe liberal'noe dvizhenie: Sotsial'nye korni i evoliutsiia do nachala XX veka* [The zemstvo liberal movement: Its social roots and evolution to the beginning of the twentieth century]. Moscow: Izdatel'stvo "Nauka."

A published translation is normally treated as illustrated above. If, for some reason, both the original and the translation need to be cited, either form may be used, depending on whether the original or the translation is of greater interest to readers.

[no example given in CMOS]

In those rare instances when a title is given only in translation but no published translation of the work is listed, the original language must be specified.

[no example given in CMOS]

Chapter in edited book or essay in edited collection

When a specific chapter (or other titled part of a book) is cited, the author's name is followed by the title of the chapter (or other part) in roman, followed by 'in' (also roman), followed by the title of the book in italics. Either the inclusive page numbers or the chapter or part number is usually given also.

Phibbs, Brendan. 1987. Herrlisheim: Diary of a battle. In *The other side of time: A combat surgeon in World War II*, 117–63. Boston: Little, Brown.

(Wiese 2006, 101–2)

Wiese, Andrew. 2006. "The house I live in": Race, class, and African American suburban dreams in the postwar United States. In *The new suburban history*, ed. Kevin M. Kruse and Thomas J. Sugrue, 99–119. Chicago: University of Chicago Press.

Chapter of an edited volume originally published elsewhere (as in primary sources)

(Cicero 1986, 35)

Cicero, Quintus Tullius. 1986. Handbook on canvassing for the consulship. In *Rome: Late republic and principate*, ed. Walter Emil Kaegi Jr. and Peter White. Vol. 2 of *University of Chicago readings in western civilization*, ed. John Boyer and Julius Kirshner, 33–46. Chicago: University of Chicago Press. Originally published in Evelyn S. Shuckburgh, trans., *The letters of Cicero*, vol. 1 (London: George Bell & Sons, 1908).

Contribution to a multi-author book

When one contribution to a multi-author book is cited, the contributor's name comes first, followed by the title of the contribution in roman, followed by 'in' (also roman), followed by the title of the book in italics, followed by the name(s) of the editor(s). The inclusive page numbers are usually given also.

Wiens, J.A. 1983. Avian community ecology: An iconoclastic view. In *Perspectives in ornithology*, ed. A.H. Brush and G.A. Clark Jr., 355–403. Cambridge: Cambridge Univ. Press.

Several contributions to the same book

If two or more contributions to the same multi-author book are cited, the book itself, as well as the specific contributions, may be listed in the reference list. The entries for the individual contributions may then cross-refer to the book's editor, thus avoiding clutter.

(Brush and Clark 1983)

(Wiens 1983)

Brush, A.H., and G.A. Clark Jr., eds. 1983. *Perspectives in ornithology*. Cambridge: Cambridge Univ. Press.

Wiens, J.A. 1983. *Avian community ecology: An iconoclastic view*. In Brush and Clark 1983, 355–403.

e-book

Brush, A.H., and G.A. Clark Jr., eds. 1983. *Perspectives in ornithology*. Cambridge: Cambridge Univ. Press, TK3 Reader e-book.

Introduction, preface, etc.

If the reference is to a generic title such as *introduction*, *preface*, or *afterword*, that term (lowercased unless following a full stop (period)) is added before the title of the book.

If reference is to an introduction, foreword, or chapter written by someone other than the main author of a book, the other person's name comes first, and the author's name follows the title.

Friedman, Milton. 1994. *Introd. to The road to serfdom*, by F.A. Hayek. Anniversary ed. Chicago: Univ. of Chicago Press.

(Rieger 1982, xx–xxi)

Rieger, James. 1982. *Introduction to Frankenstein; or, The modern Prometheus*, by Mary Wollstonecraft Shelley, xi–xxxvii. Chicago: University of Chicago Press.

Multiple editions

When an edition other than the first is used or cited, the number or description of the edition follows the title in the listing. An edition number usually appears on the title page and is repeated, along with the date of the edition, on the copyright page. Such wording as “Second Edition, Revised and Enlarged” is abbreviated in reference lists simply as “2nd ed.”; “Revised Edition” (with no number) is abbreviated as “rev. ed.” Other terms are similarly abbreviated. Any volume number mentioned follows the edition number.

(Anderson and Richie 1982)

(Weber, Burlet, and Abel 1928)

Anderson, J.L., and D. Richie. 1982. *The Japanese film art and industry*. Exp. ed. Princeton, NJ: Princeton Univ. Press.

Weber, M., H.M. de Burlet, and O. Abel. 1928. *Die Säugetiere*. 2nd ed. 2 vols. Jena: Gustav Fischer.

Multivolume work

When a multivolume work is cited as a whole, the total number of volumes is given after the title of the work (or, if an editor as well as an author is mentioned, after the editor's name). If the volumes have been published over several years, the range of years is given.

(Wright 1968–78, 2: 341)

Wright, Sewell. 1968–78. *Evolution and the genetics of populations*. 4 vols. Chicago: Univ. of Chicago Press.

If only one volume of a multivolume work is of interest to readers, it may be listed alone in a reference list.

(Wright 1969, 129)

Wright, Sewell. 1969. *Theory of gene frequencies*. Vol. 2 of *Evolution and the genetics of populations*. Chicago: Univ. of Chicago Press.

Chapters and other parts of individual volumes

Specific parts of individual volumes of multivolume books are cited in the same way as parts of single-volume books. A chapter number, if available, may replace page numbers; for example, “vol. 2, chap. 6.”

Online book

When citing a book that is available online—one that resides on the Internet and is intended to be read by standard browsers—include the URL as part of the citation. If the publisher or discipline requires it, or for especially time-sensitive data, also record in parentheses the date the material was last retrieved.

(Kurland and Lerner 1987)

Kurland, Philip B., and Ralph Lerner, eds. 1987. *The founders' Constitution*. Chicago: University of Chicago Press. <http://press-pubs.uchicago.edu/founders/>.

(Sirosh, Miikkulainen, and Bednar 1996)

Sirosh, J., R. Miikkulainen, and J.A. Bednar. 1996. Self-organization of orientation maps, lateral connections, and dynamic receptive fields in the primary visual cortex. In *Lateral interactions in the cortex: Structure and function*, ed. J. Sirosh, R. Miikkulainen, and Y. Choe. Austin, TX: UTCS Neural Networks Research Group. <http://www.cs.utexas.edu/users/nn/web-pubs/htmlbook96/> (accessed August 27, 2001).

Note that it is not sufficient simply to provide the URL; as far as they can be determined, the full facts of publication should be recorded. The URL is the fastest way to get a reader to the source; it is also the most vulnerable element of a citation. If the URL in the example above should become invalid, readers could presumably find the electronic text by conducting a search for the stated title and author—information that the syntax of a URL may not reveal.

Books published in printed and electronic forms

Always cite the source consulted. It is acceptable, however, to point out that a work is available in another form when doing so would be helpful to readers.

Reprinted book

When citing a reprint or modern edition in the author-date system, the writer (or editor) must decide whether text citations should give the original date, the later date, or both. Context usually determines the choice, but as long as the reference list gives full details, most readers will be comfortable with any of the following practices. When the original date is of prime importance, it is given in the text citation and follows the author's name in the reference list. Any later dates appear with the publication details of the edition cited.

(Darwin 1859)

(Maitland 1898)

Darwin, Charles. 1859. *On the origin of species*. Facsimile of the 1st ed., with introd. by Ernest Mayr. Cambridge, MA: Harvard University Press, 1964.

Maitland, Frederic W. 1898. *Roman canon law in the Church of England*. Repr., Union, NJ: Lawbook Exchange, 1998.

When the more recent date is of greater interest in a particular context, it is given in the text citation, follows the author's name in the reference-list entry, and determines placement in the list regardless of the original date (which may be added if needed).

(Trollope 1977)

(Trollope 1983)

Trollope, Anthony. 1977. *The Claverings*. New introd. by Norman Donaldson. New York: Dover. (Orig. pub. 1866–67.)

If both the original date and the later date are required in the text citation, the two may be separated by a slash. The first date determines placement in the reference list.

(Maitland 1898/1998)

(Maitland 1909/1926)

Maitland, Frederic W. 1898/1998. *Roman canon law in the Church of England*. Repr. Union, NJ: Lawbook Exchange.

More traditionally, the earlier date may be enclosed in brackets and still, as with the slash, determines placement in the reference list.

(Emerson [1836] 1985)

Emerson, Ralph Waldo. [1836] 1985. *Nature*. A facsimile of the first ed. with an introd. by Jaroslav Pelikan. Boston: Beacon.

Place of publication

Traditionally the facts of publication include the place (city), the publisher, and the date (year). A colon appears between place and publisher. In a reference list, the date follows the author's name, preceded by a full stop (period).

Wilson, E.O. 1992. *The diversity of life*. New York: Norton.

The place to be included is the one that usually appears on the title page but sometimes on the copyright page of the book cited—the city where the publisher's main editorial offices are located. Where two or more cities are given (Chicago and London, for example, appears on the title page of this manual), only the first is normally included in the documentation.

New York: Macmillan, 1980

Los Angeles: J. Paul Getty Trust Publications

Oxford: Clarendon Press

New York: Oxford University Press

but

Berkeley and Los Angeles: University of California Press

If the city of publication may be unknown to readers or may be confused with another city of the same name, the abbreviation of the state, province, or (sometimes) country is added. *Washington* is traditionally followed by *DC*, but other major cities, such as Los Angeles and Baltimore, need no state abbreviation. (For countries not easily abbreviated, spell out the name.)

Cheshire, CT: Graphics Press

Reading, MA: Perseus Books

Harmondsworth, UK: Penguin Books

Waterloo, ON: Wilfrid Laurier University Press

Washington, DC: Smithsonian Institution Press

Englewood Cliffs, NJ: Prentice Hall

Ithaca, NY: Cornell University Press

New Haven, CT: Yale University Press

Princeton, NJ: Princeton University Press

Cambridge, MA: MIT Press

Cambridge, MA: Harvard University Press

but

Cambridge: Cambridge University Press

Although the abbreviations may be unnecessary for some readers, they are useful for others and therefore worth including. When the publisher's name includes the state name, the abbreviation is not needed.

Chapel Hill: University of North Carolina Press

Publisher's name

Shorter forms are preferred in most reference lists. Even when the full publisher's name is given, an initial 'The' is omitted, as are such abbreviations as 'Inc.', 'Ltd', or 'S.A.' following a name. 'Co.', '& Co.', 'Publishing Co.' and the like are often omitted. A given name or initials preceding a family name may be omitted. 'Books' is usually retained (Basic Books, Riverhead Books). The word 'Press' can sometimes be omitted (for example, Pergamon Press and Ecco Press can be abbreviated to Pergamon and Ecco, but Free Press and New Press must be given in full). 'Press' should not be omitted from the name of a university press because the university itself may issue publications independent of its press. The word 'University' may be abbreviated to 'Univ.' (especially in reference lists).

Houghton Mifflin *or* Houghton Mifflin Co.

Little, Brown *or* Little, Brown & Co.

Macmillan *or* Macmillan Publishing Co. (New York)

Macmillan *or* Macmillan Publishers (London)

Wiley *or* John Wiley

7. CD-ROM.

Works issued on CD-ROM are treated similarly to printed works. Place of publication and date may be omitted unless relevant.

Hicks, R.J. 1996. *Nuclear medicine, from the center of our universe*. Victoria, Austl.: ICE T Multimedia. CD-ROM.

8. Conference paper, proceedings, poster session.

Individual contributions to conference proceedings may be treated like chapters in multi-author books. If published in a journal, it is treated as an article.

(Doyle 2002)

Doyle, Brian. 2002. Howling like dogs: Metaphorical language in Psalm 59. Paper presented at the annual international meeting for the Society of Biblical Literature, June 19–22, in Berlin, Germany.

Conference proceedings

Individual contributions to conference proceedings may be treated like chapters in multi-author books.

Poster session

Papers presented at poster sessions are treated like other unpublished papers.

Ferguson, Carolyn J., and Barbara A. Schaal. 1999. Phylogeography of *Phlox pilosa* subsp. *ozarkana*. Poster presented at the 16th International Botanical Congress, St. Louis.

9. Database.

In the sciences especially, it has become customary to cite databases as follows: list, at a minimum, in this order, the name of the database, the URL, a descriptive phrase or record locator (such as a data marker or accession number) indicating the part of the database being cited or explaining the nature of the reference, and finally an access date. In reference lists, list under the name of the database.

(NASA/IPAC Extragalactic Database [object name IRAS F00400+4059])

(Unified Database)

(Genbank [accession number AC017046])

NASA/IPAC Extragalactic Database. <http://nedwww.ipac.caltech.edu/> (object name IRAS F00400+4059; accessed August 1, 2001).

GenBank. <http://www.ncbi.nlm.nih.gov/Genbank/> (for RP11-322N14 BAC [accession number AC017046]; accessed August 6, 2001).

Unified Database. Bioinformatics Unit and Genome Center, Weizmann Institute of Science.
<http://bioinformatics.weizmann.ac.il/udb/> (for mapping data on candidate genes;
accessed July 29, 2001).

Item in online database

Journal articles published in online databases should be cited as an article in an online journal. If an access date is required, include it parenthetically at the end of the citation.

(Pliny the Elder, Perseus Digital Library)

Perseus Digital Library. <http://www.perseus.tufts.edu/>.

Dataset

Wang, G.-Y., Z.-M. Zhu, S. Cui, and J.-H. Wang. 2017. Data from: Glucocorticoid induces incoordination between glutamatergic and GABAergic neurons in the amygdala [dataset]. Dryad Digital Repository. Accessed December 22, 2017. <https://doi.org/10.5061/dryad.k9q7h>.

10. Dissertation or thesis.

The kind of thesis, the academic institution, and the date follow the title. Like the publication data of a book, these are enclosed in parentheses in a note but not in a bibliography or reference list. The word ‘unpublished’ is unnecessary.

Schwarz, G.J. 2000. Multiwavelength analyses of classical carbon-oxygen novae (outbursts, binary stars). PhD diss., Arizona State Univ.

(Amundin 1991, 22–9, 35)

Amundin, M. 1991. Click repetition rate patterns in communicative sounds from the harbour porpoise, *Phocoena phocoena*. PhD diss., Stockholm University.

11. Electronic source.

Whatever archiving, retrieval and linking techniques may be in place in the future, electronic content by its very nature will continue to be impermanent and manipulable. If a source changes or becomes unavailable, citations to that source may need to be adjusted; authors and publishers should therefore verify the accuracy of citations to electronic content as close to the publication date as possible.

URLs

Even if it follows a full stop (period), the first letter of the protocol (e.g., the *h* in *http*) is not capitalized. The capitalization of the remaining components varies; because some URLs are case sensitive, they should not be edited for style. A trailing slash, the last character in a URL pointing to a directory, is part of the URL. Other punctuation marks used following a URL will readily be perceived as belonging to the surrounding text. It is therefore unnecessary to omit appropriate punctuation after the URL or to bracket the URL as a matter of course. Any logically parenthetical reference to a URL should be put in parentheses; angle brackets (< >), which have specific meaning within some markup languages, including html, should never be used to enclose a URL.

In a printed work, if a URL has to be broken at the end of a line, the break should be made *after* a double slash (//) or a single slash (/); *before* a tilde (~), a period, a comma, a

hyphen, an underline (_), a question mark, a number sign, or a percent symbol; or *before* or *after* an equals sign or an ampersand. A hyphen should never be added to a URL to denote a line break, nor should a hyphen that is part of a URL appear at the end of a line.

Access dates

Access dates in online source citations are of limited value, since previous versions will often be unavailable to readers (not to mention that an author may have consulted several revisions across any number of days in the course of research). Chicago therefore does not generally recommend including them in a published citation. For sources likely to have substantive updates, however, or in time-sensitive fields such as medicine or law where even small corrections may be significant, the date of the author's last visit to the site may usefully be added.

12. Film.

Movie Title. Directed by Mary Smith. Hollywood, CA: Bigshot Productions, 2004.

13. Government document.

Bulletins, circulars, reports, and study papers issued by such government commissions as the Federal Communications Commission or the Securities and Exchange Commission are cited much like legislative reports. They are often classified as House (H) or Senate (S) documents.

Citations to British government documents, as to US documents, should begin with the name of the authorizing body—whether Parliament, Public Record Office, Foreign Office, or whatever, preceded (unless obvious from the context) by “United Kingdom.”

Unpublished

The main depositories for unpublished government documents in the United Kingdom are the Public Record Office (PRO) and the British Library (BL), both in London. (The British Library is a division of the British Museum; before it was called the British Library, citations to documents housed there used the abbreviation BM.) References usually include such classifications as Admiralty (Adm.), Chancery (C), Colonial Office (CO), Exchequer (E), Foreign Office (FO), or State Papers (SP) as well as the collection and volume numbers and, where relevant, the folio or page number(s).

14. Internet.

Website

Websites may be cited in running text (“On its website, the Evanston Public Library Board of Trustees states . . .”) instead of in an in-text citation, and they are commonly omitted from a reference list as well. The following examples show the more formal versions of the citations. If an access date is required, include it parenthetically at the end of the citation.

For original content from online sources other than periodicals, include as much of the following as can be determined: author of the content, title of the page, title or owner of the site, URL.

(Evanston Public Library Board of Trustees)

Evanston Public Library Board of Trustees. Evanston Public Library strategic plan, 2000–2010: A decade of outreach. Evanston Public Library. <http://www.epl.org/library/strategic-plan-00.html>.

(Federation of American Scientists)

Federation of American Scientists. Resolution comparison: Reading license plates and headlines. <http://www.fas.org/irp/imint/resolve5.htm>.

No author

If there is no author per se, the owner of the site may stand in for the author.

For content from very informal sites, such as personal home pages and fan sites, where titles may be lacking, descriptive phrases may be used.

If a site ceases to exist before publication, include such information parenthetically at the end of the citation, separated from the access date, if any, by a semicolon.

Weblog entry or comment

Weblog entries or comments may be cited in running text (“In a comment posted to the Becker-Posner Blog on March 6, 2006, Peter Pearson noted...”) instead of in an in-text citation, and they are commonly omitted from a reference list as well. The following examples show the more formal versions of the citations. If an access date is required by, include it parenthetically at the end of the citation.

(Peter Pearson, The Becker-Posner Blog, comment posted March 6, 2006)

Becker-Posner blog, The. <http://www.becker-posner-blog.com/>.

Mailing list

To cite material from an electronic mailing list that has been archived online, include the name of the list, the date of the individual posting, and the URL. Also record an access date, if the publisher or discipline requires it. Citations to such material should generally be limited to text and notes. Material that has not been archived will not have an associated URL.

15. Interview.

In whatever form interviews or personal communications exist—published, broadcast, preserved in audiovisual form, available online—the citation normally begins with the name of the person interviewed or the person from whom the communication was received. The interviewer or recipient, if mentioned, comes second.

Unpublished interview

Unpublished interviews are best cited in text or in notes, though they occasionally appear in reference lists. Citations should include the names of both the person interviewed and the interviewer; brief identifying information, if appropriate; the place or date of the interview (or both, if known); and, if a transcript or tape is available, where it may be

found. Permission to quote may be needed.

Hunt, Horace [pseud.]. 1976. Interview by Ronald Schatz. Tape recording. May 16. Pennsylvania Historical and Museum Commission, Harrisburg.

Unattributed interview

An interview with a person who prefers to remain anonymous or whose name the author does not wish to reveal may be cited in whatever form is appropriate in context. The absence of a name should be explained (e.g., ‘All interviews were conducted in confidentiality, and the names of interviewees are withheld by mutual agreement’).

Published or broadcast interviews

An interview that has already been published or broadcast is treated like an article in a periodical or a chapter in a book.

If an interview is included or excerpted in the form of a direct quotation within an article or chapter by the interviewer, the interviewer’s name may come first.

16. Journal article.

Author names

Authors’ names are normally given as they appear at the heads of their articles. Most of the guidelines offered for books apply equally to authors of journal articles. For works by or edited by four to ten persons, all names are usually given in a reference list. Word order and punctuation are the same as for three authors. In a text citation, only the name of the first author is included, followed by “and others” or, especially in science, “et al.,” with no intervening comma.

(Smith 1998, 639)

Smith, John Maynard. 1998. The origin of altruism. *Nature* 393: 639–40.

Article titles

Titles of articles are set in roman (except for words or phrases that require italics, such as species names or book titles). In reference lists they are usually capitalized sentence style, without quotation marks. As with a book, title and subtitle are separated by a colon, and the first word of the subtitle is always capitalized. (Subtitles and even titles of articles are omitted in some publications. This practice, though space saving, may deprive readers of useful information.

The volume number follows the journal title without intervening punctuation and is not in italics. Arabic numerals are used even if the journal itself uses roman numerals.

Emlen, S.T. 1997. When mothers prefer daughters over sons. *Trends in Ecology and Evolution* 12: 291–2.

When the issue number is given, it follows the volume number, separated by a comma and preceded by ‘no.’ The issue number may be omitted, however, if pagination is

continuous throughout a volume. It is also unnecessary when a month or season precedes the year.

Allison, G.W. 1999. The implications of experimental design for biodiversity manipulations. *American Naturalist* 153, no. 1: 26–45.

Giraudeau, B., A. Mallet, and C. Chastang. 1996. Case influence on the intraclass correlation coefficient estimate. *Biometrics* 52: 1492–7.

When a journal uses issue numbers only, without volume numbers, a comma follows the journal title.

Meyerovitch, Eva. 1959. The Gnostic manuscripts of Upper Egypt. *Diogenes*, no. 25: 84–117.

Date

The year, sometimes preceded by an exact date, a month, or a season, appears in parentheses after the volume number (or issue number, if given). Seasons, though not capitalized in running text, are traditionally capitalized when standing in lieu of a month or an issue number. Neither month nor season is necessary (though it is not incorrect to include one or the other) when the issue number is given.

Muldoon, D.D. 1987. Daily life of the mountain rapper. *Journal of the West* 26 (October): 14–20.

Page numbers in references

Use only the changed part of the second number (3–10, 71–2, 96–117, 100–4, 600–13, 1100–23, 107–8, 505–17, 1002–6, 321–5). But 10–17, 11–18, etc.

Roman numerals are given in full.

Foreign language article

Titles of foreign-language articles, like book titles, are usually capitalized sentence style but according to the conventions of the particular language. German, for example, capitalizes common nouns in running text as well as in titles. Journal titles may either be treated the same way or, if an author has done so consistently, be capitalized headline style. An initial definite article (*Le*, *Der*, etc.) should be retained, since it may govern the inflection of the following word. Months and the equivalents of such abbreviations as *no.* or *pt.* are given in English.

Alerić, Danijel. 1969. Ime zagrebačkoga biskupa u zadarskoj ispravi kralja Kolomana. *Slovo* 18–19: 155–70.

Schneider, B. 1975. Eine mittelpleistozäne Herpetofauna von der Insel Chios, Ägäis. *Senckenbergiana Biologica* 56: 191–8.

Translated article title

If an English translation is added to a foreign-language article title, it is enclosed in brackets, without quotation marks, and capitalized sentence style. If a title is given only

in English translation, however, the original language must be specified.

Chu Ching and Long Zhi. 1983. The vicissitudes of the giant panda, *Ailuropoda melanoleuca* (David). [In Chinese.] *Acta Zoologica Sinica* 20, no. 1: 191–200.

Journal name

Names of journals are capitalized headline style. Do not abbreviate the title.

Online article

To cite electronic journals add the URL and the date the material was last accessed.

(Hlatky et al. 2002)

Hlatky, Mark A., Derek Boothroyd, Eric Vittinghoff, Penny Sharp, and Mary A. Whooley. 2002. Quality-of-life and depressive symptoms in postmenopausal women after receiving hormone therapy: Results from the Heart and Estrogen/Progestin Replacement Study (HERS) trial. *Journal of the American Medical Association* 287 (no. 5, February 6), <http://jama.ama-assn.org/issues/v287n5/rfull/joc10108.html#aainfo> (accessed January 7, 2004).

If there is a digital object identifier (DOI) for the source, include it in place of page numbers or other locators.

Special issue

A special issue as a whole may be cited as in the example below.

Whittington, D., et al., eds. 1991. A study of water vending and willingness to pay for water in Onitsha, Nigeria. Special issue, *World Development* 19, nos. 2–3.

Journal supplement

A journal supplement, unlike a special issue, is numbered separately from the regular issues of the journal. Like a special issue, however, it may have a title and author or editor of its own.

Wall, J.V. 1971. 2700 MHz observations of 4C radio sources in the declination zone +4 to –4. *Australian Journal of Physics and Astrophysics Suppl.* no. 20.

17. Microfilm, microfiche.

Works issued commercially in microform editions, including dissertations, are treated much like books. The form of publication, where needed, is given after the facts of publication.

18. Newspaper or magazine article.

Newspaper articles may be cited in running text (“As William Niederkorn noted in a *New York Times* article on June 20, 2002 ...”) instead of in an in-text citation, and they are commonly omitted from a reference list as well. The following example shows the more formal version of the citation.

The name of the author (if known) and the headline or column heading in a daily

newspaper are cited much like the corresponding elements in magazines. The month (often abbreviated), day, and year are the indispensable elements. Because a newspaper's issue of any given day may include several editions, and items may be moved or eliminated in various editions, page numbers are best omitted. If the paper is published in several sections, the section number or name may be given.

(Niederkorn 2002)

Niederkorn, William S. 2002. A scholar recants on his "Shakespeare" discovery. *New York Times*, June 20, Arts section, Midwest edition.

(Martin 2002, 84)

Martin, Steve. 2002. Sports-interview shocker. *New Yorker*, May 6.

Letter to the Editor

Published letters to the editor are treated generically, without headlines.

No author

Unsigned newspaper articles or features are best dealt with in text. But if a reference-list entry should be needed, the name of the newspaper stands in place of the author.

New York Times. 2002. In Texas, ad heats up race for governor. July 30.

Online newspaper or magazine article

(Reaves 2001)

(Osborne 2000)

Reaves, Jessica. 2001. A weighty issue: Ever-fatter kids. Interview with James Rosen. *Time*, March 14. <http://www.time.com/time/nation/article/0,8599,102443,00.html>.

Osborne, Lawrence. 2000. Poison pen. Review of *The collaborator: The trial and execution of Robert Brasillach*, by Alice Kaplan. *Salon*, March 29, <http://www.salon.com/books/it/2000/03/29/kaplan/index.html> (accessed July 10, 2001).

If a URL becomes invalid before publication of the work in which it is cited, or if the article was obtained from an online archive for a fee, include only the main entrance of the newspaper or news service (e.g., <http://www.nytimes.com/>).

(Mitchell and Bruni 2001)

(Reuters 2001)

(Stenger 1999)

Mitchell, Alison, and Frank Bruni. 2001. Scars still raw, Bush clashes with McCain. *New York Times*, March 25. <http://www.nytimes.com/2001/03/25/politics/25MCCA.html> (accessed January 2, 2002).

Reuters. 2001. Russian blasts kill 21, injure more than 140. *Yahoo! News*, March 24. <http://dailynews.yahoo.com/>.

Stenger, Richard. 1999. Tiny human-borne monitoring device sparks privacy fears. *CNN.com*, December 20. <http://www.cnn.com/1999/TECH/ptech/12/20/implant.device/>.

Include access date parenthetically, at the end of the citation.

19. News release.

A news release, though published in a sense, is treated like an unpublished document.

20. Pamphlets and reports.

Pamphlets, corporate reports, brochures and other freestanding publications are treated essentially as books. Data on author and publisher may not fit the normal pattern, but sufficient information should be given to identify the document.

21. Parliamentary bill, report, paper, debate.

The bills, reports and papers issued separately by Parliament are published together at the end of each session in volumes referred to as Sessional Papers. Each volume includes a divisional title.

Command paper

Command papers are so called because they originate outside Parliament and are ostensibly presented to Parliament 'by command of Her [His] Majesty'. The different abbreviations for 'command' indicate the series and must not be altered. No *s* is added to the plural (Cmnd. 3834, 3835).

No. 1 to No. 4222 (1833–69)

C. 1 to C. 9550 (1870–99)

Cd. 1 to Cd. 9239 (1900–1918)

Cmd. 1 to Cmd. 9889 (1919–56)

Cmnd. 1–9927 (1956–86)

Cm. 1– (1986–)

Command papers may consist of a pamphlet or several volumes. Dates may include a month or just a year.

Parliamentary debate

Citations include series, volume number, and dates; specific references include column

(or occasionally page).

Although no longer the official name, Hansard (less often, Hansard's) is still sometimes used in citations to all series of parliamentary debates. Such usage is best avoided, however.

22. Personal communication.

References to conversations (whether face-to-face or by telephone) or to letters and email messages received by the author are usually run into the text. They are rarely listed in a reference list.

In an email message to the author on October 31, 2005, John Doe revealed ...

In a telephone conversation with the author on October 12, 1999, Colonel William Rich revealed that...

An email address belonging to an individual should be omitted. Should it be needed in a specific context, it must be cited only with the permission of its owner.

In a parenthetical citation, the terms 'personal communication' (or 'pers. comm. '), 'unpublished data', and the like are used after the name(s) of the person(s) concerned, following a comma. Reference-list entries are not needed. The abbreviation et al. should be avoided in such citations.

(H.J. Brody, pers. comm.)

(E. Simpkins, S. Warren, M. Turck, and S. Gorbach, unpublished data)

Letter

A reference to a letter, memorandum, or similar communication in a published collection begins with the names of the sender and the recipient, in that order, followed by a date and sometimes the place where the communication was prepared. The word 'letter' is unnecessary, but other forms, such as reports or memoranda, should be specified. The title of the collection is given in the usual form for a book.

In a letter to Charles Milnes Gaskell from London, March 30, 1868 (Adams 1930, 141), Adams wrote...

White (1976, 273) sent Ross an interoffice memo on May 2, 1946, pointing out that...

Adams, Henry. 1930. *Letters of Henry Adams, 1858–1891*. Ed. Worthington Chauncey Ford. Boston: Houghton Mifflin.

White, E.B. 1976. *Letters of E.B. White*. Ed. Dorothy Lobrano Guth. New York: Harper & Row.

If several letters or other communications are cited from a single source, the source itself rather than the individual pieces should be listed in the reference list.

(Churchill and Eisenhower 1990)

Churchill, Winston, and Dwight D. Eisenhower. 1990. *The Churchill-Eisenhower correspondence, 1953–1955*. Ed. Peter G. Boyle. Chapel Hill: Univ. of North Carolina Press.

23. Preprint.

Not being subject to peer review, preprints are treated as unpublished material.

Lockwood, G.W., and B.A. Skiff. 1988. Air Force Geophys. Lab., preprint (AFGL-TR-88-0221).

24. Reference work.

Well-known reference books, such as major dictionaries and encyclopedias, are normally cited in notes rather than in bibliographies. The facts of publication are often omitted, but the edition (if not the first) must be specified. References to an alphabetically arranged work cite the item (not the volume or page number) preceded by s.v. (sub verbo, under the word; pl. s.vv.)

Certain reference works, however, may appropriately be listed with their publication details.

Filippelli, R.L., ed. 1990. *Labor conflict in the United States: An encyclopedia*. Garland Reference Library of Social Science 697. New York: Garland.

Garner, Bryan A. 2003. *Garner's modern American usage*. New York: Oxford University Press.

Online encyclopaedia, etc.

Online versions of encyclopedias are subject to continuous updates and should therefore be considered databases rather than standard reference works with standard edition numbers. For this reason, Chicago recommends always including an access date in addition to the URL. Though the version of the article accessed on a given date may not be the one available to a reader at a later date, an access date will at least indicate the timeliness of the source citation. Well-known online reference works, such as major dictionaries and encyclopedias, are normally cited, like their printed counterparts, in notes rather than in bibliographies. The facts of publication are often omitted. Note that some reference works will indicate the appropriate URL to cite for a specific entry; use this rather than the less stable URL generated by search engines.

Sometimes it may be appropriate to include the author of an entry.

25. Review.

Book review

(Boehnke 2000)

Boehnke, Michael. 2000. Review of *Analysis of human genetic linkage*, 3rd ed., by Jurg Ott. *American Journal of Human Genetics* 66: 1725.
<http://www.journals.uchicago.edu/AJHG/journal/issues/v66n5/001700/001700.html>.

(Gorman 2002, 16)

Gorman, James. 2002. Endangered species. Review of *The last American man*, by Elizabeth Gilbert. *New York Times Book Review*, June 2.

Play, film, etc.

Kauffman, Stanley. 1989. Review of *A dry white season* (MGM movie). *New Republic*, Oct. 9, 24–5.

26. Software.

With version number

Hecht, Kendall, Robert McKinnon, Thomas Podkowiak, Mark Roman, Jared Schmidt, Sean Vivier, Elric Werst, and Jill Wyman. 2021. "Spectrum." V. 6.06. Avenir Health.
<https://avenirhealth.org/Download/Spectrum/SpecInstall.EXE>.

Without version number

Short, William Michael. 2020. "MultiWordNet." Python Package Index. Accessed February 26, 2021. <https://pypi.org/project/multiwordnet/0.1.3/#files>.

27. Speech, lecture, talk.

The sponsorship, location and date of the meeting at which a speech was given or a paper presented follow the title.

O'Guinn, T.C. 1987. Touching greatness: Some aspects of star worship in contemporary consumption. Paper presented at the annual meeting of the American Psychological Association, New York.

28. Unpublished work.

The title of an unpublished work—whether book, thesis, speech, essay, or whatever—is not italicized. In reference lists it is capitalized sentence style, with no quotation marks.

Most unpublished papers can be treated in much the same way as dissertations or lectures.

Ferber, R. 1971. Family decision-making and economic behavior. Faculty Working Paper 35, College of Commerce and Business Administration, Univ. of Illinois at Urbana-Champaign.

In the example above the term 'working paper' is part of a formal series title, therefore capitalized. It is sometimes useful to add 'photocopy' or some other term to indicate the form in which an unpublished document exists.

Forthcoming book or chapter

When a book is under contract with a publisher and is already titled, but the date of publication is not yet known, *forthcoming* is used in place of the date. Although *in press* is sometimes used (strictly speaking for a printed work that has already been typeset and paginated), Chicago recommends the more inclusive term, which can also be used for

nonprint media, for any work under contract. If page numbers are available, they should be given. Books not under contract are treated as unpublished manuscripts.

(Researcher, forthcoming, 230)

Researcher, J.J. Forthcoming. New findings. In *Major symposium*, ed. F.F. Editor, 223–37. Place: Publisher.

Note that *forthcoming* is capitalized only in a reference list, where it follows a full stop (period). Works cited as *forthcoming* follow other works by the same author.

In certain works documented by reference lists and text citations, it may sometimes be convenient—though the practice is frowned on by some—to use *n.d.* in place of a date

that is not yet known. *Forthcoming* should then be added to the end of the reference-list entry. (Without this apparent redundancy, *n.d.* could be taken in its traditional sense). If the source being cited is published while the new work is in manuscript or proof, the date can be substituted for *n.d.* and *forthcoming* can be dropped. To avoid conflation with an author's name, *n.d.* is lowercased.

(Author n.d.)

Author, Jane. n.d. *Book title*. Place: Publisher. Forthcoming.

Author, J.Q. n.d. *Another book title*. Place: Publisher. Forthcoming.

Forthcoming article

If an article has been accepted for publication by a journal but has not yet appeared, 'forthcoming' stands in place of the year and the page numbers. Any article not yet accepted should be treated as an unpublished manuscript.

(Researcher and Assistant, forthcoming)

Researcher, A.A., and B.B. Assistant. Forthcoming. Article title. *Journal Name* 103.