Books (Print)

By a single author: Author’s name. Date of publication. Book title. Publication information (Abbreviations such as Inc., Co., Pub., etc. should be eliminated.)


• Cited in text: (Friedman 2009). – For direct quote add page number: (Friedman 2009, 45-46).

By two or more authors: Authors’ names. Date of publication. Book title. Publication information. (Abbreviations such as Inc., Co. Pub., etc. should be eliminated.)


Two books, same author (sorted by date, oldest first): Put three dashes instead of repeating author’s name.


Edited Book: Use editor’s name in place of author followed by comma then ed.


• Cited in text: (Harvey 2008). – For direct quote add page number: (Harvey 2008, 58).
**Book, no author or editor:** Title in author position. Date of publication. Publication information.


---

**E-Book**

Follow the instructions for print books but add the name of the database or website where you accessed or downloaded the book.


- Cited in text: (Osmańczyk 2001). – For direct quote add page number: (Osmańczyk 2010, 204).


---

**Articles**

**Journal article:** Author(s)'s name. Date of publication. “Article title.” Journal Title. Volume number (issue number): pages. For an article found on the internet, add the url. For an article from a database, you can use the name of the database instead of the url. For four or more authors, include all the authors in the reference list but put only the first author followed by et al.


- Cited in text: (Mun et al. 2010). – For direct quote add page number: (Mun et al. 2010, 166).


- Cited in text: (Tripathi 2010). – For direct quote add page number: (Tripathi 2010, 6).
Magazine article: Author or authors. Year of publication. “Title of Article.” Title of magazine, month and day, if applicable, of publication, page numbers. For an article found on the internet, add the url. For an article from a database, you can use the name of the database instead of the url.


Academic Search Premier.

- Cited in text: (Thottam and Showkat 2010). – For direct quote add page number: (Thottam and Showkat 2010, 65).


- Cited in text: (Carnes 2011). – When you directly quote from an online article with no page numbers, use “under” and a section heading if possible. (Carnes 2011, under “Tribal Tensions”).

Daily newspaper article: Author or authors. Year of publication. “Title of Article.” Title of newspaper, month and day of publication. The edition rather than page numbers are included. If no author is listed, put the name of the newspaper (not the title of the article) in the author position. For an article found on the internet, add the url. For an article from a database, you can use the name of the database instead of the url.


National edition.

- Cited in text: (Bumiller and Wines 2011). – For direct quote add the section and page number if possible: (Bumiller and Wines 2011, A1).


**Websites**

**Organization Websites:** Author or authors. Year of publication. “Title of Webpage.” *Sponsoring Organization*, month and day of publication, if available. url. If no author’s names are given, use the *Sponsoring Organization* as the author. If you want to use the abbreviation of the organization in the in-text citation, put the abbreviation first and the full name of the organization in parenthesis.


- Cited in text: (Paola 2011). – When you directly quote from a website, use “under” and a section heading if possible. (Paola 2011, under “Shifts in economic power”).


- Cited in text: (*OHCHR* 2011). – When you directly quote from a website, use “under” and a section heading if possible. (*OHCHR* 2011, under “Universal and inalienable”).

**Personal Websites/Blogs:** Author or authors. Year of publication. “Title of Webpage.” *Sponsoring Organization* if available, month and day of publication, if available. url. If no author is named, do not use an anonymous website or blog.


- Cited in text: (Chu 2011). – When you directly quote from a website, use “under” and a section heading if possible. (Chu 2011)—no sections in this case.


- Cited in text: (Obama 2011). – When you directly quote from a website, use “under” and a section heading if possible. (Obama 2011, under post 1).
Audiovisual Media

**Motion picture recording:** Director. Year of original release. *Title*. Country or City of recording production: Recording
Producer, release date of recording. Format (DVD, VHS, etc.). If you watch a movie through streaming or “on demand” use the information for the DVD version.


DVD.

- Cited in text: (George 2004)

**Other video recording:** Person (s) primarily responsible for the content. Year of original performance or event. Title of video. Country or City of recording production: Recording Producer, release date of recording. Format (DVD, VHS, etc.). If you watched the video over the internet add the url.


- Cited in text: (Frost and Nixon 1977).


http://www.youtube.com/watch?v=PbUtL_0vAjk.

- Cited in text: (King 1963).

**Television broadcast:** Person (s) primarily responsible for the content. Year of broadcast. “Title of segment.” Title of Program. Network. Broadcast on month, day. If you viewed this over the internet add the url.


http://www.cbsnews.com/video/watch/?id=7120522n

- Cited in text: (Zuckerberg 2010).
Quotations

Short Quotations

When a direct quotation is used, always include the author, year, and page number as part of the parenthetical citation. A quotation of fewer than 100 words or eight sentences should be enclosed in double quotation marks and should be incorporated into the formal structure of the sentence. Parenthetical citation should come before closing punctuation mark.

Example: Globalization involves, “...connecting all knowledge centers on the planet in a single global network, which...could usher in an amazing era of prosperity innovation and collaboration, by companies, communities and individuals” (Friedman 2007, 8).

Long Quotations (block quotes)

Place direct quotations longer than 100 words or eight sentences in a free-standing block of typewritten lines, and omit quotation marks. Block quotes always start a new line. The entire block quote should be indented one tab (about five spaces). The citation should come after closing punctuation mark.

Example: Friedman came to his understanding of globalization through a conversation with the CEO of an Indian technology firm:

He said to me, "Tom, the playing field is being leveled." He meant that countries like India are now able to compete for global knowledge work as never before-and that America had better get ready for this. America was going to be challenged, but, he insisted, the challenge would be good for America because we are always at our best when we are being challenged. As I left the Infosys campus that evening and bounced along the road back to Bangalore, I kept chewing on that phrase: "The playing field is being leveled." What Nandan is saying, I thought, is that the playing field is being flattened ... Flattened? Flattened? My God, he's telling me the world is flat! (Friedman 2007, 8)
References


General Chicago Manual of Style Guidelines for formatting your research paper

- Double-space between each line of type on the page
- Leave uniform margins of at least 1 inch (2.54 cm.) at the top, bottom, left and right of every page.
- No blank lines between paragraphs.
- Do not justify lines. Use the flush left style and the right margin uneven.
- Add pages numbers beginning with 1 on the first page of text (no number on the title page).
- The order of manuscript pages is:
  - Title page (do not number).
  - Text
  - Appendices
  - Tables
  - Figure captions
  - Figures

Example of the Title page of Chicago Style Manuscript