

## Author

- The names of authors, artists, or composers are represented in inverted form (last name first) in bibliographic citations and in straight form (first name first) in endnotes or footnotes
- The author field ends with a period in bibliographic citations and a comma in endnotes or footnotes
- If a work has more than one author, represent the first one in inverted order and the next ones in regular order, for example: **Smith, Richard and Neal Kelsey**. Note the word 'and' between the two names
- If a work has three or more authors, represent their names as follows: **Smith, Richard, Neal Kelsey, and Amanda Wilson**. Note the comma after the second name in the series

## Broadcast Network

- For broadcast materials, indicate the name of the network and the call letters of the station hosting the broadcast
- Enter the station call letters in the publication field, and the network name after the title field

## Date

- The date field ends with a period
- Do not abbreviate months or seasons, when it is appropriate that they're included in notes or citations
- In notes, the publication date for books is enclosed in parentheses along with publication information
- Publication dates for periodical or audiovisual materials are enclosed in parentheses in bibliographic citations, endnotes, and footnotes
- For materials accessed via the WWW, include the date of access in bibliographic citations, endnotes, or footnotes
- If the materials do not include a publication or issue date, include the following abbreviation in the date field: n.d.

## Director

- In references for performances or audiovisual material, include an additional reference to directors, composers, or other notable participants

## Edition

- Include an edition field in the bibliographic citation if one is printed on either the books title page or copyright page
- The edition field follows the title field in the bibliographic citation

## Format

- In references for audiovisual materials, indicate the format in abbreviated form

## Government Agency

- For government publications, reference the issuing agency, along with any individual authors given
- The issuing government agency occupies the author field, and additional authors are listed after the title field

## Manufacturer

- Include the manufacturer of the material in notes and citations for audiovisual materials
- The manufacturer of audiovisual materials occupies the citation in the place occupied by the publisher in citations for books

## Pagination

- Reference the full range of pages in bibliographic citations
- In endnotes or footnotes, reference either a particular page or range of pages, whichever is appropriate

## Cite Source Chicago Manual of Style - Style Pointers, cont.

### Place (Location)

- For lectures or performances, include the location instead of the place of publication
- For lectures, conferences, performances, exhibitions and the like, include the hosting institution or organization

### Publisher or Distributor

- Include the name of the publisher for materials for which a publisher is given
- Represent the name of the publisher without extraneous identifiers like the words 'company,' 'publisher,' 'incorporated,' etc.

### Title

- Titles of whole works are italicized
- Titles of parts of works (chapters, articles, etc.) are enclosed in quotation marks
- Enclose the titles of articles, segments, or reviews with quotation marks
- The article title field ends with a period in bibliographic citations and a comma in footnotes or endnotes
- Enclose the titles of unpublished materials in quotation marks
- If no individual or corporate author is named in the work, the title of the whole work comes first in the citation

### Translator

- Include the name of the translator, if one is given, after the title field

### URL (Web Address)

- For materials accessed via the WWW, include the site's URL after the title field and before the date of access

### Volume, Issue and Publication Numbers

- In serial publications, include both the volume and issue number, if both are given
- Represent the volume numerically, and indicate the issue number with the following abbreviation: no. (for number)

### Web site

- For materials accessed via the WWW, indicate the title of the Web site containing the materials
- Underline titles of Web sites, and enclose the names of Web pages contained within the site in quotation marks

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For more information about each part of the citation and for examples of page formatting of references see:  
<http://citesource.trincoll.edu/chicago/index.html>