

WHAT IS IT?

The Chicago Manual of Style (CMS) is used for formatting and documenting work in a variety of disciplines. Using CMS correctly increases a writer's credibility by demonstrating knowledge of disciplinary conventions. CMS includes two systems of documentation: Note-Bibliography (NB) and **Author-Date (AD)**. This handout provides basic guidelines for the **AD** method, which is preferred by some researchers in the social sciences and sciences. For complete information, consult *The Chicago Manual of Style*, 17th edition (2017); *The Chicago Manual of Style Online* (select the "**Author-Date**" tab at chicagomanualofstyle.org); or visit the KSU Writing Center.

USING SOURCES IN CMS WITH THE AUTHOR-DATE (AD) METHOD

- Cite all borrowed (paraphrased or quoted) information from a source.
- The AD method uses in-text, parenthetical citations much like MLA or APA: the author's last name, year of publication, and [if available] page number are placed in parentheses *before* the sentence's concluding punctuation.
- Use your own words and voice to summarize and paraphrase source information. Limit quotations to instances in which the author's wording is unique or powerful, exact wording is necessary for accuracy, or original language adds proof to the argument.
- Introduce summaries, paraphrases, and direct quotations with signal phrases that demonstrate your knowledge of the source or author and/or how the source fits into your research.
- Quotations longer than 100 words (at least 5 lines of typed text) can be indented as "block quotations." Omit quotation marks, continue double spacing, and place the parenthetical citation *after* the concluding punctuation.

IN-TEXT CITATIONS WITH THE AUTHOR-DATE (AD) METHOD

In-text citations direct readers to the longer source citations found on the references page and should "match" the source information there.

AUTHOR-DATE CITATION

New technologies have helped rekindle interest in found arrowheads (Mann 2013).

CITATION WITH A SIGNAL PHRASE (if the author's name is in the sentence, do not include it in the in-text citation)

Mann (2013) argues that new technologies have helped rekindle interest in found arrowheads.

SOURCES WITH FIXED PAGINATION (add a comma and the page number)

The Clovis arrowheads are "the oldest American artifacts – made and used by the first Americans" (Stanford and Bradley 2012, 159).

Stanford and Bradley (2012) state that the Clovis arrowheads are "the oldest American artifacts – made by the first Americans" (159).

SOURCES WITH TWO OR THREE AUTHORS (include all authors' last names)

The science of carbon dating stone weaponry has seen few advances in recent years (Hall, Case, and Jones 2012).

SOURCES WITH FOUR OR MORE AUTHORS (include the last name of the first author followed by "et al.")

In the past four years, considerable advances have been made in dating stone weaponry (Hall et al. 2016).

PRINT SOURCES WITH NO KNOWN DATE (use "n.d." in place of the date)

Both popular and historical battle fiction draw on the findings of researchers (Hall, n.d.).

REFERENCE PAGE ENTRIES WITH THE AUTHOR-DATE (AD) METHOD

- The reference page comes immediately after the paper's main body and is double-spaced. On the first line, center the word "References" in all caps. Begin entries on the next line using hanging indentation (first line of each entry is flush-left; subsequent lines are indented).
- Alphabetize entries by the last name of each work's first author. If no author is provided, alphabetize using the name of the authoring organization or the title of the work.
- Every work cited in-text in your paper must have a reference page entry; you may include relevant works you consulted but do not cite.
- The basic format for entries is as follows: Author Last Name, First Name. Year. Title. Place of Publication: Publisher.
- Visit http://www.chicagomanualofstyle.org/tools_citationguide.html (select "Author-Date" tab) for more examples.

BOOK

Culberson, Linda Crawford. 1993. *Arrowheads and Spear Points in the Prehistoric Southeast: A Guide to Understanding Cultural Artifacts*. Jackson: University Press of Mississippi.

BOOK WITH TWO OR MORE AUTHORS

Stanford, Dennis J., and Bruce A. Bradley. 2012. *Across Atlantic Ice: The Origin of America's Clovis Culture*. Berkeley: University of California Press.

BOOKS WITH TEN OR MORE AUTHORS

Smith, Rebecca, David Jones, Beth Wood, Sarah Rodrigues, Paul Falkner, Maria Patten, and Catherine Welch et al. 2014. *Arrowheads and Avatars*. Chicago: University of Chicago Press.

(For more than ten authors, list the first seven followed by et. al.)

ELECTRONIC BOOK (include book format)

James, George Wharton. 2014. *Indian Basketry: Forms, Designs, and Symbolism of Native American Basketry*. New York: Skyhorse Publishing, Inc. EBSCOHost eBook Collection.

ARTICLE IN A JOURNAL (include volume, followed by issue in parentheses, and page range)

Deming, David. 2013. "Did Modern Humans Originate in the Americas?" *Of Scientific Exploration* 27 (2): 247-68.

ARTICLE IN A JOURNAL FROM A DATABASE (include doi [digital object identifier], database name, or stable URL)

Dawe, Bob. 1997. "Tiny Arrowheads: Toys in the Toolkit." *Plains Anthropologist* 42(161): 303-18.
<http://www.jstor.org.proxy.kennesaw.edu/stable/25669485>.

Bamforth, Douglas B. 2013. "Who Got Here First?" *Current Anthropology* 54 (1): 105-7. SocINDEX.

Lacassagne, Aurelie. 2016. "War and Peace in the Harry Potter Series." *European Journal Of Cultural Studies* 19 (4): 318-34. <http://doi.org/10.1177/1367549415592895>.

MAGAZINE OR NEWSPAPER ACCESSED ONLINE

Mann, Charles C. 2013. "The Clovis Point and the Discovery of America's First Culture." *Smithsonian*, November 2013.
<http://www.smithsonianmag.com>.

Wilford, John Noble. 2011. "Spear Points Found in Texas Dial Back Arrival of Humans in America." *New York Times*, March 24, 2011. <http://www.nytimes.com>.

WEBSITE (include Title of Site and date site was accessed by you or date last modified)

Onken, Bobby J. 2014. *Legends of Prehistoric Art*. Accessed September 28, 2016. <http://www.reliclegends.com>.

Peach State Archaeological Society. 2016. Last modified 2016. <http://www.peachstatearchaeologicalsociety.org>.

PAGE FROM WEBSITE

Tyson, Peter. 2004. "Ancient Clovis Cache." *Nova*. Last modified November 9, 2004.
<http://www.pbs.org/wgbh/nova/ancient/ancient-clovis-cache.html>.

CORPORATE AUTHOR

American Anthropological Association. 2016. *Anthropology*. Last modified 2016. <http://www.americananthro.org>.

VISIT WRITINGCENTER.KENNESAW.EDU FOR LOCATIONS & HOURS OR TO MAKE AN APPOINTMENT FOR ONE-ON-ONE ASSISTANCE.

THE KSU WRITING CENTER: NOT BECAUSE YOU CAN'T WRITE . . . BECAUSE YOU DO.