

The Writing Center

DLA: Chicago Manual of Style



This DLA is a writable PDF form. You can enter your answers directly into this document.

YOU MUST DOWNLOAD AND SAVE THIS FILE TO YOUR COMPUTER.

Do not complete this form in a web browser. You will not be able to save your work.

Student Name:

Important Note

To get completion credit for this DLA, make sure you complete all the required activities. If you'd like help while working on a specific DLA, you can meet with a specialist at the Writing Center. Keep in mind that you might need to schedule a second appointment to review your work, check your understanding, and get your completion credit. You can only review **ONE** DLA per appointment. (Check the last section of this DLA for information on making your appointment and receiving completion credit for your work).

Learning Outcome

Properly documenting sources is an integral part of academic writing. This activity will familiarize you with formatting in-text and the reference page using CMOS.

Activities (approximately 1 hour)

Complete the activities below and be prepared to explain your answers when you meet with a tutor. Check off each box once you have completed the activity.

Understanding Chicago (CMOS) Citation

The following handouts are linked to this DLA: [The Chicago Manual of Style \(CMOS\) General Formatting](#), [Chicago: Author-Date](#), & [Chicago: Notes-Bibliography](#). Read the handouts and use the handout as a resource to complete the work below.

There are two options for citing in Chicago Style: Notes and Bibliography (sometimes shortened to NB) and Author-Date. Be sure to know which variation your professor is asking for before beginning a writing assignment.

Notes and Bibliography: The notes and bibliography system is preferred by many working in the humanities—including literature, history, and the arts. In this system, sources are cited in numbered footnotes or endnotes. For sources cited more than once, use shortened notes. Each note corresponds to a raised (superscript) number in the text. Sources are also usually listed in a separate bibliography. The notes and bibliography system can accommodate a wide variety of sources, including unusual ones that don't fit neatly into the author-date system. Please refer to the ([Chicago Manual of Style Online](#)) for more information and examples:

- **Books:**

- Notes should include the number of the citation followed by the First and Last name, *Title of Book* (Place of publication: Publisher, Year of publication), page number.
- Shortened Notes should include only the Last name, *Title*, page.
- Bibliographic Entries should include Last name, First name. *Title of Book*. Place of publication: Publisher, Year of publication.

Here are some **examples** of notes, shortened notes, and bibliographic entries for books.

<u>Notes:</u>
1. Zadie Smith, <i>Swing Time</i> (New York: Penguin Press, 2016), 315–16.
2. Brian Grazer and Charles Fishman, <i>A Curious Mind: The Secret to a Bigger Life</i> (New York: Simon & Schuster, 2015), 12.
<u>Shortened Notes:</u>
3. Smith, <i>Swing Time</i> , 320.
4. Grazer and Fishman, <i>Curious Mind</i> , 37.
<u>Bibliographic Entries:</u>
Grazer, Brian, and Charles Fishman. <i>A Curious Mind: The Secret to a Bigger Life</i> . New York: Simon & Schuster, 2015.
Smith, Zadie. <i>Swing Time</i> . New York: Penguin Press, 2016.

• **Websites:**

- Notes should include the number of citations followed by First name Last name, “Title of Web Page,” Name of Website, Publishing Organization, publication or revision date if available, access date if no other date is available, URL.
- Shortened Notes should include only the Website or author name and “title of the article”
- Bibliographic Entries should include Last name, First name. “Title of Web Page.” Name of Website. Publishing organization, publication or revision date if available. Access date if no other date is available.

Here are some **examples** of notes, shortened notes, and bibliographic entries for websites.

<u>Notes:</u>
1. “Privacy Policy,” Privacy & Terms, Google, last modified April 17, 2017, https://www.google.com/policies/privacy/ .
2. “About Yale: Yale Facts,” Yale University, accessed May 1, 2017, https://www.yale.edu/about-yale/yale-facts .
3. Katie Bouman, “How to Take a Picture of a Black Hole,” filmed November 2016 at TEDxBeaconStreet, Brookline, MA, video, 12:51, https://www.ted.com/talks/katie_bouman_what_does_a_black_hole_look_like .
<u>Shortened Notes:</u>
4. Google, “Privacy Policy.”
5. “Yale Facts.”
6. Bouman, “Black Hole.”
<u>Bibliographic Entries:</u>
Google. “Privacy Policy.” Privacy & Terms. Last modified April 17, 2017. https://www.google.com/policies/privacy/ .
Yale University. “About Yale: Yale Facts.” Accessed May 1, 2017. https://www.yale.edu/about-yale/yale-facts .
Bouman, Katie. “How to Take a Picture of a Black Hole.” Filmed November 2016 at TEDxBeaconStreet, Brookline, MA. Video, 12:51. https://www.ted.com/talks/katie_bouman_what_does_a_black_hole_look_like .

• Scholarly Articles:

- Notes include the full name of the author(s), article title, journal title, and issue information. Issue information refers to volume, issue number, month, year, and page number(s). For online works, retrieval information and the date of access are also included.
- Shortened Notes include the Last Name of author, title, and page number.
- Bibliographic Entries include all the information that is in the notes but with the full-page range of the article.

Here are some **examples** of notes, shortened notes, and bibliographic entries for scholarly articles.

<u>Notes:</u>
1. Susan Satterfield, "Livy and the Pax Deum," <i>Classical Philology</i> 111, no. 2 (April 2016): 170.
2. Shao-Hsun Keng, Chun-Hung Lin, and Peter F. Orazem, "Expanding College Access in Taiwan, 1978–2014: Effects on Graduate Quality and Income Inequality," <i>Journal of Human Capital</i> 11, no. 1 (Spring 2017): 9–10, https://doi.org/10.1086/690235 .
3. Peter LaSalle, "Conundrum: A Story about Reading," <i>New England Review</i> 38, no. 1 (2017): 95, Project MUSE.
<u>Shortened Notes:</u>
4. Satterfield, "Livy," 172–73.
5. Keng, Lin, and Orazem, "Expanding College Access," 23.
6. LaSalle, "Conundrum," 101.
<u>Bibliographic Entries:</u>
Keng, Shao-Hsun, Chun-Hung Lin, and Peter F. Orazem. "Expanding College Access in Taiwan, 1978–2014: Effects on Graduate Quality and Income Inequality." <i>Journal of Human Capital</i> 11, no. 1 (Spring 2017): 1–34. https://doi.org/10.1086/690235 .
LaSalle, Peter. "Conundrum: A Story about Reading." <i>New England Review</i> 38, no. 1 (2017): 95–109. Project MUSE.
Satterfield, Susan. "Livy and the Pax Deum." <i>Classical Philology</i> 111, no. 2 (April 2016): 165–76.

***Note:** Journal articles often list many authors, especially in the sciences. If there are four or more authors, list up to ten in the bibliography; in a note, list only the first, followed by et al. ("and others"). For more than ten authors (not shown here), list the first seven in the bibliography, followed by et al.

Author-Date: The author-date system is more common in the sciences and social sciences. In this system, sources are briefly cited in the text, usually in parentheses, by author's last name and year of publication. Each in-text citation matches up with an entry in a reference list, where full bibliographic information is provided. For more information and a wide range of examples, please refer to the [Chicago Manual of Style Online](#).

• Books

<u>Reference list entry (in alphabetical order):</u>
Grazer, Brian, and Charles Fishman. 2015. <i>A Curious Mind: The Secret to a Bigger Life</i> . New York: Simon & Schuster.
Smith, Zadie. 2016. <i>Swing Time</i> . New York: Penguin Press.
<u>In-text citations:</u>
(Grazer and Fishman 2015, 12)
(Smith 2016, 315–16)

- **Website content:** It is often sufficient simply to describe web pages and other website content in the text (“As of May 1, 2017, Yale’s home page listed . . .”). If a more formal citation is needed, it may be styled like the examples below. For a source that does not list a date of publication or revision, use n.d. (for “no date”) in place of the year and include an access date.

<u>Reference list entry (in alphabetical order):</u>
Bouman, Katie. 2016. “How to Take a Picture of a Black Hole.” Filmed November 2016 at TEDxBeaconStreet, Brookline, MA. Video, 12:51. https://www.ted.com/talks/katie_bouman_what_does_a_black_hole_look_like .
Google. 2017. “Privacy Policy.” Privacy & Terms. Last modified April 17, 2017. https://www.google.com/policies/privacy/ .
Yale University. n.d. “About Yale: Yale Facts.” Accessed May 1, 2017. https://www.yale.edu/about-yale/yale-facts .
<u>In-text citations:</u>
(Bouman 2016)
(Google 2017)
(Yale University, n.d.)

- **Scholarly Articles:** In the reference list, include the page range for the whole article. In the text, cite specific page numbers. For articles consulted online, include a URL or the name of the database in the reference list entry. Many journal articles list a DOI (Digital Object Identifier). A DOI forms a permanent URL that begins <https://doi.org/>. This URL is preferable to the URL that appears in your browser’s address bar.

<u>Reference list entry (in alphabetical order):</u>
Keng, Shao-Hsun, Chun-Hung Lin, and Peter F. Orazem. 2017. “Expanding College Access in Taiwan, 1978–2014: Effects on Graduate Quality and Income Inequality.” <i>Journal of Human Capital</i> 11, no. 1 (Spring): 1–34. https://doi.org/10.1086/690235 .
LaSalle, Peter. 2017. “Conundrum: A Story about Reading.” <i>New England Review</i> 38 (1): 95–109. Project MUSE.
Satterfield, Susan. 2016. “Livy and the Pax Deum.” <i>Classical Philology</i> 111, no. 2 (April): 165–76.
<u>In-text citations:</u>
(Keng, Lin, and Orazem 2017, 9–10)
(LaSalle 2017, 95)
(Satterfield 2016, 170)

***Note:** Journal articles often list many authors, especially in the sciences. If there are four or more authors, list up to ten in the reference list; in the text, list only the first, followed by et al. (“and others”). For more than ten authors (not shown here), list the first seven in the reference list, followed by et al.

Activities

□ 1. Notes and Bibliography Practice

Now that you have a better understanding of Chicago format, complete the footnote citations below for a book, video on a website, and scholarly journal article:

Example #1

Element	Source Information
Source Type	Book
Title	Pox Americana: The Great Smallpox Epidemic of 1775-82
Author	Elizabeth A. Fenn
Publisher	Hill and Wang
Year	2001
Page	257 or 1-366

Note:

Shortened Note:

Bibliographic Entry:

Example #2

Element	Source Information
Source Type	Journal Article
Title	Between an Angel's Cry and a Murmur: The Invention of the Telephone in Colonial Havana.
Author	Rachel Price
Journal	Discourse (Berkeley, Calif.)
Year	2014
Page	340-363
Volume	36
DOI	https://doi.org/10.13110/discourse.36.3.0340

Note:

Shortened Note:

Bibliographic Entry:

Example #3

Element	Source Information
Source Type	YouTube Video
Title	The Storm that Swept Mexico: Revolutionary Leaders
Director	Ray Telles
Distributor	PBS
Year	2011
URL	https://www.youtube.com/watch?v=pVWcgOcvGV0&ab_channel=AlejandroLopez

Note:

Shortened Note:

Bibliographic Entry:

□ 2. Author-Date Practice

Now that you have practiced the Notes-Bibliography style of Chicago format, complete the reference list and in-text citation below for a book, video, and scholarly journal article:

Example #1

Element	Source Information
Source Type	Book
Title	Pox Americana: The Great Smallpox Epidemic of 1775-82
Author	Elizabeth A. Fenn
Publisher	Hill and Wang
Year	2001
Page	257 or 1-366

Reference List entry:

In-text citation:

Example #2

Element	Source Information
Source Type	Journal Article
Title	Between an Angel's Cry and a Murmur: The Invention of the Telephone in Colonial Havana.
Author	Rachel Price
Journal	Discourse (Berkeley, Calif.)
Year	2014
Page	340-363
Volume	36
DOI	https://doi.org/10.13110/discourse.36.3.0340

Reference list entry:

In-text citation:

Example #3

Element	Source Information
Source Type	YouTube Video
Title	The Storm that Swept Mexico: Revolutionary Leaders
Director	Ray Telles
Distributor	PBS
Year	2011
URL	https://www.youtube.com/watch?v=pVWcgOcvvV0&ab_channel=AlejandroLopez

Reference List entry:

In-text citation:

□ 3. Review the DLA/Receive Completion Credit

1. Go to [EAB Navigate](#) and make an appointment (online or in-person).
2. Attend your session and be prepared to explain your understanding of the information you've learned in the DLA. Consider the main concept you learned and how you might use this in your future assignments/classes.
3. If your professor asks you to provide proof, you can review the "appointment summary report" through EAB Navigate (app or desktop). You will find all Writing Center appointments under "appointment summary reports" (app or desktop). Look for the summary report for your DLA appointment. This is where your writing specialist will indicate the title of your DLA and state whether it is "completed" or "not completed." If it is marked as "not completed," book a follow up appointment to complete.

Note: Appointment summary reports are also sent weekly to your instructor on record. If there is an issue, please contact us at writingcenter@mtsac.edu or (909) 274-5325.

If you are an individual with a disability and need a greater level of accessibility for any document in The Writing Center or on The Writing Center's website, please contact the Mt. SAC Accessible Resource Centers for Students, access@mtsac.edu, (909) 274-4290.

Revised January 2026