Basic Author-Date Citation Rules from the 18th Edition of *The Chicago Manual of Style*

Short Citations

General

NAFSA uses the author-date style of citations as outlined in the 18th edition of *The Chicago Manual of Style*. The information included in the running text (known as the "short citation") directs readers to the full reference information at the end of the article, chapter, book, or document.

- Cite only the last name, copyright year, and page number in parentheses. There should not be a comma between the last name and publication year, but there is a comma between the copyright year and page number(s).
    - **(Smith 2022)**
    - **(Boyer 1987, 93)**

- If an author's name appears in a sentence, cite only the copyright year (and page number, if applicable) in parentheses. The date should immediately follow the author's name.
    - **According to Kelly (1992, 30), the "findings could not be corroborated."**

- A short citation is not necessary if both the author and the copyright year are mentioned in the discussion and it is not a direct quote.
    - **In Kelly's 1992 report, it was clear that…**

More than One Author

- For more than two authors or editors, list only the first author's last name, followed by "et al.," and the copyright year. Do not italicize "et al." nor precede it with a comma.
    - **(Novak et al. 1987)**

Authors with Same Last Name

- If any authors have the same last name, use their first initials to distinguish them.
    - **(C. Doershuk 2017)**
    - **(J. Doershuk 2016)**

Multiple Works by One Author

- When citing multiple sources from the same author at one time, use commas between the years of the different sources.
    - **(Lee 1989, 2001, 2017)**

- When the citation is for several works by the same author in the same year, add "a," "b," "c," etc., according to the alphabetical order of the titles.
    - **(Slivka 1990a, 1990b)**

- When citing multiple sources from different authors at one time, include semicolons between the different sources.
    - **(Lee 1989; Smith 2017)**

Organization as an Author

- If there is no author, the sponsoring or publishing organization can be used in the citation. The organization's name can be abbreviated, in which case the reference list entry will start with the abbreviation and include the full organization name in parentheses afterward.
    - **(ISO 1997)**
    - **ISO (International Organization for Standardization). 1997. *Information and Documentation—Rules for the Abbreviation of Title Words and Titles of Publications*. ISO.**

Undated Material

- For materials with no publication date, use "n.d." (no date) in place of the copyright year. This is preceded by a comma.
    - **(Kurtz, n.d.)**

Reference Lists

A reference list is an alphabetical account of every source the author has cited in his or her manuscript; sources not specifically cited in the document should be omitted from the list of references. The purpose of these lists is to assist readers in the event they need to locate a cited source. To ensure readers can do this, these lists require fairly complete publication data presented in a concise and consistent manner.

General

- Authors' full first and last names must be provided; initials are not sufficient.

- List entries in alphabetical order by author's last names. Several works by the same author are given chronologically, with the earliest work listed first.
    - **Cassidy, Daniel J. 1988. *The International Scholarship Book*. Prentice Hall.**
    - **Cassidy, Daniel J. 2000. *The World*. Penguin.**

- When an author has published more than one work in the same year, list in alphabetical order by title and modify the copyright year with lowercased letters, which should be reflected in the short citation.
    - **Hernandez, Frida. 1990a. *The Latin American Student Abroad*. Hispanic Press.**
    - **Hernandez, Frida. 1990b. *The Latin American Student Intern*. Wellspring.**

- When an author has published two publications, one as a solo author and the other as a coauthor or coeditor, list the solo publication first.
    - **Hernandez, Frida. 1990. *The Latin American Student Abroad*. Hispanic Press.**
    - **Hernandez, Frida, and Daniel J. Cassidy. 2018. *Changing Landscapes of Education*. Routledge.**

Books

- For reference lists, entries should begin with an author's name, followed by the copyright year. This pairing of name with year mirrors the short citation and facilitates location of the entry.
  - **Last name, First name. Year. *Title*. Publisher.**
  - **Cassidy, Daniel J. 1988. *The International Scholarship Book*. Prentice Hall.**

- If there are multiple authors, the first author's name is always inverted and followed by a comma. The names of coauthors are listed by first name then last name.
  - **Ramutsindela, Maano, and David Mickler. 2020. *Africa and the Sustainable Development Goals*. Springer International Publishing.**

- For an edited book, give the name(s) of the editor(s), followed by "ed." (for one editor) or "eds." (for multiple editors).
  - **Cantrell, Karen W., and Denise Wallen, eds. 1987. *Funding for Research, Study, and Travel: Latin America and the Caribbean*. Oryx Press.**

- A chapter in an edited volume includes both the chapter author(s) and the volume editor(s) as well as the chapter title (in quotation marks) and the volume title (italicized). The editor or editors are introduced by "edited by."
  - **Ferraro, Matthew. 1990. "Program Management." In *Creative Administration*, edited by Steven Simpson. The Johns Hopkins University Press.**

Magazines, Journals, and Other Periodicals

- References to magazines, journals, newsletters, and other periodicals should include the full title of both the article (in quotation marks) and the periodical (italicized) together with the volume number, issue number, and inclusive pages. For articles included online, include a DOI or URL at the end of the reference list entry.
  - **Amsler, Sarah S., and Chris Bolsmann. 2012. "University Ranking as Social Exclusion." *British Journal of Sociology of Education* 33 (2): 283–301.**

- If the journal or periodical uses only an issue number and has no volume, the issue number is set off by "no." and commas and is not enclosed in parentheses.
  - **Meyerovitch, Eva. 1959. "The Gnostic Manuscripts of Upper Egypt." *Diogenes,* no. 25, 84–117.**

- If the journal or periodical has a season or month but not a volume, list the issue number first, with the month or season afterward in parentheses. Do the same if the journal or periodical has no issue but does have a volume.
  - **Li, Jie. 2020. "The Hot Noise of Open-Air Cinema." *Grey Room*, no. 81 (Fall): 6–35. https://doi.org/10.1162/grey_a_00307.**
  - **Zhao, Tan. 2023. "Professionalizing China's Rural Cadres." *China Journal* 89 (January): 45–69. https://doi.org/10.1086/722215.**

Web References

- To cite website content other than the types of formally published sources discussed above, include as much of the following information as can be determined: title or description of specific page, title or description of site as a whole, owner or sponsor of the site, and URL. The word "website" or "web page" can be added in parentheses after the title or description of the site if the nature of the source is unclear. If no publication or revision date can be determined, include an access date but do not repeat the year with the month and day of access. Include "http://" before the URL.
  - **Morgan Stanley. 2021. "The Future of Food: 4 Solutions for a Hungry Planet." Morgan Stanley (website). Updated January 11, 2021. https://www.morganstanley.com/ideas/future-of-food-global-food-supply.**
  - **Bureau of Educational and Cultural Affairs. n.d. "Fulbright Program Overview." Bureau of Educational and Cultural Affairs (website). Accessed October 31, 2023. https://eca.state.gov/fulbright/about-fulbright/fulbright-program-overview.**