The 16th edition of the Chicago Manual of Style presents two basic systems of documentation—the notes and bibliography system, also known as the humanities style, and the author-date system. This guide provides examples according to the author-date system. A separate guide is available for the notes and bibliography system. Ask your professor if you are unsure which system to use.

For each example given below, the section number to the relevant passage(s) in the 16th edition of the Chicago Manual of Style is provided. Access to the full text of the online edition is available to members of the University of Puget Sound community; click on “Citation Tools” on the library homepage to access it.

Placement of In-text Citations:
- Author-date citations usually are placed just before a punctuation mark (section 15.24).
  - Social scientists propose various solutions, including better police training (Smith 2001, 47), community awareness projects (Arthur 2004, 21), and earlier family intervention (Casey 2000, 112).
- If the author’s name is mentioned in the text, it is not necessary to repeat it in the parenthetical citation (section 15.24).
  - Hernandez (2001, 48) argues that current training programs for police officers are too short and too superficial to make much of a difference.

Preparing Your Reference List:
- The reference list must include an entry for every text citation (section 15.10).
- Entries are arranged alphabetically by last name of author. When there are two or more works by the same author, order the entries for that author chronologically by year of publication, with earlier dates coming first (section 15.11).

BOOK—Single Author (section 15.9)
In-text citation:
  (Goldman 2011, 65)
Reference:

BOOK—Two authors (section 15.9: list authors in order used on the title page)
In-text citation:
  (Kristof and WuDunn 2009, 43)
Reference:

BOOK—Ereader edition (section 14.166: Note the importance of indicating chapters and sections when pagination is unstable.)
In-text citation:
  (Pollan 2006, chap. 1.2)
Reference:

BOOK—Corporate Author (section 14.92)
In-text citation:
  (World Bank, 15)
Reference:

Chapter or Essay from an Edited Book (section 15.9)
In-text citation:
  (Wright 2004, 417)
Reference: