

CHICAGO MANUAL OF STYLE FOR BOOK CITATIONS

THE CHICAGO MANUAL OF STYLE FOR BOOK CITATIONS: A COMPREHENSIVE GUIDE

CHICAGO MANUAL OF STYLE FOR BOOK CITATIONS IS AN ESSENTIAL RESOURCE FOR ANYONE PRODUCING ACADEMIC, PROFESSIONAL, OR CREATIVE WRITING THAT REQUIRES METICULOUS REFERENCING. MASTERING ITS INTRICACIES ENSURES ACADEMIC INTEGRITY, ALLOWS READERS TO TRACE SOURCES, AND LENDS CREDIBILITY TO YOUR WORK. THIS GUIDE DELVES DEEP INTO THE NUANCES OF CITING BOOKS ACCORDING TO THE CHICAGO MANUAL OF STYLE (CMOS), COVERING BOTH ITS NOTE-AND-BIBLIOGRAPHY SYSTEM AND ITS AUTHOR-DATE SYSTEM. WE WILL EXPLORE THE FUNDAMENTAL COMPONENTS OF A BOOK CITATION, HOW TO HANDLE VARIOUS TYPES OF BOOKS, AND THE SPECIFIC FORMATTING REQUIREMENTS FOR BOTH PRIMARY AND SECONDARY SOURCES. UNDERSTANDING THESE PRINCIPLES IS CRUCIAL FOR AVOIDING PLAGIARISM AND PRESENTING YOUR RESEARCH IN A CLEAR, ORGANIZED, AND PROFESSIONAL MANNER.

TABLE OF CONTENTS

- UNDERSTANDING THE CHICAGO MANUAL OF STYLE CITATION SYSTEMS
- CORE COMPONENTS OF A CHICAGO BOOK CITATION
- THE NOTE-AND-BIBLIOGRAPHY SYSTEM FOR BOOK CITATIONS
- FOOTNOTES AND ENDNOTES IN CHICAGO STYLE
- BIBLIOGRAPHY ENTRIES FOR BOOKS IN CHICAGO STYLE
- THE AUTHOR-DATE SYSTEM FOR BOOK CITATIONS
- IN-TEXT CITATIONS IN CHICAGO AUTHOR-DATE
- REFERENCE LIST ENTRIES FOR BOOKS IN CHICAGO AUTHOR-DATE
- CITING DIFFERENT TYPES OF BOOKS
- BOOKS WITH MULTIPLE AUTHORS OR EDITORS
- EDITED VOLUMES AND ANTHOLOGIES
- TRANSLATED BOOKS
- REPRINTED BOOKS
- E-BOOKS AND ONLINE BOOKS
- DISSERTATIONS AND THESES
- GOVERNMENT DOCUMENTS AND REPORTS
- KEY DIFFERENCES AND WHEN TO USE EACH SYSTEM

UNDERSTANDING THE CHICAGO MANUAL OF STYLE CITATION SYSTEMS

THE CHICAGO MANUAL OF STYLE (CMOS) OFFERS TWO PRIMARY SYSTEMS FOR CITATIONS: THE NOTE-AND-BIBLIOGRAPHY SYSTEM AND THE AUTHOR-DATE SYSTEM. THE CHOICE BETWEEN THEM OFTEN DEPENDS ON THE ACADEMIC DISCIPLINE OR THE

PUBLICATION'S REQUIREMENTS. THE NOTE-AND-BIBLIOGRAPHY SYSTEM, COMMONLY FOUND IN THE HUMANITIES (LITERATURE, HISTORY, ART HISTORY), USES FOOTNOTES OR ENDNOTES TO CITE SOURCES, FOLLOWED BY A BIBLIOGRAPHY AT THE END OF THE WORK. THE AUTHOR-DATE SYSTEM, PREVALENT IN THE SOCIAL SCIENCES AND SCIENCES, USES BRIEF IN-TEXT PARENTHETICAL CITATIONS, TYPICALLY AUTHOR AND YEAR, LINKED TO A REFERENCE LIST AT THE END.

EACH SYSTEM AIMS TO PROVIDE CLEAR AND CONSISTENT ATTRIBUTION OF SOURCES, ALLOWING READERS TO EASILY LOCATE THE ORIGINAL MATERIAL. WHILE THE SPECIFIC FORMATTING OF NOTES AND THE BIBLIOGRAPHY OR REFERENCE LIST DIFFERS, THE UNDERLYING PRINCIPLES OF WHAT INFORMATION TO INCLUDE REMAIN LARGELY THE SAME. UNDERSTANDING THESE CORE PRINCIPLES IS FUNDAMENTAL TO CORRECTLY CITING ANY BOOK.

CORE COMPONENTS OF A CHICAGO BOOK CITATION

REGARDLESS OF THE SYSTEM EMPLOYED, A COMPLETE CHICAGO-STYLE BOOK CITATION WILL TYPICALLY INCLUDE SEVERAL KEY PIECES OF INFORMATION. THESE ELEMENTS ALLOW READERS TO IDENTIFY AND RETRIEVE THE SPECIFIC SOURCE YOU HAVE CONSULTED. ACCURACY IN RECORDING THESE DETAILS IS PARAMOUNT.

THE ESSENTIAL COMPONENTS GENERALLY INCLUDE:

- AUTHOR(S) OR EDITOR(S) NAME(S)
- FULL TITLE OF THE BOOK
- SUBTITLE (IF APPLICABLE)
- PUBLICATION INFORMATION (PLACE OF PUBLICATION, PUBLISHER, YEAR OF PUBLICATION)
- PAGE NUMBER(S) (FOR SPECIFIC REFERENCES)
- VOLUME NUMBER (IF THE BOOK IS PART OF A MULTI-VOLUME SET)
- EDITION (IF NOT THE FIRST EDITION)

THE ORDER AND PUNCTUATION OF THESE ELEMENTS VARY SIGNIFICANTLY BETWEEN THE NOTE-AND-BIBLIOGRAPHY AND AUTHOR-DATE SYSTEMS, BUT THEIR PRESENCE ENSURES A ROBUST CITATION.

THE NOTE-AND-BIBLIOGRAPHY SYSTEM FOR BOOK CITATIONS

THE NOTE-AND-BIBLIOGRAPHY SYSTEM IS CHARACTERIZED BY THE USE OF SUPERScript NUMBERS WITHIN THE TEXT THAT CORRESPOND TO EITHER FOOTNOTES AT THE BOTTOM OF THE PAGE OR ENDNOTES COLLECTED AT THE END OF THE DOCUMENT. FOLLOWING THE NOTES, A COMPREHENSIVE BIBLIOGRAPHY LISTS ALL SOURCES CITED IN THE TEXT. THIS SYSTEM PROVIDES A DETAILED AND NUANCED WAY TO ACKNOWLEDGE SOURCES.

FOOTNOTES AND ENDNOTES IN CHICAGO STYLE

WHEN CITING A BOOK IN A FOOTNOTE OR ENDNOTE FOR THE FIRST TIME, YOU PROVIDE MORE COMPLETE BIBLIOGRAPHIC INFORMATION THAN IN SUBSEQUENT CITATIONS FOR THE SAME SOURCE. THE TYPICAL FORMAT FOR A BOOK IN A FOOTNOTE OR ENDNOTE IS:

AUTHOR FIRST NAME LAST NAME, *TITLE OF BOOK* (PLACE OF PUBLICATION: PUBLISHER, YEAR), PAGE NUMBER(S).

FOR EXAMPLE: JANE DOE, *THE HISTORY OF CHICAGO* (CHICAGO: UNIVERSITY OF CHICAGO PRESS, 2020), 45.

SUBSEQUENT CITATIONS OF THE SAME WORK ARE ABBREVIATED. IF ONLY ONE WORK BY AN AUTHOR IS CITED, IT CAN BE REDUCED TO THE AUTHOR'S LAST NAME AND PAGE NUMBER. IF MULTIPLE WORKS BY THE SAME AUTHOR ARE CITED, THE TITLE MUST BE INCLUDED IN ABBREVIATED FORM:

DOE, *HISTORY OF CHICAGO*, 78.

IF MULTIPLE WORKS BY THE SAME AUTHOR ARE USED, OR IF THE AUTHOR HAS THE SAME LAST NAME AS ANOTHER AUTHOR CITED, THEN THE FULL AUTHOR NAME AND ABBREVIATED TITLE ARE USED:

DOE, *HISTORY OF CHICAGO*, 112.

BIBLIOGRAPHY ENTRIES FOR BOOKS IN CHICAGO STYLE

THE BIBLIOGRAPHY IS AN ALPHABETICAL LIST OF ALL THE SOURCES YOU HAVE CITED IN YOUR PAPER. THE FORMAT FOR A BOOK IN A BIBLIOGRAPHY IS SIMILAR TO THE FIRST NOTE, BUT WITH KEY DIFFERENCES IN PUNCTUATION AND THE ORDER OF AUTHOR NAMES.

AUTHOR LAST NAME, FIRST NAME. *TITLE OF BOOK*. PLACE OF PUBLICATION: PUBLISHER, YEAR.

FOR EXAMPLE: DOE, JANE. *THE HISTORY OF CHICAGO*. CHICAGO: UNIVERSITY OF CHICAGO PRESS, 2020.

IF A BOOK HAS MULTIPLE AUTHORS, THE FIRST AUTHOR'S NAME IS INVERTED, AND SUBSEQUENT AUTHORS' NAMES ARE LISTED IN NORMAL ORDER. FOR TWO AUTHORS, BOTH ARE LISTED. FOR THREE OR MORE AUTHORS, ONLY THE FIRST AUTHOR IS LISTED, FOLLOWED BY "AND OTHERS" OR AN ELLIPSIS AND "ET AL." DEPENDING ON THE EDITION OF CMOS BEING FOLLOWED.

THE AUTHOR-DATE SYSTEM FOR BOOK CITATIONS

THE AUTHOR-DATE SYSTEM, OFTEN PREFERRED FOR ITS CONCISENESS IN SCIENTIFIC AND SOCIAL SCIENCE WRITING, USES BRIEF PARENTHETICAL CITATIONS WITHIN THE TEXT AND A CORRESPONDING REFERENCE LIST AT THE END OF THE DOCUMENT. THIS METHOD IS EFFICIENT FOR LENGTHY WORKS OR WHEN FREQUENT CITATIONS ARE NECESSARY.

IN-TEXT CITATIONS IN CHICAGO AUTHOR-DATE

IN-TEXT CITATIONS IN THE AUTHOR-DATE SYSTEM TYPICALLY INCLUDE THE AUTHOR'S LAST NAME, THE YEAR OF PUBLICATION, AND THE PAGE NUMBER(S) IF A SPECIFIC PASSAGE IS BEING REFERENCED. THESE ARE ENCLOSED IN PARENTHESES AND PLACED WITHIN THE TEXT.

FOR EXAMPLE: (DOE 2020, 45).

IF THE AUTHOR'S NAME IS MENTIONED IN THE SENTENCE, ONLY THE YEAR AND PAGE NUMBER ARE NEEDED IN THE PARENTHESES:

DOE ARGUES THAT THE HISTORY OF CHICAGO IS COMPLEX (2020, 45).

WHEN CITING WORKS WITH MULTIPLE AUTHORS, SPECIFIC RULES APPLY. FOR TWO AUTHORS, BOTH NAMES ARE INCLUDED. FOR THREE OR MORE AUTHORS, THE FIRST AUTHOR'S NAME IS FOLLOWED BY "ET AL."

REFERENCE LIST ENTRIES FOR BOOKS IN CHICAGO AUTHOR-DATE

THE REFERENCE LIST CONTAINS FULL BIBLIOGRAPHIC DETAILS FOR EVERY SOURCE CITED IN THE TEXT, ALPHABETIZED BY THE AUTHOR'S LAST NAME. THE FORMAT FOR A BOOK IN THE REFERENCE LIST DIFFERS FROM THE NOTE-AND-BIBLIOGRAPHY SYSTEM, PRIMARILY IN PUNCTUATION AND THE PLACEMENT OF THE PUBLICATION YEAR.

AUTHOR LAST NAME, FIRST NAME. YEAR. *TITLE OF BOOK*. PLACE OF PUBLICATION: PUBLISHER.

FOR EXAMPLE: DOE, JANE. 2020. *THE HISTORY OF CHICAGO*. CHICAGO: UNIVERSITY OF CHICAGO PRESS.

AGAIN, RULES FOR MULTIPLE AUTHORS AND EDITORS FOLLOW SIMILAR PATTERNS TO THE NOTE-AND-BIBLIOGRAPHY SYSTEM, WITH VARIATIONS FOR THE NUMBER OF AUTHORS LISTED. THE KEY IS CONSISTENT APPLICATION OF THE CHOSEN FORMAT.

CITING DIFFERENT TYPES OF BOOKS

THE CHICAGO MANUAL OF STYLE PROVIDES SPECIFIC GUIDANCE FOR CITING VARIOUS TYPES OF BOOKS BEYOND THE STANDARD MONOGRAPH. THESE VARIATIONS ENSURE THAT ALL NECESSARY INFORMATION IS PRESENTED TO ACCURATELY IDENTIFY THE SOURCE, ESPECIALLY FOR LESS COMMON FORMATS.

BOOKS WITH MULTIPLE AUTHORS OR EDITORS

WHEN A BOOK HAS TWO OR THREE AUTHORS, ALL AUTHOR NAMES ARE TYPICALLY LISTED IN THE CITATION, WITH THE FIRST AUTHOR'S NAME INVERTED. FOR BOOKS WITH FOUR OR MORE AUTHORS, CMOS GENERALLY ADVISES LISTING ONLY THE FIRST AUTHOR FOLLOWED BY "AND OTHERS" OR AN ELLIPSIS AND "ET AL." IN THE BIBLIOGRAPHY OR REFERENCE LIST, THOUGH THE NOTE-AND-BIBLIOGRAPHY SYSTEM MAY LIST ALL NAMES IN THE FIRST NOTE IF SPACE PERMITS AND CLARITY IS ENHANCED.

EDITED VOLUMES AND ANTHOLOGIES

CITING AN EDITED VOLUME REQUIRES INDICATING THE EDITOR(S) RATHER THAN THE AUTHOR(S) IF YOU ARE REFERENCING THE WORK AS A WHOLE. IF YOU ARE CITING A SPECIFIC CHAPTER OR ESSAY WITHIN AN EDITED VOLUME, YOU MUST CITE BOTH THE AUTHOR OF THE CHAPTER AND THE EDITOR(S) OF THE VOLUME.

FOR A WHOLE EDITED VOLUME (NOTE SYSTEM): EDITOR FIRST NAME LAST NAME, ED., *TITLE OF BOOK* (PLACE OF PUBLICATION: PUBLISHER, YEAR).

FOR A WHOLE EDITED VOLUME (REFERENCE LIST): EDITOR LAST NAME, FIRST NAME, ED. *TITLE OF BOOK*. PLACE OF PUBLICATION: PUBLISHER, YEAR.

TRANSLATED BOOKS

WHEN CITING A TRANSLATED BOOK, IT IS ESSENTIAL TO INCLUDE THE ORIGINAL AUTHOR'S NAME AND THE TRANSLATOR'S NAME. THE FORMAT TYPICALLY PLACES THE TRANSLATOR'S NAME AFTER THE TITLE AND PUBLICATION INFORMATION.

FOR THE NOTE SYSTEM: AUTHOR FIRST NAME LAST NAME, *TITLE OF BOOK*, TRANS. TRANSLATOR FIRST NAME LAST NAME (PLACE OF PUBLICATION: PUBLISHER, YEAR).

FOR THE AUTHOR-DATE SYSTEM: AUTHOR LAST NAME, FIRST NAME. YEAR. *TITLE OF BOOK*. TRANSLATED BY TRANSLATOR FIRST NAME LAST NAME. PLACE OF PUBLICATION: PUBLISHER.

REPRINTED BOOKS

IF YOU ARE CITING A BOOK THAT HAS BEEN REPRINTED, ESPECIALLY AN OLDER WORK THAT IS NEWLY MADE AVAILABLE, YOU SHOULD INCLUDE BOTH THE ORIGINAL PUBLICATION DATE AND THE REPRINT PUBLICATION DATE, ALONG WITH DETAILS OF THE REPRINT PUBLISHER.

FOR THE NOTE SYSTEM: AUTHOR FIRST NAME LAST NAME, *TITLE OF BOOK* (ORIGINAL PLACE OF PUBLICATION: ORIGINAL PUBLISHER, ORIGINAL YEAR; REPRINT PLACE OF PUBLICATION: REPRINT PUBLISHER, REPRINT YEAR).

FOR THE AUTHOR-DATE SYSTEM: AUTHOR LAST NAME, FIRST NAME. REPRINT YEAR. *TITLE OF BOOK*. ORIGINAL PLACE OF PUBLICATION: ORIGINAL PUBLISHER, ORIGINAL YEAR.

E-BOOKS AND ONLINE BOOKS

CITING E-BOOKS REQUIRES INCLUDING INFORMATION THAT ALLOWS READERS TO ACCESS THE SPECIFIC VERSION YOU USED. THIS OFTEN INCLUDES THE DOI (DIGITAL OBJECT IDENTIFIER) IF AVAILABLE, OR A STABLE URL. PAGE NUMBERS FOR E-BOOKS CAN SOMETIMES BE PROBLEMATIC; CMOS SUGGESTS USING FIXED-PAGE NUMBERING (LIKE THOSE FOUND IN PDFs) OR CHAPTER/SECTION NUMBERS IF FIXED PAGES ARE UNAVAILABLE.

FOR THE NOTE SYSTEM: AUTHOR FIRST NAME LAST NAME, *TITLE OF BOOK* (PLACE OF PUBLICATION: PUBLISHER, YEAR), ACCESSED MONTH DAY, YEAR, URL OR DOI.

FOR THE AUTHOR-DATE SYSTEM: AUTHOR LAST NAME, FIRST NAME. YEAR. *TITLE OF BOOK*. PLACE OF PUBLICATION: PUBLISHER. ACCESSED MONTH DAY, YEAR. URL OR DOI.

DISSERTATIONS AND THESES

DISSERTATIONS AND THESES ARE OFTEN CITED AS UNPUBLISHED WORKS, THOUGH THEY MAY BE AVAILABLE THROUGH DATABASES OR REPOSITORIES. THE CITATION SHOULD INCLUDE THE AUTHOR, TITLE, TYPE OF DOCUMENT (E.G., PhD DISSERTATION, MASTER'S THESIS), THE INSTITUTION, AND THE YEAR.

FOR THE NOTE SYSTEM: AUTHOR FIRST NAME LAST NAME, "TITLE OF DISSERTATION/THESIS" (TYPE OF DEGREE, DEPARTMENT, UNIVERSITY, YEAR).

FOR THE AUTHOR-DATE SYSTEM: AUTHOR LAST NAME, FIRST NAME. YEAR. "TITLE OF DISSERTATION/THESIS." TYPE OF DEGREE, DEPARTMENT, UNIVERSITY.

GOVERNMENT DOCUMENTS AND REPORTS

CITING GOVERNMENT DOCUMENTS CAN BE COMPLEX DUE TO VARYING FORMATS AND ISSUING BODIES. TYPICALLY, THE ISSUING AGENCY IS TREATED AS THE AUTHOR. IF A SPECIFIC AUTHOR IS NAMED, THEY ARE LISTED FIRST. THE TITLE, PUBLICATION DETAILS, AND REPORT NUMBERS (IF ANY) ARE ESSENTIAL.

FOR THE NOTE SYSTEM: ISSUING AGENCY, *TITLE OF REPORT* (PLACE OF PUBLICATION: PUBLISHER, YEAR), REPORT NUMBER (IF APPLICABLE).

FOR THE AUTHOR-DATE SYSTEM: ISSUING AGENCY. YEAR. *TITLE OF REPORT*. PLACE OF PUBLICATION: PUBLISHER. REPORT NUMBER (IF APPLICABLE).

KEY DIFFERENCES AND WHEN TO USE EACH SYSTEM

THE FUNDAMENTAL DIFFERENCE BETWEEN THE NOTE-AND-BIBLIOGRAPHY SYSTEM AND THE AUTHOR-DATE SYSTEM LIES IN THEIR

PRESENTATION AND THE TYPICAL ACADEMIC CONTEXTS IN WHICH THEY ARE USED. THE NOTE SYSTEM IS OFTEN PREFERRED IN FIELDS THAT PRIORITIZE HISTORICAL CONTEXT AND NUANCED ARGUMENTATION, WHERE EXTENSIVE COMMENTARY ALONGSIDE CITATIONS IS BENEFICIAL. THE AUTHOR-DATE SYSTEM, CONVERSELY, OFFERS A STREAMLINED APPROACH, IDEAL FOR SCIENTIFIC FIELDS WHERE RAPID VERIFICATION OF SOURCES AND A LESS OBTRUSIVE CITATION STYLE ARE ADVANTAGEOUS.

WHEN CHOOSING BETWEEN THE TWO, ALWAYS CONSULT THE SPECIFIC STYLE GUIDELINES PROVIDED BY YOUR INSTRUCTOR, PUBLISHER, OR JOURNAL. ADHERING TO THESE REQUIREMENTS IS CRUCIAL FOR THE ACCEPTANCE AND PROFESSIONALISM OF YOUR WORK. BOTH SYSTEMS, WHEN APPLIED CORRECTLY, FULFILL THE ESSENTIAL FUNCTION OF ACKNOWLEDGING SOURCES ACCURATELY AND TRANSPARENTLY.

FAQ

Q: WHAT IS THE PRIMARY DIFFERENCE BETWEEN THE CHICAGO MANUAL OF STYLE NOTE-AND-BIBLIOGRAPHY AND AUTHOR-DATE SYSTEMS FOR BOOK CITATIONS?

A: THE NOTE-AND-BIBLIOGRAPHY SYSTEM USES FOOTNOTES OR ENDNOTES FOR CITATIONS AND INCLUDES A BIBLIOGRAPHY AT THE END. THE AUTHOR-DATE SYSTEM USES BRIEF IN-TEXT PARENTHETICAL CITATIONS (AUTHOR AND YEAR) AND A REFERENCE LIST AT THE END.

Q: WHEN IS IT APPROPRIATE TO USE THE CHICAGO MANUAL OF STYLE NOTE-AND-BIBLIOGRAPHY SYSTEM FOR BOOK CITATIONS?

A: THE NOTE-AND-BIBLIOGRAPHY SYSTEM IS GENERALLY FAVORED IN THE HUMANITIES, SUCH AS HISTORY, LITERATURE, AND ART HISTORY, WHERE DETAILED SOURCE ANALYSIS AND COMMENTARY MIGHT BE INTEGRATED WITH CITATIONS.

Q: IN THE CHICAGO NOTE-AND-BIBLIOGRAPHY SYSTEM, WHAT INFORMATION IS INCLUDED IN THE FIRST FOOTNOTE OR ENDNOTE FOR A BOOK?

A: THE FIRST NOTE TYPICALLY INCLUDES THE AUTHOR'S FULL NAME, THE BOOK'S FULL TITLE AND SUBTITLE, PUBLICATION INFORMATION (PLACE, PUBLISHER, YEAR), AND THE SPECIFIC PAGE NUMBER(S) BEING CITED.

Q: HOW ARE SUBSEQUENT CITATIONS OF THE SAME BOOK HANDLED IN THE CHICAGO NOTE-AND-BIBLIOGRAPHY SYSTEM?

A: SUBSEQUENT CITATIONS ARE USUALLY ABBREVIATED, OFTEN INCLUDING THE AUTHOR'S LAST NAME AND THE PAGE NUMBER, OR AN ABBREVIATED TITLE AND PAGE NUMBER IF MULTIPLE WORKS BY THE SAME AUTHOR ARE USED.

Q: WHAT ARE THE ESSENTIAL COMPONENTS OF A BOOK CITATION IN THE CHICAGO AUTHOR-DATE SYSTEM'S REFERENCE LIST?

A: THE REFERENCE LIST ENTRY INCLUDES THE AUTHOR'S LAST NAME AND FIRST NAME, THE YEAR OF PUBLICATION, THE FULL TITLE OF THE BOOK, THE PLACE OF PUBLICATION, AND THE PUBLISHER.

Q: HOW DO I CITE AN E-BOOK USING THE CHICAGO MANUAL OF STYLE?

A: FOR E-BOOKS, YOU SHOULD INCLUDE THE DOI IF AVAILABLE OR A STABLE URL. PAGE NUMBERS MAY BE INDICATED BY FIXED PAGINATION OR CHAPTER/SECTION NUMBERS IF FIXED PAGES ARE NOT PRESENT.

Q: WHAT IS THE CORRECT FORMAT FOR CITING A TRANSLATED BOOK IN THE CHICAGO MANUAL OF STYLE NOTE-AND-BIBLIOGRAPHY SYSTEM?

A: YOU SHOULD INCLUDE THE ORIGINAL AUTHOR'S NAME, THE BOOK TITLE, AND THE TRANSLATOR'S NAME, OFTEN INDICATED BY "TRANS." FOR EXAMPLE: AUTHOR LAST NAME, FIRST NAME, *TITLE OF BOOK*, TRANS. TRANSLATOR FIRST NAME LAST NAME (PLACE: PUBLISHER, YEAR).

Q: HOW SHOULD I CITE A BOOK WITH THREE OR MORE AUTHORS IN THE CHICAGO MANUAL OF STYLE AUTHOR-DATE REFERENCE LIST?

A: FOR THREE OR MORE AUTHORS, TYPICALLY ONLY THE FIRST AUTHOR'S NAME IS LISTED, FOLLOWED BY "ET AL." IN THE REFERENCE LIST, WITH SPECIFIC INSTRUCTIONS FOR THE IN-TEXT CITATION.

Q: DOES THE CHICAGO MANUAL OF STYLE HAVE DIFFERENT CITATION RULES FOR BOOKS WITH MULTIPLE EDITIONS?

A: YES, IF YOU ARE NOT CITING THE FIRST EDITION, YOU MUST INCLUDE THE EDITION NUMBER IN YOUR CITATION TO INFORM READERS WHICH VERSION OF THE BOOK YOU USED.

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