CDCL

Centro para el Desarrollo de Competencias Lingüísticas
Universidad de Puerto Rico, Recinto de Río Piedras

Chicago Style

HOW TO MAKE YOUR REFERENCE LIST

BASIC RULES

- The references should begin on a new page separate from the text.
- Label this page "References" for author-date style. If it is for your notes, label it "Bibliography".
- This should be centered at the top of the page.
- Use font Time New Roman size 12pt.
- Always consult the Chicago Manual of Style (CMOS) or the Turbian's manual for out of the ordinary sources.

PAGE FORMAT

- Follow the margin rules of the rest of your work.
- All text should be double-spaced.
- Include two skips between the label of the page and entries.
- Include a skip between references.
- The first line of each entry of the reference list should be indented one-half of an inch from the left margin (a hanging indent).

CAPITALIZATION & PUNCTUATION

- Punctuation marks need to be used in specific placements. Look at the previous example.
- For source titles, follow the basic rules of capitalization.
- Italicize titles of longer works (books, names of newspapers, edited collections, etc.).
- Newspapers and journal names should be italicized. (NEVER for publishers or editors)
- Use quotation marks for short works (chapters, essays, etc.).

ORDER OF INFORMATION

Author's last name, first name middle name or initial. Year. *Title of Longer Work* or "Title of Shorter Work." Publication details like the publisher, editors, journal information, page numbers, etc.. URL or DOI.

- The entries should be alphabetized.
- If the source has a URL or DOI link, include it at the end of the reference. (DOIs are the preferred option)
- If editors or translators are involved, name them after the title of the source.

PECULIAR CASES

MULTIPLE OR UNKNOWN AUTHORS

- For multiple authors: Never use the ampersand (&), instead use "and" to connect them.
- For two to three: List the first in the order assigned and the rest in a traditional manner.
- Four to ten: Follow the same rules as above, but only in the reference page. For in-text or footnotes, use "et al."
- Unknown: Begin with the source title.

NONTRADITIONAL & OLDER MEDIUMS

- Lectures: Presenter's Last name, first name. "Title of Lecture." Medium at sponsorship, location, date.
- Art: Artist's Last name, first name. Title. Date. Medium, height × width × depth (unit conversion). Location.
- Ancient, sacred, medieval, and classic texts: follow the format, but try to include the translator and edition. When specifying, try to include more concrete information like citing the lines, scenes or acts.

ONLINE SOURCES

Author's 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. URL .

- In Chicago, capitalization and punctuation of online sources can be tricky. Always verify with the manual.
- For headers and single entries of blog, use quotation marks.
- The titles of blogs should be italicized.
- For titles of books, journals, television shows, movies, and other types of works should be treated the same whether cited as a print version or an online version.
- Always include the DOI over the URL when it is available.

General format for online multimedia:
The creator's last name, *Title of Work*. Additional contributors. Publishing organization. Publication date. Indication of format/medium, running time. URL.

- Videos: You follow this format, but put the title of video in quotation marks.
- Podcasts: The title of the episode in quotation marks. If it is only an audio, put MP3 audio. However, if the podcast includes videos, you should include the container/website name.
- Social media: Last name, first name (Screen name). "Post text". Social media service, indication of format/medium, publication date, time stamp. URL.
- E-books follow the same format as the printed version. You may include mediums (PDF, kindle or EPUB) and the URL.

For more information on the CDCL and resources:

https://generales.uprrp.edu/competencias-linguisticas/

Social media platforms:
Instagram: CDCL UPRRP @cdcl.uprrp
Facebook: CDCLUPRRP
For more Chicago information visit: *Purdue Online Writing Lab*