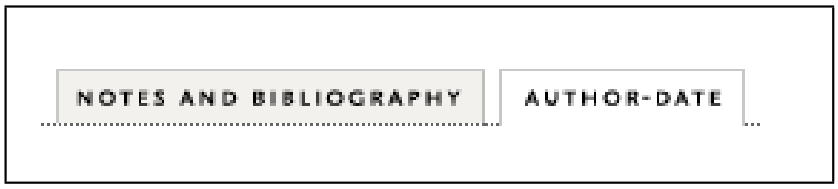
Taylor & Francis Standard Reference Style: Chicago author-date

The author-date system is widely used in the physical, natural and social sciences. For full information on this style, see *The Chicago Manual of Style* (16th edn) or http://www.chicagomanualofstyle.org/tools_citationguide.html (click on the tab marked author-date to ensure you are using the right style):



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Tables and figures
Reference list
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- Journal
- Conference
- Thesis
- Unpublished work
- Internet
- Newspaper or magazine
- Report
- Personal communication
- Other reference types

In the text	
Placement	Sources are cited in the text, usually in parentheses, by the author's surname, the publication date of the work cited,

	and a page number if necessary. Full details are given in the reference list (under the heading References). Place the reference at the appropriate point in the text; normally just before punctuation. If the author's name appears in the text, it is not necessary to repeat it, but the date should follow immediately: Jones and Green (2012) did useful work on this subject. Khan's (2012) research is valuable. If the reference is in parentheses, use square brackets for additional parentheses: (see, e.g., Khan [2012, 89] on this important subject).
Within the same parentheses	Separate the references with semicolons. The order of the references is flexible, so this can be alphabetical, chronological, or in order of importance, depending on the preference of the author of the article. If citing more than one work by an author, do not repeat the name: (Smith 2010, 2012; Khan 2012) (Smith 2010, 2012, 84; Khan 2012, 54–60) (Smith 2012a, 2012b, 82; Khan 2012, 9)
Repeat mentions in the same paragraph	Place the parenthetical citation after the last reference in the paragraph or at the end of the paragraph before the final full stop (period). If the reference is to a different page, however, put the full citation at the first reference and then include only the page number at the next mention: Text (Smith 2012, 54) … more text … "quoted text" (68).
With a quotation	Citation of the source normally follows a quotation, but may be placed before the quotation to allow the date to appear with the author's name: As Smith (2012, 67) points out, "quoted text."

	As Smith points out, "quoted text" (2012, 67). After a displayed quotation, the source appears in parentheses after the final punctuation: end of displayed quotation. (Smith 2012, 67)
Page number or other locator	(Smith 2012, 6–10) (Jones 2012, vol. 2)
One author	Smith (2012) or (Smith 2012)
Two authors	Smith and Jones (2012) or (Smith and Jones 2012)
Three authors	Smith, Jones, and Khan (2012) or (Smith, Jones, and Khan 2012)
Four or more authors	Smith et al. (2012) (Smith et al. 2012) If the reference list contains two publications in the same year that would both shorten to the same form (e.g. Smith et al. 2012), cite the surnames of the first author and as many others as necessary to distinguish the two references, followed by comma and et al. (NB: you cannot use et al. unless it stands for two authors or more.). If this would result in more than three names having to be used, cite the first author plus a short title: (Smith et al., "Short Title," 2012) (Smith et al., "Abbreviated Title," 2012)
Authors with same surname	G. Smith 2012 and F. Smith 2008
No author	Cite first few words of title (in quotation marks or italics depending on journal style for that type of work), plus the year.
Groups of authors that would shorten to the same form	Cite the surnames of the first author and as many others as necessary to distinguish the two references, followed by comma and et al.
Organization as author	The organization can be listed under its abbreviation so that the text citation is shorter. If this is the case, alphabetize the reference under the abbreviation rather than the full

	name: In the text: (BSI 2012) In the reference list: BSI (British Standards Institution) 2012. *Title* …
Author with two works in the same year	Put a, b, c after the year (Chen 2011a, 2011b)
Secondary source	When it is not possible to see an original document, cite the source of your information on it; do not cite the original assuming that the secondary source is correct. Smith's diary (as quoted in Khan 2012)
Classical work	Classical primary source references are given in the text, not in the reference list.
Personal communication	References to personal communications are cited only in the text: A. Colleague (personal communication, April 12, 2011)
Unknown date	(Author, n.d.) (Author, forthcoming)
Two dates	List the original date first, in square brackets: Author ([1890] 1983) Multivolume works: (Author 1951–71)
Notes	Endnotes should be kept to a minimum. Any references cited in notes should be included in the reference list.
Tables and	References cited in tables or figure legends should be

figures	included in the reference list.
Reference list	Use the heading References. Do not use a 3-em dash to replace author names.
Order	Alphabetically by last name of author. If no author or editor, order by title. Follow Chicago's letter-by-letter system for alphabetizing entries. Names with particles (e.g. de, von, van den) should be alphabetized by the individual's personal preference if known, or traditional usage. A single-author entry precedes a multi-author entry that begins with the same name. Successive entries by two or more authors when only the first author is the same are alphabetized by co-authors' last names. If references have the same author(s), editor(s), etc., arrange by year of publication, with undated works at the end. If the reference list contains two or more items by the same author in the same year, add a, b, etc. and list them alphabetically by title of the work: Green, Mary L. 2012a. *Book Title*. Green, Mary L. 2012b. *Title of Book*.
Form of author name	Generally, use the form of the author name as it appears on the title page or head of an article, but this can be made consistent within the reference list if it is known that an author has used two different forms (e.g. Mary Louise Green and M. L. Green), to aid correct identification.
Punctuation	Headline-style capitalization is used. In headline style, the first and last words of title and subtitle and all other major words (nouns, pronouns, verbs, adjectives, adverbs) are capitalized. For non-English titles, use sentence-style capitalization.
Book	
One author	Smith, John. 2012. *Book Title: The Subtitle*. Abingdon: Routledge. Smith, J. J. 2012. *Book Title*. Abingdon: Routledge.

Two authors	Smith, John, and Jane Jones. 2012. *Book Title: The Subtitle*. Abingdon: Routledge. Smith, J. J., and J. B. Jones. 2012. *Book Title: The Subtitle*. Abingdon: Routledge.
Three authors	Smith, John, Jane Jones, and Mary Green. 2012. *Book Title: The Subtitle*. Abingdon: Routledge.
Four to ten authors	Give all authors' names.
More than ten authors	List the first seven authors followed by et al.
Organization as author	University of Chicago Press. 2012. *The Chicago Manual of Style*. 16th ed. Chicago: University of Chicago Press.
No author	Begin the bibliography entry with the title, and ignore "the", "a" or "an" for the purposes of alphabetical order.
Chapter	Chapter in a single-author book: Green, Mary. 2012. "Chapter Title." Chap. 5 in *Style Manual*. Abingdon: Routledge. Chapter in a multi-author book: Jones, Sam. 2012. "Chapter Title." In *Book Title*, edited by John Smith, 341–346. Abingdon: Routledge.
Edited	Smith, John, ed. 2012. *Collected Style Manuals*. Abingdon: Routledge. Smith, John, and Jane Jones, eds. 2012. *Collected Style Manuals*. Abingdon: Routledge.
Edition	University of Chicago Press. 2012. *The Chicago Manual of Style*. 16th ed. Chicago: University of Chicago Press.
Reprinted work	Maitland, F. W. (1898) 1998. *Roman Canon Law in the Church of England*. Reprint, Union, NJ: Lawbook Exchange.
Multivolume work	Green, M. L. 2012. *Collected Correspondence.* Vol. 2 of *The Collected Correspondence of M. L. Green.* Abingdon: Routledge, 2000–. Khan, Lisa. 2009–12. *Collected Works*. 2 vols. Abingdon: Routledge.
Translated	Smith, John. 2012. *Collected Style Manuals*. Translated and edited by Jane Jones. Abingdon: Routledge.

Not in English	If an English translation of the title is needed, it follows this style: Piaget, J., and B. Inhelder. 1951. *La genèse de l'idée de hasard chez l'enfant* [The Origin of the Idea of Chance in the Child]. Paris: Presses Universitaires de France.
Online	If you used an online version, cite the online version, include the URL or DOI: Smith, John. 2012. *Book Title: The Subtitle*. Abingdon: Routledge. doi:xxxxxxxxxxx. Smith, John. 2012. *Book Title: The Subtitle*. Abingdon: Routledge. http://xxxxxxxxx/.
Place of publication	Where two cities are given, include the first one only. If the city could be confused with another, add the abbreviation of the state, province, or country: Cambridge, MA: Harvard University Press Cambridge: Cambridge University Press Oxford: Clarendon Press New York: Macmillan Englewood Cliffs, NJ: Prentice Hall Washington, DC: Smithsonian Institution Press When the publisher's name includes the state name, the abbreviation is not needed: Chapel Hill: University of North Carolina Press
Publisher	Omit initial "the", and "Inc.", "Ltd", "Co.", "Publishing Co.", etc.
Journal	
	If you used an online version, cite the online version, include a DOI (preferably) or URL.
One author	Smith, John. 2012. "Article Title: The Subtitle." *Journal Title in Full* 10 (1): 30–40. doi:xxxxxxxxxxx. Smith, J. 2012. "Article Title: The Subtitle." *Journal Title in Full* 10 (1): 30–40. doi:xxxxxxxxxxx.

Two authors	Smith, John, and Lisa Khan. 2012. "Article Title: The Subtitle." *Journal Title in Full* 10 (1): 200–210. doi:xxxxxxxxxxx. Smith, J. J., and L. M. Khan. 2012. "Article Title: The Subtitle." *Journal Title in Full* 10 (1): 200–210. doi:xxxxxxxxxxx.
Three authors	Smith, John, Jane Jones, and Mary Green. 2012. "Article Title: The Subtitle." *Journal Title in Full* 10 (1): 33–39. doi:xxxxxxxxxxx. Smith, J. J., J. P. Jones, and M. G. Green. 2012. "Article Title: The Subtitle." *Journal Title in Full* 10 (1): 33–39. doi:xxxxxxxxxxx.
Four to ten authors	Give all authors' names.
More than ten authors	List the first seven authors followed by et al.
Translated	Khan, Lisa. 2012. "Article Title in English." [In Hindi.] *Journal Title in Full* 10 (3): 10–29. doi:xxxxxxxxxxx.
Not in English	Capitalize sentence-style, but according to the conventions of the relevant language.
Other article types	Smith, John. 2012. "Title of Book Review." Review of *Book Title*, by Lisa Khan. *Journal Title in Full* 10 (1): 33–39. doi:xxxxxxxxxxx.
Issue numbers	The issue number can be omitted if the journal is paginated consecutively through the volume (or if month or season is included), but it is not incorrect to include it. When volume and issue number alone are used, the issue number is within parentheses. If only an issue number is used, it is not within parentheses: *Journal Title*, no. 25: 63–69. If using month, abbreviate as Jan., Feb., etc. If using season, spell out in full.
Online first publication	Use year of online publication and include 'Advance online publication'. Remove any version type, eg Rapid online or epub, e.g.:

	Yoon, Ee-Seul. 2015. "Young people's cartographies of school choice: the urban imaginary and moral panic." *Children's Geographies*. Advance online publication. doi: 10.1080/14733285.2015.1026875. If you can update the reference to include published volume and issue numbers before publication, please do so.
Conference	
Proceedings	Individual contributions to conference proceedings are treated like chapters in multi-author books. If published in a journal, treat as an article.
Paper	Smith, John. 2012. "Title of Paper." Paper presented at the annual meeting for the Society of XXXX, Oxford, November 21–24.
Poster	Smith, John. 2012. "Title of Poster." Poster presented at the annual meeting for the Society of XXXX, Oxford, November 21–24.
Thesis	
	Smith, John. 2008. "Title of Thesis." PhD diss., University of Chicago.
Unpublished work	
Book or journal article	Use Forthcoming instead of the date. If an article is not yet accepted, treat as a thesis.
Internet	
Website	In text only: ("As of July 19, 2012, the BBC listed on its website . . .")
Document	Reference depending on the type of document. Access dates are not required unless no date of publication or revision can be found.

	Where date of publication is given access dates are not required, *but should be retained when supplied by the author*, e.g.: Dorling, Danny. 2013. "Are today's second-year students the unluckiest cohort ever?" *The Guardian*, October 28. http://www.theguardian.com/education/2013/oct/28/danny-dorling-letter-to-students *OR* Dorling, Danny. 2013. "Are today's second-year students the unluckiest cohort ever?" *The Guardian*, October 28. Accessed 13 April 2015. http://www.theguardian.com/education/2013/oct/28/danny-dorling-letter-to-students If citing an undated online document, give an access date and use the year of access as year of publication: Oxford Library. 2012. "Library Strategy." Oxford Library. Accessed June 3 2012. http://www.ol.org/library/strategy.html
Electronic mailing list	In text only (name of list, date of posting, URL).
Blog	In text only.
Multimedia	Include date that material was accessed if no original date can be determined. Include information about original performance or source, e.g. of a speech or performance. Include indication of source type.
Newspaper or magazine	
	Newspapers and magazines are cited in the text, and no entry is needed in the bibliography: "quotation from newspaper" (*Sunday Times*, April 8, 2012) ... as noted in a *Guardian* article on February 27, 2012 ... If a reference is needed or preferred, use this style: Author. 2012. "Article Title." *Sunday Times*, April 8.

	http://xxxxxxxxxxxxx. (If no author is identified, begin the citation with the article title.)
Report	
	Treat pamphlets, reports, brochures and freestanding publications such as exhibition catalogues as books. Give sufficient information to identify the document.
Personal communication	
Letter, telephone conversation, or email	Place references to personal communications such as letters and conversations within the running text, not as formal end references: … as mentioned in a letter to me from Joe Grant, March 4, 2003 … Letters in published collections are cited by date of the collection, with individual correspondence dates given in the text: In a letter to Mary Louise Green from Cambridge, June 24, 2010 (Green 2012, 34), …
Other reference types	
Patent	Green, Ann. 2000. Patent description. US Patent 12345, filed March 23.
Audio and visual media	Bernstein, Leonard, dir. *Symphony no. 5*, by Dmitri Shostakovich. New York Philharmonic. CBS IM 35854. Auden, W. H. *Poems*. Read by the author. Spoken Arts 7137. Compact disc.

	Cleese, John, Terry Gilliam, Eric Idle, Terry Jones, and Michael Palin. 2001. "Commentaries." Disc 2. *Monty Python and the Holy Grail*, special ed. DVD. Directed by Terry Gilliam and Terry Jones. Culver City, CA: Columbia Tristar Home Entertainment.
Database	Name of Database (details; accessed Month Day, Year). http://xxxxxxxxxxxxxxxxxxxxxxx/.
Dataset	Wang, Guang-Yan, Zhao-Ming Zhu, Shan Cui, and Jin-Hui Wang. 2017. "Data from: Glucocorticoid Induces Incoordination between Glutamatergic and GABAergic Neurons in the Amygdala" (dataset). Dryad Digital Repository. Accessed December 22, 2017. https://doi.org/10.5061/dryad.k9q7h.