



# The Writing Center

## Directed Learning Activity



## Chicago Manual of Style (CMOS)

Student Name:

Date:

### About This DLA

#### *Important Note*

All the activities in the DLA must be completed in their entirety before receiving credit for completion. Students are welcome to meet with a tutor if they need help, but please be aware that students might need a second appointment for review and signature in that case. If your instructor wants evidence of this completed DLA, return the TSR (Tutoring Session Response) from your tutoring session as proof of completion.

#### *Learning Outcome*

Properly documenting sources is an integral part of academic writing. This activity will familiarize you with formatting in-text and the reference page using CMOS.

#### *Activities (approximately 1 hour)*

Complete the activities below and be prepared to explain your answers when you meet with a tutor. Check off each box once you have completed the activity.

### Understanding Chicago (CMOS) Citation

The following handouts are linked to this DLA: [The Chicago Manual of Style \(CMOS\) General Formatting](#), [Chicago: Author-Date](#), & [Chicago: Notes-Bibliography](#). Read the handouts and use the handout as a resource to complete the work below.

There are two options for citing in Chicago Style: Notes and Bibliography (sometimes shortened to NB) and Author-Date. Be sure to know which variation your professor is asking for before beginning a writing assignment.

**Notes and Bibliography:** The notes and bibliography system is preferred by many working in the humanities—including literature, history, and the arts. In this system, sources are cited in numbered footnotes or endnotes. For sources cited more than once, use shortened notes. Each note corresponds to a raised (superscript) number in the text. Sources are also usually listed in a separate bibliography. The notes and bibliography system can accommodate a wide variety of sources, including unusual ones that don't fit neatly into the author-date system. Please refer to the ([Chicago Manual of Style Online](#)) for more information and examples:

- **Books:**

- Notes should include the number of the citation followed by the First and Last name, *Title of Book* (Place of publication: Publisher, Year of publication), page number.
- Shortened Notes should include only the Last name, *Title*, page.
- Bibliographic Entries should include Last name, First name. *Title of Book*. Place of publication: Publisher, Year of publication.

Here are some **examples** of notes, shortened notes, and bibliographic entries for books.

Notes:

1. Zadie Smith, <i>Swing Time</i> (New York: Penguin Press, 2016), 315–16.
2. Brian Grazer and Charles Fishman, <i>A Curious Mind: The Secret to a Bigger Life</i> (New York: Simon & Schuster, 2015), 12.
<b><u>Shortened Notes:</u></b>
3. Smith, <i>Swing Time</i> , 320.
4. Grazer and Fishman, <i>Curious Mind</i> , 37.
<b><u>Bibliographic Entries:</u></b>
Grazer, Brian, and Charles Fishman. <i>A Curious Mind: The Secret to a Bigger Life</i> . New York: Simon & Schuster, 2015.
Smith, Zadie. <i>Swing Time</i> . New York: Penguin Press, 2016.

- **Videos from a Website:**

- Notes should include the number of citation followed by Video creator’s First name Last name, “Title of Video,” Name of Website, date it was posted or livestreamed if available, Running Time, URL.
- Shortened notes should include Video creator’s First Name & Last Name and the Title of the Video
- Bibliographic Entries should include Video Creator’s Last name, First name. “Title of Video.” Name of Website. Date Posted. Video, Running Time, URL.

Here are some **examples** of notes, shortened notes, and bibliographic entries for websites.

<b><u>Notes:</u></b>
1. Beth Harris and Steven Zucker, "Why Study Art of the Past?," Khan Academy, accessed May 30, 2021, video, 2:21, <a href="https://www.khanacademy.org/humanities/approaches-to-art-history/approaches-art-history/introduction-art-history/v/why-study-art-of-the-past">https://www.khanacademy.org/humanities/approaches-to-art-history/approaches-art-history/introduction-art-history/v/why-study-art-of-the-past</a> .
2. Red Five Films, "Katy Jade Dobson - Artist Interview," YouTube, April 13, 2016, video, 3:45, <a href="https://www.youtube.com/watch?v=C0jHfVrgC7M">https://www.youtube.com/watch?v=C0jHfVrgC7M</a> .
3. Bill de Blasio, “Mayor de Blasio Delivers State of the City Address,” NYC Mayor’s Office, streamed live on January 10, 2019, YouTube video, 1:22:40, <a href="https://youtu.be/aZZYlpfZ-iA">https://youtu.be/aZZYlpfZ-iA</a> .
<b><u>Shortened Notes:</u></b>
4. Harris and Zucker, "Why Study Art?"
5. Red Five Films, "Katy Jade Dobson."
6. Bill de Blasio, “Mayor de Blasio Delivers State of the City Address.”
<b><u>Bibliographic Entries:</u></b>
Harris, Beth, and Steven Zucker. "Why Study Art of the Past?" Khan Academy. Accessed May 30, 2021. Video, 2:21. <a href="https://www.khanacademy.org/humanities/approaches-to-art-history/approaches-art-history/introduction-art-history/v/why-study-art-of-the-past">https://www.khanacademy.org/humanities/approaches-to-art-history/approaches-art-history/introduction-art-history/v/why-study-art-of-the-past</a> .

Red Five Films. "Katy Jade Dobson - Artist Interview." YouTube, April 13, 2016. Video, 3:45.  
<https://www.youtube.com/watch?v=C0jHfVrgC7M>.

de Blasio, Bill. "Mayor de Blasio Delivers State of the City Address." NYC Mayor's Office.  
 Streamed live on January 10, 2019. YouTube video, 1:22:40. <https://youtu.be/aZZYIpfZ-iA>.

- **Scholarly Articles:**

- Notes include the full name of the author(s), article title, journal title, and issue information. Issue information refers to volume, issue number, month, year, and page number(s). For online works, retrieval information and the date of access are also included.
- Shortened Notes include the Last Name of author, title, and page number.
- Bibliographic Entries include all the information that is in the notes but with the full page range of the article.

Here are some **examples** of notes, shortened notes, and bibliographic entries for scholarly articles.

<b><u>Notes:</u></b>
1. Susan Satterfield, "Livy and the Pax Deum," <i>Classical Philology</i> 111, no. 2 (April 2016): 170.
2. Shao-Hsun Keng, Chun-Hung Lin, and Peter F. Orazem, "Expanding College Access in Taiwan, 1978–2014: Effects on Graduate Quality and Income Inequality," <i>Journal of Human Capital</i> 11, no. 1 (Spring 2017): 9–10, <a href="https://doi.org/10.1086/690235">https://doi.org/10.1086/690235</a> .
3. Peter LaSalle, "Conundrum: A Story about Reading," <i>New England Review</i> 38, no. 1 (2017): 95, Project MUSE.
<b><u>Shortened Notes:</u></b>
4. Satterfield, "Livy," 172–73.
5. Keng, Lin, and Orazem, "Expanding College Access," 23.
6. LaSalle, "Conundrum," 101.
<b><u>Bibliographic Entries:</u></b>
Keng, Shao-Hsun, Chun-Hung Lin, and Peter F. Orazem. "Expanding College Access in Taiwan, 1978–2014: Effects on Graduate Quality and Income Inequality." <i>Journal of Human Capital</i> 11, no. 1 (Spring 2017): 1–34. <a href="https://doi.org/10.1086/690235">https://doi.org/10.1086/690235</a> .
LaSalle, Peter. "Conundrum: A Story about Reading." <i>New England Review</i> 38, no. 1 (2017): 95–109. Project MUSE.
Satterfield, Susan. "Livy and the Pax Deum." <i>Classical Philology</i> 111, no. 2 (April 2016): 165–76.

**\*note:** Journal articles often list many authors, especially in the sciences. If there are four or more authors, list up to ten in the bibliography; in a note, list only the first, followed by et al. ("and others"). For more than ten authors (not shown here), list the first seven in the bibliography, followed by et al.

**Author-Date:** The author-date system is more common in the sciences and social sciences. In this system, sources are briefly cited in the text, usually in parentheses, by author's last name and year of

publication. Each in-text citation matches up with an entry in a reference list, where full bibliographic information is provided. For more information and a wide range of examples, please refer to the [Chicago Manual of Style Online](#).

- **Books**

<b><u>Reference list entry (in alphabetical order):</u></b>
Grazer, Brian, and Charles Fishman. 2015. <i>A Curious Mind: The Secret to a Bigger Life</i> . New York: Simon & Schuster.
Smith, Zadie. 2016. <i>Swing Time</i> . New York: Penguin Press.
<b><u>In-text citations:</u></b>
(Grazer and Fishman 2015, 12)
(Smith 2016, 315–16)

- **Video on a website:**

<b><u>Reference list entry (in alphabetical order):</u></b>
Bouman, Katie. 2016. “How to Take a Picture of a Black Hole.” Filmed November 2016 at TEDxBeaconStreet, Brookline, MA. Video, 12:51. <a href="https://www.ted.com/talks/katie_bouman_what_does_a_black_hole_look_like">https://www.ted.com/talks/katie_bouman_what_does_a_black_hole_look_like</a> .
de Blasio, Bill. 2019. “Mayor de Blasio Delivers State of the City Address.” Live Streamed January 10, 2019 at NYC Mayor’s Office, New York, NY. Video, 1:22:40, <a href="https://youtu.be/aZZYlpfZ-iA">https://youtu.be/aZZYlpfZ-iA</a> .
<b><u>In-text citations:</u></b>
(Bouman 2016)
(de Blasio 2019)

- **Scholarly Articles:** In the reference list, include the page range for the whole article. In the text, cite specific page numbers. For articles consulted online, include a URL or the name of the database in the reference list entry. Many journal articles list a DOI (Digital Object Identifier). A DOI forms a permanent URL that begins <https://doi.org/>. This URL is preferable to the URL that appears in your browser’s address bar.

<b><u>Reference list entry (in alphabetical order):</u></b>
Keng, Shao-Hsun, Chun-Hung Lin, and Peter F. Orazem. 2017. “Expanding College Access in Taiwan, 1978–2014: Effects on Graduate Quality and Income Inequality.” <i>Journal of Human Capital</i> 11, no. 1 (Spring): 1–34. <a href="https://doi.org/10.1086/690235">https://doi.org/10.1086/690235</a> .
LaSalle, Peter. 2017. “Conundrum: A Story about Reading.” <i>New England Review</i> 38 (1): 95–109. Project MUSE.

Satterfield, Susan. 2016. "Livy and the Pax Deum." <i>Classical Philology</i> 111, no. 2 (April): 165–76.
<b><u>In-text citations:</u></b>
(Keng, Lin, and Orazem 2017, 9–10)
(LaSalle 2017, 95)
(Satterfield 2016, 170)

**\*note:** Journal articles often list many authors, especially in the sciences. If there are four or more authors, list up to ten in the reference list; in the text, list only the first, followed by et al. ("and others"). For more than ten authors (not shown here), list the first seven in the reference list, followed by et al.

## Activities

### 1. *Notes and Bibliography Practice*

Now that you have a better understanding of Chicago format, complete the footnote citations below for a book, video on a website, and scholarly journal article:

#### Example #1

Element	Source Information
Source Type	Book
Title	Pox Americana: The Great Smallpox Epidemic of 1775-82
Author	Elizabeth A. Fenn
Publisher	Hill and Wang
Place of Publication	New York
Year	2001
Page	257 or 1-366

Note:

Shortened Note:

Bibliographic Entry:

## Example #2

<b>Element</b>	<b>Source Information</b>
<b>Source Type</b>	Journal Article
<b>Title</b>	Between an Angel's Cry and a Murmur: The Invention of the Telephone in Colonial Havana.
<b>Author</b>	Rachel Price
<b>Journal</b>	Discourse (Berkeley, Calif.)
<b>Year</b>	2014
<b>Page</b>	340-363
<b>Volume</b>	36
<b>Issue</b>	3
<b>DOI</b>	<a href="https://doi.org/10.13110/discourse.36.3.0340">https://doi.org/10.13110/discourse.36.3.0340</a> .

Note:

Shortened Note:

Bibliographic Entry:

## Example #3

<b>Element</b>	<b>Source Information</b>
<b>Source Type</b>	YouTube Video
<b>Title</b>	The Storm that Swept Mexico: Revolutionary Leaders
<b>YouTube Channel</b>	Alejandro Lopez
<b>Distributor</b>	YouTube
<b>Date</b>	October 10, 2013
<b>Running Time</b>	1:57:13

<b>URL</b>	<a href="https://www.youtube.com/watch?v=pVWcgOcvgV0&amp;ab_channel=AlejandroLopez">https://www.youtube.com/watch?v=pVWcgOcvgV0&amp;ab_channel=AlejandroLopez</a>
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Note:

Shortened Note:

Bibliographic Entry:

## 2. *Author-Date Practice*

Now that you have practiced the Notes-Bibliography style of Chicago format, complete the reference list and in-text citation below for a book, video, and scholarly journal article:

Example #1

<b>Element</b>	<b>Source Information</b>
<b>Source Type</b>	Book
<b>Title</b>	Pox Americana: The Great Smallpox Epidemic of 1775-82
<b>Author</b>	Elizabeth A. Fenn
<b>Publisher</b>	Hill and Wang
<b>Year</b>	2001
<b>Page</b>	257 or 1-366

Reference List entry:

In-text citation:

Example #2

<b>Element</b>	<b>Source Information</b>
<b>Source Type</b>	Journal Article
<b>Title</b>	Between an Angel's Cry and a Murmur: The Invention of the Telephone in Colonial Havana.
<b>Author</b>	Rachel Price
<b>Journal</b>	Discourse (Berkeley, Calif.)
<b>Year</b>	2014
<b>Page</b>	340-363
<b>Volume</b>	36
<b>DOI</b>	<a href="https://doi.org/10.13110/discourse.36.3.0340">https://doi.org/10.13110/discourse.36.3.0340</a> .

Reference list entry:

In-text citation:

Example #3

<b>Element</b>	<b>Source Information</b>
<b>Source Type</b>	YouTube Video
<b>Title</b>	The Storm that Swept Mexico: Revolutionary Leaders
<b>Director</b>	Ray Telles
<b>Distributor</b>	PBS
<b>Year</b>	2011
<b>URL</b>	<a href="https://www.youtube.com/watch?v=pVWcgOcvgV0&amp;ab_channel=AlejandroLopez">https://www.youtube.com/watch?v=pVWcgOcvgV0&amp;ab_channel=AlejandroLopez</a>

Reference List entry:

In-text citation:



### □ 3. *Review*

Go to <https://mtsac.campus.eab.com/> and use the [Mt. SAC Writing Center Appointment System](#) to make a DLA appointment either online or in-person in the Writing Center. During your session with a tutor, explain your understanding of the information you've learned so far. Consider the main concept you learned in this DLA and how you might use this in your future assignments/classes.

#### **Sign-off procedure:**

- **Attach TSR (Tutoring Session Response) to your DLA. There will be a check box that the tutor will select to indicate that you have completed the DLA or that the DLA is still in-progress.**

*If you are an individual with a disability and need a greater level of accessibility for any document in The Writing Center or on The Writing Center's website, please contact the Mt. SAC Accessible Resource Centers for Students, [access@mtsac.edu](mailto:access@mtsac.edu), (909) 274-4290.*

*Revised 04/2024*