# *INSIGHT* Citation Quick Guide

(Abridged and adapted from “Chicago-Style Citation Quick Guide,” website of the *Chicago Manual of Style (CMOS)*, http://www.chicagomanualofstyle.org. This document is solely for informational use by authors submitting articles to *INSIGHT*; it is not for reproduction or distribution.)

“*The Chicago Manual of Style*’s author-date system has long been used by those in the physical, natural, and social sciences. In this system, sources are cited briefly in the text, usually in parentheses, by author’s last name and date of publication. The short citations are amplified in a list of references, where full bibliographic information is provided.”

# Citation Considerations

* *Titles.* All titles are capitalized headline-style; book titles are italicized and article titles are non-italicized and surrounded by quotation marks.
* *Articles with only one or two references*. We request that authors just use parenthetical citations in the text: for example, “A basic introduction to the discipline may be found in Eric Aslaken’s *Systems Engineering* (New York, US-NY: Prentice Hall, 1991).”
* *Capitalization of hyphenated compounds* Both terms in a hyphenated compound are capitalized in headline-style capitalization: for example, “An Introduction to Model-Based Systems Engineering.”

# Sample Citations

“The following examples illustrate citations using the author-date system. Each example of a reference list entry is accompanied by an example of a corresponding parenthetical citation in the text. For more details and many more examples, see chapter 15 of *The Chicago Manual of Style*.”

***Book***

**One author**

Pollan, M. 2006. *The Omnivore’s Dilemma: A Natural History of Four Meals*. New York, US-NY: Penguin.

(Pollan 2006, 99–100)

**Two or more authors**

Ward, G. C., and K. Burns. 2007. *The War: An Intimate History*, *1941–1945.* New York, US-NY: Knopf.

(Ward and Burns 2007, 52)

For four or more authors, list all of the authors in the reference list; in the text, list only the first author, followed by *et al*. (“and others”):

(Barnes et al. 2010)

# Editor, translator, or compiler instead of author

Haskins, C., ed. 2007. *Systems Engineering Handbook: A Guide for System Life Cycle Processes and Activities.* Version 3.1. Revised by K. Forsberg and M. Krueger. San Diego, US-CA: INCOSE.

———. 2010. *Systems Engineering Handbook: A Guide for System Life Cycle Processes and Activities.* Version 3.2. Revised by M. Krueger, D. Walden, and R. D. Hamelin. San Diego, US-CA: INCOSE. [Note the three em-dashes for repeated author’s name.]

Lattimore, R., trans. 1951. *The Iliad of Homer*. Chicago, US-IL: University of Chicago Press.

(Haskins 2007)

(Haskins 2010)

(Lattimore 1951, 91–92)

**Editor, translator, or compiler in addition to author**

García Márquez, G. 1988. *Love in the Time of Cholera*. Translated by E. Grossman. London, GB: Cape.

(García Márquez 1988, 242–55)

**Chapter or other part of a book**

Kelly, J. D. 2010. “Seeing Red: Mao Fetishism, Pax Americana, and the Moral Economy of War.” In *Anthropology and Global Counterinsurgency*, edited by J. D. Kelly, B. Jauregui, S. T. Mitchell, and J. Walton, 67–83. Chicago, US-IL: University of Chicago Press.

Urie, A. 2005. “The Standardization Ecosystem: Understanding Organizational Complexity.” In *The Standards Edge: Future Generation*, edited by S. Bolin, 269–276. Ann Arbor, US-MI: Bolin Communications.

(Kelly 2010, 77)

(Urie 2005, 272)

**Chapter of an edited volume originally published elsewhere (as in primary sources)**

Cicero, Quintus Tullius. 1986. “Handbook on Canvassing for the Consulship.” In *Rome: Late Republic and Principate*, edited by W. E. Kaegi Jr. and P. White. Vol. 2 of *University of Chicago Readings in Western Civilization*, edited by J. Boyer and J. Kirshner, 33–46. Chicago, US-IL: University of Chicago Press. Originally published in E. S. Shuckburgh, trans., *The Letters of Cicero*, vol. 1 (London, GB: George Bell & Sons, 1908).

(Cicero 1986, 35)

**Preface, foreword, introduction, or similar part of a book**

Rieger, J. 1982. Introduction to *Frankenstein; or, The Modern Prometheus*, by M. W. Shelley, xi–xxxvii. Chicago, US-IL: University of Chicago Press.

(Rieger 1982, xx–xxi)

# Book published electronically

If a book is available in more than one format, cite the version you consulted. For books consulted online, list a URL; include an access date only if required by your publisher or discipline. If no fixed page numbers are available, you can include a section title, a chapter, or other number.

Austen, J. 2007. *Pride and Prejudice*. New York, US-NY: Penguin Classics. Kindle edition.

Kurland, P. B., and R. Lerner, eds. 1987. *The Founders’ Constitution*. Chicago, US-IL: University of Chicago Press. http://press-pubs.uchicago.edu/founders/.

(Austen 2007)

(Kurland and Lerner, chap. 10, doc. 19)

***Journal article***

**Article in a print journal**

In the text, list the specific page numbers consulted, if any. In the reference list entry, list the page range for the whole article.

Chiva-Gomez, R. 2003. “The Facilitating Factors for Organizational Learning: Bringing Ideas from Complex Adaptive Systems.” *Knowledge and Process Management* 10 (2): 99–114.

Sheard, S. A. 2006. “Definition of the Sciences of Complex Systems.” *INSIGHT* 9 (1): 25.

(Sheard 2006)

(Chiva-Gomez 2003, 100)

**Article in an online journal**

Include a DOI (Digital Object Identifier) if the journal lists one. A DOI is a permanent ID that, when appended to http://dx.doi.org/ in the address bar of an Internet browser, will lead to the source. If no DOI is available, list a URL. There is no need to include an access date.

Kossinets, G., and D. J. Watts. 2009. “Origins of Homophily in an Evolving Social Network.” *American Journal of Sociology* 115:405–50. doi:10.1086/599247.

(Kossinets and Watts 2009, 411)

**Article in a newspaper or popular magazine**

Newspaper and magazine articles may be cited in running text (“As Sheryl Stolberg and Robert Pear noted in a *New York Times* article on 27 February 2010, . . .”), and they are commonly omitted from a reference list. The following examples show the more formal versions of the citations. If you consulted the article online, include a URL; an access date is not necessary. If no author is identified, begin the citation with the article title.

Mendelsohn, D. 2010. “But Enough about Me.” *New Yorker*, 25 January.

Stolberg, S. G., and R. Pear. 2010. “Wary Centrists Posing Challenge in Health Care Vote.” *New York Times*, 27 February. http://www.nytimes.com/2010/02/28/us/politics/28health.html.

(Mendelsohn 2010, 68)

(Stolberg and Pear 2010)

***Book review***

Kamp, D. 2006. “Deconstructing Dinner.” Review of *The Omnivore’s Dilemma: A Natural History of Four Meals*, by M. Pollan. *New York Times*, 23 April, Sunday Book Review. http://www.nytimes.com/2006/04/23/books/review/23kamp.html.

(Kamp 2006)

***Thesis or dissertation***

Choi, M. 2008. “Contesting *Imaginaires* in Death Rituals during the Northern Song Dynasty.” PhD diss., University of Chicago (Chicago, US-IL).

(Choi 2008)

***Paper presented at a meeting or conference***

Adelman, R. 2009. “ ‘Such Stuff as Dreams Are Made On’: God’s Footstool in the Aramaic Targumim and Midrashic Tradition.” Paper presented at the annual meeting for the Society of Biblical Literature, New Orleans, US-LA, 21–24 November.

Sheard, S. A. 1996. “Twelve Systems Engineering Roles.” Paper presented at the Sixth Annual International Symposium of INCOSE, Boston, US-MA, 7–11 July.

(Adelman 2009)

(Sheard 1996)

***White paper***

Mankins, J. C. 1995. “Technology Readiness Levels.” White paper, NASA Office of Space Access and Technology. http://www.hq.nasa.gov/office/codeq/trl/trl.pdf.

(Mankins 1995)

***Website***

A citation to website content can often be limited to a mention in the text (“A recent Internet search reveals, the McDonald’s Corporation lists on its website . . .”). If a more formal citation is desired, it may be styled as in the examples below

Google. 2009. “Google Privacy Policy.” http://www.google.com/intl/en/privacypolicy.html.

McDonald’s Corporation. 2008. “McDonald’s Happy Meal Toy Safety Facts.” http://www.mcdonalds.com/corp/about/factsheets.html.

(Google 2009)

(McDonald’s 2008)

***Blog entry or comment***

Blog entries or comments may be cited in running text (“In a comment posted to *The Becker-Posner Blog* on February 23, 2010, . . .”), and they are commonly omitted from a reference list. If a reference list entry is needed, cite the blog in the reference list and mention comments in the text only.

Posner, R. 2010. “Double Exports in Five Years?” *The Becker-Posner Blog*, 21 February. http://uchicagolaw.typepad.com/beckerposner/2010/02/double-exports-in-five-years-posner.html.

(Posner 2010)

***E-mail or text message***

E-mail and text messages may be cited in running text (“In a text message to the author on March 1, 2010, John Doe revealed . . .”), and they are rarely listed in a reference list. In parenthetical citations, the term *personal communication* (or *pers. comm.*) can be used.

(John Doe, e-mail message to author, 28 February 2010)

or

(John Doe, pers. comm.)

***Item in a commercial database***

For items retrieved from a commercial database, add the name of the database and an accession number following the facts of publication. In this example, the dissertation cited above is shown as it would be cited if it were retrieved from ProQuest’s database for dissertations and theses.

Choi, M. 2008. “Contesting *Imaginaires* in Death Rituals during the Northern Song Dynasty.” PhD diss., University of Chicago (Chicago, US-IL). ProQuest (AAT 3300426).

***Standards\* and Government Documents***

**\*** *Always include the year with the standard number: IEC 60601-1:2005.*

IEC (International Electrotechnical Commission). 2005. IEC 60601-1:2005. Medical Electrical Equipment—Part 1: General Requirements for Basic Safety and Essential Performance. Geneva, CH: IEC.

———. 2007. IEC 62366:2007. Medical Devices—Application of Usability Engineering to Medical Devices. Geneva, CH: IEC.

———. 2010. IEC 60601-1-6:2010. Medical Electrical Equipment—Part 1-6: General Requirements for Basic Safety and Essential Performance—Collateral standard: Usability. Geneva, CH: IEC.

ISO (International Organization for Standardization). 2007. ISO 14971:2007. Medical Devices—Application of Risk Management to Medical Devices. Geneva, CH: ISO.

Abbreviations of Standards, Correlated with Reference-List Citations

IEC 60601-1:2005 (IEC 2005), referred to as “the third edition”

IEC 60601-1-6:2010 (IEC 2010), a “collateral standard” to IEC 60601-1:2005 (IEC 2005)[AAC1]

IEC 62366:2007 (IEC 2007)

ISO 14971:2007 (ISO 2007)

In body text, formatting:

Now everyone has to follow IEC 60601-1:2005, the new standard for medical devices (IEC 2005).

The new standard is IEC 60601-1:2005, *Medical Electrical Equipment—Part 1: General Requirements for Basic Safety and Essential Performance* (IEC 2005).