

***Listening | Journal of Communication Ethics, Religion, & Culture<sup>1</sup>***  
**Style Guide 2021**

Page 1–2: Format for Full Citations

Page 2: Format for Repeating a Reference in Notes

Page 2: Additional Instructions for Citations and the Body of an Article

<b>Format for Full Citations</b>	
Follow Chicago Author-Date, but make consistent with this style guide in the case of discrepancies.	
<b>Book</b>	
Format	First M. Last, <i>Title</i> , # ed. (Place: Publisher, Year), page #.
Example	Muhammad al-Ghazzali, <i>Al-Ghazzali On Knowing Yourself and God</i> , 14 <sup>th</sup> ed. (Chicago: Kazi Publications Inc, 2003), 7.
<b>Book (2 Authors)</b>	
Format	First M. Last and First M. Last, <i>Title</i> (Place: Publisher, Year), page #.
Example	Richard A. Cherwitz and James W. Hikin, “Irreducible Dualisms and the Residue of Commonsense: On the Inevitability of Cartesian Anxiety,” <i>Philosophy and Rhetoric</i> 23, no. 3 (1990): 239.
<b>Book (3+ Authors)</b>	
Format	First M. Last, First M. Last, and First M. Last, <i>Title</i> , # ed. (Place: Publisher, Year), page #.
Example	Ronald C. Arnett, Janie M. Harden Fritz, and Leeanne M. Bell McManus, <i>Communication Ethics Literacy: Dialogue and Difference</i> , 2 <sup>nd</sup> ed. (Dubuque, IA: Kendall Hunt, 2018), 27.
<b>Book Edited</b>	
Format	First M. Last, ed., <i>Title</i> (Place, Publisher, Year), page #.
Example	Stephen J. Pope, ed., <i>The Ethics of Aquinas</i> (Washington D.C.: George Washington University Press, 2002), 34.
<b>Chapter in Book Edited</b>	
Format	First M. Last, “Chapter Title,” in <i>Book Title</i> , ed(s). First M. Last and First M. Last (Place: Publisher, year), page #.
Example	Stephen F. Brown, “The Theological Virtue of Faith: An Invitation to an Ecclesial Life of Truth (IIa Iiae, qq. 1-16),” in <i>The Ethics of Aquinas</i> , ed. Stephen J. Pope (Washington D.C.: George Washington University Press, 2002), 222.
<b>Book Republished</b>	
Format	First M. Last, <i>Title</i> , # ed. (Original year; repr., Place: Publisher, republished year), page #.
Example	Thomas S. Kuhn, <i>The Structure of Scientific Revolutions</i> , 3 <sup>rd</sup> ed. (1962; repr., Chicago: University of Chicago Press, 1996), 148.
<b>Book Translated</b>	
Format	First M. Last, <i>Title</i> , # ed., trans. First M. Last and First M. Last (Place: Publisher, year), page #.
Example	Hans-Georg Gadamer, <i>Truth and Method</i> , 2 <sup>nd</sup> ed., trans. Joel Weinsheimer and Donald Marshall (1960; repr., New York: Crossroad, 1992), 302.
<b>Article (1 author)</b>	
Format	First M. Last, “Article Title,” <i>Journal Name</i> vol #, no. # (month/season, year): page #.
Example	James Fredericks, “A Universal Religious Experience?” <i>Horizons</i> 22, no. 1 (December 1995): 85.
<b>Article (2 authors) and (3+ authors)</b>	
Format	See author format in Book (2 Authors) and Book (3+ Authors) 2 Authors: First M. Last and First M. Last 3+ Authors: First M. Last, First M. Last, and First M. Last
<b>Website</b>	
Format	First M. Last, “Article Title,” <i>Website</i> , Publisher, Month ##, year, url, accessed Month ##, year.
Example	Thomas Reese, “Notre Dame, long a symbol of Catholicism in Europe, becomes a picture of its collapse,” <i>National Catholic Reporter</i> , April 16, 2019, <a href="https://www.ncronline.org/news/opinion">https://www.ncronline.org/news/opinion</a> , accessed September 22, 2019.

<sup>1</sup> Created by Abbey N. McCann and Natalia E. Wohar

Example	“African Methodist Episcopal Church Posthumously Ordains Woman Preacher,” <i>First Friday Letter</i> , World Methodist Council, 2015, <a href="http://firstfridayletter.worldmethodistcouncil.org/">http://firstfridayletter.worldmethodistcouncil.org/</a> , accessed February 10, 2021.
<b>YouTube video</b>	
Format	Name, “Video Title,” <i>YouTube</i> , year, url, accessed Month ##, year.
Example	Gorila, Fútbol, “Excelente Entrevista a Keylor Navas,” <i>YouTube</i> , 2018, <a href="https://www.youtube.com/watch?v=IjS9DtzdlwY">https://www.youtube.com/watch?v=IjS9DtzdlwY</a> .
<b>Conference Papers and Proceedings</b>	
Format	First Last, “Presentation Title,” paper presented at the <i>Name of Conference, University/Organization, City, Year</i> .
Example	Gray Matthews, “Thomas Merton and a Contemplative Foundation for the Practice of Communication,” paper presented at the <i>National Communication Association Convention, Chicago, IL, November 2004</i> .

<b>Format for Repeating a Reference in Notes</b>		
The first time a reference appears	Full citation	See n. 1
The second time a reference appears	Last Name, <i>Title</i> , #.	See n. 4
If reference repeats immediately after	<i>Ibid.</i> , #.	See n. 5, 6, 8
If reference is interrupted and reappears	Last Name, <i>Title</i> , #.	See n. 9
<p>Example:</p> <ol style="list-style-type: none"> <li>1. Irving Babbit, <i>Democracy and Leadership</i> (Indianapolis: Liberty Fund, 1924/1970), 12.</li> <li>2. George A. Panicha, <i>The Critical Legacy of Irving Babbit: An Appreciation</i> (Wilmington, DE: ISI Books, 1999), 8.</li> <li>3. August Del Noce, <i>The Crisis of Modernity</i>, trans. Carlo Lancellotti (Montreal &amp; Kingston: McGill-Queen’s UP, 2014), 299.</li> <li>4. Babbit, <i>Democracy and Leadership</i>, 32.</li> <li>5. <i>Ibid.</i>, 33-34.</li> <li>6. <i>Ibid.</i>, 34-35.</li> <li>7. Russell Kirk, <i>The Conservative Mind: From Burke to Eliot</i> (1953; repr., New York: Gateway Editions, 2016), 424.</li> <li>8. <i>Ibid.</i></li> <li>9. Babbit, <i>Democracy and Leadership</i>, 34-36.</li> <li>10. See, for example, Ronald C. Arnett, <i>Title</i> (city: Publisher, year).</li> <li>11. For more on the life of Irving Babbit, see Justin Bonanno, “Article,” <i>Journal</i> 4, no. 3 (January 2018): 4-16.</li> </ol>		

**Additional Instructions for Citations**

1. Place all citations in endnotes at the end of an essay. Title this section “Notes.”
2. Spell out months fully, e.g., December not “Dec” (n. 11 above).
3. Use an “n-dash” in between numbers, e.g., 203–215 not 203-215.
4. In endnotes, do not use colons or commas after “See”, e.g. See Irving Babbit (n. 10, 11 above).

**Additional Instructions for Body of Article**

1. Spell out numbers under 100, e.g., fifty-eight not 58; 123 not one-hundred and twenty-three.
2. Spell out “nineteenth” century, not 19<sup>th</sup> century.
3. For block quotes, tables, and figures:
  - a. Prose quotations consisting of five or more lines should be formatted as block quotes.
  - b. Block quotes are single-spaced and are **not** enclosed in quotation marks.
  - c. A line space should be inserted before and after the block quote.
  - d. Block quotes should be indented 0.5”, but the line after the block quote should not be indented.