Chicago Style
REFERENCING GUIDE

AT A GLANCE

- **The Chicago Manual of Style** describes two types of referencing styles – the first is **Notes and Bibliography** (chapter 14). This guide is based on this style.

- In this style, references are cited both in the footnotes of each page and in a reference list at the end of the document.

- More information on this style can be found in *The Chicago Manual of Style*, available from the Main Library at Z 253 .U69 2010.

- This guide is available online: http://bond.libguides.com/chicago
IN-TEXT CITATIONS

- Throughout the text, numbered markers indicate a reference.
- Numbered markers are written consecutively, starting at 1 and set in superscript.
- The corresponding bibliographic details are then placed in notes at the bottom of the page (footnotes).
- In-text note number are placed at the end of the sentence or after some other punctuation, such as a comma or parenthesis.
- After the first citation, a shortened form of the citation may be used in subsequent notes. This is designed to reduce the bulk of the document. To create a shortened citation, use the surname of the author and the main title of the work, shortened if longer than four words. See 14.24.
- “Ibid.” may be used to refer to the source in the footnote immediately preceding. For example
  7. Ibid.
  8. Ibid., 11-12.
- **Examples of how to format notes are shown in the sections below.**

  See chapter 14 of *The Chicago Manual of Style* for more detailed examples.

BIBLIOGRAPHY

- A **bibliography** may be included at the end of the text, listing all references included in the text. See 14.59.
- The formatting of the bibliography differs slightly to the notes. The main differences are:
  - The name of the first author is inverted to *Last name, First name*, in order to alphabetise the list.
  - The specific page number references will be removed, except in the case of a chapter in an edited book. See 14.56.
- **Examples of how to format the bibliography are shown in the sections below.**

  See chapter 14 of *The Chicago Manual of Style* for more detailed examples.
EXAMPLES

As one of the most established forms of published material, the formatting of book citations provides a basis for other sources.

The formatting of the notes and bibliography entries for common sources of information are shown below.

BOOK WITH SINGLE AUTHOR OR EDITOR

For books with a single author, give the authors name in the normal order in the notes. Invert the authors name in the bibliography entry (Last name, First name).

If needed, include specific page numbers in the notes, but not the bibliography.

For chapters in edited books, the page numbers of the chapter are included in the bibliography – see the section on chapters on the next page for specific details.

Notes:


Bibliography:


BOOK WITH MULTIPLE AUTHORS OR EDITORS

For books with multiple authors or editors, only the first author’s name is inverted (Last name, First name) in the bibliography and all other authors names are listed in the normal order.

In the notes, the authors names are listed as follows:

Two authors (or editors)

Notes:


Bibliography:


Three authors (or editors):

Notes:

Bibliography:


**Four or more authors (or editors):**

Notes:


Bibliography:


**CHAPTER IN AN EDITED BOOK**

For chapters in edited books, include the author and title details of the chapter in addition to the author and title details of the book. The title of the book should be preceded by the word *in*.

The page range of the chapter is included in the bibliography reference, but not in the notes. See 14.111-17.

Notes:


Bibliography:


**BOOK DOWNLOADED AND READ ON ELECTRONIC READER**

Books that are downloaded from the library or a bookseller are cited in the same way that printed books are, with the addition of the type of reader included, e.g. Kindle edition, PDF e-book. See 14.166.

Notes:


Bibliography:

BOOK READ ONLINE

If a version of a printed book has been read online, it is cited in the same way as the printed book, with the addition of DOI or URL to indicate that the online version has been used. For where to break a long URL, see 14.12.

Notes:


Bibliography:


JOURNAL ARTICLE IN PRINT

Include the volume and issue number and date of publication. The page range is included in the bibliography entry, but not the notes.

If the page numbers run consecutively across the volume or if the month or season is included with the year, the issue number may be left out. See 14.170 for more details.

Notes:


Bibliography:


JOURNAL ARTICLE READ ONLINE

If an article is read online, include a DOI or URL if no DOI is available, to indicate that the article was read online.

Notes:


Bibliography:

WEBPAGE

Websites may be referred to by the title, author, domain name or a descriptive phrase. If possible, include the author of the content, the owner or sponsor of the site, the URL and the publication date. If no publication date is available, include an access date, preceded by the word accessed. See 14.243-6.

Notes:


Bibliography:


NEwsPaper Article

Newspaper articles are treated similarly to journal articles. Include the author, if known and the title of the article or column heading. The date should be included and the specific edition, if more than one edition is published on the same day. If the newspaper is separated into sections, the name of the section may be included. Page numbers don’t need to be included. If read online, include the URL. See 14.203-13 for more details.

Notes:


Bibliography:


Audiovisual Materials

Rules for what to include in an audiovisual reference will depend on the source. See 14.274-280.

Citing a DVD

Notes:


Bibliography:

LEGAL DOCUMENTS

The Chicago Manual of Style recommends using a legal system of citation for texts with predominantly legal references. Legal citation systems include:

The Bluebook – Law Library K 114 BLU 2010
The Australian Guide to Legal citation – Law Library K 114.K1 AUS 2010

UNIVERSITY LECTURE MATERIAL

Lecture material is treated as unpublished or informally published material.
Include the author, title, event, location and date.
See 14.226.

Notes:


Bibliography:


FURTHER INFORMATION

For further information on Chicago style referencing, consult the following:

• This guide is available online http://bond.libguides.com/chicago