



CHICAGO REFERENCING STYLE GUIDE

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REFERENCING

Referencing acknowledges the sources that you use to write your essay or assignment paper. Please see the section of this guide regarding intellectual honesty and plagiarism.

Citations are used throughout your writing to acknowledge the sources of your information. The full details of the citations are listed at the end of your assignment paper in a **Bibliography**.

It is important to first consult your unit outline, lecturer or tutor for the preferred citation style for each unit you undertake.

ACADEMIC HONESTY AND PLAGIARISM

At Western Sydney University plagiarism falls within the framework of the **Student Misconduct Rule** and its **associated guidelines**.

Further information about the importance of academic honesty is available on the Library **website**.

ABOUT THE CHICAGO STYLE

The Chicago citation style is used widely for academic writing in the humanities, social sciences and natural sciences. There are two formats of referencing within the Chicago style. One is **notes-bibliography** and the other **author-date**. This guide shows examples for the notes-bibliography format only, which uses a numerical system of footnotes or endnotes with a Bibliography. The author-date format is similar to the Harvard style and is detailed in the official *Chicago Manual of Style (CMOS)*.

Examples of the most common types of citations used by students are included in this guide. It is based on the *Chicago Manual of Style 17th Edition*, which is available online via the Library catalogue. If you are unable to find the referencing example, you require in this guide, more examples can be found on the website at http://www.chicagomanualofstyle.org/tools_citationguide/citation-guide-1.html

For further support, please contact the Library:

- o Phone 02 9852 5353
- o Email <https://library.westernsydney.edu.au/main/help/contact-us>
- o Online Librarian <https://library.westernsydney.edu.au/main/guides/referencing-citation/i%3aCite>
- o I:Cite <http://library.westernsydney.edu.au/main/guides/referencing-citation/i%3aCite>

REFERENCING SOURCES WITHIN THE TEXT OF THE PAPER

Throughout the text of your paper you must acknowledge the sources used in your writing. Whenever you present a statement of evidence such as a quote, or when you use someone else's ideas, opinions or theories in your own words (paraphrasing), you must acknowledge your sources.

The Chicago notes-bibliography style is a numbered system whereby authorship is acknowledged using a number to represent the reference. The reader can follow this in-text number to the corresponding number in the footnote or endnote.

Citation numbers should be inserted in superscript to the right of commas and full stops, and to the left of colons and semi-colons.

This guide shows examples for a footnotes-bibliography structure. In the case of most assignment papers and essays where footnotes and a bibliography are used, the footnote citation details can be quite brief because the full details can be found in the Bibliography. Endnotes (or both footnotes **and** endnotes) may be used in a large document where non-citation related notes may be required. For more information on combining the use of footnotes and endnotes see **CMOS section 14.43**. Check the requirements of your unit or School in regard to using footnotes and endnotes.

Below are some examples of how to cite sources within the text of your paper.

When you summarise the general idea of a source in your own words, you must cite the author or body responsible for the work. A new number is used for each citation, even for a previously cited source.

Every time you wish to cite a source, place the number at the end of the sentence or end of the clause e.g.

...and Mullan described narration thoroughly.¹

The narration of works can be divided into the two types,² however others suggest...

If you directly provide **fewer than 100 words or 8 lines** of a quote, enclose the quotation by **double** quotation marks within the text e.g.

Mullan explained that tone should be "anti-solemn".³

Note: Page number(s) for quotes should be provided in the footnote. See examples throughout this guide.

If the quotation is **greater than 100 words or 8 lines** it should be displayed in an indented block without quotation marks. Other quotes that could be offset include poetry, letters or groups of short quotations.

Mullan stated,

James is making an argument about a singular novel, but that last phrase is evidence enough of his disdain for the form in general. He expresses this elsewhere in his criticism and correspondence, notably in an extraordinary letter to H. G. Wells. In 1911 Wells had sent James a copy of his latest novel, *The New Machiavelli* (1911), which is narrated in the first person.⁴

FOOTNOTES

As the full details of a source are given in the Bibliography, citations in footnotes can be given in shortened form. The shortened form consists of the author's surname, title (shortened if more than four words) and page, if available. The page reference in a footnote should sit directly after the citation. The box below represents the footnote section of a page. See how the citation for Sylwester is repeated below; cited in footnotes 10, 12, 14 and 15. The abbreviation **Ibid.** is used when a reference has been cited in the footnote **immediately** preceding as in footnote 15.

10. Sylwester, *Adolescent Brain*, 62.
11. Mullan, *How Novels Work*, 41.
12. Sylwester, *Adolescent Brain*, 75.
13. Anderson and Poole, *Assignment and Thesis Writing*, 65.
14. Sylwester, *Adolescent Brain*, 29.
15. Ibid., 116.

To cite two or more references together place them in a footnote using only one number to represent them in text. Separate the references in the footnote using a semi-colon and place them in the order in which they appear in the text. Indent the first line of each footnote 1.27cm or 5 spaces from the left margin.

- Mullan provides examples of different genres while Anderson and Poole focus on academic writing.¹¹
11. Mullan, *How Novels Work*, 41; Anderson and Poole, *Assignment and Thesis Writing*, 65

Please note, this guide contains footnote examples for short citations only. If you are instructed by your academic to provide a full reference in the footnote, the first time a work is cited please refer to the examples in the I:Cite tool on the library website:

<http://library.westernsydney.edu.au/main/guides/referencing-citation/i%3aCite>

BIBLIOGRAPHY

A Bibliography is a list of the full details of all the sources you cited in your paper. In the Chicago style the bibliography starts on a separate page at the end of your assignment paper and is titled **Bibliography**. The Bibliography contains details of the sources used in writing your paper and can include works not cited in your paper that you consulted in your research.

All sources appearing in the Bibliography must be ordered **alphabetically by surname** of the first author or title if no author is identified.

Works by the same author/s are listed alphabetically by title. Bibliographies with only one author are ordered chronologically.

The name of the first author is inverted (i.e. *Margot Broadman* to *Broadman, Margot*); subsequent author's names are given in the form in which they appear in the original source publication.

The bibliography should be **double spaced** and **hanging indents** used for each entry. A hanging indent is where the first line starts at the left margin and subsequent lines are indented about 5 spaces or 1.27cm. There are no line spaces between references.

Italics is the preferred format for titles of books, journals and videos. However, article and chapter titles are **not** italicised; these are put in double quotation marks. **Capitalisation** within the Chicago style requires all major words to be first letter upper case.

More detailed information on bibliographies can be found in **CMOS section 14.21–23**.

Example of a bibliography:

Bibliography

- Anderson, Jonathan, and Millicent E. Poole. *Assignment and Thesis Writing*. 4th ed. Milton, Qld.: John Wiley & Sons, 2001.
- Craven, Ian, ed. *Australian Cinema in the 1990s*. London: Frank Cass, 2001.
- Este, J., C. Warren, L. Connor, M. Brown, R. Pollard, and T. O'Connor. *Life in the Clickstream: The Future of Journalism*. Media Entertainment and Arts Alliance, 2008.
- http://www.alliance.org.au/documents/foj_report_final.pdf.
- Ferres, Kay. "Idiot box: Television, Urban Myths and Ethical Scenarios." In *Australian Cinema in the 1990s*, edited by Ian Craven, 175-88. London: Frank Cass, 2001.
- Hansen, Anders, Simon Cottle, Ralph Negrine, and Chris Newbold. *Mass Communication Research Methods*. Basingstoke: Macmillan, 1998.
- Jackson, Debra, Angela Firtko, and Michael Edenborough. "Personal Resilience as a Strategy for Surviving and Thriving in the Face of Workplace Adversity: A Literature Review." *Journal of Advanced Nursing* 60, no. 1 (2007): 1-9. <https://doi.org/10.1086/525508>.
- Knowles, Malcolm S. "Independent Study." In *Using Learning Contracts*, 73-122. San Francisco: Jossey-Bass, 1986.
- Merriam-Webster's Collegiate Dictionary*. 10th ed. Springfield, MA: Merriam Webster, 1993.
- Mullan, John. *How Novels Work*. Oxford: OUP, 2006. Proquest Ebook Central.
- Sylwester, Robert. *The Adolescent Brain: Reaching for Autonomy*. Heatherton, Victoria: Hawker Brownlow Education, 2008.
- Younger, Paula. "Using the Internet to Conduct a Literature Search." *Nursing Standard* 19, no. 6 (2004): 45-51.

ELECTRONIC ITEMS

Electronic sources should be referenced in the same format as that for a “fixed-media source”, such as a book, with the DOI (digital object identifier) included at the end as a URL, e.g.

<https://doi.org/10.1080/10.1201/b15592>. If a DOI is not available, provide the direct URL if the item is freely accessible or the name of the database if access is restricted, e.g. subscribed library database. A **stable URL** may also be used for restricted access. Many databases have options to create stable URLs – look for terms like ‘Permalink’, ‘Bookmark URL’, ‘Embed/Link’.

Access dates are required for sources viewed online when a published date is not provided. Chicago style also allows access dates if instructed by your academic in cases where websites are subject to change. An access date is placed before the URL in a reference e.g.

Atkin, M. “Bermagui Forest Disputed Turf.” *The Hack Half Hour*. November 13, 2008. Podcast, 13:10. Accessed April 2, 2009. <http://www.abc.net.au/triplej/hack/notes/>.

REFERENCING SECONDARY SOURCES

The Chicago style discourages the use of secondary sources and advises that authors should always consult the primary source of information, except where the primary source is unavailable. Although not preferable, you may sometimes need to quote or paraphrase a source (A) that is referred to within another source (B). Details of the original source and the secondary source should be cited in your paper.

For example, the book you are using is written by Smith who quotes another author called Jones. In your essay, you wish to use Jones’ idea. In the footnote you should acknowledge Jones **and** Smith, e.g.

Jones agreed that the experiment “failed to confirm this hypothesis”.¹

or

The experiment “failed to confirm this hypothesis”.¹

Provide all known details of the primary source (as given by the secondary source) *and* details of the secondary source in the footnote. Names are not inverted in footnotes. e.g.

1. Chris Jones, *Hypotheses*, 2008, quoted in Jack Smith, *Analysing Hypotheses* (Penrith: Western Sydney University, 2009), 29.

Provide the details of the primary and secondary source in the bibliography e.g.

Jones, Chris. *Hypotheses*. 2008. Quoted in Jack Smith. *Analysing Hypotheses*. Penrith: Western Sydney University, 2009, 29.

BOOKS AND BOOK CHAPTERS

SINGLE AUTHOR

Bibliography	Sylwester, Robert. <i>The Adolescent Brain: Reaching for Autonomy</i> . Heatherton, Victoria: Hawker Brownlow Education, 2008.
Footnote	1. Sylwester, <i>Adolescent Brain</i> , 89.

TWO OR THREE AUTHORS

Bibliography	Anderson, Jonathan, and Millicent E. Poole. <i>Assignment and Thesis Writing</i> . 4th ed. Milton, Qld.: John Wiley & Sons, 2001.
Footnote	2. Anderson and Poole, <i>Assignment and Thesis Writing</i> , 65.

FOUR OR MORE AUTHORS

Bibliography	Hansen, Anders, Simon Cottle, Ralph Negrine, and Chris Newbold. <i>Mass Communication Research Methods</i> . Basingstoke: Macmillan, 1998. <i>Note: Invert only the first author's name e.g. surname, first name.</i>
Footnote	3. Anders et al., <i>Mass Communication Research Methods</i> , 104. <i>Note: In the footnote, if an item has more than three authors you may abbreviate the remaining authors as 'et al.' ("and others").</i>

NO AUTHOR (INCL. DICTIONARY OR ENCYCLOPEDIA)

Bibliography	<i>Merriam-Webster's Collegiate Dictionary</i> . 10th ed. Springfield, MA: Merriam Webster, 1993.
Footnote	4. <i>Merriam-Webster's</i> , 11.

EDITED BOOK

Bibliography	Craven, Ian, ed. <i>Australian Cinema in the 1990s</i> . London: Frank Cass, 2001.
Footnote	5. Craven, <i>Australian Cinema</i> , 25.

CHAPTER OR ARTICLE IN BOOK

Bibliography	Knowles, Malcolm S. "Independent Study." In <i>Using Learning Contracts</i> , 73-112. San Francisco: Jossey-Bass, 1986.
Footnote	6. Knowles, "Independent Study," 79.

CHAPTER OR ARTICLE IN AN EDITED BOOK

Bibliography	Ferres, Kay. "Idiot box: Television, Urban Myths and Ethical Scenarios." In <i>Australian Cinema in the 1990s</i> , edited by Ian Craven, 175-88. London: Frank Cass, 2001. <i>See also CMOS section 14.108 on how to cite several contributions by different authors from the same book.</i>
Footnote	7. Ferres, "Idiot Box," 179.

E-BOOK

Bibliography	Mullan, John. <i>How Novels Work</i> . Oxford: OUP, 2006. ProQuest Ebook Central. <i>If a DOI is available, include it as a URL at the end of the reference, e.g. https://doi.org/10.1086/884652. If there is no DOI and the book is accessed via a library database, add the name of the database. If the e-book has no DOI and not available via a library database add the URL at the end.</i>
Footnote	8. Mullan, <i>How Novels Work</i> , chap. 2, Recollections. <i>When a work is not paginated use chapter or paragraph number (if available) section heading or descriptive phrase. If the document is small and searchable, locators may be omitted. For more information on page location in electronic format and online see CMOS sections 14.160 and 14.161.</i>

JOURNAL ARTICLES, NEWSPAPER ARTICLES AND CONFERENCE PAPERS

The format for more than one author is the same for all sources including journal articles, therefore, refer to the examples for books in this guide.

JOURNAL ARTICLE (PRINT VERSION)

Bibliography	Younger, Paula. "Using the Internet to Conduct a Literature Search." <i>Nursing Standard</i> 19, no. 6 (2004): 45-51. <i>Chicago style only includes the issue number (e.g. no. 6) for special/theme issues, or where the pagination does not continue throughout the volume, i.e. starts from 1 in each issue. Month or issue date is preferred over issue number.</i>
Footnote	9. Younger, "Using the Internet," 45-47.

JOURNAL ARTICLE (FULL-TEXT FROM ELECTRONIC DATABASE)

Bibliography	Jackson, Debra, Angela Firtko, and Michael Edenborough. "Personal Resilience as a Strategy for Surviving and Thriving in the Face of Workplace Adversity: A Literature Review." <i>Journal of Advanced Nursing</i> 60, no. 1 (2007): 1-9. https://doi.org/10.1111/j.1365-2648.2007.04412.x. <i>If a DOI is available add the URL prefix https://doi.org, no further location elements are required. If no DOI is available, provide the name of the database or a stable URL.</i>
Footnote	10. Jackson, Firkto and Edenborough, "Personal Resilience," 3.

NON-ENGLISH JOURNAL ARTICLE TRANSLATED INTO ENGLISH

Bibliography	Von Der Luhe, I. "I Without Guarantees: Ingeborg Bachmann's Frankfurt Lectures on Poetics." Translated by MT Kraus. <i>New German Critique</i> 8, no. 27 (1982): 31-56.
Footnote	11. Von Der Luhe, "I Without Guarantees," 36.

NEWSPAPER ARTICLE

Bibliography	<i>Note: In the Chicago style, newspaper articles are more commonly cited in notes than in a Bibliography. Include all details in the footnote. Chicago does not recommend using page numbers for newspaper articles but a section number or edition could be included. For an article available on the internet, include the URL. If the online content is subject to change such as breaking news provide a time stamp and if instructed by your lecturer, an access date. e.g. ... 3:55 pm. EST, accessed July 27, 2014, http://smh.com...</i>
Footnote	12. H. Berkovic, "Handouts May Not be Sent: Tax Office Seeks Quick Resolution of High Court Challenge," <i>Australian</i>, March 31, 2009. 7. Jason Samenow, "Storm Warning: High Winds," <i>Washington Post</i>, January 21, 2016, 3:55 p.m. EST, https://www.washingtonpost.com/news/capital-weather-gang/wp/2016/01/21/.

NEWSPAPER ARTICLE (FROM ELECTRONIC DATABASE)

Bibliography	<i>Note: Newspaper articles are more commonly cited in notes than in the Bibliography. Include all details in the footnote. If a stable URL is not available use the name of the database instead. (for more examples see CMOS section 14.191 – 14.200).</i>
Footnote	13. WC. Wentworth, "Why We Need a Permanent Base on the Moon," <i>Sydney Morning Herald</i> , January 24, 1984, Sydney Morning Herald Archives.

ARTICLE (FROM THE INTERNET)

Bibliography	Cooper, D. "Native Ant May Stop Toad in its Tracks." <i>ABC Science</i> , March 31, 2009. http://www.abc.net.au/science/articles/2009/03/31/2530686.htm?site=science&topic=latest .
Footnote	14. Cooper, "Native Ant".

PROCEEDINGS OF MEETINGS AND SYMPOSIUMS, CONFERENCE PAPERS

Bibliography	Boardman, Margot. "Learning Communities Contribution to Educational Improvement: Joint Participation for Mutual Gain in Early Childhood Education." Paper presented at the <i>International Education Research Conference AARE/NZARE</i> , Auckland, New Zealand, November 30 – December 3, 2003. http://aare.edu.au/03pap/boa03496.pdf .
Footnote	15. Boardman, "Learning Communities", 13.

OTHER MATERIALS

INTERVIEW UNPUBLISHED/ PERSONAL COMMUNICATION

Bibliography	<i>Unpublished interviews or personal communications are only cited in footnotes; they are not listed in Bibliographies. All details are provided in the footnote</i>
Footnote	Interview conducted by yourself: 1. Graham Strong (pastor, Wayfare Chapel), interview by author, May 5, 2014. Interview conducted by another person: 2. Nellie Melba, interview by Albert Smith, September 1924, Oral History Archive, National Library, Australia. Personal email. Begin with the name of the sender: 3. Graham Strong (pastor, Wayfare Chapel), email message to the author, May 23, 2014. If source is referred to again use the short form: 7. Melba, interview.

ONLINE LECTURE / LECTURE NOTES

Bibliography	<i>Avoid citing lectures where possible. It is better to go directly to the source. Ask your lecturer for a bibliography of their lecture or check your unit's Readings and Resources list.</i> <i>Lectures are only cited in footnotes; they are not listed in Bibliographies unless advised by your tutor or lecturer.</i>
Footnote	Face to face lecture: 24. Stan Dyer, "Introduction" (lecture, 101033 Modernism, Western Sydney University, Penrith. January 10, 2014). Recorded lecture: 26. Stan Dyer, "History of Modernism," lecture, 101033 Modernism, Western Sydney University, May 26, 2014, webinar, MPEG copy, 0:40:37, https://vuws.westernsydney.edu.au/webapps/blackboard/execute/handle=lecture=vie <i>If the file can be downloaded provide the file name and length of recording. For lecture notes provide the file type e.g. PDF or PowerPoint after the title.</i>

MUSIC SCORE

Bibliography	Mozart, Wolfgang Amadeus. <i>Sonatas and Fantasies for the Piano</i>. Prepared from the autographs and earliest printed sources by Nathan Broder. Rev. Ed. Bryn Mawr, PA: Theodore Presser, 1960.
Footnote	27. Mozart, <i>Sonatas and Fantasies</i>.

ARTICLE/CHAPTER FROM UNIT READER

Bibliography	Rousseau, Jean-Jacques. "The Reveries of the Solitary Walker." In <i>Text and History 100598 Unit Reader</i>. Compiled by Annette Smith 33-46. Penrith: University Western Sydney, 2014. Originally published in Walter Kelly trans. and John Flinders ed., <i>The Collected Writings of Rousseau</i>, (London: George Pell & Sons, 1938). <i>If the work has come from the public domain e.g. public website, use the words ... reprinted from Walter Kelly, ... If original publication details are not provided then treat as a chapter in an edited book or consult your lecturer.</i>
Footnote	31. Rousseau, "Reveries of the Solitary Walker", 35.

VIDEO (FROM THE INTERNET)

Bibliography	SouthLanarkshireTV. "In Focus: Forest Kindergarten." YouTube video, 5:42. August 13, 2010. https://www.youtube.com/watch?v=g8WWrRzf7ZU&list=TLEXvO6QPfALk. <i>Cite non-conventional formats of author names and words e.g. YouTube as they appear in the source. 5:42 indicates the length of the video.</i>
Footnote	35. SouthLanarkshireTV, "In Focus: Forest Kindergarten."

AUDIO (FROM THE INTERNET)

Bibliography	"Allegro Molto Appassionato," <i>Violin Concerto in E minor, Op. 64</i>. Performed by Franziska Fröh (violin) with the Fulda Symphony Orchestra, Grosser Saal der Orangerie Fulda, March 18, 2001, 13 min., 27 sec. https:// commons .wikimedia.org /wiki/File: Felix_Mendelssohn_Violinkonzert_e-moll _1._Allegro_molto_appassionato.ogg. <i>If the audio visual item is a downloadable file, include the format after the date before the URL or access date if one is used e.g. ...November 4, 2006. MPEG, http://www...</i> <i>The reference can be formatted under the title of the recording or the composer/performer depending on which is most important to the discussion.</i> <i>For a database provide a stable URL or the name of the database e.g. Music Online.</i>
Footnote	36. "Allegro Molto Appassionato."

THESIS

Bibliography	Fayadh, Khalad Hamad. "The legal regulation of assisted reproductive technology in Iraq: Lessons from the Australian approach." PhD thesis, Western Sydney University, 2015. http://handle.uws.edu.au:8081/1959.7/uws:32383. <i>A thesis is treated as not published or informally published therefore the title is not italicized</i>
Footnote	31. Fayadh, "Legal regulation," 6.

UNPUBLISHED WORKS OR DOCUMENTS (ARCHIVED MANUSCRIPTS OR LETTERS)

Bibliography	<i>Note: Archived unpublished works such as manuscripts and letters are often stored in microform or in online databases. Add the format type and URL to the reference as required. Private documents are detailed only in the note if the sources are not retrievable as with personal communication.</i> Matthews, Race. Letter and photographs from the Hon Race Mathews, MLA to Hon. E.G. Whitlam AC, QC, September 1, 1985. Accessed October 21, 2009. http://cem.uws.edu.au/R/YHLSR23PA4CH-00346?func=results-jump-full&set_entry=000005.
Footnote	33. Matthews to Whitlam, 1 September 1985, Letter.

WEB PAGE /DOCUMENT ON THE INTERNET

Bibliography	Document on the internet: Este, J., C. Warren, L. Connor, M. Brown, R. Pollard and T. O'Connor. <i>Life in the Clickstream: The Future of Journalism</i>. Media Entertainment and Arts Alliance, 2008. http://www.alliance.org.au/documents/foj_report_final.pdf. Document on the internet, no author, no date: <i>Developing an argument</i>. Princeton Writing Centre. Accessed May 12, 2014. http://web.princeton.edu/sites/writing/Writing_Center/WCWritingResources.htm. Web page on the internet, no author no date: “Swim with Whales: An Unforgettable Wildlife Encounter.” WDCS International. Accessed November 18, 2014. http://whales.org/encounters/big_whales. <i>When there is no publication or modified date use the access date. They may also be used if instructed by your academic in cases where websites are subject to change.</i> <i>For further information and examples on webpages and websites see CMOS section 14.206 and 14.207.</i>
Footnote	37. Este et al., <i>Life in the Clickstream</i>. 38. <i>Developing an Argument</i>. 39. “Swim with whales.”

For further assistance with referencing please contact the **Library** on 9852 5353.