Chicago (16th) Referencing

Chicago is a running notes referencing system that uses footnotes. It is commonly used in the Humanities and Social Sciences. These examples will show you:

- How to insert a reference in the body of your text
- How to format your references in the footnotes
- How to format your references in the bibliography

You can access the print copy of the Chicago manual of style in the Library.

**Inserting in-text citations using Chicago style**

Footnotes should provide either the full details of the source, or sufficient summary details to enable the reader to identify the source in the bibliography/reference list.

Full details of the source should be included the first time a source is cited, with a shortened version for subsequent uses. The full details must be included in the bibliography/reference list.

For example:

Smith highlights the difficulties in conversation between a patient and a doctor. ¹

**First footnote**


**Subsequent footnote**


**Reference**


The first footnote gives details of the publication, including the author's initials (or first name if listed) followed by their last name. It includes the pages to which the citation refers, for example, 7-10. Any subsequent citations only need to include the author's last name and the title along with the page number. Where the title is less than five words it shouldn't be shortened. Longer titles can be shortened (for example, J.K. Rowling's *Harry Potter and the Order of the Phoenix* could be shortened to *Rowling, Order of the Phoenix*). For more information about the format of footnotes, see Chapter 14 of the Chicago Manual of Style Online.

**Formatting a bibliography or reference list in Chicago style**

The bibliography will list all resources alphabetically by author’s surname. You may be asked to split your bibliography into sections such as primary and secondary materials; see the guidance from your lecturer/department on this.

The first author’s name is *inverted* in the bibliography with the surname appearing first, e.g. McClintock, Russell. Any subsequent author’s names should be presented with their first name/initial and then last name.

If the reference runs over to two lines or more, the second and subsequent lines of the reference should be indented.

The elements in a bibliography entry are separated by a stop, rather than by a comma.

**Example**


**Using Ibid. in footnotes in Chicago style**

'Ibid.' is a shortened form of the word Ibidem, meaning ‘in the same place’. It can be used in the Chicago style of referencing where a source is cited multiple times, where it is referring to the source *directly preceding* the footnote.
Ibid. is used in the footnote were the preceding source is identical (except for the page number), for example


4. Ibid., 17-18.

**Citing quotations in Chicago style**

When directly quoting from another person's work, you can:

- Include it as part of your sentence where the quote is less than three lines of text or two lines of poetry.
- Format as an indented block quotation where there are more than three lines of text or two lines of poetry.
- In the footnote include the page number(s), or the line number(s) for lines of poetry or a play script.

**Example of a short quotation**

Always use double quotation marks to enclose a short quotation, for example:

Pear and Shields state "There is no need to reference things which are considered common knowledge."  


**Example of a longer quotation**

For longer quotations, quotation marks are not used, instead use block quotation and clearly indent the quote. For example:

Pears and Shields comment that:

> Referencing is the process of acknowledging other people's work, when you have used it in your assignment or research. It allows the reader to locate other source material as quickly and easily as possible so that they can read these sources themselves and verify the validity of your arguments. referencing provides the link between what you write and the evidence on which it is based.


**Referencing sources with more than one author in Chicago style**

For sources with one, two or three authors you should give all names in the footnote and in your reference list/bibliography. In the reference list/bibliography, the first listed author is presented last name first, then first name/initial. Any subsequent author(s) should be presented with their first name/initial and then last name. For example,


**Bibliography/reference list**


For sources with four or more authors you should give the name of the first author in the footnote, followed by et al. All named authors should be listed in the bibliography/reference list, for example,

In the text
Cite your sources by referring the reader to a footnote containing information about the source used using numbers set as superscript.

Example
As McClintock observes; "The result was a self-fulfilling prophecy: the more forcefully the South defended slavery’s rights against perceived Northern attacks, the more Northerners came to resent Southern power and speak out against slavery." ¹

In the footnotes
Required elements
Author first name author last name, Title, Edition (if it is not the first edition) (Place of Publication: Publisher, year of publication), page reference.

Example

In the bibliography
Required elements
Author last name, first name (subsequent authors are listed first name last name), Edition (if not the first). (Place of Publication: Publisher, date of publication). Title.

Example

Format of authors:
For books with multiple authors, only the first name listed is inverted in the bibliography entry. List all of the authors names in the order that they appear on the title page.

First names can be used in place of initials. For authors who always use initials, full names should not be listed (eg. P.D. James, H.G. Wells). Degrees or affiliations listed after an authors' name on a title page are omitted.

Examples:

* Book with a single author, first edition or no edition given:

* Book with a single author, multiple editions:

Referencing an ebook using Chicago style

In the text
Cite your sources by referring the reader to a footnote containing information about the source used using numbers set as superscript.

Example
As McClintock observes; "The result was a self-fulfilling prophecy: the more forcefully the South defended slavery’s rights against perceived Northern attacks, the more Northerners came to resent Southern power and speak out against slavery." ¹

In the footnotes
When referring to an electronic source such as an ebook, Chicago recommends that you provide a URL or a doi. A doi is a digital object identifier. Many ejournal articles have dois. For more information about dois, see www.doi.org. The URL or doi should be the final element of your reference.

Required elements
Author first name author last name, Title, Edition (if it is not the first edition) (Place of Publication: Publisher, year of publication), page reference. URL or doi
Example


If citing a chapter in an edited ebook, the required elements are:

Chapter author first name, last name, "Title of chapter" in *Book title*, ed. editor(s) first name, editor(s) last name (Place of Publication: Publisher, year of publication), page reference. URL or doi

Example


For ebooks that have been downloaded to a device such as a Kindle, rather than read online, see this guidance from the Chicago Manual of Style Online.

In the bibliography

**Required elements**

Author or editor last name, first name. *Title*. Edition (if not the first). Volume (if applicable). Series title (if applicable). (Place of publication: Publisher, year of publication). Page numbers (if applicable). URL or doi

Example


If the reference runs over to two lines or more, the second and subsequent lines of the reference should be indented.

**Format of authors:**

For books with multiple authors, only the first name listed is inverted in the bibliography entry. List all of the authors names in the order that they appear on the title page.

Authors names are used as they appear on the title page of the book. First names can be used in place of initials. For authors who always use initials, full names should not be listed (eg. P.D. James, H.G. Wells). Degrees or affiliations listed after an authors’ name on a title page are omitted.

Examples:

* Book with a single author, first edition or no edition given:

* Book with a single author, multiple editions:

Reference a chapter of an edited book using Chicago style

**Required elements**

Chapter author first name last name, "Chapter title" in *Book Title*, ed. Editor (Place of Publication: Publisher, year of publication), page number.

Example
Referencing an electronic journal article using Chicago style

In the footnote

Required elements

Author first name author last name, "Title of article," Title of Journal/Volume number, no. issue number (Year of publication): page reference, doi:

OR

Author first name author last name, "Title of article," Title of Journal/Volume number, no. issue number (Year of publication): page reference, accessed Month day, year, URL

Examples


OR


In the bibliography/referenced list

Required elements

Author first name author last name. "Title of article." Title of Journal/Volume number, no. issue number (Year of publication): page range. doi:

OR

Author first name author last name. "Title of article." Title of Journal/Volume number, no. issue number (Year of publication): page range. Accessed Month day, year. URL

Examples


OR


Referencing newspaper articles using Chicago style

In the footnote

Required elements

Author first name author last name, "Title of article," Title of Newspaper/Month day, year (Year of publication): page reference, doi:

OR

Author first name author last name, "Title of article," Title of Newspaper/Month day, year (Year of publication): page reference, accessed Month day, year, URL

In the bibliography/referenced list

Required elements

Author first name author last name. "Title of article." Title of Newspaper/Month day, year (Year of publication): page range. doi:

OR

Author first name author last name. "Title of article." Title of Newspaper/Month day, year (Year of publication): page range. Accessed Month day, year. URL