NOTE: Before you compile your bibliography, check with your lecturer/tutor for the bibliographic style preferred by the School.

INTRODUCTION

- The Chicago Manual of Style allows for two different types of reference styles:
  - Notes-Bibliography Style (the subject of this guide), and the
  - Author-Date System (refer to the Chicago 15th B Style guide).

- While the Notes-Bibliography Style allows for either footnotes or endnotes, this guide will deal with footnotes only in a format suitable for undergraduate essays.

- Bibliographic citations are provided in footnotes, supplemented by a bibliography at the end of the document.

- Your footnotes and bibliography should identify references cited (eg. book, journal article, Internet site, video) in sufficient detail so that others may locate and consult your references.

- Punctuation marks and spaces within the citation are very important. Follow the punctuation and spacing exactly as given in the examples.

- For situations not listed here, see chapters 16 and 17 of the 15th edition of the Chicago Manual of Style. It is available online via the UQ Library catalogue.
WHAT DOES IT LOOK LIKE?

The text of your document will contain **reference numbers** linking to the **footnotes** at the bottom of the page, like this:

The choice of controlled vocabulary or natural language in the searching of databases is also important. Walker compared these two search methods in a range of humanities databases and found that controlled vocabulary searching produced more results. However, her searches using natural language were limited to the title fields of the records in the databases, which probably invalidated her results, as researchers using natural language searching tend to search terms across all fields in the database records.

Knapp and others conducted searches for humanities scholars on controlled vocabulary databases, using both controlled vocabulary and free-text terms, and they found that combining both approaches yielded more relevant items and higher recall than either method alone. They went so far as to assert that "a new paradigm is required for keyword searching."

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26 Ibid., 429.

At the end of your document, all the works cited (and any other works that you consulted) will be listed in a **bibliography**, arranged alphabetically by author. The references in the bibliography are in a slightly **different format**:

**Bibliography**


FOOTNOTES

- Footnotes are created by the footnote function of the word processing software, which will generate a numbered marker in the text. The footnote markers in the text should be superscript Arabic numerals. Footnotes are numbered consecutively, beginning with 1.

- Insert footnotes at the end of the sentence or at the end of a clause, following any punctuation. For example:

  There has been considerable debate concerning this question.5

- Footnotes can be used for comments as well as for bibliographical references.

- **Multiple citation:** A note that applies to more than one location should be cross-referenced, e.g.

  18. See note 3 above.

- **Multiple references:** Several citations or comments can be included in a single footnote, separated by a semi-colon, e.g.


- Full details must be given in the footnote at the first mention of any work cited. Subsequent citations should be shortened, whenever possible. Do not use the abbreviation *op. cit.*


- The **short form** of a citation consists of the family name of the author(s) and the main title of the work cited, usually shortened if more than four words.

- The specific **page reference** follows the bibliographical details, as shown in the above examples. If the work consists of more than one volume, the **volume number** appears first, followed by a colon, e.g.


- The abbreviation *Ibid.* (from the Latin "ibidem" meaning "in the same place") refers to a single work cited in the footnote immediately preceding:


  6. Ibid., 258–59.

- For a work by **more than three authors**, the citation in the footnote should give the name of the first author in full, followed by "and others", with no intervening comma. See example 7 in the Book section below. Optionally, the Latin abbreviation "et al." may be used instead of "and others."

- Record the **authors’ names** exactly as they appear on the work.

- When recording **titles** (whether titles of books, articles, theses, etc.), **capitalise** the first and last words of the title and subtitle, and all other major words.
For anonymous works an editor or translator can be cited as the author. See example 8 below.

If there is no personal author or editor, a corporate body responsible for the work can be cited as the author. See example 11 below.

If there is no indication of a person or corporate body responsible for the text, the title is used as the first element of a citation in the footnote. See example 10 below.

For a text by one author which has been edited and/or translated by another author, see examples 9 and 13 below.

The title is given in italics.

The series title may be included, if considered important. Numbered series are usually more significant than unnumbered series. See examples 6 and 13 below.

For a book published electronically, include the URL. See example 12 below.

Examples:


Section from a Book

- In the case of an article from an edited book, the title of the article is cited like the title of a journal article. Note that the page reference is inserted before the publishing details. See example 1 below.

- For a preface, foreword or introduction, see example 2 below.

Examples:


Journal Article

- The article title is enclosed in quotation marks, and not italicised.

- The title of the journal is italicised.

- The specific issue within the volume can be identified as a number (see examples 2 and 4 below) or as a date (see example 1 below).

- Only cite the specific page numbers to which you are referring. The complete inclusive page numbers will be given in the bibliography at the end of your document.

- For a citation to a book review, see example 4 below.

- When citing an electronic journal article, give the URL. See example 5 below.

- Articles in magazines are cited by date (not in parentheses). See example 6 below.

Examples:


   For a subsequent reference to this article, see example 3 below.


Newspaper Article

- **Unsigned articles** can be cited very briefly in a footnote. These references will **not** appear in the bibliography at the end of the document, e.g.


- **Signed, feature articles** should be cited in more detail. These references can be included in the bibliography, e.g.


- The Chicago Style does not require **page numbers** for newspaper articles. However the **section name** should be given if appropriate: see the previous example. The **city** where the newspaper is published should be given, unless this is obvious from the name of the newspaper.

Thesis

**Example:**


Audiovisual Material

- As far as possible, cite audiovisual material in the same way as you would cite a book. Include details of the **format** of the material, e.g. video, DVD, CD-ROM, audiocassette, compact disc.

**Examples:**


Web Pages

- When citing web sites, include as much as possible of the following data as can be determined: author of the content, title of the web page, title or owner of the site, URL.

- If there is no author as such, the owner of the site may be cited as the author. See Example 3 below.

- The **title of the web page** is enclosed in quotation marks, and not italicised. If there is a **separate title for the web site**, it should be italicised. See Example 2 below.

- The *Chicago Manual of Style* advises that "access dates in online source citations are of limited value", so do **not** include the date accessed unless you feel that it is essential. Example 3 below shows how to cite the access date, if you need to do so.
The *Manual* recommends that weblog entries or comments be cited in the text of your document and not included in the footnotes or bibliography. For example: "In a comment posted to the ArchaeoBlog on July 28, 2010, it was noted that …"

**Examples:**


**Legal Materials**

- The *Chicago Manual of Style* does not recommend a specific citation system for legal references (*statutes, cases, treaties*, etc.). It recommends the use of specialist legal citation guides.

- If you need to cite such materials in your document, we recommend that you reference them in a footnote, in the format recommended by the latest edition of the *Australian Guide to Legal Citation* (AGLC), which is freely available online. Do not include these references in your bibliography.

**BIBLIOGRAPHY**

- The bibliography at the end of the document should include all the works which you used in the preparation of your essay, whether you cited them directly or not.

- The entries in the bibliography should be listed alphabetically by the first author's family name, or by title if there is no author named. It is normal to format each reference with a hanging indent.

- The format of references in the bibliography is similar to the format used in the footnotes, but there are some differences:
  
  - The sections of the reference are separated by full stops instead of commas.
  
  - The name of the first author is inverted, so that the family name appears first.
  
  - All authors are listed. Only the name of the first author is inverted. See the reference by Evans and others in the examples below.
  
  - Page numbers for articles should give the complete inclusive pagination of the article.
  
  - Publishing details for books are not enclosed in brackets.
The references listed in the previous sections of this guide are repeated below, in the form in which they would occur in a bibliography. **Note the differences in format.**

**Examples:**


"Social Classes in Ancient Egypt." [Digital Egypt for Universities](http://www.digitaledgeypt.ucl.ac.uk/social/index.html).


If you require further information, refer to:

Ask at the Information Desk in any Branch Library