

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.²⁴ 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.²⁵ They went so far as to assert that "a new paradigm is required for keyword searching."²⁶

²⁴ Geraldine Walker, "Searching the Humanities: Subject Overlap and Search Vocabulary," *Database* 13, no. 5 (1990): 37–46.

²⁵ Sara D. Knapp, Laura B. Cohen, and Donald R. Juedes, "A Natural Language Thesaurus for the Humanities: The Need for a Database Search Aid," *Library Quarterly* 68 (1998): 406–430.

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

Knapp, Sara D., Laura B. Cohen, and Donald R. Juedes. "A Natural Language Thesaurus for the Humanities: The Need for a Database Search Aid." *Library Quarterly* 68 (1998): 406–430.

Walker, Geraldine. "Searching the Humanities: Subject Overlap and Search Vocabulary." *Database* 13, no. 5 (1990): 37–46.

■ 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.

⁵ A. B. Bosworth, *Conquest and Empire: The Reign of Alexander the Great* (Cambridge: Cambridge University Press, 1988), 37; J. F. C. Fuller, *The Generalship of Alexander the Great* (Westport: Greenwood Press, 1981), 105.

- 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.*

¹² A. B. Bosworth, *Conquest and Empire: The Reign of Alexander the Great* (Cambridge: Cambridge University Press, 1988), 37.

¹⁸ Bosworth, *Conquest and Empire*, 83.

- 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.

⁷ Manning Clark, *A History of Australia* (Carlton, Vic.: Melbourne University Press, 1962), 1: 243.

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

⁵ Bosworth, *Conquest and Empire*, 241.

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.

Book

- 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:

- ¹ Wendy Doniger, *Splitting the Difference: Gender and Myth in Ancient Greece and India* (Chicago: University of Chicago Press, 1999), 23.
- ² Kurt Johnson and Steve Coates, *Nabokov's Blues: The Scientific Odyssey of a Literary Genius* (Cambridge, MA: Zoland Books, 1999), 167.
- ³ Ken Stewart, ed., *The 1890s: Australian Literature and Literary Culture* (St Lucia, Qld.: University of Queensland Press, 1996), 97.
- ⁴ Arthur J. Knoll and Lewis H. Gann, eds., *Germans in the Tropics: Essays in German Colonial History* (New York: Greenwood Press, 1987), 137.
- ⁵ George Graham, *Philosophy of Mind: An Introduction*, 2nd ed. (Malden, MA: Blackwell, 1998), 87.
- ⁶ Kyriakos Nicolaou, *The Historical Topography of Kition*, Studies in Mediterranean Archaeology 43 (Goteborg: Astrom, 1976), 304.
- ⁷ Raymond Evans and others, *1901, Our Future's Past: Documenting Australia's Federation* (Sydney: Macmillan, 1997), 35.
- ⁸ Theodore Silverstein, trans., *Sir Gawain and the Green Knight* (Chicago: University of Chicago Press, 1974), 34.
- ⁹ Rigoberta Menchú, *Crossing Borders*, trans. and ed. Ann Wright (New York: Verso, 1999), 109.
- ¹⁰ *Conflict: A Nation Faces the Challenge* (Brisbane: Freedom Publishing, 1961), 18.
- ¹¹ World Health Organization, *Abortion Laws: A Survey of Current World Legislation* (Geneva: World Health Organization, 1971), 60–70.
- ¹² Philip B. Kurland and Ralph Lerner, eds., *The Founders' Constitution* (Chicago: University of Chicago Press, 2000), <http://press-pubs.uchicago.edu/founders/>.
- ¹³ Appian, *The Civil Wars*, trans. John Carter, Penguin Classics (London: Penguin Books, 1996), 187.

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:

¹ Sabine Willis, "Made to be Moral: At Parramatta Girls' School, 1898-1923," in *Twentieth Century Sydney: Studies in Urban & Social History*, ed. Jill Roe, 180 (Sydney: Hale & Iremonger, 1980).

² William Trevor, introduction to *Pride and Prejudice*, by Jane Austen (Oxford: Oxford University Press, 1999), vi.

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:

¹ Claire Nicolay, "The Anxiety of 'Mosaic' Influence: Thackeray, Disraeli and Anglo-Jewish Assimilation in the 1840s," *Nineteenth Century Contexts* 25 (June 2003): 123.

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

² Roland Quinault, "Afghanistan and Gladstone's Moral Foreign Policy," *History Today* 52, no. 12 (2002): 29.

³ Nicolay, "Anxiety of 'Mosaic' Influence," 125.

⁴ Christopher J. Lee, review of *African Words, African Voices*, ed. Luise White, Stephan F. Miescher and David William Cohen, *Oral History Review* 31, no. 1 (2004): 83.

⁵ Robert Dessaix, "Russia: The End of an Affair," *Australian Humanities Review* 6 (1997), <http://www.lib.latrobe.edu.au/AHR/archive/Issue-June-1997/dessaix.html>.

⁶ Ashley Ekins, "Exploding the Myths of Gallipoli," *The Bulletin*, April 27, 2004, 31.

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.

²¹. *Courier Mail* (Brisbane), April 10, 2000.

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

¹⁴. Tony Stephens, "The Stain on Redfern's Past," *Sydney Morning Herald*, Spectrum, February 28-29, 2004.

- 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:

¹. Neville Douglas Buch, "American Influence on Protestantism in Queensland since 1945" (PhD thesis, University of Queensland, 1994), 142.

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:

¹. *Our Heritage from Ancient Rome* (New York: Guidance Associates, 1988), video.

². Robert Ingpen and Philip Wilkinson, *Ideas that Changed the World: The Greatest Discoveries and Inventions of Human History* (Woodland Hills, CA: Cambrix, 1995), CD-ROM.

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:

- ¹ Ronald A. Francisco, "The Dictator's Dilemma" (paper presented at the Conference on Repression and Mobilization, University of Maryland, June 21-24, 2001), <http://lark.cc.ku.edu/~ronfran/dictatorsdilemma.htm>.
- ² "Social Classes in Ancient Egypt," *Digital Egypt for Universities*, <http://www.digitalegypt.ucl.ac.uk/social/index.html>.
- ³ Australia. Department of Foreign Affairs and Trade, "Islam in Australia," http://www.dfat.gov.au/facts/islam_in_australia.html (accessed July 20, 2005).

| |
|------------------------|
| 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:

- Appian. *The Civil Wars*. Translated by John Carter. Penguin Classics. London: Penguin Books, 1996.
- Australia. Department of Foreign Affairs and Trade. "Islam in Australia." http://www.dfat.gov.au/facts/islam_in_australia.html.
- Bosworth, A. B. *Conquest and Empire: The Reign of Alexander the Great*. Cambridge: Cambridge University Press, 1988.
- Buch, Neville Douglas. "American Influence on Protestantism in Queensland since 1945." PhD thesis, University of Queensland, 1994.
- Clark, Manning. *A History of Australia*. 6 vols. Carlton, Vic.: Melbourne University Press, 1962-87.
- Conflict: A Nation Faces the Challenge*. Brisbane: Freedom Publishing, 1961.
- Dessaix, Robert. "Russia: The End of an Affair." *Australian Humanities Review* 6 (1997). <http://www.lib.latrobe.edu/AHR/archive/Issue-June-1997/dessaix.html> (accessed March 4, 2002).
- Doniger, Wendy. *Splitting the Difference: Gender and Myth in Ancient Greece and India*. Chicago: University of Chicago Press, 1999.
- Ekins, Ashley. "Exploding the Myths of Gallipoli." *The Bulletin*, April 27, 2004, 30-33.
- Evans, Raymond, Clive Moore, Kay Saunders, and Bryan Jamison. *1901, Our Future's Past: Documenting Australia's Federation*. Sydney: Macmillan, 1997.
- Francisco, Ronald A. "The Dictator's Dilemma." Paper presented at the Conference on Repression and Mobilization, University of Maryland, June 21-24, 2001. <http://lark.cc.ku.edu/~ronfran/dictatorsdilemma.htm>.
- Graham, George. *Philosophy of Mind: An Introduction*. 2nd ed. Malden, MA: Blackwell, 1998.
- Ingpen, Robert, and Philip Wilkinson. *Ideas that Changed the World: The Greatest Discoveries and Inventions of Human History*. Woodland Hills, CA: Cambrix, 1995. CD-ROM.
- Johnson, Kurt, and Steve Coates. *Nabokov's Blues: The Scientific Odyssey of a Literary Genius*. Cambridge, MA: Zoland Books, 1999.
- Knoll, Arthur J., and Lewis H. Gann, eds. *Germans in the Tropics: Essays in German Colonial History*. New York: Greenwood Press, 1987.
- Kurland, Philip B., and Ralph Lerner. *The Founders' Constitution*. Chicago: University of Chicago Press, 2000.
- Lee, Christopher J. Review of *African Words, African Voices*, ed. Luise White, Stephan F. Miescher and David William Cohen. *Oral History Review* 31, no. 1 (2004): 83-86.
- Menchú, Rigoberta. *Crossing Borders*. Translated and edited by Ann Wright. New York: Verso, 1999.
- Nicolaou, Kyriakos. *The Historical Topography of Kition*. Studies in Mediterranean Archaeology 43. Goteborg: Astrom, 1976.
- Nicolay, Claire. "The Anxiety of 'Mosaic' Influence: Thackeray, Disraeli and Anglo-Jewish Assimilation in the 1840s." *Nineteenth Century Contexts* 25 (June 2003): 119-45.
- Our Heritage from Ancient Rome*. New York: Guidance Associates, 1988. Video.
- Quinault, Ronald. "Afghanistan and Gladstone's Moral Foreign Policy." *History Today* 52, no. 12 (2002): 28-34.
- Silverstein, Theodore, trans. *Sir Gawain and the Green Knight*. Chicago: University of Chicago Press, 1974.
- "Social Classes in Ancient Egypt." *Digital Egypt for Universities*. <http://www.digitalegypt.ucl.ac.uk/social/index.html>.
- Stephens, Tony. "The Stain on Redfern's Past." *Sydney Morning Herald*, Spectrum, February 28-29, 2004.
- Stewart, Ken, ed. *The 1890s: Australian Literature and Literary Culture*. St. Lucia, Qld.: University of Queensland Press, 1996.
- Trevor, William. Introduction to *Pride and Prejudice*, by Jane Austen. Oxford: Oxford University Press, 1999.

Willis, Sabine. "Made to be Moral: At Parramatta Girls' School, 1898-1923." In *Twentieth Century Sydney: Studies in Urban & Social History*, edited by Jill Roe, 178-92. Sydney: Hale & Iremonger, 1980.

World Health Organization. *Abortion Laws: A Survey of Current World Legislation*. Geneva: World Health Organization, 1971.

If you require further information, refer to:

The Chicago Manual of Style. 15th ed. Chicago: University of Chicago Press, 2003.

Available online at: <http://library.uq.edu.au/record=e1001811>



Ask at the ***Information Desk*** in any Branch Library