

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:
 - *Footnotes-Bibliography Style* (refer to the **Chicago 15th A Style** "How-to" guide), and the
 - *Author-Date System* (the subject of **this guide**).
- The Author-Date system consists of two elements:
 - **Brief citations in the text of your paper**, enclosed in brackets
 - A list of sources cited (**reference list**) at the end of the paper
- **Punctuation marks** and **spaces** within the bibliographic citation are very important. Follow the punctuation and spacing exactly as given in the examples.
- For documents and 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 **citations** in the paper look like this:

The recent literature has surprisingly little to say about collection development, but at least one study maintains "that the importance of research library collections only continues to increase" (Mullins, Allen, and Hufford 2007). Phipps (2005) however is less certain: "will we continue to 'build' collections? Oh, I know, there will always be books. And for at least five more years the dominant form will be print. Then what?" Some academic library managers have forecast a more extreme scenario where "libraries may be replaced altogether by a single net collection operated by government or other institution" (Ferret and Marcinek 2005). This latter scenario may not be far-fetched: in Germany the federal government has already negotiated nation-wide licences for databases from Emerald and Springer.

These citations correspond to the **full references** in the reference list at the end of the paper:

References:

- Feret, B., and M. Marcinek. 2005. The future of the academic library and the academic librarian: A DELPHI study reloaded. *New Review of Information Networking* 11 (1): 37-63.
- Mullins, J. L., F. R. Allen, and J. R. Hufford. 2007. Top ten assumptions for the future of academic libraries and librarians. *College & Research Libraries News* 68 (4): 240-46.
- Phipps, S. 2005. Rafting the rapids 2005: Searching for our future purpose. *College & Research Libraries News* 66 (2): 114-17.

■ CITATIONS IN THE TEXT OF YOUR PAPER

- The citation in the text consists of the **author's last name, followed by the year of publication**. Enclose the citation in **round brackets**, e.g.

The role of Disraeli in this affair was crucial (Thomson 1991).

- The citation in the text must **agree exactly** with the name and year given in the reference list.
- Citations are usually **placed just before a mark of punctuation**, such as a comma or full stop.
- If the **author's name appears in the text**, it is not repeated in the citation, e.g.

Thomson (1991) has argued that the role of Disraeli in this affair was crucial.

- If you are citing two or more works with the **same author and same year of publication**, add letters a, b, c, etc. after the year of publication to distinguish the different works, e.g. (Brown 1994a) ... (Brown 1994b). The same letters must be used in the list of references at the end of the paper.
- If there are **two or three authors**, list all names, e.g. (Johnson and Liu 2001) ... (Harris, Peterson, and Smith 2003).
- If there are **more than three authors**, list only the first author, followed by et al., e.g. (Jones et al. 1997).
- If you are citing **more than one reference at the same point** in your document, separate the references with a semicolon, e.g. (Mortimer 1987; Smith 1995). However if the references are by the same author(s), do not repeat the names: just give the years, separated by a comma, e.g. (Mortimer 1987, 1992).
- If **no author** is given, the title should be used instead, e.g. (Burden of anonymity 1950).
- If you wish to cite a **specific page** for a reference, add the page number after the year in the citation, e.g. (Thomson 1991, 57).
- If **no year of publication** is given, use the abbreviation "n.d.", for "no date", e.g. (Smith n.d.)

- For classic works that have been **frequently reprinted**, you may wish to include the original year of publication as well as the year of the reprint, e.g. (Darwin 1859/1975)

■ REFERENCE LIST AT THE END OF YOUR PAPER

- Your reference list should identify references cited (eg. book, journal article, web site, video) in **sufficient detail** so that others may locate and consult your references.
- Your reference list should appear at the **end of your paper** with the entries listed **alphabetically by author**, followed immediately by the **year of publication**.
- If the reference does not have an author, start with the **title**, followed by the year of publication.
- Each reference should be formatted with a **hanging indent**, i.e. indent the second and following lines.
- **Capitalise** only the first word of the title and subtitle, plus names of people, places, days of the week, etc.
- **Authors' names** should be listed with **initials only** rather than full forenames.
- The **name of the first author will be inverted** to list the family name first. If there are additional authors, their names are not inverted.
- **List the names of all authors**. Do not use et al. in the reference list unless there are more than ten authors. If there are **more than ten authors**, list only the first seven, followed by "et al."
- If there is **more than one work by the same author(s) published in the same year**, use the letters a, b, c, etc. after the year, e.g.

Smith, J. W. 1993a. Investigations of sick-building syndrome ...

Smith, J. W. 1993b. Further comments on sick-building syndrome ...

Remember that the **citation in the text must match the reference in the bibliography**, so the citations to the above references would read (Smith 1993a) ... (Smith 1993b).

- If the **author or editor is unknown**, the title is used as the first element of the reference. If the title begins with an article (e.g. A, An, The), ignore the article when inserting the reference into the alphabetical sequence.
- If there is no personal author or editor, a **corporate body** responsible for the work can be cited as the author.

Book

- If no author is named, a book can be listed under the name of the **editor, compiler or translator**. Follow the name(s) by the relevant abbreviation: ed., eds., comp., comps., trans.
- The **title** is given in italics.
- Standard abbreviations are used to record the **edition**, e.g. 3rd ed., Rev. ed.
- The **series title** may be included, if considered important. Numbered series are usually more significant than unnumbered series. It is not italicised.
- The **place of publication** and **publisher** are separated by a colon and a space.
- For a book published **electronically**, include the URL. If you wish to give the date accessed, place it in parentheses at the end of the citation.

Examples:

- Bosworth, A. B. 1988. *Conquest and empire: The reign of Alexander the Great*. Cambridge: Cambridge University Press.
- Clark, M. 1962-87. *A history of Australia*. 6 vols. Carlton, Vic.: Melbourne University Press.
- Conflict: A nation faces the challenge*. 1961. Brisbane: Freedom Publishing.
- Darwin, C. 1859/1975. *The origin of species*. Repr. London: Dent.
- Doniger, W. 1999. *Splitting the difference: Gender and myth in ancient Greece and India*. Chicago: University of Chicago Press.
- Graham, G. 1998. *Philosophy of mind: An introduction*. 2nd ed. Malden, MA: Blackwell.
- Gullotta, T. P., G. R. Adams, and R. Montemayor, eds. 1993. *Adolescent sexuality*. Newbury Park: Sage.
- Johnson, K., and S. Coates. 1999. *Nabokov's blues: The scientific odyssey of a literary genius*. Cambridge, MA: Zoland Books.
- Knoll, A. J., and L. H. Gann, eds. 1987. *Germans in the tropics: Essays in German colonial history*. New York: Greenwood Press.
- Kurland, P. B., and R. Lerner. 2000. *The founders' constitution*. Chicago: University of Chicago Press. <http://press-pubs.uchicago.edu/founders/> (accessed January 27, 2003).
- Menchú, R. 1999. *Crossing borders*. Trans. and ed. by Ann Wright. New York: Verso.
- Nicolaou, K. 1976. *The historical topography of Kition*. Studies in Mediterranean Archaeology 43. Goteborg: Astrom.
- Silverstein, T., trans. 1974. *Sir Gawain and the Green Knight*. Chicago: University of Chicago Press.
- Stewart, K., ed. 1996. *The 1890s: Australian literature and literary culture*. St. Lucia, Qld.: University of Queensland Press.
- Willis, I. C. 1936. *The authorship of "Wuthering heights."* London: Hogarth Press.
- World Health Organization. 1971. *Abortion laws: A survey of current world legislation*. Geneva: World Health Organization.

- The **article title** is not italicised.
- The **title of the journal** is italicised.
- Record the **volume number**. Do not insert a comma after the journal title. The **issue number** is optional if the page numbering is continuous throughout all issues of the volume.
- If there is **no volume number**, use the issue number, preceded by a comma and the abbreviation "no."
- Record the **complete inclusive page numbers** of the article. If you wish, you can add a specific page number to the citation in the text, e.g. (Jones 2003, 287).
- Insert a **space between the colon and the page numbers** only if the colon is preceded by a bracket.
- A citation to a **book review** normally has the text "Review of ..."
- When citing an **electronic journal article**, give the URL. If you wish to include the access date, place it in parentheses at the end of the citation.
- Articles in **magazines** are cited by date, followed by a comma and the page numbers.

Examples:

Atrens, D. 2006. Black dogs, molecules and madness. *Quadrant* 50 (9): 25-29.

Corkill, T. 2005. Sourcing stone from the Sydney region: A hatchet job. *Australian Archaeology*, no. 60:41-50.

Dessaix, R. 1997. Russia: The end of an affair. *Australian Humanities Review*, no. 6.
<http://www.lib.latrobe.edu.au/AHR/archive/Issue-June-1997/dessaix.html> (accessed March 4, 2002).

Elkins, A. 2004. Exploding the myths of Gallipoli. *The Bulletin*, 27 April, 30-33.

Lee, C. J. 2004. Review of *African words, African voices*, ed. Luise White, Stephan F. Miescher and David William Cohen. *Oral History Review* 31 (1): 83-86.

Pierson, C. 2001. Globalisation and the end of social democracy. *Australian Journal of Politics and History* 47 (4): 459-74.

Quinault, R. 2002. Afghanistan and Gladstone's moral foreign policy. *History Today* 52 (12): 28-34.

Tytler, G. 2006. "Nelly, I am Heathcliff!": The problem of "identification" in *Wuthering Heights*. *Midwest Quarterly* 47:167-81.

Chapter or Article from a Book

- The **title of the chapter or article** is not italicised, but the **title of the book** is italicised.
- For an **article from an edited collection** of articles, include the **editor(s) name(s)**.
- The **page numbers** are inserted before the publishing details.
- For a **single chapter from an authored book**, a chapter number may be given instead of page numbers.

Examples:

Thompson, V. 1971. Cage and the college of noises. Chap. 8 in *American music since 1910*. New York: Holt, Rinehart, and Winston.

Willis, S. 1980. Made to be moral: At Parramatta Girls' School, 1898-1923. In *Twentieth century Sydney: Studies in urban & social history*, ed. Jill Roe, 178-192. Sydney: Hale & Iremonger.

Newspaper Article

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

An editorial in the *Courier Mail* (September 11, 2006) criticised the government ...

- **Signed, feature articles** should be cited in the text like journal articles and they should appear in the list of references.
- The **name of the newspaper** is italicised. The **city** where the newspaper is published should be given in parentheses, unless this is obvious from the name of the newspaper.
- Give the **date** on which the article was published.
- The Chicago Style does not require **page numbers** for newspaper articles. However the **section name** should be given if appropriate.

Examples:

Mann, S. 2006. What are states for? *Age* (Melbourne), October 23.

Stephens, T. 2004. The stain on Redfern's past. *Sydney Morning Herald*, Spectrum, February 28-29.

Thesis

Example:

Buch, N. D. 1994. American influence on Protestantism in Queensland since 1945. PhD thesis, University of Queensland.

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:

Our heritage from ancient Rome. 1988. New York: Guidance Associates. Video.

Ingpen, R., and P. Wilkinson. 1995. *Ideas that changed the world: The greatest discoveries and inventions of human history*. Woodland Hills, CA: Cambrix. CD-ROM.

Web Pages

- When citing web sites, include as much 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.
- The **title of the web page** is not italicised. If there is a **separate title for the web site**, it should be italicised.
- Websites often have **no date of publication**. In such cases, use the abbreviation "n.d." (for "no date") instead of the year.
- The *Chicago Manual of Style* advises that "access dates in online source citations are of limited value." If you wish to include the access date, place it in parentheses at the end of the citation.

Examples:

Francisco, R. A. 2001. 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>.

Social Classes in Ancient Egypt. n.d. *Digital Egypt for Universities*.
<http://www.digitalegypt.ucl.ac.uk/social/index.html>.

Australia. Bureau of Meteorology. 2006. Living with drought.
<http://www.bom.gov.au/climate/drought/livedrought.shtml> (accessed July 20, 2005).

If you require further information, refer to:

The Chicago manual of style. 15th ed. Chicago: The University of Chicago Press, 2003.
Available online at: <http://library.uq.edu.au/record=e1001811>



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