Chicago Referencing Guide (using Chicago 15A or 16A)

- You must footnote *every single* piece of information, opinion and quotation in your essay.\(^1\)
- When you quote *any* text from a source, you need *both* “quotation marks” *and* a footnote.
- The footnote is placed at the *end* of the information it refers to.
- Almost every footnote will contain a page number showing the exact page(s) your information came from.
- Illustrations and musical examples can be acknowledged with a footnote, or may be done in brackets as part of a caption.
- The easiest way to use citations is to use “insert footnote” on your word processor. It will get the numbering, superscript and location on the page right. (Word: CTRL-ALT-F on PC or OPTION-COMMAND-F on Mac)

EVERY ASSIGNMENT NEEDS A BIBLIOGRAPHY. ALWAYS.

The entries in a bibliography are always listed alphabetically (A-Z) by the authors’ family names, or by title if there’s no author.

FOR SOURCE TYPES NOT COVERED HERE (e.g. newspaper articles, book reviews, when you have a translator…), and more detailed discussion, see [http://www.chicagomanualofstyle.org/tools_citationguide.html](http://www.chicagomanualofstyle.org/tools_citationguide.html) and the *Chicago Manual of Style* big book (now in its 16th edition in the 2-hour loan section of the library, call number 686.224 40 C).

For a full explanation of the referencing style, see the book by Turabian referred to below (in the 7th edition, chapters 16 and 17; in the 6th edition, especially chapter 11, but also chapters 8 and 9).

\(^1\) Endnotes may be used instead of footnotes and are treated in the same way, the difference being only their location: footnotes at the bottom of the page, endnotes at the end of the paper, before the bibliography.
Books


Book in its 2nd or later edition


Book with no author listed but is issued by a company or association


Chapter in an edited book

N.B. almost all referencing is based on working out who the author of the material is and referencing the entire thing they’ve written – a single authored book is usually referenced as a whole book (not by particular chapters – there’s no need) and for a multi-authored book you reference the single section (usually a chapter) written by a particular author. So:


Edited book (for when you are discussing the entire book – this is very rare in footnotes)


² Only refer to an edited book in your bibliography when several chapters were important. Otherwise, list the chapters separately (which you should do anyway for any that were particularly important to your assignment).
**Thesis / Dissertation** (whether online or offline)


**Journal article** (whether online or offline)

Usually it’s very important to cite EXACTLY where you read something; the major exceptions are online books and journal articles for which print versions also exist. So it’s ok to cite the print version of a journal article as shown here, but if you especially want to show that you consulted it online use the doi: for the correct citation format see [http://www.chicagomanualofstyle.org/tools_citationguide.html](http://www.chicagomanualofstyle.org/tools_citationguide.html)


**Online sources** (including online Grove)

Where no author is given, start with the title, or start with the organization responsible for the site e.g. no.14 below starts with the title. In no. 13 “et. al” is used for 3 or more authors, but the first author is listed.

Include the date you accessed the site!


Online newspapers


YouTube (get the information from the opening or closing credits if you can. If it’s a film you want the director as author, if a music video then the artist or band)


Online music


Recordings and liner notes

The items included, order and format are more variable than for most other publication types: for example, in no. 18, either the composer’s name or the performer’s name could be placed first. For liner notes see no.20.


Or format like an article when referring to the liner notes of a recording:

Scores (treat as books)


Movies


Personal communication such as an email (these won’t usually appear in your bibliography):

24. Footnote The Composer or Person, email message to author, April 17, 2000.

Lectures

N.B. not all subjects will allow you to reference lectures, check with the Unit Coordinator.

In the ones in which you are allowed to do it, don’t rely on them heavily: more than one or two references to lectures will be penalised. Look elsewhere for the info.

And don’t list them in the bibliography!

Shortened references for footnotes.

These are used for the second and further footnotes of that particular source, after you’ve already given a full citation once. They will include the author’s last name, title if necessary, and page number(s).

OR
(Only omit the title if there is no other work referred to by the same author or an author of the same name.)

The Latin terms op. cit. (meaning “work cited”), ibid. (meaning “same place”, used to refer to the immediately preceding footnote only) and others are often best avoided as they can easily cause problems when cutting and pasting. Use them if you prefer, but they are not required usage.

EndNote can manage the term ibid. for you, however.

Your footnotes should look like this: