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:
  o Notes and Bibliography Style (the subject of this guide), and the
  o Author-Date System (a variation of the Harvard style)

• 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, web 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 chapter 14 of the 16th 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."


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 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.


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.


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


Ibid., 258–59.

For a work by more than three authors, the citation in the footnote should give the name of the first author, followed by "et al.", with no intervening comma. See example 7 in the Book section below. The words "et al." are an abbreviation of the Latin "et alii" meaning "and others."

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

When recording titles (whether titles of books, articles, theses or any other medium), 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 or digital object identifier (DOI), if available. For electronic books accessed via subscription databases, where there is no stable or permanent URL or DOI, just give the **name of the database**. See examples 12, 14 and 15 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. See example 1 below.

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

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, 4 and 7 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 digital object identifier (DOI) if available: see example 7 below. If no DOI is available, give the URL: see example 5 below. If there is no stable or permanent URL or DOI, just give the name of the database from which you retrieved the article.

- 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.


- If an article from a **commercial database** does not have a stable or persistent URL, or a digital object identifier (DOI), just give the name of the database, e.g.


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


- The *Chicago Manual of 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**

*Examples:*


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. Winfried Scharlau and Ming Shi, *The Unfortunate Generation: Cultural Revolution and Beyond*, directed by Ralph Quinke (Princeton: Films for the Humanities & Sciences, 2004), DVD.


Web Page

- For information on how to cite electronic books, journal articles, newspaper articles and theses, see the relevant section above.

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

- If possible, include a publication date or date of revision. If there is no such information available, include the date on which you accessed the web site; insert this information before the URL, e.g. “accessed May 24, 2011”.

- The *Chicago Manual of Style* 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 Material

- 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.

Works of Art

- When you mention or discuss a work of art, it is not customary to provide a reference for the work of art in a footnote, and it would certainly not be listed in the bibliography at the end of your document.

- However if you include illustrations of works of art in your document, you will need a caption which identifies the work, and you will need to identify the source from which you obtained the illustration.

- Where possible, the caption should include: name of artist, title of work (in italics), date, medium, where located. This should be followed by details of the source (book, website, etc.), from which you obtained the image, using standard bibliographic details as specified elsewhere in this guide.

Examples:


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. (However if there are more than ten authors, list only the first seven, followed by "et al.")

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:


If you require further information, refer to: