Footnotes & Bibliography
Chicago 16th A STYLE
"How-to" guide

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 and Bibliography Style* (the subject of **this guide**), and the
  - *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.[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]
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> [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 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, 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:

[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 et al., *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), chap. 10, http://press-pubs.uchicago.edu/founders/.

[13.] Appian, *The Civil Wars*, trans. John Carter, Penguin Classics (London: Penguin Books, 1996), 187.

14. David Jenemann, *Adorno in America* (Minneapolis: University of Minnesota Press, 2007), 87, Ebook Library.

15. Tom Greggs, *Barth, Origen and Universal Salvation: Restoring Particularity* (Oxford: Oxford University Press, 2009), 98, doi:10.1093/acprof:oso/9780199560486.001.0001.

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:

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 (Sydney: Hale & Iremonger, 1980), 180.

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

3. Jonathan Dewald, "The Early Modern Period," in *Encyclopedia of European Social History*, ed. Peter N. Stearns (Detroit: Scribner, 2001), 1:173, Gale Virtual Reference Library.

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:

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.australianhumanitiesreview.org/archive/Issue-June-1997/dessaix.html.

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

[7] Patrick Gray, " Abortion, Infanticide, and the Social Rhetoric of the Apocalypse of Peter," *Journal of Early Christian Studies* 9, no. 3 (2001): 318, doi:10.1353/earl.2001.0042.

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.

- 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.

  [14] "The War in Iraq: A Timeline," *Toronto Star*, October 22, 2011, Factiva.

- **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 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:

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

[2] Martina Lipton, "Imbricated Identity and the Theatre Star in Early-Twentieth-Century Australasia" (PhD thesis, University of Queensland, 2010), 89, https://espace.library.uq.edu.au/view/UQ:213097.

[3] Frederick Charles Matusiak, "Polybius and Livy: The Causes of the Second Punic War" (PhD thesis, University of Nebraska – Lincoln, 1992), 84, ProQuest (9233411).

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.

[2.] Mike Dewitt and Daniel Jonah Goldhagen, *Worse Than War*, produced and directed by Mike Dewitt (JTN Productions and WNET.ORG, 2009), video, http://www.youtube.com/watch?v=w7cZuhqSzzc.

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 infrormation 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:

[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*, 2003, http://www.digitalegypt.ucl.ac.uk/social/index.html.

[3.] Australia. Department of Foreign Affairs and Trade, "About Australia: Indigenous Languages," last updated August 2008, http://www.dfat.gov.au/facts/Indigenous_languages.html.

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:

Figure 3. R. Godfrey Rivers, *Under the Jacaranda*, 1903. Oil on canvas. Queensland Art Gallery. Reproduced from *Queensland Heritage*, Queensland Art Gallery, accessed September 7, 2010, http://qagoma.qld.gov.au/collection/queensland_heritage/r._godfrey_rivers.

Figure 8. Giotto, *Christ before the High Priest*, ca. 1305. Fresco. Arena Chapel, Padua. Reproduced from Martin Kemp, *Leonardo da Vinci: The Marvellous Works of Nature and Man* (Oxford: Oxford University Press, 2006), 3.

■ 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:

  o The sections of the reference are separated by **full stops** instead of commas.

  o The **name of the first author** is inverted, so that the family name appears first.

- o **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.")

- o **Page numbers** for articles should give the complete inclusive pagination of the article.

- o **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. "About Australia: Indigenous Languages." Last updated August 2008. http://www.dfat.gov.au/facts/Indigenous_languages.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.australianhumanitiesreview.org/archive/Issue-June-1997/dessaix.html.

Dewald, Jonathan. "The Early Modern Period." In *Encyclopedia of European Social History*, edited by Peter N. Stearns, 1:165-77. Detroit: Scribner, 2001. Gale Virtual Reference Library.

Dewitt, Mike and Daniel Jonah Goldhagen. *Worse Than War*. Produced and directed by Mike Dewitt. JTN Productions and WNET.ORG, 2009. Video. http://www.youtube.com/watch?v=w7cZuhqSzzc.

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.

Fuller, J. F. C. *The Generalship of Alexander the Great*. Westport: Greenwood Press, 1981.

Graham, George. *Philosophy of Mind: An Introduction*. 2nd ed. Malden, MA: Blackwell, 1998.

Gray, Patrick. " Abortion, Infanticide, and the Social Rhetoric of the Apocalypse of Peter." *Journal of Early Christian Studies* 9, no. 3 (2001): 313-37. doi:10.1353/earl.2001.0042.

Greggs, Tom. *Barth, Origen and Universal Salvation: Restoring Particularity*. Oxford: Oxford University Press, 2009. doi:10.1093/acprof:oso/9780199560486.001.0001.

Jenemann, David. Adorno in America. Minneapolis: University of Minnesota Press, 2007. Ebook Library.

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, eds. *The Founders' Constitution*. Chicago: University of Chicago Press, 2000. http://press-pubs.uchicago.edu/founders/.

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.

Lipton, Martina. "Imbricated Identity and the Theatre Star in Early-Twentieth-Century Australasia." PhD thesis, University of Queensland, 2010. https://espace.library.uq.edu.au/view/UQ:213097.

Matusiak, Frederick Charles. "Polybius and Livy: The Causes of the Second Punic War." PhD thesis, University of Nebraska – Lincoln, 1992. ProQuest (9233411).

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.

Quinault, Ronald. "Afghanistan and Gladstone's Moral Foreign Policy." *History Today* 52, no. 12 (2002): 28-34.

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

Silverstein, Theodore, trans. *Sir Gawain and the Green Knight*. Chicago: University of Chicago Press, 1974.

"Social Classes in Ancient Egypt." *Digital Egypt for Universities*. 2003. 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, iv-xii. 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. 16th ed. Chicago: University of Chicago Press, 2010.
Available [online](#).