Citing and Referencing:

Reference Guide to the Chicago Manual of Style
The Chicago Manual of Style has two types of citation style:

- **Author-Date Style**
- **Notes and Bibliography**

**Author-Date Style:** This style is more common in science and social sciences. In this style sources are briefly cited in the text, usually in parentheses, by author’s last name and year of publication. Each in text citation adjusts with an entry in a reference list, where full bibliographic information is provided.

**Notes and Bibliography:** Notes and Bibliography is another method of Chicago style. It uses numbered footnotes or endnotes to cite the resources. Notes are numbered within the text as superintend text. The footnotes or end notes with the full citation is placed at the foot or at the end of the paper or section.

**General Guidelines: Author-Date Style:**

- Every example for a reference list entry is accompanied by an example of a corresponding in-text citation.
- When no author is available, start the citation with the title of the article (book, etc.).
- Section and page numbers are given for each example when available for the Chicago style.
- When an article does not have DOI (Digital Object Identifier) number, include a URL.
- When there have four or more authors, include all authors in the reference list. Include the first author only in the in-text citation.
- Magazine articles do not need to be included in a reference list when using this style.
➢ News items, magazine articles from daily newspapers are rarely listed separately in a reference list when using this style. Newspaper citations are usually done entirely within the text.

➢ For citing a secondary source, if an original source is not available, mention the original author and date in the text of the work and may cite the secondary source in the reference list.

➢ For citing the website, website content can be included in the text of the paper.

➢ Author-Date style recommends citing audio visual materials for the running text and creating a separate section of films in the reference list.

➢ For E-book, include a URL or the name of the database in the reference list.

➢ For Journal Article, in the reference list, include the page range for the full article. For in-text citation, cite specific page numbers. For online article, include a URL or the name of the database in the reference list. Many Journal articles have DOI (Digital Object Identifier). DOI forms a permanent URL which begins https://doi.org/.

➢ Journal article often have many authors, especially in the sciences. If there have four or more authors, include up to ten in the reference list. For the in-text citation include only the first, followed by et. Al. (“and others”). For more than ten authors, include the first seven in the reference list.

➢ For newspaper articles, news sites, magazines, blogs, and the like are cited similarly. It can be useful to repeat the year with sources which are cited also by month and day in the text but not in the reference list. If the articles are on online, include a URL or the name of the database.

➢ Contents shared through social media which can usually be limited to the text. If a more formal citation is needed, a reference list may be useful. In place of title, Quote up to the first 160 Characters of the post. Comments are cited in reference to the original post.

➢ Personal communications which are including email and text messages and direct messages sent by social media, are usually cited in the text only; they are not included in the reference list.

➢ For th organizations or corporate authors, the name of the organization may be shortened. Abbreviations for the organization are not encouraged.
General Guidelines: Notes and Bibliography

Why footnotes or endnotes are needed?

- For indicating the exact source of every quotation used
- Acknowledging indebtedness to others for opinions, work product or ideas (e.g. Statistics)
- For providing authority for facts which are not common knowledge or the reader might be inclined to doubt
- For providing information which would disrupt the flow of the argument if it was inserted in the essay itself

Guidelines for Notes/ Footnotes:

- Footnotes must be numbered consecutively throughout the paper.
- Footnotes number must be inserted always after the punctuation.
- Footnotes must be placed at the bottom of each paper or at the end of the paper.
- Author’s name appear in the conventional order (i.e. first-name first). The source will tell whether the author’s full first name or initials should be used.
- For blogs, cite author, the entry title, the blog title, and the URL. Add the word blog in parentheses following the blog title unless the word blog appears in the title itself.
- The first line of each note is indented.
- Every note is single spaced, but there is a double space between notes.
- Sources which are cited in the notes must appears in the bibliography with the exception of reference works, personal communications and individual blog entries.
- For two or three authors, list each of the authors in the order presented on the title page of the book. For more than three authors, include the first author’s name followed by “and others” or “et. al.”
When we need to cite an edited book containing chapters by various authors, for citing use the editors’ name as we would the names of authors following their name with “ed.” (short for edition). Works with a translation (trans.) or a compiler (comp.) would be treated similarly.

If we will cite a particular essay or specific chapter in an edited book, we will refer to the specific chapter or essay but will also insert the title of the book and its editors.

If there are no page numbers in the full text article, cite the paragraph numbers.

Guidelines for Bibliography

- Bibliography will start on a separate page at the end of the paper. (after the endnotes)
- Have to arrange entries alphabetically by the last name of the author or by the title if the author is anonymous.
- Include the first author of every work with the last name first. Include additional authors first-name first.
- Have to begin the first line of every entry at the left margin. Additional lines in the entry are intended (this is called hanging indent).
- In the bibliography, all the authors’ name are listed.
- For less-known American and Canadian cities or cities which might be confused with another city of the same name, include a two-letter state or province postal abbreviation. Well-known cities like New York, Toronto do not require the state or province to be included.
- For the bibliography entry, insert the page range of the chapter within the book.
- Institutional authors may be an association, organization, corporation, committee etc. Provide the organization as author in the bibliography even if the organization is also the publisher.
- In the bibliography spell out the terms: ‘edited by’, ‘translated by’ or ‘compiled by’.
- Insert volume and issue numbers in Arabic numerals. Seasons are capitalized and spell out in full. Months may be abbreviated or spelled out in full.
When we cite a URL from a library database we should not use URL from the borrower’s address bar. We should use a shortened stable URL provided by the database.

If there are no page numbers in the full text article, cite the paragraph number.

Weekly and monthly magazines are generally cited by date only, even if they have volume and issue numbers. Cite the specific page in notes, but not include the page range in the bibliography.

Reference works usually should not entered in the bibliography.

Cite individual web pages not entire website. Entries should include the following elements, where available: the title or a description of the site, URL, and the date. If there is no date then insert an access date.

Blog entries can not cite in the bibliography.

Example of Author-Date Style

**Book: One Author**

Format:

Author Last, First. Year of Publication. *Title*. Location of Publisher: Publisher.

Sample:


**In-text:** (Edward 2001)

**Book: Two or More Author**

Format:

Author Last, First, and Author First Last. Year of Publication. *Title*. Location of Publisher: Publisher.

Sample:


**In-text:** (Boon and Hurvey 2006)
Sample:

In-text: (Patten, McCaskie and Unitt 2003)

### Books with Corporate Author

Sample:


In-text: (World Bank 2008, 145)

### Electronic Book

Format:

Author Last, First. Year of Publication. *Title*. Location of Publisher: Publisher. URL.

Sample:


In-text: (Welch 1999)

### Translated Books

Format:

Author Last, First. Year of Publication. *Title*. Translated By. Location of Publisher: Publisher.

Sample:


In-text: (Rahman 2012)
Chapter in an Edited Book

Format:

Author Last, First. Year of Publication. “Title of Chapter/Article.” In Title, edited by First Last, inclusive page numbers. Location of Publisher: Publisher, Year.

Sample:


In-text: (Tedd 2009, 338)

Print Journal Article

Format:

Author Last, First. Year of Publication. “Title.” Journal Name volume # (issue #): inclusive page numbers.

Sample:


In-text: (Begum 2003, 118)

Journal Article Two or More Authors

Format:

Author Last, First, and Author First Last. Year of Publication. “Title.” Journal Name Volume # (no. issue #): inclusive page numbers.

Sample:


In-text: (Ferdous and Islam 2013, 29)
Journal Article More Than Two Authors

Format:
Author Last, First, and Author First Last. Year of Publication. “Title.” Journal Name Volume # (no. issue #): inclusive page numbers.

Sample:

In-text: (Mohiuddin, Rahman and Uddin 2009, 17)

Journal Article from a Full Text Database with DOI

Format:
Author Last, First. Year of Publication. “Title.” Journal Name volume # (Issue#): Inclusive page numbers if available. URL or DOI Number.

Sample:

In-text: (Ghosh 2017, 95)

Journal Article from a Full Text Database Two Authors

Format:
Author Last, First, and Author First Last. Year of Publication. “Title.” Journal Name volume # (Issue#): Inclusive page numbers if available. URL or DOI Number.

Sample:

In-text: (Koufogiannakis and Crumley 2006, 336)
### Electronic Sources: Multi-Page Entire Internet Site

**Format:**

Author Last, First. Year of Publication. *Title of Site*. Accessed Month Day, Year. URL.

**Sample:**


**In-text:** (Pogue 2017)

### Single Page on Internet Site

**Format:**

Author Last, First. Year of Publication. “Title of Page.” *Title of Site*. Accessed Month Day, Year. URL.

**Sample:**


**In-text:** (Sun 2007)

### Internet Site Corporate Author

**Format:**

Corporate Author Name. Year of Pub. *Title of Site*. Accessed Month Day, Year. URL.

**Sample:**


**In-text:** (The World Bank Annual Report 2017)
Blog Entry

Format:

Author Last, First. Year of Publication. “Title of blog entry.” Title of the blog Site, Accessed Month Day, Year. URL.

Sample:


In-text: (Ahmed 2017)

Example of Notes and Bibliography

Book

Note Format: First Name Last Name, Title of Book (City, State Abbreviation: Publisher, Year); Page Number.

Bibliography Format: Last Name, First Name. Title of Book. City, State Abbreviation: Publisher, Year.

One Authored Book

Sample Note:


Following footnote:

Sidnell, Conversation Analysis, 115.

Sample Bibliography:

Book with Two or Three Authors or Editors

Sample Note:

Following footnote:

Sample Bibliography:

Three Authors or Editors

Sample Note:

Following footnote:
Pindyck, Rubinfeld and Mehta, *Microeconomics*, 110.

Sample Bibliography:

Book with more than Three Authors or Editors

Sample Note:

Following Footnote:

Sample Bibliography:

- For more than 10 authors, only the first seven authors are listed in the Bibliography.
**Translated Book**

**Sample Note:**

**Following Footnote:**

**Sample Bibliography:**

**Edited Book**

**Sample Note:**

**Following Footnote:**
Jacob, *Gender Inequality at Work*, 153.

**Sample Bibliography:**

**Chapter or Essay in an Edited Book**

**Sample Note:**

**Following Footnote:**
Stone, “Assessing,” 413.

**Sample Bibliography:**
E-book from a Library Database or on Online

**Note Format:** Author First Last, *Title of Book* (Place/city: Publisher, Year), URL

**Bibliography Format:** Author Last, First. *Title of Book*. Place/City: Publisher, Year. URL.

**Sample Note:**


**Following Footnote:**

Bordwell and Thompson, *Film Art*, 35-47.

**Sample Bibliography:**


Print Journal Article

**Note Format:** Author First Last, “Title of Article,” *Journal Title* Volume#, No. # (Month Year): Page Number.

**Bibliography Format:** Author Last, First. “Title of Article.” *Journal Title* Volume#, No. # (Month Year): Page Number.

**Sample Note:**


**Following Footnote:**


**Sample Bibliography:**

**Note Format:** Author First Last, “Title of Article,” *Journal Title* Volume#, No. # (Month/Season Year): Page Number, URL.

**Bibliography Format:** Author Last, First. “Title of Article.” *Journal Title* Volume#, No. # (Month/Season Year): Page Number. URL.

**Sample Note:**


**Following Footnote:**


**Sample Bibliography:**


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**Note Format:** Author First Last, “Title of Article,” *Journal Title* Volume#, No. # (Year): Page Number, DOI.

**Bibliography Format:** Author Last, First. “Title of Article.” *Journal Title* Volume#, No. # (Year): Page Number. DOI.

**Sample Note:**


**Following Footnote:**


**Sample Bibliography:**

Note Format: Author First Last, “Title of Article,” Magazine Title, Month Date, Year, Page Number.

Bibliography Format: Author Last, First. “Title of Article.” Magazine Title, Month Date, Year.

Sample Note:
Devangshu Datta, “GDP: Read with Caution,” India Today, December 18, 2017, 20

Following Footnote:
Datta, “GDP: Read with Caution,” 20.

Sample Bibliography:

Note Format: Author First Last, “Title of Article,” Magazine Title, Month Date, Year, URL.

Bibliography Format: Author Last, First. “Title of Article.” Magazine Title, Month Date, Year. URL.

Sample Note:

Following Footnote:
Irish, “Why Silicon Valley loves to stereotype the Sherpa,”

Sample Bibliography:
**Newspaper Print Article**

**Note Format:** Author First Last, “Title of Article,” *Newspaper Title*, Page No.# Month Date, Year.

**Bibliography Format:** Newspaper articles are not cited in bibliographies.

**Sample Note:**

**Following Footnote:**
Ahmed, “Exploring the potential of children with disabilities.”

**Online Newspaper Article**

**Note Format:** Author First Last, “Title of Article,” *Newspaper Title*, Month Date, Year, URL.

**Bibliography Format:** News Items from daily newspapers are rarely listed separately in a Bibliography.

**Sample Note:**

**Following Footnote:**
Rahman, “Maintaining food security,”

**Website Source**

**Note Format:** Author First Last, “Title of Article,” *Website Title*. Sponsor, Original Publication Month Day, Year, URL. (Accessed Month Day, Year).

Or

**For Entire Website:**

**Note Format:** Author First Last, *Website Title*, URL (Accessed Month Day, Year).

**Bibliography Format:** Last Name, First. “Article Title.” *Website Title*. Sponsor, Original publication Month Day, Year. URL. (Accessed Month Day, Year).

Or

**Bibliography Format:** Last Name, First. *Wensite Title*. URL. (Accessed Month Day, Year).
Sample Note:

Following Footnote:
Reed, “Fighting Climate Change.”

Sample Bibliography:

**Government Publication**

**Note Format:** Name of the Government, Government Agency, Division/ Regional Office, *Title of the Publication*, Date, Publication Number, Report Number (if available or relevant), Place of Pub: Publisher, Date, Page number if relevant.

**Bibliography Format:** Same as Note Format

Sample Note:

Sample Bibliography:

**Blog Entry**

**Note Format:** Author First Last, “Title of Article,” *Title of Blog*, Month Date, Year, URL.

**Bibliography Format:** Author First Last. *Title of Blog*. URL.

Sample Note:
Sample Bibliography:


References:


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