

Introduction: Referencing

Academic writing relies heavily on the understanding and the use of other authors' ideas. Students must often draw arguments, evidence, concepts and theories from other sources to support their own argumentation. Like all academic writers, they are required to give credit for the information they have used by providing proper references.

Anything that is borrowed from another author must be referenced, including but not limited to:

- a direct quotation, summary or paraphrase
 - another author's idea, concept, theory, chart, image, etc.
 - information that is not "common knowledge"
- References must provide readers with the information they need to find the sources used.
 - Referencing styles vary according to discipline.
 - **Referencing must be done according to the professor's requirements.**

Quoting, Summarizing and Paraphrasing

A paraphrase is a rewording of an author's ideas into one's own words. It demonstrates an understanding of the material and is often used to support one's own arguments. How to do it:

- Be selective. Use only what is needed for your own purposes.
- Use your own style of writing without changing the meaning of the original text.
- Any of the author's key terms must be put in "quotation marks" or *italics*.

A summary is a brief account, in one's own words, of what an author says. How to do it:

- Follow the same order of ideas as the original text.
- Remain true to the original author's intent.
- Any of the author's key terms must be put in "quotation marks" or *italics*.

A direct quote is when an author's exact words are borrowed. It is used when another author expresses an idea in a way that you feel should not be changed. How to do it:

- Reproduce the original text exactly, and put it in "quotation marks". Any changes to the quote must be placed in [square brackets].
- Use quotes to reinforce your own ideas, not to introduce or make new arguments.
- Use quotes sparingly.

Chicago Style

- There are **two** Chicago referencing styles: the **notes and bibliography system** and the **author-date system**.
- The style outlined in this document is the **notes and bibliography system**, which uses **notes** (either footnotes or endnotes) in the body of the paper and a **bibliography** at the end of the paper. It is used mostly in the humanities.
- The primary reference for determining how to use Chicago style referencing is *The Chicago Manual of Style*, currently in its 16th edition (2010).
- **This document is a basic guide for students. It is not intended to and does not replace *The Chicago Manual of Style*. If sources used are not exemplified in the present document, please refer to the *Manual*.**

Quotations

- Quotation marks to close a quote come after the punctuation mark that concludes the sentence, clause, or phrase that contains the borrowed material. The note reference number follows: **"Quote."** ¹
- Generally speaking, quotes of eight or more lines, of more than 100 words, or more than one paragraph should be without quotation marks and indented on the left. The note reference number should be placed outside the punctuation at the end.

Footnotes or Endnotes in Chicago Style

- Footnotes or endnotes are created by using Word's built-in referencing mode. Using the "Insert Footnote" button in Word's referencing section creates a hypertext number "1" in the text of the document and a corresponding reference "1." at the bottom of the page. To create an endnote instead of a footnote, use the "Insert Endnote" button.
- The first line of a footnote or endnote is **indented**. Subsequent lines from the same note are not.

Full Form and Short Form Notes

Full form:

The first footnote referencing a particular source must contain all of the bibliographical information:

- in the paper: **Grant describes events leading up to the British withdrawal from Palestine.**¹
- note: **1. Linda Grant, *When I Lived in Modern Times* (London: Granta, 2000), 182-83.**

Short form:

For subsequent notes from the same source, the short form should be used. Footnotes or endnotes in short form contain only the author's surname, the title of the source (shortened if more than four words) and the page number(s):

- in the paper: **Smith claims that this was a primary cause of the Second World War.**³
- note: **3. Smith, *A Brief History*, 124.**

Use of "Ibid." in notes:

"Ibid." stands for *ibidem*, Latin for "in the same place". When referencing the same source in consecutive notes, "Ibid." can be used from the second reference on to refer to the parts of the note that are the same:

- 3. Smith, *A Brief History*, 124.**
- 4. Ibid., 130.**

Note that "**op. cit.**" and "**loc. cit.**" are no longer used.

Indirect quotes:

You can use a quotation found in one source that is originally from another. Whenever possible, it is preferable to locate and reference only the original source of the quote.

- If the original source cannot be located, the footnote or endnote should contain both the original source of the quotation and the source it was found in:
2. Yuko Tagaki, "Heavenly Fog," *The Southwestern Journal of Poetry* 57 (June 1976): 437, quoted in Jason de Freitas, *Beauty in Truth: Essays on Keats* (New York: Viking Press, 1984), 46.
- The bibliography may include both sources.

Bibliography in Chicago Style

- The list is called "**Bibliography**," not "References" or "Works Cited."
- The entries are listed in **alphabetical order**, by the authors' surnames.
- If there is no author, use the title. Alphabetize titles according to the first word after "a," "an," or "the."
- Use the **full first name of authors**, whenever possible, instead of initials.
- **Double-space** the entire bibliography.
- **Capitalize** all major words in the titles of works.
- Put titles of articles between **quotation marks**. Titles of books and journals are **italicized**.
- **Hanging indents**—the first line of each entry is not indented, but every line beyond the first of each entry is.

Basic Referencing Formats & Bibliography in Chicago Manual Style

Book - Bibliographic Citation:

Author	.	Title	.	Place of publication	:	Publisher	,	Year	.
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Davies, Robertson. *The Manticore*. Toronto: Penguin Group, 1972.

Book - Footnote/endnote:

Author	,	Title	(Place of publication	:	Publisher	,	Year),	Page(s)	.
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1. Robertson Davies, *The Manticore* (Toronto: Penguin Group, 1972), 45.

Chapter or article in a book - Bibliographic citation:

Author	.	"Chapter Title	."	In	Book Title	,	edited by	Book editor	,	Page range	.	Place of publication	:	Publisher	,	Year	.
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Kirk, Leslie. "The Longest Voyage." In *Tales of Adventure*, edited by Nick Ames, 118-42. London: Penguin, 1978.

Chapter or article in a book - Footnote/endnote:

Author	,	"Chapter Title	,"	in	Book Title	,	ed	Book editor	(Place of publication	:	Publisher	,	Year),	Page(s)	.
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1. Leslie Kirk, "The Longest Voyage," in *Tales of Adventure*, ed. Nick Ames (London: Penguin, 1978), 118.

Article in a periodical - Bibliographic citation:

Author	.	"Article Title	."	Periodical Title	Volume	,	Issue / number	(Month - if no issue number - and year)	:	Page range	.
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Gostin, Lawrence. "Public Health Law in a New Century: Part II: Public Health Powers and Limits." *Journal of the American Medical Association* 283, no. 22 (2000): 2979-84.

Article in a periodical - Footnote/endnote:

Author	,	"Article Title	,"	Periodical Title	Volume	,	Issue / number	(Month - if no issue number - and year)	:	Page(s)	.
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1. Lawrence Gostin, "Public Health Law in a New Century: Part II: Public Health Powers and Limits," *Journal of the American Medical Association* 283, no. 22 (2000): 2980.

Article in an online periodical - Bibliographic citation:

Author	.	"Article title	."	Periodical Title	Volume	,	Issue / number	(Month - if no issue number - and year)	:	Page range	.	URL	(accessed	date of access - if required)	.
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Gostin, Lawrence. "Public Health Law in a New Century: Part II: Public Health Powers and Limits." *Journal of the American Medical Association* 283, no. 22 (2000): 2979-84. <http://jama.ama-assn.org/cgi/reprint/283/22/2979> (accessed July 25, 2006).

Article in an online periodical - Footnote/endnote:

Author	,	"Article title	,"	Periodical Title	Volume	,	Issue / number	(Month - if no issue number - and year)	:	Page(s)	,	URL	(accessed	date of access - if required)	.
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1. Lawrence Gostin, "Public Health Law in a New Century: Part II: Public Health Powers and Limits," *Journal of the American Medical Association* 283, no. 22 (2000): 2980, <http://jama.ama-assn.org/cgi/reprint/283/22/2979> (accessed July 25, 2006).

Webpage / website - Bibliographic citation:

Author	.	"Title of webpage	."	Section - if necessary - and Website Title or Owner	.	Publishing date - if available	.	URL	(accessed	date of access - if required)	.
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McDonald, Kara C. "Troubling Turnover on UN Security Council." Expert brief, *Council on Foreign Relations*. October 15, 2009. http://www.cfr.org/publication/20407/turnover_on_the_un_security_council.html (accessed October 16, 2009).

Webpage / website - Footnote/endnote:

Author	,	"Title of webpage	,"	section - if necessary - and Website Title or Owner	,	Publishing date - if available	,	URL	(accessed	date of access - if required)	.
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1. Kara C. McDonald, "Troubling Turnover on UN Security Council," expert brief, *Council on Foreign Relations*, October 15, 2009, http://www.cfr.org/publication/20407/turnover_on_the_un_security_council.html (accessed October 16, 2009).

Multiple authors

- For a work with **two or three authors**, the bibliographic entry starts with the first author's surname, followed by the first name. Subsequent authors are then listed by first name, followed by surname:

Benns, F. Lee and Mary Elisabeth Seldon. *Europe, 1939 to the Present*. New York: Appleton-Century-Crofts, 1965.

Dylan, James, Chris Pool, and Diana Snigy. *Men and Women in Early Antiquity France*. Toronto: Reed and Wright, 2001.

- For a work with **more than three authors**, the bibliography lists every author as shown in the previous example, but the footnote or endnote contains only the first author's surname and first name, followed by "et al.":
Updyke, Jen et al., *Deadly Viruses* (New York: Permanent Press, 2009), 26.

No author

- For a work with **no author**, begin with the title. Alphabetize titles according to the first word after "a," "an," or "the."
Appointment with Dawn. London: City Mangle Press, 2007.

Several works by the same author

- If the bibliography contains more than one work by the same author, the first entry contains the author's full name. In subsequent entries, the author's name is replaced by a 3-em dash:

Davies, Robertson. *The Manticore*. Toronto: Penguin Group, 1972.

—. *Rebel Angels*. Toronto: Penguin Group, 1997.

References & Resources

University of Chicago Press, ed. *The Chicago Manual of Style: The Essential Guide for Writers, Editors, and Publishers*. 16th ed. Chicago: University of Chicago Press, 2010.

This is the text on which Chicago Style is based. It contains information on structure, grammar, punctuation, and capitalization as well as the rules for referencing material in the body and bibliography of a paper.

University of Chicago Press, ed. "The Chicago Manual of Style Online." The University of Chicago. <http://www.chicagomanualofstyle.org/home.html> (accessed October 15, 2009).

This is *The Chicago Manual of Style* website. The site contains all reference guidelines for the Chicago Style of reference, as well as an interactive "Questions and Answers" section.

Yale College Writing Centre. "Why Are There Different Citations Styles?" Yale University. <http://www.yale.edu/bass/writing/sources/kinds/principles/why.html> (accessed October 16th 2009).

This is an overview of Chicago Style and the rationale behind its use. It provides links to useful online guides to this as well as other referencing styles.