



Guide for Citing Resources: Chicago Manual of Style

This guide is based on *The Chicago Manual of Style 15th ed.* (University of Chicago Press, 2006).

The *Chicago Manual of Style* allows for two different types of reference styles: the Author-Date System and the Documentary-Note (or Humanities) Style. Traditionally, those in the Social Sciences use the Author-Date System.

Citations In-Text are noted in the body of the paper.

Bibliography is an alphabetical list at the end of the research paper.

What is Referencing?

Referencing is a standardised method of acknowledging sources of information and ideas that you have used in your assignment in a way that uniquely identifies their source. Direct quotations, facts and figures, as well as ideas and theories, from both published and unpublished works must be referenced.

Why Reference?

There are three main reasons to include citations in your papers:

- To give credit to the authors of the source materials you used when writing the paper.
- To enable readers to follow up on the source materials.
- To demonstrate that your paper is well-researched.

Reference List and Bibliography

A reference list only includes books, articles etc that are cited in the text. A bibliography is a list containing the sources used in developing a publication and other sources the author considers might be of use or interest to the reader.

The reference list is arranged alphabetically by author. Where an item has no author it is cited by its title, and ordered in the reference list or bibliography alphabetically by the first significant word of the title.

Book – Single author

Citation in Text (Holmlund 2002)

Reference Holmlund, C. 2002. *Impossible bodies: femininity and masculinity at the movies*. New York Routledge

Book – Two to three authors

Citation in Text (Flinders and Mills 1993)

Reference Flinders, David J. and Geoffrey E. Mills, eds. 1993. *Theory and Concepts in qualitative research: perspectives from the field*. New York: Teachers College Press.

Book – More than Three Authors

Citation in Text (Kimble, et al.2002)

Reference Kimble, John M., Rattan Lal, and Ronald F. Follet, eds. 2002. *Agricultural practices and policies for carbon sequestration in soil*. Boca Raton, Fla.: Lewis Publishers.

Journal—One Author

Citation in Text (Barney 1991)

Reference Barney, J. B. 1998. “The Beguiled: Misogynist myth of feminist fable?” *Literature Film Quarterly* Vol. 26 (3): 214- 219.

Journal – Two Authors

Citation in Text (Bolzan and Jezek 2000, 280)

Reference Bolzan, J.F. and K.C. Jezek. 2000. or (Bolzan and Jezek 2000) “Accumulation rate changes in central Greenland from passive microwave data.” *Polar Geography* 27 (4): 277-319.

Newspaper article – no author

Citation in Text (Chicago Tribune 1994)

Reference *Chicago Tribune*. 1994. “Gun injuries take financial toll on hospitals”, February 24.

Newspaper article – from an electronic database

Citation in Text (Satel 2003)

Reference Satel, Sally. “OxyContin half truths can cause suffering.” *USA Today*, October 27, 2003, final edition, Lexis-Nexis, via Galileo, <http://www.galileo.usg.edu> (date accessed)

Encyclopedia article

- Citation in Text** “In the fifteenth edition of the New Encyclopedia Britannica, Guido Gergoriotti notes about dress and adornment...”
- Reference** no entry [“Well-known reference books, such as major dictionaries and encyclopedias, are normally cited in notes rather than bibliographies” p. 715]

Corporate or Organisation Author

- Citation in Text** (Ohio State 1959)
- Reference** Ohio State University. Natural Resources Institute. 959. *A directory of Ohio facilities and services for resource conservation*. Columbus: Natural Resources Institute.

Website (or part of a website)

- Citation in Text** (University of Georgia)
- Reference** University of Georgia, “Points of Pride,” University of Georgia, <http://www.uga.edu/profile/html>

Thesis

- Citation in Text** (Jones 1998, p. 89)
- Reference** Jones, F 1998, ‘The mechanism of Bayer residue flocculation’, PhD Thesis, Curtin University of Technology. Retrieved December 21, 2005, from Curtin University of Technology Digital Theses

Full text from an electronic database

- Citation in Text** (Madden 2002)
- Reference** Madden, G 2002, ‘Internet economics and policy: an Australian perspective’, *Economic Record*, vol. 78, no. 242, pp. 343-58. Retrieved October 16, 2002, from ABI/INFORM Global database.

Full text from the internet

- Citation in Text** It was proposed by Byrne (2004) that...
- Reference** Byrne, A 2004, ‘The end of history: censorship and libraries’, *The Australian Library Journal*, vol. 53, no. 2. Retrieved November 16, 2004, from <http://www.alia.org.au/publishing/alj/53.2/full.text/byrne.html>

If you include someone else's materials or ideas in your own research, you must acknowledge the original author or creator. **This not only includes quoting someone, but also putting the information in your own words or using someone else's ideas.** In a report or research paper, this acknowledgement and documentation is usually called a **citation**.

Failure to provide citations to the source material is an unethical and illegal practice called **plagiarism**.

*plagiarism - stealing sources or using
information without giving credit to the author*