

1. CHICAGO AUTHOR-DATE REFERENCING

Two main elements:

- i. citing within the text of an assignment
- ii. listing references at the end of an assignment

In-text citations

You need to include the **author(s) surname(s)**, year of publication and page number (for direct quotations)

Uncertainty

Referencing is inextricably linked to the concept of plagiarism; it involves learning how to represent what has been learned from earlier authors (**Pears and Shields** 2008, 18). As an “essential skill for higher education” (**Neville** 2009, 95) it substantiates the evidence on which discussion or argument is based. Academic referencing gives credibility to the information presented, enabling sources to be traced, authenticated, and used to connect and synthesise ideas. **Roberts** (2008) suggests the chief cause of plagiarism is uncertainty about how to cite sources and misconceptions about referencing terminology. A reason for this predicament is the absence of a universal referencing system. A plethora of referencing systems exist, and styles can vary from one department to another within the same institution, with irregularities between tutors in how these styles are interpreted and applied (**Neville**, 2007). A first year joint honours student may be expected to use a particular style of referencing for one assignment and then a different style for another project. Consequently, it is not surprising that students are left confused. I have seen many students individually whose difficulty with referencing has been perplexity at what is expected of them. **McGowan** (2009, 2) criticised the requirements of academic writing for being shrouded in mystery and therefore it not unreasonable for students to expect clear, succinct guidelines. **Levin** (2004) queries how students should know what counts as common knowledge and does not need referenced and **Neville** (2009) states there are nine referencing styles found within higher education in Britain, while **Moore et al.** (2010) argue there are at least fourteen separate referencing styles in active use.

Phrasing

There are several ways to phrase in-text citations and place the author's surname within a sentence.

- START: Smyth (2010, 187) argued that “18-25 year old males...”
- MIDDLE: In a recent survey (Jones 2009), the pedagogic benefits of interactive whiteboards were analysed.
- END: Apple is a globally recognised brand name, whose products are regarded as the best on the market (Smith 2022).

TIPS

Give the citation where it fits comfortably with the flow of your writing.

Where the author's name does not occur naturally, put the in-text citation into brackets.

If you paraphrase something it may be neater to give the in-text citation at the end of the sentence.

Page Numbering

For in-text citations you indicate the page number after the year of publication and a comma. It is important that you are consistent and therefore do not use these two conventions interchangeably.

Example:

According to Hancock and Muller (2013, 35)...

In a bibliography / reference list you only refer to page numbers when there is a **page range** i.e., journal articles or chapters.

Example:

Bassnett, Susan. 2017. "Translators in search of originals." In *Textual and Contextual Voices of Translation*, edited by Cecilia Alvstad, Annjo K. Greenall, Hanne Jansen and Kristiina TaivalkoskiShilov, 119-132. Amsterdam: John Benjamins Publishing Company.

Up to 2 Authors

If there are one or two authors in the publication you wish to reference, then list them both in the in- text citation, e.g., (Surname and Surname Year of Publication)

Examples:

It is noted that... (Flinders and Wood 2015)

According to Flinders and Wood (2015)

2-3 Authors

When there are two or three authors, we cite everyone's surname, e.g., (Surname, Surname and Surname Year Of Publication)

It has been claimed (Vassilakos, Schlesselman, and Tarango 2017, 10) that... Vassilakos, Schlesselman, and Tarango (2017, 10) found...

>4 Authors

When there are more than four authors, we cite the primary author and use *et al.* e.g., (Surname et al. Year Of Publication)

It has been claimed (Kennedy et al. 2017, 10) that... Donnelly et al. (2019) found...

Important: all authors must be listed in your reference list / bibliography. Note the formatting in the use of *italics* and a full stop after al.

Multiple Sources

If you need to refer to two or more sources at the same time, use a **semi-colon** to separate them, e.g., (Surname Year of Publication; Surname Year of Publication; Surname Year of Publication).

Example:

Plagiarism within higher education has risen substantially over the past decade (Roberts 2008; Terry 2007; Devlin 2006).

Should be cited in reverse chronological order.

Multiple Sources with same year and author

Allocate lower case letters after the year in alphabetical order.

Example:

Johnston (2004a) argued... however he concluded... (Johnston, 2004b)

No Date

Use the phrase “no date”, or abbreviation n.d.

Examples:

Moore and Powell (no date, 114) conclude that...

The problem is particularly apparent among first year undergraduates (Hart and Friesner, n.d.)

Short Quotations

Set in quotation marks and include in the body of text.

Example:

As Laurillard (1993, 47) points out “it is a peculiarity of academic learning that its focus is not the world itself but others views of that world.”

Long Quotations

Long quotations should be formatted as follows:

- entered as a separate paragraph with a one line space above and below the quote
- indented from the text
- single spaced
- quotation marks not necessary³

Example:

De Raeve (1998, 488) is of the opinion that:

Nursing cannot require of individual nurses that they wholeheartedly sacrifice personal for professional integrity, since this would lead to the depersonalization of the individual and to individuals becoming the tools of the group. This, it might be said, was what happened to prison camp guards in Nazi Germany, where integrity might have been construed purely as loyalty to the regime and obedience to authority, thereby, many would say, undermining its very nature.

This argument may be especially pertinent where nurses are employed by the state.

Making Changes to Quotations

If you leave out a word or words from a quote, indicate this by using **three dots ...**

Example:

"E-learning ... has the potential to revolutionise accessibility" (McKervey, 2010, p.6)

Use **square brackets** to put your own words into a quotation *Example:* "impacted this sphere [political] of constitutional reform"

Secondary References

This is where you cite a source quoted by another source. You must use the names of both authors and the phrase 'cited in'. *Example:*

A study by Holbrook (2006, cited in McNelly 2008, 17)

Reference List

In the Chicago Author-Date referencing system, the in-text citations link to your reference list . A reference list contains all the sources that have been cited in the text of your work.

Example

In-text citation:

Baker (2006) however offers a contrary view ...

Reference list:

Baker, Mona. 2006. *Translation and conflict : a narrative account*. Abingdon, Oxon: Routledge.

Formatting

There are specific rules for **formatting** references, which vary according to the **type** of source.

Author(s)

Put the surname first, followed by the author's full name e.g. Baker, Stephen.

Include all authors. e.g. McQuade, A., Moran, P. and Crawford, T.

Sometimes the author may be an organisation. e.g. Nursing and Midwifery Council. If the publication is compiled by an editor or editors, use the abbreviation (ed.) or (eds.) e.g. Hughes, R.J. and Hampson, P. (eds.)

Year of Publication

Put the year in the **round brackets** after the surname(s) e.g. (2010) If no date can be identified, use **(no date)** or **(n.d.)**

Title

Capitalise the first letter of the first word and any proper nouns. e.g. *Contract law in France:1975-2001*, The title should be **italics**. e.g. *A tale of two cities*,

Edition

Only include the edition if it is not the first edition. Abbreviation to **ed.** e.g. 2nd ed.

Place of Publication: Name of Publisher

List the **place** of publication first followed by the **name** of the publisher. Separate using a **colon**. e.g., Maidenhead: Open Universities Press

Page Reference

Only include if you are referring to a specific **chapter** or **journal article**. Include the page numbers after the editor's details. e.g. edited by Hannah Kennedy, 391-406.

Title of Article (Journal / Newspaper)

Put the title in **double** quotation marks and capitalise the first letter of the first word. e.g. "Plagiarism on the rise"

Title of Journal/Newspaper

Capitalise the first letter of **each** word in the title, except linking words such as: the, for, and, of, etc.

Issue Information

List the **volume** number followed by the **issue** number in round brackets. e.g. 14(3)

URL

Include the full web address for Internet sources used and date accessed. This is formatted using Available at: <http://www.qub.ac.uk/lds>. Accessed: 23 June 2021.

How to Reference a...

Book

- Author surname, first name.
- Year of Publication.
- *Title*.
- Edition (if needed).
- Place of publication: Publisher

Example:

Blumer, Herbert. 1969. *Symbolic interactionism: perspectives and method*. Englewood Cliffs, New Jersey: Prentice-Hall Inc.

Chapter from book

- Author(s) surname, first name.
- Year of Publication.
- "Chapter title."
- In
- *Book Title*,
- Edited by
- Editor first name, surname
- Page range
- Place of publication: Publisher

Example:

Dervin, Fred. 2012. "Cultural Identity, Representation And Othering." In *The Routledge Handbook Of Language And Intercultural Communication*, edited by Jane Jackson, 181-194. London: Routledge.

Journal article

- Author(s) surname, first name.
- Year of Publication.
- "Article Title."
- *Journal Name*
- Volume (issue number)
- (If available, publication season or month) • Page range.
- DOI or URL.

Example:

Forchtner, Bernhard. 2021. "Critique, Habermas and narrative (genre): the discourse-historical approach in critical discourse studies." *Critical Discourse Studies* 18 (3): 314-331.
<https://doi.org/10.1080/17405904.2020.1803093>.

Digital Object Identifier

A DOI (Digital Object Identifier) is used to permanently identify an article or document and link to it on the internet. While a web address might change, the DOI will not. If the DOI is not listed, look it up on the website www.CrossRef.org (use the "Search Metadata" option).

Website

- Author(s)
- Year the webpage was last updated.
- "Page title".
- Last modified date.
- Access date.
- URL

Example:

Belfast Telegraph. 2019. "INM agrees to £125.7m takeover by Belgium's Mediahuis." Last Modified 30 April 2019. Accessed 18 July 2022.

<https://www.belfasttelegraph.co.uk/news/northernireland/inm-agrees-to-1257m-takeover-bybelgiums-mediahuis-38063688.html>.

Newspaper article

- Author
- "Article title."
- *Newspaper Name*,
- Month Day Year
- Page number

Example:

Belfast Telegraph. 1971. "Angry Mothers Take Case To Their MPs." *Belfast Telegraph*, May 20 1971, 11.

Report

- Author.
- Year of publication.
- *Title of report/working paper/briefing paper.*
- Publication details.
- Access date.
- URL.

Example:

NHS England and NHS Improvement. 2016. NHS Operational Planning and Contracting Guidance

20172019. Accessed 5 September 2022.

<https://www.england.nhs.uk/wpcontent/uploads/2016/09/NHSoperational-planning-guidance-201617-201819.pdf>.

2. CHICAGO NOTES/BIBLIOGRAPHY REFERENCING

In this system, sources are cited in numbered footnotes or endnotes. Each note corresponds to a raised (superscript) number in the text. Sources are also usually listed in a separate bibliography.

Two main elements:

- i. citing as a footnote/endnote within your essay (check which is preferred)
- ii. listing references at the end of an assignment

Citing a text

The Chicago notes/bibliography (N/B) style uses footnotes or endnotes to explain, comment on, or provide references to something in a document. Usually, footnotes appear at the bottom of the page, while endnotes come at the end of the document or section.

This can be completed automatically using software such as Microsoft Word. For information on how to add an endnote or footnote on Microsoft Word, please see: [Add footnotes and endnotes](#)

Formatting

Author names

Insert the author's forename and surname in the footnotes.

4-9 Authors

When there are more than four authors, we cite the primary author and use et al.

e.g., (Surname et al. Year of Publication)

>10 Authors

When there are more than ten authors, list up to seven of the authors in the bibliography and use et al.. The first author's is written as (Surname, Forename), but all other authors are written as (Forename Surname).

Important: all authors must be listed in your reference list/bibliography.

Note the formatting in the use of italics and a full stop after al.

Titles

Books, journals and websites are all italicized. Use double quotation marks for other sources such as article chapters and webpages.

Bibliography

Books, journals and websites are all italicized. Use double quotation marks for other sources such as article chapters and webpages.

If your source does not have an author, still include the reference by citing the title.

All references must have a full stop.

Remember to add the sources you have read but not cited in the bibliography.

Books, journals and websites are all italicized. Use double quotation marks for other sources such as article chapters and webpages.

First citation and subsequent short citations

For the first citation, include the entire source details in the footnote or endnote. After this, the reference can be abbreviated to include the author's surname, part of the title and the page number if directly citing the text. This might look like:

Smith, News Translation, 77.

Ibid.

Ibid. comes from the Latin, meaning 'in the same place.' If using a source multiple times consecutively, you can use the term *ibid.* to indicate that the same source is being used. This might look like:

1. Kelsie Gillespie, *Symbolic Interactionism and Wider Society*, London: Pluto Press, 198-99
2. Ibid., 90
3. Ibid., 207

Using dates

When citing a date, such as a newspaper article, we use the Month, Date, Year.

URLs and DOIs

If the DOI is available, use this instead of an URL. However, if you have used a database such as JSTOR, include its name in place of the URL. Only include an access date if there is no modification date or publication date.

Page numbers

Use the page numbers for citing, paraphrasing, or using words from the source material. The page number(s) should be inserted in the footnote or endnote after publication details.

In the bibliography, include the page range of chapters or articles.

Formatting: punctuation (from CiteThemWrite: www.shorturl.at/AF367)

Chicago requires specific formatting for footnotes and references:

- The first line of footnotes should be indented by ½ inch (1.3cm) and subsequent lines are not indented. For the bibliography the first line of references is not indented, but the second and subsequent lines have a hanging indent of ½ inch (1.3cm)
- Chicago style has different punctuation for entries in your footnotes and in your bibliography. Use commas to separate elements of the reference in the footnote, but use commas or full stops to separate the elements of the reference in the bibliography. In your footnote, the place of publication, publisher and year are enclosed in round brackets, but are unenclosed in the bibliography entry. Editors are referred to as 'ed.' in the footnote, but the phrase 'edited by' is used in the bibliography

Example

Footnote

1. Jane Dickson, "Female Managers in Industry," in *Corporate Leadership*, ed. Janesh Singh (Oxford: Oxford University Press, 2014), 49. Bibliography

Dickson, Jane. "Female Managers in Industry." In *Corporate Leadership*, edited by Janesh Singh, 48–56. Oxford: Oxford University Press, 2014.

Sample text (NB format) (from CiteThemWrite: www.shorturl.at/AF367)

This sample piece of text shows how various sources would be included as in-text citations:

Worsley's *Classical Architecture* highlighted the variety of styles that eighteenth-century architects employed in their buildings.¹ Rich patrons wanted designs in the latest fashion and among those to profit from this demand was Robert Adam, who published his studies of Roman buildings.² With this first-hand knowledge he designed many country houses and public buildings, and was even able to take over projects begun by other architects, as at Kedleston in Derbyshire.³ His work was not always as revolutionary as he claimed, but it certainly impressed clients and was copied by other architects including John Carr.⁵ Although most patrons favoured classical styles, Horace Walpole suggested that the Gothic style was 'our architecture', the national style of England.⁶ Later authors have suggested that Gothic style signified ancient lineage and the British Constitution.⁷

Sample footnotes (NB format) (from CiteThemWrite: www.shorturl.at/AF367)

NB The first line of each footnote is indented by 1.3cm (½ inch). Text should be double-spaced.

1. Giles Worsley, *Classical Architecture in Britain: The Heroic Age* (London: Published for the Paul Mellon Centre for Studies in British Art by Yale University Press, 1995), 47.
2. Robert Adam, *Ruins of the Palace of the Emperor Diocletian at Spalatro in Dalmatia* (London: Printed for the author, 1764), Eighteenth Century Collections Online.
3. Peter Leach, "James Paine's Design for the South Front of Kedleston Hall: Dating and

Sources," *Architectural History* 40 (1997): 160.

4. Worsley, *Classical Architecture*, 265.

5. Brian Wragg, "The Life and Works of John Carr of York: Palladian Architect" (PhD diss., University of Sheffield, 1976).

6. Horace Walpole, cited in S. Lang, "The Principles of the Gothic Revival in England," *Journal of the Society of Architectural Historians* 25, no. 4 (1966): 244, accessed December 21, 2018, <http://www.jstor.org/stable/988353>.

7. Alexandrina Buchanan, "Interpretations of Medieval Architecture," in *Gothic Architecture and Its Meanings 1550–1830*, ed. Michael Hall (Reading: Spire Books, 2002): 27–52.

NB Footnote 4 is an example of a short citation, and footnote 6 is a secondary reference. Sample bibliography (NB format)

NB Sources listed in your bibliography should have a hanging indent of 1.3cm (½ inch) and text should be double-spaced.

Adam, Robert. *Ruins of the Palace of the Emperor Diocletian at Spalatro in Dalmatia*. London: Printed for the author, 1764. Eighteenth Century Collections Online.

Buchanan, Alexandrina. "Interpretations of Medieval Architecture." In *Gothic Architecture and Its Meanings 1550–1830*, edited by Michael Hall, 27–52. Reading: Spire Books, 2002.

Lang, S. "The Principles of the Gothic Revival in England." *Journal of the Society of Architectural Historians* 25, no. 4 (1966): 240–67. Accessed December 21, 2018, <http://www.jstor.org/stable/988353>.

Leach, Peter. "James Paine's Design for the South Front of Kedleston Hall: Dating and Sources." *Architectural History* 40 (1997): 159–70.

Worsley, Giles. *Classical Architecture in Britain: The Heroic Age*. London: Published for the Paul Mellon Centre for Studies in British Art by Yale University Press, 1995.

Wragg, Brian. "The Life and Works of John Carr of York: Palladian Architect." PhD diss., University of Sheffield, 1976.

Grazer, Brian, and Charles Fishman. *A Curious Mind: The Secret to a Bigger Life*. New York: Simon & Schuster, 2015.

Smith, Zadie. *Swing Time*. New York: Penguin Press, 2016.