



CITING AND REFERENCING: USING CHICAGO NOTES AND BIBLIOGRAPHY (FOOTNOTES) STYLE

What is citation?

Citation is the means by which you tell a reader the sources – books, journals, web pages that you have referred to in your work.

Why it is important to reference the work of other people?

It is important to cite sources accurately for four main reasons; giving credit to other authors, showing that you have read widely, letting others trace the works you have read and avoiding plagiarism.

Examples in this guide

This guide will show you how to cite a range of sources using the Chicago referencing style:

Books including e-books	Newspaper articles
Chapters from books	Standards
Journal articles	Patents
Web sites	Images

The Chicago referencing style is comprised of three elements: a cited reference in the text, a corresponding footnote at the bottom of the page and a bibliographic list of references at the end of your piece of work.

Care should be taken to follow the conventions of word order and punctuation for the Chicago style. For example, capitals, round brackets, italics and inverted commas should be used appropriately and consistently.

Note that authors' names are usually cited as they appear on the title page.

Citing references in your text – also known as “In text citations”

When using the Chicago footnotes style, information resources are referred to in the text of your work by superscripted numerals, in the order in which they are first cited. For example,

Behr paints a vivid picture of Prohibition as an era that irrevocably changed the US.¹

The numeral should be positioned **after** the final punctuation mark and not mid-sentence.

Citing sources as a footnote

An in-text citation must have a corresponding numbered note recorded at the foot of the page. Subsequent citations to the same source are shortened and numbered sequentially. Most

commonly, this will include the author's last name, a shorter title and page number(s) (if quoting directly or referring to ideas from a specific page or pages within the text). For example,

1. Edward Behr, *Prohibition: Thirteen Years That Changed America* (New York: Arcade Publishing, 2011), 65-66.
2. Behr, *Prohibition*, 68.

Note that in the footnote entry the author's name is recorded by the forename followed by the surname.

Citing sources in the bibliography

For each type of material you cite you will need specific details in the footnote and in your bibliography. Remember to stay consistent when referencing each item.

Sources in the bibliography should be listed in alphabetical order by author without the use of bullet points or numbering.

The footnote example above would be recorded in the bibliography as:

Behr, Edward. *Prohibition: Thirteen Years That Changed America*. New York: Arcade Publishing, 2011.

Citing multiple authors in the footnote and bibliography

Two or three authors

Include all authors in the footnote and bibliography

Footnote:

3. Jeremy Black and Donald M. MacRaild, *Studying History*, 4th ed. (London: Palgrave, 2017), 52.

Bibliography:

Black, Jeremy and Donald M. MacRaild. *Studying History*. 4th ed. London: Palgrave, 2017.

Four or more authors

In the footnote, list the first author followed by et al.

e.g. 21. Ralph Miller et al.....

In the bibliography include **all** of the authors.

Note that only the first name is inverted in the bibliography.

The following examples illustrate the footnote and the corresponding entry in the bibliography for different types of sources:

Book

Author, Title (in italics), Edition (if not the first), Place of publication, Publisher, Year of publication, Page reference (in footnote, if relevant).

Footnote:

3. John Tosh, *The Pursuit of History: Aims, Methods and New Directions in the Study of Modern History* (Harlow: Longman, 2010), 3-4.

Bibliography:

Tosh, John. *The Pursuit of History: Aims, Methods and New Directions in the Study of Modern History*. Harlow: Longman, 2010.

Edited book

Editor(s) (include ed. or eds. after the name(s)), Title (in italics), Edition (if not the first), Place of publication, Publisher, Year of publication, Specific page number(s) (in footnote, if relevant).

Footnote:

6. Alex Pritchard et al., eds., *Libertarian Socialism Politics in Black and Red* (Basingstoke: Palgrave Macmillan, 2012), 56-58.

Bibliography:

Pritchard, Alex, Ruth Kinna, Saku Pinta, and David Berry, eds. *Libertarian Socialism Politics in Black and Red*. Basingstoke: Palgrave Macmillan, 2012.

Chapter from an edited book

Author of chapter, Title of chapter (in inverted commas), in (in footnote) or In (in bibliography), Title of book (in italics), ed. (in footnote) edited by (in bibliography), Editor's name, Page range for chapter (in bibliography), Place of publication, Publisher, Year of publication, Specific page number(s) (in footnote).

Footnote:

3. Andrew Linklater, "The Achievements of Critical Theory," in *International Theory: Positivism and Beyond*, eds. Steve Smith, Ken Booth, and Marysia Zalewski (Cambridge: Cambridge University Press, 1996), 282.

Bibliography:

Linklater, Andrew. "The Achievements of Critical Theory." In *International Theory: Positivism and Beyond*, edited by Steve Smith, Ken Booth, and Marysia Zalewski, 279-298. Cambridge: Cambridge University Press, 1996.

E-book

Author/editor, Title (in italics), Edition (if not the first), Place of publication, Publisher, Year of Publication, Page number(s) (in the footnote), Access date and URL (if the online version differs from the print version).

Note that if page numbers are not available, indicate the chapter, section title or other helpful number.

Footnote:

18. Tim Bale, *European Politics: A Comparative Introduction*, 3rd ed. (Basingstoke: Palgrave Macmillan, 2013), 112, accessed January 21, 2020, <https://ebookcentral.proquest.com/lib/lboro/detail.action?docID=4763255>

Bibliography:

Bale, Tim. *European Politics: A Comparative Introduction*, 3rd ed. Basingstoke: Palgrave Macmillan, 2013. Accessed January 21, 2020.

<https://ebookcentral.proquest.com/lib/lboro/detail.action?docID=4763255>

Note: Your tutor or subject area may prefer you to reference the print version of an e-book if there is an identical version available, so do check this.

Journal article (print)

Author, Title of article (in inverted commas), Journal title (in italics), Volume number, Issue number, Year of publication, Specific page number(s) (in the footnote) or page range of whole article (in the bibliography).

Footnote:

4. Jussi M. Hanhimaki, "'Dr. Kissinger' or 'Mr. Henry'? Kissingerology, Thirty Years and Counting," *Diplomatic History* 27, no. 5 (2003): 640.

Bibliography:

Hanhimaki, Jussi M. "'Dr. Kissinger' or 'Mr. Henry'? Kissingerology, Thirty Years and Counting," *Diplomatic History* 27, no. 5 (2003): 637-676.

Journal article (electronic)

Author, Title of article (in inverted commas), Journal title (in italics), Volume number, Issue number, Year of publication, Specific page number(s) (in the footnote) or page range of whole article (in the bibliography), DOI if the journal lists one or a URL if not. Include an access date before the DOI.

Footnote:

8. Andrew F. Cooper and Daniel Flesmes, "Foreign Policy Strategies of Emerging Powers in a Multipolar World: An Introductory Review," *Third World Quarterly* 34, no. 6 (2013): 943-962, accessed January 7, 2020, doi: 10.1080/01436597.2013.802501.

Bibliography:

Cooper, Andrew F., and Daniel Flesmes. "Foreign Policy Strategies of Emerging Powers in a Multipolar World: An Introductory Review." *Third World Quarterly* 34, no. 6 (2013): 943-962. Accessed January 7, 2020. doi: 10.1080/01436597.2013.802501.

Web sites

It is not always necessary to include a separate footnote and bibliography entry for website content. Often it can be mentioned in the main text or limited to a footnote entry. For example, "As of 18th May, 2018, Harvard University stated on its website that...". However, if your School requires a more standardised citation, the following may be used as a template:

Footnote: Title of website (in inverted commas), Author/organisation, Access date OR date last updated, URL:

"The Future of the Left Since 1884," Fabian Society, accessed January 8, 2020, <https://fabians.org.uk/>.

Bibliography: Author/organisation, title of website (in inverted commas), Access date OR date last updated, URL

Fabian Society. "The Future of the Left Since 1884." Accessed January 8, 2020.

<https://fabians.org.uk/>.

Newspaper articles

Author, Title of article (in inverted commas), Title of newspaper or news outlet (in italics), Date, Section (if applicable), Page number (in footnote but not in the bibliography), URL or database (if online) and a date of access.

Note that if there is no author you should cite the article title first instead.

It is not always necessary to include newspaper or magazine articles as a footnote or in the bibliography. The details can be included in the running text, e.g. "Oliver Moody observed in an article in *The Guardian* on February 1, 2021, that ..."

However, if a more standard citation is required by your subject area, these examples illustrate the format you should follow:

Database entry:

Footnote:

3. Oliver Moody, "Brexit Trade Disruption 'Until July'," *Times*, February 1, 2021, Nexis UK.

Bibliography:

Moody, Oliver. "Brexit Trade Disruption 'Until July'." *Times*, February 1, 2021. Nexis UK.

Online newspaper entry:

Footnote:

Gustaf Kilander, "Biden vows to have most ethical admin in response to claims brother used Biden name for business," *Independent*, January 30, 2021, accessed February 1, 2021, <https://www.independent.co.uk/news/world/americas/us-politics/joe-biden-brother-ethics-business-b1794890.html>.

Bibliography:

Kilander, Gustaf. "Biden vows to have most ethical admin in response to claims brother used Biden name for business." *Independent*, January 30, 2021. Accessed February 1, 2021. <https://www.independent.co.uk/news/world/americas/us-politics/joe-biden-brother-ethics-business-b1794890.html>.

Printed newspaper entry:

Footnote:

Chris Jenkins, "Strong Silent Hero of the Falklands," *Daily Mail*, February 18, 1992, 32.

Bibliography:

Jenkins, Chris. "Strong Silent Hero of the Falklands." *Daily Mail*, February 18, 1992.

Standards:

Authorising organisation, Title (in italics), Place of publication, Publisher, Year of publication, URL (if online only)

Footnote:

British Standards Institution, BS ISO 11799:2015: *Information and Documentation. Document Storage Requirements for Archive and Library Materials* (London: British Standards Institution, 2016).

Bibliography:

British Standards Institution. BS ISO 11799:2015: *Information and Documentation. Document Storage Requirements for Archive and Library Materials*. London: British Standards Institution, 2016.

Patents:

Inventor, Title of patent, Patent number, Date filed, Date issued (if available)

Footnote:

12. Baba Masaki, Image Processing Apparatus Creating Image Data with Same Direction, US Patent 2015009515A1, filed July 4, 2014.

Patents are usually recorded in a footnote without a corresponding entry in the reference list. If a reference list entry is required, record as follows:

Bibliography:

Masaki, Baba. Image processing apparatus creating image data with same direction. US Patent 2015009515A1, filed July 4, 2014.

Images (illustrations – photographs, figures, tables, maps, plates, etc.):

Images in books:

Footnote:

Simon Hix, *The Political System of the European Union*, 2nd ed. (Basingstoke: Palgrave Macmillan, 2005), 191, fig. 6.2.

A footnote entry may be sufficient. However, if a bibliography entry is also required, record as for a printed book (see above), i.e.

Bibliography:

Hix, Simon. *The Political System of the European Union*. 2nd ed. Basingstoke: Palgrave Macmillan, 2005.

Images Online:

Author (if known), Title (in italics), Year of publication, Medium and description, Location of image, URL (if applicable)

Footnote:

9. *Oroonoko*, 1776, illustration of a climactic scene from a dramatization of Oroonoko, National Humanities Center, <http://nationalhumanitiescenter.org/tserve/freedom/1917beyond/essays/newnegro.htm>.

A footnote entry may be sufficient. However, if a bibliography entry is also required, record as follows:

Bibliography:

Oroonoko. 1776. Illustration of a climactic scene from a dramatization of *Oroonoko*. National Humanities Center.

<http://nationalhumanitiescenter.org/tserve/freedom/1917beyond/essays/newnegro.htm>

Example Bibliography

Arrange your references in alphabetical order by the author's surname. Do not add numbers or bullet points.

British Standards Institution. BS ISO 11799:2015: *Information and Documentation. Document Storage Requirements for Archive and Library Materials*. London: British Standards Institution, 2016.

Cooper, Andrew F., and Daniel Flemes. "Foreign Policy Strategies of Emerging Powers in a Multipolar World: An Introductory Review." *Third World Quarterly* 34, no. 6 (2013): 943-962. Accessed January 7, 2020. doi: 10.1080/01436597.2013.802501.

Fabian Society. "The Future of the Left Since 1884." Accessed January 8, 2020.

<https://fabians.org.uk/>.

Kilander, Gustaf. "Biden vows to have most ethical admin in response to claims brother used Biden name for business." *Independent*, January 30, 2021. Accessed February 1, 2021.

<https://www.independent.co.uk/news/world/americas/us-politics/joe-biden-brother-ethics-business-b1794890.html>.

Linklater, Andrew. "The Achievements of Critical Theory." In *International Theory: Positivism and Beyond*, edited by Steve Smith, Ken Booth, and Marysia Zalewski, 279-298. Cambridge: Cambridge University Press, 1996.

Pritchard, Alex, Ruth Kinna, Saku Pinta, and David Berry, eds. *Libertarian Socialism Politics in Black and Red*. Basingstoke: Palgrave Macmillan, 2012.

Tosh, John. *The Pursuit of History: Aims, Methods and New Directions in the Study of Modern History*. Harlow: Longman, 2010.

For more help with referencing and citation please see your Academic Librarian

Or go to <https://www.citethemrightonline.com/>



<http://creativecommons.org/licenses/by-nc-sa/2.0/uk/>

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[University Library](#), February 2021