

This fact sheet provides a comprehensive BEGINNER'S guide to entries in the Chicago (Author-Date) referencing system. General rules for authors, dates and editions apply to all sources of information including print, media and Internet sources. For more information on the Chicago style please see [Chicago Manual of Style 16th Edition](#).

Variations in authors

NOTE: Page or paragraph numbers are used for direct quotes and when information is taken from specific pages or paragraphs.

<p>A. Single authors Write the author's surname only in-text. For the reference list, use the form of author's name as it on the title page or at the head of an article or chapter. <i>Type</i> References or Works Cited <i>on new page/centre/same size text/do not use italics</i></p>	<p>In-text</p>	<p>The idea of progress is much overrated (Addington 1994, 32–33). Addington (1994, 32–33) states that . . .</p>
<p>B. Two or three authors Use 'and' between authors in your sentence and in the reference list. First author begins with surname, after that other authors start with the given name.</p>	<p>In-text</p>	<p>King, Hunt, and Lee (1992, 23) claim . . . Climate change remains controversial (King, Hunt, and Lee 1992, 23).</p>
<p>C. Four or more authors Cite only the first author's surname, followed by <i>et al.</i> (not italics). Record all the authors' names in References OR Works Cited.</p>	<p>In-text</p>	<p>Peters et al. (1995) base their study on the economic model. This study is based on an economic model (Peters et al. 1995).</p>
<p>D. Citing several sources at once In text, authors' names should be presented alphabetically, and each reference is separated by a semicolon (;).</p>	<p>In-text</p>	<p>Policy makers argue that the connection between science and business should not be viewed critically (Branscomb 1997; Noble 1993; Stokes 1997).</p>
<p>E. Multiple works by the same author Use a, b, c . . . to differentiate between works written in the same year. Use 3-Em dash (control - alt - minus) followed by a full stop instead of repeating the same author's name in References OR Works Cited only. Please, be careful when using the 3-em dash – only use it in the very final editing stages.</p>	<p>In-text</p>	<p>In her first study, Sheldon (1996) supports the theory, but her two later studies (1999a, 1999b) modify this claim.</p>
<p>F. Authors with the same surname (a) co-authors of a work (b) separate works In text, where it is necessary to distinguish one author from the other, use the authors' initials. Place the initials before the surname.</p>	<p>In-text</p>	<p>(a) Scollon, Scollon, and Jones (2011) argue that . . . (b) A recent report (R. W. Jones 1991) indicated . . . but the findings have been refuted (D.J. Jones 1993).</p>
<p>G. No personal author or editor (a) organisation / corporate author (b) title or first few words Cite the name of the organisation (corporate author) that produced the work. If none, then use the title of the work in italics. DO NOT use the terms 'Anon.' or 'Anonymous' if you cannot find an author.</p>	<p>In-text</p>	<p>(a) The NSW Board of Studies (2006, 35) advocates an inclusive approach in syllabus design. (b) Reducing friction is essential (<i>Pressure Care</i> 2000, 3).</p>
<p>References OR Works Cited</p>	<p>References OR Works Cited</p>	<p>Addington, Henry. 1994. <i>Cultural Cringe: A Study of Change</i>. London: Routledge.</p> <p>King, Terrence, Edward Hunt, and John Lee. 1992. <i>Weather Matters</i>. Cambridge, MA: Harvard University Press.</p> <p>Peters, Carl, Tomoko Suzuki, Yves T. Corrigan, Peter Najar, and Edgar Thomas. 1995. <i>New Economies for New Times</i>. Chicago: University of Chicago Press.</p> <p>Branscomb, Ivan. 1997. <i>Investing in Innovation</i>. New York: Routledge. Noble, Barry. 1993. <i>America by Design</i>. New York: Knopf. Stokes, David. 1997. <i>Pasteur's Quadrant</i>. Washington, DC: Brookings Institution Press.</p> <p>Sheldon, Stephanie. 1996. <i>Language Limits</i>. London: Duckworth. —. 1999a. "Morphemic Resonance: A New Dimension." <i>Discourse Studies</i>, 23 (4): 67–72. —. 1999b. "Rules and Tools." <i>Journal of Semantics</i>, 43 (Spring): 23–45. [Give the name in the first entry only. For subsequent entries, use the 3-Em dash followed by a full stop and the title.]</p> <p>(a) Scollon, Ron, Suzanne W. Scollon, and Rodney H. Jones. 2011. <i>Intercultural Communication</i>. 3rd edn. Oxford: Wiley-Blackwell. http://eblib.com.au. (b) Jones, David J. 1993. <i>Review of Social Needs in the North West Region</i>. Lismore, NSW: FACS. (b) Jones, Randall W. 1991. <i>Report to the CARE Centre</i>. Armidale, NSW: DOCS.</p> <p>(a) NSW Board of Studies. 2006. <i>Syllabus Development Handbook</i>. Sydney: NSW Board of Studies. http://www.boardofstudies.nsw.edu.au/manuals/pdf_doc/syl_dev_handbook.pdf. (b) <i>Pressure Care</i>. 2000. Perth: New Health Press.</p>

Variations in dates, editions and web addresses

H. A work with no publication date <i>'n.d.'</i> means 'no date'. Be careful about using work without a date as authentic academic writing is usually dated.	In-text Shaw (n.d.) found that . . . One study (Shaw n.d.) suggests . . .
	References OR Works Cited Shaw, Owen. (n.d.). <i>Reflective Learning</i> . London: Faber.
I. Later edition If a source is 2 nd or later edition, state the edition after the title. Write edition as an abbreviation in lower case—ed. (not italics).	In-text Writers need to consider . . . (Heffernan, Lincoln, and Atwill 2001, 218)
	References OR Works Cited Heffernan, Jonathan A., Edward J. Lincoln, and Jane Atwill. 2001. <i>Writing, A College Handbook</i> . 5th ed. New York: W. W. Norton.
K. The DOIs and URLs A DOI is a unique set of numbers that provides a permanent link to the document's online location. The DOI is located on the first page of the electronic article. If no DOI, use the home page URL. For eBooks and journal articles from the UNE server (ezproxy), only the 'root' of the URL (host or domain name) is used in the URL.	Use this format for the DOI in references: doi:10.1093/acprof:oso/9780195365825.001.0001. The letters doi are lower case, followed by a colon and no space with a full stop at the end. Remove the hyperlink (or underline) by right clicking on the hyperlink. Avoid long strings in the URL (ezproxy) by providing only the root of the URL e.g. Chalker, Sylvia, and Weiner, Edmund. 1998. <i>The Oxford Dictionary of English Grammar</i> . http://www.oxfordreference.com- ezproxy-une.edu.au/view/10.1093/acprof:9780192800879.001.0001/acref-9780192800879

Examples of some common references in academic writing

1. Book (a) print (b) online (e-book) Use URL or the DOI, or if downloaded from publisher or bookseller indicate the file format, e.g. Kindle edition, PDF e-book, Microsoft Reader e-book, Palm e-book. If no page number, use paragraph (par.), chapter (chap.), section (sec.).	In-text (a) Baker, Barrett and Roberts (2002, 4) find that the concept . . . (b) Several levels of consciousness were found . . . (Tart 1997, chap. 3, par. 4) (b) There is a shift from satire to irony in <i>Gulliver's Travels</i> (Swift 2009, sec. 24).
	References OR Works Cited (a) Baker, Ellen, Michelle Barrett, and Louise Roberts. 2002. <i>Working Communication</i> . Milton, QLD: John Wiley. (b) Tart, Charles. 1997. <i>States of Consciousness</i> . http://www.netlibrary.net (b) Swift, Jonathan. 2009. <i>Gulliver's Travels</i> . Harmondsworth: Penguin Classics. Kindle edition.
2. Website / part of a website (online) If no person, corporate author or editor can be found, use title or first few words of the article in italics. If no page, use paragraph number. Access dates are only included for items without a date of publication or modification e.g. accessed July 19, 2012, http://www.sociostudies.org/journal/articles/140630/. The website name uses maximal capitalisation and is italicised. A web page or section of a larger site should be in double quotation marks (not italicised), e.g. "Writing Without Bias", <i>Write Express</i> .	In-text Heaps (2009) states that bias is . . . The latest study suggests that community based programmes have been successful (WHO 2002, par. 4). <i>Nursing Standards</i> (2010, par. 2) defines standards as . . .
	References OR Works Cited Heaps, Stephen. 2009. "Writing Without Bias." <i>Write Express</i> , 2012. http://www.writeexpress.com/bias.html. World Health Organisation (WHO). 2002. "Vaccination Programme in East Africa." <i>Global Health Programmes</i> . http://www.who.org/positions/evidence_based.html. <i>Nursing Standards</i> . 2010. <i>Nursing Management</i> . http://currentnursing.com/nursing_management/nursing_standards.html.
HINT: When you paste in the URL, DO NOT START ON A NEW LINE. Paste it next to the retrieval date. Then, you can get part of the address to sit on the same line by using a 'soft return' (hold down 'shift' and tap 'return'). Try to do this after a double slash OR before a single slash, a punctuation mark, number signs or symbols in the DOI or URL address.	
3. Journal articles (a) article in a journal (print) (b) article in a journal from an online database (e.g. Informit, NCVER, Academic Expanded, LexisNexis Academic, ProQuest). NOTE: Most articles from databases include a DOI, which must be included in your reference if given. If no DOI is given, the Database name is cited rather than the internet address. (c) article from the Internet Use URL only if there is no DOI or Database available. See Variation K above.	In-text (a) Reid and Sand (1987, 26) argue that . . . (b) Nutrition is an integral part of effective healing (Leninger 2002, 4-6). (c) Collins (2010) argues that opposition to . . .
	References OR Works Cited (a) Reid, Jason, and Rosemary Sand. 1987. "The Wood and the Grove." <i>Journal of Mythology</i> 9 (1): 23–34. (b) Leninger, Sarah M. 2002. "The Role of Nutrition in Wound Healing." <i>Critical Care Nursing Quarterly</i> 24 (1): 13–21. doi:10.1087/ccnq.114.7. 257. IF NO DOI (b) Leninger, Sarah M. 2002. "The Role of Nutrition in Wound Healing." <i>Critical Care Nursing Quarterly</i> 24 (1): 13–21. ProQuest. (c) Collins, Randall. 2010. "Geopolitical Conditions of Internationalism, Human Rights, and World Law." <i>Journal of Globalization Studies</i> 1 (1). http://www.sociostudies.org/journal/articles/140630/.

<p>4. Chapter in an edited book</p> <p>Write an entry for the author of the chapter. Use the date of publication of the edited book you are using.</p> <p>The title of the chapter and the book title uses maximal capitalization. Put quotation marks for the title of the chapter and italics for the book title.</p>	In-text	Stories are an essential aspect of therapy (Phillips 1999, 114).
	References OR Works Cited	Phillips, Jeremy. 1999. "The Psychodynamic Narrative." In <i>Healing Stories: Narrative in Psychiatry and Psychotherapy</i> , edited by Garry Roberts and Joan Holmes, 107–115. Oxford: Oxford University Press. [After the title of the chapter use the word 'In' to introduce the publication that contains the chapter you have used.]
<p>5. Reading on eReserve (Dixon Library)</p> <p>Treat the reference as you would any other reference of its type.</p>	In-text	Burton (2006, 46-51) argues that . . .
	References OR Works Cited	Burton, Lawrence J. 2006. "Critical Thinking." In <i>An Interactive Approach to Writing Essays and Research Reports in Psychology</i> , 2nd ed., edited by Paul Jones, 45-53. Milton, QLD: John Wiley.
<p>6. Secondary reference</p> <p>To acknowledge the work of one author that you have found in the work of another. Use the words "cited in" or "quoted in" if direct quote. Record only the work that you have used in the References / Works Cited.</p>	In-text	Gombrich (1983) argues that both art and nature are needs of the mind (quoted in Norrington 1989, 22). [Name the author of the idea (and date if known), and give author, date and page number of the book where you read it.]
	References OR Works Cited	Norrington, Frederick G. 1989. <i>New Aesthetics: Life in Art</i> . London: Faber & Faber.
<p>7. Dictionary / Encyclopedia (a) dictionary (edition) (b) encyclopedia (edition) (c) online dictionary (edition)</p> <p>A reference to a well-known, alphabetically-arranged encyclopaedia or dictionary should be incorporated into the text with edition information.</p> <p>These items are not listed in the reference list.</p>	In-text	(a) A primary verb is one of the three verb types . . . (<i>The Oxford Dictionary of English Grammar</i>) (b) Australia was one of the early adopters of the pop chart ratings (<i>Encyclopedia of Rock and Pop</i> , 11) (c) The tone of the poem is affected by the use of intervening words ("Tmesis", <i>Oxford English Dictionary Online</i> , 12th ed.) that cause the reader . . .
	References OR Works Cited	[These items are not listed in the reference list.]
<p>8. Government publications (a) government reports (b) parliamentary publications (c) Australian Bureau of Statistics (ABS)</p> <p>These may be cited by giving the name of the ministry or agency issuing the publication or report. This is known as the 'corporate or group author'.</p> <p>Please Note: Documents authored by government departments are cited following the jurisdiction they report to. Precede the department name with Australia, Western Australia etc.</p>	In-text	(a) The Department's report (Department of Defence 2009, p. 3) contains . . . (b) A report by the House of Representatives Standing Committee on Aboriginal & Torres Strait Islander Affairs (2008, par. 25) recommends . . . (c) In Australia, statistics show that there can be both short and long term risks from the consumption of alcohol (ABS 2006, par. 3).
	References OR Works Cited	(a) Australia. Department of Defence. 2009. <i>The Loss of HMAS Sydney II</i> . Canberra, ACT: Department of Defence. (b) Australia. House of Representatives Standing Committee on Aboriginal & Torres Strait Islander Affairs. 2008. <i>Open for Business: Developing Indigenous Enterprises in Australia</i> . http://www.aph.gov.au/Parliamentary_Business/Committees/House_of_Representatives_Committees?url=atsia/indigenousexercises/report.htmz . (c) Australian Bureau of Statistics (ABS). 2012. <i>Alcohol Consumption in Australia: A Snapshot 2007-08</i> , Cat. no. 4832.0.55.001. http://www.abs.gov.au/ausstats .
<p>9. Report (other than government) (a) society, group, committee (b) business</p> <p>Reports from businesses, groups, committees and societies may provide concrete evidence in your writing.</p> <p>Use organisation name (corporate or group author) if there is no person as author.</p>	In-text	(a) In this financial report, Diabetes Australia (2010, 5) clarifies the purpose . . . (b) GM Holden (2010, 9) propose that their future will lie . . .
	References OR Works Cited	(a) Diabetes Australia. 2010. <i>Financial Report for the Year Ended 30 June 2012</i> . http://www.diabetesaustralia.com.au/PageFiles/618/DA%20Financial%20Report%20YE%2030.06.12%20Signed%20with%20Audit%20Report.pdf . (b) GM Holden. 2010. <i>Holden Business Report: Writing Our Own Future</i> . http://www.holden.com.au/resources/documents/2010_Holden_Business_Report.pdf .
<p>10. Paper presented at a conference, seminar (a) unpublished (b) published (Internet)</p> <p>A paper in PRINT included in the published proceedings of a meeting may be treated like a chapter in an edited book (see item 4). If published in a journal, it is treated as an article (see item 3).</p> <p>If published on the Internet use the DOI or URL if DOI is not given.</p>	In-text	(a) Williams and Taji (1990, 73) believe . . . (b) A combination of disciplinary and educational approaches is needed to deal with student plagiarism (McGowan 2005, 139).
	References OR Works Cited	(a) Williams, Richard R., and Andrew M. Taji, "Factors Affecting Vitrification — Cytokinin and Shoot Growth." Paper presented at the International Congress on Plant Cell and Organ Culture, Amsterdam, March 1990. (b) McGowan, Urilch. 2005. "Educational Integrity: A Strategic Approach to Anti-plagiarism." Paper presented at the 2 nd Educational Integrity Conference, University of Newcastle, Newcastle, NSW, May 25-26, 2005. http://www.newcastle.edu.au/conference/apeic/booklet/APEIC05proceeding.pdf .

<p>11. Inserting data</p> <p>(a) tables</p> <p>(b) figures</p> <p>Data can be shown in many ways in your text: e.g. tables, graphic representations, images, maps, charts, drawings, photographs.</p> <p>Refer to the table or figure in your paragraph, then place your table or figure immediately below the text.</p> <p>Put an appropriate, descriptive caption or label on all tables and figures.</p> <p>Tables and figures have separate numbering systems.</p> <p>Your own/personal data does not require an author reference.</p>	<p>In-text</p> <p>References OR Works Cited</p>	<p>(a) (In-text) Table 3 summarises the key terminology used in the history subjects . . . <i>(caption above table)</i> Table 3. Terminology used in history (Moore 2011, 162)</p> <p>(b) (In-text) As shown in Figure 6, daily extremes in temperature in Australia... <i>(caption below diagram)</i> Fig. 6. Maximum temperatures in Australia 2013 (BOM 2013)</p> <p>[Put a Table number (above) or a Figure number (below) + caption + in-text reference. Italicise Figure/Table number.]</p> <p>(a) Moore, Tim John. 2011. <i>Critical Thinking and Language</i>. table. London, United Kingdom: Continuum International Publishing Group.</p> <p>(b) Australian Government Bureau of Meteorology (BOM). 2013. <i>Daily Maximum Temperature Extremes Graph of Australia</i>. graph. http://www.bom.gov.au/cgi-bin/climate/extremes/extreme_graphs_annual.cgi.</p> <p>[If you reproduce or adapt outside sources, provide full citation in the reference list, giving information about the type of source after the label/title e.g. table, graph, image, data set, map, photograph.]</p>
<p>12. Pamphlet/brochure</p> <p>Treat a brochure or a pamphlet as you would a book. However, most pamphlets have no page numbers.</p>	<p>In-text</p> <p>References OR Works Cited</p>	<p>According to the High Country Urban Biodiversity Project (2012), a large diversity of native wildflowers grows on the New England Tableland.</p> <p>High Country Urban Biodiversity Project. 2012. <i>Native Plants of Southern New England New South Wales</i>. NSW Environmental Trust: NSW Government.</p>
<p>13. Newspaper article</p> <p>(a) specified author</p> <p>i. Print newspaper</p> <p>ii. Online newspaper</p> <p>(b) unspecified author</p> <p>The initial article 'the' is not included in the paper title in your reference list, and therefore is not italicised.</p> <p>If no specified author, give the name of the newspaper in place of the author in the References of Works Cited.</p>	<p>In-text</p> <p>References OR Works Cited</p>	<p>(a) i. Target funding is not being met (Leech 1993, 13).</p> <p>ii. Leech (1993) suggests that . . .</p> <p>(b) Debt levels have fallen (<i>Sydney Morning Herald</i>, July 7, 2007). The <i>Sydney Morning Herald</i> (January 28 1992, 16) featured ...</p> <p>(a) i. Leech, Garry. 2002. "Call for Research Shake-up." <i>The Australian</i>, August 11: 13.</p> <p>ii. Leech, Garry. 2002. "Call for Research Shake-up." <i>The Australian</i>, August 11. http://www.theaustralian.news.com.au/2002/08/04/research_shake.html.</p> <p>(b) <i>Sydney Morning Herald</i>. (1992). "Computer Industry Blamed," January 28: 16.</p>
<p>14. UNE teaching material</p> <p>(a) topic notes (print)</p> <p>(b) podcast</p> <p>(e.g. unit information, topic notes, assessment, presentation/powerpoint slides, podcast of lecture).</p> <p>Replace 'audio podcast' with 'video webcast' for appropriate format. (Make sure you indicate the type of material.)</p>	<p>In-text</p> <p>References OR Works Cited</p>	<p>(a) According to Fisher (2011, p. 32), there are two types of ethical concerns facing multinational corporations.</p> <p>(b) Brown (2010) argues that nationalism is . . .</p> <p>a) Fisher, John. 2011. "GSB 751: Business Ethics, Corporate Social Responsibility and Sustainability". topic notes. Armidale, Australia: Graduate School of Business, University of New England.</p> <p>(b) Brown, Andrew. 2010, August 15. <i>Nationalism: Lecture 1</i>. audio podcast. In <i>PAIS102: Introduction to Political Ideology</i>. Armidale, Australia: University of New England. http://www.une.edu.au.</p>
<p>15. Audio-visual</p> <p>(a) film</p> <p>(b) DVD</p> <p>(c) CD-ROM</p> <p>(d) television programs</p> <p>In text, refer to the title and date of production, as well as the format.</p> <p>If you are citing a contribution of a particular individual, begin with that person's name, e.g. Gibson, Mel, perf. Mad Max.</p>	<p>In-text</p> <p>References OR Works Cited</p>	<p>(a) In <i>The Third Man</i> (1949) . . .</p> <p>(b) <i>Australia's Geological History</i> (1986) explored . . .</p> <p>(c) Fine tuning the vocal folds creates different voice qualities . . . (Reid 2004).</p> <p>(d) In <i>The Future of Work</i> (1983) . . .</p> <p>(a) <i>The Third Man</i>. film. 1949. Directed by Carol Reed. Burbank, CA: Warner Home Video, 1999.</p> <p>(b) <i>Australia's Geological History</i>. DVD. 1986. Sydney, Outback Films.</p> <p>(c) Reid, Nicholas. 2004. <i>Phonetics: An interactive Introduction</i>. CD-ROM. Armidale, NSW: University of New England.</p> <p>(d) <i>The Future of Work</i>. television program. 1983. Sydney: ABC Television, October 19.</p>
<p>16. Personal communication</p> <p>Information privately obtained e.g. personal conversation, interview, letter, lecture other than UNE lectures or podcasts, email.</p> <p>Give details of the person, the context and the date clearly in your writing.</p>	<p>In-text</p> <p>References OR Works Cited</p>	<p>In a lecture, doubts were cast on the statistical methods used (Dr P. Brown, May 3, 2013)</p> <p>Professor M. Collins (August 26, 2013) discussed the issue in an email to all students . . .</p> <p>In a lecture from the University of Melbourne, it was clearly stated that the client's needs must come first (Dr J.Giddings, May 16, 2009)</p> <p>[These items are not listed in the reference list.]</p>