Chicago Referencing

Kingswood Campus Library
2018
In today’s session you will learn...

- Why it’s important to reference
- How to correctly reference books, journal articles and websites
- How to set out your bibliography
Why is it important to reference correctly?

Referencing is a formal way of showing what information you used to write your assignments and where you found it.

It’s important to reference correctly:

• To allow your teacher to check your research
• To show your information comes from a reliable source
• To avoid plagiarism
What is Plagiarism?

**Plagiarism** is using someone else’s thoughts, words or ideas and writing them as if they were your own.

**Plagiarism includes:**

- Copying word for word
- Summarising or rewriting someone else’s work without including a reference

If you plagiarise you will fail your assignments.
Your teachers expect you to reference using the Chicago/Turabian system. This system includes:

**Footnotes**
Notes throughout your assignment indicating where you have used information from a book, journal article, webpage etc.

**Bibliography**
A list at the end of your assignment giving the full publication details of all the sources of information used.
When should I include a footnote?

Footnotes should be included for:

- Direct quotes
- Paraphrasing or summarising
- Images
What does a footnote look like?

This is an example of in-text citation for the purposes of demonstrating the correct format to be used for Chicago referencing. ¹ “In-text citation is important to acknowledge other’s work.”²

How to format a footnote

1. Insert the footnote reference (the little number) into your writing immediately after the punctuation mark that ends the sentence (or part of sentence) where you have used the source.

   e.g.

   This is an example of in-text citation for the purposes of demonstrating the correct format to be used for Chicago referencing.¹
How to format a footnote

If you’re using Microsoft Word you can do this by clicking on the References tab, and then Insert Footnote:
How to format a footnote

2. Type the footnote at the bottom of the page.

The first note for each source should include all relevant information about the source:

- Author’s full name
- Title
- Publication details
- Page numbers

e.g.

How to format a footnote

For journal articles include:

• Author’s full name
• Title of the article
• Title of the journal
• Volume number
• Issue number
• Year
• Page number.

How to format a footnote

• For online journals include:

The DOI (Digital Object Identifier). A DOI is a permanent ID that when appended to http://dx.doi.org/ in the address bar of an internet browser, will lead to the source.

If no DOI is available, include an access date and URL.

How to format a footnote

If you cite the same source again, you only need to include:

• The surname of the author
• A shortened form of the title (if more than four words)
• Page number(s)

e.g.

How to format a footnote

If you cite the same source two or more times in a row, you can use word “Ibid.,” to stand for identical parts of the immediately preceding note.

Ibid is an abbreviation of the Latin word ibidem, meaning “in the same place”.

e.g.

3 Ibid., 15.
How to format a footnote

• If your source has 2-3 authors include all of them in your footnote

e.g. 1 Fewster, Smith and Ling, *Restructuring China*...

• If your source has 4 or more authors, name the first author only, followed by ‘et al’ (Latin abbreviation for “and others”)

  e.g. 1 Donat et al., “A Legacy for the Masses.”...
How do I set out a Bibliography?

- A Bibliography list is a list of **EVERY resource** you have used in your assignment

- Begin the list on a new page at the end of your work

- Give the list a centred heading “Bibliography”

- Use double line-spacing and a hanging indent (approx. 0.75 or 4-5 spaces)
How do I set out a Bibliography?

- If a DOI or URL, needs to be broken, break before a slash or a punctuation mark.
- List entries alphabetically by author
- If you have more than one entry by the same author, list alphabetically by title
Example - Books

Book:
Author family name, Author’s first name. *Title.*

City: Publisher, Year published.

[Note that the title is italicized - *sloping text*]
Example - Books

Book with one author:


Book with an editor:

Book with more than one Year published

Which Year published?

If a book has two or more Years published it can be confusing identifying which should be used.

The general rule is:
Use the most recent Year published.

Do not use the year the book was reprinted as the text within the book has not been changed.

Longman Australia Pty Limited
Longman House
Kings Gardens
95 Coventry Street
Melbourne 3205 Australia

Offices in Sydney, Brisbane and Perth, and associated companies throughout the world.

Copyright © Gay Ochiltree, 1990
First published 1990

All rights reserved. Except under the conditions described in the Copyright Act 1968 of Australia and subsequent amendments, no part of this publication may be reproduced.
Journal article:

Author family name, Author first name (or initial) “Title of Article.” *Journal Name* Volume number, Issue number (Year published): page range. DOI or access date and URL (if online).
Print journal article:


Online journal article with DOI:

Online journal article without DOI:

Webpages:

Author. “Title of Post or Page.” Descriptive label if needed. Website Name. Publisher/Sponsor of website, publication date. Access date. URL.

Or if no author start with the title
To sum up...

- Footnotes must be included every time you use a piece of information from a book, journal, website etc.
- A bibliography appears at the end of your assignment and includes the full publication details for each item you cited.