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
For variations, follow the rules for authors, dates, editions and web addresses on Page 5

1. Book	**(a) In-text**	Baker, Barrett and Roberts (2002, 4) find that the concept …
(a) print	**(a) Reference List**	Baker, Ellen, Michelle Barrett, and Louise Roberts. 2002. *Working Communication*. Milton, QLD: John Wiley.
(b) online (E-book)	**(b) In-text**	Several levels of consciousness were found … (Tart 1997, ch. 3, para. 4)
use URL or the DOI or if **downloaded from publisher or bookseller** indicated file format, e.g. Kindle edition. (or PDF e-book).		There is a shift from satire to irony in *Gulliver's Travels* (Swift 2009, sec. 24)
Where no page number use paragraph, chapter, section or any descriptio*n*.	**(b) Reference List**	Tart, Charles. 1997. *States of Consciousness.* http://www.netlibrary.net/html.book.states_consc
		Swift, Jonathan. 2009. *Gulliver's Travels*. Harmondsworth: Penguin Classics. Kindle edition

2. Website / part of a website (online)	**In-text**	Heaps (2009) states that bias is …
no author, use sponsor/organisation or title of the article		The latest study suggests that community based programmes have been successful (WHO 2002, para. 4).
no page, use paragraph number (if no paragraph number, place the word 'online' after the author and date)		Prioritising tasks is a key strategy for managing time effectively ("Time Managing" 2009).
Include access date only if required by your discipline	**Reference List**	Heaps, Stephen. 2009. "Writing Without Bias." Write Express. http://www.writeexpress.com/bias.html
Website capitalised but not italicised. Section in quotation marks.		World Health Organisation (WHO). 2002. "Vaccination Programme in East Africa". Global Health Programmes. http://www.who.org/positions/evidence_based.html
Except where the title of the webpage is the same as the book title or a different type of work, e.g. OED and Wikipedia		"Time Managing." 2009. Accessed March 13, 2010. http://www.timemanaging.org/articles/effectively-time-management/article-0097.html

If you have any doubts, copy the web address into your browser and check that it reaches the source that you have referenced in your essay. If it does not, then you would have to find a way to include your source as an appendix.

3. Journal articles	**(a) In-text**	Reid and Sand (1987, 26) argue that …
(a) Article in a journal (print)		An earlier study (Reid and Sand 1987) suggests that …
(b) Article in an electronic journal (Internet)	**(a) Reference List**	Reid, Jason, and Rosemary Sand. 1987. "The Wood and the Grove." *Journal of Mythology* 9 (1): 23–34.
(c) Article in a journal from an online database (Informit, NCVER, Academic Expanded)	**(b) In-text**	Hopkins (1998) found that….
When using an online database, cite the name of the database in the retrieval statement instead of the URL.		A survey of large Trans-National Corporations (Hopkins 1998) found that…
(d) Article with a DOI	**(b) Reference List**	Hopkins, Mary. 1998. "Corporate Social Responsibility around the World." *Online Journal of Ethics* 2 (2): 345-411. http://www.stthom.edu/Schools_Centers_of_Excellence/Centers_of_Excellence/Center_for_Business_Ethics/Resources_Achievements/Online_Journal/Archives/1997
Use DOI information when possible instead of the URL or database	**(c) In-text**	Nutrition is an integral part of effective healing (Leninger 2002, 4-6).
Include access date only if required by your discipline	**(c) Reference List**	Leninger, Sarah M. 2002. "The Role of Nutrition in Wound Healing." *Critical Care Nursing Quarterly* 24 (1): 13–21. ProQuest.
	(d) In-text	Nutrition is an integral part of effective healing (Leninger 2002, 4-6).
	(d) Reference List	Leninger, Sarah M. 2002. "The Role of Nutrition in Wound Healing." *Critical Care Nursing Quarterly* 24 (1): 13–21. doi:10.1087/ccnq.114.7. 257.

4. Chapter in an edited book	**In-text**	Stories are an essential aspect of therapy (Phillips 1999, 114).
Write an entry for the author of the chapter. Use the date of publication of the edited book where you found the information.		Phillips (1999, 114) argued that …
	Reference List	Phillips, Jeremy. 1999. "The Psychodynamic Narrative." In *Healing stories: Narrative in psychiatry and psychotherapy,* edited by Garry Roberts and Joan Holmes, 107–115. Oxford: Oxford University Press.

5. Reading on eReserve (Dixson Library)	**In-text**	Burton (2006, 46-51) argues that …
Treat the reference as you would any other reference of its type.	**Reference List**	Burton, Lawrence J. 2006. "Critical Thinking." In *An Interactive Approach to Writing Essays and Research Reports in Psychology*, 2nd ed., edited by Paul Jones, 45-53. Milton, QLD: John Wiley.

6. Secondary reference *To acknowledge the work of one author that you have found in the work of another. Record only the work **that you have used** in the Reference List.*	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.]
	Reference List	Norrington, Frederick G. 1989. *New Aesthetics: Life in Art*. London: Faber & Faber.

7. Government publications (a) Government reports (b) Parliamentary publications (c) Australian Bureau of Statistics (ABS) *These may be cited by giving the name of the ministry or agency issuing the publication or report.* *Treat it as a book.*	(a) In-text	The Department's report (Department of Defence, 2009) contained …
	(a) Reference List	Department of Defence. 2009. *The Loss of HMAS Sydney II*. Canberra, ACT: Department of Defence.
	(b) In-text	A report by the House of Representatives Standing Committee on Aboriginal & Torres Strait Islander Affairs (2008) recommends…
	(b) Reference List	House of Representatives Standing Committee on Aboriginal & Torres Strait Islander Affairs. 2008. *Open for Business: Developing Indigenous Enterprises in Australia*. Canberra, ACT: Parliament of Australia. http://www.aph.gov.au/house/committee/atsia/indigenousenterprises/report.htm
	(c) In-text	In Australia, statistics show that there can be both short and long term risks from the consumption of alcohol (ABS 2006).
	(c) Reference List	Australian Bureau of Statistics (ABS). 2006. "Alcohol Consumption in Australia: A Snapshot 2004-05." Canberra, ACT: ABS. http://www.abs.gov.au/ausstats

8. Report (a) Named author (b) Unnamed author *Uses organisational name if there is no author* *Treat it as a book.*	(a) In-text	The report (Balsum 2000, 6) found that …
	(a) Reference List	Balsum, Stephen. 2000. *Payment to Vietnam Veterans: A Summary*. Canberra, ACT: Department of Veterans' Affairs.
	(b) In-text	The Department's report (DEST 2005) contained …
	(b) Reference List	Department of Education, Science and Training (DEST). 2005. *Skilling Australia: New Direction for Vocational Education and Training.* Canberra, ACT: DEST.

9. Paper presented at a conference, seminar (a) unpublished (b) published *treat like a chapter in a book if published in a journal treat as an article*	(a) In-text	Williams and Taji (1990, 73) believe …
	(a) Reference List	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) In-text	A combination of disciplinary and educational approaches is needed to deal with student plagiarism (McGowan 2005, 139). McGowan (2005, 139) argues that …
	(b) Reference List	McGowan, Urilch. 2005. "Educational Integrity: A Strategic Approach to Anti-plagiarism." In *Proceedings of the 2nd Educational Integrity Conference,* edited by Tom Moylan and Rose Glover, 56-62. Newcastle, NSW: University of Newcastle. http://www.newcastle.edu.au/conference/apeic/booklet/APEIC05proceeding.pdf

10. Plays & Poetry
Citations of plays and poetry are more precise in terms of acts, scenes, lines, verses, and so on.
E.g. (3.2 7-13) Act III, scene 2, lines 7- 13
 	
E.g. use the word 'lines' the fist time you cite in-text (lines 2-5) and thereafter use only numbers (4-6).
 	
When citing more than three lines of poetry, the quotation should be indented/block quote.
	In-text	*Romeo and Juliet* presents an opposition … (3.2 7-13).
		
		In "To His Coy Mistress", Marvell declares "And yonder all before us lie / Deserts of vast eternity" (lines 23-4).
		
		Marvell's "To His Coy Mistress" is rich and evocative in detail:
		    But at my back I always hear
		    Time's winged chariot hurrying near;
		    And yonder all before us lie
		    Deserts of vast eternity. (lines 21-24)
		
		Marvell suggest that the character can be seen in two roles ("To His Coy Mistress" 3-11)

	Reference List	Shakespeare, William. 1992. *Romeo and Juliet*. Edited by Barbara Mowat and Peter Werstine. New York: Washing Square-Pocket. Marvell, Andrew. 2005. "To His Coy Mistress." In *Literature: An Introduction to Fiction, Poetry, and Drama*. 9th ed., edited by Xavier J. Kennedy and Diane Gioia, 1208-9. New York: Longman.

11. Novels *When a novel has numbered divisions, put the page number first followed by a semi-colon and add books/chapters.*	In-text	Eliot's fatal marriages are illustrated … (1998, 217; bk. 3, ch.1)
	Reference List	Eliot, George. *Middlemarch*. Ed. Carol Watts. Harmondsworth: Penguin, 1998. Print.

12. Sacred texts, e.g. The Bible *When citing sacred texts, name the edition, and use book (usually abbreviated), chapter, verse order in you citations. Never use page numbers.*	In-text	Some imagery in the text reflects…. (*New Jerusalem Bible*, Ezek. 1.5-10).
	Reference List	*The New Jerusalem Bible*. 1992. Edited by Howard Wansbrough. New York: Doubleday.

13. The Classics *Specify only the date of the edition used, not the original date of the work. Numbering of divisions (stanzas or lines) remains the same in all editions, use division numbers rather than page numbers.*	In-text	Virgil is expressing the view that …. (*Eclogues* 6.19)
	Reference List	Virgil. 1967. *Eclogues*. Translated by Eugene V. Rieu. New York: W.W. Norton.

14. Encyclopedias / Dictionaries	**In-text**	A primary verb is one of the three verb types … (Chaulker and Weiner 2009, ch. 7, para. 11) Australia was one of the early adopters of the pop chart ratings (Williams 2009, 11) The tone of the poem is affected by the use of intervening words ("Tmesis", para.3) that cause the reader….
	Reference List	Chaulker, Simon, and Emmanuel Weiner. 2009, *The Oxford Dictionary of English Grammar*. Oxford: Oxford University Press. http://www.oxfordreference.com.ezproxy.une.edu.au/views/SEARCH_RESULTS.html?y=10&q=verbs&category=t28&x=11&ssid=176555436&scope=book&time=0.305971972615943 Williams, Joseph, ed. 2009. *Encyclopedia of Australian Rock and Pop*. Sydney: Methuen. "Tmesis." (n.d.) In *Oxford English Dictionary Online*, 12th ed. http://www.oed.com
15. UNE teaching material **Topic Notes, Assessment, Presentation slides (Print and online)** **Make sure you indicate the type of material.**	**In-text**	According to Fisher (2011, 32), there are two types of ethical concerns facing multinational corporations. Sustainability is one of the major issues for corporate strategies (Fisher 2011).
	Reference List	Fisher, Josie. 2011. GSB 751:Business ethics, corporate social responsibility and sustainability. Topic notes. Armidale, NSW: University of New England. Fisher, Josie. 2011. GSB 751:Business ethics, corporate social responsibility and sustainability. Topic notes. Armidale, NSW: University of New England. https://olt.une.edu.au/webct/urw/lc102122011.tp0/cobaltMainFrame.dowebct?appforward=startFrameSet.dowebct%3Fforward=manageCourse.dowebct%26lcid=2217353956011
16. Personal communication Information privately obtained e.g. personal conversation, interview, letter, lecture other than UNE lectures or podcasts, email.	**In-text**	Doubts were cast on the statistical methods used (Peter Darnell, pers. comm. May 3, 2009) Some previously unknown factors influence this view (M. Collins, unpublished data) The client's needs come first (James Giddings, lecture, University of Melbourne, May 16, 2009). In an email communication on 3 May 2008, Peter Darnell explained …
	Reference List	[Personal communications are not listed in the Reference List.]
17. Pamphlet/brochure Cite the name of the organisation. If none, then use the title of the work.	**In-text**	The archives of the nation are available … (National Archives of Australia 2008, 2).
	Reference List	National Archives of Australia. 2008. *Memories of a Nation.* Canberra, ACT: Australian Government. http://www.naa.gov.au/images/memory-flyer_tcm2-8401.pdf
18.Tables/Figures/Images/Photos *Place the table number, title and reference ABOVE table.* *For figures (e.g. diagrams, maps, graphs & charts) the figure number, title and reference BELOW the figure.* *Use the appropriate word to describe the type of credit, e.g. Adapted from, data from, reprinted from, reproduced with permission from.* *If no author or organisation identified, begin with the title of the image.*	**In-text**	As shown in Table 1, the average rainfall in … The average rainfall in Armidale in February (see Table 1) … Table 1: Average Armidale Rainfall (Reprinted Data from Commonwealth Bureau of Meteorology. 2001. *The Climate of Australia*. Australian Government, Canberra. 291). [Give source of the table or image immediately under the figure after the caption]
	Reference List	Credit lines are usually placed immediately under the figure. If you have too many illustrations, tables or images, create a separate list of figures.
19. Works or art (photos, paintings, sculptures, etc.) *Give information about the type of source in the brackets, e.g. painting, sculpture, installation, etc.* *Make sure you include as much information as possible so that the original can be retrieved easily*	**In-text**	*The Thinker's* pose has been copied and parodied innumerable times (Rodin 1902). The romantic aspects of the painting (Wyeth 1948) are represented …
	Reference List	Rodin, Auguste. 1902.*The Thinker*. Bronze and marble sculpture. Musée Rodin, Paris. Wyeth, Andrew. *Christina's World*. 1948. Tempera on gassed panel. Museum of Mod. Art, New York. http://www.momastore.org/museum/moma/_Wyeth:%20Christina's%20World
20. Newspaper article **(a) Specified author** **(b) Unspecified author** The initial article 'the' is not included in the paper title, and therefore is not italicised.	**(a) In-text**	Target funding is not being met (Leech 1993, 13). Leech (1993) suggests that …
	(a) Reference List	Leech, Garry. 2002. "Call for Research Shake-up." *The Australian*, August 11, 13. Leech, Garry. 2002. "Call for Research Shake-up." *The Australian*, August 11. http://www.theaustralian.news.com.au/2002/08/04research_shake.html
	(b) In-text	Debt levels have fallen (*Sydney Morning Herald,* July 7, 2007). The *Sydney Morning Herald* (January, 28 1992) featured …
	(b) Reference List	*Sydney Morning Herald*. "Computer Industry Blamed." July 7, 2007. *Sydney Morning Herald*. January 28, 1992.

21. Audio-visual **(a) Film** **(b) DVD** **(c) CD-ROM** **(d) Television programs** *In text, refer to the title and date of production, as well as the format.* *If you are citing a contribution of a particular individual, begin with that person's name, e.g. Gibson, Mel, perf. Mad Max.*	**(a) In-text**	In *The Third Man* (1949) …
	(a) Reference List	*The Third Man.* 1949. Directed by Carol Reed. Burbank, CA: Warner Home Video, 1999. DVD.
	(b) In-text	*Australia's Geological History* (1986) explored …
	(b) Reference List	*Australia's Geological History.* 1986. Sydney, Outback Films. DVD
	(c) In-text	Fine -uning the vocal folds creates different voice qualities … (Reid 2004).
	(c) Reference List	Reid, Nicholas. 2004. *Phonetics: An interactive Introduction.* Armidale, NSW: University of New England. CD-ROM.
	(d) In-text	In *The Future of Work* (1983) …
	(d) Reference List	*The Future of Work.* 1983. Sydney: ABC Television, October 19. Television broadcast.
22. Podcasts/Vodcasts *Replace 'podcast' with 'vodcast' for appropriate format.* *If you listen or view a podcast/vodcast online, cite it as you would a Web Page. If you download a podcast/vodcast cite it as a digital file, e.g. name the format at the end: MP3 file or MP4 file.*	**In-text**	Traumatic events are more common than we think ("Overcoming Trauma" 2009). Culture has always been perceived as a form of political ideology (Brown 2010).
	Reference List	"Overcoming Trauma." 2009. *Life Matters*. ABC Radio National, September 10. MP3 audio file. http://www.abc.com.au/rn/life_matt/10909_phx Brown, Andrew. 2010. "Nationalism: Lecture 1." *PAIS 998: Introduction to Political Ideology.* Armidale, NSW: University of New England, May 12. Podcast audio.
23. Music *Indicate the medium.* *In text citations include side and band or track numbers*	**In-text**	The bassoon solo in *The Rite of Spring* (Stravinsky 1975, 34) …
	Reference List	Stravinsky, Igor. 1975, *The Rite of Spring*. Music score. London: Hansen House. Led Zeppelin. 1971. "Going to California." *Led Zeppelin IV.* Atlantic CDP3568, 2003. Compact disc. Beethoven, Ludwig van. 1983. *Symphony No. 9 in D Minor*. Orch. Sydney Symphony Orchestra. Cond. Herbert von Karajan. DECCA. 33½ rpm.
24. Blogs, Discussion groups & Wikis *Provide a description of the message in the brackets, e.g. web log post, web log comment, discussion board, mailing list.* *For blogs and listservs use the author's full name if available, if only screen name available use the screen name.* *A wiki is a collaborative reference work with no identified author or editor. You may be asked to contribute to a wiki in your unit or to access some other wikis in your discipline. Wikis are treated as unpublished materials and because their content is reviewed constantly you must include the retrieval date.* *Please note that Wikipedia is not an appropriate academic source, except when you are writing about Wikipedia itself!*	**In text**	Some participants in the debate have expressed their concerns about such an approach (*Lifehacker* 2007; KidA 2008).
	Reference List	**Blog:** *Lifehacker*. 2007. Blog. http://www.lifehacker.com **Blog post:** Shippey, Thomas. 2010. "The Consequences of Plagiarism." Web log post. *Lifehacker*. January 31. http://www.lifhacker.com/con-plag.php/ship_2249 **Blog comment:** KidA. 2008. "Re: The Consequences of Plagiarism". Web log comment. *Lifehacker*. February 5. http://www.lifhacker.com/con-plag.php/ship_2249/ka.htp **Discussion board:** Anderson, James. 2008. "Re: Academic culture". Online forum comments. *UniMatters*. December 17. http://www.unimatters.org/acad_culture/2008127-jan-com **Video blog post (e.g. YouTube):** Colebrook, Carol. 2007. "How to Organise Your Desktop." *YouTube*. Video file. http://www.youtube.com/watch?v=cgNCFsXGUa0 **Wikis:** Group 1. 2010. "First Week Group Project." *EDUX 887: Critical Theory and Practice in Education*. October 17. http://olt.une.edu.au/weblog/wiki.php "Epistemology." n.d. http://www.wikiphil.org/phil/epistemology

Variations in authors, dates, editions and web addresses

A. Single authors *Write the author's surname only in-text. Initials are recorded in the Reference List.*	In-text	The idea of progress is much overrated (Addington 1994, 32–33). Addington (1994, 32–33) states that …
	Reference List	Addington, Henry. 1994. *Cultural Cringe: A Study of Change. London:* Routledge.
B. Two or three authors Use 'and' between authors in your sentence and in the Reference List. Make sure to place the comma before 'and'.	In-text	King, Hunt and Lee (1992, 23) claim … Climate change remains controversial (King, Hunt, and Lee 1992, 23).
	Reference List	King, Terrence, Edward Hunt, and John Lee. 1992. *Weather Matters*. Cambridge, MA: Harvard University Press.
C. Four or more authors Cite only the first author's surname, followed by et al. Record all the authors' names in the Reference List.	In-text	Peters et al. (1995) base their study on the economic model. This study is based on an economic model (Peters et al. 1995).
	Reference List	Peters, Carl, Tomoko Suzuki, Yves T. Corrigan, Peter Najar, and Edgar Thomas. 1995. *New Economies for New Times*. Chicago: University of Chicago Press.
D. Citing several sources at once *In text, authors' names are presented alphabetically and each reference is separated by a semicolon (;).*	In-text	Policy makers argue that the connection between science and business should not be viewed critically (Branscomb 1997; Noble 1993; Stokes 1997).
	Reference List	Branscomb, Ivan. 1997. *Investing in Innovation*. New York: Routledge. Noble, Barry. 1993. *America by Design*. New York: Knopf Stokes, David. 1997. *Pasteur's Quadrant*. Washington, DC: Brookings Institution Press,
E. Multiple works by the same author Use a, b, c … to differentiate between works written in the same year. Use 3-Em dash instead of repeating the same author's name followed by a full stop in the Reference List only. Use full name in in-text citation. Please be careful when using the 3-em dash – only use it in the very final editing stages.	In-text	In her first study, Sheldon (1996) supports the theory, but her two later studies (1999a, 1999b) modify this claim.
	Reference List	Sheldon, Stephanie. 1996. *Language Limits*. London: Duckworth. ———. 1999a. "Morphemic Resonance: A New Dimension." *Discourse Studies*, 23 (4) 67–72. ———. 1999b. "Rules and Tools." *Journal of Semantics*, 43 (Spring) 23–45.
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 after the surname when in brackets, and before the surname when in the sentence.*	(a) In-text	Scollon and Scollon (2001) argue that …
	(a) Reference List	Scollon, Rosemary, and Simon W. Scollon. 2001, *Intercultural Communication*. 2nd edn. Oxford: Blackwell. http://books.google.com.au/books?id=Sy81ZI4n214C&pg=PP1&dq=scollon+%26+scollon#v=onepage&q=&f=false
	(b) In-text	A recent report (R. W. Jones 1991) indicated … but the findings have been refuted (D.J. Jones 1993).
	(b) Reference List	Jones, David J. 1993. *Review of Social Needs in the North West Region*. Lismore, NSW: FACS. Jones, Randall W. 1991. *Report to the CARE Centre*. Armidale, NSW: DOCS
G. Author unknown *Cite the name of the organisation that produced the work. If none, then use the title of the work.* *DO NOT use the terms 'Anon.' or 'Anonymous'.*	In-text	The NSW Board of Studies (2006, 35) advocates an inclusive approach in syllabus design. Reducing friction is essential (*Pressure Care* 2000, 3).
	Reference List	NSW Board of Studies. 2006. *Syllabus Development Handbook*. Sydney: NSW Board of Studies. http://www.boardofstudies.nsw.edu.au/manuals/pdf_doc/syl_dev_handbook.pdf *Pressure Care*. 2000. Perth: New Health Press.
H. A work with no publication date 'n.d.' means 'no date'.	In-text	Shaw (n.d.) found that … One study (Shaw n.d.) suggests …
	Reference List	Shaw, Owen. (n.d.), *Reflective Learning*. London: Faber.
I. Edition *If a source is 2nd or later edition, state the edition after the title.*	In-text	Writers need to consider … (Heffernan, Lincoln, and Atwill 2001, 218)
	Reference List	Heffernan, Jonathan A., Edward J. Lincoln, and Jane Atwill. 2001. *Writing, A College Handbook*. 5th ed. New York: W. W. Norton.
K. The DOI System *A DOI is a unique set of numbers assigned to identify content and provide permanent link to its location on the Internet. The DOI is typically located on the first page of the electronic article.*	Use this format for the DOI in references: doi:xxxxxxx *If no DOI, use the home page URL for the electronic journal or book publisher*	