

Chicago Referencing

This guide summarises the basic rules for Chicago Full Note citation and is not a complete source. Different resource types may need different treatment. For details, refer to FedCite.

In-Text

Chicago follows the notes-bibliography system, which involves citing sources in footnotes (or endnotes).

Basic Rules and Formatting

- Footnotes are used to indicate when source material has been cited.
- A superscript number is placed in the text, which corresponds to a footnote at the bottom of the page. Place superscript number after the punctuation mark closest to the source material. This may be a full stop, comma, bracket, or other mark.

For example:

... correct grammar is essential.⁴

- The footnote contains the full bibliographic details of the source the *first time* it is cited.
- The basic format of the footnote entry includes the following parts:

Author + Title + (Publisher + Year) + Page(s).

For example:

¹Alice Robinson, *If You Go* (Affirm Press, 2024), 41.

Subsequent citations can be abbreviated:

- In both consecutive and non-consecutive listings of the same source, shorten the footnote. Do this by omitting publication details and the author's first name.

For example:

¹Alice Robinson, *If You Go* (Affirm Press, 2024), 41.

²Bronwyn Blaiklock, *Etching My Initials* (Melbourne Poets Union, 2016).

³Robinson, *If You Go*, 72.

- Give the title in full, including any subtitle separated by a colon (:). Capitalise in headline style (title case).
- Add page numbers when referring to a specific page or page range.

Quotes

When quoting an author (i.e., using their exact words), use double quotation marks and place a footnote immediately after the closing quote mark or nearest punctuation. For example:

The installation was described as a "stunning masterpiece".³

The corresponding footnote contains the page number.

Two Authors (Author and Author)

If there are two authors, use 'and' between the names in your footnote entry. For example:

⁶Neil Gaiman and Terry Pratchett, *Good Omens* (Gollancz, 1990).

Three or More Authors (Author et al.)

If the source has three or more authors, cite in full the first time, then shorten subsequent footnotes of that source to first author et al. For example:

¹David Fuller et al., *The Life of Breath in Literature, Culture and Medicine: Classical to Contemporary* (Springer Nature, 2021), 23-4.

⁵Fuller et al., *The Life of Breath in Literature*, 59.



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Bibliography

In Chicago style, each source cited in a footnote needs a corresponding entry in the bibliography. This entry should contain enough identifying information about the source to allow it to be located by someone else. It should be noted that the bibliography entry and the full footnote contain the same information, with minor formatting differences.

A basic Chicago reference is made up of the following elements:

Author + Title + Publisher Information + Year + URL or DOI

Basic Rules and Formatting

- Begin the list on a new page at the end of your work.
- Give the list the central heading 'Bibliography'.
- Use double line-spacing and a hanging indent.
- Include one entry for every source you have cited in the text.
- Arrange all entries in alphabetical order.
- Name all authors if there are more than one. Invert first author's name only.
- Enclose parts of works in quotation marks and set larger work in italics.
- If the publisher is unknown, give the place (if known) and date.
- Use 'n.d.' (stands for 'no date') if no year/date can be found on the source.
- The DOI acts as a permanent link to an item. Not all material will have a DOI, but you need to include it if one has been assigned. If there is no DOI, include a URL.

Example Bibliography:

Bibliography

- Blaiklock, Bronwyn. *Etching My Initials*, Melbourne Poets Union, 2016.
- Gaiman, Neil, and Terry Pratchett. *Good Omens*. Gollancz, 1990.
- Garner, Bryan A. *Garner's Modern English Usage*. 5th ed. Oxford University Press, 2022.
- Google. Response to "How many copyeditors does it take to fix a book-length manuscript?" Gemini 1.0, February 10, 2024. <https://g.co/gemini/share/c4cc26abdc19>
- Hasenöhrl, Ute, and Patrick Kupper, eds. "Historicizing Renewables." Special issue, *History and Technology* 37, no. 4 (2021).
- Lin, Summer and Jessica Garrison, "California's Heat Wave Fueling Destructive Fires: The Worst Is Yet to Come, Officials Fear," *Los Angeles Times*, September 9, 2022.
- Picasso, Pablo. *Bull's Head*. Spring 1942. Bicycle saddle and handlebars, 33.5 × 43.5 × 19 cm. Musée Picasso Paris.
- Robinson, Alice. *If You Go*. Affirm Press, 2024.
- Shakespeare, William. *Hamlet*. Rev. ed. Edited by Ann Thompson and Neil Taylor. Arden Shakespeare, 3rd ser. Bloomsbury Arden Shakespeare, 2016.

Related Resources

- FedCite



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