(Last Updated: 10 May 2019)

This is a guide to the Chicago referencing system (Footnotes Referencing Style) for XJTLU students. However, please always refer to your module handbook or any specifications for further guidance, as your lecturers/tutors may prefer a different style of referencing.

#### Introduction:

This guide gives advice on referencing using the Chicago system. The Chicago Manual of Style, 17th edition presents two basic documentation systems: (1) notes and bibliography (footnote style) and (2) author-date. Choosing between the two often depends on subject matter and the nature of sources cited, as each system is favoured by different groups of scholars. The footnote style is preferred by many in the humanities, including those in literature, history, and arts. This style presents bibliographic information in notes and, often, a bibliography. It accommodates a variety of sources, including esoteric ones less appropriate to the author-date system. The author-date system has long been used by those in the physical, natural, and social sciences. In this system, sources are briefly cited in the text, usually in parentheses, by author's last name and date of publication. The short citations are amplified in a list of references, where full bibliographic information is provided. This guide covers only examples in footnote style of Chicago system.

#### Plagiarism:

When writing assignments, you must acknowledge the source of your ideas and quotes in sufficient detail so that readers can locate the item. Referencing is important to avoid plagiarism, to verify quotations and to enable readers to follow up what you have written and locate the cited work. Plagiarism is defined by Xi'an Jiaotong-Liverpool University Student Regulations as "Reproducing material from other works or a paraphrase of such material without acknowledgement". For more information on how to avoid plagiarism please refer to Department of Registry.

#### Collecting and organizing references:

It is often not easy (or possible) to retrieve sources after you have written your text. For this reason, it is strongly recommended to write down all the citation details of a source as you use it, and to compile a reference list at the end of the document that includes full details of all references cited. Bibliographic software, such as **EndNote**, **RefWorks**, or **Zotero**, will help you organize your references according to different citation systems and add the citations to your text.

#### Two parts in Chicago System:

In-text citations or footnotes/endnotes: Citing in the text of your work: this means acknowledging, within your text, the sources that you have used.

- In notes and bibliography style, wherever you incorporate another person's words, facts, or ideas, insert a footnote or endnote.
- **Footnotes** are numbered citations listed at the bottom of each page within your paper.
- **Endnotes** are numbered citations listed on a separate page at the end of the research paper (before the bibliography and/or any appendices).
- Note reference numbers in text are set as superior (superscript) numbers. In the note themselves, they are normally full size followed by a period. A note number should generally be placed at the end of a sentence or at the end of a clause. The number normally follows a quotation. Relative to other punctuation, the number follows any punctuation mark except for the dash, which it precedes. It may on rare occasion be more appropriate to place the number inside the closing parenthesis—if, for example, the note applies to a specific term within the parentheses.
- Single space within footnotes and endnotes, double space between entries. Indent the first line of the note (tab once to indent; a tab is 1 inch).
- If the bibliography includes **all** of the works cited in the notes, then **the notes can be formatted in the short form**, even for the first citation.
- If you do **not** have a bibliography or if you have only a selected bibliography, then you must provide full details of the citation in the notes. For **the first time you cite** a resource, includes the following information: author(s), title, place of publication, name of publisher, and page number(s) of the cited reference. Authors' names are presented in standard order (first name first).
- Short form notes/Subsequent notes may be shortened to include: author's last name, abbreviated title, and the appropriate page number(s).
- **Ibid** If you cite the **exact same** resource multiple times, **one immediately after the other**, you can replace the normal note format with 'Ibid' (which means "in the same place") and the page number (s). It must never be used if the preceding note contains more than one citation.
- Notes, whether footnotes or endnotes, should be numbered consecutively, beginning with 1, throughout each article and for each new chapter.
- A note number **cannot reappear** out of sequence; the substance of a note that applies to more than one location must be repeated under a new note number. A cross-reference may be used to avoid repetition of note entries. *Example*: 20. See note 3 above.
- **Several citations in one note**: when several works are cited at the same place in text, group them together in a single note by using semicolons for separation. They must appear in the same order as the text material (whether works, quotations, or whatever) to which they pertain. Remember **never** put more than one note reference at a single location in text (such as 5, 6).
- **Note**: In MS Word2010 or a newer edition, under the "Reference" tab, insert a footnote or endnote. MS Word will automatically make in-text citations into superscript and properly number footnotes/endnotes to correspond.

A page number is to be included if you have a direct quote, paraphrase a passage or you want to direct the reader to a specific page. Page numbers may also be included if you are referring to a long work and the page numbers might be useful to the reader. For all numbers less than 100, use all digits (*Ex.* 3-10; 96-117). For 100 or multiples of 100, use all digits (*Ex.* 100-104; 1100-1113). For numbers like 101-109/201-209, use the changed part of the number only (*Ex.* 101-8). For numbers like 110-199, use two digits unless more are needed to include all changed parts (*Ex.* 321-28; 498-532; 11564-615).

How to create a reference list/bibliography (containing bibliographic citations): these are the details of the sources you have used. You list them in alphabetical order at the end of your work. This is your reference list. You can see instructions for developing your bibliography later in this guideline. Note that discipline/professor preferences may vary, and **you should consult your professor with questions**.

- The bibliography appears at the end of your paper. A full bibliography includes all works cited. The usual heading is Bibliography, Works Cited or Literature Cited. If you have a full bibliography, use the short form of the notes throughout your paper.
- If, for whatever reason, the author does not wish to list all works cited, the title must so indicate: either Selected Bibliography or Select Bibliography may be used. A headnote should explain the principles of selection.
- List entries in alphabetical order according to the authors' last names. If an item has no author, it is cited by title, and included in the alphabetical list using the first significant word of the title. Note that the words *the*, *a* or *an* are ignored.
- If you have multiple entries by the **same author**, replace the author's name in second and subsequent entries with a 3-em dash, followed by a period.

  To avoid some potential pitfalls, the best course is to leave this step up to the editor and concentrate on transcribing accurate, complete entries.
- In a note, the author's name is given in the normal order. For in a bibliography, where names are arranged alphabetically, it is inverted (last name first). Note that when there are two or three authors (or editors) of the same work, only the first author's name is inverted, and a comma must appear both before and after the first author's given name or initials.
- For works by or edited by **four** to **ten** persons, all names are usually given in the bibliography using the same word order and punctuation as for two or three authors. **In a note, only the name of the first author is included**, followed by *et al.* with no intervening comma.
- A reference list includes all works cited with all elements the same as the bibliography in footnote system except a different placement for the year of publication.

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# **BOOKS (PRINTED AND ELECTRONIC)**

#### Elements of citation in bibliography:

Full name of author(s) or editor(s) (if no author or editor is listed, name of institution standing in their place). Title of book – in italics (including subtitle if there is one). Edition (if not the first). Editor, compiler or translator, if any, if listed on title page in addition to author. Place of publication: Publisher, Year of publication. URL<sup>1</sup> or DOI<sup>2</sup> – if it is electronic resources online or an indication of the medium consulted (e.g., DVD, CD\_ROM).

Reference Type	In-text Examples	Short Notes	Bibliography Examples
Single author	1. Dick Hebdige, <i>Subculture: The Meaning of Style</i> (London; New York: Routledge, 1979; new ed., 2003), 102.	1. Hebdige, <i>Subculture</i> , 102.	Hebdige, Dick. <i>Subculture: The Meaning of Style</i> . London; New York: Routledge, 1979; new ed., 2003.
2-3 authors or editors	2. Ronald Findlay and Kevin H. O'Rourke, <i>Power and Plenty: Trade, War, and the World Economy in the Second Millennium</i> (Princeton: Princeton University Press, 2007), 55.	2. Findlay and O' Rourke, <i>Power and</i> <i>Plenty,</i> 55.	Findlay, Ronald and Kevin H. O'Rourke. <i>Power and Plenty: Trade, War, and the World Economy in the Second Millennium</i> . Princeton: Princeton University Press, 2007.  Only the first author's or editor's name is inverted.
4-10 authors	3. Robert Desjarlais et al., World Mental Health:  Problems and Priorities in Low-income Countries (New York: Oxford University Press, 1995), 149-51.  The first author's name is listed and subsequent names are replaced by 'et al.'	3. Desjarlais et al.,  World Mental Health,  149-51.	Desjarlais, Robert, Leon Eisenberg, Byron Good, and Arthur Kleinman. World Mental Health: Problems and Priorities in Low-income Countries. New York: Oxford University Press, 1995.

<sup>1</sup> URL is abbreviated for Uniform Resource Locator, which means the Internet address of online resource.

<sup>2</sup> The Digital Object Identifier (DOI) is a system for identifying content objects in the digital environment. DOIs are names assigned to any entity for use on digital networks. Information about a digital object may change over time, including where to find it, but its DOI will not change. You can usually find the DOI number when you view the article details - either on the summary page after you have done a search or contained in the full-text document of the article itself.

Reference Type	In-text Examples	Short Notes	Bibliography Examples
10 or more authors	4. Mary Chamberlain et al., <i>Handbook of Oral History</i> , ed. Thomas L. Charlton, Lois E. Myers, and Rebecca Sharpless (Maryland: Rowman Altamira, 2006), 413-26.	4. Chamberlain et al., Handbook of Oral History, 413-26.	Chamberlain, Mary, Pamela Dean, James E. Fogerty, Jeff Friedman, Sherna Berger Gluck, Ronald J. Grele, Charles Hardy III et al. <i>Handbook of Oral History</i> . Edited by Thomas L. Charlton, Lois E. Myers, and Rebecca Sharpless. Maryland: Rowman Altamira, 2006.  Include only the first seven authors and replace the rest of the names with 'et al.'
Books with editors /translators/ compilers	5. John Whiteclay Chambers and Fred Anderson, eds.  The Oxford Companion to American Military History (New York: Oxford University Press, 1999), 33.  Editor in place of author. In full note citations and in bibliographies, the abbreviation ed. or eds., comp. or comps., or trans. follows the name, precede by a comma.  6. Kant Immanuel, Correspondence, trans. and ed.  Arnulf Zweig (Cambridge: Cambridge University Press, 1999), 441-51.  Editor in addition to author. Use ed., comp., or trans. in notes. The plural forms eds. and comps. are never used in this position.	5. Chambers and Anderson, the Oxford Companion, 33. 6. Kant, Correspondence, 441-51.	Chambers, John Whiteclay and Fred Anderson, eds. <i>The Oxford Companion to American Military History</i> . New York: Oxford University Press, 1999.  Immanuel, Kant. <i>Correspondence</i> . Translated and edited by Arnulf Zweig. Cambridge: Cambridge University Press, 1999.  Editor in addition to author. Use 'Edited by' or 'Translated by' before the name of editors or translators.
Same work cited in two consecutive notes	7. Eric Jones, <i>The European Miracle: Environments, Economies and Geopolitics in the History of Europe and Asia</i> . 3rd ed. (New York: Cambridge University Press, 2003), 79.  8. Ibid., 152-9.	7. Jones, <i>The European Miracle</i> , 79. 8. Ibid., 152-9.	Jones, Eric. The European Miracle: Environments, Economies and Geopolitics in the History of Europe and Asia. 3rd ed. New York: Cambridge University Press, 2003. The edition statement is placed after the title of the work. This is not necessary for a first edition.

Reference Type	In-text Examples	Short Notes	Bibliography Examples
Multiple works by the same author	9. Mark Mazower, <i>Dark Continent: Europe's Twentieth Century</i> , (New York: Vintage, 2000). 10. Mark Mazower, <i>Hitler's Empire: How the Nazis Ruled Europe</i> , (New York: Penguin Press, 2008), 147, 584. The works are not cited in two consecutive notes.	9. Mazower, <i>Dark Continent.</i> 10. Mazower, <i>Hitler's Empire,</i> 147, 584.	Mazower, Mark. Dark Continent: Europe's Twentieth Century. New York: Vintage, 2000 Hitler's Empire: How the Nazis Ruled Europe. New York: Penguin Press, 2008. For successive entries by the same author, a 3-em dash replaces the name after the first appearance. Order alphabetically by title in bibliography.
Groups as Authors	11. University of Chicago Press. <i>The Chicago Manual of Style</i> . 16 <sup>th</sup> ed. (Chicago: University of Chicago Press, 2010), 1762-1812.	11. The Chicago Manual of Style, 1762- 1812.	University of Chicago Press. <i>The Chicago Manual of Style.</i> 16th ed. Chicago: University of Chicago Press, 2010.
Multivolume work	12. Símon Bolívar, Selected Writings of Bolívar, comp. Vicente Lecuna; ed. Harold A. Bierck, Jr.; trans. Lewis Bertrand, 2 vols. (New York: Colonial Press, 1951). Citing the whole multivolume work.  13. Paul Rohrbach, Deutsche Kolonialwirtschaft (Berlin: Buchverlag der Hilfe, 1907), 1:24 Citing a particular volume in note. Give volume number and page number(s).	12. Bolívar, Selected Writings, 2 vols. 13. Rohrbach, Deutsche Kolonialwirtschaft, 1: 24.	Bolívar, Símon. Selected Writings of Bolívar, Compiled by Vicente Lecuna; Edited by Harold A. Bierck, Jr.; Translation by Lewis Bertrand. 2 vols. New York: Colonial Press, 1951. Rohrbach, Paul. Deutsche Kolonialwirtschaft. Vol 1, Südwest-Afrika. Berlin: Buchverlag der Hilfe, 1907. Citing a particular volume in a bibliography. Give volume title if available.

Reference Type	In-text Examples	Short Notes	Bibliography Examples
Electronic book	14. Christopher Heywood, <i>A History of South African Literature</i> (New York: Cambridge University Press, 2004), 112, http://10.7.1.204:81/read.php?resid=1030817. For books consulted online, give the URL or DOI at the last of a full citation.  15. Charles Dickens, <i>A Tale of Two Cities</i> (London: Chapman & Hall, 1859), Kindle. For books downloaded from a library or bookseller, give the indication of the format.	<ul><li>14. Heywood, A History of South African, 112.</li><li>15. Dickens, A Tale of Two Cities.</li></ul>	Heywood, Christopher. <i>A History of South African Literature</i> . New York: Cambridge University Press, 2004. http://10.7.1.204:81/read.php?resid=1030817. Dickens, Charles. <i>A Tale of Two Cities</i> . London: Chapman & Hall, 1859. Kindle.  List the references in alphabetically order.

# **CHAPTER IN A BOOK**

## Elements of citation in bibliography:

Full name of author(s) of chapter. "Title of chapter." In *Title of book – in italics*. Edition (if applicable). Edited by Editor (s), Page numbers. Place of publication: Publisher, Year of publication.

Reference Type	In-text Examples	Short Notes	Bibliography Examples
Chapter in a print book	16. Abdul-Karim Rafeq, "Making a Living or Making a Fortune," in <i>Money, Land and Trade: An Economic History of the Muslim Mediterranean,</i> ed. Nelly Hanna (London; New York: I. B. Tauris, 2002), 118.	16. Rafeq, "Making a Living," 118.	Rafeq, Abdul-Karim. "Making a Living or Making a Fortune." In <i>Money, Land and Trade: An Economic History of the Muslim Mediterranean</i> . Edited by Nelly Hanna, 101-23. London; New York: I. B. Tauris, 2002.

Reference Type	In-text Examples	Short Notes	Bibliography Examples
Chapter in an individual volume of a multivolume work	17. Patrick K. O'Brien, "Inseparable Connections: Trade, Economy, Fiscal State, and the Expansion of Empire, 1688-1815," in <i>The Oxford History of the</i> British Empire, Vol. 1, The Eighteenth Century, ed. P. J. Marshall (Oxford; New York: Oxford University Press, 1998), 60. Give page number(s) that are cited in notes.	17. O'Brien, "Inseparable Connections," 60.	O'Brien, Patrick K. "Inseparable Connections: Trade, Economy, Fiscal State, and the Expansion of Empire, 1688-1815." In <i>The Oxford History of the British Empire</i> . Vol. 1 of <i>The Eighteenth Century</i> . Edited by P. J. Marshall, 53-77. Oxford; New York: Oxford University Press, 1998. Give page range of chapter or chapter number in bibliography.

# **JOURNAL ARTICLES**

### Elements of citation in bibliography:

Full name(s) of author(s). "Title of article." *Title of journal – in italics* Volume, Issue (Season or Month (if available) Year of publication): page numbers, Access date (if required by some publishers and some disciplines). DOI (as URL format) or URL (if available).

Reference Type	In-text Examples	Short Notes	Bibliography Examples
Print journal articles	18. Christopher P. Day and Oliver F. W. James, "Steatohepatitis: a tale of two 'hits'?"  Gastroenterology 114, no. 4 (1998): 843-44.  In a note refer to the exact page(s) being cited.  A term normally quoted is enclosed in single quotation marks.	18. Day and James, "Steatohepatitis," 843- 44.	Day, Christopher P., and Oliver F. W. James.  "Steatohepatitis: a tale of two 'hits'?" <i>Gastroenterology</i> 114, no. 4 (1998): 842-45.  In the bibliography provide the entire page range of the article.

Reference Type	In-text Examples	Short Notes	Bibliography Examples
Online journal articles	19. Michèle Lowrie, "Hic and absence in catullus 68," Classical Philology 101, no. 2 (2006): 118, https://doi.org/10.1086/507157.  20. James C. King, "A comparative analysis of the chromosomes of the guarani group of drosophila," Evolution 1 (March-June 1947): 52-56, http://www.jstor.org/stable/2405403.  The issue number may be omitted when a month or season precedes the year, use an en dash when a span of month or season is given.	19. Lowrie, "Hic and absence," 118. 20. King, "A comparative analysis," 52-56.	Lowrie, Michèle. "Hic and absence in catullus 68."  Classical Philology 101, no. 2 (2006): 115-132. doi: 10.1086/507157.  King, James C. "A comparative Analysis of the chromosomes of the guarani group of drosophila."  Evolution 1 (March-June 1947): 48-62.  http://www.jstor.org/stable/2405403.  A DOI, if available, is preferable to a URL.
Journal supplement (numbered separately from the regular issues of the journal)	21. Jaewoo Ryoo and Sherwin Rosen, "The engineering labor market." In "Papers in Honor of Sherwin Rosen," supplement, <i>Journal of Political Economy</i> 112, no. S1 (2004): S110-S140, https://doi.org/10.1086/379946.	21. Ryoo and Rosen, "The engineering labor," S110-S140.	Ryoo, Jaewoo and Sherwin Rosen. "The engineering labor market." In "Papers in Honor of Sherwin Rosen," supplement, <i>Journal of Political Economy</i> 112, no. S1 (2004): S110-S140. https://doi.org/10.1086/379946
Electronic-only enhancements to journal articles	22. "Tables," appendix B (online only), Daniel I. Bolnick and On Lee Lau, "Predictable patterns of disruptive selection in stickleback in postglacial lakes," <i>American Naturalist</i> 172 (2008), https://doi.org/10.1086/587805.	22. Bolnick, "Tables," appendix B.	Bolnick, Daniel I. and On Lee Lau, "Predictable patterns of disruptive selection in stickleback in postglacial lakes," <i>American Naturalist</i> 172 (2008). https://doi.org/10.1086/587805.
Abstract (treated like a journal article)	23. Russell B. Van Dyke, Lu Wang and Paige L. Williams, "Toxicities associated with dual nucleoside reverse-transcriptase inhibitor regimens in HIV-infected children," abstract. <i>Journal of Infectious Diseases</i> 198, no. 11 (2008), https://doi.org/10.1086/593022.	23. Dyke, "Toxicities associated," abstract.	Dyke, Russell B. Van, Lu Wang and Paige L. Williams. "Toxicities associated with dual nucleoside reverse-transcriptase inhibitor regimens in HIV-infected children." Abstract. <i>Journal of Infectious Diseases</i> 198, no. 11 (December 1, 2008). https://doi.org/10.1086/593022.

# **NEWSPAPERS AND MAGAZINE ARTICLES**

### Elements of citation in Bibliography: Newspaper articles

Full name(s) of author(s) (if known). "Title of article." Title of Newspaper – in italics, Date of issue. Page number(s). DOI or URL (if available).

Reference Type	In-text Examples	Short Notes	Bibliography Examples
Newspaper article in print	24. Elizabeth Weise, "Snakes alive! Florida pythons can find their way home," <i>USA Today</i> , March 18, 2014. 25. Weijue Yan, "Yao Ming, NBA join hands to foster young Chinese," Sports, <i>China Daily</i> , February 22, 2014. Give column title plus article title if applicable, or, to save space, the column title alone.	24. Weise, "Snakes alive!" 25. Yan, "Yao Ming."	Weise, Elizabeth. "Snakes alive! Florida pythons can find their way home." <i>USA Today</i> , March 18, 2014. Yan, Weijue. "Yao Ming, NBA join hands to foster young Chinese." Sports, <i>China Daily</i> , February 22, 2014.
Newspaper article online	26. Gavin Jackson, "Fewer whiffs and butts - it's close to no cigar," <i>Financial Times</i> , December 31, 2013, http://search.proquest.com/docview/1492749775?acc ountid=153081.  27. "External audit is performed already," <i>Financial Times</i> , December 31, 2013, http://search.proquest.com/docview/1492750197?acc ountid=153081.  Unsigned newspaper articles or features are best dealt with in text or notes.	26. Jackson, "Fewer whiffs." 27. "External audit."	Jackson, Gavin. "Fewer whiffs and butts - it's close to no cigar." Financial Times, Dec 31, 2013.  http://search.proquest.com/docview/1492749775?acco untid=153081.  Financial Times. "External audit is performed already."  December 31, 2013.  http://search.proquest.com/docview/1492750197?acco untid=153081.  In bibliography, the name if the newspaper stands in place of the author.
Letters to the editor in newspaper	28. Michael Benge, letter to the editor, <i>The</i> Washington Times, March 18, 2014.	28. Benge, letter to the editor.	Benge, Michael. Letter to the editor. <i>The Washington Times,</i> March 18, 2014.

#### Elements of citation in bibliography: Magazine articles

Full name (s) of author (s) (if known). "Title of article." Title of Magazine – in italics, Date of issue, Page number(s) (if available). DOI or URL (if available).

Reference Type	In-text Examples	Short Notes	Bibliography Examples
Magazine article in print	29. Beth Saulnier, "Slice of life," Cornell Alumni Magazine, March/April 2014, 48.	29. Saulnier, "Slice of life," 48.	Saulnier, Beth. "Slice of life." Cornell Alumni Magazine, March/April 2014.
Magazine article online	30. Anver Versi, "Mandela - the renaissance man,"  African Business, January 2014, 15,  http://search.proquest.com/docview/1492015280?acc ountid=153081.  31. "The mail," The American Enterprise, June 2006, 56,  http://search.proquest.com/docview/225399773?acco untid=153081.	30. Versi, "Mandela," 15. 31. "The mail," 56.	Versi, Anver. "Mandela - the renaissance man." <i>African Business</i> , January, 2014. http://search.proquest.com/docview/1492015280?acco untid=153081. <i>The American Enterprise</i> . "The mail." June, 2006. http://search.proquest.com/docview/225399773?accountid=153081.
Magazine departments	32. Jeffrey Goldberg, What's your problem? <i>The Atlantic Monthly</i> , December 2009, http://search.proquest.com/docview/223085357?acco untid=153081.  Titles of regular departments in a magazine are capitalized headline-style but not put in quotation marks.	32. Goldberg, What's your problem?	Goldberg, Jeffrey. What's your problem? <i>The Atlantic Monthly,</i> December 2009. http://search.proquest.com/docview/223085357?accountid=153081.

# **DISSERTATIONS AND THESES**

### Elements of citation in bibliography:

Full name of author of thesis. "Title of thesis." The kind of thesis, the academic institution, year. URL or the name of database from which documents are retrieved.

Reference Type	In-text Examples	Short Notes	Bibliography Examples
Thesis from a university	33. Lina Miao, "Efficient seismic imaging with spectral projector and joint sparsity" (master's thesis, University of British Colombia, 2014), 52, http://hdl.handle.net/2429/46256.	33. Miao, "Efficient seismic imaging," 52.	Miao, Lina. "Efficient seismic imaging with spectral projector and joint sparsity." Master's thesis, University of British Colombia, 2014. http://hdl.handle.net/2429/46256.
Thesis from a commercial database	34. Nicholas Seth Popper, "Walter Ralegh's 'History of the world' and the historical culture of the late renaissance" (PhD diss., Princeton University, 2007), 212-78, ProQuest (AAT 3350691).	34. Popper, "Walter Ralegh's," 212-78.	Popper, Nicholas Seth. "Walter Ralegh's 'History of the world' and the historical culture of the late renaissance." PhD diss., Princeton University, 2007. ProQuest (AAT 3350691)
Unpublished thesis	35. Robert D. Woodberry, "The Shadow of Empire: Christian Missions, Colonial Policy, and Democracy in Postcolonial Societies" (unpublished PhD diss., University of North Carolina, 2004).	35. Woodberry, "The Shadow of Empire".	Woodberry, Robert D. "The Shadow of Empire: Christian Missions, Colonial Policy, and Democracy in Postcolonial Societies." Unpublished PhD diss., University of North Carolina, 2004.

# **INTERVIEWS AND PERSONAL COMMUNICATIONS**

#### Elements of citation in bibliography:

Full name of the person interviewed or the person from whom the communication was received. "Title of interview or communication." Full name of the interviewer or recipient (if mentioned), Publisher, volume, issue (Year of publication): Page range of entire item.

Reference Type	In-text Examples	Short Notes	Bibliography Examples
Unpublished interviews	36. Frederick Rudolph, interview by Author Williamstown, MA, May 15, 2001. Give brief identifying information, if appropriate, the place and date of the interview.	36. Rudolph, interview by Author.	Rudolph, Frederick. Interview by Author Williamstown, MA, May 15, 2001. Unpublished interviews are best cited in text or in notes, though they occasionally appear in bibliographies.
Unattributed interviews	37. Interview with health care worker, July 31, 2017. The absence of a name should be explained.	37. Interview with health care worker.	Interview with health-care worker, July 31, 2017.
Published or broadcast interviews	38. "Identity and Authorship: An Interview with Songwriter Charles Frail," interview by Anna-Lynne Williams, <i>Identitytheory.com</i> , December 3, 2013, http://www.identitytheory.com/interview-songwriter-charles-frail/.  Interviews consulted online should include a URL or similar identifier.  39. Jules Regis Debray, "The Third World: From Kalashnikovs to God and Computers," interview by Nathan Gardels, <i>New Perspectives Quarterly</i> 3, no. 1 (1986), 25-8.  Interviews published are treated like an article in a journal.	38. "Identity and Authorship". 39. Debray, "The Third World," 25-8.	"Identity and Authorship: An Interview with Songwriter Charles Frail." By Anna-Lynne Williams, Identitytheory.com, December 3, 2013. http://www.identitytheory.com/interview-songwriter-charles-frail/.  Debray, Jules Regis. "The Third World: From Kalashnikovs to God and Computers." By Nathan Gardels. New Perspectives Quarterly 3, no. 1 (1986): 25-8.
Personal communications	40. Niall Ferguson, e-mail message to author, May 7, 2011.  In text example:  In a telephone conversation with the author on October 16, 2013, university librarian Xin Bi admitted that		References to conversations (whether face-to-face or by telephone) or to letters, e-mail or text messages, and the like received by the author are usually run in to the text or given in a note. They are rarely listed in a bibliography.

# **WEBSITES AND BLOGS**

### Elements of citation in bibliography:

Full name of the author(s) of the content (if available). "Title of webpage." Owner or sponsor of website3. Publication date or access date. URL.

Reference Type	In-text Examples	Short Notes	Bibliography Examples
Website content	41. "Happiness," Wikipedia, last modified March 3, 2014, http://en.wikipedia.org/wiki/Happiness. 42. Shubhra Krishan, "The Breakfast Food That Might Help You Sleep Better," Care2.com, last modified March 13, 2014, http://www.care2.com/greenliving/the-breakfast-food-that-might-help-you-sleep-better.html. 43. Yao Ming's Facebook page, accessed March 1, 2014, https://www.facebook.com/Yao. Citations of site content are best related to notes; in works with no notes, they may be included in the bibliography.	Short note examples are not provided, as websites should be cited fully in notes and in the bibliography if required by discipline/professor.	"Happiness." Wikipedia, last modified March 3, 2014. http://en.wikipedia.org/wiki/Happiness.  Krishan, Shubhra. "The Breakfast Food That Might Help You Sleep Better." Care2.com. Last modified March 13, 2014. http://www.care2.com/greenliving/the-breakfast-food-that-might-help-you-sleep-better.html.  Include a publication date or date of revision or modification; if no such date can be determined, include an access date.

<sup>3</sup> The name of a regular, ongoing feature or publication should be italicised. For example, titles of named blogs, like the titles of journals and other periodicals, should be italicised.

Reference Type	In-text Examples	Short Notes	Bibliography Examples
Blog entries	44. Robert Mackey, "Comparing Black Minister to an Orangutan Was Not Racist," <i>The Lede</i> (blog), <i>New York Times</i> , July 15, 2013, http://thelede.blogs.nytimes.com/2013/07/15/. 45. SteveCO, comment on Mackey, "Comparing Black Minister." 46. Dylan Hicks, January 7, 2011 (5:40 p.m.), comment on Jrlennon, "One Long Sentence," <i>Ward Six</i> (blog), December 26, 2010, http://wardsix.blogspot.com/2010/12/one-long-sentence.html.	A short note example is not provided, as blogs should be cited fully in notes and in the bibliography if required by discipline/professor.	Mackey, Robert, ed. "Comparing Black Minister to an Orangutan Was Not Racist." <i>The Lede</i> (blog), <i>New York Times</i> , July 15, 2013.  http://thelede.blogs.nytimes.com/2013/07/15/.  Ellis, Rhian, J. Robert Lennon, and Ed Skoog. <i>Ward Six</i> (blog). http://wardsix.blogspot.com/.  Citations of blog entries are generally related to the notes; a frequently cited blog, however, may be included in the bibliography.

# **UNPUBLISHED PUBLISHED WORKS**

## Elements of citation in bibliography:

Full name if author (s) of work. "Title of work." Identification of type of work, Institution. Place of work finished. Date.

Reference Type	In-text Examples	Short Notes	Bibliography Examples
Unpublished manuscripts	47. Cory Cotter, "The Weakest Link: The Argument for On-Wrist Band Welding" (unpublished manuscript, last modified December 3, 2008), Microsoft Word file.	47. Cotter, "The Weakest Link."	Cotter, Cory. "The Weakest Link: The Argument for On- Wrist Band Welding." Unpublished manuscript, last modified December 3, 2008. Microsoft Word file.

Reference Type	In-text Examples	Short Notes	Bibliography Examples
Working papers	48. Louis Putterman and David N. Weil, "Post-1500 Population Flows and the Long Run Determinations of Economic Growth and Inequality" (working paper, Department of Economics, Brown University, Providence, RI, September 2008).	48. Putterman, "Post- 1500 Population Flows."	Putterman, Louis and David N. Weil. "Post-1500 Population Flows and the Long Run Determinations of Economic Growth and Inequality." Working paper, Department of Economics, Brown University, Providence, RI, September 2008.
Lectures	49. Xin Jiang, "Information Searching Skills" (lecture, Xi'an Jiaotong-Liverpool University, Suzhou, China, March 12, 2014).	49. Jiang, "Infromation Searching Skills."	Jiang, Xin. "Information Searching Skills." Lecture presented at Xi'an Jiaotong-Liverpool University. Suzhou, China. March 12, 2014.
Papers presented at meeting	50. Linda A. Teplin et al., "Early Violent Death in Delinquent Youth: A Prospective Longitudinal Study" (paper presented at the Annual Meeting of the American Psychology-Law Society, La Jolla, CA, March 2005).  A paper included in the published proceedings of a meeting may be treated like an article.	50. Teplin et al., "Early Violent Death."	Teplin, Linda A., Gary M. McClelland, Karen M. Abram, and Jason J. Washburn. "Early Violent Death in Delinquent Youth: A Prospective Longitudinal Study." Paper presented at the Annual Meeting of the American Psychology-Law Society, La Jolla, CA, March 2005.
Poster papers	51. Jessica Rosenberg, "Linguistics Meets Chronobiology: Is Language Sensitive to Circadian Rhythms?" (poster presented at the 21st CUNY Conference on Human Sentence Processing, Chapel Hill, NC, March 2008).	51. Rosenberg, "Linguistics Meets Chronobiology."	Rosenberg, Jessica. "Linguistics Meets Chronobiology: Is Language Sensitive to Circadian Rhythms?" Poster presented at the 21st CUNY Conference on Human Sentence Processing, Chapel Hill, NC, March 2008.
Forthcoming works	<ul> <li>52. Ben-Erik Van Wyk, <i>Culinary Herbs and Spices of the World</i> (Chicago: University of Chicago Press, forthcoming).</li> <li>53. Hanhui Guan and Daokui Li, "A Study of GDP and Its Structure in China's Ming Dynasty," <i>China Economic Quarterly</i>, forthcoming.</li> </ul>	52. Van Wyk, "Culinary Herbs." 53. Guan and Li, "A Study of GDP."	Van Wyk, Ben-Erik. <i>Culinary Herbs and Spices of the World</i> . Chicago: University of Chicago Press. Forthcoming. Guan, Hanhui and Daokui Li. "A Study of GDP and Its Structure in China's Ming Dynasty." <i>China Economic Quarterly</i> . Forthcoming.

# **AUDIOVISUAL MATERIALS**

#### Elements of citation in bibliography:

The name of the composer, writer, performer, or other person primarily responsible for the content. *The title – in italics*. The name of the recording company or publisher. Identifying number of the recording, Indication of medium (compact disc, audiocassette, audiovisual file, etc.). The copyright date or date of production or performance. URL or DOI – if it is electronic resource.

Reference Type	In-text Examples	Short Notes	Bibliography Examples
Musical recordings	54. Richard Strauss, <i>Don Quixote</i> , with Emanuel Feuermann (violoncello) and the Philadelphia Orchestra, conducted by Eugene Ormandy, recorded February 24, 1940, Biddulph LAB 042, 1991, compact disc.	Short note examples are not provided, as multimedia should be cited fully in notes.	Strauss, Richard. <i>Don Quixote</i> . With Emanuel Feuermann (violoncello) and the Philadelphia Orchestra. Conducted by Eugene Ormandy. Recorded February 24, 1940. Biddulph LAB 042, 1991, compact disc. Recordings are usually listed in a separate discography rather than in a bibliography. If included in a bibliography, they are best grouped under an appropriate subhead.
Recordings of literature	55. Eric Schlosser, Fast Food Nation: The Dark Side of the All-American Meal, read by Rick Adamson. (New York: Random House Audible, 2004), audiobook, 8 compact discs; 9 hrs.		Schlosser, Eric. Fast Food Nation: The Dark Side of the All-American Meal. Read by Rick Adamson. New York: Random House Audible, 2004. Audiobook, 8 compact discs; 9 hrs.
Filmstrips	56. <i>The Greek and Roman World</i> (Chicago: Society for Visual Education, 1977), Filmstrip, 44 min.		The Greek and Roman World. Chicago: Society for Visual Education, 1977. Filmstrip, 44 min.



#### Elements of citation in bibliography:

The name of inventor(s). Title of patent. Patent number, filed date, and issued date.

Reference Type	In-text Examples	Short Notes	Bibliography Examples
Patents	62. Masanori lizuka and Hideki Tanaka, Cement admixture, US Patent 4,586,960, filed June 26, 1984, and issued May 6, 1986.	62. lizuka and Tanaka, Cement admixture.	lizuka, Masanori, and Hideki Tanaka. Cement admixture. US Patent 4,586,960, filed June 26, 1984, and issued May 6, 1986.

# **DICTIONARY AND ENCYCLOPEDIA ENTRIES**

#### Elements of citation in bibliography: Dictionary

Title of Dictionary. Edition. s.v. "Title of the entry". Accessed date. URL (if applicable).

Reference Type	In-text Examples	Short Notes	Bibliography Examples
Dictionary entries	63. Oxford English Dictionary, 2nd ed. (2001), s.v. "human." 64. Oxford English Dictionary, s.v. "university," accessed March 21, 2014, http://dictionary.oed.com/. The abbreviation 's.v.' (sub verbo) is used in works arranged by alphabetical order instead of volume or page number.	63. Oxford English Dictionary, s.v. "human." 64. Oxford English Dictionary, s.v. "university."	Well-known reference works are usually cited only in notes and not the bibliography.

#### Elements of citation in bibliography: Encyclopaedia

Name of author(s). "Title of entry". In Title of Encyclopaedia, editor(s). Place of publication: Publisher, Date of Publication. URL (if applicable).

Reference Type	In-text Examples	Short Notes	Bibliography Examples
Encyclopaedia entries	65. MLA Style Manual and Guide to Scholarly Publishing, 3rd ed. (New York: Modern Language Association of America, 2008), 6.8.2. 66. David M. Young, "Bus System," in Encyclopedia of Chicago, edited by Janice L. Reiff, Ann Durkin Keating, and James R. Grossman. Chicago Historical Society, 2005, http://www.encyclopedia.chicagohistory.org/pages/19 6.html.	65. MLA Style Manual, 6.8.2. 66. Young, "Bus System," in Encyclopedia of Chicago.	MLA Style Manual and Guide to Scholarly Publishing, 3rd ed. New York: Modern Language Association of America, 2008. 6.8.2.  Young, David M. "Bus System." In Encyclopedia of Chicago, edited by Janice L. Reiff, Ann Durkin Keating, and James R. Grossman. Chicago Historical Society, 2005.  http://www.encyclopedia.chicagohistory.org/pages/196.html.

# IMAGES, ILLUSTRATIONS, TABLES AND ARTWORK

### Elements of citation in bibliography:

Name of performer, artist, creator or author. Title of work. Date of publication. Indication of format/medium. URL or DOI – if it is electronic resource.

Reference Type	In-text Examples	Short Notes	Bibliography Examples
lmages	67. Adam Jones, Soldiers at Rest - Old City -Jerusalem-Israel, photograph, 2011, http://www.flickr.com/photos/adam_jones/56760924 77/in/photostream/. 68. Masaccio, Brancacci Chapel: Expulsion of Adam and Eve from the Garden of Eden, painting, 1424-27, Cappella Brancacci, http://library.artstor.org. 69. Nanni di Banco, Four Crowned Ones, sculpture, Museo di Orsanmichele, http://library.artstor.org. The following words can be used to represent various "images" – cartoon, drawing, figure, graph, map, painting, photograph, portrait, table.	67. Jones, "Soldiers at Rest," photograph. 68. Masaccio, "Brancacci Chapel," painting. 69. Banco, "Four Crowned Ones," sculpture.	Jones, Adam. Soldiers at Rest-Old City-Jerusalem-Israel. 2011. Photograph. http://www.flickr.com/photos/adam_jones/5676092477 /in/photostream/. Masaccio. Brancacci Chapel: Expulsion of Adam and Eve from the Garden of Eden. Painting. 1424-27. Cappella Brancacci. http://library.artstor.org. Di Banco, Nanni. Four Crowned Ones. Sculpture. Museo di Orsanmichele. http://library.artstor.org. If using Google Images or a similar website, click through to the original location of the image and create your citation based on that source.

## **SECONDARY SOURCES**

An indirect citation is when you want to quote a piece of work that has been referred to in something you have read but you have not read or accessed the original author's work. In the bibliography provide the details of the author of the work you have read. Note: Chicago generally discourages secondary citations only when original sources are unavailable.

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Reference Type	In-text Examples	Short Notes	Bibliography Examples
Secondary source	70. Louis Zukofsky, "Sincerity and Objectification," <i>Poetry</i> 37 (February 1931): 269, quoted in Bonnie Costello, <i>Marianne Moore: Imaginary Possessions</i> (Cambridge: Harvard University Press, 1981), 78. 71. Simone de Beauvoir, <i>The Second Sex</i> (New York: Vintage, 1974), 38, quoted in Judith Butler, "Performative Acts and Gender Constitution: An Essay in Phenomenology and Feminist Theory," <i>Theatre Journal</i> 40, no. 4 (December 1988): 519, doi:10.2307/j100575.	A short note example is not provided, as secondary sources should be cited fully in notes.	Zukofsky, Louis. "Sincerity and Objectification." In <i>Poetry</i> 37 (February 1931): 269. Quoted in Bonnie Costello, <i>Marianne Moore: Imaginary Possessions</i> . Cambridge: Harvard University Press, 1981. de Beauvoir, Simone. <i>The Second Sex</i> . New York: Vintage, 1974. Quoted in Judith Butler. "Performative Acts and Gender Constitution: An Essay in Phenomenology and Feminist Theory." <i>Theatre Journal</i> 40, no. 4 (December 1988): 519-31. doi:10.2307/j100575.

## **DIRECT QUOTATIONS**

Whether quoting, paraphrasing, or using others' ideas to advance their own arguments, authors should give explicit credit to the source of those words or ideas. When to paraphrase rather than quote depends on which will be more effective.

Commonly known or readily verifiable facts, proverbs and other familiar expressions can be stated without quotation or attribution unless the wording is taken directly from another source. *For example*: No one can convince the young that practice makes perfect.

Quoted text may be either run in to the surrounding text and enclosed in quotation marks, "like this," or set off as a block quotation, or extract. A short quotation, especially one that is not a full sentence, should be run in. A hundred words or more (at least six to eight lines of text in a typical manuscript) can generally be set off as a block quota. A quotation of two or more paragraphs is best set off, as are quoted correspondence (if salutations, signatures, and such are included), lists, and any material that requires special formatting. If many quotations of varying length occur close together, running them all in may make for easier reading. But where quotations are being compared or otherwise used as entities in themselves, it may be better to set them all as block quotations, however short.

A formal introductory phrase, such as *thus* or *as follows*, is usually followed by a colon. When it is simply a matter of identifying a speaker, a comma is used after said, replied, asked, and similar verbs; a colon, though never wrong in such instances, should be used sparingly. Unless introduced by *thus*, *as follows*, or other wording that requires a colon, a block quotation may be preceded by a period rather than a colon. Such usage should be applied consistently.

## **FURTHER HELP AND CONTACTS**

If you have any difficulties using any of the reference schemes mentioned above, or any other referencing format which you have been asked to use by your instructors, please contact your librarian (https://libguides.lib.xjtlu.edu.cn/c.php?g=655374). Remember, it is always helpful to consult the person for whom you are writing, whether it is a tutor or an editor, as to which style of referencing they want you to use.

## **ACKNOWLEDGEMENT**

This guide is inspired by the following pieces of work and excellent sites:

University of Chicago Press. The Chicago Manual of Style. 17th ed. Chicago: University of Chicago Press, 2017.

University of Chicago. "The Chicago Manual of Style Online." Accessed March 21, 2014. http://www.chicagomanualofstyle.org/tools\_citationguide.html.

New York University Libraries. "Citation Style Guide – Chicago." Accessed March 17, 2014. http://nyu.libguides.com/content.php?pid=27555&sid=200250.

Purdue University. "Chicago Manual of Style 16th Edition – Online Writing Lab." Last modified February 7, 2014. Accessed March 18, 2014. https://owl.english.purdue.edu/owl/resource/717/01/.

The University of York. "Chicago Referencing Style." Last modified February 26, 2014. Accessed March 18, 2014. http://www.york.ac.uk/integrity/chicago.html.

University of British Columbia Okanagan Library. "Chicago Citation Style." Last modified February, 2012.

 $http://www.ubc.ca/okanagan/library/\_\_shared/assets/chicago14394.pdf.$ 

#### Advice on creating links to e-resources in the bibliography

The following notes provide some general tips on obtaining a direct link to e-resources.

The most important thing is to make the bibliography functional. If the resource is part of an online collection subscribed by Xi'an Jiaotong-Liverpool University, it can be directly accessed on campus or accessed via VPN when off-campus. The link you create should be stable and accessible to the audience if they access the item on any University campus which has a subscription for the item. They may also be able to access the resource off-campus.

You should take care when simply copying and pasting the URL from the address bar of your Web browser. If the website you are using is available via public WWW pages then you can probably use the URL of the resource you are viewing. If the site is a subscribed collection then you will probably not be able to copy and paste the URL, since the URL may contain 'session' information and may be invalid when used later. Many systems such as Discover provide tools to create a stable link to individual e-resources.

If you conduct a search in Discover and choose one of the references to view the Detailed Record, the page will be shown as the first screenshot here. The URL in Web browser is invalid for you to cite. Discover enable you to get the stable link via 'permalink' function in the Tools panel. After you click 'permalink', you will be directed to a new page with a stable link which is derived from the website of the e-journal collection (see the second screenshot).

