L-Università ta' Malta

Chicago
Referencing Style

Guidelines

University of Malta Library
Outreach Department
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Table of Contents

1. Referencing

Referencing is the process of providing detailed information on all sources consulted to compile an article, book chapter, essay or dissertation both within the text (in-text citations) and at the end of your work (reference list or bibliography). This will allow readers to easily locate the original sources and consult them.

1.1   Why should I reference?

Referencing is important as it shows the reader that you have researched the subject widely and adds weight to your arguments by supporting them with relevant literature.

It also separates your ideas/results from someone else's findings by giving credit to the authors of the cited works. Referencing shows the credibility and quality of resources used and helps you avoid plagiarism.

1.2   What should I reference?

You should reference all sources that you cited in your text (reference list) as well as sources used to prepare the writing (bibliography).

1.3   What is plagiarism?

Plagiarism is a term used when an author either purposely or unintentionally presents someone else's work as if it is his/her own work. Therefore, using other people's ideas/works without citing the sources is considered as plagiarism.

Always remember that if you are quoting, paraphrasing or summarising someone else's work, you always need to acknowledge the source.

Be careful of self-plagiarism. Using your previously submitted work without acknowledging it is also considered as a form of plagiarism.

Plagiarism is treated very seriously and results in disciplinary action.

1.4   What is a Reference Management Software?

A reference management software allows you to collect, store, organise, add notes, link (to full-text, web pages and documents), cite, and create bibliographies in your preferred reference style.

2. Examples of references

The Chicago 16th edition referencing style is a style where citations are marked by numbers in-text and references are provided as footnotes at the bottom of each page.

The reference list is organised in alphabetical order by the author's last name and in chronological order by the year of publication at the end of the document.

All entries in the bibliography need to have a hanging indent.

2.1 Footnotes and bibliography

When citing your sources in-text, use numbers set as a superscript.[1] Numbers in footnotes at the bottom of the page should be full sized and followed by a full stop.

In-text citations numbers (notes) should be placed immediately after the sentence or at the end of a quote after any punctuation marks (except dash).

> In his tragedy, William Shakespeare writes that life is beautiful.[1]
> **OR**
> In his tragedy, William Shakespeare writes that life is beautiful[1] - and…

Footnotes need to be numbered consecutively beginning with 1 and they cannot appear out of sequence.

Books and journal titles should be written in italics while **titles of chapters and articles** should be placed in quotation marks:

"Tweets, texts and trees", *Information Literacy Beyond Library 2.0*

When referencing a direct quote from a source, add a page number at the end of a footnote.

2.1.1 One author

Notes and footnotes:

> #. Author's First name Last name, *Title of Book written in italics* (Place of publication: Publisher, Year of publication), page.

> 1. Michael Pollan, *The Omnivore's Dilemma: A Natural History of Four Meals* (New York: Penguin, 2006), 99–100.

> When sources are cited for the first time, provide a full footnote. For every subsequent citation, an abbreviated form should be used.

Abbreviated form should include the last name of the author, shortened title and a page number. Titles which are more than 4 words long should be shortened. Titles which are 4 words or less should retain their original form. The short title must contain the keywords or words from the main title omitting articles at the beginning.

10. Pollan, *Omnivore's Dilemma*, 3.

If a subsequent footnote would be the same as the previous one, use Ibid.:

10. Ibid., 3.

If you are referring again to a source that was mentioned far apart in the text, use abbreviated form and cross-reference to the original source pointing out the location in the text (chapter) and the original note number:

36. Pollan, *Omnivore's Dilemma*, 3 (see chap.1, n. 1).

Bibliography entry:

Reverse the name of the author (Surname, Name.), eliminate parentheses and remove page number, unless you are citing an article or a book chapter.

#. Author's Last name, Author's First name. *Title of Book written in italics.* Place of publication: Publisher, Year of publication.

1. Michael Pollan, *The Omnivore's Dilemma: A Natural History of Four Meals*. New York: Penguin, 2006.

2.1.2 Two or three authors

When a publication has two or three authors, include all names in the footnote. Separate names of the first and second or second and third author with "and".

Notes and footnotes:

#. First author First name Last name **and** second author First name Last name, *Title of Book written in italics* (Place of publication: Publisher, Year of publication), Page.
OR
#. First author First name Last name, second author First name Last name, **and** third author First name Last name, *Title of Book written in italics* (Place of publication: Publisher, Year of publication), Page.

1. Geoffrey C. Ward and Ken Burns, *The War: An Intimate History, 1941–1945* (New York: Knopf, 2007), 52.

Bibliography entry:

For books with two or three authors, invert the first name (Surname, Name):

First author Last name, First name, and second author First name Last name. Title: Subtitle. Edition (if available). Place of publication: Publisher, Year of publication.
OR
First author Last name, First name, second author First name Last name, and third author First name Last name. Title: Subtitle. Edition (if available). Place of publication: Publisher, Year of publication.

Ward, Geoffrey C., and Ken Burns. *The War: An Intimate History, 1941–1945*. New York: Knopf, 2007.

2.1.3 Four or more authors

Notes and footnotes:

When there are four or more authors, use only the name of the first author and type the words "et al." instead of the other names:

#. First author First name Last name et al., *Title of Book written in italics* (Place of publication: Publisher, Year of publication), Page.

1. Geoffrey C. Ward et al., *The War: An Intimate History, 1941–1945* (New York: Knopf, 2007), 52.

Abbreviation:
Ward et al., *War*, 59.

Bibliography entry:

List all authors in the bibliography entry:

First author Last name, First name, second author First name Last name, third author First name Last name . . ., and last author First name Last name. Title: Subtitle. Edition (if available). Place of publication: Publisher, Year of publication.

Ward, Geoffrey C, Ken Burns, Kenneth Zammit, and Maria Abela. *The War: An Intimate History, 1941–1945*. New York: Knopf, 2007.

2.1.4 Unknown author

Notes and footnotes:

If there is no author provided, start footnote with a title:

1. *The War: An Intimate History, 1941–1945* (New York: Knopf, 2007), 52.

Abbreviation:
War, 59.

Bibliography entry:

If there is no author provided, place the reference in alphabetical order by the first significant word of the title (omit articles).

The War: An Intimate History, 1941–1945. New York: Knopf, 2007.

2.1.5 Group authors

Notes and footnotes:

In case of group authors like government agencies, organisations, associations, corporations, etc., provide the group name as the author:

#. Organisation, Title (Place of publication: Publisher, Year of publication), page.

1. World Bank, *Strategies for Sustainable Financing of Secondary Education in Sub-Saharan Africa* (Washington, D.C.: World Bank, 2008), 11.

Abbreviation:
World Bank, *Strategies*, 11.

Bibliography entry:

Organisation. *Title*. Place of publication: Publisher, Year of publication.

World Bank. Strategies for Sustainable Financing of Secondary Education in SubSaharan Africa. Washington, D.C.: World Bank, 2008.

2.1.6 Unknown date

If there is no date available, write "n.d.*"* instead.

Notes and footnotes:

1. *The War: An Intimate History, 1941–1945* (New York: Knopf, n.d.), 52.

Abbreviation:
War, 59.

Bibliography entry:

The War: An Intimate History, 1941–1945. New York: Knopf, n.d.

2.1.7 Multiple works of the same author in the same year

Notes and footnotes:

Use rules that apply for the specific type of publication. Since each citation is entered as a separate footnote, there is no need to distinguish citations in any other way.

Bibliography entry:

In case of multiple works of the same author in the same year, arrange them in alphabetical order by the first significant word of the title (omit articles).

2.1.8 Citing more than one source in the same reference

Notes and footnotes:

When **citing more than one source** at once, create only one note and group all sources in one footnote separating them with a semicolon.

Both, Pollan and Ward claim that…[1]

1. Michael Pollan, *The Omnivore's Dilemma: A Natural History of Four Meals* (New York: Penguin, 2006), 99–100; Geoffrey C. Ward and Ken Burns, *The War: An Intimate History*, 1941–1945 (New York: Knopf, 2007), 52

Abbreviation:
Pollan, *Omnivore's Dilemma*, 11; Geoffrey, *War, 52.*

Bibliography entry:

Each source cited under one footnote will have a separate entry in the bibliography.

2.1.9 Secondary referencing

Always try to cite the primary (original) source of information. However, if this is impossible, provide the secondary source.

Notes and footnotes:

If **Borg** cited a work written by **Smith** and you want to use Smith's idea, provide information about both sources in the footnote.

Smith claims that young adults need at least 8 hours of sleep.[1]

Provide all know details of the primary source and details of the secondary source:

#. Primary source Author's First name Last name, *Title of Book written in italics,* date, **quoted in** secondary source Author's First name Last name, *Title of Book written in italics* (Place of publication: Publisher, Year of publication), page.

1. John Smith, *Sleeping Patterns*, 2000, quoted in Jack Borg, *Analysing Sleep* (Manchester: FP Publishing, 2007), 29.

Bibliography entry:

Provide all know details of the primary source and details of the secondary source:

Primary source Author's Last name, First name. *Title of Book written in italics.* Date. **Quoted in** secondary source Author's First name Last name. *Title of Book written in italics.* Place of publication: Publisher, Year of publication, page.

Smith, John. *Sleeping Patterns*. 2000. Quoted in Jack Borg. *Analysing Sleep*. Manchester: FP Publishing, 2007, 29.

2.1.10 Personal communication

Personal communication includes electronic communication (emails, messages, bulletins, etc.), letters, interviews and phone conversations.

Notes and footnotes:

Personal communication should be cited **in footnotes only**, that is, it should not be included in the bibliography.

#. First name Last Name of communicator, type of communication, Month Day, Year.

1. Mark Zammit, letter to Francesca Abela, April 19, 2009.

2. John Smith, e-mail message to University of Malta staff, May 7, 2013.

Abbreviation:
1. Zammit, letter.
2. Smith, e-mail.

2.1.11 Books

Titles of books should always be written in italics.

Notes and footnotes:

#. Author's First name Last name, *Title of Book written in italics* (Place of publication: Publisher, Year of publication), page.

1. Michael Pollan, *The Omnivore's Dilemma: A Natural History of Four Meals* (New York: Penguin, 2006), 99–100.

Abbreviation:
Pollan, *Omnivore's Dilemma, 99.*

Bibliography entry:

#. Author's Last name, Author's First name. *Title of Book written in italics.* Place of publication: Publisher, Year of publication.

1. Michael Pollan, *The Omnivore's Dilemma: A Natural History of Four Meals*. New York: Penguin, 2006.

2.1.12 Chapter in a non-edited book

The title of a chapter should be written with normal font and placed in quotation marks while the title of books should be preceded by *"*in*".*

Notes and footnotes:

#. Author(s) First name Last name, "Title of Chapter," in *Book Title written in italics* (Place of Publication: Publisher, Year of publication), Page.

1. Stephen Brown, "Easy Referencing," in *How to Write a Dissertation?* (Manchester: FP Publishing, 2008), 33.

Bibliography entry:

Author(s) Last name, First name. "Title of chapter." In *Book Title written in italics*, Pages. Place of publication: Publisher, Year of publication.

Brown, Stephen. "Easy Referencing." In *How to Write a Dissertation?*, 32-35. Manchester: FP Publishing, 2008.

2.1.13 Chapter in an edited book

The title of a chapter should be written with normal font and placed in quotation marks. Include also the chapter's author and the editor. Title of books should be preceded by *"*in*".*

Notes and footnotes:

#. Chapter Author(s) First name Last name, "Title of Chapter," in Book Title written in italics, ed. Editor First name Last name (Place of Publication: Publisher, Year of publication), Page.

1. Stephen Brown, "Easy Referencing," in *How to Write a Dissertation?,* ed. Thomas Parker (Manchester: FP Publishing, 2008), 33.

Bibliography entry:

Chapter Author(s) Last name, First name. "Title of chapter." In *Book Title written in italics*, edited by Editor First name Last name, Pages. Place of publication: Publisher, Year of publication.

Brown, Stephen. "Easy Referencing." In *How to Write a Dissertation?,* edited by Thomas Parker, 32-35. Manchester: FP Publishing, 2008.

2.1.14 Journal articles

The title of an article should be written with normal font and placed in quotation marks while the title of a journal should be written in italics.

Notes and footnotes:

Author(s) First name Last name, "Title of Article," *Journal Title written in italics* Volume, Issue no. (Year): Page.

1. Patricia Iannuzzi, "Information Literacy Competency Standards for Higher Education," *Community & Junior College* Libraries 9, no. 4 (2000): 63.

In case of electronic articles, provide DOI number or URL after the page number.

1. Patricia Iannuzzi, "Information Literacy Competency Standards for Higher Education," *Community & Junior College* Libraries 9, no. 4 (2000): 63, doi: 10.1300/J107v09n04_09.

Abbreviation:
Iannuzzi, "Information Literacy", 63.

Bibliography entry:

Author(s) Last name First name, "Title of Article." *Journal Title written in italics* Volume, Issue no. (Year): Page range.

Iannuzzi, Patricia. "Information Literacy Competency Standards for Higher Education." *Community & Junior College* Libraries 9, no. 4 (2000): 63-69.

In case of electronic articles, provide DOI number or URL after the page number.

Iannuzzi, Patricia. "Information Literacy Competency Standards for Higher Education." *Community & Junior College* Libraries 9, no. 4 (2000): 63-69. doi: 10.1300/J107v09n04_09.

2.1.15 Webpage

When citing a webpage, use the title of the webpage and the general name of the website.

Notes and footnotes:

#. "Title of webpage," Website name, last modified/accessed Month day, year, URL.

1. "Hoax - definition of hoax in English," Oxford Dictionaries, accessed April 30, 2018, https://en.oxforddictionaries.com/definition/hoax.

Abbreviation:

1. "Hoax".

Bibliography entry:

"Title of webpage." Website name. Last modified/Accessed Month day, year. URL.
"Hoax - definition of hoax in English." Oxford Dictionaries. Accessed April 30, 2018. https://en.oxforddictionaries.com/definition/hoax.

2.1.16 Document on the internet

In case of PDF documents, blog posts and online articles, provide the author of the content.

Notes and footnotes:

#. Author(s) First name Last name, "Title of Post/Document/Article," *Name of Blog/Website written in italics*, Month Day, Year, URL.

1. Sheila Kaplan, "In Search of the Perfect Hair Dye," *The New York Times*, March 16, 2018, https://www.nytimes.com/2018/03/16/science/hair-dye-graphene.html.

Abbreviation:

1. Kaplan, "Perfect Hair Dye."

Bibliography entry:

Author(s) Last name, First name. "Title of Post/Document/Article." *Name of Blog/Website written in italics*. Month Day, Year, URL.

Kaplan, Sheila. "In Search of the Perfect Hair Dye." *The New York Times*. March 16, 2018. https://www.nytimes.com/2018/03/16/science/hair-dye-graphene.html.

2.1.17 Computer programs

If you cannot find the author of a computer program, reference it as a work with no author.

Notes and footnotes:

#. Author(s) First name Last name or group name (if available), *Title of program*, version x (Location: Publisher, Year of publication), computer software.

1. *EndNote*, version 9.0.2 (Stamford: Thomson ResearchSoft, 2007, computer software.

Abbreviation:
1. *EndNote.*

Bibliography entry:

Author(s) Last name, First name or group name (if available). *Title of program*. Version x. Location: Publisher, Year of publication. Computer software.

EndNote. Version 9.0.2. Stamford: Thomson ResearchSoft, 2007. Computer software.

2.1.18 Non-text material

If there is no author, begin with the title. If there is no date, use (n.d.).

Images/ Photographs/Artworks:

Notes and footnotes:

#. Author(s) First name Last name, "Title of Work," (description of work, Repository, Location, Year of creation).

1. Claude Monet, "Haystacks, Midday," (painting, National Gallery of Australia, Canberra, 1890).

Abbreviation:
1. Monet, "Haystacks, Midday."

Bibliography entry:

Author(s) Last name, First name. "Title of Work." Description of work, Repository, Location, Year of creation.

Monet, Claude. "Haystacks, Midday." Painting, National Gallery of Australia, Canberra, 1890.

Image found online:

Notes and footnotes:

#. Author(s) First name Last name, "Title of Work," (description of work, Repository, Location, Year of creation), URL.

1. Claude Monet, "Haystacks, Midday," (jpeg image of painting, National Gallery of Australia, Canberra, 1890), http://artsearch.nga.gov.au/Detail.cfm?IRN=29073&PICTAUS=TRUE

Bibliography entry:

Author(s) Last name, First name. "Title of Work." Description of work, Repository, Location, Year of creation. URL.

Monet, Claude. "Haystacks, Midday." jpeg image of painting, National Gallery of Australia, Canberra, 1890. http://artsearch.nga.gov.au/Detail-LRG.cfm?IRN-29073&View-LRG

2.1.19 Audio and video resources

Audio-visual material includes motion pictures and audio or television broadcast.

Flim/DVD:

Notes and footnotes:

If the producer's name is unknown, start with the title of production.

#. Producer's First and Last Names, *Title of Production written in italics*, directed by Director(s) First and Last Names (Place: Publisher, Year), format.

1. *The Lord of the Rings: The Return of the King*, directed by Peter Jackson, (Auckland: Imagine Films, 2003), motion picture.

Abbreviation:
1. *Lord of the Rings.*
In case of material found on a DVD, add title of a scene or episode:

#. Producer's First and Last Names, "Title of a scene," *Title of Production written in italics*, directed by Director(s) First and Last Names (Place: Publisher, Year), format.

1. Alfred Hitchcock, "Crop Duster Attack," *North by Northwest*, directed by Alfred Hitchcock (Burbank, CA: Warner Home Video, 2000), DVD.

Abbreviation:
1. Hitchcock, *North by Northwest.*

Bibliography entry:

Producer's Last Name, First Name. "Title of Scene," (if available) *Title of Production written in italics*, directed by Director(s) First and Last Names (Place: Publisher, Year). Format

Hitchcock, Alfred. "Crop Duster Attack," *North by Northwest*, directed by Alfred Hitchcock (Burbank, CA: Warner Home Video, 2000). DVD.

If you cannot find the publisher's or producer's name, use the name of the author. If there is no publication date, use the date when the material was last accessed.

Notes and footnotes:

#. Publisher/producer First and Last name or User name, *Title of the video written in italics*, online video, length of the video, publication Month day, year, URL.

1. Brenna O'Brien, *Vivo 11 training - full video (5/4/17) – updated,* online video, 1:49:32, February 5, 2016, https://www.youtube.com/watch?v=eNo-Qxsp-mk

Bibliography entry:

Publisher/producer Last and First name or User name. *Title of the video written in italics*. Online video, length of the video. Publication Month day, year. URL.

O'Brien, Brenna. *Vivo 11 training - full video (5/4/17) – updated.* Online video, 1:49:32. February 5, 2016. https://www.youtube.com/watch?v=eNo-Qxsp-mk

2.1.20 Unpublished material

Titles of unpublished works should be written in quotation marks.

Theses and dissertations:

Notes and footnotes:

#. Author(s) First name Last name, "Title of Work" (type of thesis, University, Year of completion), page, Database or http://xxxxx (Accession No.).

1. Robert Pisani, "The Role of Digital Literacy when Teaching Information Literacy Skills to Primary and Secondary School children" (doctoral thesis, University of Malta, 2017), 58, https://www.um.edu.mt/library/oar//handle/123456789/26703.

Abbreviation:
1. Pisani, "Role of Digital Literacy", 58.

Bibliography entry:

Author Last name, First Name. "Title of Work." Type of thesis, University, Year of completion. Database or http://xxxxx (Accession No.).

Pisani, Robert. "The Role of Digital Literacy when Teaching Information Literacy Skills to Primary and Secondary School children." Doctoral thesis. University of Malta, 2017. https://www.um.edu.mt/library/oar//handle/123456789/26703.

Lecture notes:

Notes and footnotes:

#. Author(s) First name Last name, "Title of Lecture," (lecture, University, Month Day or Lecture/Week number, Year of lecture), Format of material, http://xxxxx (if available).

1. Peter Andrews, "What is Fiction?" (lecture, University of Canberra, Lecture 1, Week 1, 2009), PowerPoint slides, http://learnonline.canberra.edu.au.

Abbreviation:
1. Andrews, "What is Fiction?"

Bibliography entry:

Author Last name, First Name. "Title of Lecture." Lecture given in Unit number and name, University, Month Day or Lecture/Week number, Year of lecture. Format of material. http://xxxxx

Andrews, Peter. "What is Fiction?" Lecture given in Unit 847 Writing Short Narratives, University of Canberra, Lecture 1, Week 1, 2009. Powerpoint slides. http://learnonline.canberra.edu.au.

2.1.21 Legal documents

Court decisions:

Notes and footnotes:

#. Name v. Name (Year reported) Volume Reporter abbreviation Starting page.

1. *Mace v. Murray* (1955) 92 CLR 370.

Abbreviation:
1. *Mace v. Murray*.

Bibliography entry:

Name v. Name (Year reported) Volume Reporter abbreviation Starting page.

Mace v. Murray. (1955) 92 CLR 370.

Acts:

Notes and footnotes:

#. Name of Act Year (Jurisdiction) section http://xxxxx

1. Trade Practices Act 1974 (Cth), http://www.comlaw.gov.au/

Abbreviation:
1. *Trade Practices Act 1974.*

Bibliography entry:

Name of Act Year (Jurisdiction) s section. http://xxxxx

Trade Practices Act 1974 (Cth). http://www.comlaw.gov.au/

2.1.22 Government publications and reports

If there is no author, use group author (government agency or department).

Notes and footnotes:

#. Name of Group/Organisation, *Title of Work written in italics* (Place of Publication: Publisher's Name, Date of Publication), page number(s).

1. Department of Finance and Administration, *Delivering Australian Government Services: Managing Multiple Channels* (Canberra: DOFA, 2006), 39.

Abbreviation:
If possible, use the abbreviation of the Group author/Organisation.

1. DOFA, *Delivering Australian Government Services*, 46.

Bibliography entry:

Name of Group/Organization. *Title of Work written in italics.* Place of Publication: Publisher's Name, Date of Publication.

Department of Finance and Administration. *Delivering Australian Government Services: Managing Multiple Channels*. Canberra: Department of Finance and Administration, 2006.

3. Managing your references

RefWorks

RefWorks is a software that will help you compile your bibliography with just a click of a button!

You may attend a *RefWorks* workshop to learn how to:

- add references manually into your personal *RefWorks* account
- export references from online sources such as online databases that the Library subscribes to and Google Scholar
- save references in different folders according to your assignments and research
- create a bibliography in your preferred reference style
- use *Write-n-Cite* - a tool that will help you insert in-text citations and footnotes in your assignments, dissertations, long essays, projects or articles

4. Further help

For further help you can contact us by sending an email at library@um.edu.mt or by phone on 2340 2541.

5. Useful sources

The Chicago Manual of Style. Chicago; London: The University of Chicago Press, 2010.

Collery, Jenny. "LibGuides: Chicago Style Guide." UCD Library. Accessed May 2, 2018. //libguides.ucd.ie/academicintegrity/chicagostyle.

Fulton, Hannah. "Library Guides: Citing and Referencing: Chicago." Monash University Library. Accessed May 2, 2018. http://guides.lib.monash.edu/citing-referencing/chicago.

Jones, Fritha. "UC Referencing Guide: Chicago 16th Ed." University of Canberra Library. Accessed May 2, 2018. https://canberra.libguides.com/referencing/chicago.