The Chicago style

As used in:
English (as well as MLA)
History
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Why reference?

You will probably be aware that plagiarism is an important issue and you must avoid it at all costs, but do you know why referencing is so crucial to your essay writing?

References to other sources are useful and beneficial to presenting your argument; don’t be scared of using them. However, be selective. Don’t just cram your work full of citations in a bid to impress the marker that you’ve read a massive amount. Your references should be relevant and provide evidence for and against your argument.

For example, you can include a citation to...

- give a source of information (eg tables, statistics, diagrams etc)
- describe or discuss a theory, model or practice from a particular writer
- give weight and/or credibility to your argument
- provide a counter-argument
- provide quotations or definitions in your essay
- paraphrase another person’s work, which is not common knowledge.

Additionally, the ‘in-text citation’ included in the body of your text is there to DIRECTLY show the reader where the idea and/or quotation is from. Therefore, where you are indicating the source as a chapter in a book, you include the citation to the author of the chapter. Within the bibliography you would put the full citation to the book with details of the editors.
Basic common elements in a bibliography citation:

**BOOKS:**


<table>
<thead>
<tr>
<th>Author’s name</th>
<th>Title of book</th>
<th>Place of publication</th>
<th>Name of publisher</th>
<th>Date of publication</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clarke, Alan</td>
<td><em>E-Learning Skills</em></td>
<td>Basingstoke</td>
<td>Palgrave Macmillan</td>
<td>2008</td>
</tr>
</tbody>
</table>

**JOURNAL ARTICLES:**

Shaw, Peter. ‘Plagiary’, *American Scholar*, 51 (Summer, 1982), 325–337.

<table>
<thead>
<tr>
<th>Author’s name</th>
<th>Title of article</th>
<th>Name of the journal</th>
<th>Issue number</th>
<th>Date published</th>
<th>Page numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shaw, Peter</td>
<td>‘Plagiary’</td>
<td><em>American Scholar</em></td>
<td>51</td>
<td>Summer, 1982</td>
<td>325–337</td>
</tr>
</tbody>
</table>
Examples of the Chicago style

In-text citation

How to reference within the text:

“The relationship of adopted styles to subject disciplines was a little ambiguous, with sciences areas and computing/information technology (IT) in particular showing the most inconsistency.”¹ It has been pointed out that one of the reasons for using this style is that you do not have citations within the text breaking up the flow of the reading.²


# Bibliography

Your bibliography should be arranged **alphabetically**.

<table>
<thead>
<tr>
<th>Type of source</th>
<th>Format</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Book (two or more authors)</strong></td>
<td>Peck, John and Martin Coyle. <em>The Student’s Guide to Writing</em>. Basingstoke: Palgrave Macmillan, 2005</td>
</tr>
<tr>
<td></td>
<td>Subsequent references: 5. Carroll, quoted in Sutherland-Smith</td>
</tr>
</tbody>
</table>
Chicago Frequently Asked Questions

How do I use quotations?

Use double quotation marks to enclose the direct text. For short quotations (of less than five lines), use a brief phrase to introduce the quotation and include the page number. For example:

As Neville emphasises¹, “you should cite all sources and present full details of these in your list of references” (p.36)


For longer quotations (of five lines or more) you use a block quotation, without quotation marks, but clearly indented to indicate these words are not your own. For example:

Neville comments that:

It can sometimes be difficult, if not impossible, to avoid using some of the author’s original words, particularly those that describe or label phenomena. However, you need to avoid copying out what the author said, word for word. Choose words that you feel give a true impression of the author’s original ideas or action.¹


For a summary or paraphrase, you must include an in-text citation. For example:

According to Neville¹, sometimes it is unavoidable you will use a few words that the author used.


When do I use page numbers in my in-text citations?

You should include page numbers within the footnotes for every quotation and paraphrase used.

What if an author I am referencing has published two or more works written by one author?

For all entries after the first, replace the individual’s name with a long dash.

Bibliography:

---, “Do national statistics about plagiarism tell you about your students?” LINK newsletter on academic integrity, The Hospitality, Sport and Leisure Subject Centre, 18, 3–9, 2002
What if I want to use a number of sources in one in-text citation?

If you want to cite several sources, group them into a single footnote.

For example:

As is widely stated in the literature....


What if I want to reference a work, in an in-text citation, that has more than four authors?

If a book or journal article has authors numbering more than four, use ‘et al.’ after the first author. For example:

Bibliography:


What happens if I cite the same source twice?

The second time you use the same source you can shorten the footnote information.


**Second footnote:** Neville, *Complete Guide to Referencing*, 38.
What is the Chicago convention for using capital letters?

Capitalise first and last words of a title and all other words, except articles (a, an, the) and prepositions (of, in, at).

What abbreviations can I use?

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>anon.</td>
<td>anonymous</td>
</tr>
<tr>
<td>chap.</td>
<td>chapter</td>
</tr>
<tr>
<td>ed.</td>
<td>edition</td>
</tr>
<tr>
<td>et al.</td>
<td>and others</td>
</tr>
<tr>
<td>n.d.</td>
<td>no date</td>
</tr>
<tr>
<td>p.</td>
<td>Page (single)</td>
</tr>
<tr>
<td>p.p.</td>
<td>Pages (page range)</td>
</tr>
<tr>
<td>ser.</td>
<td>series</td>
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<tr>
<td>supp.</td>
<td>supplement</td>
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<tr>
<td>vol.</td>
<td>volume</td>
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</tbody>
</table>

Further information:


www.chicagomanualofstyle.org/home.html
Paraphrasing: some examples

The following is taken from The Guardian newspaper:

Is Persaud a narcissist, in other words, or a man so plagued by self-doubt that he doesn’t obey the rules of academia because he doesn’t think he belongs in it? He claims to have been so busy he became confused.


An example of incorrect paraphrasing of this passage could be as follows:

It could be questioned whether Raj Persaud was either a narcissist or full of self-doubt. Could it be he felt he didn’t belong to the world of academia, so didn’t have to obey the rules? Could he really have been so busy that he got confused?

This is incorrect paraphrasing because:

• Only a few phrases have been changed; this is not sufficient as it is too close to the original.

• The writer does not even give a citation to the author of the article.

Correct paraphrasing could be as follows:

Williams¹ argues that Persaud could be viewed as a man consumed by ego, or alternatively, a writer that felt he didn’t belong to the academic community, so there was no need to abide by their conventions. Within the comment piece it is questioned whether overwork could be seen as a defence.

This is correct paraphrasing because:

• Proper citation of the author and her ideas have been provided by the in-text citation.

• The writer of the paraphrased passage has written the argument in their own words.
Reference with confidence: The Chicago style