

# Chicago Referencing

Library/Te Whare Pukapuka

## THIS IS A QUICK GUIDE TO THE CHICAGO AUTHOR-DATE REFERENCING STYLE

For the Chicago Notes and Bibliography style, examples, and more explanations, see the Chicago Manual of Style online - <https://www-chicagomanualofstyle-org.ezproxy.waikato.ac.nz/home.html>

### AUTHOR-DATE: IN-TEXT

To cite information directly or indirectly, the source is cited by the author's last (family name), the publication date, and a page number if needed.

**Direct quotation** – use double quotation marks around the quote and **include page numbers**

- 1) Cohen and Lotan (2014, 151) argue that "many different kinds of abilities are essential for any profession".
- 2) "Many different kinds of abilities are essential for any profession" (Cohen and Lotan 2014, 151).

*N.B. See the Chicago Manual of Style online for information on how to reference a long (block) quotation.*

**Indirect quotation/paraphrasing/summarising** – no quotation marks

- 1) Professional knowledge alone does not make someone a very capable professional (Cohen and Lotan 2014, 151).
- 2) According to Cohen and Lotan (2014, 151), professional knowledge alone does not make someone a very capable professional.

*N.B. Page numbers are required when paraphrasing in Author-Date style, unless you are referring to the whole work in general and not a specific page/section.*

- At the end of your assignment, you are required to provide the full bibliographic information for each source. References must be listed in alphabetical order by author.

### EXAMPLES OF REFERENCES BY TYPE

#### In a reference list

#### In-text citation

#### 1. Book with one author

Smith, Zadie. 2000. *Swing Time*. New York: Penguin Press.

*N.B. In the reference list, put the surname (family name) first followed by the first name in full. For the in-text citation only include the surname (family name).*

(Smith 2000, 63) **or**  
Smith (2000, 63-64) states...  
**or**  
Smith states ... (2000, 63-64)

#### 2. Book with two or three authors

Bromiley, Philip, and Devaki Rau. 2017. *Behavioral Strategic Management*. New York: Routledge. Taylor & Francis Group.

*N.B. Have the first author's surname (family name) appear first followed by the first name, however for the second (and third) author have their first name first.*

*N.B. Since this is an eBook, include either the eBook URL, or the name of the database (Taylor & Francis Group) at the end of the reference list entry.*

(Bromiley and Rau 2017, 59) **or**  
Bromiley and Rau (2017, 59) said  
**or**  
Bromiley and Rau said ... (2017, 59)

#### 3. Book with four or more authors

Aldington, Clair, Marian Liebmann, Pete Wallis, and Emily Wallis. 2009. *What Have I Done? : A Victim Empathy Programme for Young People*. London: Jessica Kingsley Publishers. Ebook Central Academic Complete ANZ Edition.

(Aldington et al. 2009, 116) **or**  
Aldington et al. (2009, 116) stated ...  
*For four or more authors, cite only the first author followed by et al.*

#### 4. Reference Book (Encyclopaedia entry)

Howitt, R., S. Muller, and S. Suchet-Pearson. 2009. "Indigenous Geographies A2." In *International Encyclopedia of Human Geography*, edited by Rob Kitchin and Nigel Thrift, 358-64. Oxford: Elsevier.  
<https://doi.org/10.1016/B978-008044910-4.00705-7>.

(Howitt, Muller and Suchet-Pearson 2009, 361)

#### 5. Journal article (academic/scholarly)

Cavenagh, Nicholas J., and Reshma Ramadurai. 2017. "On the Distances between Latin Squares and the Smallest Defining Set Size." *Journal of Combinatorial Designs*, 25, no. 4: 147-158. <https://doi.org/10.1002/jcd.21529>.

(Cavenagh and Ramadurai 2017, 4) **or**  
Cavenagh and Ramadurai (2017) stated...(4)

<p><b>6. Report</b>  New Zealand Police. 2017. "The Safest Country: Policing 2021." New Zealand Police Four Year Plan 2017/2018-2020/2021, May 2017. Wellington: Acme Press.  <i>N.B. For an online report, replace publisher location and name with URL.</i>  <i>N.B. If there is a more detailed date of publication (May 2017) include it separately.</i></p>	<p>(New Zealand Police 2017) <i>or</i>  (New Zealand Police 2017, 6)</p>
<p><b>7. Statutes (Acts of Parliament)</b>  Resource Management Act 1991  or  Resource Management Act 1991 (NZ)  <i>N.B. If you need to, include the country of origin after the name of the Act.</i></p>	<p>(Resource Management Act 1991)</p>
<p><b>8. Legal Case</b>  R v Bain, 1 NZLR 638 (2004).</p>	<p>(R v Bain 2004)</p>
<p><b>9. Newspaper article (print and online)</b>  Fallow, Brian. 2007. "Sobering Report for Energy Users Large and Small." <i>New Zealand Herald</i>, February 3, 2007.  Ahmed, Uma. 2021. "Groundswell NZ Yet to Hear from Jacinda Ardern." <i>Stuff</i>, August 15, 2021. <a href="https://www.stuff.co.nz/national/126078641/groundswell-nz-yet-to-hear-from-jacinda-ardern">https://www.stuff.co.nz/national/126078641/groundswell-nz-yet-to-hear-from-jacinda-ardern</a>.</p>	<p>(Fallow 2007)  (Ahmed 2021, para. 4)</p>
<p><b>10. Film</b>  Zemeckis, Robert. 1985. <i>Back to the Future</i>. Universal City, CA: Universal Pictures Amblin Entertainment.  <i>N.B. If you are directly quoting from the film, use the director's name in the in-text citation, but mention the person who said the quote in your text e.g. in the film Back to the Future, the character Marty McFly said... (Zemeckis 1985).</i></p>	<p>(Zemeckis 1985)</p>
<p><b>11. Online streaming video (e.g. YouTube)</b>  Minhealthnz. 2021. "Dr Ashley Bloomfield on the Safety Standards of the Pfizer / BioNTech COVID-19 Vaccine." March 8 2021. 0:56.  <a href="https://www.youtube.com/watch?v=Mt9-zkamEtc&amp;list=PLhNeRwBqkeSUwmiFse6cuQ4B-IM2Kezcz">https://www.youtube.com/watch?v=Mt9-zkamEtc&amp;list=PLhNeRwBqkeSUwmiFse6cuQ4B-IM2Kezcz</a>  <i>N.B. When directly quoting (like a film example), use the YouTube username in your in-text reference, but mention the person stating the quote within your text.</i>  <i>N.B. You must include the length of the video in-between the date uploaded and the URL.</i></p>	<p>(Minhealthnz 2021)</p>
<p><b>12. Facebook post</b>  Obama, Barack. 2021. "Today We Honor the Nearly 3,000 Men, Women and Children Who Died on September 11, 2001". Facebook, September 11, 2021.  <a href="https://www.facebook.com/barackobama/posts/10158872265961749">https://www.facebook.com/barackobama/posts/10158872265961749</a>.  <i>N.B. You can use this format for any social media source (Twitter, Instagram etc.), just replace 'Facebook' with whatever social media platform you are using (include a timestamp for a Twitter post as well).</i></p>	<p>(Obama 2021)</p>
<p><b>13. Personal Communication</b>  <i>N.B. Information such as letters, phone conversations, emails, &amp; private social networks is called "Personal Communication", and no reference list entry is required.</i>  <i>N.B. Remember to omit any personal information such as phone numbers or email addresses.</i></p>	<p>(W. Bush, Email message to author, May 8, 2019)</p>
<p><b>14. Course handout/PowerPoint presentation</b>  Campbell, John. "The Meaning and Nature of Resources." GEOG103 PowerPoint presentation, University of Waikato 6 June, GEOG103, 6 June, 2021, University of Waikato. Microsoft PowerPoint presentation.</p>	<p>(Campbell 2021)</p>
<p><b>15. Webpage</b>  Google. 2017. "Privacy Policy". Privacy &amp; Terms. Last modified April 17, 2017.  <a href="https://www.google.com/policies/privacy/">https://www.google.com/policies/privacy/</a>.  University of Waikato. n.d. "Referencing Guide". Library. Accessed 25 June 2021.  <a href="https://www.waikato.ac.nz/library/guidance/referencing">https://www.waikato.ac.nz/library/guidance/referencing</a>  <i>N.B. If you can find the date the page was published or last modified include that, if not use 'n.d.' (no date) for the year and include the date you accessed the page.</i></p>	<p>(Google 2017)  (University of Waikato 2021)</p>