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

<table>
<thead>
<tr>
<th>In a reference list</th>
<th>In-text citation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. <strong>Book with one author</strong>&lt;br&gt;Smith, Zadie. 2000. <em>Swing Time</em>. New York: Penguin Press. <em>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)</em>.</td>
<td>(Smith 2000, 63) or Smith (2000, 63-64) states… or Smith states … (2000, 63-64)</td>
</tr>
<tr>
<td>2. <strong>Book with two or three authors</strong>&lt;br&gt;Bromiley, Philip, and Devaki Rau. 2017. <em>Behavioral Strategic Management</em>. New York: Routledge. Taylor &amp; Francis Group. <em>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.</em>&lt;br&gt;<em>N.B. Since this is an eBook, include either the eBook URL, or the name of the database (Taylor &amp; Francis Group) at the end of the reference list entry.</em></td>
<td>(Bromiley and Rau 2017, 59) or Bromiley and Rau (2017, 59) said or Bromiley and Rau said … (2017, 59)</td>
</tr>
</tbody>
</table>
6. **Report**

*N.B. For an online report, replace publisher location and name with URL.
N.B. If there is a more detailed date of publication (May 2017) include it separately.*

Resource Management Act 1991
or
Resource Management Act 1991 (NZ)

*N.B. If you need to, include the country of origin after the name of the Act.*

8. **Legal Case**
R v Bain, 1 NZLR 638 (2004).

(R v Bain 2004)

9. **Newspaper article (print and online)**

(Follow 2007)
(Ohmed 2021, para. 4)

10. **Film**

(Zemeckis 1985)

11. **Online streaming video (e.g. YouTube)**

(Minhealthnz 2021)

12. **Facebook post**

(Obama 2021)

13. **Personal Communication**
W. Bush, Email message to author, May 8, 2019

(W. Bush, Email message to author, May 8, 2019)

14. **Course handout/P PowerPoint presentation**

(Campbell 2021)

15. **Webpage**


(Google 2017)
(University of Waikato 2021)