### 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](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>Type</th>
<th>In a reference list</th>
<th>In-text citation</th>
</tr>
</thead>
</table>
| 1. **Book with one author** | Smith, Zadie. 2000. *Swing Time*. New York: Penguin Press. | (Smith 2000, 63) or Smith (2000, 63-64) states...
|  | *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).* | or Smith states … (2000, 63-64) |
|  | *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.* | |
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).

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


10. **Film**

*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).*

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

*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. N.B. You must include the length of the video in-between the date uploaded and the URL.*

12. **Facebook post**

*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).*

13. **Personal Communication**
N.B. Information such as letters, phone conversations, emails, & private social networks is called “Personal Communication”, and no reference list entry is required.

*N.B. Remember to omit any personal information such as phone numbers or email addresses.*

14. **Course handout/PowerPoint presentation**

15. **Webpage**


*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.*