This is a guide to the Chicago referencing system (Footnotes Referencing Style) for XJTLU students. However, please always refer to your module handbook or any specifications for further guidance, as your lecturers/tutors may prefer a different style of referencing.

Introduction:
This guide gives advice on referencing using the Chicago system. The Chicago Manual of Style, 17th edition presents two basic documentation systems: (1) notes and bibliography (footnote style) and (2) author-date. Choosing between the two often depends on subject matter and the nature of sources cited, as each system is favoured by different groups of scholars. The footnote style is preferred by many in the humanities, including those in literature, history, and arts. This style presents bibliographic information in notes and, often, a bibliography. It accommodates a variety of sources, including esoteric ones less appropriate to the author-date system. The author-date system has long been used by those in the physical, natural, and social sciences. In this system, sources are briefly cited in the text, usually in parentheses, by author's last name and date of publication. The short citations are amplified in a list of references, where full bibliographic information is provided. This guide covers only examples in footnote style of Chicago system.

Plagiarism:
When writing assignments, you must acknowledge the source of your ideas and quotes in sufficient detail so that readers can locate the item. Referencing is important to avoid plagiarism, to verify quotations and to enable readers to follow up what you have written and locate the cited work. Plagiarism is defined by Xi'an Jiaotong-Liverpool University Student Regulations as “Reproducing material from other works or a paraphrase of such material without acknowledgement”. For more information on how to avoid plagiarism please refer to Department of Registry.

Collecting and organizing references:
It is often not easy (or possible) to retrieve sources after you have written your text. For this reason, it is strongly recommended to write down all the citation details of a source as you use it, and to compile a reference list at the end of the document that includes full details of all references cited. Bibliographic software, such as EndNote, RefWorks, or Zotero, will help you organize your references according to different citation systems and add the citations to your text.

**Two parts in Chicago System:**

**In-text citations or footnotes/endnotes:** Citing in the text of your work: this means acknowledging, within your text, the sources that you have used.
- In notes and bibliography style, wherever you incorporate another person’s words, facts, or ideas, insert a footnote or endnote.
- **Footnotes** are numbered citations listed at the bottom of each page within your paper.
- **Endnotes** are numbered citations listed on a separate page at the end of the research paper (before the bibliography and/or any appendices).
- Note reference numbers in text are set as superior (superscript) numbers. In the note themselves, they are normally full size followed by a period. A note number should generally be placed at the end of a sentence or at the end of a clause. The number normally follows a quotation. Relative to other punctuation, the number follows any punctuation mark except for the dash, which it precedes. It may on rare occasion be more appropriate to place the number inside the closing parenthesis—if, for example, the note applies to a specific term within the parentheses.
- **Single space within** footnotes and endnotes, **double space between** entries. **Indent** the first line of the note (tab once to indent; a tab is 1 inch).
- If you do **not** have a bibliography or if you have only a selected bibliography, then you must provide full details of the citation in the notes. For **the first time you cite** a resource, includes the following information: author(s), title, place of publication, name of publisher, and page number(s) of the cited reference. Authors’ names are presented in standard order (first name first).
- **Short form notes/Subsequent notes** may be shortened to include: author’s last name, abbreviated title, and the appropriate page number(s).
- **Ibid** – If you cite the **exact same** resource multiple times, **one immediately after the other**, you can replace the normal note format with 'Ibid' (which means “in the same place”) and the page number (s). It must never be used if the preceding note contains more than one citation.
- Notes, whether footnotes or endnotes, should be numbered consecutively, beginning with 1, throughout each article and for each new chapter.
- A note number **cannot reappear** out of sequence; the substance of a note that applies to more than one location must be repeated under a new note number. A cross-reference may be used to avoid repetition of note entries. **Example:** 20. See note 3 above.
- **Several citations in one note:** when several works are cited at the same place in text, group them together in a single note by using semicolons for separation. They must appear in the same order as the text material (whether works, quotations, or whatever) to which they pertain. Remember never put more than one note reference at a single location in text (such as 5, 6).
- **Note:** In MS Word 2010 or a newer edition, under the “Reference” tab, insert a footnote or endnote. MS Word will automatically make in-text citations into superscript and properly number footnotes/endnotes to correspond.

**BE S.M.A.R.T. BE S.U.R.E.**
A page number is to be included if you have a direct quote, paraphrase a passage or you want to direct the reader to a specific page. Page numbers may also be included if you are referring to a long work and the page numbers might be useful to the reader. For all numbers less than 100, use all digits (Ex. 3-10; 96-117). For 100 or multiples of 100, use all digits (Ex. 100-104; 1100-1113). For numbers like 101-109/201-209, use the changed part of the number only (Ex. 101-8). For numbers like 110-199, use two digits unless more are needed to include all changed parts (Ex. 321-28; 498-532; 11564-615).

How to create a reference list/bibliography (containing bibliographic citations): these are the details of the sources you have used. You list them in alphabetical order at the end of your work. This is your reference list. You can see instructions for developing your bibliography later in this guideline. Note that discipline/professor preferences may vary, and you should consult your professor with questions.

- The bibliography appears at the end of your paper. A full bibliography includes all works cited. The usual heading is Bibliography, Works Cited or Literature Cited. If you have a full bibliography, use the short form of the notes throughout your paper.
- If, for whatever reason, the author does not wish to list all works cited, the title must so indicate: either Selected Bibliography or Select Bibliography may be used. A headnote should explain the principles of selection.
- List entries in alphabetical order according to the authors' last names. If an item has no author, it is cited by title, and included in the alphabetical list using the first significant word of the title. Note that the words the, a or an are ignored.
- If you have multiple entries by the same author, replace the author’s name in second and subsequent entries with a 3-em dash, followed by a period. To avoid some potential pitfalls, the best course is to leave this step up to the editor and concentrate on transcribing accurate, complete entries.
- In a note, the author's name is given in the normal order. For in a bibliography, where names are arranged alphabetically, it is inverted (last name first). Note that when there are two or three authors (or editors) of the same work, only the first author’s name is inverted, and a comma must appear both before and after the first author’s given name or initials.
- For works by or edited by four to ten persons, all names are usually given in the bibliography using the same word order and punctuation as for two or three authors. In a note, only the name of the first author is included, followed by et al. with no intervening comma.
- A reference list includes all works cited with all elements the same as the bibliography in footnote system except a different placement for the year of publication.

BE S.M.A.R.T.  BE S.U.R.E.
CONTENTS

Books (printed and electronic) ........................................................................................................5
Chapter in A Book .......................................................................................................................... 8
Journal Articles ............................................................................................................................ 9
Newspapers and Magazine Articles ............................................................................................ 11
Dissertations and Theses .............................................................................................................. 12
Interviews and Personal Communications .............................................................................. 13
Websites and Blogs ...................................................................................................................... 15
Unpublished Published Works .................................................................................................... 16
Audiovisual Materials .................................................................................................................. 18
Patents ......................................................................................................................................... 20
Dictionary and Encyclopedia Entries .......................................................................................... 20
Images, Illustrations, Tables and Artwork .................................................................................. 21
Secondary Sources ....................................................................................................................... 22
Direct Quotations .......................................................................................................................... 23
Further Help and Contacts .......................................................................................................... 24
Acknowledgement ....................................................................................................................... 24
APPENDIX ...................................................................................................................................... 25
## BOOKS (PRINTED AND ELECTRONIC)

### Elements of citation in bibliography:

Full name of author(s) or editor(s) (if no author or editor is listed, name of institution standing in their place). *Title of book – in italics (including subtitle if there is one).* Edition (if not the first). Editor, compiler or translator, if any, if listed on title page in addition to author. Place of publication: Publisher, Year of publication. URL\(^1\) or DOI\(^2\) – if it is electronic resources online or an indication of the medium consulted (e.g., DVD, CD-ROM).

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<th>Short Notes</th>
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\(^1\) URL is abbreviated for Uniform Resource Locator, which means the Internet address of online resource.

\(^2\) The Digital Object Identifier (DOI) is a system for identifying content objects in the digital environment. DOIs are names assigned to any entity for use on digital networks. Information about a digital object may change over time, including where to find it, but its DOI will not change. You can usually find the DOI number when you view the article details – either on the summary page after you have done a search or contained in the full-text document of the article itself.
# Chicago Referencing Guide

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## Reference Type | In-text Examples | Short Notes | Bibliography Examples
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**Multiple works by the same author**


The works are not cited in two consecutive notes.


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**Groups as Authors**


**Multivolume work**


Citing a particular volume in note. Give volume number and page number(s).


Citing a particular volume in a bibliography. Give volume title if available.
### Electronic book

   


For books consulted online, give the URL or DOI at the last of a full citation.

For books downloaded from a library or bookseller, give the indication of the format.

### Elements of citation in bibliography:

Full name of author(s) of chapter. “Title of chapter.” In *Title of book – in italics*. Edition (if applicable). Edited by Editor(s), Page numbers. Place of publication: Publisher, Year of publication.

### Chapter in a print book


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**BE S.M.A.R.T. BE S.U.R.E.**
Chapter in an individual volume of a multivolume work


Give page number(s) that are cited in notes.


Give page range of chapter or chapter number in bibliography.

JOURNAL ARTICLES

Elements of citation in bibliography:
Full name(s) of author(s). “Title of article.” Title of journal – in italics Volume, Issue (Season or Month (if available) Year of publication): page numbers, Access date (if required by some publishers and some disciplines). DOI (as URL format) or URL (if available).

Print journal articles


In a note refer to the exact page(s) being cited.

A term normally quoted is enclosed in single quotation marks.


In the bibliography provide the entire page range of the article.

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# NEWSPAPERS AND MAGAZINE ARTICLES

**Elements of citation in Bibliography:** *Newspaper articles*

Full name(s) of author(s) (if known). “Title of article.” *Title of Newspaper – in italics*, Date of issue. Page number(s). DOI or URL (if available).

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<td>Give column title plus article title if applicable, or, to save space, the column title alone.</td>
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<pre><code>                          | Un signed newspaper articles or features are best dealt with in text or notes. |                                                                              |                                                                                       |
</code></pre>
### Elements of citation in bibliography: Magazine articles

Full name(s) of author(s) (if known). “Title of article.” *Title of Magazine – in italics*, Date of issue, Page number(s) (if available). DOI or URL (if available).

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*Titles of regular departments in a magazine are capitalized headline-style but not put in quotation marks.*

## DISSERTATIONS AND THERSES

### Elements of citation in bibliography:

Full name of author of thesis. “Title of thesis.” The kind of thesis, the academic institution, year. URL or the name of database from which documents are retrieved.

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**INTERVIEWS AND PERSONAL COMMUNICATIONS**

**Elements of citation in bibliography:**

Full name of the person interviewed or the person from whom the communication was received. “Title of interview or communication.” Full name of the interviewer or recipient (if mentioned), Publisher, volume, issue (Year of publication): Page range of entire item.
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<td>Give brief identifying information, if appropriate, the place and date of the interview.</td>
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<td>Unpublished interviews are best cited in text or in notes, though they occasionally appear in bibliographies.</td>
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<td><strong>Unattributed interviews</strong></td>
<td>37. Interview with health care worker, July 31, 2017. The absence of a name should be explained.</td>
<td>37. Interview with health care worker.</td>
<td>Interview with health-care worker, July 31, 2017.</td>
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<td></td>
<td>Interviews published are treated like an article in a journal.</td>
<td></td>
<td>References to conversations (whether face-to-face or by telephone) or to letters, e-mail or text messages, and the like received by the author are usually run in to the text or given in a note. They are rarely listed in a bibliography.</td>
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<td><strong>Personal communications</strong></td>
<td>40. Niall Ferguson, e-mail message to author, May 7, 2011. In text example: In a telephone conversation with the university librarian Xin Bi admitted that ...</td>
<td></td>
<td>References to conversations (whether face-to-face or by telephone) or to letters, e-mail or text messages, and the like received by the author are usually run in to the text or given in a note. They are rarely listed in a bibliography.</td>
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### Websites and Blogs

**Elements of citation in bibliography:**
Full name of the author(s) of the content (if available). “Title of webpage.” Owner or sponsor of website. Publication date or access date. URL.

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<td>43. Yao Ming’s Facebook page, accessed March 1, 2014, <a href="https://www.facebook.com/Yao">https://www.facebook.com/Yao</a>.</td>
<td></td>
<td>Include a publication date or date of revision or modification; if no such date can be determined, include an access date.</td>
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Citations of site content are best related to notes; in works with no notes, they may be included in the bibliography.

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3 The name of a regular, ongoing feature or publication should be italicised. For example, titles of named blogs, like the titles of journals and other periodicals, should be italicised.
### Blog entries


45. SteveCO, comment on Mackey, “Comparing Black Minister.”


A short note example is not provided, as blogs should be cited fully in notes and in the bibliography if required by discipline/professor.


Citations of blog entries are generally related to the notes; a frequently cited blog, however, may be included in the bibliography.

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### Unpublished Published Works

#### Elements of citation in bibliography:

Full name if author (s) of work. “Title of work.” Identification of type of work, Institution. Place of work finished. Date.

#### Unpublished manuscripts


47. Cotter, “The Weakest Link.”

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### Audiovisual Materials

**Elements of citation in bibliography:**
The name of the composer, writer, performer, or other person primarily responsible for the content. *The title — in italics.* The name of the recording company or publisher. Identifying number of the recording, Indication of medium (compact disc, audiocassette, audiovisual file, etc.). The copyright date or date of production or performance. URL or DOI — if it is electronic resource.

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<td><strong>Musical recordings</strong></td>
<td>54. Richard Strauss, <em>Don Quixote</em>, with Emanuel Feuermann (violoncello) and the Philadelphia Orchestra, conducted by Eugene Ormandy, recorded February 24, 1940, Biddulph LAB 042, 1991, compact disc.</td>
<td>Short note examples are not provided, as multimedia should be cited fully in notes.</td>
<td>Strauss, Richard. <em>Don Quixote</em>. With Emanuel Feuermann (violoncello) and the Philadelphia Orchestra. Conducted by Eugene Ormandy. Recorded February 24, 1940. Biddulph LAB 042, 1991, compact disc. Recordings are usually listed in a separate discography rather than in a bibliography. If included in a bibliography, they are best grouped under an appropriate subhead.</td>
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http://www.youtube.com/watch?v=yb_Q-FiOsno.  
### Elements of citation in bibliography: **Patents**
The name of inventor(s). Title of patent. Patent number, filed date, and issued date.

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### DICTIONARY AND ENCYCLOPEDIA ENTRIES

### Elements of citation in bibliography: **Dictionary**

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The abbreviation ‘s.v.’ (sub verbo) is used in works arranged by alphabetical order instead of volume or page number.
**Elements of citation in bibliography: Encyclopaedia**

Name of author(s). “Title of entry”. In Title of Encyclopaedia, editor(s). Place of publication: Publisher, Date of Publication. URL (if applicable).

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**IMAGES, ILLUSTRATIONS, TABLES AND ARTWORK**

**Elements of citation in bibliography:**

Name of performer, artist, creator or author. Title of work. Date of publication. Indication of format/medium. URL or DOI – if it is electronic resource.
### Images

**67. Adam Jones, Soldiers at Rest - Old City - Jerusalem - Israel, photograph, 2011,**

**68. Masaccio, Brancacci Chapel: Expulsion of Adam and Eve from the Garden of Eden, painting, 1424-27,**

**69. Nanni di Banco, Four Crowned Ones, sculpture,**

The following words can be used to represent various “images” - cartoon, drawing, figure, graph, map, painting, photograph, portrait, table.

**Short Notes**

69. Banco, “Four Crowned Ones,” sculpture.

**Bibliography Examples**


If using Google Images or a similar website, click through to the original location of the image and create your citation based on that source.

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### SECONDARY SOURCES

An indirect citation is when you want to quote a piece of work that has been referred to in something you have read but you have not read or accessed the original author’s work. In the bibliography provide the details of the author of the work you have read. Note: Chicago generally discourages secondary citations only when original sources are unavailable.

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**BE S.M.A.R.T.  BE S.U.R.E.**
Whether quoting, paraphrasing, or using others’ ideas to advance their own arguments, authors should give explicit credit to the source of those words or ideas. When to paraphrase rather than quote depends on which will be more effective.

Commonly known or readily verifiable facts, proverbs and other familiar expressions can be stated without quotation or attribution unless the wording is taken directly from another source. For example: No one can convince the young that practice makes perfect.

Quoted text may be either run in to the surrounding text and enclosed in quotation marks, “like this,” or set off as a block quotation, or extract. A short quotation, especially one that is not a full sentence, should be run in. A hundred words or more (at least six to eight lines of text in a typical manuscript) can generally be set off as a block quota. A quotation of two or more paragraphs is best set off, as are quoted correspondence (if salutations, signatures, and such are included), lists, and any material that requires special formatting. If many quotations of varying length occur close together, running them all in may make for easier reading. But where quotations are being compared or otherwise used as entities in themselves, it may be better to set them all as block quotations, however short.

A formal introductory phrase, such as thus or as follows, is usually followed by a colon. When it is simply a matter of identifying a speaker, a comma is used after said, replied, asked, and similar verbs; a colon, though never wrong in such instances, should be used sparingly. Unless introduced by thus, as follows, or other wording that requires a colon, a block quotation may be preceded by a period rather than a colon. Such usage should be applied consistently.
FURTHER HELP AND CONTACTS

If you have any difficulties using any of the reference schemes mentioned above, or any other referencing format which you have been asked to use by your instructors, please contact your librarian (https://libguides.lib.xjtlu.edu.cn/c.php?g=655374). Remember, it is always helpful to consult the person for whom you are writing, whether it is a tutor or an editor, as to which style of referencing they want you to use.

ACKNOWLEDGEMENT

This guide is inspired by the following pieces of work and excellent sites:


BE S.M.A.R.T.  BE S.U.R.E.
Advice on creating links to e-resources in the bibliography

The following notes provide some general tips on obtaining a direct link to e-resources.

The most important thing is to make the bibliography functional. If the resource is part of an online collection subscribed by Xi’an Jiaotong-Liverpool University, it can be directly accessed on campus or accessed via VPN when off-campus. The link you create should be stable and accessible to the audience if they access the item on any University campus which has a subscription for the item. They may also be able to access the resource off-campus.

You should take care when simply copying and pasting the URL from the address bar of your Web browser. If the website you are using is available via public WWW pages then you can probably use the URL of the resource you are viewing. If the site is a subscribed collection then you will probably not be able to copy and paste the URL, since the URL may contain ‘session’ information and may be invalid when used later. Many systems such as Discover provide tools to create a stable link to individual e-resources.

If you conduct a search in Discover and choose one of the references to view the Detailed Record, the page will be shown as the first screenshot here. The URL in Web browser is invalid for you to cite. Discover enable you to get the stable link via ‘permalink’ function in the Tools panel. After you click ‘permalink’, you will be directed to a new page with a stable link which is derived from the website of the e-journal collection (see the second screenshot).