

# CITING YOUR SOURCES USING THE CHICAGO STYLE

## A GUIDE

The Chicago Style includes two basic systems for documenting sources; the notes and bibliography style and the author-date style. The UWI has selected the author-date style as the one to be used by students in the Faculties of Science and Technology and Social Sciences. The examples shown provide guidelines for citing sources using the **Author-Date system** as outlined in the 16<sup>th</sup>, edition of The Chicago Manual of Style.

### **SOME BASIC PRINCIPLES**

- Citation list titled – Reference List, References or Works Cited
- All titles are written headline style i.e. all major words begin with a capital letter.
- Book and Journal titles are italicized.
- All titles except book and journal titles are enclosed in inverted commas
- Indent the second line of a citation by seven spaces (1cm).
- Works where the author is stated as the compiler, translator or editor are abbreviated to comp. trans. and ed. This abbreviation is not included in the text citation.
- University may be abbreviated to Univ. as well as months in magazine and newspaper citations e.g. Jan. Feb. Journal titles can be either spelt out in full or abbreviated. If abbreviated they must conform to the established format of abbreviation for the journal.
- All references or works cited are listed alphabetically by surname.

A single author is listed before two or more authors.

- The use of initials for an author's first name(s) is permitted if the name is unknown.
- For a missing date of publication use n.d; for missing place of publication use n.p.

### **PLACEMENT OF TEXT CITATIONS**

Except at the end of block citations author-date citations are generally placed just before the mark of punctuation.

*Recent developments in coastal protection (Ritter 1991; Armstrong 1995), building codes (Burberry 2001) etc.*

In relation to direct quotes the general rule is that the source follows the direct quote, however it can precede e.g. As Morin pointed out "A *graphical element may carry data.*" (2001,136)

For direct quotes inclusion of the page number is recommended. For more

detailed information refer to 15.24-15.29 of the Chicago Manual.

### **AUTHOR PROMINENCE VS. WEAK AUTHOR PROMINENCE IN TEXT CITATIONS**

The examples below are included to illustrate what you should be striving for-

Author Prominence-

*Shrinking markets are also evident in the furniture sector. Morris (2003) argued that the traditional furniture market was experiencing difficulties related to demand as a result of the development of alternative high quality products made from indigenous green materials. However, Jones et al (2004) were of the opinion that the problem was more related to the quality of the traditional product which entered the market rather than demand ...*

Compared to Weak Author Prominence

*Several authors have reported that the traditional furniture sector is experiencing difficulties related to falling demand since the introduction indigenous green materials in furniture manufacture (Morris 2003, Jones et al 2004).*

### **CITATION FOR BOOKS**

#### **SINGLE AUTHOR**

Hart, Richard, 1989. *Rise and Organize. The Birth of the Workers and National Movements in Jamaica.* (1936-1939). London: Karia Press.

(Hart 1989) or

(Hart 1999, 20) or

(Hart 199, 20-35) ***Adding of page numbers is optional.***

#### **TWO AUTHORS**

In citations with two or more authors, only the first author's name is inverted.

Chaudhary, Roop,L., and R.M Castagne. 1979. *Aspects of Caribbean Labour Relations Law.* Barbados: Coles Printery.

(Chaudhary and Castagne 1979)

#### **SAME AUTHOR, DIFFERENT CO-AUTHOR**

For successive citations of two or more authors where the name of the first author is the same but with a different co-author, the citation is alphabetized according to the co-author's surname. E.g.

Thomas, Clive, Lloyd Best and Norman Girvan. 1993. *Title.* Place of publication.

Thomas, Clive and Havelock Brewster. 1967. *Title.* Place of publication.

(Thomas, Best, Girvan 1993)

(Thomas, Brewster 1967)

#### **SAME AUTHOR, SAME YEAR OF PUBLICATION**

For successive citations by the same author in the same year citations are arranged alphabetically according to title and distinguished by roman letters a,b,c, after the date of publication. e.g.

Beckles, Hilary. 1989a. *Nature Rebels: A Social History of Enslaved Black Women in Barbados.* London: Zed.

Beckles, Hilary. 1989b. *White Servitude and Black Slavery in Barbados. 1627-1715*. Knoxville, TN: Univ. of Tennessee Press.

(Beckles 1989a)

(Beckles 1989b)

#### **FOUR TO TEN AUTHORS**

List all of the authors in the reference list. In the in-text citation, list only the first author

(Katz et al. 2010)

#### **TEN OR MORE AUTHORS**

List only the first seven authors followed by et al. in the Reference List. In-text citations follow the example above.

#### **MULTIPLE TEXT REFERENCES**

These are separated by a semicolon. The determining factor for order can be reflective of the importance of each item to the discourse. If not a criterion then either alphabetical or chronological is appropriate.

(Katz et al. 2010; Thomas 1967; Brewster 2009)

#### **ANONYMOUS WORKS**

Enter under title. Ignore an initial article in alphabetizing.

#### **Books**

The Development of Fisheries in the Hemisphere. 1976. New York: Unwin.

#### **Documents/Reports**

Use the publisher as the author and follow the examples in section on Institutional/Corporate authors.

#### **EDITOR**

When a personal author is not listed, instead a work has been compiled or edited then the abbreviation ed. or comp. follows the name preceded by a comma e.g.

Jones, Vivien, Ed. 1990. *Women in the Eighteenth Century. Constructions of Femininity*. London: Routledge.

Note: ed is not included in the in-text citation

(Jones 1990)

#### **'IN PRESS' PUBLICATIONS IN AUTHOR DATE STYLE**

The word **Forthcoming** is the accepted term which should be used both for in-text and cited references when the publisher has already been contracted but date of publication is not yet known.

Faraday, Tom. Forthcoming. *Aerial Photography*. New York, N.Y.: McGraw Hill.

(Faraday, Forthcoming)

#### **INSTITUTIONAL/CORPORATE AUTHOR**

If a personal author is not listed in a publication, then the organization is cited at the author even if it also given as publisher. The name of organization maybe abbreviated in text citations, however the format for the reference listing is as in the example shown below.

BSI (British Standard Institution). 1999. Specification for Code. London: BSI

(BSI 1999)

For organizations commonly known by their acronyms, use of the acronym

alone is acceptable in the reference listing e.g.

UNESCO. 1977. *Human Rights and Aspects of Population Programmes with Special Reference to Human Rights Law*. Paris: UNESCO.

(UNESCO 1989)

### CHAPTER IN A BOOK

The author of the chapter is followed by the title of the chapter in quotation marks, followed by "In", followed by the title of the book in italics. **The page range for the chapter must be included.** e.g.

Davies, Celia. 1992. "Gender, History and Management Style in Nursing: Towards a Theoretical Synthesis." In *Gender and Bureaucracy*, edited by Mike Savage and Anne Witz., 229-252. Oxford: Blackwell Publishers.

(Davies 1992)

### PAPER FROM A PUBLISHED CONFERENCE PROCEEDINGS

Gopalan, C. 1992. "Growth Monitoring in Primary Child Health Care in Developing Countries." In *Proceedings of 4<sup>th</sup> Annual Conference on Child Development*, edited by J. Cervinkas, N.M. Gerein, and Sabu George, 23-32. Ottawa: IDRC.

(Goplan 1992)

### PAPERS PRESENTED AT A CONFERENCE OR MEETING- UNPUBLISHED

Downes, Aviston, 2002. "Discerning Sense from Nonsense: Friendly

Societies and Black Economic Enfranchisement in Barbados." Paper presented at the History Forum, The University of the West Indies, Cave Hill, June.

(Downes 2002)

### THESES- UNPUBLISHED

Phillip, Nicole Laurine. 2002. "Women in Grenadian History from Slavery to People's Revolution. 1773-1983." PhD diss., Univ. of the West Indies.

(Phillip 2002)

### PERSONAL COMMUNICATION

Reference list entries are not needed but each person cited must be fully identified elsewhere in the text.

(Julia Smith, pers. Comm.)

### GOVERNMENT DOCUMENTS

Barbados. Ministry of Economic Affairs. 1993. "1993-2000 Development Plan: Prosperity Through Increased Productivity." St. Michael: Ministry of Economic Affairs.

### Legal Documents

Citations to legal documents from government and international agencies are generally limited to in-text citations e.g.

*The Coastal Zone Management Act provides regulation governing the development of these marinas... (Coastal Zone Management Act CAP 394) (Barbados)*

However, there may be times when there is need to use supplementary footnotes for the citation based on the

information required to place the cited references in its context e.g.

*This issue may not be open for any discussion as the Security Council in June 2001<sup>1</sup> ruled in favour of upholding guidelines for the trans border shipment.*

1. United Nations Security Council (SC), Resolution 7. "The Climate Control Threat" June 26, 2001, <http://www.un.org/documents/SC/res/1946/scres46.htm>

General guidelines for examples like the above – list by authorizing body, topic or title of paper and date. Include the URL as the final element.

**PERIODICALS** (Journals, Magazines, Newspapers)

Citations for journal articles should include the following: Author, title of article, name of periodical, volume, issue, year and page range. For newspapers and magazines **specific date information is essential.**

#### **Journal Articles- Printed**

In a reference listing include the page range for the article. **Note that there is no space between volume and page numbers when the journal does not have an issue. However, note the formatting when there is a volume and issue. See Greene example below.**

Butts, Hector, C. 2006. "Short-term External Debt and Economic Growth in a Small Open Economy." *Transition* 34:86-107.

(Butts 2006)

#### **Magazine and Newspaper Articles**

For an online article, include the URL. If the article has no author, begin the citation with the title. Reference format for Magazine and Newspaper articles are as follows:

Walters, May. 2005. "Regional Economic Performance and Prospects." *Caribbean Life*. June 15, 103-4.

(Walters 2005)

Napolen-Ramsay, Charmaine. 2009. "Mutual Survival in Tough Economic Times." *Barbados Business Authority*. Mar 16:

(Napolen-Ramsay 2009)

#### **SPECIAL ISSUES AND/OR SUPPLEMENTS OF JOURNALS**

Special editions of journals are generally devoted to one single theme/topic

Good, Thomas, ed. 1991. "Non-subject Matter Outcomes of Schooling." Special Issue, *Elementary School Journal*, 99, 5.

Good, Thomas, ed. 1991. "Non-subject Matter Outcomes of Schooling." Supplement, *Elementary School Journal*, 99, S5.

(Good 1991)

#### **ARTICLES IN A SPECIAL ISSUE OR SUPPLEMENT OF A JOURNAL**

Gill, David. 2011. "Learning to be an Environmentalist." in "Emergent Forms of Scientific Professions," ed. Nancy Beckles, special Issue, *Journal of Environment Management* 14 (1): 123-128.

Gill, David. 2011. "Learning to be an Environmentalist." in "Emergent Forms of Scientific Professions," ed. Nancy Beckles, supplement, Issue *Journal of Environment Management* 14 (S1): S123-S128.

(Gill 2011)

## **ELECTRONIC RESOURCES**

### **E- BOOKS**

For electronic books, include a URL. E-Book can be included at end of reference. For in-text citations, include section or chapter title if no page number is given.

Destler, I.M. 2005. *American Trade Politics* 4<sup>th</sup>, ed. Washington D.C.: Peterson Institute for International Economics. e- book.  
<http://www.net.library.com/reader>

(Destler 2005)

### **E- JOURNALS**

#### **ONLINE JOURNAL ARTICLE FROM THE INTERNET**

Online articles are cited in the same format as a print journal articles. Include a DOI (digital object identifier) if available. If not, list the URL.

Goff, Stacy A. 2010. "The Future of IT Project Management Software." *ComputerWorld*. Accessed Mar 25.  
<http://www.computerworld.com/article/9143195>

(Goff 2010)

## **JOURNAL ARTICLE FROM Full Text DATABASE**

Include the name of the database. Inclusion of access date is optional.

Green, Cecilia A. 2006. "Between Respectability and Self Respect: Framing Afro- Caribbean Women's Labour History." *Social and Economic Studies* 55 (3):1-31. Econlit with full Text, Ebscohost.

(Green 2006)

### **ONLINE MAGAZINE ARTICLES**

Bobb, James. 2001. "Illegal Whale Catches." *Time*, Apr 13, 1998,  
<http://www.time.com/article/02345.html>.

(Bobb 2001)

## **WEBSITES AND WEB PAGES**

Websites should be referred to in text by specific title (if any), by name of sponsor or author or descriptive phrase (**the latter gives you flexibility to come up with your own description if there is no title etc.**). You can also refer to some sites by using their domain names e.g. [www.Ilocarib.org](http://www.Ilocarib.org) becomes e.g. ("As of March 2011, the ILO Caribbean website stated...").

The reference to the above must include an access date and if possible, the date that the website was last modified e.g..

ILO. 2011. ILO work team and office for the Caribbean. Accessed March 21  
<http://www.ilocarib.org.tt/portal/index>

(ILO 2011)

Sections or pages within a website should be placed in quotes. The URL and date accessed should be included.

CARDI website. "Hot Peppers.  
Programme Overview." [http://  
www.cardi.org/commodities-  
themes/hot-peppers/](http://www.cardi.org/commodities-themes/hot-peppers/) . accessed  
Mar 21 2011

(CARDI 2011)

### **SCIENTIFIC DATABASES**

NASA/IPAC Extragalactic Database  
(object name IRAS 4059; accessed  
October 6, 2009).  
<http://nedwww.ipac.caltech.edu/>

(NASA/IPAC Extragalactic Database  
2009)

### **TECHNICAL REPORTS, WORKING PAPERS etc.**

These reports can take many formats.  
Use the following examples as guides.

Gill, David, Patrick McConney, Robin  
Mahon. 2007. "Socioeconomic Policy  
of Fisheries in the Grenadines."  
CERMES Technical Report 11. Cave  
Hill, Barbados: UWI.

(Gill, McConney, Mahon 2007)

### **REPEATED NAMES    3EM DASH**

The **3em dash** is used for successive  
entries of the same author whether  
personal or institutional. Entries are  
arranged chronologically by publication  
date. Publications with no date are  
listed after those with a date of  
publication. E.g.

Beckles, Hilary. 2007. *Saving souls:  
The Struggle to End the  
Transatlantic Trade in Africans.*  
Kingston, Jamaica: Ian Randle

\_\_\_\_\_. 2006. *A History of Barbados:  
From Amerindian Settlement to  
Caribbean Single Market.*  
Cambridge: Cambridge Univ. Press.

**Prepared by  
Sidney Martin Library. UWI Cave Hill Campus.  
December 2013.**

Source: The Chicago Manual of Style 16<sup>th</sup>, ed.  
Chicago: Univ. of Chicago Press.