



List of Works Consulted Chicago 14th B STYLE “How-to” guide

NOTE:	<ul style="list-style-type: none">• A list of references contains details only of those works cited in the text.• A bibliography lists sources not cited in the text but which are relevant to the subject.• Before you compile your bibliography/reference list check with your lecturer/tutor for the bibliographic style preferred by the Academic Department.
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EndNote may not exactly reproduce the Chicago 14B style as outlined in this Style Guide.

Website citations will need editing within your word processor.

- **The Chicago Manual of Style** allows for **two** different types of reference styles:
 - Documentary-Note (or Humanities) Style, and the
 - Author-Date System (**Chicago 14th B** style further in the guide).
- Traditionally, those in the Humanities and Social Sciences use the Documentary-Note Style, and those in the sciences use the Author-Date System, but the editors of the 14th edition state that the Author-Date System is "now gaining adherents in the social sciences and humanities" (p. 493).
- The Chicago 14th B style lists references in a hanging indented style: i.e. indent the second and following lines.
- If no author is given, start with the **title** and then the **date**.
- Your **reference list** should identify references cited (eg. book, journal article, pamphlet, internet site, cassette tape or film) in sufficient detail so that others may locate and consult your references.
- Your **reference list** should appear at the end of your essay/report with the entries listed alphabetically by author or title (where no author is given).
- The **bibliography** is a separate list from the reference list and should be arranged **alphabetically** by author or title (where no author is given).
- **Punctuation marks** and **spaces** within the bibliographic citation are very important. Follow the punctuation and spacing exactly in the examples given.
- **For documents and situations not listed here, see the printed version of the manual.**
The Chicago manual of style. 14th ed. Chicago and London: The University of Chicago Press. 1993 (ARMUS, BIOL, DHPSE, SS&H and IPW – Z253.U7 1993)

REFERENCES IN THE TEXT OF YOUR ESSAY

NOTE:	<ul style="list-style-type: none">• A list of references contains details only of those works cited in the text.• A bibliographic includes sources not cited in the text but which are relevant to the subject.
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- In the Chicago 14B style, a textual citation generally requires only the name of the author(s) and the year of publication (and specific page(s) if necessary).
- The reference may appear at the end of a sentence, before the full stop.
- Alternatively, the author's surname may be integrated into the text, followed by the year of publication in parentheses.
- If **no author** is given the title may be used instead or a shortened version of the title. Eg. (Burden of anonymity 1950) or (Burden 1950)

The full reference must be listed at the end of your essay in your bibliography.

Examples

Some maintain "that the sexes are interchangeable" (Moir and Jessel 1991,94).
It is futile to maintain that the sexes are interchangeable (Moir and Jessel 1991,94).
Moir and Jessel have shown that it is futile to maintain that the sexes are interchangeable.
(1991,94)
Moir and Jessel maintain "that the sexes are interchangeable" (1991,94).

Paraphrasing from two pages

Huffman (1996, 27-28) says attitudes are difficult to measure because there is controversy over what an attitude is.

Example of book or article with three authors

Betts, Hayward and Garnham (2001, 54) say that "organisational decision making involves decisions that pertain to the problems and practices of a given organisation".

or

"Organisational decision making involves decisions that pertain to the problems and practices of a given organisation" (Betts, Hayward and Garnham 2001, 54).

Reference to a work by more than three authors

When first making reference to such a work in the text, the form is:

The subject is treated in detail by Sanders, Brice, deSantis, and Ryder (1989).

For subsequent references, the form is:

The subject is treated in detail by Sanders et al. (1989).

Example of where two or more books by the same author are cited in the one essay

Whereas Smith in *First thoughts* argued that the sexes were interchangeable (94), she later revised her arguments significantly (*Second thoughts* 22-28). Brown described this

revisionism as “gender cowardice” (2-4) and was in turn attacked (Smith, *Third thoughts* 12-15).

Quoting from an anonymous author

It is stated in *Wild life of Australia* (1993, 9) that “Australia is blessed with one of the largest varieties of bird life in any one country of the world.”

“Australia is blessed with one of the largest varieties of bird life in any one country of the world” (*Wild Life of Australia* 1993,9).

Quoting from newspapers

An editorial in the *Philadelphia Inquirer*, 30 July 1990, took the position that ...

In an article entitled “The iron curtain rises,” published in the *Wilberton Journal*, 7 February 1990, Albert Finnonian reported that...

Citing material from the Internet

The information provided in a citation should be sufficient to accurately identify the resource. A date of access is very useful as Internet resources change rapidly.

Citation within the text would look something like this (remembering that exact styles are not set yet by the various Style Manuals):

Centre for Creative Leadership (2001, <http://www.ccl.org/index.shtml>) provides an information....

However, if the author of the article is named, the reference should be as for a book or an article.

Li and Nae (2000) give very sufficient information on the subject.

FOR A BOOK

The details required in order, are:

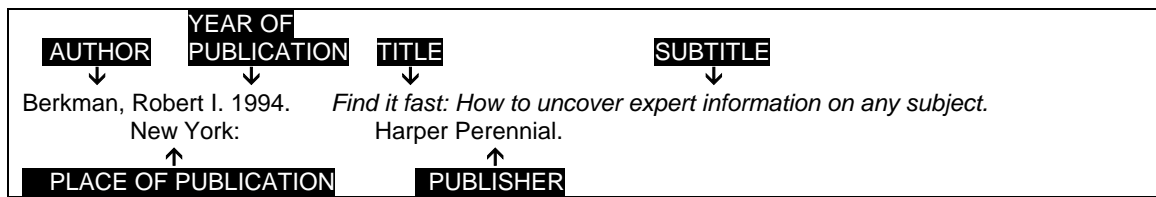
1. **name/s** of author/s, editor/s, compiler/s or the institution responsible
2. **year of publication**
3. **title of publication** and **subtitle** if any (**all titles must be italicised**)
4. **series title** and individual **volume** if any (**this is not italicised**)
5. **edition**, if other than first
6. **place of publication**
7. **publisher**

NOTE:	<ul style="list-style-type: none">• In the reference list, where entries are arranged alphabetically by authors’/ editors’ last names, the name is inverted, last name first. A comma follows the family name, and a period separates the name from the next element, the title.• In the reference list the name of the first author is inverted, that of the second is given in its natural order, and the conjunction is preceded by a comma.• Where possible enter first names in full. For example: Smith, Charles; or Smith, Charles R.; or Smith C. R.
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One author

Berkman, Robert I. 1994. *Find it fast: how to uncover expert information on any subject*. New York: Harper Perennial.

Explanation of above citation:



Barbour, Ian. 1974. *Myths, models, and paradigms: A comparative study in science and religion*. New York: Harper and Row.

Two authors

Unwin, Liam P., and Joseph Galway. 1984. *Calm in Ireland*. Boston: Stronghope Press.

Okuda, Michael, and Denise Okuda. 1993. *Star trek chronology: The history of the future*. New York: Pocket Books.

Three authors

Merk, Jane S., Ida J. Fogg, and Charles A. Snowe. 1987. *Astrology for the beginning meteorologist*. Chicago: Darkweather and Clere.

Brett, P. D., S. W. Johnson, and C. R. T. Bach. 1989. *Mastering string quartets*. San Francisco: Amati Press.

More than three authors

- When referring to a work by more than three authors, the **text citation** should give the last name of the first author followed by **et al.** or **and others** without intervening punctuation.

(Sandlers et al. 1989)

(Kentchum and others 1990)

- In the reference list entry, however, it is customary to give all of the authors, in the order in which they appear on the title page.

Sanders, G. S., T. R. Brice, V. L. deSantis, and C. C. Ryder. 1989. *Prediction and prevention of famine*. Los Angeles: Timothy Peters.

- If there are more than **four authors** the option of name only the first author and add **et al.** or **and others** can be applied.

Ketchum, Wanda, and others. 1990. *Battering husbands, cornered wives*. Cincinnati: Justice and Daughters.

Ketchum, Wanda, et al. 1990. *Battering husbands, cornered wives*. Cincinnati: Justice and Daughters.

Editor(s), Compiler(s), or Translator(s)

The name of the editor, compiler, or translator takes the place of the author when no author is listed on the title page. In the reference list, the abbreviation **ed./eds.**, **comp./comps.**, or **trans.** follows the name and is preceded by a comma:

Cahoone, Lawrence, ed. 1996. *From modernism to postmodernism: An anthology*. Malden, Massachusetts: Blackwell Publishers.

Kamrany, Nike M., and Richard H. Day, eds. 1980. *Economic issues of the eighties*. Baltimore: Johns Hopkins University Press.

McBurney, William Harlin, comp. 1960. *A check list of English prose fiction, 1970-1739*. Cambridge: Harvard University Press.

Wang, Jen Yu, and Gerald L. Berger, eds. and comps. 1962. *Bibliography of agricultural meteorology*. Madison: University of Wisconsin Press.

Williams, Charles, Margaret Skelton, Tim Peterson, Jeanne Cavanaugh, and David Michaelson, eds. and trans. 1989. *Letters, stories, and poems from underground suburbia*. Chicago: Namsorg and DeLor. Malden, Massachusetts: Blackwell Publishers.

The abbreviation for editor, compiler, and translator are omitted from the text citations:

(Cahoone 1996)

(Kamrany and Day 1980, 125)

(McBurney 1960, 72-75)

(Wang and Berger 1962, 43, 46-51)

(Williams et al. 1989)

Sponsored by institution, corporation or other organisation

Australian Government Publishing Service. 1994. *Style manual for authors, editors and printers*. 5th ed. Canberra: AGPS.

Queensland Tourist and Travel Corporation. Market Research Department. 1991. *An examination of the effect of the domestic aviation dispute on Queensland tourism*. Brisbane: Queensland Tourist and Travel Corporation.

Chapter or part of a book

When a chapter or other part of a book is cited, that title is given in roman type, with sentence capitalisation, without quotation marks. The title ends with a period and is followed by *In* and the title of the book. If the part is identified by type and number ("Chap. 8 in." "Pt. 1 of"), this information replaces *In* preceding the book title.

Dworkin, Ronald. 2001. Does equality matter? In *The global third way debate*, edited by A. Giddens. Cambridge, UK: Polity Press.

McNeill, William H. 1963. The era of Middle Eastern dominance to 500 b.c. Pt 1 of *The rise of the West*. Chicago: University of Chicago Press.

Thompson, Virgil. 1971. Cage and the college of noises. Chap. 8 in *American music since 1910*. New York: Holt, Rinehart, and Winston.

Text citations to such titled parts may include the page reference, but the part is unnecessary:

(Dworkin 2001, 117-63)

(McNeill 1963, 48)

(Thompson 1971, 231)

No author or editor

If no author is given, the **title** is used as the first element of a citation. Do not use either *Anonymous* or *Anon*. The date in this case follows the title. Alphabetise the entry by the first main word of the title in the bibliography.

The CCH Macquarie dictionary of business. 1993. North Ryde, NSW: CCH Australia. (ie. Alphabetise under **C**).

The burden of anonymity. 1948. Nowhere: Nonesuch Press. (ie. Alphabetise under **B**)

Survey of American humour. 1983. Boston: Plenum Press.

(ie. Alphabetise under **S**)

Citations taken from a secondary source

When reference is made to the work of one author as quoted in the work of another author, the reference list entry should include both works. If the emphasis of the discussion is on the original work then that author should be listed first in the citation. However, if the emphasis is on the use of the original source by the author of the secondary source, the secondary source should be listed first.

Zukofsky, Louis. 1931. Sincerity and objectification. *Poetry* 37 (February): 269. Quoted in Bonnie Costello, *Marianne Moore: Imaginary possessions* (Cambridge: Harvard University Press, 1981), 78

or

Costello, Bonnie. 1981. *Marianne Moore: Imaginary possessions*, 78. Cambridge: Harvard University Press. Quoting Louis Zukofsky, Sincerity and objectification, *Poetry* 37 (February 1931): 269

The text citation should be to the work mentioned first in the reference list entry, ie. To the work emphasized:
(Zukofsky 1931, 269)

or

(Costello 1981, 78)

Edition - (for second or later editions)

McTaggart, Douglas, Christopher Findlay, and Michael Parkin. 1995. *Economics*. 2nd ed. Sydney: Addison-Wesley.

Series

Habel, Albert. 1992. *Hyperedge replacement: Grammars and languages*. Lecture notes in Computer science. 643. Berlin: Springer-Verlag.

FOR A JOURNAL ARTICLE

The details required are:

1. **name/s** of author/s of the article
2. **year** of publication
3. **title of article**
4. **title of periodical (all periodical titles must be *italicised*)**
5. **volume** number
6. **issue (or part)** number
7. **page number(s)**

Journal article

Pierson, Chris. 2001. Globalisation and the end of social democracy. *Australian Journal of Politics and History* 47 (4):459-74.

Explanation of above article citation:

AUTHOR	YEAR OF PUBLICATION	TITLE OF ARTICLE	TITLE OF JOURNAL
↓ Pierson,Chris.	↓ 2001. <i>and History</i>	↓ Globalisation and the end of social democracy. 47 (4):459-74.	↓ <i>Australian Journal of Politics (italicised)</i>
		↑ VOLUME, ISSUE NO. PAGE NOS	

Wilcox, Rhonda V. 1991. Shifting roles and synthetic women in Star Trek: The next generation. *Studies in Popular Culture* 13 (2):53-65.

Full Text Journal Article from a Database:

Could include sources from full-text compact disk products, electronic journals or other sources from the Internet.

Earl, Philip I., Winter 1997. Building Hoover dam: An oral history of the great depression. *The Oral Review* 24 (1):443-49. [cited 5 May 1999]. Available from: Proquest; ADDRESS: <<http://proquest.umi.com/>>.

Note: The last date is the day you used the online database

Conference paper

Treat **the proceedings of a conference like a book**, adding pertinent information about the conference. Cite **a presentation from the proceedings as you would a work in a collection of pieces by different authors**.

Bohrer, S., T. Zielke, and V. Freiburg. 1996. Integrated obstacle detection framework for intelligent cruise control on motorways. *Proceedings of the IEEE Intelligent Vehicles Symposium, September 19-20, 1996, Sikei University, Tokyo, Japan*. Piscataway, N.J.: Institute of Electrical & Electronics Engineers, Inc., 49-52.

Text citations to such titled parts may include the page reference:
(Bohrer 1996, 50)

Newspaper article

Sweetman, Terry. 2002. CHOGM will just be a right royal party. *The Courier Mail*, 16 November, p.13.
Di Rado, Alicia. 1995. Trekking through college: Classes explore modern society using the world of Star Trek. *Los Angeles Times*, 15 March, sec. A, p.3.

Magazine article

Condon, Turi. 2002. Movers and shakers. *Business Review Weekly*, 10-16 January 2002, 29-30.
Smith, Jane. 1996. There is no resisting the Borg queen. *Maclean's*, 2 December, 82.

Eric Document

Fuss-Reineck, Marilyn. 1993. *Sibling communication in Star Trek: The next generation: Conflicts between brothers*. Miami, FL:Speech Communication Association. ERIC, ED 364932.

FOR MULTIMEDIA MATERIAL

The details required are the same as for a book, with the form of the item (eg videocassette, tape, computer file, etc.) indicated. The title of the source should be italicised. The **run time** of the video or audio material should also be added.

Maturing and aging. 1989. 47 min. Bendigo, Victoria: Video Education Australasia. Videocassette.
Itzak Perlman: In my case music. 1985. Produced and directed by Tony DeNonno. 10 min. DeNonno Pix. Videocassette.
CDATA 91 with supermap: Data for Australia release 2.1 rev. 1995. Hawthorne East, Vic.: Space-Time Research. Computer file.

FOR WEBSITES

Include the year it was created or updated, and the full date you looked at it.

The details required in order, are:

1. **name/s** of author/s, editor/s, compiler/s or the institution responsible
2. **year of publication/last update**
3. **title of publication** and **subtitle** if any (**all titles must be *italicised***)
4. **type of medium in square brackets**
5. **date of access in full – day, month, year** eg. [cited 5 September 2002] -
6. **URL in angled brackets**

Li, Xan and Nae Crane. 1999. *Bibliographic format for citing electronic information* [online], [cited 12 January 2000]. Available from: <<http://www.uvm.edu/~xli/reference/estyles.html>>.

Explanation of above citation:

AUTHOR	YEAR OF PUBLICATION/ LAST UPDATE	TITLE OF THE ARTICLE (<i>italicised</i>)	TYPE OF MEDIUM
↓ Li, Xan and Nae Crane	↓ 1999.	↓ <i>Bibliographic format for citing electronic information</i> [online],	↓
[cited 12 January 2000].	Available from:	< http://www.uvm.edu/~xli/reference/estyles.html >.	
↑ DAY, MONTH AND YEAR OF ACCESS		↑ ADDRESS OF AVAILABILITY FROM THE WWW	

World Wide Web sites:

Quinion, Mark. 1999. *Citing online sources* [online], [cited 28 June 2000]. Available from: <<http://clever.net/quinion/words/citation.htm>>.

The National Youth Agency. 2001. *Volunteering and community action* [online], [cited 4 March 2002]. Available from: <<http://www.mua.org/uk/vollist.htm>>.

Online Book

Gibbons, Barry J. 1999. *Gender in mystical and occult thought* [online], New York: Cambridge University Press, [cited 14 February 2000]. Available from: <<http://www.netlibrary.com/>>.

NOTE:	If the date of last update not found additionally check on the credibility of the information.
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SAMPLE LIST OF WORKS CONSULTED

The following are examples of entries in a list of works consulted (bibliography)

NOTE:	A list of works consulted contains details of only those works cited in the text.
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Bibliography:

- Australian Government Publishing Service. 1994. *Style manual for authors, editors and printers*. 5th ed. Canberra: A.G.P.S.
- Bernstein, Deena K., and Ellenmorris Tiegerman-Farber. 1997. *Language and communication disorders in children*. 4th ed. Boston: Allyn and Bacon.
- Bernstein, Douglas A. 2000. *Psychology*. 5th ed. Boston: Houghton Mifflin.
- Bohrer, Sophie, Tim Zielke and Verginia Freiburg. 1995, Integrated obstacles detection framework for intelligent cruise control on motorways, *IEEE Intelligent Vehicles Symposium*, Detroit, MI Piscataway, 76-281.
- Hacker attack*. 1995. 30 min. Sydney, N.S.W.: Sbs. Videocassette (VHS)
- Huffman, Louise M. 1996. Processing when processing for use as a food ingredient. *Food Technology* 50 (2):49-52.
- Li, Xan and Nae Crane. 1999. *Bibliographic format for citing electronic information* [online], [cited 12 January 2000]. Available from <<http://www.uvm.edu/~xli/reference/estyles.html>>.
- McNeill, William H. 1963. The era of Middle Eastern dominance to 500 b.c. Pt 1 of *The rise of the West*. Chicago: University of Chicago Press.
- McTaggart, Douglas, Christopher Findlay, and Michael Parkin. 1995. *Economics*. 2nd ed. Sydney: Addison-Wesley.
- Pendergrast, Mark. 1996. *Victims of memory: Sex abuse accusations and shattered lives*. 2nd, updated and expand ed. Hinesburg, Vt.: Upper Access.
- Pierson, Chris. 2001. Globalisation and the end of social democracy. *Australian Journal of Politics and History* 47 (4):459-474.
- Robinson, William, Lynne Seear, and Queensland Art Gallery. 2001. *Darkness and light: The art of William Robinson*. South Brisbane, Qld.: Queensland Art Gallery.
- Simons, Ronald C. 1996. *Boo!: Culture, experience, and the startle reflex*. Series in Affective science. New York: Oxford University Press.
- Snooks & Co. 2002. *Style manual for authors, editors and printers*. 6th ed. Milton, Qld.: John Wiley & Sons.

If you require further information, refer to:

For print sources The University of Chicago Press. 1993. *The Chicago manual of style*. 14th ed. Chicago: The University of Chicago Press.

For electronic sources <http://www.chicagomanualofstyle.org/cmosfaq.html>



Ask at the **Information Desk** in any Branch Library or check the Library's Web Page ~ <http://www.library.uq.edu.au/useit/>