Why Should I Acknowledge My Sources

At University a large percentage of your written work is based on the ideas of other writers. Therefore, it is important to let the reader of your writing know where you found your ideas. Whenever you have taken something from another author (that is, you have taken an author’s theory, opinion, idea, example, conclusion, or findings), you must say where the original can be found. In other words, you must acknowledge and cite your sources. This is important whether or not you use the author’s own words and, importantly, to avoid plagiarism.

Plagiarism occurs when you use other people’s ideas, words or data as if they were your own. Deliberate plagiarism is a serious act of academic misconduct. The University of Canberra imposes strict penalties on students who are found to contravene the University’s Student Academic Integrity Policy (referred to in the UC Student Guide to Policies at: http://www.canberra.edu.au/current-students/student-policies).

You need to acknowledge your sources:

- to acknowledge the work and ideas of other authors
- to allow the reader to check that what you are claiming is correct
• to show that you have read and understood the research in your area of study
• to lend authority to what you are writing
• to strengthen your argument
• to support your own ideas
• to provide details or background to what you are writing
• to provide interest.

**In-Text Citation**

You need to provide an in-text reference if you:

• use a long direct quotation
• use a short direct quotation
• use an indirect quotation by either paraphrasing or summarising.

In-text references typically contain the following information, in this order:

• the surname (family name) of the author/s
• the year of publication of the text
• the page number/s of the text (usually for direct quotations, particular ideas and concepts)

**References**

You will need to compile a list of all sources used in your assignment/report. Your Reference list must provide full and accurate details, as it is the means by which the reader can follow up your sources. Guidelines for referencing a variety of sources are available in this Library Guide.
Contents

Why Should I Acknowledge My Sources.................................1
In-Text Citation..................................................................2
References........................................................................2

GENERAL GUIDELINES......................................................11

IN-TEXT CITATIONS..........................................................13
  FORMAT – SUPERSCRIPT.................................................13
  FORMAT – AUTHOR/DATE..............................................15
  ONE AUTHOR..................................................................17
  TWO OR THREE AUTHORS...........................................18
  FOUR OR MORE AUTHORS...........................................18
  SAME AUTHOR, SAME YEAR.......................................19
  NO AUTHOR / EDITOR..................................................19
  NO YEAR........................................................................19
  TWO OR MORE WORKS CITED TOGETHER.................20
  CORPORATE AUTHOR / ORGANISATION.....................20
  CITING A SOURCE WITHIN A SOURCE....................21
  SPECIAL CASES..........................................................22

REFERENCE LIST................................................................24

CITING A SOURCE WITHIN A SOURCE...........................24
NO AUTHOR/EDITOR.......................................................25
NO LOCATION / NO PUBLISHER / NO YEAR..................26
ARTWORK........................................................................27
  ARTWORK – NOTES.....................................................27
  ARTWORK – BIBLIOGRAPHY......................................27
BLOG / YOUTUBE...........................................................28
<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>BLOG – NOTES</td>
<td>28</td>
</tr>
<tr>
<td>BLOG – BIBLIOGRAPHY</td>
<td>29</td>
</tr>
<tr>
<td>YOUTUBE – NOTES</td>
<td>30</td>
</tr>
<tr>
<td>YOUTUBE – BIBLIOGRAPHY</td>
<td>30</td>
</tr>
<tr>
<td>BOOK – PRINT</td>
<td>31</td>
</tr>
<tr>
<td>ONE AUTHOR – NOTES</td>
<td>31</td>
</tr>
<tr>
<td>ONE AUTHOR – BIBLIOGRAPHY</td>
<td>32</td>
</tr>
<tr>
<td>TWO OR THREE AUTHORS – NOTES</td>
<td>32</td>
</tr>
<tr>
<td>TWO OR THREE AUTHORS – BIBLIOGRAPHY</td>
<td>33</td>
</tr>
<tr>
<td>FOUR OR MORE AUTHORS – NOTES</td>
<td>33</td>
</tr>
<tr>
<td>FOUR OR MORE AUTHORS – BIBLIOGRAPHY</td>
<td>34</td>
</tr>
<tr>
<td>CORPORATE AUTHORS / ORGANISATIONS – NOTES</td>
<td>35</td>
</tr>
<tr>
<td>CORPORATE AUTHORS / ORGANISATIONS – BIBLIOGRAPHY</td>
<td>35</td>
</tr>
<tr>
<td>EDITED BOOK – NOTES</td>
<td>36</td>
</tr>
<tr>
<td>EDITED BOOK – BIBLIOGRAPHY</td>
<td>37</td>
</tr>
<tr>
<td>LATER EDITIONS – NOTES</td>
<td>37</td>
</tr>
<tr>
<td>LATER EDITIONS – BIBLIOGRAPHY</td>
<td>39</td>
</tr>
<tr>
<td>TRANSLATED BOOK – NOTES</td>
<td>39</td>
</tr>
<tr>
<td>TRANSLATED BOOK – BIBLIOGRAPHY</td>
<td>40</td>
</tr>
<tr>
<td>MULTI-VOLUME WORKS – NOTES</td>
<td>40</td>
</tr>
<tr>
<td>MULTI-VOLUME WORKS – BIBLIOGRAPHY</td>
<td>41</td>
</tr>
<tr>
<td>BOOK – ELECTRONIC</td>
<td>41</td>
</tr>
<tr>
<td>E-BOOKS – NOTES</td>
<td>41</td>
</tr>
<tr>
<td>E-BOOKS – BIBLIOGRAPHY</td>
<td>43</td>
</tr>
<tr>
<td>Reference Type</td>
<td>Page</td>
</tr>
<tr>
<td>----------------------------------------</td>
<td>------</td>
</tr>
<tr>
<td>Newspaper Article</td>
<td>85</td>
</tr>
<tr>
<td>Newspaper Article – Notes</td>
<td>85</td>
</tr>
<tr>
<td>Newspaper Article – Bibliography</td>
<td>86</td>
</tr>
<tr>
<td>Patent</td>
<td>86</td>
</tr>
<tr>
<td>Patent – Notes</td>
<td>86</td>
</tr>
<tr>
<td>Patent – Bibliography</td>
<td>87</td>
</tr>
<tr>
<td>Personal Communication</td>
<td>88</td>
</tr>
<tr>
<td>General Guidelines</td>
<td>88</td>
</tr>
<tr>
<td>Individual Communication – Notes</td>
<td>88</td>
</tr>
<tr>
<td>Collection of Communication – Notes</td>
<td>88</td>
</tr>
<tr>
<td>Collection of Communication – Bibliography</td>
<td>89</td>
</tr>
<tr>
<td>Podcast</td>
<td>89</td>
</tr>
<tr>
<td>Podcast – Notes</td>
<td>89</td>
</tr>
<tr>
<td>Podcast – Bibliography</td>
<td>90</td>
</tr>
<tr>
<td>Press/Media Release</td>
<td>91</td>
</tr>
<tr>
<td>Press/Media Release – Notes</td>
<td>91</td>
</tr>
<tr>
<td>Press/Media Release – Bibliography</td>
<td>91</td>
</tr>
<tr>
<td>Report</td>
<td>92</td>
</tr>
<tr>
<td>Report – Notes</td>
<td>92</td>
</tr>
<tr>
<td>Report – Bibliography</td>
<td>93</td>
</tr>
<tr>
<td>Speech</td>
<td>94</td>
</tr>
<tr>
<td>Speech – Notes</td>
<td>94</td>
</tr>
<tr>
<td>Speech – Bibliography</td>
<td>94</td>
</tr>
<tr>
<td>Standard</td>
<td>95</td>
</tr>
<tr>
<td>Standard – Notes</td>
<td>95</td>
</tr>
<tr>
<td>Topic</td>
<td>Page</td>
</tr>
<tr>
<td>--------------------------------------</td>
<td>------</td>
</tr>
<tr>
<td>STANDARD – BIBLIOGRAPHY</td>
<td>96</td>
</tr>
<tr>
<td>THESIS/UNPUBLISHED/SELF CITING</td>
<td>96</td>
</tr>
<tr>
<td>THESIS – NOTES</td>
<td>96</td>
</tr>
<tr>
<td>THESIS – BIBLIOGRAPHY</td>
<td>97</td>
</tr>
<tr>
<td>UNPUBLISHED/SELF CITING – NOTES</td>
<td>98</td>
</tr>
<tr>
<td>UNPUBLISHED/SELF CITING – BIBLIOGRAPHY</td>
<td>99</td>
</tr>
<tr>
<td>TV / RADIO</td>
<td>99</td>
</tr>
<tr>
<td>TV / RADIO PROGRAM – NOTES</td>
<td>99</td>
</tr>
<tr>
<td>TV / RADIO PROGRAM – BIBLIOGRAPHY</td>
<td>100</td>
</tr>
<tr>
<td>TV / RADIO PROGRAM SEGMENT – NOTES</td>
<td>100</td>
</tr>
<tr>
<td>TV / RADIO PROGRAM SEGMENT – BIBLIOGRAPHY</td>
<td>101</td>
</tr>
<tr>
<td>TV / RADIO INTERVIEW – NOTES</td>
<td>101</td>
</tr>
<tr>
<td>TV / RADIO INTERVIEW – BIBLIOGRAPHY</td>
<td>102</td>
</tr>
<tr>
<td>TV / RADIO EPISODE FROM A SERIES – NOTES</td>
<td>102</td>
</tr>
<tr>
<td>TV / RADIO EPISODE FROM A SERIES – BIBLIOGRAPHY</td>
<td>103</td>
</tr>
<tr>
<td>TV / RADIO TRANSCRIPT – NOTES</td>
<td>103</td>
</tr>
<tr>
<td>TV / RADIO TRANSCRIPT – BIBLIOGRAPHY</td>
<td>104</td>
</tr>
<tr>
<td>TV / RADIO ADVERTISEMENT – NOTES</td>
<td>104</td>
</tr>
<tr>
<td>TV / RADIO ADVERTISEMENT – BIBLIOGRAPHY</td>
<td>105</td>
</tr>
<tr>
<td>WEB SITE / WEB DOCUMENT</td>
<td>105</td>
</tr>
<tr>
<td>WEB SITE</td>
<td>105</td>
</tr>
<tr>
<td>WEB DOCUMENT – NOTES</td>
<td>106</td>
</tr>
<tr>
<td>WEB DOCUMENT – BIBLIOGRAPHY</td>
<td>107</td>
</tr>
<tr>
<td>WIKI</td>
<td>108</td>
</tr>
</tbody>
</table>
GENERAL GUIDELINES

Reference Lists

Reference Lists are filed alphabetically by author, or by title if there is no author.

Guidelines

Chicago is both a note style and an author-date style.

- Authors
  - First Note - authors are written in full as they appear in the item e.g. John Andrew Wilson, Debbie M. Smith
  - Subsequent Notes - authors are given as surname only e.g. Wilson or Smith
  - Bibliography - First author is written as Surname, First Names, then all other authors are given as they appear in the item e.g. Wilson, John Andrew, Debbie M. Smith and Patricia Jones

- Titles - are usually written in italics. Capitalise the first letter of all significant words. If there is no title on an item, e.g. photo from the web, create a title and enter it in square brackets in place of the title.

  This is My Life: Collection of Photos by Andrew Snowden

  [Child playing with dog]
• Articles - Article titles are not italicised, are enclosed in double quotation marks, and all significant words are capitalised. Journal titles are italicised and all significant words are capitalised.

  "How We Use Mobile Phones," *Social Science Quarterly*

• Publishers - Publishers should be written in full as they appear in the item. Give the location as city name only unless the city is obscure or ambiguous, where you would add a state abbreviation for US cities or country for all other cities.

  New York: Python Books
  Cambridge, MA: Pearson Publishing
  Cambridge, UK: Cambridge University Press
  North Ryde, Australia: Penguin Books
IN-TEXT CITATIONS

General Guidelines

In-text citations are the references provided within your work that refer to other works you have used to support your arguments. When entering references in the Chicago style:

- Number these references in the order they appear in your text, tables or figures. Use Arabic numbers. Assign a number even if the author(s) is named in the sentence/text. A new sequence of numbers is used for each chapter.
- Place the numbers in superscript. They should be placed after punctuation.
- Never re-use the number if you mention/cite that particular reference again. Cite this under a new number.
- If multiple references are cited at a given place, only use one number and cite all of the references in the note.

Note: The Reference List in the footnotes or endnotes of your paper must list the references in numerical order.

FORMAT – SUPERSCRIPT

Format - no direct quote

Author \(^{number}\)

Example

Cochrane\(^{1}\) concluded that ...
Format - direct quote, fewer than 100 words
"..." number
Author number "..."

Note
The quote is entered in double quotation marks.

Examples
An interesting view was expressed that "the connection of high profile developments to their surrounding environment has increasingly been questioned". ¹

An interesting view was expressed by Cochrane¹ that "the connection of high profile developments to their surrounding environment has increasingly been questioned".

Format - direct quote, more than 100 words
Text ... Author number
   Quote
Text
or
Text
   Quote number

Note
Quotation marks are not used in this format. The quoted text is indented.

Example
Much has been written about acute care. Finkelman², for example, points out that:
There are many changes in acute care services occurring almost daily, and due to the increasing use of outpatient surgery, surgical services have experienced major changes. Hospitals are increasing the size of their outpatient or ambulatory surgery departments and adjusting to the need of moving patients into and out of surgical service in 1 day or even a few hours.

Recently, this trend has been seen in some Australian hospitals and research here ...

**FORMAT – AUTHOR/DATE**

**General Guidelines**

In the Chicago Author / Date style, text citations are entered in 2 ways:

- 'Information prominent' (the author's name is within the parentheses):
  
  The conclusion reached in a recent study (Cochrane 2007) was that ...

- 'Author prominent' (the author's name is outside the parentheses):
  
  Cochrane (2007) concluded that ...

**Format - no direct quote**

(Author Year)

Author (Year)

**Note**

If two authors have the same surname then you must include an initial.
Examples

The conclusion reached in a recent study (Cochrane 2007) was that ...

Cochrane (2007) concluded that ...

Format - direct quote, fewer than 100 words

"...

Author (Year, Page) "...

Author (Year) "...

Note

The quote is entered in double quotation marks.

The source of the direct quotation normally follows the quotation but it may come earlier if it fits more smoothly into the introductory text (*Chicago Manual of Style*, section 13.62).

Examples

An interesting view was expressed that "the connection of high profile developments to their surrounding environment has increasingly been questioned" (Cochrane 2007, 117).

An interesting view was expressed by Cochrane (2007, 117) that "the connection of high profile developments to their surrounding environment has increasingly been questioned".

An interesting view was expressed by Cochrane (2007) that "the connection of high profile developments to their surrounding environment has increasingly been questioned" (117).
Format - direct quote, more that 100 words

Text
Quote (Author Year, Page)

Note
Quotation marks are not used in this format.

Example
Much has been written about acute care. Finkelman, for example, points out that:

There are many changes in acute care services occurring almost daily, and due to the increasing use of outpatient surgery, surgical services have experienced major changes. Hospitals are increasing the size of their outpatient or ambulatory surgery departments and adjusting to the need of moving patients into and out of surgical service in 1 day or even a few hours. (Finkelman 2007, 184)

Recently, this trend has been seen in some Australian hospitals and research here ...

ONE AUTHOR

Format
(Author Year)
Author (Year)

Examples
The conclusion reached in a recent study (Cochrane 2007) was that ...
Cochrane (2007) concluded that ...
TWO OR THREE AUTHORS

Format
(Author and Author Year)
Author and Author (Year)
(Author, Author and Author Year)

Example
Littlejohn and Foss (2005)

Note
Cite both names every time the reference occurs in text.

FOUR OR MORE AUTHORS

Format
(Author 1 et al. Year)
Author 1 et al. (Year)

Example
(Green et al. 2009)

Note
If citing two or more books with different authors which shorten to the same author and year, then add extra authors until they are unique.

Example
Green PF, Andrews SD, Peterson GH & Edwards TW 2010
Green SL, Snowden PY, Robertson BL & Moss V 2010
In-text citations become:
(Green, Andrews et al. 2010)
(Green, Snowden et al. 2010)

SAME AUTHOR, SAME YEAR

General Guidelines
If the same author or group of authors have multiple works published in the same year, identify each work by adding the suffixes a, b, c, d after the year.

Example
(Fullan 1996a)
(Fullan 1996b)

NO AUTHOR / EDITOR

General Guidelines
If no author is present use the title in place of the author. The title may be shortened to the first few words if it is a long title.

Format
(Title Year)
Title (Year)

Example
(Macroeconomics, prices and quantities 1983)

NO YEAR
If no date of publication is available use an estimated date or n.d. in place of the year.
Format
(Author n.d.)
(Author [estimated date?])

Examples
(Browne n.d.)
Smythe ([2007?])

TWO OR MORE WORKS CITED TOGETHER

General Guidelines
Order the citations within the parentheses in alphabetical order as they would appear in the reference list, separated by a semicolon.

Example
(Carr and Kemmis 1986; Dick 2000; Kemmis and McTaggart 1988; Maclsaac 1995)

CORPORATE AUTHOR / ORGANISATION

Format
(Corporate author Year)
Corporate author (Year)

Note:
If the abbreviation of the corporate author is familiar or readily understandable then it can be entered as the corporate author.

Example
(Australian Institute of Health and Welfare 2009)
(AIHW 2009)
CITING A SOURCE WITHIN A SOURCE
When citing a source you haven't read yourself, but which is referred to in a source you have read, include the original author and date in the text and cite the secondary source.

In-Text Reference
Schwartz 1987 (quoted in Burton, Westen and Kowalski 2009, p.576) stated that "..."

Examples - First Note


Examples - Subsequent Notes

4. Schwartz, "Personality and Health."

Examples - Bibliography


SPECIAL CASES

**Multivolume sets or collections produced over several years**

Enter a range of years to cover the set or collection.

(Allport 1930-67)

**Reprinted material**

Include the original and reprint date in the citation


**Personal communication**

Include the name of the writer and the abbreviation pers. comm.

(Mark Coleman, pers. comm.)
Legislation
Include the name and year of the Act.
(Anti-Discrimination Act 1991)

Case law
Give the name of the case and the year of the decision.
(Mace v. Murray 1955)

Patent
Include the Country, Patent Number and Year of Issue.
CITING A SOURCE WITHIN A SOURCE

Cite all known details of the original source, then type 'quoted in' and cite details of the source you are viewing.

Examples - First Note


Examples - Subsequent Notes

4. Schwartz, "Personality and Health."


Examples - Bibliography


NO AUTHOR/EDITOR

If the author or editor is unknown, the note or bibliography entry should normally begin with the title. An initial article is ignored in alphabetising.

Format - First Note

1. Title of Work (Location, Publisher, Year of publication), page.

Format - Subsequent Notes

2. Brief Title of Work, page.

Format - Bibliography

Title of Work. Location: Publisher, Year of publication.

Example - First Note


Example - Subsequent Notes

4. Macroeconomics, Prices and Quantities, 27.

Example - Bibliography

NO LOCATION / NO PUBLISHER / NO YEAR
If the location is unknown, the abbreviation n.p. takes the place of the location.

If the publisher is unknown, just enter the location and date.

If the year is unknown, the abbreviation n.d. or an estimated year in brackets takes the place of the year.

Examples - First Note

2. Cameron Offices, Belconnen, ACT (Canberra; 1982), slide.


9. V. Smythe, Ant Colonies: How They Communicate (Canberra: Emu, [ca. 2007]).

Examples - Bibliography

Cameron Offices, Belconnen, ACT. Canberra; 1982. Slide.


Smythe, V. Ant Colonies: How They Communicate. Canberra: Emu, [2007?].
ARTWORK

ARTWORK – NOTES

Format - First Note

Number. Artist, "Title of Work," (description of work, Repository, Location, Year of creation), http://xxxxx

Examples - First Note


Format - Subsequent Notes

Number. Artist, "Brief Title of Work."

Examples - Subsequent Notes

3. Monet, "Haystacks, Midday."

7. Rodin, "Thinker."

ARTWORK – BIBLIOGRAPHY

Format - Bibliography


Examples - Bibliography


---

BLOG / YOUTUBE

BLOG – NOTES

General Guidelines

Blogs are usually cited in Notes only. A frequently quoted blog may be entered in the Bibliography.

Format - First Note

Number. Author, "Title of Post," Title of Blog/Discussion List (blog/discussion list), Month Day, Year of creation, http://xxxxx

Examples - First Note


Format - Subsequent Notes

Number. Author, "Brief Title of Post."
Example - Subsequent Notes

6. Keirn, "ID Error."


Example - Note - Comment on Blog Post

Number. Author, Month Day, Year (time) of comment, comment on Author, "Title of Post," Title of Blog/Discussion List (blog/discussion list), Month Day, Year of creation, http://xxxxx

Example - Note - Comment on Blog Post


BLOG – BIBLIOGRAPHY

Format - Bibliography

Author. Title of Blog (blog/discussion list). http://xxxxx

Examples - Bibliography

Keirn, B. Wired Science Blog (blog).

Weidner, D. ActKM (discussion list).
http://actkm.org/mailman/listinfo/actkm_actkm.org
YOUTUBE – NOTES

Format - First Note


Example - First Note


Format - Subsequent Notes

Number. Author, "Brief Title of Video."

Example - Subsequent Notes

6. Rudd, "G20 Arrangements."

YOUTUBE – BIBLIOGRAPHY

Format - Bibliography


Example - Bibliography

BOOK – PRINT

ONE AUTHOR – NOTES

Format - First Note

Number. Author, *Title of Work* (Location: Publisher, Year of publication), page.

Examples - First Note


Format - Subsequent Notes

Number. Author, *Brief Title of Work*, page.

Examples - Subsequent Notes


ONE AUTHOR – BIBLIOGRAPHY

Format - Bibliography

Author. Title of Work. Location: Publisher, Year of publication.

Examples - Bibliography


TWO OR THREE AUTHORS – NOTES

Format - First Note

Number. Author 1, Author 2 and Author 3, Title of Work (Location: Publisher, Year of publication), page.

Examples - First Note


Format - Subsequent Notes
   Number. Author 1, Author 2 and Author 3, *Brief Title of Work*, page.

Examples - Subsequent Notes

TWO OR THREE AUTHORS – BIBLIOGRAPHY

Format - Bibliography
   Author 1, Author 2 and Author 3. *Title of Work*. Location: Publisher, Year of publication.

Examples - Bibliography

FOUR OR MORE AUTHORS – NOTES

General Guidelines
   List all authors in the bibliography but only the first author and et al. in the notes.

Format - First Note
   Number. Author 1 et al., *Title of Work* (Location: Publisher, Year of publication), page.
Examples - First Note


Format - Subsequent Notes

Number. Author 1 et al., *Brief Title of Work*, page.

Examples - Subsequent Notes

11. Duffy et al., *Writing in Biomedical Sciences*, 41.


FOUR OR MORE AUTHORS – BIBLIOGRAPHY

Format - Bibliography

Author 1, Author 2, Author 3, Author 4, Author 5, Author 6 and Author 7. *Title of Work*. Location: Publisher, Year of publication.

Examples - Bibliography


CORPORATE AUTHORS / ORGANISATIONS – NOTES

Format - First Note

Number. Name of Organisation, *Title of Work* (Location: Publisher, Year of publication), page.

Examples - First Note


Format - Subsequent Notes


Examples - Subsequent Notes


CORPORATE AUTHORS / ORGANISATIONS – BIBLIOGRAPHY

Format - Bibliography

Name of Organisation. *Title of Work*. Location: Publisher, Year of publication.
Examples - Bibliography


EDITED BOOK – NOTES

Format - First Note

Number. Editor, ed., *Title of Work* (Location: Publisher, Year of publication), page.

Number. Editor 1, Editor 2 and Editor 3, eds., *Title of Work* (Location: Publisher, Year of publication), page.

Examples - First Note


Format - Subsequent Notes

Number. Editor, *Brief Title of Work*, page.

Number. Editor 1, Editor 2 and Editor 3, *Brief Title of Work*, page.
Examples - Subsequent Notes


EDITED BOOK – BIBLIOGRAPHY

Format - Bibliography

Editor, ed. *Title of Work*. Location: Publisher, Year of publication.

Editor 1, Editor 2 and Editor 3, eds. *Title of Work*. Location: Publisher, Year of publication.

Examples - Bibliography


LATER EDITIONS – NOTES

These are some edition statements you may see.

- 7th ed.
- 1st paperback edition
- Rev. ed.
- 1st American ed.
• New ed.
• Facsim. ed.

**Format - First Note**

Number. Author, *Title of Work*, xx ed. (Location: Publisher, Year of publication), page.

**Examples - First Note**


**Format - Subsequent Notes**


**Examples - Subsequent Notes**


LATER EDITIONS – BIBLIOGRAPHY

Format - Bibliography

Author. *Title of Work*. xx ed. Location: Publisher, Year of publication.

Examples - Bibliography


TRANSLATED BOOK – NOTES

Format - First Note

Number. Author, *Title of Work*, trans. Translator (Location: Publisher, Year of publication), page.

Example - First Note


Format - Subsequent Notes

Number. Author, *Brief Title of Work*, page.
Example - Subsequent Notes


TRANSLATED BOOK – BIBLIOGRAPHY

Format - Bibliography

Author. *Title of Work*. Translated by Translator. Location: Publisher, Year of publication.

Example - Bibliography


MULTI-VOLUME WORKS – NOTES

Format - First Note

Number. Author, *Title of Work*, number of volumes or particular volume (Location: Publisher, Year of publication), volume:page.

Number. Author, *Title of Volume*, vol. x of *Title of Set* (Location: Publisher, Year of publication), page.

Examples - First Note


Format - Subsequent Notes


Number. Author, *Brief Title of Volume*, page.

Examples - Subsequent Notes


MULTI-VOLUME WORKS – BIBLIOGRAPHY

Format - Bibliography

Author. *Title of Work*. Number of volumes or particular volume. Location: Publisher, Year of publication.

Author. *Title of Volume*. Vol. xx of *Title of Set*. Location: Publisher, Year of publication.

Examples - Bibliography


BOOK – ELECTRONIC

E-BOOKS – NOTES

Format - First Note

Number. Author, *Title of Work* (Location: Publisher, Year of publication), Electronic Edition, page or chapter.
Number. Author, *Title of Work* (Location: Publisher, Year of publication), doi or http://xxxxx

**Examples - First Note**


**Format - Subsequent Notes**

Number. Author, *Brief Title of Work*, page or chapter.

**Examples - Subsequent Notes**


33. Schiraldi, *Post-traumatic Stress Disorder Sourcebook*, chap. 3.
E-BOOKS – BIBLIOGRAPHY

Format - Bibliography


Author. *Title of work*. Location: Publisher, Year of publication. doi or http://xxxxx

Examples - Bibliography


Note:

See Book - Print for all Book formats (eg. multiple authors, corporate authors, later editions).
BOOK CHAPTER

BOOK CHAPTER – NOTES

Format - First Note

Number. Author, "Title of Section," chap. x in Title of Book, ed. Editor (Location: Publisher, Year of publication), doi or http://xxxxx

Number. Author, "Title of Section," in Title of Book, ed. Editor (Location: Publisher, Year of publication), page, doi or http://xxxxx

Examples - First Note


**Format - Subsequent Notes**

Number. Author, "Brief Title of Section," page.

**Examples - Subsequent Notes**


36. Levin, "Welcoming Big Brother," 75.


**BOOK CHAPTER – BIBLIOGRAPHY**

**Format - Bibliography**

Author. "Title of Section." In *Title of Book*, edited by Editors, pages. Location: Publisher, Year of publication. doi or http://xxxxx

Author. "Title of Section." Chap. x in *Title of Book*, edited by Editors. Location: Publisher, Year of publication. doi or http://xxxxx
Examples - Bibliography


BROCHURE / PAMPHLET

BROCHURE / PAMPHLET – NOTES

Format - First Note

Number. Author, *Title of Work* (Location: Publisher, Year of publication), brochure, http://xxxxx

Example - First Note


Format - Subsequent Notes

Number. Author, *Brief Title of Work*.

Example - Subsequent Notes


BROCHURE / PAMPHLET – BIBLIOGRAPHY

Format - Bibliography


Example - Bibliography

COMPUTER PROGRAM / CD-ROM

COMPUTER PROGRAM – NOTES

Format - First Note

Number. Creator, *Title of Work*, version x (Location: Publisher, Year of publication), computer software.

Examples - First Note


Format - Subsequent Notes

Number. Creator, *Brief Title of Work*.

Examples - Subsequent Notes

48. *Comprehensive Meta-analysis*.

51. *EndNote*.

COMPUTER PROGRAM – BIBLIOGRAPHY

Format - Bibliography


Examples - Bibliography


CD-ROM – NOTES

Format - First Note

Number. Author, Title of Work (Location: Publisher, Year of publication), CD-ROM.

Examples - First Note


13. A House for the Nation: 100 Years of Australia's House of Representatives (Canberra: Dept. of the House of Representatives in Association with the Swish Group, 2001), CD-ROM.

Format - Subsequent Notes

Number. Author, Brief Title of Work.

Examples - Subsequent Notes

17. Monaco, How to Read a Film.


CD-ROM – BIBLIOGRAPHY

Format - Bibliography

Author. Title of Work. Location: Publisher, Year of publication. CD-ROM.

Examples - Bibliography

A House for the Nation: 100 Years of Australia's House of Representatives. Canberra: Dept. of the House of Representatives in Association with the Swish Group, 2001. CD-ROM.

---

**CONFERENCE**

**CONFERENCE PROCEEDINGS – NOTES**

**Format - First Note**

Number. Editor, ed., *Title of Work* (Location: Publisher, Year of publication), page, http://xxxxx

**Examples - First Note**


**Format - Subsequent Notes**

Number. Editor, *Brief Title of Work*, page.

**Examples - Subsequent Notes**


CONFERENCE PROCEEDINGS – BIBLIOGRAPHY

Format - Bibliography

Editor, ed. Title of Work. Location: Publisher, Year of publication. http://xxxxx

Examples - Bibliography


CONFERENCE PAPER – PUBLISHED – NOTES

Format - Paper in Published Proceedings - First Note

Number. Author, "Title of Paper," in Title of Proceedings, ed. Editor (Location: Publisher, Year of publication), page, doi or http://xxxxx

Format - Paper in Regularly Published Proceedings - First Note

Number. Author, "Title of Paper," Title of Proceedings Volume, no. Issue (Month Day, Year of publication): page, doi or http://xxxxx
Examples - First Note


Format - Paper in Published Proceedings - Subsequent Notes

Number. Author, "Brief Title of Paper," page.

Format - Paper in Regularly Published Proceedings - Subsequent Notes

Number. Author, "Brief Title of Paper," page.

Examples - Subsequent Notes


CONFERENCE PAPER – PUBLISHED – BIBLIOGRAPHY

Format - Paper in Published Proceedings - Bibliography

Author. "Title of Paper." In Title of Proceedings, edited by Editors, pages. Location: Publisher, Year of publication. doi or http://xxxxx

Format - Paper in Regularly Published Proceedings - Bibliography


Examples - Bibliography


**CONFERENCE PAPER – UNPUBLISHED – NOTES**

**Format - First Note**

Number. Author, "Title of Paper" (conference paper, Title of Conference, Location, Month Day, Year of conference).

**Example - First Note**


**Format - Subsequent Notes**

Number. Author, "Brief Title of Paper."

**Example - Subsequent Notes**

14. Bernecky, "SPMD/SIMD Parallel Tokenizer for APL."

**CONFERENCE PAPER – UNPUBLISHED – BIBLIOGRAPHY**

**Format - Bibliography**

Example - Bibliography

DICTIONARY / ENCYCLOPEDIA

DICTIONARY / ENCYCLOPEDIA ENTRY – NOTES

General Guidelines
Dictionary / Encyclopedia entries are usually entered as a note with no entry in the bibliography. If several entries are taken from one dictionary / encyclopedia then it may be entered in the bibliography. Substantial entries with an author are entered in the same format as a chapter in an edited book, and will have an entry in the bibliography.

Format - First Note

Number. Title of Dictionary / Encyclopedia, ed. editor, xx ed. (Location: Publisher, Year of publication), s.v. "Title of Entry" by Author, accessed Month Day, Year, doi or http://xxxxx

Note: Well known dictionaries and encyclopedias do not need location, publisher and year details, but the edition must be included. e.g. Encyclopaedia Britannica, Oxford English Dictionary.
Examples - First Note


Format - Subsequent Notes

Number. Brief Title of Dictionary / Encyclopedia, s.v. "Brief Title of Entry."

Examples - Subsequent Notes

7. Encyclopaedia Britannica, s.v. "salvation."

15. Gale Encyclopedia of Psychology, s.v. "ADHD."

DICTIONARY / ENCYCLOPEDIA ENTRY – BIBLIOGRAPHY

Format - Bibliography

Title of Dictionary / Encyclopedia. Edited by Editor. xx ed. xx vols. Location: Publisher, Year. Accessed Month Day, Year. doi or http://xxxxx

Examples - Bibliography


FACEBOOK / TWITTER

FACEBOOK / TWITTER – NOTES

Format - First Note


   Number. Facebook Page Name, accessed Month Day, Year, http://xxxxx

Examples - First Note


Format - Subsequent Notes
Number. "Brief Title of Post."
Number. Brief Facebook Page Name.

Examples - Subsequent Notes
14. "Civilian Corps to Help in Crises."

FACEBOOK / TWITTER – BIBLIOGRAPHY

Format - Bibliography
Facebook Page Name. Accessed Month Day, Year.
http://xxxxxx

Examples - Bibliography

FILM / DVD / VIDEORECORDING

FILM / DVD / VIDEORECORDING – NOTES

Format - First Note
Number. Writer, Title of Work, credits (Location: Studio, Year of production), format.
Number. Writer, "Title of Scene," Title of Work, credits (Location: Studio, Year of production), format.

Examples - First Note


7. Jane Austen, Sense and Sensibility, directed by Ang Lee (Australia: Columbia TriStar Home Video, 1995), DVD.

Format - Subsequent Notes

Number. Writer, "Title of Scene," Title of Work (if no scene is listed)

Examples - Subsequent Notes

12. Lord of the Rings.

15. Austen, Sense and Sensibility.

FILM / DVD / VIDEORECORDING – BIBLIOGRAPHY

Format - Bibliography


Writer. Title of Work. Credits. Location: Studio, Year of production. Format.

Examples - Bibliography


GOVERNMENT DOCUMENT

GOVERNMENT DOCUMENT – NOTES

Format - First Note

Number. Author, *Title of work*, Report number (Location: Publisher, Year of publication), page, http://xxxxx

Note: If the country of the government department is clear from the context then it may be omitted from the author.

e.g. Australia. Department of Finance and Administration would become simply Department of Finance and Administration.

Examples - First Note


21. Department of the Prime Minister and Cabinet, *Families in Australia 2008* (Canberra: Department of the Prime Minister and Cabinet, 2008), 70,

Format - Subsequent Notes

Number. Author, *Brief Title of Work*, page.

Note: Acronyms of organisations can be used in notes if the name is spelled out in full on the first occurrence.
Examples - Subsequent Notes


32. Department of the Prime Minister and Cabinet, *Families in Australia 2008*, 45.

GOVERNMENT DOCUMENT – BIBLIOGRAPHY

Format - Bibliography


Examples - Bibliography


Department of the Prime Minister and Cabinet. *Families in Australia 2008*. Canberra: Department of the Prime Minister and Cabinet, 2008.

HANSARD

GENERAL GUIDELINES
Chicago follows guidelines outlined in *The Bluebook: A Uniform System of Citation* for all legal materials. Examples outlined below are for Australian Parliamentary Debates (Hansard). Please consult *The Bluebook* for other jurisdictions.

HANSARD – NOTES

Format - First Note


Examples - First Note


Format - Subsequent Notes

Number. Jurisdiction, Parliamentary Debates, Legislative Chamber, page.

Examples - Subsequent Notes

12. ACT, Parliamentary Debates, Legislative Assembly, 17.

HANSARD – BIBLIOGRAPHY

Format - Bibliography


Examples - Bibliography


______________________________

IMAGE

General Guidelines

There is no need include a citation for individual graphs, photos or tables taken from other works. Cite the source item only.

For individual images use the format below.

If there is no title on an item, e.g. photo from the web, create a title and enter it in square brackets in the title position.

[Child playing with dog]

PICTURE – NOTES

Format – Published Image - First Note

Number. Author, *Title of Work* (Location: Publisher, Year of creation), format, http://xxxxx
Format – Unpublished Image – First Note

Number. Author, "Title of Work" (description of work, Month Day, Year of creation), format.

Examples - First Note


Format - Published Image - Subsequent Notes

Number. Author, Brief Title of Work.

Format – Unpublished Image – Subsequent Notes

Number. Author, "Brief Title of Work."

Examples - Subsequent Notes


15. Barnes, "[Library at Dawn]."
PICTURE – BIBLIOGRAPHY

Format – Published Image - Bibliography

Author. *Title of Work*. Location: Publisher, Year of creation.
  Medium. http://xxxxx

Format – Unpublished Image – Bibliography

Author. "Title of Work." Description of work, Month Day, Year of creation. Format.

Examples - Bibliography


JOURNAL ARTICLE – PRINT

General Guidelines

If each issue of a journal begins of page 1, include the issue number after the volume number. If the pagination is continuous throughout the volume, no issue is entered.
ONE AUTHOR – NOTES

Format - First Note

Number. Author, "Title of Article," Title of Journal Volume, no. Issue (Month Year of publication): page.

Examples - First Note


Format - Subsequent Notes

Number. Author, "Brief Title of Article," page.

Examples - Subsequent Notes


ONE AUTHOR – BIBLIOGRAPHY

Format - Bibliography

Author. "Title of Article." Title of Journal Volume, no. issue (Month Year of publication): pages.

Examples - Bibliography

Jackson, A. "New Approaches to Drug Therapy."


TWO OR THREE AUTHORS – NOTES

**Format - First Note**

Number. Author 1, Author 2 and Author 3, "Title of Article," *Title of Journal* Volume, no. Issue (Month Year of publication): page.

**Example - First Note**


**Format - Subsequent Notes**

Number. Author 1, Author 2 and Author 3, "Brief Title of Article," page.

**Example - Subsequent Notes**


TWO TO THREE AUTHORS – BIBLIOGRAPHY

**Format - Bibliography**

Author 1, Author 2 and Author 3. "Title of Article." *Title of Journal* Volume, no. Issue (Month Year of publication): pages.
Example - Bibliography

FOUR OR MORE AUTHORS – NOTES

Format - First Note

Number. Author 1, et al., "Title of Article," *Title of Journal* Volume, no. Issue (Month Year of publication): page.

Examples - First Note


Format - Subsequent Notes

Number. Author 1, et al., "Brief Title of Article," page.

Examples - Subsequent Notes


FOUR OR MORE AUTHORS – BIBLIOGRAPHY

Format - Bibliography

Author 1, Author 2, Author 3, Author 4, Author 5 and Author 6. "Title of Article." Title of Journal Volume, no. Issue (Month Year of publication): pages.

Note: List all authors.

Examples - Bibliography


MAGAZINE ARTICLE – NOTES

General Guidelines

A Journal is a scholarly or professional periodical usually only available through subscription. A journal is normally cited by volume and issue.

A Magazine is a periodical more accessible to the general reader and often available at bookstores and newsagencies. A magazine is usually cited by month and year only.
If in doubt use journal format if a volume is easily located and use magazine if it is not.

**Format - First Note**

Number. Author, "Title of Article," *Title of Magazine*, Month Day, Year of publication, page.

**Example - First Note**


**Format - Subsequent Notes**

Number. Author, "Brief Title of Article," page.

**Example - Subsequent Notes**

12. Wychick and Thompson, "Fallen for a Scam Lately?," 60.

**MAGAZINE ARTICLE – BIBLIOGRAPHY**

**Format - Bibliography**

Author. "Title of Article." *Title of Magazine*, Month Day, Year of publication, pages.

**Example - Bibliography**


**BOOK REVIEW IN A JOURNAL – NOTES**

**Format - First Note**

Example - First Note


Format - Subsequent Notes

Number. Author, "Brief Title of Review," page.

Example - Subsequent Notes

7. Marson, "How Big Should We Be?," 1300.

BOOK REVIEW IN A JOURNAL – BIBLIOGRAPHY

Format - Bibliography


Example - Bibliography

JOURNAL ARTICLE – ELECTRONIC

General Guidelines

If each issue of a journal begins of page 1, include the issue number after the volume number. If the pagination is continuous throughout the volume, no issue is entered.

E-JOURNAL – NOTES

Format - First Note

Number. Author, "Title of Article," Title of Journal Volume, no. Issue (Month Year of publication): page, doi or http://xxxxxx

Examples - First Note


Format - Subsequent Notes

Number. Author, "Brief Title of Article," page.
Examples - Subsequent Notes


E-JOURNAL – BIBLIOGRAPHY

Format - Bibliography

Author. "Title of Article." Title of Journal Volume, no. Issue (Month Year of publication): pages. doi or URL

Examples - Bibliography


Note: See Journal Article - Print for all forms of journal articles.
LECTURE / READING LISTS

LECTURE / TUTORIAL – NOTES

Format - First Note

Number. Author, "Title of Lecture," (lecture, University of Canberra, Month Day or Lecture/Week number, Year of lecture), Format of material, http://xxxxx

Example - First Note

3. Peter Andrews, "What is Fiction?" (lecture, Unit 847 Writing Short Narratives, University of Canberra, Lecture 1, Week 1, 2009), PowerPoint slides, http://learnonline.canberra.edu.au

Format - Subsequent Notes

Number. Author, "Brief Title of Lecture."

Example - Subsequent Notes

7. Andrews, "What is Fiction?"

LECTURE / TUTORIAL – BIBLIOGRAPHY

Format - Bibliography

Author. "Title of Lecture." Lecture given in Unit number and name, University of Canberra, Month Day or Lecture/Week number, Year of lecture. Format of material. http://xxxxx

Example - Bibliography

READING LISTS – NOTES

Format - First Note


   Number. Author, "Title of Chapter," chap. xx in *Title of Book* (Location: Publisher, Year of publication), University of Canberra Reading Lists.

   Number. Author, "Title of Chapter," in *Title of Book* (Location: Publisher, Year of publication), page, University of Canberra Reading Lists.

Examples - First Note


Format - Subsequent Notes

   Number. Author, "Brief Title of Article," page.

   Number. Author, "Brief Title of Chapter," page.

Examples - Subsequent Notes


READING LISTS – BIBLIOGRAPHY

Format - Bibliography


Author. "Title of Chapter." Chap. xx in *Title of Book*. Location: Publisher, Year of publication. University of Canberra Reading Lists.

Author. "Title of Chapter." In *Title of Book*, pages. Location: Publisher, Year of publication. University of Canberra Reading Lists.

Examples - Bibliography


---

LEGISLATION / CASE LAW

GENERAL GUIDELINES

Chicago follows guidelines outlined in *The Bluebook: A Uniform System of Citation* for all legal materials. Examples outlined below are for Australian legislation and case law. Please consult The Bluebook for other jurisdictions.
LEGISLATION – NOTES

Format - First Note
   Number. Name of Act Year (Jurisdiction) s section, http://xxxxx

Examples - First Note
   7. Trade Practices Act 1974 (Cth),


Format - Subsequent Notes
   Number. Name of Act Year.

Examples - Subsequent Notes


LEGISLATION – BIBLIOGRAPHY

Format - Bibliography
   Name of Act Year (Jurisdiction) s section. http://xxxxx

Examples - Bibliography
   Anti-Discrimination Act 1991 (Qld) s 15.


CASE LAW – REPORTED – NOTES

Format - First Note
   Number. Name v. Name (Year reported) Volume
   Reporter abbreviation Starting page.
Example - First Note


Format - Subsequent Notes

Number. *Name v. Name*.

Example - Subsequent Notes


CASE LAW – REPORTED – BIBLIOGRAPHY

Format - Bibliography

*Name v. Name* (Year reported) Volume Reporter abbreviation Starting page.

Example - Bibliography


CASE LAW – UNREPORTED – NOTES

Format - First Note

Number. *Name v. Name* [Year of decision] Court abbreviation Decision number (Unreported Day Month Year of Decision).

Example - First Note


Format - Subsequent Notes

Number. *Name v. Name*.

Example - Subsequent Notes

CASE LAW – UNREPORTED – BIBLIOGRAPHY

Format - Bibliography

Name v. Name [Year of decision] Court abbreviation Decision number (Unreported Day Month Year of Decision).

Example - Bibliography


MAP

MAP – NOTES

Format - First Note

Number. Author, Title of Work (Location: Publisher, Year of publication), map, http://xxxxx

Examples - First Note

6. Geoscience Australia [NATMAP], ACT Region, New South Wales and Australian Capital Territory (Canberra: Geoscience Australia, 2004), map.


Format - Subsequent Notes

Number. Author, Brief Title of Work.
Examples - Subsequent Notes

15. Geoscience Australia [NATMAP], *ACT Region*.

36. *Hawaii*.

MAP – BIBLIOGRAPHY

Format - Bibliography

Author. *Title of Work*. Location: Publisher, Year. Map.

http://xxxxxx

Examples - Bibliography


MUSIC

MUSIC – PRINT – NOTES

Format - First Note

Number. Author, *Title of work* (Location: Publisher, Year of publication), page, format.

Examples - First Note


**Format - Subsequent Notes**

Number. Author, *Brief Title of Work*, page.

**Examples - Subsequent Notes**


25. Davis and Akst, *Baby Face*.

**MUSIC – PRINT – BIBLIOGRAPHY**

**Format - Bibliography**

Author. *Title of Work*. Location: Publisher, Year of publication. Format.

**Examples - Bibliography**


**RECORDED MUSIC – NOTES**

**Format – Track from Album - First Note**

Number. Composer / Performer, "Title of Track," on *Title of Album*, Special description, Publisher Publisher Number, Year of release, medium, http://xxxxx
Format – Song or Album Only – First Note

Number. Composer / Performer, *Title of Song or Album*, Special description, Publisher Publisher number, Year of release, medium, http://xxxxx

Examples - First Note


Format – Track from Album - Subsequent Notes

Number. Composer / Performer, "Brief Title of Track."

Format – Song or Album Only – Subsequent Notes

Number. Composer / Performer, *Brief Title of Song or Album*.

Examples - Subsequent Notes

5. Kelly, "From Little Things."

14. Fanning, "Wish You Well."

22. Split Enz, "Dirty Creature."

**RECORDED MUSIC – BIBLIOGRAPHY**

**Format – Track from Album - Bibliography**
Composer / Performer. "Title of track." On *Title of Album.*
Special description. Publisher Publisher Number, Year of release, medium. http://xxxxx

**Format – Song or Album Only – Bibliography**
Composer / Performer. *Title of Song or Album.* Special description. Publisher Publisher Number, Year of release, medium. http://xxxxx

**Examples - Bibliography**


NEWSLETTER

NEWSLETTER – NOTES

Format - First Note

Number. Author, "Title of Article," *Title of Newsletter*, Issue or Month Day, Year of publication, http://xxxxx

Example - First Note


Format - Subsequent Notes

Number. Author. "Brief Title of Article."

Example - Subsequent Notes

19. "Australians on the Western Front."

NEWSLETTER – BIBLIOGRAPHY

Format - Bibliography

Author. "Title of Article." *Title of Newsletter*, Issue or Month Day, Year of publication. http://xxxxx

Example - Bibliography

NEWSPAPER ARTICLE

NEWSPAPER ARTICLE – NOTES

Format - First Note

Number. Author, "Title of Article," Title of Newspaper, Month Day, Year of publication, http://xxxxx

Note: Page numbers are usually omitted.

Examples - First Note


Format - Subsequent Notes

Number. Author, "Brief Title of Article."

Examples - Subsequent Notes

13. "Internet Pioneer."


32. Darby, "Rarest Tiger Skin."

47. Waterford, "Bill of Rights Gets it Wrong."
NEWSPAPER ARTICLE – BIBLIOGRAPHY

Format - Bibliography

Author. "Title of Article." Title of Newspaper, Month Day, Year of publication. http://xxxxx


Note: For unsigned articles insert the Newspaper Title in place of the Author.

Examples - Bibliography


Darby, A. "Rarest Tiger Skin a Rugged Survivor." Sydney Morning Herald, August 20, 2002.
http://www.smh.com.au


PATENT

PATENT – NOTES

Format - First Note

Number. Author, Title of work, Country Patent Application xxxxx, filed Month Day, Year.
Number. Author, Title of work, Country Patent xxxx, filed Month Day, Year, and issued Month Day, Year.

**Note**: Do not italicise the title.

**Examples - First Note**


**Format - Subsequent Notes**

Number. Author, Brief Title of Work.

**Examples - Subsequent Notes**

24. Dahl, Mobile Phone Cover.

36. Rajaram, Improved Advertising With Audio Content.

**PATENT – BIBLIOGRAPHY**

**Format - Bibliography**


Author. Title of Work. Country Patent xxxx, filed Month Day, Year, and issued Month Day, Year.

**Note**: Do not italicise the title.

**Examples - Bibliography**


PERSONAL COMMUNICATION

GENERAL GUIDELINES
Individual personal communications are given in text or Notes only. Collections of letters or other communication are listed in Notes and the Bibliography.

INDIVIDUAL COMMUNICATION – NOTES

Format - First Note
Number. Author, type of message, Month Day, Year of writing.

Example - First Note

Format - Subsequent Notes
Number. Author, type of message.

Example - Subsequent Notes
7. Coleman, email message.

COLLECTION OF COMMUNICATION – NOTES

Format - First Note
Number. Author to Recipient, description, Day Month Year of writing, container or catalogue number, Collection, Repository, Location.
Example - First Note


Format - Subsequent Notes

Number. Author to Recipient, Day Month Year of writing, Collection or Repository.

Example - Subsequent Notes


COLLECTION OF COMMUNICATION – BIBLIOGRAPHY

Format - Bibliography

Author. Description. Repository, Location.

Example - Bibliography

Allport, Gordon W. Correspondence. Harvard University Archives, Cambridge, MA.

PODCAST

PODCAST – NOTES

Format - First Note

Number. Author, "Title of Podcast," podcast audio, description, Month Day, Year of creation, http://xxxxx
Number. Interviewee, interview with Presenter, *Title of Podcast*, podcast audio, Month Day, Year of creation, http://xxxxx

**Example - First Note**


**Format - Subsequent Notes**

Number. Author, "Title of Podcast."

Number. Interviewee, interview with Presenter.

**Example - Subsequent Notes**


**PODCAST – BIBLIOGRAPHY**

**Format - Bibliography**


**Example - Bibliography**

PRESS/MEDIA RELEASE

PRESS/MEDIA RELEASE – NOTES

Format - First Note


Example - First Note


Format - Subsequent Notes

Number. Author, "Brief Title of Release."

Example - Subsequent Notes

12. Birmingham, "Tens of thousands of preschoolers."

15. Woolworths Group, "Woolworths to sell fuel business."

PRESS/MEDIA RELEASE – BIBLIOGRAPHY

Format - Bibliography

Examples - Bibliography


REPORT
See also Government Document

REPORT – NOTES

Format - First Note

Number. Author, Title of Work, report number (Location: Publisher, Year of publication), page, http://xxxxx

Examples - First Note


**Format - Subsequent Notes**

Number. Author, *Brief Title of Work*, page.

**Examples - Subsequent Notes**


**REPORT – BIBLIOGRAPHY**

**Format - Bibliography**


**Examples - Bibliography**


Physical Habitat Theme Pilot Audit Technical Report.

SPEECH

SPEECH – NOTES

Format - First Note

Number. Author, "Title of Speech," (speech, description of speech, location of speech, Month Day, Year of speech).

Examples - First Note


Format - Subsequent Notes

Number. Author, "Brief Title of Speech."

Examples - Subsequent Notes

8. Clark, "Prime Minister's ANZAC Message."


SPEECH – BIBLIOGRAPHY

Format - Bibliography

Author. "Title of Speech." Speech given at xxxx, Location of speech, Month Day, Year of speech.
Examples - Bibliography


STANDARD

STANDARD – NOTES

Format - First Note

Number. Author, *Title of Work* (Location: Publisher, Year of publication), page, http://xxxxx

Examples - First Note


Format - Subsequent Notes

Number. Author, *Brief Title of Work*, page.
Examples - Subsequent Notes


STANDARD – BIBLIOGRAPHY

Format - Bibliography

Author. *Title of Work*. Location: Publisher, Year of publication. http://xxxxx

Examples - Bibliography


THESIS/UNPUBLISHED/SELF CITING

THESIS – NOTES

Format - First Note

Number. Author, "Title of Work" (type of thesis, University, Year of completion), page, Database or http://xxxxx (Accession No.).

Examples - First Note

6. Glen Graham Brown, "Towards an In Situ Technique for Investigating the Role Nutrients Play in Epilithon Growth"


**Format - Subsequent Notes**

Number. Author, "Brief Title of Work," page.

**Examples - Subsequent Notes**


23. Socha, "Students' Assessments of Instruction."

**THESIS – BIBLIOGRAPHY**

**Format - Bibliography**

Author. "Title of Work." Type of thesis, University, Year of completion. Database or http://xxxxxx (Accession No.).

**Examples - Bibliography**


UNPUBLISHED/SELF CITING – NOTES

Note: Check with you lecturer first to find out if it is permissible to cite your own work.

Format - First note

Number. Author, "Title of Work" (type of work, University, Year of completion), page.

Example - First note


Format - Subsequent notes

Number. Author, "Brief Title of Work," page.

Example - Subsequent notes

UNPUBLISHED/SELF CITING – BIBLIOGRAPHY

Note: Check with you lecturer first to find out if it is permissible to cite your own work.

Format - Bibliography

Author, "Title of Work" Type of work, University, Year of completion.

Example - Bibliography


---

TV / RADIO

TV / RADIO PROGRAM – NOTES

Format - First Note

Number. Writer / Presenter, Title of Program, credits, aired Month Day (Location: Studio, Year of broadcast), television/radio broadcast.

Examples - First Note

3. C. Kimball, Stateline, aired September 4 (Canberra: ABC TV, 2009), television broadcast.


Format - Subsequent Notes

Number. Writer / Presenter, Brief Program Title.
Examples - Subsequent Notes

TV / RADIO PROGRAM – BIBLIOGRAPHY

Format - Bibliography

Examples - Bibliography

TV / RADIO PROGRAM SEGMENT – NOTES

Format - First Note
Number. Writer / Presenter, "Title of Segment," *Title of Program*, credits, aired Month Day (Location: Studio, Year of broadcast), television/radio broadcast.

Example - First Note

Format - Subsequent Notes
Number. Writer / Presenter, "Brief Title of Segment."
Example - Subsequent Notes


TV / RADIO PROGRAM SEGMENT – BIBLIOGRAPHY

Format - Bibliography

Writer / Presenter. "Title of Segment." Title of Program.
Credits. Aired Month Day. Location: Studio, Year of broadcast. Television/Radio broadcast.

Example - Bibliography


TV / RADIO INTERVIEW – NOTES

Format - First Note

Number. Interviewee, interview with Presenter, Title of Program, Studio, Month Day, Year of broadcast, television/radio broadcast.

Examples - First Note


Format - Subsequent Notes

Number. Interviewee, interview with Presenter.
Examples - Subsequent Notes

10. Boyle, interview with Andrew Denton.

TV / RADIO INTERVIEW – BIBLIOGRAPHY

Format - Bibliography

Interviewee. Interview with Presenter. *Title of Program.*

Examples - Bibliography


TV / RADIO EPISODE FROM A SERIES – NOTES

Format - First Note

Number. Writer, "Title of Episode," *Title of Series,* credits, aired Month Day (Location: Studio, Year of broadcast), television/radio episode.

Example - First Note


Format - Subsequent Notes

Number. Writer, "Brief Title of Episode."

A Guide to Referencing in the Chicago Style – updated 12 December 2017
Example - Subsequent Notes


TV / RADIO EPISODE FROM A SERIES – BIBLIOGRAPHY

Format - Bibliography


Example - Bibliography


TV / RADIO TRANSCRIPT – NOTES

Format - First Note

Number. Writer / Presenter, "Title of Segment," Title of Program, credits, aired Month Day (Location: Studio, Year of broadcast), television/radio program transcript, http://xxxxx

Examples - First Note


Format - Subsequent Notes
   Number. Writer / Presenter, "Brief Title of Segment."

Examples - Subsequent Notes
   7. Mascall, "Are We Hardwired for Creativity?"
   21. McLaughlin, "Cyclone Tracy."

TV / RADIO TRANSCRIPT – BIBLIOGRAPHY

Format - Bibliography
Writer / Presenter. "Title of Segment." Title of Program. 
   Credits. Aired Month Day. Location: Studio, Year of 
   broadcast. Television/Radio program transcript. 
   http://xxxxx

Examples - Bibliography
Mascall, S. "Are We Hardwired for Creativity?" Innovations. 
   Aired February 14. Melbourne: ABC Radio Australia, 
   http://www.abc.net.au/ra/innovations/stories/s1302318.ht 
   m

McLaughlin, M. "Cyclone Tracy." Rewind. Aired November 
   transcript.

TV / RADIO ADVERTISEMENT – NOTES

Format - First Note
   Number. Writer, Title of Work, credits, aired Month Day 
   (Location: Studio, Year of broadcast), television/radio 
   advertisement.
Example - First Note


Format - Subsequent Notes

Number. Writer, *Brief Title of Work*.

Example - Subsequent Notes

14. *Beyondblue*.

**TV / RADIO ADVERTISEMENT – BIBLIOGRAPHY**

Format - Bibliography


Example - Bibliography


---

**WEB SITE / WEB DOCUMENT**

**WEB SITE**

When citing an entire web site it is sufficient to cite the address in the text.

eg. Beyondblue (http://www.beyondblue.org.au/) is a website supporting ...
WEB DOCUMENT – NOTES

Format - First Note


Examples - First Note


Format - Subsequent Notes

Number. "Brief Title of Document."
Examples - Subsequent Notes

12. "Copyright Guide."
32. "Introduction to Action Research."

WEB DOCUMENT – BIBLIOGRAPHY

Format - Bibliography
http://xxxxx

Examples - Bibliography


WIKI

WIKI – NOTES

General Guidelines

Wiki entries are usually entered as a note with no entry in the bibliography. Substantial entries with an author may be entered in the same format as a chapter in an edited book, and will have an entry in the bibliography.

Format - First Note

Number. Title of Wiki, s.v. "Wiki Entry," by Author, last modified or accessed Month Day, Year, http://xxxxx

Examples - First Note


12. CSDirect Wiki: Encore, s.v. "Adding a Persistent Link to the Encore Record Display," by Andrew Preator,
accessed July 26, 2012,
http://csdirect.iii.com/lswiki/Encore/PermaLink

http://en.wikipedia.org/wiki/Tunguska_event

**Format - Subsequent Notes**

Number. *Brief Title of Wiki*, s.v. "Brief Wiki Entry."

**Examples - Subsequent Notes**

