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.

Note format - Chicago uses Arabic numbers to number references. The numbers are put in superscript e.g.¹.

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.
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General Guidelines

- **Author**
  
  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.
  
  This is My Life: Collection of Photos by Andrew Snowden

- **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 a shortened form, omitting words like Publisher, Inc, Co. 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
  Cambridge, UK: Cambridge University Press
  North Ryde, Australia: Penguin Books
Footnotes / Endnotes

Footnotes or endnotes must start with a number corresponding to the number in text.

The first line of the note must be indented.


Notes may contain commentary on the cited source.
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 separating each reference by a semi-colon.

Note

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

Format and Examples

Format - no direct quote

Author\textsuperscript{number}

Example

Cochrane\textsuperscript{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. Finkelman\textsuperscript{2}, 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 ...
References

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, URL

Example - First note


Format - Subsequent notes

2. *Brief Title of Work*, page.

Example - Subsequent notes

4. Macroeconomics, Prices and Quantities, 27.

Format - Bibliography

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

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


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

Examples - Bibliography


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

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


Artwork

Notes

Note: Artwork can usually be presented in the text rather than in a note or bibliography. Use the format below if a note or bibliography entry is required.

Format - First note

   Number. Artist, *Title of Work*, Year of creation, description of work, Repository, Location, URL

Examples - First note


Format - Subsequent notes

   Number. Artist, *Brief Title of Work*. 
Examples - Subsequent notes


Bibliography

Format - Bibliography

*Artist. Title of Work. Year of creation. Description of work. Repository, Location. URL*

Examples - Bibliography


Blog

Notes

General guidelines

Blogs are usually cited in Notes only. A frequently quoted blog may be entered in the Bibliography. The description 'blog' may be omitted if it is part of the name.

Format - First note

*Number. Author, "Title of Post," Title of Blog/Discussion List (blog/discussion list), Month Day, Year of creation, URL*
Examples - First note


Format - Subsequent notes

Number. Author, "Brief Title of Post."

Examples - Subsequent notes

6. Keim, "ID Error".


Format - Note - Comment on blog post

Number. Author, Month Day, Year of comment, comment on Author, "Title of Post," URL

Example - Note - Comment on blog post


Bibliography

Format - Bibliography

Author. *Title of Blog* (blog/discussion list). Month Day, Year of creation. URL

Examples - Bibliography


**Book**

**General E-Book Guidelines**

E-books often lack page numbers or the pagination changes depending on the e-reader. If you are required to provide pagination (check with your lecturer) use the following guidelines –

- a paragraph or chapter number, if provided; alternatively, you can count paragraphs down from the beginning of the document;
- an overarching heading plus a paragraph number within that section; or
- an abbreviated heading (or the first few words of the heading) in quotation marks, in cases in which the heading is too unwieldy to cite in full

**E-Book – Notes**

**Format - First note**

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

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

**Examples - First note**


**Format - Subsequent notes**

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

**Examples - Subsequent notes**


**E-Book – Bibliography**

**Format - Bibliography**


Author. *Title of work*. Location: Publisher, Year of publication. DOI or URL

**Examples - Bibliography**


One Author – Notes

**Format - First note**

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

**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. DOI or URL
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, DOI or URL

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. DOI or URL

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, DOI or URL

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.

Note: List all authors

Examples - Bibliography


Corporate Authors / Organisations - Notes

Format - First note

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

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. DOI or URL

**Examples - Bibliography**


**Edited Book – Notes**

**Format - First note**

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

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

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

Examples - Bibliography


Later Editions – Notes

Format - First note

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

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. DOI or URL
Examples - Bibliography


**Translated Book – Notes**

**Format - First note**

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

**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. DOI or URL
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, DOI or URL

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

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. DOI or URL

Author. Title of Volume. Vol. xx of Title of Set. Location: Publisher, Year of publication. DOI or URL

Examples - Bibliography


Book Chapter

Notes

Format - First note

Number. Chapter Author, "Title of Section," in Title of Book, ed. Editor (Location: Publisher, Year of publication), page, DOI or URL

Number. Chapter Author, "Title of Section," chap. x in Title of Book, ed. Editor (Location: Publisher, Year of publication), DOI or URL

Examples - First note


Format - Subsequent notes

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

Examples - Subsequent notes

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

Bibliography

Format - Bibliography

Chapter Author. "Title of Section." In *Title of Book*, edited by Editors, pages. Location: Publisher, Year of publication. DOI or URL

Chapter Author. "Title of Section." Chap. x in *Title of Book*, edited by Editors. Location: Publisher, Year of publication. DOI or URL
Examples - Bibliography


Brochure / Pamphlet

Notes

Format - First note

Number. Author, *Title of Work* (Location: Publisher, Year of publication), DOI or URL

Example - First note

Format - Subsequent notes

Number. Author, *Brief Title of Work*.

Example - Subsequent notes


Bibliography

Format - Bibliography

Author. *Title of Work*. Location: Publisher, Year of publication. DOI or URL

Example - Bibliography


Computer Program

Notes

Note: There are no formal guidelines for Computer Programs in Chicago 17th ed. UC will treat them as Multimedia items.

Format - First note

Number. Author, *Title of Work*, version x (Location: Publisher, Year of publication), description.

Examples - First note


34. *EndNote*, version X7 for Mac (USA: Thomson Reuters, 2013), computer software for MacOS X 10.6.8 or later.

Format - Subsequent notes

Number. Author, *Brief Title of Work*.

Examples - Subsequent notes

48. *Comprehensive Meta-analysis*.

51. *EndNote*.


Bibliography

Format - Bibliography

Author. *Title of Work*. Version x. Location: Publisher, Year of publication. Description.

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.


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 Proceedings

Notes

Format - First note

Number. Editor, ed., Title of Work (Location: Publisher, Year of publication), page, DOI or URL
Examples - First note


Format - Subsequent notes

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

Examples - Subsequent notes


Bibliography

Format - Bibliography

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

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 URL

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 URL

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


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 URL

Format - Paper in regularly published proceedings - Bibliography

Author. "Title of Paper." Title of Proceedings Volume, no. Issue (Month Day, Year of publication): pages. DOI or URL

Examples - Bibliography


Conference Paper – Unpublished

Notes

Format - First note

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

Example - First note


Format - Subsequent notes

   Number. Author, "Brief Title of Paper."

Example - Subsequent notes

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

Bibliography

Format - Bibliography


Example - Bibliography

Dictionary / Encyclopedia Entry

Notes

General guidelines

Dictionary / Encyclopedia 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.

s.v. means sub verbo or "under the word"

Format - Simple Entry - First note

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

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.

Format - Substantial Entry - First note

Number. Author, "Title of Entry," in Title of Encyclopedia, ed. Editors (Location: Publisher, Year of publication) DOI or URL

Examples - First note


Format - Subsequent notes

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

Number. Author. "Brief Title of Entry."

Examples - Subsequent notes


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

21. Middleton, "Lennon, John Ono"

Bibliography

Note

Dictionary / Encyclopedia entries are not entered into the Bibliography. If several entries are taken from a dictionary / encyclopedia then you may enter the entire encyclopedia as a book.

If a substantial entry with individual author is used it should be treated as a book chapter.

Format - Entire Encyclopedia

Editor. *Title of Dictionary / Encyclopedia*. xx ed. xx vols. Location: Publisher, Year. DOI or URL

Format - Substantial Entry

Author. "Title of Entry." In *Title of Encyclopedia*, edited by Editor, pages. Location: Publisher, Year of Publication. DOI or URL

Examples


Facebook / Twitter / Instagram

Notes

Format - First note

Number. Author (Screen name), "Title or text of Post," Type of Post, Month Day, Year of post, URL

Note: The title may be the first 160 letters of the post.

Examples - First note

3. Kevin Rudd and Labor, "Australian Civilian Corps to Help in Crises," Facebook, October 24, 2009,  

6. Conan O'Brien (@ConanOBrien), "In honor of Earth Day, I'm recycling my tweets," Twitter, April 22, 2015, 11:10 a.m.,  
https://twitter.com/ConanOBrien/status/590940792967016448

Format - Subsequent notes

Number. Author. "Brief Title of Post."

Examples - Subsequent notes

16. Rudd. "Help in Crisis"

Bibliography

Format - Bibliography

Author. "Title of Post." Type of Post, Month Day, Year of post. URL

Examples - Bibliography


O'Brien, Conan (@ConanOBrien). "In honor of Earth Day, I'm recycling my tweets." Twitter, April 22, 2015, 11:10 a.m. https://twitter.com/ConanOBrien/status/590940792967016448

Film / DVD / Videorecording

Notes

Format - First note

Number. Writer, Title of Work, credits (Original release date; Location: Studio, Year of production), format.

Number. Writer, "Title of Scene," Title of Work, credits (Original release date; Location: Studio, Year of production), format.

Examples - First note


Format - Subsequent notes

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

12. *Lord of the Rings*.


21. "Crop Duster Attack"

Bibliography

Format - Bibliography


Examples - Bibliography


Government Document

Notes

Format - First note

Number. Author, *Title of work*, Report number (Location: Publisher, Year of publication), page, DOI or URL

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


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.

Bibliography

Format - Bibliography

Author. *Title of Work*. Report number. Location: Publisher, Year of publication. DOI or URL
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.

**The Bluebook: a uniform system of citation (20th ed.)** by Harvard Law Review (Compiled by); Columbia Law Review (Compiled by); University of Pennsylvania Law Review, Yale Law Review (Compiled by)

Call Number: K114.B57 2015
ISBN: 9780692400197
Publication Date: 2015

Notes

Format - First note

Number. Jurisdiction, *Parliamentary Debates*, Legislative Chamber, Day Month Year of publication, page (full name of speaker and position, if applicable) (Country abbreviation if not evident) URL
Examples - First note


Format - Subsequent notes


Examples - Subsequent notes


Bibliography

Format - Bibliography

Jurisdiction. *Parliamentary Debates*. Legislative Chamber. Day Month Year of publication. (Full Name of Speaker and Position, if applicable) (Country abbreviation if not evident) URL

Examples - Bibliography

ACT. *Parliamentary Debates*. Legislative Assembly. 4 August 2002.


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.

Notes

Format - First note

   Number. Author, *Title of Work*, Year of creation, description, Publisher or Repository, Location, URL

Examples - First note


Format - Subsequent notes

   Number. Author, *Brief Title of Work*.

Examples - Subsequent notes


Bibliography

Format - Bibliography

Author. Title of Work. Year of creation. Description. Publisher or Repository. URL

Examples - Bibliography


Journal Article

General Guidelines

A journal is a scholarly or professional periodical available mainly by subscription. A magazine is a weekly, monthly or sometimes daily periodical more accessible to general readers through libraries, newsstands or offered online.

One Author – Notes

Format - First note

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

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. DOI or URL

**Examples - Bibliography**


Two to 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): pages, DOI or URL

Example - First note


Format - Subsequent notes

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

Example - Subsequent notes

5. Johns and Mewhort, "Recognition Memory," 1170


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. DOI or URL
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, DOI or URL

Examples - First note


Format - Subsequent notes

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

Examples - Subsequent notes


Four to Ten Authors – Bibliography

Format - Bibliography

Author 1, Author 2, Author 3, Author 4, Author 5, Author 6, Author 7, Author 8, Author 9 and Author 10. "Title of Article." Title of Journal Volume, no. Issue (Month Year of publication): pages. DOI or URL

Note: List all authors.

Examples - Bibliography


http://www.biotechniques.com/BiotechniquesJournal/
Eleven or More Authors – Bibliography

**Format - Bibliography**

Author 1, Author 2, Author 3, Author 4, Author 5, Author 6, Author 7 et al. "Title of Article." *Title of Journal* Volume, no. Issue (Month Year of publication): pages. DOI or URL.

Note: List the first 7 authors then et al.

**Example - 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, DOI or URL

**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. DOI or URL

Example - Bibliography


Book Review in a Journal – Notes

Format - First note

Number. Author, "Title of Review," review of Title of Book, by Author of Book, Title of Journal Volume, no. Issue (Month Year of publication): page, DOI or URL

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

Author. "Title of Review." Review of Title of Book, by Author of Book. Title of Journal Volume, no. Issue (Month Year of publication): pages. DOI or URL

Example - Bibliography


Lecture / Reading List

Lecture – Notes

Format - First note

Number. Author, "Title of Lecture," (lecture, University of Canberra, Month Day or Lecture number, Week number, Year of lecture), URL

Example - First note

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

Format - Subsequent notes

Number. Author, "Brief Title of Lecture."

Example - Subsequent notes

7. Andrews, "What is Fiction?"

Lecture – 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. URL
Example - Bibliography

Andrews, Peter. "What is Fiction?" Lecture given in Unit 847 Writing Short Narratives, University of Canberra, Lecture 1, Week 1, 2009. 
http://learnonline.canberra.edu.au

Reading List – 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 List – 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.

**The Bluebook: a uniform system of citation (20th ed.)** by Harvard Law Review (Compiled by); Columbia Law Review (Compiled by); University of Pennsylvania Law Review, Yale Law Review (Compiled by)

Call Number: K114.B57 2015

ISBN: 9780692400197

Publication Date: 2015
Legislation – Notes

Format - First note

Number. *Name of Act Year* (Jurisdiction) s section (Country abbreviation if not evident) URL

Examples - First note


Format - Subsequent notes

Number. *Name of Act Year*.

Examples - Subsequent notes


Legislation – Bibliography

Format - Bibliography

*Name of Act Year* (Jurisdiction) s section (Country abbreviation if not evident) URL

Examples - Bibliography

*Anti-Discrimination Act 1991* (Qld) s 15 (Austl.).


Case Law – Reported – Notes

Format - First note

Number. *Name v. Name* (Year reported) Volume Reporter abbreviation Starting page (Country abbreviation if not evident) URL

Number. *Name v. Name* [Year of Volume] Reporter abbreviation Starting page (Country abbreviation if not evident) URL
Example - First note


Format - Subsequent notes

Number. *Name v. Name*.

Example - Subsequent notes


21. *GA v. Dep't of Educ & Training*.

Case Law – Reported – Bibliography

Format - Bibliography

*Name v. Name* (Year reported) Volume Reporter abbreviation Starting page (Country abbreviation if not evident) URL

*Name v. Name* [Year of Volume] Reporter abbreviation Starting page (Country abbreviation if not evident) URL

Example - Bibliography

*GA v. Dep't of Educ & Training* [2004] NSWADT 2 (Austl.).

*Mace v. Murray* (1955) 92 CLR 370 (Austl.).

Case Law – Unreported – Notes

Format - First note

Number. *Name v. Name* [Year of decision] Court abbreviation Decision number (Day Month Year of decision) (Country abbreviation if not evident).

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 (Day Month Year of decision) (Country abbreviation if not evident).

Example - Bibliography


Map

General Guidelines

Information about maps can usually be presented in the text rather than in a note or bibliography (Chicago Manual of Style 17th ed. p.860).

Map – Online – Notes

Format - First note

Number. Cartographer, *Title of Map*, Year, scale and size, Location, URL

Number. Description of Map, Web Site, accessed Month Day, Year, URL

Examples - First note


**Format - Subsequent notes**

Number. Author, *Brief Title of Work*.

**Examples - Subsequent notes**

36. Hawaii.

37. Satellite view of Chicago.


**Map – Online – Bibliography**

**Format - Bibliography**

Cartographer. *Title of Map*. Year. Scale and size. Location. URL

Description of Map. Web Site. Accessed Month Day, Year. URL

**Examples - Bibliography**


Map – Print – Notes

Format - First Note

Number. Cartographer, *Title of Map*, Year, scale and size (Location: Publisher, Year of publication).

Examples - First Note


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

Format - Subsequent Note

Number. Cartographer, *Brief Title of Map*.

Examples - Subsequent Note


17. Geoscience Australia, *ACT Region*.

Map – Print – Bibliography

Format - Bibliography

Cartographer. *Title of Map*. Year. Scale and size. Location: Publisher, Year of publication.

Examples - Bibliography


Map in a Book – Notes

Format - First Note

Number. Cartographer, Title of Map, Year, scale and size, in Title of Book (Location: Publisher, Year of publication), figure number.

Example - First Note


Format - Subsequent Notes

Number. Cartographer, Title of Map.

Example - Subsequent Notes


Map in a Book – Bibliography

Format - Bibliography

Cartographer. Title of Map. Year. Scale and size. In Title of Book. Location: Publisher, Year of publication. Figure number.

Example - Bibliography

Music

Music – Print – Notes

Format - First note

Number. Author, Title of work (Location: Publisher, Year of publication), pages, URL

Examples - First note


Format - Subsequent notes

Number. Author, Brief Title of Work, pages.

Examples - Subsequent notes

23. Brown, Big Bad Bushranger.

25. Davis and Akst, Baby Face.

Music – Print – Bibliography

Format - Bibliography

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

Examples - Bibliography


Recorded Music – Notes

Format - Track from album - First note

Number. Composer / Performer, "Title of Track," on Title of Album, Special description, Publisher Catalog Number, Year of release, medium, URL

Format - Song or album only - First note

Number. Composer / Performer, Title of Song or Album, Special description, Publisher Catalog Number, Year of release, medium, URL

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."

15. 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 Catalog Number, Year of release, medium. URL

**Format - Song or album only - Bibliography**

Composer / Performer. *Title of Song or Album*. Special description. Publisher Catalog Number, Year of release, medium. URL

**Examples - Bibliography**


**Newsletter**

**Notes**

**Format - First note**

Number. Author, "Title of Article," *Title of Newsletter*, Issue (Month Day, Year of publication), DOI or URL
Example - First note


Format - Subsequent notes

Number. Author. "Brief Title of Article."

Example - Subsequent notes

19. "Australians on the Western Front."

22. Moneo, "Grandma's House."

Bibliography

Format - Bibliography

Author. "Title of Article." *Title of Newsletter*, Issue or Month Day, Year of publication. DOI or URL

Example - Bibliography


Newspaper Article

Notes

Format - First note

Number. Author, "Title of Article," Title of Newspaper, Month Day, Year of publication, DOI or URL

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."
Bibliography

Format - Bibliography

Author. "Title of Article." *Title of Newspaper*, Month Day, Year of publication. DOI or URL

*Newspaper Title*. "Title of Article." Month Day, Year of publication. DOI or URL

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

Examples - Bibliography


Patent

Notes

Format - First note


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

Note: Do not italicise the title.
Examples - First note


Format - Subsequent notes

Number. Author, Brief Title of Work, page.

Examples - Subsequent notes

24. Dahl, Mobile Phone Cover, 12.

36. Rajaram, Improved Advertising With Audio Content, 17.

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

Notes

Format - First note

Number. Author, Title of Podcast, Month Day, Year of creation, podcast, URL

Number. Author, "Title of Episode," Month Day, Year of Creation, in Title of Podcast, podcast, URL

Number. Interviewee, interview by Presenter, Title of Podcast, podcast, Month Day, Year of creation, URL
Example - First note


Format - Subsequent notes

Number. Author, *Title of Podcast*.

Number. Author, "Title of Episode."

Number. Interviewee, interview by Presenter.

Example - Subsequent notes


15. Danforth and Chillag, "F-Bombs, Chicken, and Exclamation Points."

Bibliography

Format - Bibliography

Author. *Title of Podcast*. Month Day, Year of creation. Podcast. URL

Author. "Title of Episode." Month Day, Year of Creation. In *Title of Podcast*. Podcast. URL

Interviewee. Interview by Presenter. *Title of Podcast*. Podcast. Month Day, Year of creation. URL
Example - Bibliography


Press / Media Release

Notes

Format - First note

Number. Author, "Title of Release," release type, Month Day, Year of publication, URL

Examples - First note


Format - Subsequent notes

Number. Author, "Brief Title of Release."

Examples - Subsequent notes

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

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

Format - Bibliography


Examples - Bibliography


Report

Notes

Format - First note

Number. Author, Title of Work, report number (Location: Publisher, Year of publication), page, DOI or URL

Examples - First note


Format - Subsequent notes

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

Examples - Subsequent notes


Bibliography

Format - Bibliography

Author. *Title of Work*. Report number. Location: Publisher, Year of publication. DOI or URL

Examples - Bibliography


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."


Bibliography

Format - Bibliography

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

Examples - Bibliography


Speech – Recorded

Notes

Format - First Note

Speaker, "Title of Speech," description of speech, location of speech, Month Day, Year of speech, format, URL

Example - First Note


Format - Subsequent Notes

Speaker, "Title of Speech."

Example - Subsequent Notes

H. Clark, "Prime Minister's ANZAC Day Message."

Bibliography

Format - Bibliography

Speaker. "Title of Speech." Description of speech, location of speech, Month Day, Year of speech. Format. URL

Example - Bibliography

Standard

Notes

Note: Standards are cited by the title in notes and by the group or organisation in the bibliography.

Format - First note

   Number. Title of Standard Standard number (Location: Publisher, Year of publication), page, URL

Examples - First note


Format - Subsequent notes

   Number. Brief Title of Work, page.

Examples - Subsequent notes

   17. Sheet Roof and Wall Cladding


Bibliography

Format - Bibliography

   Author. Title of Work. Standard Number. Location: Publisher, Year of publication. URL
Examples - Bibliography


Thesis

Notes

Format - First note

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

Examples - First note


Format - Subsequent notes

Number. Author, "Brief Title of Work," page.
Examples - Subsequent notes

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

Bibliography

Format - Bibliography

Author. "Title of Work." Type of thesis, University, Year of completion.
Database or URL (Accession No.).

Examples - Bibliography


Unpublished Work / 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


Bibliography

Note: Check with your 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, Year, on Station.
Examples - First note


Format - Subsequent notes

Number. Writer / Presenter, *Brief Program Title*.

Examples - Subsequent notes


TV / Radio Program – Bibliography

Format - Bibliography

Writer / Presenter. *Title of Program*. Credits. Aired Month Day, Year, on Station.

Examples - Bibliography

Kimball, C. *Stateline*. Aired September 4, 2009, on ABC TV.

TV / Radio Program Segment – Notes

Format - First note

Number. Writer / Presenter, "Title of Segment," *Title of Program*, credits, aired Month Day, Year, on Station.

Example - First note

3. Adam Shirley, "Surf on Placid Lake," 7:30 ACT, aired November 16, 2012, on ABC TV.

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, Year, on Station.

Example - Bibliography
Shirley, Adam. "Surf on Placid Lake." 7:30 ACT. Aired November 16, 2012, on ABC TV.

TV / Radio Interview – Notes

Format - First note
Number. Interviewee, "Name of Segment," interview by Presenter, Title of Program, Studio, Month Day, Year of broadcast.

Examples - First note

Format - Subsequent notes
Number. Interviewee, interview by Presenter.

Examples - Subsequent notes
TV / Radio Interview – Bibliography

Format - Bibliography

Interviewee. "Name of Segment." Interview by Presenter. Title of Program. Studio. Month Day, Year of broadcast.

Examples - Bibliography


TV / Radio Episode from a Series – Notes

Format - First note

Number. Writer, Title of Series, season number, episode number, "Title of Episode," credits, Aired Month Day, Year, on Station.

Number. Writer, Title of Series, season number, episode number, "Title of Episode," credits, (Location: Studio, Year of publication), format.

Example - First note


Format - Subsequent notes

Number. Writer, "Brief Title of Episode."

Example - Subsequent notes

TV / Radio Episode from a Series – Bibliography

**Format - Bibliography**

Writer. *Title of Series*. Season number, Episode number, "Title of Episode." Credits. Aired Month Day, Year, on Station.

Writer. *Title of Series*. Season number, Episode number, "Title of Episode." Credits. Location: Studio, Year of production. Format.

**Example - Bibliography**


**TV / Radio Transcript – Notes**

**Format - First note**

Number. Writer / Presenter, "Title of Segment," *Title of Program*, credits, aired Month Day, Year, on Station, television/radio program transcript, URL

**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, Year, on Station. Television/Radio program transcript. URL

Examples - Bibliography


TV / Radio Advertisement – Notes

Note: There are no formal guidelines for advertisements in Chicago 17th ed. UC will treat them as Television / Radio programs.

Format - First note

Number. Writer, Title of Work, credits, aired Month Day, Year, on Station, television/radio advertisement.

Example - First note


Format - Subsequent notes

Number. Writer, Brief Title of Work.

Example - Subsequent notes

TV / Radio Advertisement – Bibliography

Format - Bibliography

Writer. *Title of Work*. Credits. Aired Month Day, Year, on Station. Television/Radio advertisement.

Example - Bibliography


Web Page

Notes

Format - First note

   Number. "Title of Document," version, Author, Web Site Name, last modified or accessed Month Day, Year, URL

Examples - First note


Format - Subsequent notes

Number. "Brief Title of Document."

Examples - Subsequent notes

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

Bibliography

Note: Web site content can often be limited to notes, but a bibliography entry may be included, cited by the owner or sponsor of the site.

Format - Bibliography

Sponsor of site. "Title of Document." Version. Author/s. Last modified or Accessed Month Day, Year. URL

Examples - Bibliography


**Web Site**

**Notes**

**Format - First note**

Number. Title of Web Site (website), Owner of Site, accessed Month Day, Year. URL

**Example - First note**


**Format - Subsequent notes**

Number. Brief Title of Web Site.

**Example - Subsequent notes**


**Bibliography**

**Format - Bibliography**

Title of Web Site (website). Owner of Site. accessed Month Day, Year. URL

**Example - Bibliography**

Wiki

Notes

Note: There are no formal guidelines for referencing wikis. UC will treat them as Online Encyclopedia Entries. These are cited only in the Notes. s.v. means sub verbo or "under the word".

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, URL

Examples - First note


Format - Subsequent notes

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

Examples - Subsequent notes

7. Wikiversity, s.v. "Great Debates in Media Literacy."

16. CSDirect Wiki: Encore, s.v. "Adding a Persistent Link."

YouTube Notes

Format - First note

Number. Author, "Title of Video," Month Day, Year of creation, description, YouTube video, URL

Example - First note


Format - Subsequent notes

Number. Author, "Brief Title of Video."

Example - Subsequent notes

6. Rudd, "G20 Arrangements."

Bibliography

Format - Bibliography

Author. "Title of Video." Month Day, Year of creation. YouTube video. URL

Example - Bibliography