

### What is Chicago NB?

Devised by the University of Chicago Press, and used across the Humanities, the **Chicago NB** (short for notes - bibliography) uses an in-text numbering system linked to page-by-page footnotes, and a final bibliography list

### What is distinctive about Chicago NB?

Features to note in the examples given here:

- Chicago NB uses in-text **superscript numbers**<sup>[1]</sup> at the point of citation.
- A correspondingly numbered **footnote** (i.e. note at the bottom of the relevant page) provides details about the source.
- Some journal publications use **endnotes** i.e. a numbered list again, but this time placed at the end of the whole text, just before the Bibliography list.
- Chicago NB also features end-of-text alphabetical lists of sources called Bibliography and References.

### What is the difference between Bibliography and Reference List?

- Technically, a Reference List contains only items that the author of a book or journal article has actually cited. The larger Bibliography would contain also items that the author may not have referred to directly but would regard as of interest to a reader wishing to know more on the subject.
- For academic course work, *you should only list works that you have cited* - and you

should have in-text citations at the point of use for *all* the works that you draw upon.

### So I must list all my sources in the References/ Bibliography and nothing but my sources?

Yes, follow that principle and you can't go wrong. References lists should contain a full reference for every work mentioned in your text, but should **not** include works which you might have come across while researching your topic but did not choose to cite. Be sure **not** to list any references in your final list which you have not chosen to mention in your text.

### So is Chicago Style suitable for all my course work assignments?

You need to take care on selection of a Reference style. Different academic disciplines and departments use different referencing systems. That is why many Essex departments provide very full and detailed guidance on how to reference for each of their modules. So be sure to look through the relevant handbooks to find out what system you should use for your Essex course work.

### This leaflet shows layout for only common types of sources - where can I find the Chicago Manual of Style?

Multiple copies of the Manual are available for reference and loan from the Sloman library. You can purchase your own copy directly from the website, [www.chicagomanualofstyle.org](http://www.chicagomanualofstyle.org), and other book retailers.

## Examples of quotation layout



### Longer quotation: use indented paragraph(s) to distinguish from your own text

... to illustrate my point, I have therefore thought it worthwhile to set out the whole of this famous introduction to Moby Dick :

Call me Ishmael. Some years ago - never mind how long precisely - having little or no money in my purse, and nothing particular to interest me on shore, I thought I would sail about a little and see the watery part of the world. It is a way I have of driving off the spleen, and regulating the circulation. Whenever I find myself growing grim about the mouth; whenever it is a damp, drizzly November in my soul; whenever I find myself involuntarily pausing before coffin warehouses, and bringing up the rear of every funeral I meet; and especially whenever my hypos get such an upper hand of me, that it requires a strong moral principle to prevent me from deliberately stepping into the street, and methodically knocking people's hats off - then, I account it high time to get to sea as soon as I can. This is my substitute for pistol and ball. With a philosophical flourish Cato throws himself upon his sword; I quietly take to the ship."<sup>9</sup>

This excerpt reveals several aspects of characterisation which Melville is keen to establish through the use of a

<sup>9</sup> Herman Melville "Moby Dick." London: Harper Perennial Classics, 2011: 1

Several examples in this leaflet have been resourced from [www.chicagomanualofstyle.org](http://www.chicagomanualofstyle.org)

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A page from the index to the 1906 1<sup>st</sup> edition of the Chicago Manual of Style. Source: Chicago Manual of Style archive.



# The Chicago NB Style

## Referencing Quick Guide Series



## Example of an alphabetical list of references in Chicago Style



<p><b>Book</b></p> <p>Publication date of 2007 = Kindle version! New York = place of publication; Penguin Classics = publishing company.</p>	<p>Austen, Jane. <i>Pride and Prejudice</i>. New York: Penguin Classics, 2007. Kindle edition.</p>	<p><b>Article from <i>The Times</i> newspaper</b></p> <p>The Times</p>
<p><b>Journal article (electronic)</b></p> <p>"<i>Sociological Research Online</i>" = journal name Online journal publication: no need to give an access date Brackets for journal date</p>	<p>Burgess, Kaya "Star Heads for Unhappy Ending in Saga of Jane Austen's Ring." <i>Times</i>, August 2, 2013.</p>	<p><b>Website (author name is given)</b></p> <p>State when you accessed the page (as contents can change!)</p>
<p><b>Journal article</b></p> <p>46, no. 3: journal volumes are serialised; this article is in the 3rd issue of volume 46 314-339 = page numbers for Ormrod's article.</p>	<p>Chung, Soh-young. "The Modality of the Textual Institutionalisation of Literary Studies: Towards a Sociology of Literature." <i>Sociological Research Online</i> 16, no. 3 (2011). <a href="http://www.socresonline.org.uk/16/3/3.html">www.socresonline.org.uk/16/3/3.html</a>.</p>	<p><b>Chapter in an edited book</b></p> <p>order of 1<sup>st</sup> names + surname for book editors 67-83 = page numbers for the chapter</p>
<p><b>Book with two authors</b></p> <p>the changing order of surnames and 1st names for multiple authors) New York = place of publication; Knopf = publishing company</p>	<p>Higginbotham, Peter: "York, East Riding of Yorkshire." <i>The Workhouse</i>. Accessed August 2, 2013, <a href="http://www.workhouses.org.uk/York">www.workhouses.org.uk/York</a></p>	<p><b>Newspaper article (with no author)</b></p> <p>Start with article title</p>
	<p>Kelly, John D. "Seeing Red: Mao Fetishism, Pax Americana, and the Moral Economy of War." In <i>Anthropology and Global Counterinsurgency</i>, edited by John D. Kelly, Beatrice Jauregui, Sean T. Mitchell, and Jeremy Walton, 67–83. Chicago: University of Chicago Press, 2010.</p>	<p><b>Website (no author name)</b></p> <p>Start with web page title</p>
	<p>Ormrod, Mark W. "John Mandeville, Edward III, and the King of Inde." <i>The Chaucer Review</i> 46, no. 3 (2012): 314-339.</p>	
	<p>"Reform the Lords." Leading article, <i>Times</i>, August 2, 2013.</p>	
	<p>"The Bronte Sisters (1818-1855)." BBC Online Services. Accessed August 2, 2013. <a href="http://www.bbc.co.uk/history/historic_figures/bronte_sisters.shtml">www.bbc.co.uk/history/historic_figures/bronte_sisters.shtml</a></p>	
	<p>Ward, Geoffrey C., and Ken Burns. <i>The War: An Intimate History, 1941–1945</i>. New York: Knopf, 2007.</p>	

## Examples of in-text footnote referencing in Chicago Style



When sociologist and participant Richard Flacks studied the initiators of 1960s radicalism, he found that they were frequently the democratically bred, intelligent children of highly educated parents.<sup>12</sup> Although Flacks did not fully recognise it, this collective profile

<sup>12</sup> Richard Flacks, "Who Protests: The Social Bases of the Student Movement," in *Protest! Student Activism in America*, ed. Julian Foster and Durward Long (New York, 1970).

Forces outside the college brought this about. Flagg calls them "triggering experiences." These turned "previously privatised youth towards collective action and organisation".<sup>17</sup>

<sup>17</sup> Flacks, "Who Protests," 152

(These examples come from an article using Chicago NB.

Reference:  
Helen Lefkowitz Horowitz, The 1960s and the Transformation of Campus Cultures, *History of Education Quarterly* 26, no. 1 (Spring, 1986), 1-38 .

**Examples showing footnote layout compared to References layout.**

Here are some footnote examples to compare with Reference list items in this Quick Guide (see leaflet centre spread)

1. John D. Kelly, "Seeing Red: Mao Fetishism, Pax Americana, and the Moral Economy of War," in *Anthropology and Global Counterinsurgency*, ed. John D. Kelly et al. (Chicago: University of Chicago Press, 2010), 77.
2. Kelly, "Seeing Red," 81–82
3. Jane Austen, *Pride and Prejudice* (New York: Penguin Classics, 2007), Kindle edition
4. "Reform the Lords," Leading article, *Times*, Aug. 2, 2013.
5. Peter Higginbotham, "York, East Riding of Yorkshire," *The Workhouse*, accessed August 2, 2013, [www.workhouses.org.uk/York](http://www.workhouses.org.uk/York)

The 1st footnote for a source - gives full bibliographic details.

For repeat reference to a source - give brief details (152 = page number for the quotation).

Also to note – if references had been consecutive (e.g. citations number 12 and 13), then the second footnote could be shortened even further, to..

13. Ibid. 152

Ibid = Ibdem (from Latin; meaning 'in the same place').