

# Chicago Referencing: A Quick Guide

## Overview

The following page summarises some of the most common rules, which apply to Chicago referencing. It is not intended as a complete source. Please check the citation format for each specific type of resource (e.g. books, journals etc.) for a more comprehensive explanation of in-text and reference list citations.

## General Rules & Punctuation

### Footnotes:

- Footnotes are used to indicate a citation.
- A superscript number is placed within the text (wherever needed – not necessarily at the end of a sentence) that matches the footnote of the source at the bottom of the page.
- When citing a source for the first time, always cite in full.
- Subsequent footnotes of the same source (not consecutively listed) are shortened.
- Subsequent footnotes of the same source (consecutively listed) are replaced with the word *ibid*, followed by the page number.
- If a source has three or more authors, always cite in full the first time then subsequent footnotes of the same source are shortened to > First Author et al.
- Different source types require slightly different information to be included in the citation (refer to the source types listed under the Chicago tab).

### Bibliography/Reference List:

- References in the reference/bibliography list should be indented on the second line (in cases where reference is two or more lines).
- Different source types require slightly different information to be included in the citation (refer to the source types listed under the Chicago tab).

### Punctuation:

- Superscript numbers, when placed at the end of a sentence, are always placed after punctuation (e.g. full stops, brackets and commas).
- Footnotes and references should always end with a full stop (except in the case of where a URL or DOI are inserted).
- The title of a resource should be capitalised (e.g. An Encyclopedia of World History).
- Acceptable abbreviations include:
  - **chap.** for *chapter*
  - **ed/eds.** for *editor(s), edition & edited by*
  - **et al.** for *and others*
  - **n.d** for *no date*
  - **pt.** for *part*
  - **rev.** for *revised, revised by, revision & review*
  - **trans.** for *translator(s) & translated by*

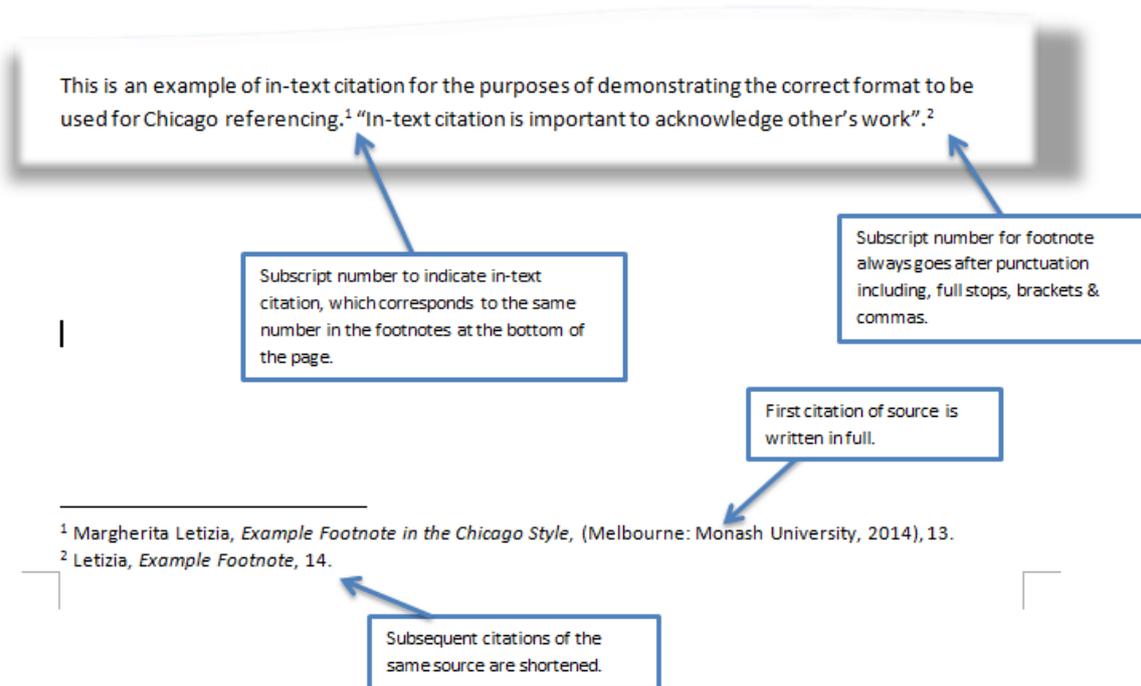
For full details, visit the Citing & Referencing Library Guide on Chicago and navigate through the resource types under the drop down tab.



<http://guides.lib.monash.edu/citing-referencing/chicago>

## In-text citation

### Example in-text citation of a book for Chicago Referencing



## References

