

CHICAGO MANUSCRIPT FORMAT

OSCE Academy | Bishkek, 2015



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I. GENERAL ESSAY FORMAT

Length:	Will be fixed by a Course Organizer
Language:	Russian or English
Paper:	A4 size, Portrait form
Font:	Times New Roman
Font Size:	12
Margins:	All 1 inch (2.54cm)
Line Spacing:	1.5
Footnotes Font Size:	10
Page Numbering:	All pages should be numbered in the following style: "Page X of Y" where X represents the current page number, and Y the total number of pages. Such numbering should appear either at the very top or very bottom of each page.

II. PUNCTUATION

QUOTES

References in text are numbered in the order they appear in the text. The citation is indicated by a superscript Arabic numeral:

AUTHOR'S NAME IN TEXT

Example:

This point has already been argued by Moulthrop¹

QUOTE FROM SOURCE

If you quote directly from a passage in an article or a book, etc., then the part quoted should be put in quotation marks: “”, and acknowledged in a footnote; you should also indent the quote.

Example:

“The Gay and Lesbian Alliance Against Defamation, the Human Rights Campaign (HRC), the National Gay and Lesbian Task Force (NGLTF), and Parents, Families and Friends of Lesbians and Gays, along with an assortment of religious, ethnic, feminist and civil rights groups, have all pursued hate crimes legislation.”²

QUOTES WITHIN QUOTES

If in reading you find that the author of a book or article, for example, has quoted the work of someone such as another author, as often happens, and you would like to use that quote, but the Library does not have the primary source from which it was taken, then you can quote it, but put it in two sets of quotation marks: “ ‘ ” . The two sets of quotation marks: double quotation marks followed by single quotation marks (or vice versa), indicates you are quoting a quote. In footing this, you should give the primary reference for the quote, and then say that it was quoted by whoever in the relevant journal or book.

Example:

R. Williams, The Long Revolution (1975), quoted in D. Spencer, Man Made Language (1985), 45

In the bibliography list you should mention both books separately.

SOURCES ALREADY CITED

USING 'IBID'

This is an abbreviation of 'ibidem' which means 'in the same place', and directs the reader to back to the immediately preceding footnote. If it is exactly the same reference, including an identical page or pinpoint reference, then a simple 'ibid' is all that is necessary in the next footnote. If it is the same reference but with a different page number, write 'ibid' followed by the new pinpoint reference. For example:

Example:

12. Michael Brogan and David Spencer, *Surviving Law School* (2004) 240.

13. *Ibid.*

14. *Ibid* 243. (where 243 indicates the page number)

USING 'SUPRA'

Use this when you have already listed a full reference earlier in your footnotes, but where other footnotes have intervened so you can't use 'ibid'. You can use 'supra n' (where n refers to a previous footnote number) and a different page number:

Example:

16. Bryan Garner, *The Elements of Legal Style* (2nd Ed, 2002) 40.

17. Michael Brogan and David Spencer, *Surviving Law School* (2004) 240.

18. Garner, *supra* n 16, 42.

(where 16 indicates the number of the footnote listed earlier and 42 indicates the page number)

LATER REFERENCE

USING 'INFRA'

Anticipatory references to a work that will eventually be cited in full use "infra" (meaning "below" or "within").

Example:

4. K. Ishiyama, "Japanese Estate Taxes" (1996), *Japan Law Review* 14-93, at 52. See also Matthews, *infra* footnote 6.

5. C.L. Gold, "Transfer Taxes," in Donnelly and Donnelly, *supra* footnote 1, 224-309, at 300.

6. Donald Matthews, "Estate Law and the Internet," *The Globe and Mail*, January 14, 1996.

FOOTNOTES OR ENDNOTES

Footnotes appear at the bottom of the page where the noted source is cited. **Endnotes** appear at the end of the paper in the order that the citations appeared. Both endnotes and footnotes are numbered to correspond to the citation number, followed by a period and one space.

III. PREPARING THE BIBLIOGRAPHY

Typically, the notes in Chicago-style papers are followed by a bibliography, an alphabetically arranged list of all the works cited or consulted. Center the title Bibliography about one inch from the top of the page. Number bibliography pages consecutively with the rest of the paper.

All sources should be cited in the following order:

1. Primary sources (statues, treaties, and etc.);
2. Books;
3. Articles and Newspapers;
4. Web sources, CD's, and etc.

ALPHABETIZING THE LIST

Alphabetize the bibliography by the last names of the authors (or editors); when a work has no author or editor, alphabetize it by the first word of the title other than A, An, or The.

If your list includes two or more works by the same author, use three hyphens instead of the author's name in all entries after the first. You may arrange the entries alphabetically by title or by date; be consistent throughout the bibliography.

INDENTING AND LINE SPACING

Begin each entry at the left margin, and indent any additional lines one-half inch (or five spaces). Single-space each entry and double-space between entries (unless your instructor prefers double-spacing throughout).

IV. FORMATTING SOURCES

BOOKS

A BOOK WITH ONE AUTHOR

ELEMENTS OF THE CITATION: FIRST REFERENCE

Author Name Surname, Title of Book - in italics (Place of publication: Name of Publisher, Year of publication), page number.

SUBSEQUENT REFERENCE

Author Surname, Title of Book - in italics and shortened if more than 4 words, page number.

BIBLIOGRAPHY

Author Surname, Author Name. Title of Book - in italics. Place of publication: Name of Publisher, Year of publication.

Example:

First reference

1. Joseph Migga Kizza, *Computer Network Security and Cyberethics* (Jefferson, N.C.: McFarland, 2002), 35.

Subsequent reference

5. Kizza, *Computer Network Security*, 39.

Bibliography

Kizza, Joseph Migga. *Computer Network Security and Cyberethics*. Jefferson, N.C.: McFarland, 2002.

A BOOK PUBLISHED IN A SECOND OR SUBSEQUENT EDITION

ELEMENTS OF THE CITATION: FIRST REFERENCE

Author Name Surname, Title of Book - in italics, number ed. (Place of publication: Name of Publisher, Year of publication), page number.

SUBSEQUENT REFERENCE

Author Surname, Title of Book - in italics and shortened if more than 4 words, page number.

BIBLIOGRAPHY

Author Surname, Author Name. Title of Book - in italics. Number ed. Place of publication: Name of Publisher, Year of publication.

Example:

First reference

3. Alan Fenna, *Australian Public Policy*, 2nd ed., (Frenchs Forest, N.S.W. : Pearson Education Australia, 2004), 42.

Subsequent reference

5. Fenna, *Australian Public Policy*, 47.

Bibliography

Fenna, Alan. *Australian Public Policy*. 2nd ed. Frenchs Forest, N.S.W.: Pearson Education Australia, 2004.

A BOOK BY TWO OR THREE AUTHORS

ELEMENTS OF THE CITATION: FIRST REFERENCE

Author Name Surname and Author Name Surname, Title of Book - in italics (Place of publication: Name of Publisher, Year of publication), page number.

SUBSEQUENT REFERENCE

Author Surname and Author Surname, Title of Book - in italics and shortened if more than 4 words, page number.

BIBLIOGRAPHY

Author Surname, Author Name and Author Name Surname. Title of Book - in italics. Place of publication: Name of Publisher, Year of publication.

Example:

First reference

7. Ken Coates and Carin Holroyd, *Japan and the Internet Revolution* (New York: Palgrave Macmillan, 2003), 15.

Subsequent reference

9. Coates and Holroyd, *Japan and the Internet*, 19.

Bibliography

Coates, Ken and Carin Holroyd. *Japan and the Internet Revolution*. New York: Palgrave, 2003.

A BOOK BY FOUR OR MORE AUTHORS

ELEMENTS OF THE CITATION: FIRST REFERENCE

Author Name Surname et al. , Title of Book - in italics, number ed. (Place of publication: Name of publisher, Year of publication), page number.

SUBSEQUENT REFERENCE

Author Surname et al. , Title of Book - in italics and shortened if more than 4 words, page number.

BIBLIOGRAPHY

Author Surname, Author Name, Author Name Surname, Author Name Surname and Author Name Surname. Title of Book - in italics. Number ed. Place of publication: Name of Publisher, Year of publication.

Example:

First reference

11. David Besanko et al. *Economics of Strategy*, 3rd ed. (New York: J. Wiley, 2003), 23.

Subsequent reference

13. Besanko et al. , *Economics of Strategy*, 37

Bibliography

Besanko, David, David Dranove, Mark Shanley, and Scott Schaefer. *Economics of Strategy*. 3rd ed. New York: J. Wiley, 2003.

Note: All authors' names are reproduced in full

ONE VOLUME OF A MULTI-VOLUME WORK

Example:

First reference

9. J. William Pfeiffer, ed. , *Theories and Models in Applied Behavioural Science*, vol. 4, Organizational (San Diego: Pfeiffer, 1991), 34.

Subsequent reference

11. Pfeiffer, *Theories and Models: Organizational*, 42.

Bibliography

Pfeiffer, J. William. *Theories and Models in Applied Behavioural Science*. Vol. 4, Organizational. San Diego: Pfeiffer, 1991.

AN EDITED BOOK

ELEMENTS OF THE CITATION: FIRST REFERENCE

Editor Name Surname, ed. , Title of Book - in italics (Place of publication: Name of Publisher, Year of publication), page number.

SUBSEQUENT REFERENCE

Editor surname, Title of Book - in italics and shortened if more than 4 words, page number.

BIBLIOGRAPHY

Editor Surname, Editor Name, ed. Title of Book - in italics. Place of publication: Name of Publisher, Year of publication.

Example:

First reference

1. Margit Misangyi Watts, ed. , *Technology: Taking the Distance out of Learning* (San Francisco: Jossey-Bass, 2003), 73.

Subsequent reference

4. Watts, *Technology*, 96.

Bibliography

Watts, Margit Misangyi, ed. *Technology: Taking the Distance out of Learning*. San Francisco: Jossey-Bass, 2003.

A BOOK WITH NO AUTHOR GIVEN

ELEMENTS OF THE CITATION: FIRST REFERENCE

Title of Book - in italics, number ed. (Place of publication: Name of Publisher, Year of publication), page number.

SUBSEQUENT REFERENCE

Title of Book - in italics and shortened, page number.

BIBLIOGRAPHY

Title of Book - in italics. Number ed. Place of publication: Name of Publisher, Year of publication.

.....▶

▶.....

Example:

First reference

16. *Style Manual for Authors, Editors and Printers*, 5th ed. (Canberra: Australian Government Publishing Service, 1996), sec. 9.57.

Subsequent reference

20. *Style Manual*, sec. 9.59.

Bibliography

Style Manual for Authors, Editors and Printers, 5th ed. Canberra: Australian Government Publishing Service, 1996.

A BOOK OR WORK BY AN ASSOCIATION OR INSTITUTION

ELEMENTS OF THE CITATION: FIRST REFERENCE

Name of Organisation, Title of Book - in italics, number ed. (Place of publication: Name of Publisher, Year of publication), page number.

SUBSEQUENT REFERENCE

Name of Organisation - shortened if appropriate, Title of Book - in italics and shortened, page number.

BIBLIOGRAPHY

Name of Organisation. Title of Book - in italics. Number ed. Place of publication: Name of Publisher, Year of publication.

Example:

First reference

21. National Gallery of Australia, *The Eye of the Storm: Eight Contemporary Indigenous Artists*, 2nd ed. (Canberra: National Gallery of Australia, 1997), 15.

Subsequent reference

27. National Gallery of Australia, *The Eye of the Storm*, 19.

Bibliography

National Gallery of Australia. *The Eye of the Storm: Eight Contemporary Indigenous Artists*, 2nd ed. Canberra: National Gallery of Australia, 1997.

INDIRECT CITATIONS - CITATIONS FROM A SECONDARY SOURCE

These occur when you choose to cite the work of an author using a reference/citation made by another author i.e. you do not examine the original work. Details of both the original and secondary source must be listed.

Example:

Secondary sources cited in your notes

1. Sheila Allen, "Some Theoretical Problems in the Study of Youth," *Sociological Review* 16, no. 3 (1968): 1, quoted in Johanna Wyn and Rob White, *Rethinking Youth* (St Leonards, N.S.W.: Allen & Unwin, 1997), 8.

Bibliography

Allen, Sheila. "Some Theoretical Problems in the Study of Youth." *Sociological Review* 16, no. 3 (1968): 1. Quoted in Johanna Wyn and Rob White. *Rethinking Youth*. St Leonards N.S.W. : Allen & Unwin, 1997, 8.

WORKS BY THE SAME FIRST AUTHORS, PUBLISHED IN THE SAME YEAR

Single author entries come first in the bibliography

Example:

Robbins, Stephen. P. *Organizational Behaviour*. 11th ed. Upper Saddle River, N.J. : Prentice Hall, 2004.

Robbins, Stephen P. and David A. DeCenzo. *Fundamentals of Management: Essential Concepts and Applications*. 5th ed. Upper Saddle River, N.J. : Prentice Hall, 2004.

WORKS BY THE SAME FIRST AUTHORS, PUBLISHED IN THE SAME YEAR

Single author entries come first in the bibliography

Example:

Robbins, Stephen. P. Organizational Behaviour. 11th ed. Upper Saddle River, N.J. : Prentice Hall, 2004.

Robbins, Stephen P. and David A. DeCenzo. Fundamentals of Management: Essential Concepts and Applications. 5th ed. Upper Saddle River, N.J. : Prentice Hall, 2004.

CITING MORE THAN ONE AUTHOR AT ONE POINT IN THE TEXT

Several citations can be included in a single footnote, separated by a semi-colon.

Example:

Multiple references cited in your notes

1. *Zygmunt Bauman, Globalization and Culture (Oxford: Polity Press, 1999), 6;* *John Tomlinson Globalization: The Human Consequences (London: Routledge, 1999), 11.*

Multiple references cited in your bibliography (Create separate entries).

Bauman, Zygmunt. Globalization and Culture. Oxford: Polity Press, 1999.

Tomlinson, John. Globalization: The Human Consequences. London: Routledge, 1999.

WORKS BY THE SAME AUTHOR, PUBLISHED IN THE SAME YEAR

In your bibliography, order these works alphabetically according to the title of the work. Ignore any initial "The", "A" or "An" in the title. A dash replaces the repeated author name

Example:

Blainey, Geoffrey. Black Kettle and Full Moon: Daily Life in a Vanished Australia. Camberwell, Victoria: Penguin/Viking, 2003.

----. The Rush the Never Ended: A History of Australian Mining. 5th ed. Carlton, Victoria: Melbourne University Press, 2003.

ELECTRONIC BOOKS

ELEMENTS OF THE CITATION: FIRST REFERENCE

Author Name Surname and Author Name Surname, Title of Book - in italics (Place of publication: Name of Publisher, Year of publication), URL (date of access).

SUBSEQUENT REFERENCE

Author Surname and Author Surname, Title of Book - in italics and shortened if more than 4 words.

BIBLIOGRAPHY

Author Surname, Author Name and Author Name Surname. Title of Book - in italics. Place of publication: Name of Publisher, Year of publication. URL (date of access)

.....▶



Example:

First reference

1. Philip B. Kurland and Ralph Lerner, *The Founders' Constitution* (Chicago: University of Chicago Press, 1987), <<http://press-pubs.uchicago.edu/founders/>> (accessed June 27, 2006).

Subsequent reference

5. Kurland and Lerner, *The founders' Constitution*.

Bibliography

Kurland, Philip B., and Ralph Lerner. *The Founders' Constitution*. Chicago: University of Chicago Press, 1987. <<http://press-pubs.uchicago.edu/founders/>> (accessed 2 June 2001).

BOOK CHAPTERS

A CHAPTER IN A BOOK

ELEMENTS OF THE CITATION: FIRST REFERENCE

Author Name Surname and Author Name Surname, "Title of Chapter," in Title of Book - in italics (Place of publication: Name of Publisher, Year of publication), page number.

SUBSEQUENT REFERENCE

Author Surname and Author Surname, "Title of Chapter - shortened," page number.

BIBLIOGRAPHY

Author Surname, Author name and Author Name Surname. "Title of Chapter." In Title of Book - in italics. Place of publication: Name of Publisher, Year of publication.



Example:

First reference

1. Johanna Wyn and Rob White, "The Concept of Youth," in *Rethinking Youth* (Sydney: Allen and Unwin, 1997), 11.

Subsequent reference

4. Wyn and White, "The Concept of Youth," 17.

Bibliography

Wyn, Johanna and Rob White. "The Concept of Youth." In *Rethinking Youth*. Sydney: Allen and Unwin, 1997.

A CHAPTER IN AN EDITED BOOK

ELEMENTS OF THE CITATION: FIRST REFERENCE

Author of chapter - Name Surname, "Title of Chapter," in Title of Book - in italics, ed. Editor Name Surname, page number (Place of publication: Name of Publisher, Year of publication).

SUBSEQUENT REFERENCE

Author of chapter Surname, "Title of Chapter - shortened," page number.

BIBLIOGRAPHY

Author of chapter Surname, Name. "Title of Chapter." In Title of Book - in italics, edited by Editor Name Surname. Place of publication: Name of Publisher, Year of publication.



Example:

First reference

3. Barry M. Maid, "No Magic Answer," in *Technology: Taking the Distance out of Learning*, ed. Margit Mesangyi Watts, 21 (San Francisco: Jossey-Bass, 2003).

Note: The page reference is inserted before the publishing details.

Subsequent reference

6. Maid, "No Magic Answer," 24.

Bibliography

Maid, Barry M. "No Magic Answer." In *Technology: Taking the Distance out of Learning*, edited by Margit Mesangyi Watts. San Francisco: Jossey-Bass, 2003.

JOURNAL ARTICLES

PRINT VERSION

ELEMENTS OF THE CITATION: FIRST REFERENCE

Author Name Surname and Author Name Surname, "Title of Article - in double quotation marks," Title of Journal - in italics volume number, no. issue number (Year of publication): page number.

SUBSEQUENT REFERENCE

Author surname, "Shortened title," page number.



BIBLIOGRAPHY

Author Surname, Name and Author Name Surname. "Title of Article - in double quotation marks." Title of Journal - in italics Volume number, no. issue number (Year of publication): page range of article





Example:

First reference

1. Mihir Parikh and Sameer Verma, "Utilizing Internet Technologies to Support Learning: An Empirical Analysis," *International Journal of Information Management* 22, no. 1 (2002): 31.

Subsequent reference

5. Parikh and Verma, "Utilizing Internet Technologies," 43.

Bibliography

Parikh, Mihir and Sameer Verma. "Utilizing Internet Technologies to Support Learning: An Empirical analysis." *International Journal of Information Management* 22, no. 1 (2002): 27-46.

**ACCESSED FROM A DATABASE
IN THE SAME FORMAT AS THE
ORIGINAL (PDF)**

Example:

First reference

5. Jeff Bennett, "Environmental Values and Water Policy," *Australian Geographical Studies* 41, no. 3 (2003): 239; <<http://www.catchword.com/>> (accessed 2 June 2001).

Subsequent reference - shortened format

7. Bennett, "Environmental Values," 247.

Bibliography

Bennett, Jeff. "Environmental Values and Water Policy." *Australian Geographical Studies* 41, no. 3 (2003): 237-250. <<http://www.catchword.com/>> (accessed 2 June 2001).

Note: Provide the URL of the main entrance to the database service. An access date may be added in parentheses at the end of the citation.

**ACCESSED FROM A WEBSITE
IN THE SAME FORMAT AS THE
ORIGINAL (PDF)**

Example:

First reference

9. Tim Sprod, "Philosophy, Young People and Well-being," *Youth Studies Australia* 18, no. 2 (1999): 13; <http://www.acys.utas.edu.au/ysa/articles/ysa_pdfs/ysa-v18n2pp12-16.pdf> (accessed 2 June 2001).

Subsequent reference

11. Sprod, "Philosophy, Young People," 15.

Bibliography

Sprod, Tim. "Philosophy, Young People and Well-being." *Youth Studies Australia* 18, no. 2 (1999): 12-16. <http://www.acys.utas.edu.au/ysa/articles/ysa_pdfs/ysa-v18n2pp12-16.pdf> (accessed June 2001).

**ACCESSED FROM A WEBSITE
IN A FORMAT DIFFERENT
FROM THE PRINT VERSION
(HTML) - MAY NOT GIVE PAGE
NUMBERS, OR PAGE RANGE**

Example:

First reference

15. Deborah Valentine, "Access to Higher Education: A Challenge to Social Work Educators," *Journal of Social Work Education* 40, no. 2 (2004), under "Effects



▶.....
and Consequences"; <<http://www.cswe.org/publications/jswe/04-2editorial.htm>> (accessed 2 June 2001).

Note: As individual page numbers are not available, a subheading can be used as a locator within the article.

Subsequent reference

18. Valentine, "Access to Higher Education."

Bibliography

Valentine, Deborah. "Access to Higher Education: A Challenge to Social Work Educators." *Journal of Social Work Education* 40, no.2 (2004). <<http://www.cswe.org/publications/jswe/04-2editorial.htm>> (accessed 2 June 2001).

**ACCESSED FROM A
SITE WHICH PROVIDES
AN ELECTRONIC - ONLY
VERSION OF A JOURNAL**

Example:

First reference

9. Monica Keneley, "The Dying Town Syndrome: A Survey of Urban Development in the Western District of Victoria 1830 - 1930," *Electronic Journal of Australian and New Zealand History* (2004), under "Urban decline 1921 - 1931"; <<http://www.jcu.edu.au/aff/history/articles/keneley3.htm>> (accessed 2 June 2001).

Note: as individual page numbers are not available, a subheading can be used as a locator within the article.

.....▶

▶.....
Subsequent reference

13. Keneley, "The Dying Town Syndrome."

Bibliography

Keneley, Monica. "The Dying Town Syndrome: A Survey of Urban Development in the Western District of Victoria 1830 - 1930." *Electronic Journal of Australian and New Zealand History* (2004). <<http://www.jcu.edu.au/aff/history/articles/keneley3.htm>> (accessed 2 June 2001).

ARTICLES BY THE SAME FIRST AUTHOR

Single author entries come first in the bibliography

Example:

Bessant, Judith. "The Question of Public Trust and the Schooling System." *Australian Journal of Education* 45, no. 2 (2001): 207-226.

Bessant, Judith and Ruth Webber. "Policy and the Youth Sector: Youth Peaks and Why We Need Them." *Youth Studies Australia* 20, no. 1 (2001): 43-47.

ARTICLES BY THE SAME AUTHOR

Titles by the same author are normally listed alphabetically

Example:

Scutt, Jocelyne A. "Future Access - Discrimination and the Disability Discrimination Act," *Access* 5, no.3 (2003): 6-10.

Scutt, Jocelyne A. "Without Precedent: Sex/ gender Discrimination in the High Court." *Alternative Law Journal* 28, no. 2 (2003): 74-77.

NEWSPAPER ARTICLES

AUTHOR KNOWN

ELEMENTS OF THE CITATION: FIRST REFERENCE

Author Name Surname, "Title of Article," *Newspaper name* - in italics (City of publication), Month day, Year of publication, edition number.

BIBLIOGRAPHY

Author Surname, Name. "Title of Article." *Newspaper name* - in italics (City of publication), Month day, Year of publication, edition number.

Example:

First reference

1. Stephen Cauchi, "World's Green Markers on the Brink," *Age* (Melbourne), October 16, 2004, first edition.

Subsequent reference

4. Cauchi, "World's Green Markers".

Note: Because there may be several editions of the paper on one day, with items moved or eliminated, page numbers are best omitted. Adding the name of the newspaper section, and the edition, may be useful.

Bibliography

Cauchi, Stephen. "World's Green Markers on the Brink." *Age* (Melbourne), October 16, 2004, first edition.

Notes: An initial "The" in the newspaper title is omitted. Unless it is obvious from the newspaper name, the city of publication should be added, in brackets, after the newspaper title, e.g. *Age* (Melbourne).

UNSIGNED ARTICLES

Unsigned articles can be cited directly in the text, (in brackets), or cited briefly in a note. They are not normally included in the bibliography.

Example:

5. *Courier Mail* (Brisbane), December 3, 2004.

NEWSPAPER ARTICLE ACCESSED FROM A DATABASE - FORMAT NOT IDENTICAL TO ORIGINAL

Include the URL of the main entrance of the database service, as well as edition and section details.

Example:

6. Henry Gee, "A Breed Apart," *Age* (Melbourne), October 29, 2004, first edition, A3. <<http://global.factiva.com>> (accessed 2 June 2001).

Bibliography

Gee, Henry. "A Breed Apart." *Age* (Melbourne). October 29, 2004, first edition, A3. <<http://global.factiva.com>> (accessed 2 June 2001).

STATUTES OR LAWS

Statutes are published in several different sources, and the particular source must be specified. Statutes may be included in the bibliography, but they are often cited only in notes. Be consistent.

PUBLIC LAWS

Statutes are first published separately, being referred to as slip laws or public laws.

Example:

First Reference. *Include page reference(s) if appropriate.*

35. *Border Smog Reduction Act of 1998, Public Law 286, 105th Cong., 1st sess., (27 October 1998), 3.*

Bibliography

Border Smog Reduction Act of 1998. Public Law 286. 105th Cong., 1st sess., 27 October 1998.

STATUTES AT LARGE

After individual publication, laws are collected in bound volumes entitled United States Statutes at Large.

Example:

First Reference. *Include specific page reference(s) if appropriate.*

48. *Anti-Drug Abuse Act of 1988, U.S. Statutes at Large 102 (1989): 4194, 4227.*

Bibliography

Anti-Drug Abuse Act of 1988. U.S. Statutes at Large 102 (1989): 4181-4545.

CONFERENCE PAPERS

PUBLISHED PAPER

ELEMENTS OF THE CITATION: FIRST REFERENCE

Author Name Surname, "Title of Paper," in Conference Proceedings name - in italics (Place of publication: Name of Publisher, Year of publication), page number.

SUBSEQUENT REFERENCE

Author Surname, "Title of Paper - shortened," page number.

BIBLIOGRAPHY

Author Surname, Name. "Title of Paper." In Conference Proceedings name - in italics. Place of publication: Name of Publisher, Year of publication.

Example:

First reference

1. Mick Common, "The Role of Economics in Natural Heritage Decision Making," in *Heritage Economics: Challenges for Heritage Conservation and Sustainable Development in the 21st Century: Proceedings of the International Society for Ecological Economics Conference, Canberra, 4 July 2000* (Canberra: Australian Heritage Commission, 2001), 22.

Subsequent reference

4. Common, "Role of Economics," 25.

Bibliography

Common, Mick. "The Role of Economics in Natural Heritage Decision Making." In *Heritage Economics: Challenges for Heritage Conservation and Sustainable Development*



.....
in the 21st Century: Proceedings of the International Society for Ecological Economics Conference, Canberra, 4 July 2000. Canberra: Australian Heritage Commission, 2001.

UNPUBLISHED PAPER

Example:

6. Anna Byas, "Family Law: Old Shadows and New Directions" (paper presented to the 8th Australian Institute of Family Studies Conference, Melbourne, February 12-14, 2003).

Bibliography

Byas, Anna. "Family Law: Old Shadows and New Directions." Paper presented to the 8th Australian Institute of Family Studies Conference, Melbourne, February 12-14, 2003.



ENCYCLOPEDIA AND DICTIONARIES

Example in footnote:

1. *Encyclopedia Britannica*, 15th ed. , s.v. "Salvation."
Other reference works may be listed with their publication details

Example in footnote:

1. *International encyclopedia of business and management*, 2nd ed., ed. Malcolm Warner (London: Thomson Learning, 2002), s.v. "Educational Marketing."

References to well-known encyclopedia and dictionaries are normally cited in notes, and not in the bibliography.

- Omit the details of publication, but specify the edition, if it is not the first.
- References to an alphabetically arranged work do not cite the volume or page number. Instead they cite the item, preceded by s.v. (Latin = "under the word").

THESES OR DISSERTATIONS

PRINT VERSION

ELEMENTS OF THE CITATION: FIRST REFERENCE

Author Name Surname, "Title of Thesis" (Award/type of thesis, Name of academic institution under whose auspices study was taken, Year of preparation), page number.

SUBSEQUENT REFERENCE

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BIBLIOGRAPHY

Author Surname, Name. "Title of Thesis." Award/type of thesis, Name of academic institution, Year of preparation.

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Example:

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1. Maritza Ivonne Byrne, "Self-talk and Test Anxiety" (PhD thesis, Monash University, Melbourne, 1996), 7.

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5. Byrne, "Self-talk," 10.

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Byrne, Maritza Ivonne "Self-talk and Test Anxiety." PhD thesis, Monash University, Melbourne, 1996.

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Example:

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1. Timothy Robert Kurz, "A Psychology of Environmentally Sustainable Behaviour" (PhD thesis, Murdoch University, Perth, 2003), 9; <<http://www.lib.murdoch.edu.au/adt/browse/view/adt-MU20040428.152013>> (accessed 2 June 2001).

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5. Kurz, "Psychology," 13.



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WEB DOCUMENTS

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1. Therapeutic Goods Administration, "Recalls & Alerts," Department of Health and Ageing, Canberra; <<http://www.tga.gov.au/recalls/index.htm>> (accessed December 13, 2004).



Notes: The access date is included if the site is likely to have substantive updates, or includes information which may be time-sensitive, e.g. medical or legal advice.

Site content is best referred to in notes, and a bibliographic entry need not be made.

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Therapeutic Goods Administration. "Recalls & alerts." Department of Health and Ageing. Canberra. <<http://www.tga.gov.au/>> (accessed 2 June 2001).

WEBSITE DOCUMENTS

ELEMENTS OF THE CITATION: FIRST REFERENCE

Author Name Surname, "Title of Document / page," Owner of site; <URL> (date of access).

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Example:

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Bruce McGregor, "History of Creek Activism," Friends of Merri Creek; <<http://home.vicnet.net.au/~fomc/>> (accessed December 12, 2004).

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FORUM OR CONFERENCE POSTING

Example:

First reference

9. William Jensen, "Re: Question About Grading Essays," 17 April 2000; <<http://tychousa.umuc.edu/BMGT110/5218/class.nsf/conference/value.htm>> (accessed 2 June 2001).

Note: Use of the source material in the body of the essay should clarify the nature of the source.

Bibliography

Postings not accessible to the public are generally not included in the bibliography. Public postings may be included.

E-MAILS

Example:

First reference

9. Peter Johnson, email to author, 3 October 2000.

Bibliography

Following Chicago style for personal communications, email is generally not listed in the bibliography

EXAMPLE FOOTNOTES NOTES AND BIBLIOGRAPHY

THIS IS WHAT YOUR FOOTNOTES SHOULD LOOK LIKE

(positioned at the bottom of the page)

1. Lawrence D. Longley and Neal R. Peirce, *The Electoral College Primer 2000* (New Haven: Yale University Press, 1999).
2. Office of Federal Register, "A Procedural Guide to the Electoral College," Electoral College Homepage; <<http://www.nara.gov/fedreg/elctcoll/proced.html>> (2 January 2002).
3. Avagara, EC: The Electoral College Webzine (1999); <avagara.com/e_c/> (2 January 2002).

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Longley, Lawrence D., and Neal R. Peirce, *The Electoral College Primer 2000*. New Haven: Yale University Press, 1999.

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Gregg, Gary. "Keep the College." *National Review Online* (7 November 2001), LexisNexis. <<http://www.lexis-nexis.com/universe>> (3 January 2002).