



Capstone Editing's *Quick* Guide to Chicago Author-Date Referencing

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CAPSTONE EDITING'S QUICK GUIDE TO CHICAGO AUTHOR-DATE REFERENCING

The Chicago Manual of Style (University of Chicago Press 2010; henceforth *CMOS*) provides guidelines for two systems of referencing: the notes and bibliography system, which is widely used in the humanities, and the author-date system, which is popular in the physical, natural and social sciences.

This guide covers the Chicago author-date system, which identifies a source of information by the family name(s) of its author(s) and the year of publication in the body of the text (rather than in a footnote or endnote). This enables readers to locate the full details of the source in the reference list at the end of the document in which it was cited.

This guide has been developed by Capstone Editing as a resource for students and academics. It is organised as follows:

1. [Quick Chicago Author-Date Citation Table](#)
2. [Chicago Reference List: Formatting](#)
3. [Further Reading](#)

The Quick Chicago Author-Date Citation Table demonstrates how a specific source should be cited in the text and in the reference list. Section 2 provides detailed formatting guidelines and a sample reference list. Please consult the resources listed in Section 3 for further details and less common examples that are not included here.

All guidelines and examples are based on information in *CMOS* and *The Chicago Manual of Style Online* website (www.chicagomanualofstyle.org; henceforth *CMOS Online*). Note that Chicago provides comprehensive guidelines and examples for its notes and bibliography system (*CMOS*, chap. 14), with general guidelines for how they can be modified for its author-date system (*CMOS*, chap. 15). We have adapted many examples in this guide accordingly, citing the original *CMOS* chapter (chap.) and section (sec.) numbers for ease of reference.

Note: In this guide, minor modifications (e.g. to punctuation and date format) have been made to the original Chicago author-date referencing system to make it suitable for those writing in British/Australian English. If you are writing in American English—for an American journal or a university in the United States, for example—please refer to the corresponding CMOS chapters and sections.

1. QUICK CHICAGO AUTHOR-DATE CITATION TABLE

This table lists the most commonly cited types of sources. For further examples, please refer to the sources listed in Section 3 of this guide. If you cannot find an example to match the work you wish to cite, follow the format of the example that is most similar to the work. When in doubt, Chicago advises that you provide more information rather than less.

In each example, note the order of elements, the use of capital and/or lowercase letters, and the punctuation (e.g. the placement of commas and full stops, and the use of parentheses or square brackets).

TYPE OF SOURCE	IN-TEXT CITATION	REFERENCE LIST ENTRY
Books		
One author	... (Hayes 2006). Hayes (2006) suggests ...	Hayes, Denis. 2006. <i>Primary Education: The Key Concepts</i> . London: Routledge. <ul style="list-style-type: none"> If the city of publication is not well known, the abbreviation of the state should be indicated if it is in the US (e.g. Lanham, MD) or Australia (e.g. Milton, QLD). Otherwise, indicate the country (e.g. Hamilton, New Zealand).
Two authors	... (Faire and Cosgrove 1988). According to Faire and Cosgrove (1988), ...	Faire, John, and Mark Cosgrove. 1988. <i>Teaching Primary Science</i> . Hamilton, New Zealand: Waikato Education Centre.
Three authors	... (Littledyke, Ross and Lakin 2000). Littledyke, Ross and Lakin (2000) state ...	Littledyke, Michael, Keith Ross and Liz Lakin. 2000. <i>Science Knowledge and the Environment: A Guide for Students and Teachers in Primary Education</i> . London: Fulton.
Four to ten authors	... (Goos et al. 2016). Goos et al. (2000) state ...	Goos, Merrilyn, Colleen Vale, Gloria Stillman, Katie Makar, Sandra Herbert and Vince Geiger. 2016. <i>Teaching Secondary School Mathematics: Research and Practice for the 21st Century</i> . Sydney: Allen & Unwin.
More than ten authors	... (Churchill et al. 2011). Churchill et al. (2011) note ...	Churchill, Rick, Peter Ferguson, Sally Godinho, Nicola F. Johnson, Amanda Keddie, Will Letts, Jenny Mackay et al. 2011. <i>Teaching: Making a Difference</i> . Milton, QLD: John Wiley & Sons. <ul style="list-style-type: none"> For works with more than ten authors, list the first seven authors' names followed by et al.

TYPE OF SOURCE	IN-TEXT CITATION	REFERENCE LIST ENTRY
Anonymous author	... ([Salter?] 2011).	<p>[Salter, Mark?]. 2011. <i>O: A Presidential Novel</i>. New York: Simon & Schuster.</p> <ul style="list-style-type: none"> • Avoid the use of the word 'Anonymous' in place of the author where possible (<i>CMOS</i>, sec. 14.79). • If the authorship is known but not indicated on the title page, provide the author's name in square brackets (<i>CMOS</i>, sec. 15.32). • If the authorship can only be guessed at, use a question mark after the name (<i>CMOS</i>, sec. 15.33). • If the authorship is completely unknown, follow the format for a book with editor(s) in place of author(s). If there is no editor, you can use the name of the compiler(s) or translator(s). Alternatively, you can list the title of the work first, followed by the year (see <i>CMOS</i>, sec. 14.79). • Guidelines for the presentation of anonymous newspaper and magazine articles differ; see below.
Edition other than the first	<p>... (Dupuis and Gordon 2010).</p> <p>Dupuis and Gordon (2010) mention ...</p>	<p>Dupuis, Adrian M., and Robin L. Gordon. 2010. <i>Philosophy of Education in Historical Perspective</i>. 3rd ed. Lanham, MD: University Press of America.</p> <ul style="list-style-type: none"> • Do not format ordinals as superscript (i.e. not 3rd ed.).
Revised edition	<p>... (Wragg 2001).</p> <p>Wragg (2001) indicates ...</p>	<p>Wragg, Edward C. 2001. <i>Assessment and Learning in the Primary School</i>. Rev. ed. London: Routledge. First published 1997 by Psychology Press.</p> <ul style="list-style-type: none"> • When a work has been 'revised' or 'revised and enlarged' with no number, use the abbreviation 'Rev. ed.' (<i>CMOS</i>, sec. 14.118). • Only include the original publication details (e.g. First published 1997 by Psychology Press) if they are relevant (<i>CMOS</i>, sec. 14.119).
Book with editor(s) in place of author(s)	<p>... (Cohen and Cohen 1986).</p> <p>In a book edited by Cohen and Cohen (1986), ...</p> <ul style="list-style-type: none"> • Do not indicate 'ed.' or 'eds.' in the in-text citation (<i>CMOS</i>, sec. 15.35). 	<p>Cohen, Alan, and Louis Cohen, eds. 1986. <i>Primary Education: A Sourcebook for Teachers</i>. London: Chapman.</p> <ul style="list-style-type: none"> • Follow the general format for books, but indicate the editor (ed.) or editors (eds.) instead of the author. • This format can also be used to indicate the compiler (comp.), compilers (comps.) or translator/translators (trans.) (<i>CMOS</i>, sec. 15.35).

TYPE OF SOURCE	IN-TEXT CITATION	REFERENCE LIST ENTRY
Book with author(s) and editor(s)	<p>... (Dickens [1861] 2008).</p> <p>In Dickens's ([1861] 2008) famous novel <i>Great Expectations</i>, ...</p>	<p>Dickens, Charles. (1861) 2008. <i>Great Expectations</i>. Edited by Margaret Cardwell and Robert Douglas-Fairhurst. Reprint, Oxford: Oxford University Press.</p> <ul style="list-style-type: none"> • This format can also be used to indicate the compiler (Compiled by ...) or translator/translators (Translated by ...). More than one role can be listed (e.g. Edited by ... Translated by ...). To indicate multiple roles performed by one person, modify the phrasing (e.g. Edited and translated by ...) (<i>CMOS</i>, sec. 14.88).
Chapter in an edited book (i.e. chapter in a multi-authored book)	<p>... (Hewett 1999).</p> <p>As noted by Hewett (1999), ...</p>	<p>Hewett, Philip. 1999. 'The Role of Target Setting in School Improvement'. In <i>Assessment in Action in the Primary School</i>, edited by Colin Conner, 71–83. London: Falmer Press.</p> <ul style="list-style-type: none"> • The editor's family name is listed after their given name because the family name is not used to order the entry alphabetically. • If there are two editors use 'and' between the names. • Chicago has detailed guidelines on the abbreviation of page ranges (see <i>CMOS</i>, sec. 9.60). • If you are citing many chapters from an edited book, you can shorten the citation as long as the book itself is cited in full in the reference list (<i>CMOS</i>, sec. 15.37). For example, if Hewett's chapter is one of five chapters cited from Conner's book, the two works would be listed alphabetically as follows: <p>Conner, Colin, ed. 1999. <i>Assessment in Action in the Primary School</i>. London: Falmer Press.</p> <p>Hewett, Philip. 1999. 'The Role of Target Setting in School Improvement'. In Conner 1999, 71–83.</p>
A multi-volume work (cited as a whole)	<p>... (Grant and Chapman 2008, 2:38).</p> <p>In a series edited by Grant and Chapman (2008, 2:38), ...</p> <ul style="list-style-type: none"> • If individual volumes are not listed in the reference list, indicate the volume number with any page references (e.g. page 38 of volume 2 is presented as 2:38). 	<p>Grant, Carl A., and Thandeka K. Chapman, eds. 2008. <i>History of Multicultural Education</i>. 6 vols. New York: Routledge.</p> <ul style="list-style-type: none"> • If volumes are published in different years, indicate the year range instead of a single year of publication (e.g. 1999–2001, 2000–2008, 2002–6 or 2012–14), following Chicago's guidelines on the abbreviation of year ranges (see <i>CMOS</i>, sec. 9.60, 9.63).

TYPE OF SOURCE	IN-TEXT CITATION	REFERENCE LIST ENTRY
One volume in a multi-volume work	<p>... (Davey 1981).</p> <p>In a volume edited by Davey (1981), ...</p>	<p>Davey, William G., ed. 1981. <i>A Case Method Approach</i>. Vol. 2 of <i>Intercultural Theory and Practice</i>. Washington, DC: Society for Intercultural Education, Training and Research, 1981–84.</p> <ul style="list-style-type: none"> • Provide the year of publication of the individual volume listed, as well as the date range for the multi-volume collection (CMOS, sec. 15.39). If the collection is not yet complete, use an en rule, followed by a full stop, after the first date (e.g. 1981–). • Use Arabic numerals for volume numbers even if Roman numerals are used in the original source (e.g. use 'Vol. 3' instead of 'Vol. III'; CMOS, sec. 14.111).
Anthology, collected works or complete works	<p>... (Huxley 1969).</p> <p>In an anthology of short works by Aldous Huxley (1969) ...</p>	<p>Huxley, Aldous. 1969. <i>Great Short Works of Aldous Huxley</i>. Edited by Bernard Bergonzi. New York: Harper & Row.</p> <ul style="list-style-type: none"> • Indicate the author's name first; other roles, such as the editor(s), compiler(s) or translator(s), should be indicated after the title (see, e.g. CMOS, sec. 14.122).
An entire work reprinted or republished in full	<p>... (Shaw [1916] 2004).</p> <p>In Shaw's ([1916] 2004) play <i>Pygmalion</i>, ...</p> <ul style="list-style-type: none"> • Indicate the original publication year first in square brackets. 	<p>Shaw, George Bernard. (1916) 2004. <i>Pygmalion</i>. In <i>Pygmalion and Three Other Plays</i>, 555–716. Reprint, New York: Barnes & Noble Books.</p> <ul style="list-style-type: none"> • Give the original publication year in parentheses after the author's name. Use this year to order the work chronologically in in-text citations and in the reference list (CMOS, sec. 15.38). • Indicate the editor(s), compiler(s) or translator(s), if any, after the title. • Note that the title of a play should be italicised like that of a book.
Part of a work reprinted from another source (e.g. an extract from an anthology or journal)	<p>... (Newton 1999).</p> <p>According to Newton (1999) ...</p>	<p>Newton, W. 1999. 'Return to Mars'. In <i>Space Exploration</i>, edited by Christopher Mari, 32–41. New York: Wilson. First published August 1998 in <i>National Geographic</i>, 2–26.</p> <ul style="list-style-type: none"> • If the original publication details are not important to your discussion, indicate them at the end of the entry (CMOS, sec. 14.119, 15.38). If the original publication year is important, indicate it in parentheses after the author's name, following the format for an entire work reprinted or republished in full.

TYPE OF SOURCE	IN-TEXT CITATION	REFERENCE LIST ENTRY
E-book, electronic version of print book	<p>... (Garber 2002). Garber (2002) explains ...</p> <ul style="list-style-type: none"> • If there are no page numbers, cite the chapter number, section heading and paragraph number instead (e.g. chap. 1, under 'Results', para. 7). 	<p>Garber, Steven Daniel. 2007. <i>Biology: A Self-Teaching Guide</i>. 2nd ed. Hoboken, NJ: John Wiley & Sons. Kindle edition.</p> <ul style="list-style-type: none"> • Follow the format for a printed book. In addition, at the end of the entry, indicate the electronic version consulted, such as 'PDF e-book' or 'Microsoft Reader e-book' (CMOS, 14.166). • Check the publication year carefully, as it could differ from that of the printed version of the same book. The printed version of the example above was published in 2002.
Book consulted online	<p>... (Mann 1855). Mann (1855) states ...</p>	<p>Mann, Horace. 1855. <i>Lectures on Education</i>. Boston: Ide & Dutton. http://www.books.google.com.</p> <ul style="list-style-type: none"> • Follow the format for a printed book. In addition, at the end of the entry, indicate the DOI if available; if not, indicate the URL (CMOS, sec. 14.5, 14.6, 14.167). The DOI or URL should be followed by a full stop. • Chicago does not offer specific guidelines for URLs of online books, but we recommend that you follow their guidelines for online journal articles (CMOS, sec. 14.184; CMOS Online, 'Forum') and provide a stable URL (e.g. the home page of the online library) in place of the full URL in your browser bar. The following full URL of the above example is long and could move or disappear altogether in future: https://books.google.com/hk/books?id=GPpEAAAIAAJ&pg=PA5&dq=editions:X0n0N_9gduUC&source=gbs_selected_pages&cad=2#v=onepage&q&f=false

TYPE OF SOURCE	IN-TEXT CITATION	REFERENCE LIST ENTRY
Sacred works (e.g. Bible, Qur'an) and classical works (e.g. ancient Greek or Roman text)	<p><i>First citation:</i> ... (1 Cor. 13:1 Revised Standard Version). In 1 Cor. 13:1 (Revised Standard Version), ...</p> <p><i>Subsequent citations:</i> ... (1 Cor. 13:2 RSV). In 1 Cor. 13:2 (RSV) ...</p> <ul style="list-style-type: none"> • For biblical references, indicate the version you are referring to because books and numbering can differ between versions (CMOS, sec. 14.254). The version can be abbreviated in subsequent citations. • For classical works, indicate the edition and translation used in the first citation (CMOS, sec. 14.260). If you refer to several editions of the same work, indicate the edition (or an abbreviation) with each citation. • For sacred works, refer to the book, chapter and verse numbers (CMOS, sec. 14.253, 14.255). For classical works, refer to the book, section and line numbers. Indicate page numbers only if you are referring to additional information provided by a modern author (CMOS, sec. 14.256–14.257). 	<ul style="list-style-type: none"> • For sacred works, reference list entries are generally not required. Instead, give all necessary information in the in-text citation. • For classical works, provide a reference list entry with the full details of publication (e.g. editor, translator and/or publisher). If you refer to several editions of the same work, the edition should accompany each citation, and each edition should be entered in the reference list (CMOS, sec. 14.260).
Non-English book	<p>... (Polleti 1997). In <i>Caminando</i> (Walking), Polleti (1997) highlights ...</p> <ul style="list-style-type: none"> • If you mention the English translation, indicate it within parentheses, not square brackets or quotation marks. 	<p>Polleti, S. 1997. <i>Caminando</i> [Walking]. Barrington, IL: Rigby.</p> <ul style="list-style-type: none"> • Give the title in the language in which the source was read, followed by the English translation in sentence case, without italics or quotation marks, and enclosed in square brackets (CMOS, sec. 14.109). • Capitalise only the first word of the non-English title (and subtitle, if any), as well as any words that would be capitalised in that language (CMOS, sec. 14.107). • If citing a non-English chapter in a non-English edited book, follow the format for a chapter in an edited book (above), but indicate the English translation of the chapter title in square brackets after the chapter title.

TYPE OF SOURCE	IN-TEXT CITATION	REFERENCE LIST ENTRY
Translated book	<p>... (Piaget and Inhelder 1969). Piaget and Inhelder (1969) state ...</p>	<p>Piaget, Jean, and Bärbel Inhelder. 1969. <i>The Psychology of the Child</i>. Translated by Helen Weaver. London: Routledge.</p> <ul style="list-style-type: none"> • Use the English translation of the title and indicate the translator after it (<i>CMOS</i>, sec. 14.88). • The details of the original can be indicated at the end of the entry if you wish to do so (see <i>CMOS</i>, sec. 14.109). For example, the following details could be added to the above example: Originally published in 1966 as <i>La psychologie de l'enfant</i>. Paris: Presses Universitaires de France.
Journal Articles		<ul style="list-style-type: none"> • If the name of a journal begins with 'the', omit it from the reference list (e.g. <i>American Historical Review</i>, <i>Asia-Pacific Education Researcher</i> and <i>British Journal of Sociology</i>). However, do not omit the initial article from the name of a foreign-language journal (<i>CMOS</i>, sec. 8.168, 15.9).
Journal article in print	<p>... (Biesta 2007). Biesta (2007) points out ...</p>	<p>Biesta, Gert. 2007. 'Why "What Works" Won't Work: Evidence-Based Practice and the Democratic Deficit in Educational Research'. <i>Educational Theory</i> 57 (1): 1–22.</p> <ul style="list-style-type: none"> • Use Arabic numerals for volume and issue numbers, even if a journal uses Roman numerals (<i>CMOS</i>, sec. 14.154). • If the journal is paginated by issue (i.e. begins with page 1 in every issue), indicate the volume number after the journal name, followed by the issue number in parentheses. If the journal is paginated by volume, indicate the volume number only; in this case, the issue number is optional, but it is still helpful to include it (<i>CMOS</i>, sec. 14.180, 15.9). Note that there should be no space after the colon if there are no intervening parentheses (<i>CMOS</i>, sec. 14.186). For example: <i>Educational Theory</i> 57:1–22. • If there is only an issue number and no volume number, indicate the issue number with the abbreviation 'no.' and enclose it in commas (<i>CMOS</i>, sec. 15.46). For example: <i>Educational Theory</i>, no. 1, 1–22. • If there is a season or month rather than an issue number, indicate it after the volume number as follows: <i>Educational Theory</i> 57 (Spring): 1–22. Note that seasons are capitalised in the reference list (<i>CMOS</i>, sec. 15.9).

TYPE OF SOURCE	IN-TEXT CITATION	REFERENCE LIST ENTRY
Journal article online, with DOI	<p>... (Oancea and Furlong 2007).</p> <p>Oancea and Furlong (2007) note ...</p>	<p>Oancea, Alis, and John Furlong. 2007. 'Expressions of Excellence and the Assessment of Applied and Practice-Based Research'. <i>Research Papers in Education</i> 22 (2): 119–37. doi:10.1080/02671520701296056.</p> <ul style="list-style-type: none"> • Add a full stop after the DOI. • Chicago does not require access dates for citations of formally published electronic sources (<i>CMOS</i>, sec. 14.7). If an access date is required by your institution or publisher, indicate it immediately before the DOI (<i>CMOS</i>, sec. 14.185). For example: Oancea, Alis, and John Furlong. 2007. 'Expressions of Excellence and the Assessment of Applied and Practice-Based Research'. <i>Research Papers in Education</i> 22 (2): 119–37. Accessed 8 March 2017. doi:10.1080/02671520701296056.
Journal article online, with no DOI	<p>... (Wallin 2007).</p> <p>In Wallin's (2007) study, ...</p>	<p>Wallin, Jason. 2007. 'Between Public and Private: Negotiating the Location of Art Education'. <i>International Journal of Education and the Arts</i> 8 (3). http://www.ijea.org/v8n3/.</p> <ul style="list-style-type: none"> • Some online journals do not have page numbers. • Provide a shorter more stable form of the URL if one is offered with the article (<i>CMOS</i>, 14.184, 15.9). The above example indicates the URL that was provided with the abstract for the article, instead of the address in the browser bar for the PDF article (http://www.ijea.org/v8n3/v8n3.pdf). • Add a full stop after the URL. • If an access date is required by your institution or publisher, indicate it immediately before the URL (<i>CMOS</i>, sec. 14.185). For example: Wallin, Jason. 2007. 'Between Public and Private: Negotiating the Location of Art Education'. <i>International Journal of Education and the Arts</i> 8 (3). Accessed 12 February 2017. http://www.ijea.org/v8n3/.

TYPE OF SOURCE	IN-TEXT CITATION	REFERENCE LIST ENTRY
Journal article, unpublished (e.g. manuscript in preparation or submitted for publication)	<p>... (Lines 2015).</p> <p>In an unpublished article by Lines (2015), ...</p> <ul style="list-style-type: none"> • Do not indicate page numbers, as the article has not yet been published. • You can mention the unpublished status in the signal phrase, though there is no requirement to do so. 	<p>Lines, Lisa. 2015. 'General Francisco Franco's Capabilities as a Military Leader During the Spanish Civil War: The Need for a Re-evaluation'. Unpublished manuscript. Last modified 23 July. Microsoft Word file.</p> <ul style="list-style-type: none"> • Indicate the date that you consulted the manuscript: provide the year after the author's name, and the day and month after 'Unpublished manuscript'. For electronic files, indicate a last-modified or last-saved date, with the words 'Last modified' or 'Last saved', as well as the file format (e.g. LaTeX file, Excel file or Microsoft Word file) at the end of the entry (<i>CMOS</i>, sec. 14.225). • Enclose the title in quotation marks, as the work is unpublished. • Do not indicate the title of any journal at this stage. If the manuscript has been accepted for publication (not just submitted), follow the format below for a journal article in press. • Refer to the most current version where possible; check and update the details when finalising your reference list.
Journal article in press (i.e. accepted for publication but not yet published)	<p>... (Lines, forthcoming).</p> <p>Lines (forthcoming) notes ...</p> <ul style="list-style-type: none"> • Do not indicate page numbers, as the article has not yet been published. 	<p>Lines, Lisa. Forthcoming. 'General Francisco Franco's Capabilities as a Military Leader During the Spanish Civil War: The Need for a Re-evaluation'. <i>Journal of Military History</i>.</p> <ul style="list-style-type: none"> • Use the term 'forthcoming', not 'in press' (<i>CMOS</i>, sec. 14.153). • Do not indicate page numbers, as the article has not yet been published. • If it is a book that is in press, provide the place of publication and the publisher (<i>CMOS</i>, sec. 15.42). • Refer to the most current version where possible; check and update the details when finalising your reference list. • If the journal issues an online version of the article first, indicate the date that it was posted and the DOI, if any (<i>CMOS</i>, sec. 14.182). For example: <p>Lines, Lisa. 2017. 'General Francisco Franco's Capabilities as a Military Leader During the Spanish Civil War: The Need for a Re-evaluation'. <i>Journal of Military History</i> 1. Published electronically 23 March.</p>

TYPE OF SOURCE	IN-TEXT CITATION	REFERENCE LIST ENTRY
Special issue of a journal	<p>... (Adair 2005).</p> <p>In a special issue of the <i>International Journal of Psychology</i> edited by Adair (2005), ...</p>	<p>Adair, John G., ed. 2005. 'Social Psychology Around the World'. Special issue. <i>International Journal of Psychology</i> 40 (4): 209–88.</p> <ul style="list-style-type: none"> • Give the editor in place of the author. If there is no editor, use the issue title in place of the author (CMOS, sec. 14.177). • For an article within a special issue, follow the standard format above for journal articles with modifications (adapted from CMOS, sec. 14.177; CMOS Online, 'Q&A'), as in the following example: <p>Pandey, J., and P. Singh. 2005. 'Social Psychology in India: Social Roots and Development. In 'Social Psychology Around the World', edited by John G. Adair. Special issue. <i>International Journal of Psychology</i> 40 (4): 239–53. doi:10.1080/00207590444000186.</p> <ul style="list-style-type: none"> • Chicago also provides guidelines on the presentation of journal supplements (see CMOS, sec. 14.188).
Review, with title	<p>... (Swift 2017).</p> <p>Swift (2017) argues ...</p>	<p>Swift, Joseph. 2017. 'The Tie That Binds'. Review of <i>Convergence: The Idea at the Heart of Science</i>, by Peter Watson. <i>Science</i> 355:701.</p> <ul style="list-style-type: none"> • If the source is a peer commentary, replace 'Review of' with 'Peer commentary on' (adapted from CMOS, sec. 14.214–14.215). • For reviews of audiovisual media, indicate the producer and/or director in place of the author, as well as the year of release. For example: Review of <i>Finding Nemo</i>, Disney/Pixar. • If you accessed the review online, indicate the DOI (or a URL if there is no DOI). • If the review was published in a newspaper, the journal name and publication details should be replaced with the details of the newspaper, following the standard format for a newspaper article below.
Review, without title	<p>... (Duncan 2013).</p> <p>Duncan (2013) notes ...</p>	<p>Duncan, Dewar. 2013. Review of <i>Education for Sustainability in the Primary Classroom</i>, by Michael Littledyke, Neil Taylor and Chris Eames. <i>Practically Primary</i> 18 (3): 42.</p>

TYPE OF SOURCE	IN-TEXT CITATION	REFERENCE LIST ENTRY
Abstract	<p>... (Shermis, Lottridge and Mayfield 2015). According to Shermis, Lottridge and Mayfield (2015), ...</p>	<p>Shermis, Mark D., Sue Lottridge and Elijah Mayfield. 2015. 'The Impact of Anonymization for Automated Essay Scoring'. Abstract. <i>Journal of Educational Measurement</i> 52 (4). http://onlinelibrary.wiley.com/doi/10.1111/jedm.12093/full.</p> <ul style="list-style-type: none"> • Follow the format for a journal article, adding the word 'Abstract' after the title of the article (CMOS, sec. 14.197). • Indicate the DOI or the URL if you accessed the abstract online, followed by a full stop. • Cite the full article instead of the abstract where possible.
Non-English journal article	<p>... (Komori 2003). As noted by Komori (2003), ...</p>	<p>Komori, Yoichi. 2003. 'Nihongo būmu to nashonarizumu' [The Japanese language boom and nationalism]. <i>Kyōiku</i> 53 (7): 4–8.</p> <ul style="list-style-type: none"> • Non-English titles should be presented in sentence case (i.e. only the first letter of the title and any proper nouns are capitalised), following the conventions of the particular language (CMOS, sec. 4.193). Provide an English translation of the article in sentence case in square brackets (CMOS, sec. 14.108). • If there is a published English translation of the article, which you think may be of interest to readers, you can provide the details at the end of the entry, following the format for a journal article (CMOS, sec. 14.109). A published title should be presented in title case (i.e. every major word is capitalised). For example: Translated by Sara Kitaoji as 'Nationalism and the Japanese Language'. <i>Journal Name</i> volume number issue number: page range.
Newspaper, Magazine and Newsletter Articles		<ul style="list-style-type: none"> • Newspaper and magazine articles can be cited within the text without a reference list entry (CMOS, sec. 14.206, 15.47). However, you can choose to include a work in your reference list if you have frequently cited it or used it to support your argument. Your lecturer/supervisor might also require you to list all works. If in doubt, we always recommend that you provide more information than less. • If the name of a newspaper or magazine begins with 'the', omit it from both the in-text citation and the reference list (e.g. <i>Age</i>, <i>New York Times</i> and <i>Australian</i>; CMOS, sec. 8.168, 14.210) However, do not omit the initial article from the name of a foreign language newspaper (e.g. <i>Le Monde</i> and <i>Die Zeit</i>; CMOS, sec. 14.211).

TYPE OF SOURCE	IN-TEXT CITATION	REFERENCE LIST ENTRY
Newspaper, magazine or newsletter article cited in full in the text	<p>In a newspaper article by Natasha Bitá about Australian schools, ... (<i>Australian</i>, 19 September 2015, 10).</p> <ul style="list-style-type: none"> • Indicate the full date (and the page number, if any). The URL is unnecessary, even if the article was consulted online (<i>CMOS</i>, sec. 14.206). • Omit the initial 'the' in the name <i>The Australian</i> (<i>CMOS</i>, sec. 8.168). 	<ul style="list-style-type: none"> • There is usually no need for a reference list entry if the details have been fully cited in the text (<i>CMOS</i>, sec. 14.206, 15.47).
Newspaper article, in print	<p>... (Bitá 2015). According to an article in the <i>Australian</i> by Bitá (2015) ...</p> <ul style="list-style-type: none"> • Indicate only the year of publication, not the full date. • Omit the initial 'the' in the name <i>The Australian</i> (<i>CMOS</i>, sec. 8.168). 	<p>Bitá, Natasha. 2015. 'Phonics, Coding and Faith as Nation's Schools Go Back to Basics'. <i>Australian</i>, 19 September, 10.</p> <ul style="list-style-type: none"> • Use title case for the title. • Omit the initial 'the' in the name <i>The Australian</i>. • Provide page number(s). If the article runs over non-consecutive pages, separate the page numbers with commas (e.g. 1, 5–6).
Newspaper article, online	<p>... (Hare 2015). Hare (2015) notes ...</p> <ul style="list-style-type: none"> • Indicate only the year of publication (or modification, revision or access), not the full date. 	<p>Hare, Julie. 2015. 'University of Sydney Says Faculty Overhaul Essential'. <i>Australian</i>, 1 October. http://www.theaustralian.com.au/higher-education/university-of-sydney-says-faculty-overhaul-essential/news-story/f8fcd4eca1560f2ab2274c61eced5c29.</p> <ul style="list-style-type: none"> • Indicate the day and month of publication after the newspaper's name. • If the article has no date of publication, provide a last-modified, last-revised or access date instead (adapted from <i>CMOS</i>, sec. 14.7, 14.8, 14.245). For example, if the article in the above example were undated, it could be listed as follows: <p>Hare, Julie. 2017. 'University of Sydney Says Faculty Overhaul Essential'. <i>Australian</i>. Accessed 23 March. http://www.theaustralian.com.au/higher-education/university-of-sydney-says-faculty-overhaul-essential/news-story/f8fcd4eca1560f2ab2274c61eced5c29.</p>

TYPE OF SOURCE	IN-TEXT CITATION	REFERENCE LIST ENTRY
Newspaper article, no author	<p>... (<i>Gulf News</i> 2016).</p> <p>In an article about the post-Soviet generation, <i>Gulf News</i> (2016) reports ...</p> <ul style="list-style-type: none"> • Use title case for the name of the newspaper. • Indicate only the year of publication, not the full date. 	<p><i>Gulf News</i>. 2016. 'A Post-Soviet Generation Endures Poverty, Chaos and Opportunity'. 23 December. http://gulfnews.com/news/europe/russia/a-post-soviet-generation-endures-poverty-chaos-and-opportunity-1.1950230.</p> <ul style="list-style-type: none"> • Although it is better to cite unsigned newspaper articles fully in the text alone, they can be added to the reference list if necessary (<i>CMOS</i>, sec. 14.207). • List the name of the newspaper in place of the author's name. • Indicate the page numbers of the article, if any.
Editorial	<p>... (<i>New York Times</i> 2017).</p> <p>According to a <i>New York Times</i> (2017) editorial, ...</p> <ul style="list-style-type: none"> • Indicate only the year of publication, not the full date. • Omit the initial 'the' in the name <i>The New York Times</i> (<i>CMOS</i>, sec. 8.168). 	<p><i>New York Times</i>. 2017. 'Predator Colleges May Thrive Again'. Editorial. 23 March, A24.</p> <ul style="list-style-type: none"> • Use the name of the newspaper in place of the author's name (adapted from <i>CMOS</i>, sec. 14.203, 14.207). • Use the description 'Editorial', without quotation marks, after the title (if any).
Letter to the editor	<p>... (George 2017).</p> <p>According to George (2017) ...</p>	<p>George, John. 2017. Letter to the editor. <i>Australian</i>, 7 February, 15.</p> <ul style="list-style-type: none"> • Use the description 'Letter to the editor' without quotation marks (<i>CMOS</i>, sec. 14.208).
News release (or media/press release)	<p>... (Australian Institute for Teaching and School Leadership 2015).</p> <p>According to the Australian Institute for Teaching and School Leadership (2015), ...</p>	<p>Australian Institute for Teaching and School Leadership. 2015. 'Hattie Welcomes Funding to Improve Teacher Education'. News release, 8 May. http://www.aitsl.edu.au/docs/default-source/media-news-room-resources/media-releases-resources/temag-media-release-20150508.pdf?sfvrsn=2.</p> <ul style="list-style-type: none"> • Note that Chicago uses the term 'news release' instead of 'media release' or 'press release' (<i>CMOS</i>, sec. 14.213). • If a specific author is given (e.g. Smith, Andrew), indicate the organisation's name before the day and month instead.

TYPE OF SOURCE	IN-TEXT CITATION	REFERENCE LIST ENTRY
Magazine or newsletter article, in print	<p>... (<i>Economist</i> 2016)</p> <p>An <i>Economist</i> (2016) article discusses ...</p> <ul style="list-style-type: none"> • Indicate only the year of publication, not the full date. • Omit the initial 'the' in the name <i>The Economist</i> (CMOS, sec. 8.168). 	<p><i>Economist</i>. 2016. 'Women and Work in Japan: More Glaring than Shining'. 26 November, 25.</p> <ul style="list-style-type: none"> • If there is no author, indicate the name of the magazine in place of the author's name (adapted from CMOS, sec. 14.69, 14.207). • For weekly publications, provide the day and month of publication after the magazine's name. For monthly or seasonal publications, provide the month or season after the magazine's name. Unlike journal articles, volume and/or issue numbers are not necessary for magazine articles (CMOS, sec. 14.199). A newsletter could have an issue number and a month of publication (e.g. CMOS, sec. 14.67).
Magazine or newsletter article, online	<p>... (Champion 2017).</p> <p>Champion (2017) points out ...</p>	<p>Champion, Barbara. 2017. 'Schools Need More Time for Play, Not Less'. <i>Education Matters</i>. Accessed 12 March. http://educationmattersmag.com.au/schools-need-more-time-for-play-not-less/.</p> <ul style="list-style-type: none"> • If the article has a date, provide the day and month after the newspaper's name, following the format for a newspaper article. • If there is no date, use an access date rather than 'n.d.' (no date; CMOS, sec. 15.51.) • Indicate the DOI if there is one; if not, indicate the exact URL (CMOS, sec. 14.200).
Conference Papers, Working Papers and Reports		
Conference paper or poster session published in conference proceedings	<p>... (Burghes and Blum 1995).</p> <p>According to Burghes and Blum (1995), ...</p>	<p>Burghes, David, and Werner Blum. 1995. 'The Exeter–Kassel Comparative Project: A Review of Year 1 and Year 2 Results'. In <i>Proceedings of a Seminar on Mathematics Education</i>, edited by Gatsby Charitable Foundation, 13–28. London: Gatsby Charitable Foundation.</p> <ul style="list-style-type: none"> • Follow the same format as for a chapter in an edited book. • If the proceedings are published regularly, follow the format for a journal article instead.

TYPE OF SOURCE	IN-TEXT CITATION	REFERENCE LIST ENTRY
Conference paper or poster session, unpublished	<p>... (Gustafsson and Rosén 2004).</p> <p>Gustafsson and Rosén (2004) claim ...</p>	<p>Gustafsson, Jan-Eric, and Monica Rosén. 2004. 'The 10-Year Trend Study of Reading Literacy: A Multivariate Reanalysis'. Paper presented at the first IEA International Research Conference, Lefkosia, Cyprus, 11–13 May.</p> <ul style="list-style-type: none"> • Indicate the title, location and date of the conference (<i>CMOS</i>, sec. 14.226). Indicate the day(s) and month at the end of the entry. • For a poster session, use 'Poster presented at ...' (<i>CMOS</i>, sec. 14.227). For a lecture, use 'Lecture, ...'. • If you accessed the paper online, indicate the URL.
Working paper, briefing paper or occasional paper	<p>... (Grundy 1995).</p> <p>Grundy (1995) notes ...</p>	<p>Grundy, Shirley. 1995. 'Action Research as Professional Development: Innovative Links between Universities and Schools for Teacher Professional Development'. Occasional Paper (Innovative Links Project (Australia)) no. 1, Murdoch University, Perth.</p> <ul style="list-style-type: none"> • If the paper is part of a series, indicate the series title and number after the paper's title (<i>CMOS</i>, sec. 14.228). • If the words 'working paper', 'briefing paper' or 'occasional paper' are just descriptive and not part of the series title, present them in sentence case (i.e. Working paper, Briefing paper or Occasional paper). • If you accessed the paper online, indicate the URL.
Research report, annual report, technical report, pamphlet, brochure, white paper, policy brief, fact sheet	<p>... (The University of Melbourne 2013).</p> <p>According to the University of Melbourne (2013), ...</p>	<p>The University of Melbourne. 2013. <i>2012 Annual Report</i>. http://publications.unimelb.edu.au/docs/2012-annual-report.pdf</p> <ul style="list-style-type: none"> • Follow the format for a book in print or online, providing sufficient information to help readers identify the document, such as a series title and number (<i>CMOS</i>, sec. 14.249). • Use italics for titles of freestanding publications such as reports, pamphlets and brochures (<i>CMOS</i>, sec. 8.183). • As Chicago does not provide specific guidelines for white papers, fact sheets or policy briefs, we recommend that you follow the above format for brochures and other freestanding publications.

TYPE OF SOURCE	IN-TEXT CITATION	REFERENCE LIST ENTRY
Encyclopedias and Dictionaries		
Well-known encyclopedia or dictionary entry, cited only in text.	<p>... (<i>Merriam-Webster Online</i>, s.v. 'curriculum' [accessed 12 March 2017, https://www.merriam-webster.com]).</p> <ul style="list-style-type: none"> • Well-known reference works can be listed by title rather than by editor (<i>CMOS</i>, sec. 14.87). If an author is indicated for an entry, you can indicate it after the entry with 'by' (e.g. 'curriculum' by Lisa Lines). • Use the abbreviation 's.v.' (<i>sub verbo</i>), which means 'under the word' before the name of the entry. • Volume and page numbers are not necessary if entries are arranged alphabetically (<i>CMOS</i>, sec. 14.247). • Provide a URL and a last-modified, last-revised or access date. If the article recommends a particular URL to cite, then include it. Otherwise, use a shortened form of the URL (e.g. home page of the website), which has a search function that will direct the reader to the particular entry (<i>CMOS</i>, sec. 14.248). The above example follows the website's recommended citation rather than the URL in the browser bar, which was https://www.merriam-webster.com/dictionary/curriculum. 	<ul style="list-style-type: none"> • Well-known reference works should usually only be cited in the text (<i>CMOS</i>, sec. 14.247). However, you can choose to include a work in your reference list if you have frequently cited it or used it to support your argument. Your lecturer/supervisor might also require you to list all works. If in doubt, we always recommend that you provide more information than less. Follow the guidelines below to cite an individual entry or a reference work in its entirety.
Encyclopedia	<p>... (Salkind 2010).</p> <p>OR</p> <p>... (<i>Encyclopedia of Research Design</i> 2010)</p> <p>According to the <i>Encyclopedia of Research Design</i> (2010), ...</p>	<p>Salkind, Neil J., ed. 2010. <i>Encyclopedia of Research Design</i>. Thousand Oaks, CA: SAGE.</p> <p>OR</p> <p><i>Encyclopedia of Research Design</i>. 2010. Edited by Neil J. Salkind. Thousand Oaks, CA: SAGE.</p> <ul style="list-style-type: none"> • If it is an online work, provide a DOI if available. If not, provide a URL. • Well-known reference works can be listed by title rather than by editor, as in the second example above (<i>CMOS</i>, sec. 14.87; see also <i>CMOS Online</i>, under 'Bibliography').

TYPE OF SOURCE	IN-TEXT CITATION	REFERENCE LIST ENTRY
Dictionary	... (<i>The Australian Oxford Dictionary</i> 2004). According to <i>The Australian Oxford Dictionary</i> (2004), ...	<i>The Australian Oxford Dictionary</i> . 2004. 2nd ed. Melbourne: Oxford University Press. <ul style="list-style-type: none"> • Indicate the edition, if it is an edition other than the first. • If it is an online work, provide a DOI if available. If not, provide a URL. • Well-known reference works can be listed by title rather than by editor (<i>CMOS</i>, sec. 14.87; see also <i>CMOS</i>, under 'Bibliography'). Therefore, the name of the editor (Bruce Moore) of the dictionary in the above example was omitted.
Encyclopedia or dictionary entry by individual author, in print	... (Gaber 2010). Gaber (2010) defines ...	Gaber, J. 2010. 'Applied Research'. In <i>Encyclopedia of Research Design</i> , edited by Neil J. Salkind, 36–38. Thousand Oaks, CA: SAGE. <ul style="list-style-type: none"> • For an entry by an individual author in an edited reference work, follow the format for a chapter in an edited book (see <i>CMOS</i>, sec. 14.248).
Encyclopedia or dictionary entry by individual author, online	... (Gaber 2010). In Gaber's (2010) definition, ...	Gaber, J. 2010. 'Applied Research'. In <i>Encyclopedia of Research Design</i> , edited by Neil J. Salkind. doi:10.4135/9781412961288. <ul style="list-style-type: none"> • For an entry by an individual author in an edited reference work, follow the format for a chapter in an edited book (<i>CMOS</i>, sec. 14.248). • Always provide a DOI if available. If not, provide a URL. If the article recommends a particular URL to cite, then include it. Otherwise, use a shortened form of the URL such as the home page of the website, which has a search function that will direct the reader to the particular entry (<i>CMOS</i>, sec. 14.248).
Theses		
Thesis (from a database service)	... (Moore 2013). Moore (2013) claims ...	Moore, Wendy M. 2013. 'Clever Talk: Using Literature to Boost Vocabulary through Explicit Teaching in Early Childhood'. PhD thesis, Edith Cowan University, Perth. ProQuest (AAT 3312456). <ul style="list-style-type: none"> • If it is a Master's thesis, replace 'PhD thesis' with 'Master's thesis'. • Indicate the name of the database, followed by any identifying numbers in parentheses (<i>CMOS</i>, sec. 14.224).
Thesis (online)	... (Hunter 2015). Hunter (2015) argues ...	Hunter, Janet. 2015. 'Knowing and Teaching: The Impact of Teachers' Knowledge on Students' Early Literacy Achievement'. PhD thesis, Edith Cowan University, Perth. http://ro.ecu.edu.au/theses/1688 . <ul style="list-style-type: none"> • If it is a Master's thesis, replace 'PhD thesis' with 'Master's thesis'. • Indicate the URL (<i>CMOS</i>, sec. 14.224).

TYPE OF SOURCE	IN-TEXT CITATION	REFERENCE LIST ENTRY
Audiovisual Material		<ul style="list-style-type: none"> Chicago does not have rigid guidelines for the presentation of audiovisual material, but you should provide sufficient information to help the reader locate the material (CMOS, sec. 14.274, 15.53), including: <ul style="list-style-type: none"> the person/people primarily responsible for the content the date of copyright, production, recording or publication the title of the work the publisher or other relevant organisation any identifying numbers the medium (e.g. Motion picture, DVD or VHS) If you are citing numerous materials, it might be more appropriate to group them in a separate section in the reference list (CMOS, sec. 15.53).
Film	<p>... (Stanton and Unkrich 2003). Directed by Stanton and Unkrich (2003), the film <i>Finding Nemo</i> is ...</p>	<p>Stanton, Andrew, and Lee Unkrich. 2003. <i>Finding Nemo</i>. DVD. Disney/Pixar.</p> <ul style="list-style-type: none"> Depending on the film, it may be necessary to include the directors, producers, writers or animators (CMOS, sec. 14.274, 14.279).
TV or radio series episode	<p>... (Doogue 2013). According to Doogue (2013), ...</p>	<p>Doogue, Geraldine, presenter. 2013. 'Clare Lockhart on Primary Education'. <i>Saturday Extra</i>, produced by Jackie May, aired 17 August. Ultimo, NSW: ABC Radio National.</p> <ul style="list-style-type: none"> Enclose the title of an individual episode in quotation marks and italicise the title of the series (adapted from CMOS, sec. 14.274, 14.279).
Online video	<p>... (Erez Garty 2016). In a TED-Ed video, Erez Garty (2016) explains ...</p>	<p>Garty, Erez. 2016. 'The Beneficial Bacteria That Make Delicious Food'. TED-Ed video, 4:39. Posted 19 January. https://www.youtube.com/watch?v=eksagPy5tmQ.</p> <ul style="list-style-type: none"> If the video is part of a series or was produced by an organisation, list this after the video's title. Indicate the medium (e.g. MPEG video, MP4 video or YouTube video), as well as the duration (minutes:seconds) of the video. If the date of filming or posting is not indicated, indicate the access date instead (CMOS, sec. 14.280).

TYPE OF SOURCE	IN-TEXT CITATION	REFERENCE LIST ENTRY
Audio or video podcast	<p>... (Malcher and Campbell 2015).</p> <p>In a podcast produced by Malcher and Campbell (2015), ...</p>	<p>Malcher, Cameron, and Corinne Campbell, producers. 2015. 'Whole-School Blended Learning with Peter West'. <i>Teachers Education Review</i>. Podcast audio, 15 November. http://terpodcast.com/2015/11/14/ter-058-whole-school-blended-learning-with-peter-west-15-nov-2015/.</p> <ul style="list-style-type: none"> • Indicate the medium after the title (e.g. podcast video or podcast audio; adapted from <i>CMOS</i>, sec. 14.221). • We recommend that you indicate the role of the person/people responsible for the content (e.g. conductor, presenter or producer).
Artwork	<p>... (Leibovitz 1996, 45).</p> <p>The portrait by Leibovitz (1996, 45) ...</p> <ul style="list-style-type: none"> • Full details of the source must be included in the figure caption (e.g. 'Photo by ...', 'Reproduced with permission from ...', 'Courtesy of ...', 'Reprinted from ...') (see <i>CMOS</i>, sec. 3.28–3.36). For example: Portrait by Leibovitz (1996, 45). 	<p>Leibovitz, Annie. 1996. <i>Olympic Portraits</i>. Boston: Little Brown.</p> <ul style="list-style-type: none"> • Provide full details of the source in the reference list. • Unless fair use applies, you must obtain formal permission to reproduce any artwork from a published work under copyright (<i>CMOS</i>, sec. 3.31, chap. 4). • If the work is in the public domain, permission is not required but you should still provide sufficient source details for the reader's reference (<i>CMOS</i>, sec. 3.34). • If the artist cannot be identified, use the title in place of the author's name. • For an online artwork, indicate the last-revised, last-modified or access date, as well as the URL.
Organisational and Government Documents	<ul style="list-style-type: none"> • Note that we have devised the guidelines below for the first citation of an abbreviated organisation name, as Chicago does not provide specific examples or rules for this. 	<ul style="list-style-type: none"> • If an abbreviation has been used in an in-text citation to refer to the particular organisation, it must also be used in the reference list, followed by the full name of the organisation in parentheses (<i>CMOS</i>, sec. 15.36).
United Nations report	<p><i>First citation (if abbreviation has not yet been defined in the text):</i></p> <p>... (United Nations Educational, Scientific and Cultural Organization [UNESCO] 2015).</p> <p>According to the United Nations Educational, Scientific and Cultural Organization ([UNESCO] 2015) ...</p> <p><i>Subsequent citations:</i></p> <p>... (UNESCO 2015).</p> <p>UNESCO (2015) reports ...</p>	<p>UNESCO (United Nations Educational, Scientific and Cultural Organization). 2015. <i>Education for All 2000–2015: Achievements and Challenges</i>. EFA Global Monitoring Report 2015. Paris: UNESCO Publishing.</p> <ul style="list-style-type: none"> • If the report is part of a series, include the name and number of the series after the title (<i>CMOS</i>, sec. 14.317). • If the report was accessed online, include the URL at the end of the entry.

TYPE OF SOURCE	IN-TEXT CITATION	REFERENCE LIST ENTRY
Australian Bureau of Statistics document	<p><i>First citation (if abbreviation has not yet been defined in the text):</i></p> <p>... (Australian Bureau of Statistics [ABS] 2002).</p> <p>Australian Bureau of Statistics ([ABS] 2002) reports ...</p> <p><i>Subsequent citations:</i></p> <p>... (ABS 2002).</p> <p>According to the ABS (2002), ...</p>	<p>ABS (Australian Bureau of Statistics). 2002. <i>Census of Population and Housing: Selected Social and Housing Characteristics for Statistical Local Areas, Australian Capital Territory, 2001</i>. Cat. no. 2015.8. Canberra: ABS. http://www.abs.gov.au/ausstats/abs@.nsf/productsbytopic/F3EBB9A00E165031CA256C320000DA39?OpenDocument.</p> <ul style="list-style-type: none"> Chicago does not provide specific guidelines for Australian government documents. We recommend that you follow the format above for a research report. Indicate the document number after the title of the report (adapted from <i>CMOS</i>, sec. 14.249).
Royal Commission, inquest or inquiry	<p>... (Royal Commission on Human Relationships 1977).</p> <p>According to the Royal Commission on Human Relationships (1977), ...</p>	<p>Royal Commission on Human Relationships. 1977. <i>Final Report: Royal Commission on Human Relationships</i>. Canberra: Australian Government Publishing Service.</p> <ul style="list-style-type: none"> Chicago does not provide specific guidelines for Australian government documents. We recommend that you follow the standard format above for a book.
Legal and Public Documents	<ul style="list-style-type: none"> If legal and public documents are mentioned only occasionally in your document, the full details can be cited in the text and not included in the reference list (<i>CMOS</i>, sec. 15.54–55). We have adapted the examples below for this purpose. However, if you are citing a number of such documents, Chicago recommends that you use supplementary footnotes or endnotes for them, while using the author-date system for your other citations (<i>CMOS</i>, sec. 15.54–55). If you are citing mainly Australian sources, we recommend that you follow the <i>Australian Guide to Legal Citation</i> (AGLC), produced by the Melbourne University Law Review Association and Melbourne Journal of International Law (2010). 	<ul style="list-style-type: none"> We have adapted the examples below following AGLC. Only include a legal or public document in the reference list if it is essential to understanding your work. If it is only mentioned briefly, provide sufficient information in the in-text citation (or footnote) instead (<i>CMOS</i>, sec. 15.54–55). However, if you are citing legal and public documents extensively in your document, we recommend that you consider using the Chicago notes and bibliography system or a legal citation style such as AGLC for all your references.
Statutes	<p>Under the <i>Education Act 1972</i> (SA), ...</p> <ul style="list-style-type: none"> Always give the Act name in full in the text, including year and jurisdiction. 	<p><i>Education Act 1972</i> (SA).</p> <ul style="list-style-type: none"> Indicate the jurisdiction in parentheses, following AGLC guidelines (e.g. Vic, Tas, Qld, NSW, WA, SA, ACT and NT).

TYPE OF SOURCE	IN-TEXT CITATION	REFERENCE LIST ENTRY
Legislation	<p>According to the School Education Amendment Bill 2014 (WA), ...</p> <ul style="list-style-type: none"> • Always give Bill names in full in the text, including year and jurisdiction. 	<p>School Education Amendment Bill 2014 (WA).</p>
Administrative and executive materials	<p>According to the <i>Fair Work Commission Rules 2013</i> (Cth) ...</p> <ul style="list-style-type: none"> • Always give legislation names in full in the text, including year and jurisdiction. 	<p><i>Fair Work Commission Rules 2013</i> (Cth).</p> <ul style="list-style-type: none"> • For the jurisdiction in the example above, the abbreviation 'Cth' stands for Commonwealth, following AGLC guidelines.
Court decisions	<p>In <i>Global Sportsman Pty Ltd v Mirror Newspapers Pty Ltd</i> (1984), ...</p> <p>... (<i>Global Sportsman Pty Ltd v Mirror Newspapers Pty Ltd</i> 1984, 82).</p>	<p><i>Global Sportsman Pty Ltd v Mirror Newspapers Pty Ltd</i>. 1984. 2 FCR 82.</p> <ul style="list-style-type: none"> • Provide the case name and year to match the other author-date reference list entries. Then provide the case number, court abbreviation and starting page number, following AGLC.
Websites and Web Pages		
Website or web page	<p>... (Queensland Curriculum and Assessment Authority 2017).</p> <p>According to the Queensland Curriculum and Assessment Authority (2017), ...</p> <ul style="list-style-type: none"> • If a site ceases to exist before publication, or information on the site is modified or deleted, this should be mentioned in the text (CMOS, sec. 14.245). For example: (the content has subsequently been modified and removed from the organisation's web page). 	<p>Queensland Curriculum and Assessment Authority. 2017. 'P-10 Mathematics Australian Curriculum and Resources'. Last modified 1 January. https://www.qcaa.qld.edu.au/p-10/aciq/p-10-mathematics.</p> <ul style="list-style-type: none"> • Indicate the year of publication, revision or modification. If not, use an access date instead of 'n.d.' for no date (CMOS, sec. 14.245, 15.51). • Include the owner/sponsor of the site after the title, if different from the author. • If there is no author, use the name of the owner or sponsor, or the title in place of the author's name. • If a site ceases to exist before publication, or information on the site is modified or deleted, this should be mentioned at the end of the entry. For example: (site discontinued). • The title of a website is usually set in roman, but use italics if it is also the title of a printed counterpart (e.g. <i>The Chicago Manual of Style Online</i>). Individual pages or documents on a website should be set in roman and enclosed in quotation marks (CMOS, sec. 8.186, 14.244).

TYPE OF SOURCE	IN-TEXT CITATION	REFERENCE LIST ENTRY
<p>Website discussed in general in the text, rather than quoting or paraphrasing a specific idea</p>	<p>MathsIsFun is an interactive website that engages children of all ages in a wide range of mathematical and problem-solving exercises (http://MathsIsFun.com/).</p> <ul style="list-style-type: none"> Chicago does not provide specific guidelines for this, but we recommend that you provide the URL the first time you mention the website in the text. The title of a website is usually set in roman, but use italics if it is also the title of a printed counterpart (<i>CMOS</i>, sec. 8.186, 14.244). For example: <i>The Chicago Manual of Style Online</i>. 	<ul style="list-style-type: none"> No reference list entry is required (<i>CMOS</i>, sec. 14.243).
<p>Social Media</p>	<ul style="list-style-type: none"> If a site or page ceases to exist before publication, or the information has been modified or deleted, this should be mentioned in the text (<i>CMOS</i>, sec. 14.245). For example: (the content has subsequently been modified and removed from the page). 	<ul style="list-style-type: none"> Chicago recommends that you cite most social media sources in the text (<i>CMOS</i>, sec. 14.245), but does not provide specific examples for the author-date system. However, we recommend that you include full details in your reference list when quoting or paraphrasing information from social media that is retrievable. Your lecturer/supervisor might also require you to list all works. If in doubt, we always recommend that you provide more information than less. Follow our guidelines below to cite different types of social media (adapted from <i>CMOS Online</i>, 'CMOS Shop Talk'; <i>CMOS</i>, sec. 14.243–14.246). If a site or page ceases to exist before publication, or the information has been modified or deleted, this should be mentioned at the end of the entry (adapted from <i>CMOS</i>, sec. 14.245). For example: (account deleted).
<p>Blog post or comments</p>	<p><i>Blog post:</i> ... (Lines 2016). In a blog post, Lines (2016) argues...</p> <p><i>Blog comment:</i> ... (ABCStudent, 2 January 2017 [1:35 am], comment on Lines 2016). According to a comment by ABCStudent on 2 January 2017 (1:35 am) on a <i>Behind the Lines</i> blog post (Lines 2016), ...</p> <ul style="list-style-type: none"> Refer to the original blog post and use the screen name of the commenter instead of their real name. 	<p>Lines, Lisa. 2016. 'Unethical Editing Services at the Tertiary Level: Understanding Substantive Editing as Plagiarism'. <i>Behind the Lines</i> (blog). 6 December. https://www.lisalines.com.au/unethical-editing-services-at-the-tertiary-level-understanding-substantive-editing-as-plagiarism.</p> <ul style="list-style-type: none"> Indicate the name of the entry in quotation marks and the title of the blog in italics. Indicate that it is a blog (or video blog) in parentheses if the word 'blog' is not part of the blog's title (<i>CMOS</i>, sec. 14.246). Comments on a blog post should be cited in the text only, with reference to the original blog post in the reference list (adapted from <i>CMOS</i>, sec. 14.246).

TYPE OF SOURCE	IN-TEXT CITATION	REFERENCE LIST ENTRY
A post or comment on an online forum, newsgroup, discussion group or electronic mailing list	<p>... (seven times 3 2016).</p> <p>According to a post by seven times 3 (2016) on the Essential Kids forum, ...</p>	<p>seven times 3. 2016. 'Distance Ed—What Technology Do We Need'. Essential Kids forum. 21 January. http://www.essentialkids.com.au/forums/index.php?topic/1167633-distance-ed-what-technology-do-we-need/.</p> <ul style="list-style-type: none"> • If the author has adopted a screen name for posting and commenting, use the screen name in place of the author's real name. • Present the title of the post in quotation marks, followed by a descriptive title of the forum in roman (adapted from <i>CMOS</i>, sec. 14.245). • Comments on a forum post should be cited in the text only, with reference to the original post in the reference list (adapted from <i>CMOS</i>, sec. 14.246).
Facebook status update	<p>According to a Facebook status update on 21 January (10:13 am) by the Queensland Department of Education and Training (2016), ...</p> <ul style="list-style-type: none"> • Provide as much information as possible in the in-text citation, including the full date and time of the update. 	<p>Queensland Department of Education and Training. 2016. Facebook page. Accessed 22 January. https://www.facebook.com/QueenslandDepartmentofEducationandTraining/.</p> <ul style="list-style-type: none"> • List the Facebook page, not individual status update. • Indicate the date you accessed the page, but indicate the full date (and time) of each update in the in-text citation (adapted from <i>CMOS</i>, sec. 14.246).
Twitter update or tweet	<p>On 27 September 2016 (2:16 pm), Kofi Annan (@KofiAnnan) tweeted, 'What a moving ceremony! President Santos & FARC leader Timochenko signed the peace agreement in Cartagena'.</p> <ul style="list-style-type: none"> • Provide as much information as possible in the in-text citation, including the full date and time of the tweet. 	<p>Annan, Kofi [@KofiAnnan]. 2016. Twitter page. Accessed 29 September. https://twitter.com/KofiAnnan</p> <ul style="list-style-type: none"> • Indicate the user's real name first, followed by the screen name in square brackets. If the user's real name is unknown, provide only the screen name, with no parentheses (adapted from <i>CMOS</i>, sec. 14.84). • In the reference list, indicate the date you accessed the page (adapted from <i>CMOS</i>, sec. 14.246).
Software and Programming Languages		
Standard software and programming languages (e.g. Microsoft Word, Excel, Java, Adobe Photoshop, SAS and SPSS)	<p>The results were organised in a Microsoft Excel (Microsoft Office 2016, Version 16.0.6769.2017) file.</p> <ul style="list-style-type: none"> • Chicago does not provide specific guidelines for this, but we recommend that you indicate the full name of the software and the version number. 	<ul style="list-style-type: none"> • No reference list entry is required.

TYPE OF SOURCE	IN-TEXT CITATION	REFERENCE LIST ENTRY
Specialised software or programs with limited distribution	<p>We used Apache OpenOffice (Version 4.1.3; Apache Software Foundation 2012).</p> <ul style="list-style-type: none"> Chicago does not provide specific guidelines for this, but we recommend that you indicate the full name of the software and the version number. 	<p>Apache Software Foundation. 2012. Apache OpenOffice, version 4.1.3. Computer software. http://www.openoffice.org.</p> <ul style="list-style-type: none"> If there is a physical location, you can indicate it instead of the website (i.e. Location: Distributor).
Other		
Musical score	<p>... (Catlow and Catlow 1869). In Catlow and Catlow (1869), ...</p>	<p>Catlow, Augusta M., and Catlow, Edward J. 1869. <i>The Tender Moonlight</i>. Adelaide: City Steam Press.</p> <ul style="list-style-type: none"> Follow the standard format above for citing books (CMOS, sec. 14.269). If the score is unpublished, follow the rules for an unpublished manuscript (see CMOS, sec. 14.270).
Personal communication (e.g. telephone conversations, emails or private letters)	<p>..., as noted on 4 November 2016 (Lisa Lines, telephone conversation with author). In a telephone conversation with the author on 4 November 2016, the historian Lisa Lines stated ...</p> <ul style="list-style-type: none"> Provide the author's full name. Initials can be used for given names (CMOS, sec. 15.48). Indicate the full date and type of communication (adapted from CMOS, sec. 14.222). For example: 'email message to author' or 'letter to author'. 	<ul style="list-style-type: none"> As personal communications do not provide recoverable data, they should not be included in the reference list. Therefore, the in-text citation should give all necessary information (CMOS, sec. 15.48).
Unpublished interview	<ul style="list-style-type: none"> If you are only citing the interview in the text, not in the reference list, indicate the full details of the interview following the above format for personal communications (CMOS, sec. 15.48). If you are including the interview in the reference list, you can cite it as follows (under the name of the interviewee, not the interviewer): ... (Kitaoji 2017). According to Kitaoji (2017), ... 	<ul style="list-style-type: none"> Unpublished interviews do not always need to be included in the reference list. Provide full details in the in-text citation instead (CMOS, sec. 15.48). However, if you cite them frequently (or if your lecturer/supervisor requires it), we recommend that you include them following the format below: Kitaoji, Sara. 2017. Interview by author. Sydney. 14 February. Indicate the name of the interviewee first, followed by the year of the interview. Indicate the name of the interviewer (e.g. 'Interview by author' or 'Interview by Lisa Lines'), followed by the location of the interview and the day and month (adapted from CMOS, sec. 14.219).

TYPE OF SOURCE	IN-TEXT CITATION	REFERENCE LIST ENTRY
Unpublished data	<p>... (L. Franklin, unpublished data). According to L. Franklin (unpublished data), ...</p> <ul style="list-style-type: none"> • Provide the author's full name. Initials can be used for given names (CMOS, sec. 15.48). 	<ul style="list-style-type: none"> • Unpublished data should not be included in the reference list, as this source type does not provide recoverable data. Instead, all necessary details should be provided in the citation in the text (CMOS, sec. 15.48).
Course material	<p>... (Elsden-Clifton 2015). Elsden-Clifton (2015) notes ...</p>	<p>Elsden-Clifton, Jennifer. 2015. 'TCHE2493 Education Settings and Society, Week 2'. Lecture notes. RMIT: Brunswick, VIC.</p> <ul style="list-style-type: none"> • Chicago provides no specific guidelines for citing course material, but we recommend that you include the full details in the reference list. • The title of the lecture notes or materials should be provided, if available; otherwise, the course name and week should be listed. • Indicate the type of source after the source title (e.g. Course handout, PDF document or PowerPoint slides). • If the material was accessed online, provide the URL; indicate the name of the website if it is not evident from the URL or the author's name. • If the material is only available from the teacher or from personal notes taken during a lecture, cite in the text only, following the above format for personal communications.
Secondary citation	<ul style="list-style-type: none"> • If using a quotation from the original source that is directly quoted in the secondary source, we recommend that you use a signal phrase to provide the full details of the primary source, as follows: In her 1982 book <i>Dictatorships and Double Standards</i>, Jeane Kirkpatrick notes '...' (quoted in Smith 2001, 288). • If a parenthetical citation is required, you can present it as follows: '...' (Kirkpatrick 1982, 34, quoted in Smith 2001, 288). • Chicago does not provide guidelines for paraphrased secondary citations. We recommend that you avoid such citations where possible. If absolutely necessary, however, you can replace 'quoted in' with 'cited in'. 	<p>Smith, Tony. 2001. <i>America's Mission: The United States and the Worldwide Struggle for Democracy in the Twentieth Century</i>. Princeton: Princeton University Press.</p> <ul style="list-style-type: none"> • Consult and cite primary sources whenever possible. If you did not read the primary source, list only the secondary source in the reference list (CMOS, sec. 15.52). However, your lecturer/supervisor might require you to list the primary source as well.

2. CHICAGO REFERENCE LIST: FORMATTING

2.1 Heading

The reference list should begin on a new page with the heading 'References'. The heading should be presented in the same way as other Level 1 Headings in your essay, article or thesis.

2.2 Individual Entries

Hanging indents are usually used to present individual entries in a reference list (*CMOS*, sec. 2.2). We recommend the use of a hanging indent of 1.27 cm (one-half inch). This means that the first line of each entry should be flush left and any subsequent lines should be indented by 1.27 cm from the left-hand margin. Do not leave any blank lines between entries.

Chicago recommends double spacing throughout a document for readability (*CMOS*, sec. 2.2). However, you should always check the guidelines of the university, journal or other institution to which your document will be submitted, as they might require 1.5 spacing or single spacing, with one line between entries instead of a hanging indent.

2.3 Order of Entries

References should be ordered alphabetically by the author's family name.

If there are multiple works by the same author, list them chronologically by year of publication in ascending order (i.e. from oldest to the most recent), with a 3-em rule replacing the author's name in subsequent works (*CMOS*, sec. 15.17). For example:

Biesta, Gert. 2007. 'Why "What Works" Won't Work: Evidence-Based Practice and the Democratic Deficit in Educational Research'. *Educational Theory* 57 (1): 1–22.

———. 2015. 'An Appetite for Transcendence: A Response to Doris Santoro's and Samuel Rocha's Review of the Beautiful Risk of Education'. *Studies in Philosophy and Education* 34 (4): 419–22.

Co-authored works can also be listed in the same way, as long as the names are in the same order. List a single author before co-authors, regardless of the publication years or their roles (e.g. author, translator or editor). For example:

Lines, Lisa. 2002. ...

———, ed. 2015. ...

Lines, Lisa, and Sara Kitaoji. 2001. ...

Note in the above examples that the 3-em rule is followed by a full stop or comma, indicating that the 3-em rule replaces only the name of the author. A role such as translator (trans.) or editor (ed.) must be indicated immediately after the 3-em rule (*CMOS*, sec. 15.18).

If there are multiple co-authored sources by the same first author, list them alphabetically by the second author's family name, or by the third author's family name if the second author is also the same (*CMOS*, sec. 15.16). For example:

Biesta, Gert, Greg Mannion, Mark Priestley and Hamish Ross. 2011. 'The Global Dimension in Education and Education for Global Citizenship: Genealogy and Critique'. *Globalisation, Societies and Education* 9 (3–4): 443–56.

Biesta, Gert, Esther A. Rutten, Carlo Schuengel, Evelien Dirks and Geert Jan J. M. Stams. 2011. 'Predictors of Antisocial and Prosocial Behavior in an Adolescent Sports Context'. *Social Development* 20 (2): 294–315.

As the number of co-authors is not relevant, a work with four authors could be listed above a work with three authors depending on the alphabetical order (*CMOS*, sec. 15.16).

If there are multiple sources published in the same year by the same author, list them alphabetically by title, and add a lowercase letter to each year in order (CMOS, sec. 15.19). For example:

Kitaoji, Sara. 2011a. *Japanese Literature ...*

———2011b. *A Study of ...*

The second entry above is considered to start with ‘Study’ because insignificant words such as ‘a’ and ‘the’ are ignored in determining the alphabetical order of titles.

If there are multiple sources by authors with the same name but different given names, list them alphabetically by their given names. For example:

Hayes, Denis. 2006. *Primary Education: The Key Concepts*. London: Routledge.

Hayes, John. 2002. *The Theory and Practice of Change Management*. New York: Palgrave.

2.4 Sample Reference List

A sample reference list is provided below.

References

- Australian Institute for Teaching and School Leadership. 2015. 'Hattie Welcomes Funding to Improve Teacher Education'. News release, 8 May. <http://www.aitsl.edu.au/docs/default-source/media-news-room-resources/media-releases-resources/temag-media-release-20150508.pdf?sfvrsn=2>.
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Garty, Erez. 2016. 'The Beneficial Bacteria That Make Delicious Food'. TED-Ed video, 4:39. Posted 19 January. <https://www.youtube.com/watch?v=eksagPy5tmQ>.

Gulf News. 2016. 'A Post-Soviet Generation Endures Poverty, Chaos and Opportunity'. 23 December. <http://gulfnnews.com/news/europe/russia/a-post-soviet-generation-endures-poverty-chaos-and-opportunity-1.1950230>.

King, Martin L., Jr. 1958. *Stride toward Freedom: The Montgomery Story*. New York: Harper & Row.

Malcher, Cameron, and Corinne Campbell, producers. 2015. 'Whole-School Blended Learning with Peter West'. Podcast audio, 15 November. <http://terpodcast.com/2015/11/14/ter-058-whole-school-blended-learning-with-peter-west-15-nov-2015/>.

Queensland Curriculum and Assessment Authority. 2017. 'P-10 Mathematics Australian Curriculum and Resources'. Last modified 1 January. <https://www.qcaa.qld.edu.au/p-10/aciq/p-10-mathematics>.

[Salter, Mark?]. *O: A Presidential Novel*. 2011. New York: Simon & Schuster.

3. FURTHER READING

Melbourne University Law Review Association and Melbourne Journal of International Law. 2010. *Australian Guide to Legal Citation*. 3rd ed. Melbourne: Melbourne University Law Review Association and Melbourne Journal of International Law.

University of Chicago Press. 2010. *The Chicago Manual of Style*. 16th ed. Chicago: University of Chicago Press.
———. 2017. *The Chicago Manual of Style Online*. Accessed 14 February. <http://www.chicagomanualofstyle.org/16/contents.html>.