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Chicago Style of Reference **Version 1.2d (2010)**

All publications in the eBook and hard copy series, published by The Inter-Disciplinary Press and Fisher Imprints will use the Chicago Manual of Style as their system of referencing. The Chicago system of referencing is based on the *Chicago Manual of Style, 16th edn., August 2010*.

It is a simple documentary style system consisting of 3 elements:

- a. Citations in the main body of the text, using a superscript (raised) number, at the end of a sentence after the full stop.
- b. A list of endnotes at the end of a chapter for all citations, which appear in that chapter (footnotes are not permissible for our publications).
- c. A bibliography at the end of the chapter giving the details of each source referred to and possibly other materials consulted in preparing the chapter.

1. Endnotes Defined

Endnotes should be used whenever information or ideas from other sources are discussed in the text of your chapter. Sources such as books, journals, reports, newspapers, interviews, radio, television and information from the Internet must be acknowledged in text and detailed in endnotes. Endnote reference numbers will appear within your chapter as a superscript number to show the reader that you have referenced source material. Endnotes themselves will appear at the end of your chapter and will be used instead of footnotes, which appear at the bottom of every page.

Use the Full Style Sheet Version 7.4d (2010) for detailed instructions on how to properly place endnotes within the text body of your chapter. There you will find illustrations that will take you through the process using MS Word.

There are two instances in which endnotes should be used when writing your chapter:

- Summarising or paraphrasing material from a source; and
- Quoting word for word from a source.

A. Summarising and Paraphrasing

When summarising or paraphrasing materials from an outside source, the endnote reference number should appear after the full stop (period) that ends the sentence containing the summarised or paraphrased information.

For example:

Joe Bloggs notes that Cerberus, in ancient Greek mythology, is a three-headed dog that guards the gates of the underworld.¹

B. Direct Quote

When quoting a source word for word, the endnote reference number should appear directly after the quote.

Here are two examples of a correctly placed reference number when used with a direct quote:

Joe Bloggs notes, ‘Cerberus, the mythical three-headed beast guarding the entrance to Hades and the underworld, is said to be sent to sleep by the music of a harp.’¹

Joe Bloggs, in his epic blog concerning ancient Greek mythology notes, ‘Cerberus, the mythical three-headed beast guarding the entrance to Hades and the underworld, is said to be sent to sleep by the music of a harp,’¹ but I strongly disagree.

Note: The endnote reference number always appears outside of punctuation. For more information about endnote reference numbers and how to format them correctly, see the Full Style Sheet Version 7.4d (2010), Part Three, Section 1.

For more information about using quotation marks, see the Full Style Sheet Version 7.4d (2010), Part 1, Sections 6 & 7.

2. Formatting Endnotes - Overview

A. Elements of an Endnote – First Appearance

The first time a reference is used, it generally lists the author, title, and facts regarding the publication, in that order. Elements are separated by commas with the facts of publication enclosed in parentheses.

These are the elements of the endnotes that will appear at the end of your chapter and the precise method in which they are to be formatted when referenced for the first time.

- Author’s name(s) appear using their full name listed as First Name, M.I (if used), Last Name, exactly as it appears in the publication you are referencing.
- Full titles are used, capitalized headline-style, unless they are in a language other than English.
- Page number(s) within the source where you found your information. Note: The letter ‘p.’ or ‘pp.’ is not used preceding a page number.

B. Second and Subsequent Endnotes

When the same source is cited more than once in the text body of your chapter, the endnote will be formatted differently than it was the first time. This method is called ‘the short form’. (See section C below)

These are the elements of the endnotes that will appear at the end of your chapter and the precise method in which they are to be formatted when using the source for the second and subsequent times.

- Author’s last name(s) only
- Short title of publication or source
- Page number(s).

C. Short Form for Titles

The short title contains the key word or words from the main title. These are the general rules when referencing your source for the second and subsequent times. Please note, if referencing your source more than two times in the endnotes section of your chapter, each short title must appear exactly the same as the short title before.

Here are the general rules for using short titles:

- If the first word of the title is *A* or *The*, it is usually omitted.
- The order of the words should not be changed.
- Titles of four words or fewer are seldom shortened.
- The short title is italicized or set in quotation marks.

D. Examples of First Appearance and Second/Subsequent Endnotes

For these examples we will show the reference of a Book with one author. Later in this guide, you will learn about different types of sources and the precise manner in which they are to be formatted.

1st Appearance:

¹ Michael Pollan, *The Omnivore’s Dilemma: A Natural History of Four Meals* (New York: Penguin, 2006), 99-100.

2nd and Subsequent Appearances:

²² Pollan, *Omnivore’s Dilemma*, 3.

E. Editors and Translators in Place of an Author's Name

Often an editor or translator is used instead of an author's name when referencing a source. In these cases, the editor or translator's full name is used in the same manner an author's is followed by 'ed.' or 'trans.'.

¹ George Brown, ed., *Making Time for Family: A Guide to Multi-Tasking* (New York: Wacky Press, 2010), 35-125.

² Terrence J. Long, trans., *Singing in the Key of Si: The Latino Guide to Vocal Coaching*, (New York: Wacky Press, 2010), 41-65.

F. Using Ibid.

The abbreviation 'Ibid.' (from the Latin *ibidem*, meaning 'in the same place') usually refers to a single work cited in the note immediately preceding. Here are the particular rules that apply when using Ibid. It is used in place of the author's name(s) as well as the title of the work that is referenced.

- The abbreviation Ibid. is to be capitalized.
- Ibid. must never be used if the preceding note contains more than one referenced work.
- If the referenced material is found on the same page as the previous note, there is no need to place a page number after the abbreviation Ibid.
- If the page number is different yet the referenced material is exactly like the previous reference, the abbreviation Ibid. is followed by a comma and then page number.

The following are examples of the proper use of Ibid. in your endnotes section.

¹ Michael Pollan, *The Omnivore's Dilemma: A Natural History of Four Meals* (New York: Penguin, 2006), 99-100.

² Ibid.

³ Ibid., 45.

⁴ Ibid., 55-62.

G. Op. cit and loc. cit.

Chicago Style disallows the Latin abbreviations, op. cit. and loc., cit for subsequent cited references. Instead, use the short forms mentioned above.

3. Referencing Different Types of Sources

There are many types of sources available to authors and each type has a particular manner of referencing. This section will show you exactly how to reference each type of source.

A. Books & Journals

A book or a journal is considered a 'large work'. The title of a large work is italicised in an endnote. The following examples show you the proper way to format the reference of a book as well as the proper format of a book in its shortened form as described in section 2-C above:

Book – One Author

¹ Michael Pollan, *The Omnivore's Dilemma: A Natural History of Four Meals* (New York: Penguin, 2006), 99-100.

⁴ Pollan, *Omnivore's Dilemma*, 42.

Book – Two or Three Authors

¹ Douglas Simms and John Q. Public, *Reaching for the Stars* (London: Best Books, 2009), 23-44.

¹⁴ Simms and Public, *Reaching for the Stars*, 68.

Book – Four or More Authors

¹ James T. Masterson, et al., *The Study of Primates: Every Man and His Monkey* (St. Louis: Poison Pen Publishers, 2001), 167-184.

²³ Masterson, et al., *Study of Primates*, 289.

Book – Editor, Translator or Compiler Instead of an Author

¹ Blake Talmut, ed., *Geriatric Studies in America: Making Sense of Ageing* (New York: Healthy Press, 2004), 12-97.

³¹ Talmut, *Geriatric Studies*, 48.

Book – Editor, Translator or Compiler in Addition to an Author

¹ Barry G. Goldham, *If I Were the King of the Forest*, trans. Mark Knopler (London: Criss-Cross Press, 2000), 45.

¹⁴ Goldham, *King of the Forest*, 56.

B. Chapter or Other Part of a Book or Journal

When referencing a chapter or other part that appears in a larger work such as a book or journal, the chapter or other part appears inside quotation marks in roman (non-italicised). Note - the method of referencing an editor or translator of the book or journal is different from referencing them in place of an author in a larger work.

¹ Dewey P. Riddles, 'The Making of a Tree: From Seed to Majestic Oak', in *Biology is Your Friend: Nature at Its Finest*, ed. Barbara Fuller (New York: Green Press, 2001), 25-33.

⁵² Riddles, 'Making of a Tree', 31.

C. Preface, Foreword or Introduction of a Book

When citing a preface, foreword or introduction of a book or journal, the term used (preface, foreword, introduction) is not placed inside quotation marks. Note – the author is referenced using the word 'by' followed by the author's full name.

¹ Jerry T. Johnson, Preface to *The Golden Years: Finding Peace Later in Life*, by Austin Powers-Nelson (Minneapolis: Ageing Press, 1992), ix-xxi.

²² Johnson, Preface, xxiv.

D. Books or Journals Published Electronically

If your reference is available in more than one format, cite only the format that you used for viewing the material. If your source material was viewed on the Internet, you must include the URL and the date you viewed the material. Note – Page numbers may not appear in some electronic versions. If that is the case for your source material, you may use a chapter or section number in lieu of the page number(s).

¹ Jane Austen, *Pride and Prejudice* (New York: Penguin Classics, 2007), Kindle edition.

² Michael Pollan, *The Omnivore's Dilemma: A Natural History of Four Meals* (New York: Penguin, 2006), Viewed 29 February 2009,

<<http://www.booksarethebomb.com/pollan/the-omnivores-dilemma.html>>.

³³ Austen, *Pride and Prejudice*.

³⁹ Pollan, *Omnivore's Dilemma*, chap. 6.

If your chapter is to be published in an electronic work (eBook), the URL needs to be a working hyperlink. If your chapter is to be published in a hard copy, the URL should not be a working hyperlink.

E. Article in a Journal

When citing an article that appears in a journal, list the specific page number or numbers, if any, that are used.

¹ Bailey G. Nicholson, 'Saving Money the Old Fashioned Way', *Banking Today* 45 (2002): 21-25.

³⁹ Nicholson, 'Old Fashioned Way', 29.

F. Newspaper or Magazine Article

If your source material is an article that appears in a newspaper or magazine that you viewed online, you must use the URL and the date it was viewed. The same rules for URLs apply for eBooks vs. hard copies as is referenced in Part D of this section. If no author name is given, begin your endnote reference with the title of the article.

¹ Jonathon D. Plummer, 'Bringing Home the Bacon', *New Yorker*, 14 February 2008, 87.

⁷² Plummer, 'Bringing Home the Bacon', 91.

G. Book Review

¹ Gail DeVaney, 'What's for Dinner Tonight?' review of *The Omnivore's Dilemma: A Natural History of Four Meals*, by Michael Pollan, *Daily Mirror*, 5 August 2010, Weekly Book Review.

¹² DeVaney, 'What's for Dinner Tonight?'

H. Thesis or Dissertation

1 Barbara Breyersville, 'Bringing the Extended Family Together Again: Hope and Healing after Time Passes By' (PhD diss., Northern Illinois University, 2004).
4 Breyersville, 'Extended Family'.

I. Website

Note – The rules for using URLs within an eBook and hard copy can be found above in Part Three – Section D.

¹ 'Google Privacy Policy' last modified 1 September 2010, Viewed 14 September 2010, <<http://www.google.com/intl/en/privacypolicy.html>>.

²² 'Google Privacy Policy'.

J. Email or Text Message

1 Linda Havelin, text message to author, 25 April 2009.

4. **Bibliography Section**

This section shows you how to format your bibliography section. To correctly reference the bibliographical section, the sub-heading letters correspond with the sub-heading letters used in section 3. Referencing Different Types of Sources that appear above. Notes will be made if any special circumstances need to be pointed out.

A. **Books and Journals**

One author only

Pollan, Michael. *The Omnivore's Dilemma: A Natural History of Four Meals*. New York: Penguin, 2006.

Two or More Authors (et al. is not allowed in the bibliography section)

Ward, Geoffrey C., and Kenneth Burns. *The War: An Intimate History, 1941-1945*. New York: Knopf, 2007.

Editor or Translator in Place of an Author

Brockford, Margaret, trans. *Basking in the Sunlight*. Chicago: Sunny Times Press, 2010.

Editor or Translator in Addition to an Author

Goldham, Barry G. *If I Were the King of the Forest*. Translated by Mark Knopler. London: Criss Cross Press, 2000.

B. **Chapter in a Book or Journal**

Note – Page numbers precede the Publisher information in the bibliography.

Kelly, John D. 'Seeing Red: Mao Fetishism, Pax Americana, and the Moral Economy of War'. In *Anthropology and Global Counterinsurgency*, edited by John D. Kelly, Beatrice Jauregui, Sean T. Mitchell, and Jeremy Walton, 67–83. Chicago: University of Chicago Press, 2010.

C. **Preface, Foreword, Introduction**

Rieger, James. Introduction to *Frankenstein; or, The Modern Prometheus*, by Mary Wollstonecraft Shelley, xi–xxxvii. Chicago: University of Chicago Press, 1982.

D. Books or Journals Published Electronically

Austen, Jane. *Pride and Prejudice*. New York: Penguin Classics, 2007. Kindle edition.

Kurland, Philip B., and Ralph Lerner, eds. *The Founders' Constitution*. Chicago: University of Chicago Press, 1987. Viewed 28 February 2010. <<http://press-pubs.uchicago.edu/founders/>>.

E. Article in a Journal

Weinstein, Joshua I. 'The Market in Plato's *Republic*'. *Classical Philology* 104 (2009): 439–58.

F. Newspaper or Magazine Article

Mendelsohn, Daniel. 'But Enough about Me.' *New Yorker*, 25 January 2010.
Stolberg, Sheryl Gay, and Robert Pear. 'Wary Centrists Posing Challenge in Health Care Vote.' *New York Times*, 27 February 2010. Viewed 28 February 2010. <<http://www.nytimes.com/2010/02/28/us/politics/28health.html>>.

G. Book Review

Kamp, David. 'Deconstructing Dinner'. Review of *The Omnivore's Dilemma: A Natural History of Four Meals*, by Michael Pollan. *New York Times*, 23 April 2006, Sunday Book Review.

H. Thesis or Dissertation

Choi, Mihwa. 'Contesting *Imaginares* in Death Rituals during the Northern Song Dynasty'. PhD diss., University of Chicago, 2008.

I. Website

Google. 'Google Privacy Policy'. Last modified March 11, 2009.

<<http://www.google.com/intl/en/privacypolicy.html>>.

McDonald's Corporation. 'McDonald's Happy Meal Toy Safety Facts'.

Accessed July 19, 2008.

<<http://www.mcdonalds.com/corp/about/factsheets.html>>.

J. Email or Text Message

Do not include email or text message references in the bibliography section.

For further help, see *The Chicago Manual of Style, 16th edn., August, 2010*.

<http://www.chicagomanualofstyle.org/home.html>.

Rob Fisher
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