

Chicago 18th style sheet

We recommend that you use this style sheet in conjunction with your School's style guide and the guidance available via [Cite them Right Online](#). For general help with referencing see the [Academic Skills Kit](#).

You'll find further information on using Chicago on [The Chicago Manual of Style Quick Guide](#) and in [The Chicago Manual of Style](#).

Chicago style rules

There are two formats within the Chicago referencing style, notes and bibliography (NB), and author-date. NB is most often used at Newcastle University. For information on the author-date version of the style, see the [Chicago Manual of Style](#).

Citation

Chicago NB is a footnote style. A superscript number is placed in the text and a citation is placed in the corresponding footnote below your text. The first line of footnotes should be indented by $\frac{1}{2}$ inch (1.27cm). For example:

In the text:

Recent research shows that creating a search plan is the ideal.¹

In the footnote:

¹ Jonathan Grix and Gerald Watkins, *Information skills: finding and using the right resources* (Palgrave Macmillan, 2010), 3.

The first time you cite a source, full details are given in the footnote. A **short citation**, featuring the author's surname, first few words of the title, plus a page number if relevant, can be given for subsequent entries. For example:

¹ Grix and Watkins, *Information skills*, 4.

The 18th edition of Chicago discourages the use of ibid. Short citations should be used instead.

Visit [Cite them Right Online](#) for more information on how to format your footnotes.

Bibliography

Your bibliography should contain the full reference for all information sources cited and read, arranged alphabetically by surname of the first author (not numerically).

Unlike in the footnote, the name of the first listed author of a source is given as, surname, forename. Following authors or editors are given as, forename, surname. Arrange sources with no author alphabetically by title.

References should be formatted with a hanging indent (all lines after the first are indented half an inch (1.27cm) from the left margin.)

Chicago reference examples:

A selection of examples to get you started, check out [Cite them Right Online](#) and [The Chicago Manual of Style Quick Guide](#) for more:

Book

Footnote:

Author, *Title*, Edition (Publisher, Year of publication), page reference.

Bibliography:

Author. *Title*. Publisher, Year of publication.

For example:

Footnote:

1. Jonathan Grix and Gerald Watkins, *Information skills: finding and using the right resources*, (Palgrave Macmillan, 2010), 23.

Bibliography:

Grix, Jonathan, and Gerald Watkins, *Information skills: finding and using the right resources*. Palgrave Macmillan, 2010.

If referencing an e-book, add the DOI, URL or name of the database where you found the book to the end of the footnote/reference (see examples on [Cite them Right Online](#)).

An edited book chapter

Footnote:

Author of the chapter, "Title of chapter," in *Title of book*, ed. Name of editor (Publisher, Year of publication), page reference.

Bibliography:

Chapter author Surname, Forename. "Title of chapter." In *Title of Book*, edited by Name of editor. Publisher, Year of publication.

For example:

Footnote:

1. David Wyatt, "Taking History into the World," in *A Practical Guide to Studying History: Skills and Approaches*, ed. Tracey Loughran (Bloomsbury Academic, 2017), 299-310.

Bibliography:

Wyatt, David. "Taking History into the World." In *A Practical Guide to Studying History: Skills and Approaches*, edited by Tracey Loughran. Bloomsbury Academic, 2017.

For book chapters read online, exclude the editor's name and include DOI or URL at the end of the footnote / reference. If providing a database name, keep the editor's name and include page number range after publication date. See examples on [Cite them Right Online](#).

Journal article

Footnote:

Author, "Title of article," *Title of journal* volume number, issue number (year of publication): page reference.

Bibliography:

Author Surname, Forename. "Title of article." *Title of Journal* volume number, issue number (year of publication): page span.

For example:

Footnote:

1. Sandra L. Borden and Chad Tew, "The Role of Journalist and the Performance of Journalism: Ethical Lessons From "Fake" News (Seriously)," *Journal of Mass Media Ethics* 22, no. 4 (2007): 304.

Bibliography:

Borden, Sandra L., and Chad Tew. "The Role of Journalist and the Performance of Journalism: Ethical Lessons From "Fake" News (Seriously)." *Journal of Mass Media Ethics* 22, no. 4 (2007): 300–314.

For e-journal articles, add the DOI or URL or name of the database used to find the article after the page reference.

Online Newspaper article

Footnote:

Author Forename, Surname, "Title of article," *Title of Newspaper/News outlet*, Month day, year, URL or database name.

Bibliography:

Author Surname, Forename. "Title of article." *Title of Newspaper/News outlet*, Month day, year, URL or database name.

For example:

Footnote:

1. Madeleine Cuff, "Moth numbers in the UK fall by one third, sparking fears for their long-term survival," *iNews*, April 9, 2021, <https://inews.co.uk/news/environment/moth-numbers-uk-fall-by-one-third-sparking-fears-for-long-term-survival-wildlife-895041>.

Bibliography:

Cuff, Madeleine. "Moth numbers in the UK fall by one third, sparking fears for their long-term survival." *iNews*, April 9, 2021, <https://inews.co.uk/news/environment/moth-numbers-uk-fall-by-one-third-sparking-fears-for-long-term-survival-wildlife-895041>.

Online report**Footnote:**

Author, *Title of report*, Series and report number (Publisher, year), page reference, URL.

Bibliography:

Author. *Title of report*, Series and report number (Publisher, year). URL.

For example:

Footnote:

1. Ofcom, *Understanding online false information in the UK*, Economist discussion paper series, Issue number 2 (Ofcom, 2021), 4,
<https://www.ofcom.org.uk/siteassets/resources/documents/research-and-data/economic-discussion-papers-/understanding-online-false-information-uk.pdf?v=325850>.

Bibliography:

Ofcom. *Understanding online false information in the UK*, Economist discussion paper series, Issue number 2 (Ofcom, 2021).
<https://www.ofcom.org.uk/siteassets/resources/documents/research-and-data/economic-discussion-papers-/understanding-online-false-information-uk.pdf?v=325850>.

A webpage with individual author**Footnote:**

"Title of Website," Author, accessed Month day, year, URL.

Bibliography:

Author Surname, Forename. "Title of Website." Accessed Month day, year. URL.

For example:

Footnote:

1. "The Wildly Different Childhoods of Elizabeth I and Mary Queen of Scots," Hadley Meares, accessed May 7, 2021, https://www.history.com/news/elizabeth-mary-queen-of-scots-imprisonment-death?li_source=L1&li_medium=m2m-rcw-history.

Bibliography:

Meares, Hadley. "The Wildly Different Childhoods of Elizabeth I and Mary Queen of Scots." Accessed May 7, 2021. https://www.history.com/news/elizabeth-mary-queen-of-scots-imprisonment-death?li_source=LI&li_medium=m2m-rcw-history.

PhD thesis

Footnote:

Author, "Title of Dissertation," (Degree level, University, year), URL.

Bibliography:

Author Surname, Forename. "Title of Dissertation." Degree level, University, Year. URL.

For example:

Footnote:

1. Francis John Gibson Robinson, "Trends in education in Northern England during the eighteenth century: a biographical study," (PhD diss., Newcastle University, 1972), <http://hdl.handle.net/10443/511>.

Bibliography:

Robinson, Francis John Gibson. "Trends in education in Northern England during the eighteenth century: a biographical study." PhD diss., Newcastle University, 1972. <http://hdl.handle.net/10443/511>.

Instagram

Social media content should be included in your text or cited in a footnote. It is not usually included in your bibliography. Information from private accounts should be referenced as personal correspondence. See [Cite Them Right](#) for more details.

Footnote:

Author, "Title," Instagram photo, Month day, year, URL.

For example:

Footnote:

1. Kellybehunstudio, "Green roof with a twist by MDA Architecture in Ho Chi Minh City / photo by Quang Tran," Instagram photo, October 9, 2020, <https://www.instagram.com/p/CGGu1QCBq8C/>.

Citing ChatGPT and other generative AI

[Cite Them Right](#) have given guidance on how to reference generative AI. See also official guidance in the [Chicago Manual of Style](#) (14.112).

If you have used AI to generate content, note the use of the AI programme in your text:

In-text citation example:

When prompted by the author, ChatGPT responded with a ‘definition of academic success’ as follows...

To cite in a footnote, summarise the prompts you have used:

Footnote format:

Prompt, Name of AI, Month day, year, Developer, URL if publicly available.

For example:

1. Response to “Provide a definition of academic success,” ChatGPT, June 28, 2023.

Only include an entry in your bibliography if the generated content is publicly accessible.

FAQs

How do I cite and reference a source quoted in another author's work?

This is called secondary referencing. First, we recommend that you try to locate and read the original (primary) source – this will ensure you are not taking the information out of context and allow you to reference the source as normal.

If you cannot find the original source (it may be out of print, unavailable or in a language you cannot read), then provide a reference to the **secondary source in your bibliography** and refer to the **original source in your footnote** using ‘quoted in’ or ‘cited in’.

For example:

The study by the University of Warwick found a clear correlation between the productivity of employees and their happiness.¹

¹ Andrew J. Oswald, Eugenio Proto, and Daniel Sgroi, cited in Alex Bryson and George MacKerron, “Are you happy while you work?,” *The Economic Journal* 127 (2015): 124, <https://academic-oup-com.libproxy.ncl.ac.uk/ej/article/127/599/106/5067823>.

Only cite the source you read in your bibliography.

How many authors do I include in my footnotes and bibliography?

You include up to two authors in your footnote, for example:

1. Borden, Sandra L., and Chad Tew. “The Role of Journalist and the Performance of Journalism: Ethical Lessons From “Fake” News (Seriously).” *Journal of Mass Media Ethics* 22, no. 4 (2007): 300–314.

If there are **three or more authors**, you can use *et al.* (meaning ‘and others’) in your **footnote**, for example:

1. Sue Hobbs et al., *Academic Skills: Listening, Speaking, and Study Skills*, (Oxford: Oxford University Press, 2011), 44.

List all for **up to six authors** in your **bibliography**; if there are more than 6 authors, list the first 3 followed by et al.

How do I reference sources that have the same author?

In the 18th edition, Chicago no longer recommends using the 3-em dash for repeated author names. Instead, you should repeat the authors name and list items alphabetically by title. For example:

Burn, Andrew. R. *Agricola and Roman Britain*. New York: Collier Books, 1962.

Burn, Andrew. R. *The Romans in Britain: An Anthology of Inscriptions: With Translations and a Running Commentary*. 2nd ed. Oxford: Blackwell, 1969.