

# Chicago Note Quick Guide: In-text Referencing

Chicago Note follows the notes-bibliography system, which involves citing sources in footnotes (or endnotes). This guide is not intended as a complete source. For a more details, refer to the Chicago Note (17<sup>th</sup> edition) section of the online referencing tool, FedCite, at [www.federation.edu.au/fedcite](http://www.federation.edu.au/fedcite)

## Basic Rules

### Footnotes

- Footnotes are used to indicate when source material has been cited.
- A superscript number is placed in the text, which corresponds to a footnote at the bottom of the page.
- The footnote contains the full bibliographic details of the source the first time it is cited.
- The basic format includes: author's name, title, publisher location, name and year, and a page number.
- Subsequent citations can be abbreviated. In both consecutive and non-consecutive listings of the same source, shorten the footnote. Do this by omitting publication details and the author's first name.
- If the source has three or more authors, cite in full the first time, then shorten subsequent footnotes of that source to First Author et al.
- Different sources (e.g., books, exhibition catalogues, performances, journals, websites, etc.) need different treatment. Examples are provided overleaf.

### Punctuation

Place superscript numbers after the punctuation mark closest to the source material. This may be a full stop, comma, bracket, or other mark.

- The work title is in italics and capitalised, e.g., *Garden City Weeded*.
- Enclose the publication details with round brackets (City: Publisher, Year).
- Any subtitle is separated from the title by a colon.
- Where the note extends over one line, the first line is indented.
- Acceptable abbreviations include:
  - ed./eds. for editor/editors, edition and edited by
  - trans. for translated by, and translator
  - chap. for chapter
  - et al. for 'and others'
  - n.d. for no date
  - For organisation names, place the abbreviation in square brackets and include it in the first mention.

### Sample superscript number with corresponding footnote

cost.<sup>1</sup> However, Lee reported a contrary result,<sup>2</sup> along with other

1. Bung L. Lee, *Credit Risk and High Yield Bonds* (New York: Wiley, 1982), 24.  
2. H. P. Breen, "An Empirical Test of the Impact of Managerial Self-Interest on Corporate Capital Structure," *Journal of Finance* 43, no. 2 (1977): 271–81.

### Quoting

When you quote an author in your text, use quotation marks to identify their exact words, and insert a footnote either directly after the closing quote mark or the closest punctuation mark. The corresponding footnote contains the page number. **For example:** The installation was described as a "stunning masterpiece".<sup>3</sup>

## Examples

### Basic footnote treatment (book, print)

1. **FirstName LastName**, *Title* (City: Publisher, Year), page reference.
2. **Sarah Gleeson**, *The Medical Experience of Art and Music* (Sydney: Collins, 1983), 24. ← ONE AUTHOR

### Shortening subsequent footnote (book)

3. **Sarah Gleeson**, *The Medical Experience of Art and Music* (Sydney: Collins, 1983), 24.
4. **Tom Edgerson**, *Drama Therapy* (Melbourne: Harrap, 2011), 19.
5. **Gleeson**, *Medical Experience*, 86. ← SHORTENED NOTE (NON-CONSECUTIVE)

### Author variations (book, print)

#### FULL NOTE

##### Two authors

7. Kate Collie and Anita Kante, ...

##### Three or more authors

8. Jane Medwell et al., ...

##### Group author (organisation or government)

9. Media, Entertainment and Arts Alliance [MEAA], ...

#### SUBSEQUENT NOTES

10. Collie and Kante, ...
11. Medwell et al., ...
12. MEAA, ...

### Encyclopedia or Reference work (online)

#### FULL NOTE

13. Grove Music Online, s.v. "Smashing Pumpkins," by Rob Jovanovic, accessed March 29, 2020, <https://www.oxfordmusiconline.com/search?q=smashing+pumpkins&searchBtn=Search&isQuickSearch=true>

#### SUBSEQUENT NOTES

14. *Grove Music Online*, "Smashing Pumpkins."

### Journal article (If accessed online, add access date and DOI, URL or database name)

#### FULL NOTE

15. Peter Pilven, "The Journey of Janet Korakas," *Ceramics: Art & Perception*, 68 (2007): 14.

#### Online from database

16. Angela Campbell, "Performing Cultural Heritage: Authenticity and the Spirit of Rebellion," *Australasian Drama Studies*, 66, (April 2015): 214, accessed June 9, 2017, EBSCOhost.

#### Accessed online with doi

17. Kate Collie and Anita Kante, "Art Groups for Marginalized Women with Breast Cancer." *Qualitative Health Research* 21, no.5 (2011): 652-61, accessed October 8, 2019, <https://doi.org/10.1177/1049732310383989>

#### Downloaded as an e-book

18. F. Scott Fitzgerald, *The Great Gatsby* (New York: Simon and Schuster, 2003), Kindle.

#### SUBSEQUENT NOTES

19. Pilven, "Journey of Janet Korakas", 14.
20. Campbell, "Performing Cultural Heritage", 214.
21. Fitzgerald, *The Great Gatsby*.

## Audiovisual, Sound recording (physical or online) / Interview (transcript or recorded) / Podcast / Radio / TV / DVD / Film

### FULL NOTE

#### Recording

1. Lily Brett, interview by Jane Hutcheon, *One Plus One*, ABCTV News 24, July 28, 2016, accessed August 6, 2016, <http://www.abc.net.au/news/2016-07-28/one-plus-one:-lily-brett/7670520>

#### CD (physical)

2. Peter FitzSimons, *Kokoda*, read by Lewis FitzGerald (Sydney: ABC Audio, 2013), audiobook, compact disc.

#### CD (online)

3. Charles Dickens, *Oliver Twist*, read by Peter Batchelor (New York: Random House Audible, 2013), audiobook, MP3 audio, accessed June 22, 2016, <http://www.audible.com>

### SUBSEQUENT NOTES

4. Brett, interview by Hutcheon.

#### CD (physical and online)

5. FitzSimons, *Kokoda*.
6. Dickens, *Oliver Twist*.

## Exhibition catalogue, website or brochure

### FULL NOTE

#### Exhibition catalogue (print)

1. Elena Taylor, *Australian Impressionists in France* (Melbourne: National Gallery of Victoria, 2013), 24, exhibition catalogue.

#### Exhibition website (same as general website)

2. "Liu Bolin: Camouflage," Ballarat International Foto Biennale, accessed October 8, 2019, <https://ballaratfoto.org/liu-bolin/>

#### Brochure (online)

3. Parks Victoria, *Fire Ecology in the Grampians* (Melbourne: Parks Victoria, 2004), accessed March 5, 2016, <http://www.brambuk.com.au/assets/pdf/>

### SUBSEQUENT NOTES

4. Taylor, *Australian Impressionists*, 12.
5. Liu Bolin: Camouflage.
6. Parks Victoria, *Fire Ecology*, 3.

## Performance, live or recorded

Live performances generally do not require a note, and can be omitted by weaving the identifying details into your writing. However, seek your lecturer's advice on their preference for citing such sources. If accessing a recording, treat according to relevant category below and add the form of recording. Live performances are not normally included in the bibliography. See also Play / Film script.

#### FULL NOTE

##### Play

1. *Private Lives*, by Noel Coward, directed by Sam Strong, Melbourne Theatre Company, Southbank Theatre, Melbourne, January 30, 2014, DVD.

##### Musical theatre

2. *Nice Work If You Can Get It*, by Joe DiPietro, music by George and Ira Gershwin, directed by Annette Zol, Broadford Amateur Theatrical Society, Broadford Shire Hall, June 10, 2016, compact disc.

##### Concert

3. Glenda Harris (violin) and Kurt Hegelmann (piano), Helen MacPherson Smith Theatre, Ballarat, April 21, 2014.

##### Recorded performance

4. Jerry Seinfeld, *I'm Telling You for the Last Time: Live on Broadway*. Recorded Broadhurst Theatre, New York City, August 9, 1998 (Los Angeles: Universal, 1998), compact disc.

#### SUBSEQUENT NOTES

5. *Private Lives*.
6. *Nice Work*.
7. Harris and Hegelmann.
8. Seinfeld, *I'm Telling You*.

### Visual artwork / Image / Chart / Figure / Table / Map

#### FULL NOTE

##### Gallery

1. John Brack, *The Fish Shop*, 1955, oil on composition board, 60.0 x 71.6 cm, Heide Museum of Modern Art, Melbourne.

##### Online reproduction

2. John Brack, *The Fish Shop*, 1955, oil on composition board, 60.0 x 71.6 cm, Heide Museum of Modern Art, Melbourne, accessed June 12, 2014, <http://www.ngv/collections/johnbrack>

##### Print reproduction

3. John Brack, *The Fish Shop*, 1955, in *Australian Artists*, ed. Howard Bryant (Melbourne: Larwitt, 1993), 46.

#### SUBSEQUENT NOTES

4. Brack, *The Fish Shop*.

### Play/Film script

If unpublished, give title in quotation marks (not italics), and add description and any other identifying information and date as shown on title page. In the notes, give act (and scene and line numbers if relevant) when quoting or referring to specific passages. See also Performance.

#### FULL NOTE

##### Published (Play)

1. Joanna Murray-Smith, *Honour* (Sydney: Currency Press, 1997), act 1.

##### Unpublished

2. Gleeson, Miranda, "Daylight Shines Darkly" (film script, final draft, March 8, 2015), scene 15, accessed July 19, 2016, <http://www.scriptheaven.com.au/>.

#### SUBSEQUENT NOTES

3. Murray-Smith, *Honour*, act 1.
4. Gleeson, "Daylight," scenes 53–55.

### See also - Chicago Note Quick Guide: Bibliography