

Further examples can be found in the [Chicago A referencing guide](#) on Re:cite.

About Chicago A

Chicago A is a footnote referencing style. It has two key components:

1. Footnotes or endnotes to cite your sources alongside your writing
2. A bibliography to list all of your sources alphabetically by author surname

If you are including images in your work, you will also need a list of figures.

Basic Principles

- Chicago A and B are fundamentally different referencing styles. Make sure you double-check which is expected for your assignment.
- Consistency in your citations is essential. Each footnote and bibliography entry should be checked prior to submission.
- Use the built in 'insert footnote' function of your word processor to ensure that reordering your footnotes is automatic when editing your work.
- Each footnote is marked with superscript in your writing, for example.¹
- The first time you cite a resource in a footnote, you must use a full footnote citation. If you refer to the resource again, a shortened footnote can be used. For example: Footnote number. Surname, *Book Title*, page. Or Footnote number. Surname, "Article Title," page.
- The format of names differs between footnotes and bibliography entries. Footnotes should be First name Surname, e.g. Barbara Bolt. In bibliography entries, the first listed author's name is inverted to Surname, First name, e.g. Bolt, Barbara. Additional author names are not inverted, e.g. Bolt, Babara, John Green, Margot Morris.
- Punctuation differs between footnotes and bibliography entries.
- Page numbers or location markers should be included for all footnote citations, whether you're directly quoting or paraphrasing.
- The bibliography is formatted with a hanging indent. This is usually applied using the Paragraph function in your word processor.
- Citations of online resources should always include an identifier as the final part of the citation. The order of preference is DOI (Digital Object Identifier) > Permanent URL > Name of database.
- The Chicago Manual advises that superscript numbers¹ should be used in text, and footnote numbers in the footer should be full size with a period, e.g. 1. However, your word processor and Zotero will automatically use superscript to number your footnotes. This template cannot be effectively changed in Word or Google Docs, but it is possible to manually resize

footnote numbers in Word by highlighting and removing superscript if important for editorial purposes. The library advises aiming for consistency within your own work.

Templates and examples for common source types

Books and chapters

Footnote (books)

Footnote number. Author name, *Book Title* (Publisher, year), page(s).

Bibliography (books)

Author Surname, First name. *Book Title*. Publisher, year.

Footnote (chapters)

Footnote number. Author name, "Chapter Title," in *Book Title*, ed. Editor name (Publisher, year), page(s).

Bibliography (chapters)

Author Surname, First name. "Chapter Title." In *Book Title*, edited by Editor name, page numbers of chapter. Publisher, year.

Journal articles

Footnote

Footnote number. Author name, "Article Title," *Journal Title* Vol, Issue (year): page(s), DOI/URL/Database name

Bibliography

Author Surname, First name. "Article Title." *Journal Title* Vol, Issue (year): page numbers of article. DOI/URL/Database name.

Websites

Footnote

Footnote number. Author name, "Title/description of page," Title/description of Website, Date (of publication), modification or access), URL.

Bibliography

Author Surname, First name. "Title/description of page." Title/description of website. Date (of publication, modification or access). URL. Title/description of website. URL.

Images and figures

Caption below image

Figure number. Artist, Title, year.

List of Figures

Figure number. Artist (Family name, First name). Title of image. In Author/s of book. *Title of book*, page number/s. Publisher, year.