Chicago (UK and Ireland)

This is a footnoting style. Use Microsoft word or comparable software package to insert notes. Go to 'Insert', 'Footnote' and use Arabic (1, 2, 3) numerals not Roman numerals.

Using quotations
- Use single quotation marks to indicate direct quotations and the definition of words
- In quoted passages follow the original spelling, punctuation etc.
- Short quotations (less than 40 words) should be enclosed in single quotation marks (‘...’) and be part of the main text
- Longer quotations should start on a separate line, with no quotation marks, and indented throughout. Do not italicize quotations.
- Double quotation marks (“…”) are used for a quote within a quote

Referencing films and actors
- On the first occasion that you mention a film, you ought to include the director and date, ie: The Quiet Man (John Ford, 1952). Film titles should always be in italics as in this example.

Paraphrasing
- This is when you take another author’s ideas and put them into your own words. You are still copying someone else’s work, so you must reference it. You do not need to use inverted commas when you paraphrase, but you must clearly show the reader the original source of your information. You must be very careful to indicate when your indirect quotation starts. Paragraphs with references at the end are often unclear as the reader is left to guess which section of the paragraph is the student’s work and which is an indirect reference.

Referencing - A guide to using the Footnotes system
Footnotes are notes relating to the text and placed at the foot of a page. They are used for documentation and citation of relevant sources. Sometimes they are collected together at the end of a chapter, or at the end of the whole work, in these cases they are then often referred to as Endnotes. Students may choose between using footnotes and endnotes.

Footnotes should be used:
- whenever you quote directly
- to develop an idea or expand a quotation where to do so in the text would really disturb the balance of the current argument
- to refer the reader to another part of the text, ie. to make cross references
- to state a source, especially of statistical material
- to acknowledge a borrowing.

Guidelines for using footnotes
Reference numbers should normally be in superscript (appearing above the line of text) and without punctuation. E.g. 26; however, if necessary, they can also be shown in brackets e.g. (26).

Notes should be numbered consecutively (1, 2, 3 ...) throughout the text.

Reference numbers should be placed at the end of sentences, alternatively they can be places at a break in the sentence if there will be more than one note.

Reference numbers should be placed at the end of quotes (not following the author’s name).

Notes should not duplicate information already made clear in the text.

Though students may choose whether to use footnotes or endnotes, they should not use a combination of both.

Reference numbers should not be repeated when referring to a source cited previously. Always use a new reference number in such cases.

How to cite references in your text.

The most common short form consists of the last name of the author and the main title of the work cited, usually shortened if more than four words, as in examples 4–6 below.

4. Morley, Poverty and Inequality, 43.

One author


Two authors


When both authors have the same family name, the name is repeated.


More than three authors

7. Sechzer and others, Women and Mental Health, 276.
13. Edward O. Laumann et al., The Social Organization of Sexuality: Sexual

Edited book

Editor, compiler or translator in place of author
5. Soltes, Georgia, 285; Silverstein, Sir Gawain, 38.

Chapter in single-author book

Chapter in multi-author book

Journal and newspaper articles.

Online multimedia
In addition to the regular author information, include a URL and an access date.

Use of Ibid.
• The abbreviation ibid. (from ibidem, ‘in the same place’) refers to a single work cited in the note immediately preceding. It must never be used if the preceding note contains more than one citation. It takes the place of the name(s) of the author(s) or editor(s), the title of the work, and as much of the succeeding material as is identical. If the entire reference, including page numbers or other particulars, is identical, the word ibid. alone is used. The word ibid. is set in roman and followed by a full stop.
6. Ibid., 258–9.

References:

At the end of your essay, you should include a list of references. These should reflect your footnotes. Do not include books you have not referenced.

**Book:**

**Book (two authors)**

**Chapter in Book:**

**Journal, magazine article:**
Hurst, Brian Desmond. ‘The world’s only new art form’, *Kinematograph Weekly*, 17 December 1936, 4.


**On-line source:**

For more detailed guides to referencing, please consult the MHRA Handbook, online or in the TCD library.