

Citing sources

There are many citation styles. This sheet is based on the « Chicago style », one of the more commonly used. We can only give the broad outlines of the system ; for all specific cases, please refer to the :

Chicago Manual of Style, 15th edition,



REF. 000 HEIA 36970

The Chicago Style consists of two different systems : the first one, for humanities, is often used in history. Bibliographic citations are provided in notes (footnotes or endnotes), with or without a full bibliography at the end of the text. The second system, the author-date system, is used in social sciences. Sources are cited in the text, usually in parentheses, by the author's last name, the publication date of the work cited, and a page number if needed. Full details appear in the bibliography - usually titled « References » or « Works Cited » - in which the year of publication appears immediately after the author's name.

The « notes and bibliography » system

Books

Notes

First Name Last Name or Institution, *Title : Subtitle ; Second subtitle*. Edition (if not the first). Volume, total number of volumes if multivolume work is referred to as a whole, or number of the volume cited. Title of the volume, if applicable. Series title, and volume number within series if series is numbered (Place of publication : Publisher, year of publication). Page number(s) if applicable.

Example :

Hannah Arendt, *The Origins of Totalitarianism*. 3rd ed. (London: George Allen & Unwin, 1967). 56-68.

Bibliography

Last Name, First Name or Institution. *Title : Subtitle ; Second subtitle*. Edition. Series title and volume number within series. Place of publication : Publisher, date of publication. Page number(s) if applicable.

Example 1 :

Arendt, Hannah. *The Origins of Totalitarianism*. 3rd ed. London: George Allen & Unwin, 1967.

Example 2 : (the author is an institution)

International Atomic Energy Agency, Division of Public Information. *Ten Years After Chernobyl: What Do We Really Know ?* Vienna : IAEA, 1996.

Example 3 : (multiple authors)

Note : First Name Last Name Author 1 and First Name Last Name Author 2.

Bibliography : Last Name, First Name Author 1 and First Name Last Name Author 2.

The name of the first author is inverted in the bibliography, because the references are arranged alphabetically.

Steven, Graeme C. S. and Rohan Gunaratna. *Counterterrorism: a Reference Handbook*. Contemporary world issues. Santa Barbara, Calif.: ABC Clío, 2004.

If there are more than 3 authors, all names are usually given in the bibliography. In a note, only the name of the first author is included, followed by « and others » or “et al.”

Example 4 : (editor in place of author)

Use the abbreviation ed. or eds :

Newman, Mark, Albert-László Barabasi and Duncan J. Watts, eds. *The Structure and Dynamics of Networks*. Princeton studies in complexity. Princeton : Princeton University Press, 2006.

Chapter or titled part of a book

Notes

First Name, Last Name, « Title of chapter, » in *Title of the book : Subtitle*. Edition. Series title (Place of publication : Publisher, date of publication).

Example

Jean-Paul Gourévitch, « La France et la traite atlantique, » in *La France en Afrique : cinq siècles de présence ; vérités et mensonges* (Paris : Acropole, 2006).

Bibliography

Last Name, First Name. «Title of chapter. » In *Title of the book : Subtitle*. Edition. Series title. Place of publication : Publisher, date of publication.

Example

Gourévitch, Jean-Paul. « La France et la traite atlantique. » In *La France en Afrique : cinq siècles de présence ; vérités et mensonges*. Paris : Acropole, 2006.

Periodicals

Notes

First Name Last Name, « Title of article, » *Title of periodical* volume, issue number (date of publication): page reference.

Example

Mark Kirk and Rick Larsen, « Helping Congress to Understand China,» *Far Eastern Economic Review* 169, no 4 (2006): 25-28.

Bibliography

Last Name, First Name. « Title of article. » *Title of periodical* volume, issue number (date of publication): page reference.

Example

Kirk, Mark and Rick Larsen. « Helping Congress to Understand China.» *Far Eastern Economic Review* 169, no 4 (2006): 25-28.

Arabic numerals are used even if the journal itself uses Roman numerals. Neither month nor season is necessary if the issue number is given

Theses and dissertations

Notes

First Name Last Name, « Title of thesis » (Kind of thesis, Academic institution, year). Page reference.

Example

Maxim Artamonov, « Actualités télévisées, source de l'histoire » (Thèse, Université de Genève, 2005). 93-100.

Bibliography

Artamonov, Maxim. « Actualités télévisées, source de l'histoire .» Thèse, Université de Genève, 2005.

Shortened citations

If the bibliography includes all works cited in the notes, the notes citations can be shortened. Subsequent citations to sources already given in full should be shortened whenever possible. 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.

Example

1. Jean-Paul Gourévitch, *La France en Afrique : cinq siècles de présence ; vérités et mensonges* (Paris : Acropole, 2006).
2. Gourévitch, *La France en Afrique*, 54-62.

The « author-date » system

Text citations

An author-date citation in running text or at the end of a block quotation consists of the last name of the author, followed by the year of publication of the work in question. No punctuation appears between author and date. Abbreviations such as ed. are omitted. Author-date citations must agree exactly, in both name and date, with the corresponding entries in the reference list, and there must be an entry for every text citation.

Example

(Gourévitch 2006)
(Steven et Gunaratna 2004)

When a specific page is cited, it follows the date, preceded by a comma.

Example

(Gourévitch 2006, 57)

Author-date citations are usually placed just before a mark of punctuation.

Reference list

A reference list is normally placed at the end of a work, preceding the index, if there is one. Because the text citations consists of the last name of the author and the date of publication, a reference list is always arranged alphabetically, rarely divided into sections, and the date of publication appears directly after the name.

Book

Last Name, First Name. Date of publication. *Title* : *Subtitle*.
Place of publication : Publisher.

Example

Gourévitch, Jean-Paul. 2006. *La France en Afrique : cinq siècles de présence ; vérités et mensonges*. Paris : Acropole.

Periodicals

Last Name, First Name. Date of publication. Title of the article. *Title of the periodical* volume, number (month or season of publication) : page reference.

Example

Farr, Vanessa. 2006. Scared half to death : The gendered impacts of prolific small arms. *Contemporary Security Policy* 27 (April) : 45-59.

Miscellaneous

Capitalization of titles

For English-language book titles, the « headline style » is commonly used in the “notes and bibliography” system : the first letters of all words are capitalized, except the articles (the, a), the prepositions and conjunctions (and, or), to and as. The first word of the title or subtitle is also capitalized.

In the “author-date” system, titles of books and periodicals articles are usually capitalized « sentence style » : only the first word in a title or subtitle and any proper name are capitalized. The « headline style » is used for periodicals titles.

For non-English titles, it is recommended to follow the usages of the language concerned, or the sentence style if the writer is unfamiliar with these usages. In French titles, only the first word of the title (but not the subtitle) and proper names are capitalized.

Repeated names in a bibliography or reference list

For successive entries by a same author or editor, a 3-em dash (followed by a period or comma as in the previous entry) replaces the name(s) after the first appearance. In the « notes and bibliography » system, titles by the same author are normally listed alphabetically. An initial *an* or *the* is ignored in the alphabetising. In the « author-date » system, entries are arranged chronologically by year of publication.

« Ibid. »

The abbreviation *ibid.* (from *ibidem*, « in the same place ») refers to a single work cited in the **note immediately preceding**, and must never be used if the preceding note contains more than one citation. It may also be used within one note in successive references to the same work. The Chicago Style disallows the use of *op. cit.* used with an author's last name and standing in place of a previously cited title, sometimes many pages or even chapters earlier, because they are “exceptionally unhelpful” and frustrating for the reader.