



THE UNIVERSITY OF THE WEST INDIES
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BIBLIOGRAPHIC REFERENCING – CHICAGO MANUAL OF STYLE

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1. WHY DO I NEED TO ACKNOWLEDGE MY RESOURCES?

Acknowledging **ALL** your resources is important:

- To prove that your work has a substantial, factual basis
- To show the research you've done to reach your conclusions
- To allow your readers to identify and retrieve the references for their own use

If you do not acknowledge what you read you may face charges of plagiarism. Plagiarism is defined as taking, using and passing off as your own, the ideas or words of another (Concise Oxford Dictionary 1995). The best way to avoid it is to take careful notes of where you found your information and to **always acknowledge** the work of others.

2. WHAT IS CITING?

To "cite" is to point to evidence, authority or proof. When we use the term cite we refer to the way that you note the source of your information in the body of your text. To cite correctly you need to collect and assemble details of where your information came from and note this in your text.

The style that is to be used in the Faculty of Engineering is described in the Chicago Manual of Style, 15th Edition. It should be noted that this is the style that is recommended in the **Thesis Guide** of the University of the West Indies.

The Chicago Manual of Style presents two basic citation systems or documentation forms but it is the Author-Date which is the preferred style for science and technology:

I: Humanities Style which makes use of footnotes/endnotes and a bibliography. The **note** reference follows the passage to which it refers and is marked with a numeral. Notes are arranged numerically either at the bottom of each page (footnotes) or at the end of the manuscript (endnotes). Notes include complete bibliographic information when cited for the first time.

II: Author-Date. This is the preferred method for the sciences. The author-date system of documentation comprises two indispensable parts:

- The text citation, usually enclosed in parentheses, and
- The list of sources cited, often called **the list of references**

Many of the examples given in this document are from the Chicago Manual of Style, 15th Edition.

3. WHEN DO I NEED TO CITE?

Whenever you directly copy the words of another author (**quoting**), or put their ideas into your own words (paraphrasing), you must acknowledge that you have done so. How you acknowledge their work depends on which style you are following.

4. WHAT DETAILS DO I NEED FOR A CITATION?

Make sure you keep track of all the information sources you use and record the necessary details. When noting sources it is more efficient to write them out in full, even if you

decide not to use them. Often it is very difficult and time consuming to find this information at the last minute.

There are computer programs such as Reference Manager, EndNote and Procite, which also allow you to organize a reference list/bibliography. The list of sources can be merged with an MS Word document to automatically extract entries quoted in the text from your bibliographic database.

You need to make note of the following information about every source you use. Not every detail will be applicable in every case:

- Author(s)'s or editor(s)'s full names; or the group/body/organization responsible
- Title of article or chapter
- Name of the journal, periodical or book
- Edition (if applicable)
- Publisher's name (if applicable)
- Place of publication (for book)
- Year of publication
- Volume number (for journal)
- Issue number (for journal)
- Page numbers

What details do I need for an electronic citation?

When you are citing an electronic resource, like a web page, you should note down the following details. Web pages don't always contain all of these details, so don't worry too much if you can't find them all:

- Name of the author, editor or webmaster
- Title of the page
- Title of the site (go to the site's homepage)
- Date the page was last updated, or the copyright date
- The full internet address (URL) of the page (i.e. http://etc.)
- The date that you accessed the page
- Any other details that might help someone else find the part of the page that you used

5. HOW DO I PUT A CITATION TOGETHER?

A citation/reference is made by putting together all the details needed to find a piece of information, in a specified order and with a specific syntax or punctuation details. Different details are needed for different formats of information. The order of the details and punctuation varies, depending on the style you are using. Remember that the same recommended style must be used exclusively and **consistently** throughout your piece of work.

BOOKS

ONE AUTHOR:

Reference:

Maas, Stephen. 1998. *The RF and microwave circuit design cookbook*. Boston: Artech House.

Corresponding in-text citation:

(Maas 1998)

SUBSEQUENT EDITION OF A BOOK:

Reference:

Colley, B.C. 1998. *Practical manual of land development*. 3rd ed. New York: McGraw Hill.

Corresponding in-text citation:

(Colley 1998)

TWO AUTHORS:

Reference:

Coleman, W. C., and W .G. Jones. 1998. *Experimentation and uncertainty analysis for engineers*. 2nd ed. New York: John Wiley.

Corresponding in-text citation:

(Coleman and Jones 1998)

NB: Only the first author's name is place in reverse order and subsequent authors' names are written in their natural order.

THREE AUTHORS:

Reference:

Popper, S. W., C. Wagner, and E. V. Larson. 1998. *New forces at work: Industry views critical technologies*. California: RAND

Corresponding in-text citation:

(Popper, Wagner, and Larson 1998)

MORE THAN THREE AUTHORS:

Reference:

Kimball, R., L. Reeves, M. Ross, and W. Thornthwaithe. 1998. *The data warehouse lifecycle toolkit*. New York: John Wiley.

Corresponding in-text citation:
(Kimball et al. 1998)

CORPORATE OR ORGANIZATIONAL AUTHOR:

Although some corporate and technical reports are written by personal authors associated with an organization, most reports feature “corporate” authors. These are sponsored, prepared and published by organizations, corporations, laboratories, departments, etc.

Reference:

Norlight Telecommunications. 2009. *External assessment*. Milwaukee: Norlight Telecommunications

Corresponding in-text citation:

(Norlight Telecommunications 1999)

Reference:

United Nations Educational Scientific and Cultural Organisation (UNESCO). 1994. *Marine debris: Solid waste management action plan for the wider Caribbean*. Paris: UNESCO.

Corresponding in-text citation:

(UNESCO 1994)

EDITOR, COMPILER OR TRANSLATOR RATHER THAN AUTHOR:

In the reference list, the abbreviation: **ed.** or **eds.**; **comp.**; or **trans.** follows the name and is preceded by a comma.

Reference:

Clarke, Andrew G., eds. 1998. *Industrial air pollution monitoring*. London: Chapman and Hall.

Corresponding in-text citation:

(Clarke 1998)

Reference:

Menchu, Rigoberta. 1999. *Crossing borders*. Trans and ed. Ann Wright. New York: Verso.

Corresponding in-text citation

(Menchu 1999)

Reference:

Bakr, M., comp. 1998. *Elsevier’s dictionary of environment*. Amsterdam: Elsevier Science.

Corresponding in-text citation

(Bakr 1998)

JOURNAL ARTICLES

Titles of articles are given sentence capitalization, that is, only the first word in the title and all proper nouns and proper adjectives are capitalized. The title of the journal itself is italicized and given headline or regular title capitalization. If you use an abbreviation for the title of the journal please ensure that it is the standard.

Where more than one journal with the same title exists, it should be identified by adding the place of publication, a subtitle (if applicable), or the publisher. Arabic numerals are used for volume numbers, even when roman numerals are used in the work itself. For example **V** and **IX** become **5** and **9**.

Reference:

Kayansayan, N. 1993. Thermal characteristics of fin-and-tube heat exchanger cooled by natural convection. *Experimental Thermal and Fluid Science* 7 (3): 177-188.

Corresponding in-text citation:

(Kayansayan 1993)

Reference:

Persad, P., and S. Satcunanathan. 1983. Thermal performance of the two-glass cover solar air heater. *Journal of Solar Energy Engineering* 105 (3): 254-258.

Corresponding in-text citation:

(Persad and Satcunanathan 1983)

CONFERENCE PAPERS IN PUBLISHED PROCEEDINGS

Reference:

Nebgen, Pamela J., and Richard C. Warner, 1985. Computer aided design of hydrologic and sediment control systems. In *ASEE Annual conference proceedings: Computer aided engineering 16-20 June, 1984*, ed. Lawrence P. Grayson, 272-279. Atlanta: American Society for Engineering Education.

Corresponding in-text citation:

(Nebgen and Warner 1985)

Reference:

Weiser, M. 1981. Program slicing. In *Proceedings of the 5th international conference on software engineering*, 439-449. Los Alamitos, California: IEEE Computer Society Press.

Corresponding in-text citation:
(Weiser 1981)

CHAPTER IN A MULTI-AUTHOR BOOK

Reference:

Wiens, J. A. 1983. Avian community ecology: An iconoclastic view. In *Perspectives in ornithology*, ed. A. H. Brush and G. A. Clark Jr., 355-403. Cambridge: Cambridge University Press.

Corresponding in-text citation:
(Wiens 1983)

STANDARDS

Reference:

British Standards Institution (BSI). 1991. Specification for metal cutting bandsaw blades. BS3877.

Corresponding in-text citation:
(BSI 1991)

PATENTS

Reference:

Sugisawa, K. Y. Matsumura, and K. Taga. 1986. Decompression oil -frying method for food products. U.S. Patent 4,585,660.

Corresponding in-text citation:
(Sugisawa, Matsumura, and Taga 1986)

REPORTS

Reference:

Merchant, Dean. C. 1980. *Applied research in analytical photogrammetry: Final report*. Columbus, Ohio: Engineering Experimental Station, Ohio State.

Corresponding in-text citation:
(Merchant 1980)

Reference:

Woodward, R. J. 1981. *Case studies of the corrosion of reinforcement in concrete structures*. Transport and Road Research Laboratory Report. (TRRL-LR-981). London: HMSO.

Corresponding in-text citation:
(Woodward 1981)

GOVERNMENT PUBLICATIONS

Reference:

Trinidad and Tobago. 1981. *National physical development plan*. Trinidad: Ministry of Finance and Planning, Town and Country Planning Division.

Corresponding in-text citation:
(Ministry of Finance 1984)

Reference:

Trinidad and Tobago. Ministry of Finance and the Economy. 1980. *Accounting for the petrodollar*. Port of Spain: Government Printery.

Corresponding in-text citation:
(Ministry of Finance and the Economy 1980)

UNPUBLISHED MATERIAL

Generally, the titles of unpublished material are not placed in italics or underlined.

THESIS:

Reference:

Charles, Raymond, F. 1989. The equilibrium strength of Trinidad clay subgrades. M.Phil.Thesis. Department of Civil Engineering, University of the West-Indies, St. Augustine, Trinidad and Tobago.

Corresponding in-text citation:
(Charles 1989)

PAPERS PRESENTED AT A MEETING:

Reference:

Imbert, I. D. C. 1974. Design and control of concrete mixes. Paper presented at the OAS/IEJ Seminar on Construction Management, Materials and Housing, August 1974.

Corresponding in-text citation:
(Imbert 1974)

NEWSPAPERS:

A list of works cited need not list newspaper items that have been documented in the text. No corresponding entry in a bibliography or reference list would be needed with the following in-text citation:

In an article on rampage killers (*New York Times*, April 10, 2000), Laurie Goldstein and William Glaberson describe the warning signs either missed or unreported by friends, teachers, family members, and others.

ELECTRONIC SOURCES

BOOKS PUBLISHED ONLINE:**Reference:**

Sirosh, J., R. Miikkulainen and J. A. Bednar. 1996. Self-Organization of orientation maps, lateral connections, and dynamic receptive fields in the primary visual cortex. In *Lateral interactions in the cortex: Structure and function*, J Sirosh, R. Miikkulainen and Y. Choe. Austin, TX: UTCS Neural Networks Research Group.
<http://www.cs.texas.edu/users/nn/web-pubs/htmlbook96/> (accessed August, 27 2001).

Corresponding in-text citation:

(Sirosh, Miikkulainen and Bednar 1996)

ELECTRONIC JOURNALS:**Reference:**

Htlaky, M. A. D., D Boothroyd, P. Sharp and M. A. Whooley. 2002. Quality-of-life and depressive symptoms in postmenopausal women after receiving hormone therapy: Results from the Heart and Estrogen/Progestin Replacement Study (HERS) trial. *Journal of the American Heart Association*, 287 no 5 (February 06).
<http://jama.ama-assn.org/issues/v287n5/rfull/joc10108.html#info> (accessed January 7, 2002)

Corresponding in-text citation:

(Htlaky et al. 2002)

ONLINE MAGAZINES:**Reference:**

Reaves, Jessica. 2001. A weighty issue: Ever fatter kids. Interview with James Rosen. *Time*, March 14. <http://www.time.com/time/nation/article/0,8599,102443,00.html> (accessed July 04, 2009).

Corresponding in-text citation:
(Reaves 2001)

ONLINE NEWSPAPERS:

Reference:

Mitchell, Allison and Frank Bruni. Scars still raw, Bush clashes with McCain. *New York Times*, March 25. <http://nytimes.com/2001/03/25/politics/25MCCA.html> (accessed January 02, 2002)

Corresponding in-text citation:
(Mitchell and Bruni 2002)

WEBSITE:

Reference:

Federation of American Scientists. 1997. Resolution comparison: Reading license plates and headlines. <http://www.fas.org/irp/imint/resolve5.htm> (accessed October 18, 2009)

Corresponding in-text citation:
(Federation of American Scientists 1997)

BLOG:

Weblog entries or comments may be cited in running text (“In a comment posted to the Becker-Posner Blog on March 6, 2006, Peter Pearson noted . . .”) instead of in a note or an in-text citation, and they are commonly omitted from a bibliography or reference list as well. The following examples show the more formal versions of the citations. An access date may be included.

Reference:

Becker-Posner blog, The. http://wkevin_niamath@yahoo.comwww.becker-posner-blog.com/. (accessed April 10, 2006)

Corresponding in-text citation:
(Peter Pearson, The Becker-Posner Blog, comment posted March 6, 2006)

E-MAIL:

E-mail messages may be cited in running text (“In an e-mail message to the author on October 31, 2005, John Doe revealed . . .”) instead of in a note or an in-text citation and **they are rarely listed in a bibliography or reference list.**

6. SAMPLE REFERENCE LIST

References are listed in **alphabetical** order by **author's surname**.

REFERENCES

Anderson, Charles, A. Santanelli, and F. R. Kulis. 1966. *Direct current circuits and measurements: A self-instructional programmed manual*. Englewood Cliffs, N.J.: Prentice-Hall.

Blackwell D., and Leon Henkin. 1989. *Mathematics: Report of project 2061, Phase I Mathematics Panel*. Washington, D.C.: American Association for the Advance of Science.

Catarci, T., and M. Lenzerini. 1993. Representing and using interschema knowledge in cooperative information systems. *International Journal of Intelligent and Cooperative Information Systems* 2:375-398.

Gift, S .J. G. 2001. Hybrid current conveyor-operational amplifier circuit. *International Journal of Electronics* 88 (12): 1225-1235.

Meyer, M. D. 1992. Public transportation in the 21st century. In *Public transportation*. 2nd ed. Edited by G. E. Gray, and L. A. Hoel. Englewood Cliffs, New Jersey: Prentice Hall.

Rau, J. G., and D. C. Wooten. 1980. *Environmental impact analysis handbook*. New York: McGraw-Hill.

Richardson, A .J. 1990. Traffic planning and modeling: A twenty year perspective. *Australian Road Research* 20 (1): 9-21.

Young, W. 1990a. The interaction between data and a parking model hierarchy. In *Proceedings of the 15th Australian Road Research Board Conference*, 83-100. Australia: Road Research Board.

Young, W. 1990b. Continuing education in transport. In *Proceedings of the 2nd AAEE Conference on Engineering Education*, 569-579. Melbourne, Australia: AAEE.

Note that because there are two articles by Young from the same that a letter is added to the date.

7. SAMPLES FROM REPORTS/PAPERS

1. In recent years, there has been increased awareness of the potential impact of pollutants such as heavy metals. Moreover, the traditional methods for treating aqueous streams containing metal contaminants are expensive and can have inadequate facilities. This is particularly true in developing countries. This has led to the use of alternative technologies. The use of biological materials is one such technology which has received considerable attention (Ho et al. 1996).
2. Numerous studies on the utilization of plant proteins as a partial or complete replacement for fish meal in diets have conducted using various freshwater and marine fishes (Lovell 1987; Tacon et al. 1983; Murai et al. 1989; Cowey et al. 1974). However, very little is known about the feasibility of using soybean meal as a dietary protein source in practical feeds for yellowtail *Seriola quinqueradiata* (Takii et al. 1989).
3. The question we address here is how technology change occurs when it is the overall system that needs to be changed. In particular, how can we begin and sustain a technological transition away from hydrocarbon based technologies? (Street and Miles 1986).
4. Taking all these elements and their possible variations into account is often far too complex and tedious for determining efficient gas development patterns with simple back to the envelope calculations. In their survey of these elements, Julius and Mashayeki (1996) present a detailed analysis of these different interactions.
5. Many have assessed cost effectiveness by dividing the utility system into many parts and estimating distributing generation's value to each part. When this is done, total value can be composed of ten or more individual components (Hoff and Shugar 1995), substation transformer (EL-Gassier et al. 1993), transmission system, generation system, voltage support (Hoff et al. 1994) reliability, energy savings, electrical loss savings (Hoff and Shugar 1995), minimum load savings, modularity and flexibility (Morris et al. 1993) and financial risk reduction values (Awerbuch 1994).
6. Dual-band antennas are used for a variety of applications, such as satellite communications, global positioning systems (Kaplan 1996), wireless local area networks (McCarrick 1993), synthetic aperture radars (Skolnik 1990) and personal communication systems. However, the antenna configuration in Hammad (1997) is different from the proposed CFDFS.