

ORF Citation Style Sheet

- ✓ Use endnotes instead of in-text citations
- ✓ Format: Chicago Manual of Style *see [here](#) and [here](#)
- ✓ Do not include access dates
- ✓ DO NOT use 'Ibid.' for repeated citations. Instead, use the shortened note format when repeating a source that has been previously cited

General Advisories

1. Use of India maps

When using any map or a composite that depicts the territory of India, consult any of these government releases to make sure that you are using the accurate ones:

[Maps of newly formed Union Territories of Jammu Kashmir and Ladakh, with the map of India | Ministry of Home Affairs | GoI \(mha.gov.in\)](#)

[Glance @ India | MEA](#)

<https://pib.gov.in/PressReleasePage.aspx?PRID=1590112>

2. Mind the gender gap ...

Seek more work by women scholars. ORF does not aim to prescribe that if your paper has 30 references, 15 of them will have to be women-authored. It is only to strongly recommend that you exert your best efforts to cite the work of women scholars, and help make women scholars less invisible.

3. ... and the geography gap.

Find more “local” sources. Do your best to refer to work written by local scholars. Are you writing about Bangladesh? Then where appropriate, use sources written by Bangladeshi scholars.

4. Refer to ORF's own work.

Right from the stage of planning your article, see if it is building up on ORF's earlier work. Make those papers part of your sources—meaning that we expect authors to read ORF's own work.

5. Sources for Images/Graphics

Include source at the bottom of the figure in italics. (Source: World Bank data)
And add an endnote for the full citation of the source. (In this example, add the endnotes after ‘data’.)

6. Use of AI, Machine Learning, and other Algorithmic Tools

To ensure the integrity of ORF publications in all their formats—both short-form and long-form—ORF strongly discourages authors from using AI, machine learning, and other algorithmic tools in their writing. Authors who use AI tools in the writing of an article, production of images or infographic elements of their paper, or in the collection and analysis of data, must be transparent in their conduct and fully disclose which AI tool was used and how.

Citation, according to CMS, which is ORF’s overall guide: Text generated by ChatGPT, OpenAI, March 7, 2023, <https://chat.openai.com/chat>.

OR

If the prompt has not been included in the text, the citation will be this:

ChatGPT, response to “Explain how to make pizza dough from common household ingredients,” OpenAI, March 7, 2023.

Citations: A Detailed Guide

BOOK: ONE AUTHOR

Note:

Wendy Doniger, *Splitting the Difference* (Chicago: University of Chicago Press, 1999), pp. 65.

Shortened note:

Doniger, *Splitting the Difference*

BOOK: TWO AUTHORS

Note:

Guy Cowlshaw and Robin Dunbar, *Primate Conservation Biology* (Chicago: University of Chicago Press, 2000), pp. 104–107.

Shortened note:

Cowlshaw and Dunbar, *Primate Conservation Biology*

BOOK: FOUR OR MORE AUTHORS

Note:

Edward O. Laumann et al., *The Social Organization of Sexuality: Sexual Practices in the United States* (Chicago: University of Chicago Press, 1994), pp 262.

Shortened note:

Laumann et al., *The Social Organization of Sexuality*

EDITOR, TRANSLATOR, OR COMPILER INSTEAD OF AUTHOR

Note:

Richmond Lattimore, trans., *The Iliad of Homer* (Chicago: University of Chicago Press, 1951), pp. 91-92.

Shortened note:

Lattimore, *The Iliad of Homer*

EDITOR, TRANSLATOR, OR COMPILER IN ADDITION TO AUTHOR

Note:

Yves Bonnefoy, “New and Selected Poems,” John Naughton and Anthony Rudolf, eds (Chicago: University of Chicago Press, 1995)

Shortened note:

Bonnefoy, “New and Selected Poems”

CHAPTER OR OTHER PART OF A BOOK

Note:

Andrew Wiese, “‘The House I Live In’: Race, Class, and African American Suburban Dreams in the Postwar United States,” in *The New Suburban History*, ed. Kevin M. Kruse and Thomas J. Sugrue (Chicago: University of Chicago Press, 2006), 101–2.

Shortened note:

Wiese, “‘The House I Live In’: Race, Class, and African American Suburban Dreams in the Postwar United States,” 101.

CHAPTER OF AN EDITED VOLUME ORIGINALLY PUBLISHED ELSEWHERE (AS IN PRIMARY SOURCES)

Note:

Quintus Tullius Cicero. “Handbook on Canvassing for the Consulship,” in Rome: Late Republic and Principate, ed. Walter Emil Kaegi Jr. and Peter White, vol. 2 of University of Chicago Readings in Western Civilization, ed. John Boyer and Julius Kirshner (Chicago: University of Chicago Press, 1986), 35.

Shortened note:

Cicero, “Handbook on Canvassing for the Consulship”

PREFACE, FOREWORD, INTRODUCTION, OR SIMILAR PART OF A BOOK

Note:

James Rieger, Introduction to *Frankenstein; or, The Modern Prometheus*, by Mary Wollstonecraft Shelley (Chicago: University of Chicago Press, 1982), xx–xxi.

Shortened note:

Rieger, Introduction to *Frankenstein; or, The Modern Prometheus*

BOOK PUBLISHED ELECTRONICALLY

If a book is available in more than one format, you should cite the version you consulted.

Note:

Philip B. Kurland and Ralph Lerner, eds., *The Founders' Constitution* (Chicago: University of Chicago Press, 1987), chap. 10, doc. 19, <http://press-pubs.uchicago.edu/founders/>.

Shortened note:

Kurland and Lerner, *The Founders' Constitution*, chap. 10, doc. 19

ARTICLE IN A PRINT JOURNAL

Note:

John Maynard Smith, “The Origin of Altruism,” *Nature* 393 (1998): 639.

Shortened Note:

Smith, “The Origin of Altruism”

ARTICLE IN AN ONLINE JOURNAL

Note:

Mark A. Hlatky et al., "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 Medical Association* 287, no. 5 (2002), <http://jama.ama-assn.org/issues/v287n5/rfull/joc10108.html#aainfo>.

Shortened note:

Hlatky et al., "Quality-of-Life and Depressive Symptoms in Postmenopausal Women"

MAGAZINE ARTICLE

Note:

Bryan Walsh and Tiffany Sharples, "Sizing Up Carbon Footprints," *Time*, May 15, 2008, <http://content.time.com/time/magazine/article/0,9171,1806804,00.html>

Shortened note:

Walsh and Sharples, "Sizing Up Carbon Footprints"

NEWSPAPER ARTICLE

Newspaper articles may be cited in running text ("As William Niederkorn noted in a *New York Times* article on June 20, 2002, ...") instead of in endnotes. A note may be added if a more formal citation is needed.

Note:

William S. Niederkorn, "A Scholar Recants on His 'Shakespeare' Discovery," *New York Times*, June 20, 2002, <https://www.nytimes.com/2002/06/20/arts/a-scholar-recants-on-his-shakespeare-discovery.html>.

Shortened note:

Niederkorn, "A Scholar Recants on His 'Shakespeare' Discovery"

NEWSPAPER ARTICLE WITH NO AUTHOR

Note:

"Developments in North Africa and Across the Middle East," *New York Times*, April 4, 2011, <https://archive.nytimes.com/query.nytimes.com/gst/fullpage-9B01E0DD1639F937A35757C0A9679D8B63.html>

Shortened note:

"Developments in North Africa and Across the Middle East"

BOOK REVIEW

Note:

James Gorman, "Endangered Species," review of *The Last American Man*, by Elizabeth Gilbert, *New York Times*, June 2, 2002, 16.

Shortened note:

Gorman, "Endangered Species"

THESIS OR DISSERTATION

Note:

M. Amundin, "Click Repetition Rate Patterns in Communicative Sounds from the Harbour Porpoise, *Phocoenaphocoena*" (PhD diss., Stockholm University, 1991), pp 22–29.

Shortened note:

Amundin, "Click Repetition Rate Patterns," pp 25.

PAPER PRESENTED AT A MEETING OR CONFERENCE

Note:

Brian Doyle, "Howling Like Dogs: Metaphorical Language in Psalm 59" (paper presented at the annual international meeting for the Society of Biblical Literature, Berlin, Germany, June 19–22, 2002).

Shortened note:

Doyle, "Howling Like Dogs"

WEBSITE

Websites may be cited in running text ("On its website, the Evanston Public Library Board of Trustees states . . .") instead of endnotes. A note may be added if a more formal citation is needed.

Note:

Evanston Public Library Board of Trustees, "Evanston Public Library Strategic Plan, 2000–2010: A Decade of Outreach," Evanston Public Library, <http://www.epl.org/library/strategic-plan-00.html>.

Shortened note:

Evanston Public Library, "Strategic Plan"

WEBLOG ENTRY OR COMMENT

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 endnotes. A note may be added if a more formal citation is needed.

Note:

Peter Pearson, comment on "The New American Dilemma: Illegal Immigration," The Becker-Posner Blog, comment posted March 6, 2006, http://www.becker-posner-blog.com/archives/2006/03/the_new_america.html#c080052 (accessed March 28, 2006).

Shortened note:

Pearson, comment on "The New American Dilemma"

PERSONAL COMMUNICATION

Personal communications, including email and text messages and direct messages sent through social media, are usually cited in the text or in a note only; they are rarely included in a bibliography.

Note:

Sam Gomez, Facebook message to author, August 1, 2017.

ITEM IN ONLINE DATABASE

Note:

Pliny the Elder, *The Natural History*, ed. John Bostock and H. T. Riley, in the Perseus Digital Library, <http://www.perseus.tufts.edu/cgi-bin/ptext?lookup=Plin.+Nat.+1.dedication>. Perseus Digital Library. <http://www.perseus.tufts.edu/>.

SOCIAL MEDIA CONTENT

Citations of content shared through social media can usually be limited to the running text (as in the first example below). A note may be added if a more formal citation is needed. In place of a title, quote up to the first 160 characters of the post.

In text:

Conan O'Brien's tweet was characteristically deadpan: "In honor of Earth Day, I'm recycling my tweets" (@ConanOBrien, April 22, 2015).

Note:

- ✓ Pete Souza (@petesouza), "President Obama bids farewell to President Xi of China at the conclusion of the Nuclear Security Summit," Instagram photo, April 1, 2016, <https://www.instagram.com/p/BDrmfXTtNCt/>.
- ✓ NRK, "Medieval Helpdesk with English Subtitles," YouTube video, 2:44 min, February 26, 2007, <http://www.youtube.com/watch?v=pQHx-SjgQvQ>.

Shortened note:

- ✓ Souza, "President Obama."
- ✓ NRK, "Medieval Helpdesk"

GOVERNMENT REPORT

Note:

- ✓ U.S. National Commission on Terrorist Attacks upon the United States, *9/11 Commission Report: The Official Report of the 9/11 Commission and Related Publications*, by Thomas H. Kean and Lee Hamilton, Washington, D.C: GPO, 2004, <http://www.gpoaccess.gov/911/index.html>
- ✓ British Columbia, Ministry of Health, *Guidance for Injectable Opioid Agonist Treatment for Opioid Use Disorder* (Victoria: Ministry of Health, 2017), 7, http://www.llbc.leg.bc.ca/public/pubdocs/bcdocs2017_2/681962/bc-ioat-guidelines-10.2017.pdf.

Shortened note:

- ✓ National Commission on Terrorist Attacks upon the United States, *9/11 Commission Report*
- ✓ British Columbia, Ministry of Health, *Guidance for Injectable*, 6.

PRESS RELEASE

Note:

Ministry of Health and Family Welfare, Government of India,

<https://pib.gov.in/PressReleasePage.aspx?PRID=1645009>

Bibliography:

Ministry of Health and Family Welfare, Government of India. <https://Pib.Gov.In/Pressreleasepage.aspx?PRID=1645009>, 2020.

SPEECH: FOUND IN A BOOK

Note:

John McCain, "Speech at Des Moines Rotary Lunch" (2007), in *Representative American Speeches 2006-2007*, ed. Jennifer Curry, Paul McCaffrey, and Lynn Messina (New York: H.W. Wilson, 2007), 47.

SPEECH: FOUND ON A WEBSITE

Note:

Martin Luther King Jr., "I Have a Dream" (speech, Washington, DC, August 28, 1963), *American Rhetoric*, <http://www.americanrhetoric.com/speeches/mlkihadream.htm>.

SPEECH: HEARD IN PERSON

Note:

Patrick Dossett, "My Experience as a Navy SEAL" (speech, Atherton, CA, September 20, 2011).

PRESENTATION/DISCUSSION

Note:

Stephanie Portman, "Global Trade in the 18th Century" (classroom discussion, *Modern World History*, Atherton, CA, September 22, 2011).

REPORT: WITH AUTHOR

Note:

Paul Corral, Alexander Irwin, Nandini Krishnan, Daniel Gerszon Mahler and Tara Vishwanath, *Fragility and Conflict: On The Front Lines Of The Fight Against Poverty*, Washington DC, World Bank Group, 2020,

<https://openknowledge.worldbank.org/handle/10986/33324>

Shortened Note:

“Fragility and Conflict: On The Front Lines Of The Fight Against Poverty”

REPORT: WITH NO AUTHOR

Note:

World Bank, *Global Economic Prospects*, June 2020, Washington DC, World Bank Group, 2020, <https://openknowledge.worldbank.org/handle/10986/33748>

Shortened Note:

“Global Economic Prospects, June 2020”