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

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:


Citations: A Detailed Guide

BOOK: ONE AUTHOR
Note:
Shortened note:
Doniger, *Splitting the Difference*

BOOK: TWO AUTHORS
Note:
Shortened note:
Cowlishaw and Dunbar, *Primate Conservation Biology*
BOOK: FOUR OR MORE AUTHORS
Note:
Shortened note:
Laumann et al., *The Social Organization of Sexuality*

EDITOR, TRANSLATOR, OR COMPILER INSTEAD OF AUTHOR
Note:
Shortened note:
Lattimore, *The Iliad of Homer*

EDITOR, TRANSLATOR, OR COMPILER IN ADDITION TO AUTHOR
Note:
Shortened note:
Bonnefoy, “New and Selected Poems”

CHAPTER OR OTHER PART OF A BOOK
Note:
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:
Shortened note:
Cicero, “Handbook on Canvassing for the Consulship”
Note:

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:

Shortened note:

ARTICLE IN A PRINT JOURNAL

Note:

Shortened Note:
Smith, “The Origin of Altruism”
**ARTICLE IN AN ONLINE JOURNAL**

Note:

Shortened note:
Hlatky et al., “Quality-of-Life and Depressive Symptoms in Postmenopausal Women”

**MAGAZINE ARTICLE**

Note:

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:

Shortened note:
Niederkorn, “A Scholar Recants on His ‘Shakespeare’ Discovery”

**NEWSPAPER ARTICLE WITH NO AUTHOR**

Note:

Shortened note:
“Developments in North Africa and Across the Middle East”

**BOOK REVIEW**

Note:

Shortened note:
Gorman, “Endangered Species”
THESIS OR DISSERTATION
Note:
Shortened note:
Amundin, “Click Repetition Rate Patterns,” pp 25.

PAPER PRESENTED AT A MEETING OR CONFERENCE
Note:
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:
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:
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:
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/.

Shortened note:
- Souza, “President Obama.”
- NRK, “Medieval Helpdesk”

GOVERNMENT REPORT

Note:
Shortened note:
- National Commission on Terrorist Attacks upon the United States, *9/11 Commission Report*

PRESS RELEASE
Note:
Bibliography:

SPEECH: FOUND IN A BOOK
Note:

SPEECH: FOUND ON A WEBSITE
Note:

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

REPORT: WITH NO AUTHOR
Note:
Shortened Note:
“Global Economic Prospects, June 2020”