



## Chicago Referencing Style Guide

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## What is Footnoting/Endnoting (Chicago Style)?

Sometimes called “Chicago Style,” footnotes and endnotes are different from in-text citation methods (such as APA or MLA). Footnotes and endnotes require you to include detailed information about each source as you cite it. With few exceptions, you should use either footnotes or endnotes in your paper, not both. Many professors prefer that you use footnotes rather than endnotes. Check with your professor to see what he or she prefers.

The guidelines for this style are published in the 16th edition of *The Chicago Manual of Style: The Essential Guide for Writers, Editors, and Publishers* (University of Chicago Press, 2010).

### When to Footnote/Endnote

When You Have Used Your Own Words, Use a Footnote/Endnote to Cite:

- someone else's ideas or arguments that you have paraphrased or summarized.
- information or numerical data that is not common knowledge.

For example:

9.7 million soldiers were killed during World War I.<sup>1</sup>

However, information that is considered common knowledge within a discipline does not need a footnote. For example, the following would be considered common knowledge in history:

It is well known that World War I began in 1914 and was triggered by the assassination of the Archduke Ferdinand.

Deciding what is common knowledge can be tricky. So...**When in doubt, cite your source!**

Use Footnotes/Endnotes Immediately After Direct Quotations:

If you use a source's exact words, this is referred to as a direct quotation. You must immediately follow it with a footnote/endnote.

For example:

Hurl-Eamon argues for the importance of studying the wives of soldiers, claiming that they provide “a window into a much larger issue in early modern labour history.”<sup>1</sup>

If you use a quotation that is longer than a hundred words (about 8 lines), set it off from the rest of your text as a block quotation. Block quotations begin on a new line and are indented using the indent button. Do not put quotation marks around block quotations. Block quotations are immediately followed by a footnote/endnote.

For example:

Hurl-Eamon argues for the importance of studying the wives of soldiers, claiming that:

Military wives are a window into a much larger issue in early modern labour history. Though eighteenth-century wives were expected to contribute to the household coffers and the male breadwinner ideology did not take hold until the following century at the earliest, significant aspects of early modern culture presumed wifely dependence. Husbands were expected to “maintain” their wives, and parish overseers prosecuted men who did not uphold their duty of giving wives sufficient food, clothing, and shelter for their survival.<sup>2</sup>

## How to Create Footnotes or Endnotes

Using footnotes or endnotes involves placing a superscript number at the end of a sentence with information (paraphrase, quotation or data) that you wish to cite. The superscript numbers should generally be placed at the end of the sentence to which they refer. They should be placed after any punctuation marks except for the dash.

Footnotes/endnotes begin with 1 and are numbered consecutively throughout the entire essay. Further information on how to use computer software to insert reference numbers into the text of a paper is available.

### The Footnote/Endnote

A superscript number refers to a footnote or endnote which contains all of the publishing information and the page number for the information referenced.

**Footnotes** appear on the bottom of the page that contains the sentence to which it refers.

**Endnotes** are listed at the end of the paper on separate pages. On the top of the first page, the title “Notes” is centered one inch from the top of the page. Endnote pages are placed before the bibliography.

**Many professors prefer footnotes to endnotes. Check with your professor to see which style he or she prefers.**

### What to Include in the Footnote/Endnote

The format for a footnote or endnote varies depending on whether it refers to a book, article, or online source. There are some key characteristics common to all footnotes and endnotes:

1. The footnote/endnote begins with the same superscript number as the one that appears in the paper and is followed by a period.
2. Footnotes/endnotes always include a specific page number or numbers where the cited information can be found.
3. The first footnote/endnote to a source provides the full publishing information.

#### For Example

1. Carolyn Kay, *Art and the German Bourgeoisie: Alfred Lichtwark and Modern Painting in Hamburg, 1886-1914* (Toronto: University of Toronto Press, 2002), 100.

4. Subsequent footnote/endnotes for the same source are shortened to provide only the author’s last name, short title, and page number.

## For Example

2. Kay, *Art and the German Bourgeoisie*, 51.

5. If a footnote/endnote is from the same source as the one immediately preceding it, the term “ibid.” can be used in place of the author and title. You must still include a page number unless the page number is identical to the previous footnote as well.

## For Example

3. Ibid., 55.

6. In footnotes, information is separated by commas, while in the bibliography, it is separated by periods.
7. In footnotes, the author's first name is listed first, while in the bibliography, the author's last name is listed first.
8. The titles of books and journals are put in italics.
9. The titles of articles are put in quotation marks.
10. All key words in titles are capitalized.

This document provides detailed information on how to create footnotes/endnotes for [different types of sources](#).

## How to Create a Bibliography

At the end of a paper, you need to include a Bibliography that lists all of the sources to which you referred in writing your paper.

1. The title “Bibliography” is centered and placed one inch from the top of the page.
2. Sources are listed in alphabetical order by the author’s last name.
3. List multiple works by the same author in alphabetical order by the title of the work.
4. Each source is listed along with its full publication information.
5. The second line of a bibliographic entry is indented (the reverse of a footnote/endnote).
6. *The Chicago Manual of Style* recommends that you double space all entries to maintain consistency with the manuscript. However, this is not a convention followed by all academics; please follow the directions of your course instructor.

For example:

Sangster, Joan. *Girl Trouble: Female Delinquency in English Canada*.

Toronto: Between the Lines, 2002.

7. In footnotes, information is separated by commas, while in the bibliography it is separated by periods.
8. In footnotes, the author's first name is listed first, while in the bibliography the author's last name is listed first.
9. The titles of books and journals are put in italics.
10. The titles of articles are put in quotation marks.
11. All key words in titles are capitalized.

## Footnotes/Bibliography Entries by Source

[Books](#)

[Sections of Books](#)

[Periodicals](#)

[Electronic Sources](#)

[Other Sources](#)

[Variations on the Standard Footnote](#)

- [Citing a source \(that you have not read\) that is cited in another source](#)



## Books

1. [Book with single author](#)
2. [Book with 2 or 3 authors](#)
3. [Book with 4 or more authors](#)
4. [Book with a translator](#)
5. [Book with group/corporate author](#)
6. [Book with no given author](#)
7. [Book that has been reissued or republished](#)
8. [Book that is an edition other than the first](#)

### 1. Book With One Author

#### First Footnote/Endnote

1. Finis Dunaway, *Natural Visions: The Power of Images in American Environmental Reform* (Chicago: University of Chicago Press, 2005), 15.

#### Subsequent Footnotes/Endnotes

2. Dunaway, *Natural Visions*, 200.

#### Bibliography

Author's Name: Last Name First. *Title of Book*. City Where Published: Publisher, Year of Publication.

#### Example

Dunaway, Finis. *Natural Visions: The Power of Images in American Environmental Reform*.

Chicago: University of Chicago Press, 2005.

**Notice:** In the footnote, the author's first name is listed first. In the bibliography, the author's last name is listed first. Titles of books are listed in italics.

### 2. Book With Two or Three Authors

If the book has two or three authors or editors, list all names in the order that they appear on the title page. Separate the names with commas and write "and" before the last name.

#### First Footnote/Endnote

1. Myra Sadker and David Sadker, *Failing at Fairness: How America's Schools Cheat Girls* (New York: Touchstone, 1995), 12.

### Subsequent Footnotes/Endnotes

2. Sadker and Sadker, *Failing at Fairness*, 15.

### Bibliography

Authors' Names: Last Name First for First Author Only. *Title of Book*. City Where Published  
 Publisher, Year of Publication.

### Example

Sadker, Myra, and David Sadker. *Failing at Fairness: How America's Schools Cheat Girls*. New York: Touchstone, 2005.

**Notice:** In the bibliography, the first author's name is inverted but the second author's name is not. In the bibliography, there is a comma in between the first author's first and last names AND between her last name and the word "and." You write out the full word "and" rather than using the "&" symbol.

### 3. Book With Four To Ten Authors

In the footnote or endnote, list only the first author followed by "et al." In the bibliography, you should list all of the authors.

### First Footnote/Endnote

1. Paul Boyer et al., *The Enduring Vision: A History of the American People* (New York: Houghton Mifflin Harcourt, 2007), 18.

### Subsequent Footnotes/Endnotes

2. Boyer et al., *The Enduring Vision*, 25.

### Bibliography

Authors' names: Last Name First for First Author Only. *Title of Book*. City Where Published:  
 Publisher, Year of Publication.

### Example

Boyer, Paul, Clifford Clark, Joseph Kett, Neil Salisbury, and Harvard Sitkoff. *The Enduring Vision: A History of the American People*. New York: Houghton Mifflin Harcourt, 2005.

**Notice:** In the bibliography, the first author's name is inverted but the rest of the authors' names are not. In the bibliography, there is a comma in between the first

author's first and last names AND between the second last name and the word "and."  
You write out the full word "and" rather than using an ampersand (&).

#### 4. Book With A Translator

If a book has a translator, write the abbreviation "trans." after the name of the translator.

##### First Footnote/Endnote

3. Meander, *Plays and Fragments*, trans. Norma Miller (London: Penguin, 1987), 12.

##### Subsequent Footnotes/Endnotes

6. Meander, *Plays and Fragments*, 82.

##### Bibliography

Author's Name, Last Name First. *Title of Book*. Translator's Name. City Where Published:

Publisher, Year of Publication.

##### Example

Meander. *Plays and Fragments*. Translated by Norma Miller. London: Penguin, 1987.

#### 5. Book With Group or Corporate Author

Some texts have a corporation, organization, association, or institution listed as their author rather than an individual. In such cases, the name of the organization is put in place of the author's name.

##### First Footnote/Endnote

1. American Psychological Association, *Publication Manual of the American Psychological Association*, 6th ed. (Washington, D.C.: American Psychological Association, 2010), 25.

##### Subsequent Footnotes/Endnotes

3. American Psychological Association, *Publication Manual*, 25.

##### Bibliography

Group or Corporate Name. *Title of Book*. Number of ed. City Where Published: Publisher, Year

of Publication.

##### Example

American Psychological Association. *Publication Manual of the American Psychological Association*. 6th ed. Washington, D.C.: American Psychological Association, 2010.

## 6. Book With No Given Author

If a work has no author, begin the note or bibliographic entry with the title of the work. Leave out articles such as "The" or "A" at the beginning of the title.

### First Footnote/Endnote

1. *1990 Stoddart Restaurant Guide to Toronto* (Toronto: Stoddart, 1990), 10.

### Subsequent Footnotes/Endnotes

3. *1990 Stoddart*, 15.

### Bibliography

*Title of Book*. City Where Published: Publisher, Year of Publication.

### Example

*1990 Stoddart Restaurant Guide*. Toronto: Stoddart, 1990.

**Notice:** In this example, for a work with no author, the title includes numbers which can make it tricky for your bibliography. Treat numerals as if they are in word form. This entry would be listed alphabetically under "N" for "nineteen ninety".

## 7. Book that has been Reissued or Republished

### First Footnote/Endnote

1. T. J. Jackson Lears, *No Place of Grace: Antimodernism and the Transformation of American Culture, 1880-1920* (1981; reis., Chicago: University of Chicago Press, 1994), 24.

### Subsequent Footnotes/Endnotes

2. Lears, *No Place of Grace*, 200.

### Bibliography

Author's Name: Last Name First. *Title of Book*. City Where Published: Publisher, Year of Publication. Original Publication information.

### Example:

Lears, T. J. Jackson. *No Place of Grace: Antimodernism and the Transformation of American*

*Culture*. Chicago: University of Chicago Press, 1994. First published 1981 by Pantheon.

**Notice:** In the footnote, the original date of publication is listed first and is followed by the publisher and date of reissue. In the footnote, "reis." is used as an abbreviation for reissued. In the bibliography, the publisher and date of reissue are listed first. The original publication date and publisher are listed last. If you do not know the original publisher, simply write "First published 1981" and do not specify the publisher's name.

## 8. Edition Other Than the First

When referencing a book that is an edition other than the first, write the edition number or description after the title followed by the abbreviation "ed."

### First Footnote/Endnote

1. Wayne Weiten and Doug McCann, *Psychology: Themes and Variations*, 2nd Canadian ed. (Toronto: Nelson Education, 2010), 13.

### Subsequent Footnotes/Endnotes

2. Weiten and McCann, *Psychology*, 212.

### Bibliography

Authors' Names: Last Name First for First Author Only. *Title of Book*. Edition. City Where

Published: Publisher, Year of Publication.

### Example

Weiten, Wayne and Doug McCann. *Psychology: Themes and Variations*. 2nd Canadian ed.

New York: Touchstone, 2005.

**Notice:** In the bibliography, the first author's name is inverted but the second author's name is not. In the bibliography, there is a comma in between the first author's first and last names AND between her last name and the word "and." You write out the full word "and" rather than using the & symbol.

## Sections of the Book

1. [One part of book by single author](#)
2. [Article or chapter in edited book](#)
3. [Article that is reprinted in a coursepack](#)
4. [Article in reference book](#)
5. [Introduction, preface, foreword, afterword](#)

### 1. One Part of a Book with a Single Author

#### First Footnote/Endnote

1. Vincent Lam, "A Long Migration," in *Bloodletting and Miraculous Cures* (Toronto: Doubleday, 2005), 102.

#### Subsequent Footnotes/Endnotes

2. Lam, "A Long Migration," 104.

#### Bibliography

Author's Name: Last Name First. "Article or Chapter Title." *Title of Book*. Page Range. City

Where Published: Publisher, Year of Publication.

#### Example

Lam, Vincent. "A Long Migration." In *Bloodletting and Miraculous Cures*, 101-117. Toronto: Doubleday, 2005.

**Notice:** The title of the section of the larger book is placed in quotation marks. The title of the book as a whole is written in italics.

### 2. Article or Chapter in an Edited Book

When citing a chapter or article in a book that contains works by many different authors, list the author and title of the chapter or article that you are using first. The editor/editors of the book as a whole are listed after the title of the book.

#### First Footnote/Endnote

1. Olga Andriewsky, "The Paradoxes of Reform: Higher Education in Post-Soviet Ukraine," in *Society in Transition: Social Change in Ukraine in Western Perspectives*, ed. Wsevolod Isajiw (Toronto: Canadian Scholars' Press, 2003), 255.

#### Subsequent Footnotes/Endnotes

2. Andriewsky, "The Paradoxes of Reform," 259.

#### Bibliography

Author's Name: Last Name First. "Article or Chapter Title." *Title of Book*, edited by Editor's Names. Page Range. City Where Published: Publisher, Year of Publication.

### Example

Andriewsky, Olga. "The Paradoxes of Reform: Higher Education in Post Soviet Ukraine." In *Society in Transition: Social Change Ukraine in Western Perspectives*, edited by Wsevolod Isajiw, 239-268. Toronto: Canadian Scholars' Press, 2003.

**Notice:** The title of the chapter or article is listed in quotation marks. The title of the book is in italics. If there is more than one editor of the book, use the abbreviation "eds." in the footnote/endnote. In the bibliography, the first and last pages of the article are included just before the city of publication.

### 3. Article that is Reprinted in a Coursepack

The Chicago Manual of Style does not provide specific information about how to cite an article that has been reprinted in your course reader.

Some professors recommend that you cite the full publication information as it is provided in the table of contents of the coursepack. Then provide information about the coursepack. If you use this method, the page numbers should be from the course reader (rather than the original). We give an example of this form below.

However, some professors might prefer that you use the original citation information (as it is listed in the table of contents) along with the original page numbers. Ask your professor if he or she has a preference.

#### First Footnote/Endnote

1. R.M. Galois, "The Indian Rights Association, Native Protest Activity and the 'Land Question' in British Columbia," *Native Studies Review* 8 (1992), in *History 1500 Coursepack*, ed. James Smith (Toronto: Canadian Scholars' Press Incorporated), 20.

#### Subsequent Footnotes/Endnotes

2. Galios, "The Indian Rights Association," 12.

## Bibliography

Author's Name: Last Name First. "Article or Chapter Title." *Title of Journal* Volume Number  
(Year of Publication). In *Title of Coursepack*, edited by editor of coursepack, page  
range. City: Publisher, year.

### Example

Galois, R.M. "The Indian Rights Association, Native Protest Activity and the 'Land Question' in British Columbia." *Native Studies Review* 8 (1992). In *History 1500 Coursepack*, edited by James Smith. 18-25. Toronto: Canadian Scholars Press Incorporated, 2012.

## 4. Article in a Reference Book

When citing a reference book (such as a dictionary or encyclopedia) that is arranged alphabetically, list the location of the information by the term that it is listed under. The term is preceded by s.v. (which stands for "sub verbo" or "under the word."). The term is put in quotation marks.

For example, if you were citing information from the definition of the word heresy, your footnotes/bibliography would follow the format below.

### First Footnote/Endnote

1. *Canadian Oxford Dictionary*, ed. Katherine Barber (Oxford: Oxford Press, 2001), s.v. "heresy."

### Subsequent Footnotes/Endnotes

2. *Canadian Oxford Dictionary*, s.v. "heresy."

## Bibliography

*Title of Book*. Edited by Editor's Name. City Where Published: Publisher, Year of Publication.

### Example

*Canadian Oxford Dictionary*. Edited by Katherine Barber. Oxford: Oxford Press, 2001.

## 5. Introduction, Preface, Forward, Afterward by Someone Other than the Author of the Book

When citing an introduction or afterward that is written by someone other than the author of the book, begin the reference with the name of the person who wrote the introduction or afterward rather than the author of the book as a whole.



### First Footnote/Endnote

1. Linda Lear, introduction to *Silent Spring*, by Rachel Carson (Boston: Houghton Mifflin, 2002), x.

### Subsequent Footnotes/Endnotes

2. Lear, introduction to *Silent Spring*, x.

### Bibliography

Section Author's Name: Last Name First. Introduction/Preface/Afterword to *Title of Book*, by

Author of book. Page Range. City Where Published: Publisher, Year of Publication.

### Example

Lear, Linda. Introduction to *Silent Spring*, by Rachel Carson, x-xix. Boston: Houghton Mifflin, 2002.

**Notice:** In the bibliography, the first and last pages are included just before the city of publication.

## Periodicals

1. [Journal article in scholarly journal with volume number](#)
2. [Journal article in scholarly journal with volume and issue number](#)
3. [Article in scholarly journal accessed online \(also published in print\)](#)
4. [Magazine article](#)
5. [Newspaper article in print or online](#)
6. [Letter to editor](#)
7. [Review \(book, film, performance\)](#)

### 1. Journal Article in a Journal with Volume Number

#### First Footnote/Endnote

1. Dimitry Anastakis, "Industrial Sunrise? The Chrysler Bailout, the State and the Reindustrialization of the Canadian Automotive Sector, 1975-1986," *Urban History Review* 35 (Spring 2007): 39.

#### Subsequent Footnotes/Endnotes

2. Anastakis, "Industrial Sunrise?," 44.

#### Bibliography

Author's Name: Last Name First. "Article Title." *Title of Journal* Volume Number (Year of Publication): Page Range.

#### Example

Anastakis, Dimitry. "Industrial Sunrise? The Chrysler Bailout, the State and the

Reindustrialization of the Canadian Automotive Sector, 1975-1986" *Urban History*

*Review* 35 (Spring 2007): 37-50.

**Notice:** The title of the article is in quotation marks. The title of the journal is in italics. In the bibliography, the first and last pages of the article are included at the end of the citation.

### 2. Journal article in Journal with Volume and Issue Number

#### First Footnote/Endnote

1. Sally Chivers, "'Move! You're in the Way!' Disability and Age Meet on Screen," *Canadian Journal of Film Studies: Revue Canadienne D'Études Cinématographique* 17, no.1 (2008): 35.

### Subsequent Footnotes & Endnotes

2. Chivers, "Move!," 30.

### Bibliography

Author's Name: Last Name First. "Article Title." *Title of Journal* Volume Number. Issue Number  
(Year of Publication): Page Range.

### Example

Chivers, Sally. "Move! You're in the way! Disability and Age Meet on Screen." *Canadian Journal of Film Studies: Revue Canadienne D'Études Cinématographique*. 17, no.1  
(2008): 30-43.

**Notice:** The title of the article is in quotation marks. The title of the journal is in italics. In the bibliography, the first and last pages of the article are included at the end of the citation.

### 3. Article in Scholarly Journal Accessed Online (previously published in print)

If you access an article through an online database such as Web of Knowledge or American History and Life, include a URL or DOI. The DOI or digital object identifier is an alphanumeric identifier (made up of letters and numbers) that ensures a persistent link to information on the Internet. It is located on the first page of an electronic journal article near the copyright notice. It is also on the article's database landing page. If the article does not have page numbers use paragraph numbers in your footnotes.

#### First Footnote/Endnote

##### Online article with DOI

1. Debora Shuger, "Milton's Religion: The Early Years," *Milton Quarterly* no.3 (2012): 139, doi:10.1111/milt.12000

##### Online article with only a URL

1. Joan Sangster, "Queen of the Picket Line: Beauty Contests in the Post-World War II Canadian Labor Movement, 1945-1970," *Labor* 5, no.4 (2008): 83-106, <http://labor.dukejournals.org/cgi/content/abstract/5/4/83>

### Subsequent Footnotes/Endnotes

3. Shuger, "Milton's Religion," 142.  
3. Sangster, "Queen of the Picket Line," 89.

## Bibliography

### Online article with DOI

Author's Name: Last Name First. "Article Title." *Title of Journal* Volume and Issue Number (Year of Publication): Page Range. DOI Information

### Example

Shuger, Debora. "Milton's Religion: The Early Years." *Milton Quarterly* no. 3 (2012): 137-153.

doi:10.1111/milt.12000

### Online article with only a URL

Author's Name: Last Name First. "Article Title." *Title of Journal* Volume and Issue Number (Year of Publication): Page Range. URL

### Example

Sangster, Joan. "'Queen of the Picket Line:' Beauty Contests in the Post–World War II Canadian Labor Movement, 1945–1970," *Labor* 5, no.4 (2008): 83-106.

<http://labor.dukejournals.org/cgi/content/abstract/5/4/83>

**Notice:** The title of the article is put in quotation marks. The title of the journal is put in italics. In the bibliography, the first and last pages of the article are included at the end of the citation. When a DOI or URL is too long to fit on one line, create a break where there is punctuation (period, slash, dash); do not add a hyphen to the DOI or URL. The break comes after a single or double slash and before a period, comma, tilde, hyphen or underline. A line break can come before or after an ampersand or equals sign. Remove all hyperlinks in a printed paper.

## 4. Magazine Article

Magazines are different from scholarly journals in that they are written for a general audience and are generally not edited by a scholarly organization. Magazine articles are cited only by their date of publication rather than with a volume or issue number as is done for journal articles.

### First Footnote/Endnote

1. Robert Fulford, "Regarding Alex Colville," *Saturday Night*, June 17, 2000: 31.

### Subsequent Footnotes/Endnotes

2. Fulford, "Regarding Alex Colville," 32.

### Bibliography

Author's Name: Last Name First. "Article Title." *Magazine Title*, Complete Date of Publication:  
  
Page Range.

### Example

Fulford, Robert. "Regarding Alex Colville." *Saturday Night*, June 17, 2000: 30-34.

**Notice:** The title of the article is in quotation marks. The title of the magazine is in italics. In the bibliography, the first and last pages of the article are included at the end of the citation.

### 5a. Newspaper Article in Print

#### First Footnote/Endnote

1. Joe Friessen, "More than 300 People Linked to Suspected Case of Citizenship Fraud," *Globe and Mail*, February 1 2010, Ontario edition, A1.

#### Subsequent Footnotes/Endnotes

2. Friessen, "More than 300 People," A6.

### Bibliography

Author's Name: Last Name First. "Article Title." *Newspaper Title*, Complete Date of Publication:  
  
Page or Page Range.

### Example

Friessen, Joe. "More than 300 People Linked to Suspected Case of Citizenship Fraud." *Globe and Mail*, February 1 2010, Ontario edition, A1, A6.

### 5b. Newspaper that you consulted online (also published in print)

When citing a newspaper or magazine article that you found through an online news service, such as thestar.com or cnn.com, use the same format that you would when citing a print newspaper or magazine article but include a URL at the end. If the information is particularly time sensitive, include the date on which you accessed the information.

#### First Footnote/Endnote

1. John Flesher, "U.S. Unveils \$2.2 billion Great Lakes Fix," *thestar.com*, February 22, 2010, <http://www.thestar.com/news/world/article/769329--u-s-unveils-2-2-billion-great-lakes-fix?bn=1>.

### Subsequent Footnotes/Endnotes

2. Flesher, "U.S. Unveils 2.2 billion Great Lakes Fix."

### Bibliography

Author's Name: Last Name First. "Article Title." *Name of Online News Service*, Complete Date of Publication. URL

### Example

Flesher, John. "U.S. Unveils \$2.2 billion Great Lakes Fix." *thestar.com*, February 22, 2010.

<http://www.thestar.com/news/world/article/769329--u-s-unveils-2-2-billion-great-lakes-fix?bn=1>

Notice: The title of the article is in quotation marks. The title of the newspaper is in italics. For print versions, in the bibliography, the first and last pages of the article are included at the end of the citation. When a URL is too long to fit on one line, create a break where there is punctuation (period, slash, dash); do not add a hyphen to the URL. The break comes after a single or double slash and before a period, comma, tilde, hyphen or underline. A line break can come before or after an ampersand or equals sign. Remove all hyperlinks in a printed paper.

## 6. Letter to the Editor

Letters to the editor are not given titles when cited.

### First Footnote/Endnote

1. Theresa Manchester, letter to the editor, *National Post*, April 23, 2001, A15.

### Subsequent Footnotes/Endnotes

2. Manchester, letter to the editor, A15.

### Bibliography

Letter Writer's Name: Last Name First. Description. *Newspaper Title*, Complete Date of Publication: Page.

### Example

Manchester, Theresa. Letter to the editor. *National Post*, April 23, 2001, A15.

**Notice:** The title of the newspaper is in italics.

## 7. Review (Book, Film, Performance)

### First Footnote/Endnote

1. Janet Miron, review of *A Surgical Temptation: The Demonization of the Foreskin and the Rise of Circumcision in Britain*, by Robert Darby, *Isis* 97 (2006): 567.

### Subsequent Footnotes/Endnotes

2. Miron, review of *A Surgical Temptation*, 568.

### Bibliography

Reviewer's Name, Last Name First. Review of *Book Title* by Book Author's Name. *Publication in*

*which Review Appears* with volume number, if available (Complete Date of Publication):

Page Range.

### Example

Miron, Janet. Review of *A Surgical Temptation: The Demonization of the Foreskin and the Rise of Circumcision in Britain*, by Robert Darby. *Isis* 97 (2006):567-568.

**Notice:** The titles of the book that is being reviewed and the journal that it is published in are in italics. In the bibliography, the first and last pages of the review are included at the end of the citation. If the review is titled, put the title of the review in quotation marks and place it after the reviewer's name.

## Electronic Sources

1. [Electronic book](#)
2. [Web site](#)
3. [Short document or page on a web site](#)
4. [Blog Entry](#)
5. [Online Media \(YouTube Video or Podcast\)](#)
6. [Content or Course notes found on a Blackboard site](#)

### 1. Electronic Book

For books used in an electronic format, indicate the format used at the end of your citation. Because many e-books will not have page numbers, or have page numbers which differ from its printed counterpart, include chapter or section numbers as locators.

When citing a book that you read online, include the web address for the book (DOI or URL) and, if it is time sensitive, the date on which you accessed it.

#### First Footnote/Endnote

##### For Downloaded e-book

1. Kevin Chong, *My Year of the Racehorse: Falling in Love With the Sport of Kings* (Vancouver, BC: Greystone Books, 2012), Kindle edition, chapter 10.

##### For Books Used Online

1. Walter L. Adamson, *Avant-grade Florence: From Modernism to Fascism* (Cambridge: Harvard University Press, 1993), 82 <http://quod.lib.umich.edu/cgi/t/text/pageviewer-idx?c=acls;cc=acls;rgn=full%20text;idno=heb00462.0001.001;didno=heb00462.0001.001;view=image;seq=0000005>.

#### Subsequent Footnotes

##### For Downloaded e-book

2. Chong, *My Year of the Racehorse*, Chapter 4.

##### For Books Used Online

2. Adamson, *Avante-garde Florence*, 12.

#### Bibliography

##### For Downloaded e-book

Author's Name: Last Name First. *Title of Book*. Year of Original Publication if Book Republished.

City Where Published: Publisher, Year of Publication. E-book edition.



### Example

Chong, Kevin. *My Year of the Racehorse: Falling in Love With the Sport of Kings*. Vancouver, BC: Greystone Books, 2012. Kindle edition.

### For Books Used Online

Author's Name, Last Name First. *Title of Book*. City Where Published: Publisher, Year of Publication. URL

### Example

Adamson, Walter L. *Avant-garde Florence: From Modernism to Fascism*. Cambridge: Harvard

University Press, 1993. <http://quod.lib.umich.edu/cgi/t/text/pagevieweridx?c>

=acls;cc=acls;rgn=full%20text.idn=heb00462.0001.001;didno=heb00462.0001.001;view

=image;seq=00000005

**Notice:** When a URL is too long to fit on one line, create a break where there is punctuation (period, slash, dash); do not add a hyphen to the URL. The break comes after a single or double slash and before a period, comma, tilde, hyphen or underline. A line break can come before or after an ampersand or equals sign. Remove all hyperlinks in a printed paper.

## 2. Web Site

Web sites differ greatly in what kind of publication information they include. Try to include as much of the following information as possible: author, name of site, sponsor, and web address. If there is no author listed, the sponsor may be used as the author.

Note that you do not have to include the date that you accessed the materials unless it is a time sensitive issue or you are advised to do so by your professor.

### First Footnote/Endnote

1. Canadian Broadcast Corporation, *Canadian News, Sports, Entertainment, Kids, Docs, Radio, TV*, Canadian Broadcast Corporation, [www.cbc.ca](http://www.cbc.ca).

### Subsequent Footnotes/Endnotes

2. Canadian Broadcast Corporation.

### Bibliography

Author(s)' Name or Web Site Sponsor. *Title of Website*. URL

### Example

Canadian Broadcast Corporation. *Canadian Broadcast Corporation, Canadian News, Sports, Entertainment, Kids, Docs, Radio, TV*. [www.cbc.ca](http://www.cbc.ca)

**Notice:** The name of the web site is italicized. When a URL is too long to fit on one line, create a break where there is punctuation (period, slash, dash); do not add a hyphen to the URL. The break comes after a single or double slash and before a period, comma, tilde, hyphen or underline. A line break can come before or after an ampersand or equals sign. Remove all hyperlinks in a printed paper.

### 3. Short Document or Page on a Web Site

Web sites differ greatly in what kind of publication information they include. Try to include as much of the following information as possible: author, title of short document or page, name of site, sponsor, DOI or web address. If there is no author listed, the sponsor may be used as the author.

Note that you do not have to include the date that you accessed the materials unless it is a time sensitive issue or you are advised to do so by your professor.

#### First Footnote/Endnote

1. Library and Archives Canada, "About Canada's Military Photographers," *Faces of War*, Library and Archives Canada, <http://www.collectionscanada.gc.ca/faces-of-war/025014-1100-e.html>.

#### Subsequent Footnotes/Endnotes

2. Library and Archives Canada, "About Canada's Military Photographers."

#### Bibliography

Author's Name: Last Name First. "Title of Document or Page." *Title of Website*. Site Sponsor.

URL

### Example

Library and Archives Canada, "About Canada's Military Photographer." *Faces of War*. Library and Archives Canada. <http://www.collectionscanada.gc.ca/faces-of-war/025014-1100-e.html>

**Notice:** The name of the document or page is in quotation marks. The name of the web site is italicized. When a URL is too long to fit on one line, create a break where there is punctuation (period, slash, dash); do not add a hyphen to the URL. The break comes after a single or double slash and before a period, comma, tilde, hyphen or underline. A line break can come before or after an ampersand or equals sign. Remove all hyperlinks in a printed paper.

#### 4. Blog Entry

Citations for blogs should include the author of the blog entry, name of the entry, the title of the blog itself, date of the entry and the web address (URL)

Note that you do not have to include the date that you accessed the materials unless it is a time sensitive issue or you are advised to do so by your professor.

##### First Footnote/Endnote

1. Brent Wood, "Love in a Dangerous Time," *PCVS Corner Stone* (blog), 28 June 2012, <http://pcvscornerstone.blogspot.ca/2012/06/love-in-dangerous-time.html>.

##### Subsequent Footnotes/Endnotes

2. Wood, "Love in a Dangerous Time."

##### Bibliography

Author's Name: Last Name First. "Title of blog entry." *Title of Blog* (blog). Date of entry. URL

##### Example

Wood, Brent. "Love in a Dangerous Time." *PCVS Corner Stone* (blog). 28 June 2012,

<http://pcvscornerstone.blogspot.ca/2012/06/love-in-dangerous-time.html>

**Notice:** The name of the web site is italicized. When a URL is too long to fit on one line, create a break where there is punctuation (period, slash, dash); do not add a hyphen to the URL. The break comes after a single or double slash and before a period, comma, tilde, hyphen or underline. A line break can come before or after an ampersand or equals sign. Remove all hyperlinks in a printed paper.

#### 5. Online Media (YouTube Video and Podcasts)

Citations for YouTube videos and podcasts should include the author/creator of the work and name of the work followed by information about its online format including the online format, runtime, posting date, and web address (URL). If you are citing a video/podcast that is a re-posting of a previous event, you should also include information about where it was originally performed/created.

Note that you do not have to include the date that you accessed the materials unless it is a time sensitive issue or you are advised to do so by your professor.

#### First Footnote/Endnote

1. CBC News, *CBC Archives: Just Watch Me*, 1970 YouTube video, 7:34, from an interview aired on CBC, October 13, 1970, posted by "CBCtv," December 3, 2008, <http://www.youtube.com/watch?v=XfUq9b1XTa0>.

#### Subsequent Footnotes/Endnotes

2. CBC News, *Just Watch Me*

#### Bibliography

Last name, First name of Speaker/Creator. *Title*. Format, Running Time. Original Publication

Information (if any). Posted by Name of poster. Posting Date. URL

#### Example

CBC News, CBC Archive: *Just Watch Me*, 1970. YouTube video, 7:34. From an interview

originally aired on CBC, October 13, 1970. Posted by "CBC TV." December 3 2008.

<http://www.youtube.com/watch?v=XfUq9b1XTa0>

**Notice:** The name of the video is italicized. When a URL is too long to fit on one line, create a break where there is punctuation (period, slash, dash); do not add a hyphen to the URL. The break comes after a single or double slash and before a period, comma, tilde, hyphen or underline. A line break can come before or after an ampersand or equals sign. Remove all hyperlinks in a printed paper.

#### 6. Content or Course Notes Posted on Blackboard

If you are citing an article that your professor posted on Blackboard, and you have its original publication information, use the format for an article in a scholarly journal accessed online.

If you are citing an informally published document (such as blackboard content, lecture slides or notes) that your professor has posted to blackboard, you can use the format below as a guide.

#### First Footnote/Endnote

1. Academic Skills Centre, "Why is Academic Integrity Important?," *Academic Integrity at Trent 2013-14*, Trent University Blackboard, [https://learn.trentu.ca/webapps/blackboard/execute/displayLearningUnit?course\\_id=\\_49920\\_1&content\\_id=\\_375473\\_1](https://learn.trentu.ca/webapps/blackboard/execute/displayLearningUnit?course_id=_49920_1&content_id=_375473_1)

#### Subsequent Footnotes/Endnotes

2. Academic Skills Centre, "Why is Academic Integrity Important?"

## Bibliography

Author's Name: Last Name First. "Title of Document or Page." *Title of Blackboard Site*. Site

Sponsor. URL

## Example

Academic Skills Centre. "Why is Academic Integrity Important?" *Academic Integrity at Trent*

2013-14. *Trent University Blackboard* <https://learn.trentu.ca/webapps/blackboard/>

[execute/displayLearningUnit?course\\_id=49920\\_1&content\\_id=\\_375473\\_1](https://learn.trentu.ca/webapps/blackboard/execute/displayLearningUnit?course_id=49920_1&content_id=_375473_1)

## Other Sources

1. [Lecture, address or debate](#)
2. [Work of art](#)
3. [Film](#)
4. [Television program](#)
5. [Interviews](#)
6. [Personal communication \(email, telephone call\)](#)
7. [Sound recording](#)
8. [Dissertation or thesis, unpublished and published](#)
9. [Archival sources](#)

### 1. Lecture or Speech

Include as much information as possible about the title, sponsor, location, and date of the talk that you are citing.

#### First Footnote/Endnote

1. Fiona Harris-Stoertz, "Why Did the Crusades Happen?" (lecture, History 1500, Trent University, September 25, 2009).

#### Subsequent Footnotes/Endnotes

2. Harris-Stoertz, "Why Did the Crusades Happen?"

#### Bibliography

Speaker's Name, Last Name First. "Title of Address." Sponsoring Organization. Location. Date of Address.

#### Example

Harris-Stoertz, Fiona. "Why Did the Crusades Happen?" Lecture, History 1500, Trent University, September 25, 2009.

**Notice:** The title of the lecture is in quotation marks.

### 2. Work of Art

The way in which you cite an image or work of visual art depends on where you found it.

If you are referencing a work of art in a museum, you need to include the artist's name, the date it was created, and the museum and city that it is located in.

If you are referencing a reproduction of a work of art that you accessed online, you will also need the date of access and a URL address.

### First Footnote/Endnote

#### Work of Art in a Museum

1. Josef Sudek, *Still Life: Egg, Glass*, 1950, The Art Gallery of Ontario, Toronto.

#### Work of Art on the Web

2. Josef Sudek, *Still Life: Egg, Glass*, 1950, The Art Gallery of Ontario, Toronto, February 22, 2010. <http://www.ago.net/new-art-photography>.

#### Work of Art Reproduced in a Book

3. *Bayeux Tapestry*, Musee de la Tapisserie de Bayeux, Bayeux, Normandy. *The Mystery of the Bayeux Tapestry*, by David J. Bernstein (London: Weidenfeld and Nicolson, 1986) plate 28.

(In this example, the artist is unknown, so the entry begins with the title of the artwork itself.)

### Subsequent Footnotes/Endnotes

3. Sudek, *Still Life: Egg, Glass*.

### Bibliography

#### 2a. Work of Art in a Museum

Artist's Name, Last Name First. *Work of Art*. Date of Composition. Institution Where Work Is

Shown, City Where Institution Is Located.

#### Example

Sudek, Josef. *Still Life: Egg, Glass*. 1950. The Art Gallery of Ontario, Toronto.

#### 2b. Work of Art on the Web

Artist's Name, Last Name First. *Work of Art*. Date of Composition. Institution Where Work Is

Shown, City Where Institution Is Located. Date Accessed. URL

#### Example

Sudek, Josef. *Still Life: Egg, Glass*. 1950. The Art Gallery of Ontario, Toronto. February 22, 2010.

<http://www.ago.net/new-art-photography>

#### 2c. Work of Art Reproduced in a Book

Artist's Name, Last Name First. *Work of Art*. Institution Where Work Is Shown, City Where

Institution Is Located. *Title of Book*. By Book Author. City Where Published: Publisher,

Year of Publication. Plate or Page Number.

### Example

*Bayeux Tapestry*. Musee de la tapisserie de Bayeux, Bayeux, Normandy. *The Mystery of the*

*Bayeux Tapestry*. By David J. Bernstein. London: Weidenfeld and Nicolson, 1986. Plate

28.

**Notice:** The title of the work of art is in italics. When the work of art has been reproduced on the web or in a book, state the artist's name, the title of the artwork, the institution or private owner of the work, and the city where it is located. For a book, the page, slide, figure or plate number by which it is designated in the source is also given.

### 3. Film

When citing a film, include the title of the film, the medium (DVD or video), the director, the original release date of the film, the location and name of the production company, and the release date of the DVD/Video.

If you want to cite a particular scene from a DVD, you can treat it like a chapter in a book and put it into quotation marks.

#### First Footnote/Endnote

1. *An Inconvenient Truth*, DVD, directed by Davis Guggenheim (2006; Hollywood, CA: Paramount Classics, 2006).

#### Subsequent Footnotes/Endnotes

2. *An Inconvenient Truth*.

#### Bibliography

*Title of Film*. Medium. Director. City of Production Company: Production Company, Year of

Release.

### Example

*An Inconvenient Truth*. DVD. Directed by Davis Guggenheim. Hollywood, CA: Paramount

Classics, 2006.

**Notice:** Film titles are in italics.

### 4. Television Program

#### First Footnote/Endnote

1. *Influenza 1918*, Television, directed by Robert Kenner (Boston: WGBH PBS, 2009).



## Subsequent Footnotes/Endnotes

2. *Influenza 1918*.

## Bibliography

*Title of Program*. Medium. Director. Local Station City: Station and Network, Date Aired.

## Example

*Influenza 1918*. Television. Directed by Robert Kenner. Boston: WGBH PBS, 2009.

**Notice:** Titles of television programs are in italics.

## 5. Interviews

When citing an interview, include as much of the following information as possible: name of the person interviewed and identifying information if necessary, name of the interviewer, and the place and/or date of the interview.

### First Footnote/Endnote

#### Interview that You Conducted

1. Mary Ann Armstrong (Senior Academic Skills Instructor), in discussion with the author, February 22, 2010, Trent University.

#### Interview Conducted by Someone Other than You

2. Mary Ann Armstrong (Senior Academic Skills Instructor), interview with George Fogarasi, February 22, 2010, Trent University.

### Subsequent Footnotes/Endnotes

2. Armstrong, discussion.
3. Armstrong, interview.

## Bibliography

### 5a. Interview that You Conducted

Name of the person interviewed (identifying information if necessary). In discussion with the author. Date of the interview. Location of the interview.

## Example

Mary Ann Armstrong (Senior Academic Skills Instructor). In discussion with the author. February 22, 2010. Trent University.

### 5b. Interview Conducted by Someone Other than You

Name of the person interviewed (identifying information if necessary). Interview with

Interviewer's name. Date of the interview. Location of the interview.

#### Example

Armstrong, Mary Ann (Senior Academic Skills Instructor). Interview with George Fogarasi.

February 22, 2010. Trent University.

**Notice:** The name of the person interviewed is listed first. If you are citing an interview that you conducted, use the term "discussion." If you are citing an interview conducted by someone else, use the term "interview."

### 6. Personal Communication (Email, Telephone Call)

#### First Footnote/Endnote

1. Sally Chivers, e-mail message to author, February 20, 2010.
2. Sally Chivers, telephone call with author, February 20, 2010.

#### Subsequent Footnotes/Endnotes

3. Chivers, email.
4. Chivers, telephone call.

#### Bibliography

Author's name. Medium. Date.

#### Example 1

Chivers, Sally. E-mail Message to Author. February 20, 2010.

#### Example 2

Chivers, Sally. Telephone Call to Author. February 20, 2010.

### 7. Sound Recording

#### First Footnote/Endnote

1. Pete Seeger, *Pete Seeger's Greatest Hits*, Compact Disc, Sony, CK65711, 2002.

#### Subsequent Footnotes/Endnotes

2. Seeger, *Pete Seeger's Greatest Hits*.

#### Bibliography

##### Key

Composer's (or Other's) Name, Last Name First. *Title of Recording*. Medium. Manufacturer,

Catalogue number.

### Example

Seeger, Pete. *Pete Seeger's Greatest Hits*. Compact Disc. Sony, CK65711.

**Notice:** The title of the CD is in italics. Just before the date of the CD release you must include the catalogue number of the CD (this is generally listed on the spine of the CD). In this example, the catalogue number is CK65711.

## 8. Dissertation or Thesis

Put the title of a master's thesis or doctoral dissertation in quotation marks and specify which type of document it is in the citation. If you obtained the thesis online or from a database, you will need to provide the URL or other appropriate locator information.

### First Footnote/Endnote

1. Van Nguyen-Marshall, "Issues of Poverty and Poor Relief in Colonial North Vietnam: The Interaction Between Colonial Modernism and Elite Vietnamese Thinking" (PhD diss., University of British Columbia, 2002), 12.

### Subsequent Footnotes/Endnotes

2. Nguyen-Marshall, "Issues of Poverty," 10.

## Bibliography

Author's Name, Last Name First. "Title of Dissertation or Thesis." Identify degree/document type, Institution, Year.

### Example

Nguyen-Marshall, Van. "Issues of Poverty and Poor Relief in Colonial North Vietnam: The Interaction Between Colonial Modernism and Elite Vietnamese Thinking." PhD diss., University of British Columbia, 2002.

## 9. Archival Sources

The Trent University Archives holds a wide variety of materials including individual pieces of correspondence, diaries, manuscripts, ledgers, maps, printed ephemera (programs, schedules, visiting cards, tickets, or brochures), posters or broadsides, maps, architectural records, recordings and more. These may be in print, microform or digital format.

In addition we hold older published material like newspapers and books in our Rare Books Section as well as Trent Masters and Ph.D. theses and selected Honours theses.

Unpublished archival material is cited so that the material may again be retrieved from our collection. It is always best to include more rather than less information when citing archival documents.

Generally, items are listed from the general to the specific, beginning with the Trent University Archives as the first entry.

Remember that if you use a copy of an item like a photograph, or illustration taken from a source in the Trent University Archives in your work, you must give a credit to the Trent University Archives.

Below are some sources of information on citing archival sources.

- *Archival Citations: Suggestions for the Citation of Documents at the Public Archives of Canada*. Ed. by Terry Cook. Ottawa: Public Archives Canada, 1983.
- [Guide to Citing Archival Records. Archives of Ontario. Customer Service Guide 107.](#)
- [How to Cite Archival Sources. Library and Archives Canada.](#)

## Variations on the Standard Footnote

### Citing a source (that you have not read) that is Cited in Another Source

At times you may wish to quote or refer to work in a source that you have not read in its original form but that you came across in a source written by a different author. You are free to do so, but, in your footnote/endnote you must make it clear that you did not find this information in its original source. To do so, cite the original source, followed by the words “quoted in,” followed by the source that you found it in.

#### For example, you may write:

Many newspapers attempted to arouse public support for the military by publishing patriotic descriptions of soldiers. For example, the photograph of one soldier was captioned, “He fought in the Malayan jungles where the terrorists hide.”<sup>1</sup>

However, you need to make it clear that you did not read this caption in the original newspaper, but in an article that described it.

#### First Footnote/Endnote

1. *Bantu Mirror* 11 February 1956 quoted in Tim Stapleton, "'Bad Boys': Infiltration and Sedition in the African Military Units of the Central African Federation (Malawi, Zambia and Zimbabwe) 1953-163," *The Journal of Military History* 73, no.4 (2009): 1175.

#### Subsequent Footnotes/Endnotes

2. *Bantu Mirror* in Stapleton, "'Bad Boys,'" 1189.

#### Bibliography

*Title of primary source*. Date of primary source. Quoted in Author of secondary source. "Article Title." *Title of Journal* Volume Number (Year of Publication): Page Range.

#### Example

*Bantu Mirror*. 11 February 1956. Quoted in Tim Stapleton. "'Bad Boys': Infiltration and Sedition in the African Military Units of the Central African Federation (Malawi, Zambia and Zimbabwe) 1953-163." *The Journal of Military History* 73, no.4 (2009): 1167-1193.

## Chicago Style Author-Date System

### In-text citations

A parenthetical citation includes the author name and year of publication. Note that there is no punctuation between the name and date. A page number or range is included to reference a particular section of the text; in this case, a comma separates the date and page number.

(Patel 2012)

(Nelson and Reidstra 2010, 87)

### Reference or Works Cited list

All works cited in the paper must be listed alphabetically in a list titled "References" or "Works Cited." This list is double-spaced and entries are formatted with a hanging indent.

### Citations and Reference list entries by source

1. [Book with one author](#)
2. [Book with multiple authors](#)
3. [Book with four or more authors](#)
4. [Article or chapter in an edited book](#)
5. [Journal article](#)
6. [Web page](#)

#### Book With One Author

##### In-text citation

(Dunaway 2005) or (Dunaway 2005, 42)

##### Reference entry

Author's Name: Last Name First. Year of Publication. *Title of Book*. City Where Published:

Publisher.

##### Example

Dunaway, Finis. 2005. *Natural Visions: The Power of Images in American Environmental Reform*.

Chicago: University of Chicago Press.

#### Book With Multiple Authors

If the book has two or three authors or editors, list all names in the order that they appear on the title page. Separate the names with commas and write "and" before the last name.

### In-text citation

(Sadker and Sadker 1995)

### Reference entry

Authors' Names: Last Name First for First Author Only. Year of Publication. *Title of Book*. City

Where Published: Publisher.

### Example

Sadker, Myra, and David Sadker. 1995. *Failing at Fairness: How America's Schools Cheat Girls*.

New York: Touchstone.

### Book With Four or More Authors

In the citation, list only the first author followed by "et al." In the reference list, you should list all of the authors.

### In-text citation

(Boyer et al. 2007, 18)

### Reference Entry

Authors' names: Last Name First for First Author Only. Year of Publication. *Title of Book*. City

Where Published: Publisher.

### Example

Boyer, Paul, Clifford Clark, Joseph Kett, Neil Salisbury, and Harvard Sitkoff. 2005. *The Enduring*

*Vision: A History of the American People*. New York: Houghton Mifflin Harcourt.

### Article or Chapter in an Edited Book

When citing a chapter or article in a book that contains works by many different authors, list the author and title of the chapter or article that you are using first. The editor/editors of the book as a whole are listed after the title of the book.

### In-text citation

(Andriewsky 2003, 255)

### Reference entry

Author's Name: Last Name First. Year of Publication. "Article or Chapter Title." *Title of Book*,

edited by Editor's Names. Page Range. City Where Published: Publisher.

### Example

Andriewsky, Olga. 2003. "The Paradoxes of Reform: Higher Education in Post Soviet Ukraine." In *Society in Transition: Social Change Ukraine in Western Perspectives*, edited by Wsevolod Isajiw, 239-268. Toronto: Canadian Scholars' Press.

### Article in Scholarly Journal

Where available, include a DOI for an article you access online. If a DOI is not available, include a URL.

### In-text citation

(Shuger 2012, 142).

### Reference entry

Author's Name: Last Name First. Year of Publication. "Article Title." *Title of Journal* Volume and Issue Number: Page Range. DOI Information (or URL)

### Examples

Shuger, Debora. 2012. "Milton's Religion: The Early Years." *Milton Quarterly* no. 3: 137-153.

doi:10.1111/milt.12000.

Sangster, Joan. 2008. "'Queen of the Picket Line:' Beauty Contests in the Post–World War II

Canadian Labor Movement, 1945–1970," *Labor* 5, no.4: 83-106.

<http://labor.dukejournals.org/cgi/content/abstract/5/4/83>.

### Web Page

Include the date that you accessed the materials if it is a time sensitive issue or you are advised to do so by your professor.

### In-text citation

(Government of Ontario 2014)

### Reference entry.

Author/Agency. Date of Publication. "Title of Page." *Title of site*. Date material modified if required. URL.



### Example

Government of Ontario. 2014. "About Ontario." *Ontario*. Last modified July 8.

<http://www.ontario.ca/government/about-ontario#section-1>.

Find more examples on [Chicago Manual of Style website](#) (select "Author-Date" tab).

## General Formatting Guidelines for the Chicago Manual of Style

The Chicago Manual of Style does not prescribe rules of formatting an essay or research paper; the following are generally held standards for title pages, print size, margins, and spacing.

Note: If your instructor has his or her own requirements, follow them. These guidelines are the most commonly required.

1. Use Times New Roman or a similar font, 12 point in size with standard 1 inch (2.54 cm) margins. Avoid decorative fonts.
2. Double-space throughout the essay, including the bibliography (some course instructors may prefer entries to be single spaced; check with your professor). Note that footnotes, endnotes and block quotations are single-spaced.
3. When beginning a new paragraph, indent five spaces or ½ inch. Keep the text alignment to the left.
4. There are no specific formatting guidelines for a title page, but they are generally required by your professor. It is important to include particular information on your title page: title, your name, the course code, the professor or teaching assistant, and the date. Normally, the title is centered in the middle of the page and the author and course information is right justified at the bottom of the title page. The use of colour or imagery is not recommended.
5. Don't underline, italicize, or bold the title, and it is not necessary to put it in quotation marks or in block capitals.
6. The rules for capitalization of titles are as follows:
  - a. Capitalize the first word, the last word, a word following a colon, and all principal words: nouns, pronouns, verbs, adjectives, adverbs, subordinating conjunctions.
  - b. Don't capitalize the following parts of speech when they fall in the middle of a title: articles, prepositions, coordinating conjunctions, "to" in an infinitive, such

as to go, to sleep, and to believe. For example of nouns, pronouns, verbs, etc., see here.

7. Number all pages, except the title page, at the top right corner. You don't need p or pp, or any punctuation following the number. You may include your last name before each page number as a precaution against lost pages: (Bealey 4). Microsoft Word will save you time by numbering every page and will let you create a running head of your name and the page number.
8. When submitting a hard copy, staple or clip pages together at the top left-hand corner. Don't bind or put the essay in a folder unless required to by your professor. Use only white, 8 ½ by 11 inch good quality paper.
9. For electronic submission, follow the directions from your instructor. Keep file names clear and relatively short by using your last name and date or course code, unless indicated otherwise. Save your file in a standard format (.rtf is often best).
10. Until recently, it was usual to print on one side of the paper only, and many professors still prefer it. Others allow or call for printing on both sides of the paper in order not to waste it.
11. Don't forget to proofread carefully as well as running a spell check and grammar check. There are many differences among Canadian, American, and British spellings of some words, so choose your preference (Canadian) and make sure your spell check is set to it. Be consistent throughout your essay. Don't spell the word "centre", as "centre" in one place and as "center" in another.
12. If, after printing, you find a few mistakes, write the correction neatly directly above the line involved, using carets (v) to indicate where correction go. If the mistakes are numerous, reprint the page.