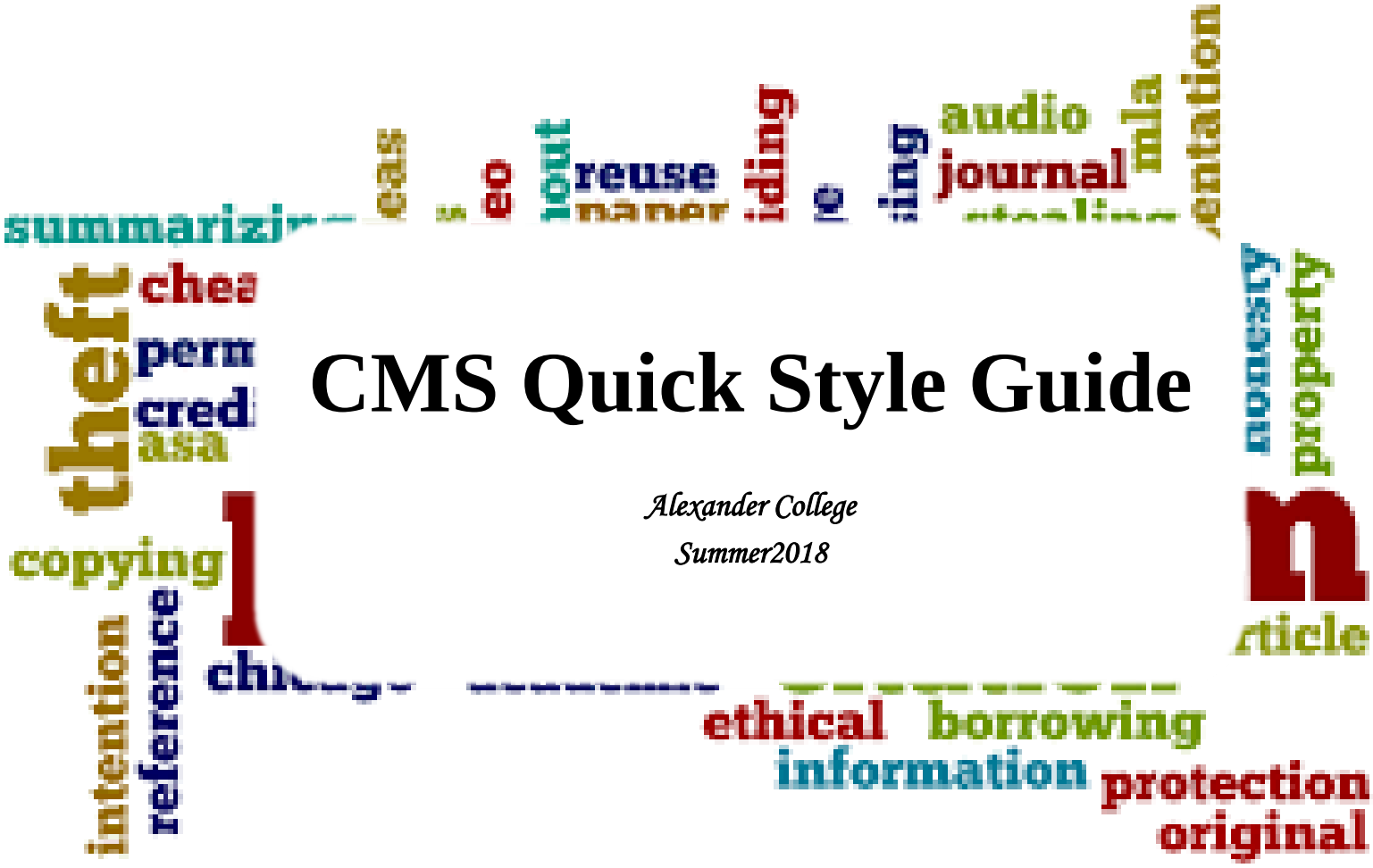
Alexander College




# CMS Quick Style Guide

*Alexander College*

*Summer2018*

Cover Graphic: "Plagiarism."
Source: www.googleimages.ca

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# Welcome to CMS

Citations are an important part of successful academic writing

- They let readers know that your arguments and claims are backed by reliable research sources.
- They also provide your readers information that may be useful for their own research
- When writing citations and references, the goal is to provide enough information so that your readers can find the same sources.

For some Film Studies, Asia and History courses at Alexander College instructors will ask you to use CMS (Chicago Manual of Style) for paper writing and citations.
This is a Quick Guide to CMS academic papers and citations.

- It contains information on the basic formatting elements for CMS Style papers
- It contains sample footnotes and bibliography entries for the resources ***most commonly used*** by students in the sciences and social sciences at Alexander College.

***Failure to correctly cite your sources will result in a '0' for your papers and an academic alert.***

## Additional resources:

These web links may also be helpful for you with writing your paper.
You may also access these on the Citation Style Guides page of the WLC website.
http://www.chicagomanualofstyle.org/tools_citationguide.html
http://www.lib.sfu.ca/help/writing/chicago-turabian
http://owl.english.purdue.edu/owl/owlprint/717/

Webster's Third New International Dictionary and the Merriam-Webster's Collegiate Dictionary are the standard spelling references for Chicago style.
https://www.merriam-webster.com/

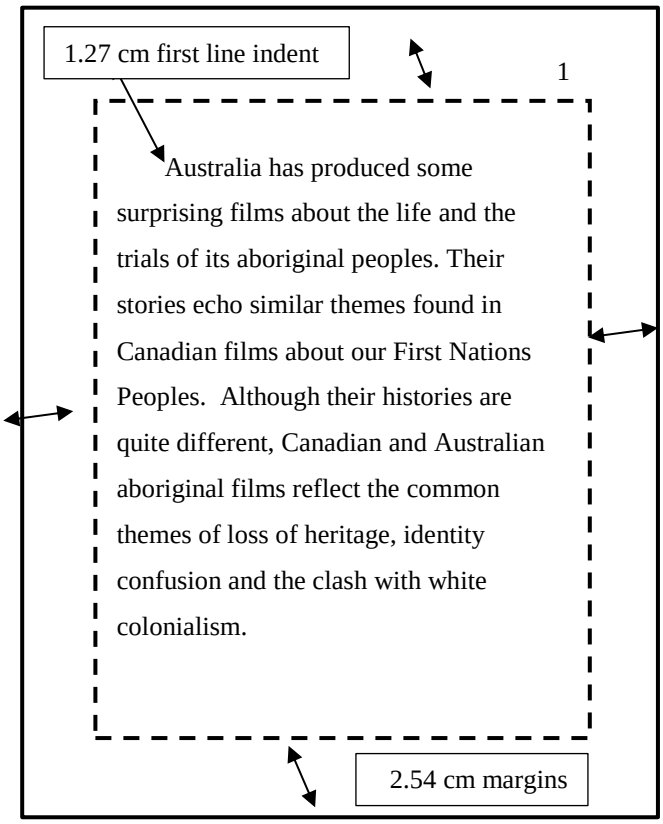
**See sample CMS formatted papers on our Citation Style Guides page:**
https://alexandercollege.ca/writing-and-learning-centre/english-and-humanities/academic-writing-styles/

# CMS Basics: Formatting

## Paper Formatting

Use an easy to read 12 point size font.

- Paper size:"Letter", ***NOT*** A4.
  - Margins: 2.54 cm (1 inch)
  - Body paragraphs: 1st line indent of 1.27 cm (.5 inches).
  - Bibliography: Hanging indent of 1.27 cm (.5 inches).
- Double-space the body of your essay.
- The following sections of your paper are single-spaced:
  - Block quotations
  - Footnotes
  - Table titles
  - Figures captions
  - Bibliography
    - Leave a blank line between each entry.
- Pages should be numbered, flush to the upper right-hand corner of the paper.



## Title Page

A paper commonly begins with a title page.

- Your title should be centred a third of the way down the page.
- Several lines down:
  - Your name
    - Your instructor may also request that you add your student #
  - Course number and name
    - E.g.: Philosophy 100: Knowledge and Reality
  - Date handed in.
  - The title page is ***NOT*** numbered.

## Formatting Block Quotations

- When you are including a quote that runs five or more lines it must be blocked.
- Blocked quotations are single spaced, indented on the left margin by 1.27 cm (0.5 in.).
- Omit the quotation marks.

**Example:**

Granatstein argues the notion that having a well-equipped military to defend our country is essential because:

> … there will always be wars. Thus Canadians either pay for their defence with dollars now or with lives later. The lack of realism, the sense that Canada has only values and no national interests to defend, or at least none we think about, has always meant we are unprepared. We all have fire insurance on our homes
> against the small chance of a fire, but we refuse to have the national insurance policy that a well-equipped, well-trained military provides. Canadians have never been and are not prepared now. And we will pay in lives yet again.[1]

## Abbreviations in CMS

- In both your footnotes and bibliography, avoid using abbreviations.
  - Use the full names of the authors, publishers, and months of the year.
  - Use the word 'and' between names; do not use the & symbol.

**Some abbreviations are acceptable:**

- Words such as The, Inc., Ltd., and Co. may be omitted from the publisher's name or the name of a newspaper.
  - E.g.: Greystone Books Ltd., may be listed as Greystone Books
    - *The Vancouver Sun* may be listed as *Vancouver Sun*.
- In footnotes:
  - ed. may be used for editor
  - ed. is also used for 'edition'
    - '2nd ed.', or 'rev. ed.' for revised edition.
  - trans. for translator.
  - comp. for compiler.
- In the bibliography these terms should be written out in full:
  - edited by
  - translated by
  - compiled by
- 'ed.' may still be used for 'edition'.
  - E.g: '2nd ed.', or 'rev. ed.' for revised edition.
- For additional help, see a sample CMS formatted paper on the Purdue OWL website: http://owl.english.purdue.edu/owl/resource/717/11/

## Figures and Tables

- Figures are graphs, diagrams, illustrations or photographs.
- Tables present data in rows and columns.
- Tables and figures must be referred to and explained in the body of your essay.
  - Refer to tables and figures in your essay as Table 1, Figure 1, etc.
  - Tables and figures should be placed immediately after the paragraph in which they are mentioned.
- Each table should have a number and a short description in a line flush left above the table
- Every figure must have a number and caption in a line flush left below the figure.
  - The word 'figure' may be abbreviated to 'fig.'
- Both tables and figures must be cited with a 'source line' under the table or figure.
- If you have changed the source material in any way, such as removing certain entries, you must note this by using a phrase such as, data adapted from . . .

- A full citation must also appear in your bibliography.

Fig. 1: Alexander College Graduating Class, Fall 2015.
Source: Alexander College, September 2015

Table 1: Remediation Statistics

| School Term | Referred | Completed Remediation | Percentage |
|---|---|---|---|
| **Summer 2013** | 20 | 14 | 70% |
| **Fall 2013** | 18 | 13 | 72% |
| **Winter 2014** | 26 | 15 | 54% |
| **Spring 2014** | 32 | 18 | 56% |
| **Summer 2014** | 13 | 7 | 54% |

Source: *WLC Mid-Year Report, June 2014*.
Alexander College Writing & Learning Centre, Vancouver, BC.

# Citing Your Sources

You must put your citations in two places in your paper:

1. Cite your sources in the body of your essay with footnotes
    - These appear in the footer of each page where the cited information occurs
2. You must also include a complete alphabetical list of all your sources on a separate page at the end of your paper.
    - This is called the Bibliography

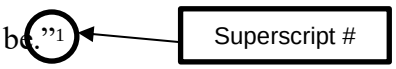
# Footnotes: the Basics

- **You *must* include footnotes for:**
  - Specific words — these should be in "quotation marks".
  - Summaries and paraphrases of the ideas of another writer.
  - General ideas or concepts of another writer.
    - Or a particular line of argument, even if you are adding to that line of argument.
- Footnotes appear at the bottom of the page in which a source is cited.
  - They are single-spaced and the first line is indented 1.27 cm or ½ inch.
  - We do ***NOT*** recommend using "Insert Citation" or other citation generation software as they are frequently incorrect in their formatting.
  - **Please note:** the citation information on the AC library database refers to the ***bibliography***, not footnotes.
- In footnotes, each element (author, title, etc.) is separated by a comma
  - Authors' names are ***NOT*** inverted.
  - If no author is identified, use the title of the source.
  - Leave one blank line between footnotes occuring on the same page.
  - The information in a footnote will vary, depending on the type of source you are using.
  - ***It is YOUR responsibility to ensure footnote content is correct.***
- In MS Word, use the "Insert Footnote" function on the References tab.
  - A superscript number is inserted in the text of your paper.
  - The program will immediately take you to the footer of the page to insert the correct citation information
    - Double-check your paragraph settings so the footnotes are first-line indented 1.27 cm or ½ inch.

**Footnote superscript in your essay:**

Mama Ramotswe did not think that it would be easy to open a detective agency.

"People always made the mistake of thinking that starting a business was simple … [but it] … was always more difficult than you thought it would be."[1]




**Footnote at the bottom of the same page:**

1. Alexander McCall Smith, *The No. 1 Ladies' Detective Agency* (New York: Anchor Books, 2002), 60.

**All *sources* cited in your foonotes must be listed in the bibliography.**

## Consecutive Quotes: What does "Ibid." mean?????

- The first time a source is cited, enter the full information in the footnote.
- If the same reference is cited again immediately after, with no sources being cited in between:
  - Use the word 'Ibid.' to indicate it is the same source, then enter the page number.
- If the source has been cited once and you have cited another source or sources in between:
  - Cite the author's full name, the title of the article or book, and the page number.

**Example:**

1. Jacqueline Park, *The Secret Book of Gracia dei Rossia,* (New York: Simon and Schuster Paperbacks,1997), 65.
2. Ibid.
3. Ibid., 77.
4. *Go Ask Alice* (New York: Simon & Schuster, 1971), 6.
5. Jacqueline Park, *The Secret Book of Gracia dei Rossia,* 66.

# Bibliographies: the Basics

- The bibliography is the complete list of all the ***sources*** used in your paper.
  - ***The Bibliography is NOT a list of your footnotes.***
  - It is placed on separate pages at the end of your paper.
- **Sources in the bibliography are listed *alphabetically*.**
  - ***They are NEVER numbered*.**
- A sample Bibliography page appears on pages 23-24 of this guide.
- The entire Bibliography is single-spaced, with a hanging indent of ½" or 1.27 cm.
  - Centre the word Bibliography at the top of the page; leave one blank line before starting the entries.
  - Leave one blank line between each entry.
- If there is no author identified, use the title.
  - When the title of a work begins with an article (A, An, The) use the first significant word to determine its place in the list.
    - E.g. the film, *The Hunger Games* would be listed under 'H'.
- ***Sources*** are listed in alphabetical order by the author's last (family) name.
- If one author has written several of the sources, replace the author's name with a 3-em dash (———.)
  - To do this, hold Ctrl+Alt+the - sign on the number pad.

**Example:**

Danton, Robert. "An Early Information Society: News and the Media in Eighteenth- Century Paris." *American Historical Review* 105, no. 1 (2000): 1-35.

———. *The Devil in the Holy Water or the Art of Slander from Louis XIV to Napoleon.* Philadelphia: University of Pennsylvania Press, 2010.

## Works With More Than 1 Author

**In Footnotes and Bibliographies**

- List the authors in the order their names appear on the source.
  - Do not change the order of the names.

**2 or 3 authors**: All authors must be listed in footnotes and the bibliography.

## Four to ten (4-10) Authors:

**Footnotes:**

- List the first author's name and the phrase 'et al.' to replace the names of the additional authors.

**Bibliography:** *all names* must be listed in the bibliography.

**Example:**

| **Authors on Book Cover:** |
| --- |
| Harry J. Potter, Ron Weasley, Neville Longbottom, Seamus Finnigan, Dean Thomas, Colin Creevey, Ernie Macmillan,Justin Finch-Fletchley, Zacharias Smith, and Anthony Goldstein. |
| **Footnote:** |
| 2. Harry J. Potter et al., *Dumbledore's Army: A History*, (Hogsmeade: Magical Press, 2010), 11. |
| **Bibliography:** |
| Potter, Harry J., Ron Weasley, Neville Longbottom, Seamus Finnigan, Dean Thomas, Colin Creevey, Ernie Macmillan, Justin Finch-Fletchley, Zacharias Smith, and Anthony Goldstein. *Dumbledore's Army: A History*. Hogsmeade: Magical Press, 2010. |

## More than 10 (10+) Authors:

- **Footnotes:** List the first author's name and the phrase 'et al.'
- **Bibliography:** List the full names of the first seven authors, followed by 'et al.'

**Example:**

| **Authors on Book Cover:** |
| --- |
| Hermione Granger, Ginny Weasley, Luna Lovegood, Hannah Abbott, Pavarti Patil, Katie Bell, Padma Patil, Susan Bones, Demelza Robbins, Lavender Brown, Angelina Johnson, and Alicia Spinnet. |
| **Footnote:**<br>3. Hermione Granger et al., *Herstory: The Women of Dumbledore's Army*, (Hogsmeade: Magical Press, 2011), 12. |
| **Bibliography:**<br>Granger, Hermione, Ginny Weasley, Luna Lovegood, Hannah Abbott, Pavarti Patil, Katie Bell, Padma Patil, et al. *Herstory: The Women of Dumbledore's Army*. Hogsmeade: Magical Press, 2011. |

# Before you Begin:

- Correctly identify what type of source you are citing.
  - Is it web-based?
    - Is it a web site or an online database?
  - Is it print?
    - Is this written by 1 author or several authors writing together?
    - Is this an edited collection (anthology)?
- Who is the author or authors?
  - Note the author's or authors' first and last names.
    - Always, always list a source by the authors' names.
      - For sources without an identified author, use the title.
- ***For all web sources***, include the URL or DOI
  - Include your access date.

**Once you know what type of source you are citing, look up how to cite that source by finding it in the Table of Contents at the beginning of this guide.**

**It is *YOUR* responsibility to make sure your footnotes bibliography contain the correctly formatted information**.

# Citing Online Sources

- **English language websites ONLY**.
  - ***Using non-English websites will result in an Academic Alert***
- We recommend printing the material so that you have a hard copy to refer to.
- Use complete URLs when citing an online source.
  - Use the date of the last revision (if available) as your publication date.
  - Also include your access date.

## Journal Articles From Online Databases

- We recommend using the Alexander College databases.
  - These sources will include stable URLs or DOIs as well as the necessary information for your footnotes and bibliography.
    - For help with the databases, please consult one of our librarians.
- If you plan to use other databases or websites, check with your instructor first.

| | |
|---|---|
| **Footnote** | 1. Matthew Dennis, "Reflections on a Bicentennial: The War of 1812 in American Public Memory," *Early American Studies, An Interdisciplinary Journal* 12, no. 2 (Spring 2014): 269. *Humanities Full Text (H.W. Wilson),* accessed January 7, 2015. http://184.71.180.254/login?url=http://search.ebscohost.com/login.aspx?direct=true&db=hft&AN=95695726&site=eds-live&scope=site. |
| **Footnote pattern** | #. Author's name [not inverted], "Article Title," *Journal Name* volume #, no. [issue#] (Publication Date): page # cited. *Database Name,* accessed [date]. DOI or Stable URL. |
| **Bibliography** | Dennis, Matthew. "Reflections on a Bicentennial: The War of 1812 in American Public Memory." *Early American Studies, An Interdisciplinary Journal* 12, no. 2 (Spring 2014): 269-300. *Humanities Full Text (H.W. Wilson).* Accessed January 7, 2015. http://184.71.180.254/login?url=http://search.ebscohost.com/login.aspx?direct=true&db=hft&AN=95695726&site=eds-live&scope=site. |
| **Bibliography pattern** | Author's name, inverted. "Article Title." *Journal Name* volume #, no. [issue#] (Publication Date): Full page range. *Database Name.* Accessed [date]. DOI or Stable URL. |

## Online Newspaper or Magazine

**Names of Newspapers:**

- Omit the word 'The" from the name of newspapers.
- With the exception of the *Globe and Mail* and the *National Post*, If a city name is not part of the newspaper's title, it should be added.

**News Services:**

- News services, such as the Associated Press are capitalized but not italicized.
- They may appear as the author in the citation.

| | |
|---|---|
| **Footnote** | 2. Ivan Semeniuk, "Canadian scientists try to shed light on dark energy," *Globe and Mail,* January 27, 2013, accessed January30, 2013. http://www.theglobeandmail.com/technology/science/canadian-scientists-try-to-shed-light-on-dark- energy/article7903642/. |
| **Footnote pattern** | #. Author's name [not inverted], "Article Title," *Publication Name,* Publication Date, accessed [date]. DOI or Stable URL. |
| **Bibliography** | Semeniuk, Ivan. "Canadian Scientists try to Shed Light on Dark Energy." *Globe and Mail,* January 27, 2013. Accessed January 30, 2013. http://www.theglobeandmail.com/technology/science/canadian-scientists-try-to-shed-light-on- dark-energy/article7903642/. |
| **Bibliography pattern** | Author's name, inverted. "Article Title." *Publication Name,* Publication Date, Accessed [date]. DOI or Stable URL. |

## Article From a Website – Author

| | |
|---|---|
| **Footnote** | 3. Ramone Pringle, "Watching you, Watching it: Disney Turns to AI to Track Filmgoers' True Feelings About its Films", *CBC News,* August 4, 2017, accessed August 4, 2017, www.cbc.ca/news/technology/disney-ai-real-time-tracking-fvae-1.4233063. |
| **Footnote pattern** | #. Author's name [not inverted], "Article Title," *Website Name,* Date uploaded or last update, accessed [date]. DOI or Stable URL. |
| **Bibliography** | Pringle, Ramone. "Watching you, Watching it: Disney Turns to AI to Track Filmgoers' True Feelings About its Films." *CBC News,* August 4, 2017. Accessed August 4, 2017. http:// www.cbc.ca/news/technology/disney-ai-real-time-tracking-fvae-1.4233063. |

| | |
|---|---|
| **Bibliography pattern** | Author's name, inverted. "Article Title." *Website Name,* Date uploaded or last update, Accessed [date]. DOI or Stable URL. |

## Article From a Website – No Author

| | |
|---|---|
| **Footnote** | 4. "About Us," *Burnaby Village Museum,* 2015, accessed February 25, 2016. http://www.burnabyvillagemuseum.ca/EN/main/about-us.html. |
| **Footnote pattern** | #. "Article Title," *Website Name,* Date uploaded or last update, accessed [date]. DOI or Stable URL. |
| **Bibliography** | "About Us." *Burnaby Village Museum.* 2015. Accessed February 25, 2016. http://www.burnabyvillagemuseum.ca/EN/main/about-us.html. |
| **Bibliography pattern** | "Article Title." *Website Name,* Date uploaded or last update, Accessed [date]. DOI or Stable URL. |

## E-books

- E-books are cited by their authors.
  - Follow the rules for 1 or more authors found on pages 8-10.
- The basic pattern for any E-book is as follows:

| | |
|---|---|
| **Footnote** | 5. Robert A. Wardhaugh and Alison C. Calder,," *History, Literature, and the Writing of the Canadian Prairies,* (Winnipeg: University of Manitoba Press, 2005), *eBook Collection, EBSCOhost,* (accessed February 24, 2016), 99. http://184.71.180.254/login?url=http://search.ebscohost.com/login.aspx?direct=true&db=nlebk&AN=497381&site=eds-live&scope=site. |
| **Footnote pattern** | #. Authors' names [not inverted], *Book Title,* (City: Publisher, year), *Database Name,* (accessed [date]), page(s) # cited. DOI or Stable URL. |
| **Bibliography** | Wardhaugh, Robert A., and Alison C. Calder. *History, Literature, and the Writing of the Canadian Prairies*. Winnipeg: University of Manitoba Press, 2005. *eBook Collection, EBSCOhost.* Accessed February 24, 2016. http://184.71.180.254/login?url=http://search.ebscohost.com/login.aspx?direct=true&db=nlebk& AN=497381&site=eds-live&scope=site. |

| | |
|---|---|
| **Bibliography pattern** | Author's name, inverted. *Book Title.* City: Publisher, year. *Database Name.* Accessed [date]. DOI or Stable URL. |

## Legislation from Online Historical Archives

- Different types of legislation (constitutions, treaties, acts of Parliament, etc.) are often found in Government archives online.
  - Include the name of the archive/website in footnotes and the bibliography.
  - Include the publisher/owner for non-government archives.
  - Include the stable URL and your access date.
- In footnotes note the "Section" or "Article" of the legislation you are citing.
- In footnotes and the bibliography include:
  - The *Title of the Legislations* ***and*** *year enacted*.
    - E.g.: *The Indian Act, 2013* is different from *The Indian Act,1985*
  - The government name and location responsible for the legislation.

### Act of Parliament

| | |
|---|---|
| **Footnote** | 6. "Section VII," *British Imperial Act 1833*, Parliament of the United Kingdom, London, U.K., (August 28, 1833). *Government of Ontario Archive,* web, accessed July 14, 2014. http://www.archives.gov.on.ca/en/explore/online/black_history/big/big_02_imperial_act.aspx. |
| **Footnote pattern** | #. "Section(s)" cited, *Title of the Act YEAR,* Government Body, City, Country, (Date legislation was passed). *Online Archive Name,* web, accessed [date]. DOI or Stable URL. |
| **Bibliography** | *British Imperial Act 1833.* Parliament of the United Kingdom, London, U.K., August 28, 1833. *Government of Ontario Archive.* Web. Accessed July 14, 2014. http://www.archives.gov.on.ca/en/explore/online/black_history/big/big_02_imperial_act.aspx. |
| **Bibliography pattern** | *Title of the Act YEAR.* Government Body, City, Country, Date legislation was passed. *Online Archive Name.* Web. Accessed [date]. DOI or Stable URL. |

## Treaty Between Nations

| | |
|---|---|
| **Footnote** | 7. "Article 1," *Treaty of Paris 1763*, Treaty between France and Great Britain, (February 10, 1763). *Site for Language Management in Canada*, University of Ottawa, web, accessed July 14, 2014. http://www.slmc.uottawa.ca/?q=leg_treaty_paris. |
| **Footnote pattern** | #. "Article(s)" cited, *Treaty Name YEAR,* Treaty between [countries], (Date treaty was signed). *Online Archive Name,* Archive publisher, accessed [date]. DOI or Stable URL. |
| **Bibliography** | *Treaty of Paris 1763.* Treaty between France and Great Britain, February 10, 1763. *Site for Language Management in Canada*. University of Ottawa. Accessed July 14, 2014. http://www.slmc.uottawa.ca/?q=leg_treaty_paris. |
| **Bibliography pattern** | *Treaty Name YEAR.* Treaty between [countries]. Date treaty was signed). *Online Archive Name.* Archive publisher. Accessed [date]. DOI or Stable URL. |

# Citing Recorded Media

## Online Video Sites (*YouTube*)

| | |
|---|---|
| **Footnote** | 8. Joss Whedon, "Whedon on Romney," *YouTube*, October 28, 2012, accessed November 2, 2012. http://www.youtube.com/watch?v=6TiXUF9xbTo. |
| **Footnote pattern** | #. Creator's name [not inverted], "Video Title," *Website name,* Date uploaded or last update, (accessed [date]), DOI or Stable URL. |
| **Bibliography** | Whedon, Joss."Whedon on Romney." *YouTube*, October 28, 2012. Accessed November 2, 2012. http://www.youtube.com/watch?v=6TiXUF9xbTo. |
| **Bibliography pattern** | Creator's, name [inverted]. "Video Title." *Website name.* Date uploaded or last update, Accessed [date]. DOI or Stable URL. |

# FILMS

- Films are listed by their title, followed by the name(s) of the director(s).
  - Directors' names are ***NOT*** inverted.
- In both Footnotes and Bibliography, list the medium (version) of the film.
  - E.g.: DVD, Film (in theatre), Web.
- Include the original theatrical release date for ***ALL*** films, no matter the medium.
  - For **films viewed in theatre**, include the location and name of the production company.
  - For **DVDs**, include the date the film went to DVD and list the location and name of the DVD distribution company.
  - For **online film sources**, include your access date and streaming service name.
- In the Bibliography, if a film title begins an article (A, An, The), list the film according to the next word in the title.
  - E.g.: the movie, *The Hunger Games*, would be listed under 'H', not 'T'.

## Film From Online Archive

| | |
|---|---|
| **Footnote** | 9. *I Know an Old Lady Who Swallowed a Fly*, directed by Derek Lamb (Montreal: National Film Board of Canada, 1964), web, accessed March 11, 2016. https://www.nfb.ca/film/i_know_an_old_lady_who_swallowed_a_fly. |
| **Footnote pattern** | #. *Film Title,* directed by [director(s) name(s) not inverted], (Archive Location: Archive Name, year film was released), web, accessed [date]. DOI or Stable URL. |
| **Bibliography** | *I Know an Old Lady Who Swallowed a Fly*. Directed by Derek Lamb. Montreal: National Film Board of Canada, 1964. Web. Accessed March 11, 2016. https://www.nfb.ca/film/i_know_an_old_lady_who_swallowed_a_fly. |
| **Bibliography pattern** | *Film Title.* Directed by [director(s) name(s) not inverted]. Archive Location: Archive Name, year film was released. Web. Accessed [date]. DOI or Stable URL. |

## Film From Streaming Service (Netflix, Crave, etc.)

| | |
|---|---|
| **Footnote** | 10. *The Hunger Games*, directed by Francis Lawrence, (Santa Monica, CA: Lionsgate Films, 2013), *Netflix*, accessed May 16, 2017. |
| **Footnote pattern** | #. *Film Title,* directed by [director(s) name(s) not inverted], (Studio Location: Studio Name, year film was released), *Streaming Site Name*. accessed [date]. |
| **Bibliography** | *The Hunger Games.* Directed by Francis Lawrence. Santa Monica, California: Lionsgate Films, 2013. *Netflix*. Accessed May 16, 2017. |
| **Bibliography pattern** | *Film Title.* Directed by [director(s) name(s) not inverted]. Studio Location: Studio Name, year film was released. *Streaming Site Name*. Accessed [date]. |

## Film Viewed in Theatre

| | |
|---|---|
| **Footnote** | 11. *Wanted,* directed by Timur Bekmametov, (Universal City, CA: Universal Pictures, 2008), Film. |
| **Footnote pattern** | #. *Film Title,* directed by [director(s) name(s) not inverted], (Studio Location: Studio Name, year film was released), Film. |
| **Bibliography** | *Wanted.* Directed by Timur Bekmametov. Universal City, California: Universal Pictures, 2008. Film. |
| **Bibliography pattern** | *Film Title.* Directed by [director(s) name(s) not inverted]. Studio Location: Studio Name, year film was released. Film. |

## Film Viewed on DVD

| | |
|---|---|
| **Footnote** | 12. *Catch Me if You Can,* directed by Steven Spielberg, (2002; Willowdale, ON: Dreamworks Home Entertainment, 2003), DVD. |

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|---|---|
| **Footnote pattern** | #. *Film Title,* directed by [director(s) name(s) not inverted], (Film release yr; Distributor Location: Distributor Name, DVD release yr), DVD. |
| **Bibliography** | *Catch Me if You Can.* Directed by Steven Spielberg. 2002. Willowdale, ON: Dreamworks Home Entertainment, 2003. DVD. |
| **Bibliography pattern** | *Film Title.* Directed by [director(s) name(s) not inverted]. Film release yr. Distributor Location: Distributor Name, Year DVD was released. DVD. |

# Interviews

## Recorded Interview on Podcast

| | |
|---|---|
| **Footnote** | 13. Juan Jose Ariza, interviewed by Laura Lynch, "Collision of Dreams: A Peruvian migrant worker's long journey to Canada", *The Current*, CBC Radio, August 14, 2014, podcast, accessed August16, 2014. http://podcast.cbc.ca/mp3/podcasts/current_20140814_21194.mp3. |
| **Footnote pattern** | #. Interviewee's name [not inverted], Interviewed by [ name not inverted]. "Podcast Title", *Program name,* Broadcaster, Date uploaded or last update, podcast, accessed [date]. |
| **Bibliography** | Ariza, Juan Jose. "Collision of Dreams: A Peruvian Migrant Worker's Long Journey to Canada," by Laura Lynch. *The Current.* CBC Radio, August 14, 2014. Podcast. Accessed August 16, 2014. http://podcast.cbc.ca/mp3/podcasts/current_20140814_21194.mp3. |
| **Bibliography pattern** | Interviewee's name, inverted. "Podcast Title," by [interviewer's name, not inverted]. *Program name.* Broadcaster, Date uploaded or last update. Podcast. Accessed [date]. DOI or Stable URL. |

## Interviews in Person

- The person being interviewed is listed first, then the interviewer
  - Include details such as place and date of the interview.
  - Unpublished interviews are cited in footnotes only.
- Published interviews are cited using the same format as magazine, newspaper or journal articles.
  - They are also cited in the Bibliography

| | |
|---|---|
| **Footnote** | 14. Jonathan Smith (World War II veteran), interviewed by Shelley Wong, Vancouver, BC, July 24, 2014. |
| **Footnote pattern** | #. Interviewee's name [not inverted] (description), interviewed by [not inverted], Location, Date of interview. |

# Citing Print Sources

- ***NEVER*** rearrange the order of names on any source.
  - Always list the authors in the order they appear on the cover of a book or at the first page of an article
- Print sources are cited by their authors.
  - **Follow the rules for 1 or more authors found on pages 8-10.**

## Books: 1 or More Authors Writing Together

- Books are cited by their authors.
  - **Follow the rules for 1 or more authors found on pages 9-11.**
- The basic pattern for any print book is:

| | |
|---|---|
| **Footnote** | 15. S.R. Covey, *The Seven Habits of Highly Effective People: Restoring the Character Ethic*, (New York: Anchor Books, 1989): 45. |
| **Footnote pattern** | #. Author's name [not inverted], *Book Title,* (City: Publisher, year): page(s) # cited. |
| **Bibliography** | Covey, S.R. *The Seven Habits of Highly Effective People: Restoring the Character Ethic.* New York: Anchor Books, 1989. |

| | |
|---|---|
| **Bibliography pattern** | 1st Author's name, inverted. *Book Title.* City: Publisher, year. |

## Books Without an Author - Novels

- When no author is identified, cite the book by it's *Title*.
  - If the title begins with an article ('A', 'An', 'The') list the book by the next word in the title in the bibliography.

| | |
|---|---|
| **Footnote** | 16. *Go Ask Alice,* (New York: Simon & Schuster, 1971), 6. |
| **Footnote pattern** | #. *Book Title,* (City: Publisher, year): page(s) # cited. |
| **Bibliography** | *Go Ask Alice*. New York: Simon & Schuster, 1971. |
| **Bibliography pattern** | *Book Title.* City: Publisher, year. |

## Books Without an Author – Corporate or Government

- Sometimes a book will be published by a government department or by some other organisation.
  - The individual writers who produced the book are not listed on the cover.
  - Use the name of the agency, organisation, or government as the author.

| | |
|---|---|
| **Footnote** | 17. Microsoft Corporation, *Microsoft Official Academic Course: Microsoft Office Excel 2003*, (Redmond: Microsoft Press, 2004), 31. |
| **Footnote pattern** | #. Corporation, Organisation, or Government Dept. Name, *Book Title,* (City: Publisher, year): page(s) # cited. |
| **Bibliography** | Microsoft Corporation. *Microsoft Official Academic Course: Microsoft Office Excel 2003.* Redmond: Microsoft Press, 2004. |
| **Bibliography pattern** | Corporation, Organisation, or Government Dept. Name, *Book Title.* City: Publisher, year. |

## Collected Edition (Anthology)

- An anthology is a collection of stories, articles, plays, etc. by different authors.
- Usually an anthology has an editor or a compiler.
  - Use the abbreviation 'ed.' for editor or 'eds.' for editors in the footnotes.
- Articles are **cited by their individual *author(s)***, not the editors.
  - Each article used must be cited separately.
- Cite page or pages quoted, summarised or paraphrased in footnotes.
- List the full page range of the article in the Bibliography.

| | |
|---|---|
| **Footnote** | 18. Robert Sharp, "Nietzsche on the Cylon Uprising," in *Introducing Philosophy Through Pop Culture,* eds. William Irwin and David Kyle Johnson, (West Sussex: Wiley-Blackwell, 2010), 195. |
| **Footnote pattern** | #. Author's name [not inverted], "Title of the Article," in *Book Title,* ed. [editor's name, not inverted], (City: Publisher, year), page(s) # cited. |
| **Bibliography** | Sharp, Robert. "Nietzsche on the Cylon Uprising." In *Introducing Philosophy Through Pop Culture,* edited by William Irwin and David Kyle Johnson. 194-203. West Sussex: Wiley-Blackwell, 2010. |
| **Bibliography pattern** | Author's name [inverted], "Title of the Article." In *Book Title,* edited by [editor's name, not inverted. Full page range. City: Publisher, year. |

## Print Newspapers

**Names of Newspapers:**

- Omit the word 'The" from the titles of newspapers.
- With the exception of the *Globe and Mail* and the *National Post*, If a city name is not part of the newspaper's title, it should be added.
- Omit issue or volume numbers; cite by date only.

**News Services:**

- News services, such as the Associated Press are capitalized but not italicized.
- They may appear as the author of the article.

| | |
|---|---|
| **Footnote** | 19. Gary Hutchinson, "Nothing Bold at Liberal Meet," *National Post,* October 29, 2012: A4. |

| | |
|---|---|
| **Footnote pattern** | #. Author's name [not inverted], "Title of the Article," *Newspaper Name,* date published, page(s) # cited. |
| **Bibliography** | Hutchinson, Gary. "Nothing Bold at Liberal Meet." *National Post,* October 29, 2012, A1, A4. |
| **Bibliography pattern** | Author's name [inverted], "Title of the Article". *Newspaper Name,* Publication date. Full page range. |

## Print Magazines

- Omit issue or volume numbers; cite by date only.

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|---|---|
| **Footnote** | 19. Emma Teitel, "Bullied to Death," *Maclean's*, October 29, 2012, 68. |
| **Footnote pattern** | #. Author's name [not inverted], "Title of the Article," *Magazine Name,* date published, page(s) # cited. |
| **Bibliography** | Teitel, Emma. "Bullied to Death." *Maclean's*, October 29, 2012, 68-70. |
| **Bibliography pattern** | Author's name [inverted], "Title of the Article". *Magazine Name,* Publication date. Full page range. |

## Citing Class Notes

| | |
|---|---|
| **Footnote** | 20. Lindsey bat Joseph, "Kantian Ethics – Part 3," (class lecture, Philosophy 110: Introduction to Moral Philosophy, Alexander College, Burnaby, B.C., October 29, 2012). |
| **Footnote pattern** | #. Instructor's name [not inverted], "Title of the Lecture," [if applicable] (class lecture, Course #: Name, Institution Name, Location, Date). |

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|---|---|
| **Bibliography** | bat Joseph, Lindsey. "Kantian Ethics – Part 3." Class lecture, Philosophy 110: Introduction to Moral Philosophy, at Alexander College, Burnaby, B.C., October 29, 2012. |
| **Bibliography pattern** | Instructor's name [inverted]., "Title of the Lecture." Class lecture, Course #: Name, at Institution Name, Location, Date. |

**The following pages are a sample bibliography for the sources used in this guide.**

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bat Joseph, Lindsey. "Kantian Ethics – Part 3." Class lecture, Philosophy 110: Introduction to Moral Philosophy, at Alexander College, Burnaby, B.C., October 29, 2012.

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*I Know an Old Lady Who Swallowed a Fly*. Directed by Derek Lamb. Montreal: National Film Board of Canada, 1964. Web. Accessed March 11, 2016. https://www.nfb.ca/film/i_know_an_old_lady_who_swallowed_a_fly.

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