

Writing & Learning Centre 2020



In order to take the citations test, you MUST complete the online portion on Canvas: https://lms.alexandercollege.ca/courses/215



# Table of Contents

Welcome to CMS	3
Footnotes Basics	4
When to Cite	5
What to Cite	5
Consecutive Citations: Using the Same Source Multiple Times	5-6
Citing Authors' Names	6-7
Bibliography Basics	7-8
Citing Online Sources	8-10
Journal Articles From Online Databases	8
Article from a Website – Author	9
Article from a Website – No Author	9
Online Newspaper or Magazine	10
E-books	10
Citing Print Sources	11-12
Books	11
Anthology (Edited Collection)	11
Class Notes or Lectures	12
Citing Recorded Media	12-13
Video Viewed on Online Video Sites ( <i>YouTube, Vimeo</i> )	12
Film Viewed on Streaming Service (Netflix, Crave, Kanopy)	13
Film Viewed on DVD	13
Sample Bibliography	14

# Welcome to CMS

#### This is a Quick Guide to CMS citations.

- It contains sample footnotes and bibliography entries for the resources <u>most commonly</u> <u>used</u> by students.
- For sources not covered here, please refer to the CMS Citations Style Guide on Canvas: https://lms.alexandercollege.ca/courses/215

#### If your instructor gives specific instructions for format or citations, <u>follow their</u> <u>guidelines</u>.

## **Academic Integrity**

Citations are **mandatory** for all academic papers and presentations. Whenever you use outside information in your writing, you must show where it came from with citations!

Using citations will help you:

- Avoid plagiarism and Academic Alerts
- Acknowledge the efforts of the original author
- Prove that your arguments are credible and can be backed up with reliable research
- · Show your readers the source of information so they can check your resources

If you have any questions about citations or academic integrity, come visit the <u>Writing & Learning Centre.</u>

## **Paper Formatting**

\*\*To learn how to format a paper, please refer to the CMS Citations Workshop on Canvas: https://lms.alexandercollege.ca/courses/215, Part I: Overview and Formatting

## Where to Cite Your Sources

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

- **Footnotes** In the body of your essay
  - Superscript number at the end of every sentence where outside information is used
  - Source Information in the footer section of each page
- Bibliography End of your paper
  - Complete list of all your sources used in alphabetical order on a separate page

## Footnotes: The Basics

- To cite a source, a superscript number is inserted at the end of the sentence that is a direct quote, paraphrase or summary of information from any outside resource.
- The superscript number is placed after the period.
- Your footnote will be at the bottom of the same page
  - In MS-Word, use the "Insert Footnote" function on the References tab.

#### Example:

According to Bob Hoover's study into the areodynamics of experimental aircraft, "civilian test pilots should test the performance and limitations of developing aircraft."<sup>12</sup>

 However, if your sentence contains any semi colons, hyphens or dashes, a footnote may be placed mid sentence if it applies to a specific part of that sentence.

#### Examples:

The proving process of bread enhances the fermentation of the yeast;<sup>1</sup> but it is the ratio of yeast to water which truly determines the success of a loaf.

(Prior to baking his bread, he had considered other options.)<sup>2</sup>

Thorn's bias was apparent in his book series<sup>3</sup>-and it must be remembered that Thorn self published his series alongside a book tour.

- Footnotes are single-spaced and the first line is indented 1.27 cm or  $\frac{1}{2}$  inch.
- The information in a footnote will vary depending on the type of source.
  - Authors' names are **<u>NOT</u>** inverted. For 4+ authors, use 'et al.' (see pg. 9).
  - If no author is identified, use the title of the source.
  - Each element in the footnote (author, title, etc.) is separated by a comma.

### When to Cite

You must include in-text citations for:

- Direct quotes use quotation marks "" to show that those are the author's original words
- Paraphrases/summaries
- General ideas or concepts of another author
- Research data, statistics, or line of argument

What you include in your footnotes depends on what <u>type of source</u> you are citing. Look up your source in the <u>Table of Contents</u> for this Guide (P.2).

XAMPLE:	
	derived from Enlightenment thinking: "The project [of modernity] amounted to an
	extraordinary intellectual effort on the part of Enlightenment thinkers to develop
	objective science, universal morality and law, and autonomous art according to their
	inner logic."3 Science, so the story went, stood as inherently objective inquiry that could
	reveal truth-universal truth at that. Enlightenment thinkers, such as Kant, believed in the
	"universal, eternal, and immutable qualities of all of humanity", <sup>4</sup> by extension,
	"equality, liberty, faith in human intelligence and universal reason" were widely held
	beliefs and seen as unifying forces. <sup>5</sup> In fact, Kant believed that Enlightenment (freedom
	from self-imposed immaturity, otherwise known as the ability to use one's understanding
	on his or her own toward greater ends) <sup>6</sup> was a <i>divine right</i> <sup>2</sup> bestowed upon and meant to
	be exercised by the masses. Later modernists began to acknowledge the fragmentation,
	ambiguity and larger chaos that characterized modern life <sup>1</sup> but, perhaps ironically, only
	so they might better reconcile their disumfied state. This later modernism was labeled
	"heroic" modernism and was based on the precedent set by romantic thinkers and artists,
	<ol> <li>David Harvey, "Modernity and Modernism," in The Condition of Postmodernity: An Enquiry into the Origins of Cultural Change (Malden, MA: Blackwell, 1990). 12.</li> </ol>
	4. Harvey, The Condition of Postmodernity, 11.
	5. Ibid., 13.
	<ol> <li>Immanuel Kant, "An Answer to the Question: What is Enlightenment?" in Perpetual Paace and Other Essays, trans. Ted Humphrey (1784; repr., Indianapolis: Hackett, 1983), 41.</li> </ol>
	7. Ibid., 44.
	8. Harvey, The Condition of Postmodernity, 22.

#### All <u>sources</u> cited in your foonotes must be listed in the bibliography.

#### **Consecutive Citations: Using the Same Source Multiple Times**

- Consecutive citations mean you are citing the same source multiple times with no other sources being cited in between
- 1. The first time a source is cited, enter the full information in the footnote.
- 2. If the same reference is cited immediately again:
  - **Use a shortened footnote**: Cite the author's last name, the abbreviated title of the article or book, and the page number.
- 3. If the same reference is cited a third time, 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 already been cited once and you have cited another source or sources in between:
  - Use a shortened footnote again: Cite the author's last name, the abbreviated 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. Park, *The Secret Book*, 66.
- 3. Ibid., 77.
- 4. Go Ask Alice (New York: Simon & Schuster, 1971), 6.
- 5. Park, The Secret Book, 69.

## **Citing Authors' Names**

#### In Footnotes and Bibliographies:

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

### 1-3 Authors

All authors must be listed in footnotes and the bibliography.

- List the authors in the order they appear on the source
- In the bibliography, only the first author's name is inverted (last name is listed first).

#### Example:

#### Authors on Book Cover:

Robert A. Wardhaugh and Alison C. Calder

#### Foonote:

1. Robert A. Wardhaugh and Alison C. Calder **Bibliography:** 

Wardhaugh, Robert A. and Alison C. Calder

#### More than 4 Authors

#### Footnotes:

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

Bibliography: <u>all names</u> must be listed in the bibliography.

Only the first author's name is inverted.

#### Example:

#### Authors on Book Cover:

Harry J. Potter, Ron Weasley, Neville Longbottom, Seamus Finnigan, and Dean Thomas

#### Foonote:

2. Harry J. Potter et al.

#### Bibliography:

Potter, Harry J., Ron Weasley, Neville Longbottom, Seamus Finnigan, and Dean Thomas

## **Bibliography: 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 page/s at the end of your paper.
- Sources in the Bibliography are listed <u>alphabetically</u>.
- The entire Bibliography is **single-spaced**, with a **hanging indent of** <sup>1</sup>/<sub>2</sub>" **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'.

## **Citing Online Sources**

- Use the Alexander College Library databases first.
- If you plan to use databases from other colleges, check with your instructor first.
- For help with the databases, please consult one of our librarians.
- Not all websites are credible. Before using a website for your research, check with your instructor first.

- Check the date before using this website. The information may be outdated.
  - Include the date of the last revision (if available)
  - If there is no date, check with your instructor before using the website as the information may be outdated
- Use English-language sources ONLY.

#### Journal Article from Online Databases

Footnote pattern	_	#.	Author'	s na	ame [not inverted	I], "/	Article Title,'	Journal Name			
pattern	[volume	] #, no	. [issue#]	(F	Publication Date):		age # cited.	Database Name,			
	accesse	ed [date	e]. DOI	or S	Stable URL.						
Footnote example	in Amer Journal accessed http://18	1. Matthew Dennis, "Reflections on a Bicentennial: The War of 1812 n American Public Memory," <i>Early American Studies, An Interdisciplinary</i> <i>Journal</i> 12, no. 2 (Spring 2014): 269. <i>Humanities Full Text (H.W. Wilson)</i> , accessed January 7, 2015. http://184.71.180.254/login?url=http://search.ebscohost.com/login.aspx?direc =true&db=hft&AN=95695726&site=eds-live&scope=site.									
Bibliography pattern	Author'	s name	e, inverte	d.	"Article Title."	Jour	rnal Name	[volume] #,			
		no. [i	ssue#]	(P	ublication Date):	Ful	l page range	e. Database Name.			
		Acce	essed [da	te].	DOI or Stable	URL.					
Bibliography example	i 1 2 1	Dennis, Matthew. "Reflections on a Bicentennial: The War of 1812 in American Public Memory." <i>Early American Studies, An</i> <i>Interdisciplinary Journal</i> 12, no. 2 (Spring 2014): 269-300. <i>Humanities Full Text (H.W. Wilson)</i> . Accessed January 7, 2015. http://184.71.180.254/login?url=http://search.ebscohost.com/login.asp x?direct=true&db=hft&AN=95695726&site=eds-live&scope=site.									

#### Article from a Website

Anyone can create a webpage and they can write whatever they want. Before you use a website for your research, make sure that it is a credible academic source.

#### How to tell if a website is a credible source

- Author with proper credentials (affiliation to reputable universities/professional organization)
- Date last updated
- Government/official website
- Sources consulted
- Domain name

- .com, .org and .net can be bought and used by anyone
- .edu is reserved only for colleges and universities •
- .gov are government websites Academic/professional writing style
- Professional site design

### Article from a Website with an Author

Footnote	#.	Author's name	e [not inverted	], "Ar	ticle Title,"	Website Nar	ne,				
pattern	Date uploaded	l or last update,	accessed [date].		DOI or Stable URL.						
Footnote example	to Track Films 2017, accessed	3. Ramona Pringle, "Watching you, Watching it: Disney Turns to AI o Track Filmgoers' True Feelings About its Films," <i>CBC News</i> , August 4, 017, accessed August 4, 2017, http://www.cbc.ca/news/technology/disney- i-real-time-tracking-fvae-1.4233063.									
Bibliography pattern	Author's name Date u	DI or Stable U	IRL.								
Bibliography example	Filmgo 2017. / http://v	Pringle, Ramona. "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.									

#### Article from a Website without an Author

Footnote		#.	"Article T	ītle,"	Website Name,		Date uploaded or last update,	٦				
pattern	access	ed [date	]. DOI o	or Sta	ble URL.							
Footnote example		4. "About Us," <i>Burnaby Village Museum</i> , 2015, accessed February 25, 2016. http://www.burnabyvillagemuseum.ca/EN/main/about-us.html.										
Bibliography	"Article	e Title."	Website 1	Vame,	Date upl	oade	d or last update.					
pattern	Accessed [date]. DOI or Stable URL.											
Bibliography example		"About Us." <i>Burnaby Village Museum</i> . 2015. Accessed February 25, 2016. http://www.burnabyvillagemuseum.ca/EN/main/about-us.html.										

## Online Newspaper & Magazine

<ul> <li>'The" may</li> </ul>	'The" may be omitted from the name of publication											
Footnote		#.	Auth	or's name [not inv	verted],	"Article Title,"	Publication Name,					
pattern	Publication Date, acc			accessed [date].	DOI c	or Stable URL.						
Footnote example	2. Ivan Semeniuk, "Canadian Scientists try to Shed Light on Dark Energy," <i>Globe and Mail</i> , January 27, 2013, accessed January30, 2013. http://www.theglobeandmail.com/technology/science/canadian-scientists-try- to-shed-light-on-dark- energy/article7903642/.											
Bibliography	Author'	s nam	e, inve	rted. "Article Tit	tle."	Publication Name,	Publication Date.					
pattern	Accessed [date].			ate]. DOI or Sta	ble URI							
Bibliography example	( h	<i>Globe</i> http://w	<i>and M</i> vww.t	anadian Scientist <i>fail,</i> January 27, heglobeandmail. <u>-to-shed-light-or</u>	2013 .com/te	Accessed Janua chnology/scien	ry 30, 2013. ce/canadian-					

## E-Book

Footnote		#.	Auth	nors' nan	nes [not inv	erted],	Book Title	(City:	Publisher, year),		
pattern	page(	(s) # c	ited,	DOI or	Stable UF						
Footnote example	Press, http://	5. Robert A. Wardhaugh and Alison C. Calder, <i>History, Literature,</i> <i>and the Writing of the Canadian Prairies</i> (Winnipeg: University of Manitoba Press, 2005), 99. http://library.alexandercollege.ca:2053/login.aspx?direct=true&db=nlebkAn =497381&site=eds-live&scope=site									
Bibliography pattern	Auth	or's na	ame, i	nverted.	Book Titl	e. Ci	ty: Publisher,	year.	]		
pattern	DOI or Stable URL.										
Bibliography example	Wardl	<ul> <li>Wardhaugh, Robert A. and Alison C. Calder. <i>History, Literature, and the</i> <i>Writing of the Canadian Prairies</i>. Winnipeg: University of Manitoba Press, 2005. http://library.alexandercollege.ca:2053/login.aspx?direct=true&amp;db=nl</li> </ul>									
		-		•		•	scope=site	1			

# **Citing Print Sources**

#### Book

Footnote		#. Author's name [n				Book Title,	blisher, year):			
pattern	page	page(s) # cited.								
Footnote	15. S.	15. S.R. Covey, <i>The Seven Habits of Highly Effective People: Restoring the Character Ethic,</i> (New York: Anchor Books, 1989): 45.								
Bibliography pattern	1 <sup>st</sup> A	1 <sup>st</sup> Author's name, inverted. <i>Book Title.</i> City: Publisher, year.								
Bibliography	Covey					<i>Effective Pe</i> chor Books,	-	toring the		

### Anthology (Edited Collection)

#### How to tell if your source is an anthology:

- Thick printed book
- Contains articles/short stories by many different authors
- Editors' names on the cover

Footnote pattern	#. ed. [edito	Author's name [no		"Title of the A ıblisher, year),		in <i>Book Title,</i> s) # cited.						
Footnote example	Philosoph	18. Robert Sharp, "Nietzsche on the Cylon Uprising," in <i>Introducing Philosophy Through Pop Culture</i> , eds. William Irwin and David Kyle Johnson, (West Sussex: Wiley-Blackwell, 2010), 195.										
Bibliography pattern	Author's	edited by [editor's na										
Bibliography	City: Publisher, year. Sharp, Robert. "Nietzsche on the Cylon Uprising." In <i>Introducing</i>											
example		hilosophy Through P yle Johnson. 194-203	-	•								

### **Class Notes or Lecture**

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

# **Citing Recorded Media**

### Video Viewed on Online Video Sites (YouTube, Vimeo)

Footnote		#.	Creator's nar	ne [	not inverted],	"V	′ideo Title,"	pro	roduced by		
pattern	Prod	ucer	[not inverted],	0	Original Publisher		r, publication da		format type	,	
	length, stable UR										
Footnote example	28, 20	8. Joss Whedon, "Whedon on Romney," WhedonOnRomney, October 28, 2012, video, 2:12, http://www.youtube.com/watch?v=6TiXUF9xbTo.									
Bibliography	Crea	itor's	, name [inverte	"Video Title."	Pr	roduced by Producer [not inverted].			ed].		
pattern		(	Driginal Publish	ier,	Publciation date.		e. Format type,		Length.		
		(	Stable URL.								
Bibliography example	Whed	Whedon, Joss."Whedon on Romney." WhedonOnRomney, October 28, 2012. Video, 2:12. http://www.youtube.com/watch?v=6TiXUF9xbTo.									

## FILMS

- In the Bibliography, if a film title begins with 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 Viewed on Streaming Service (Netflix, Crave, Kanopy, etc.)

Footnote pattern	[	#.	Film Title	e, direct	ed by [directo	or(s) name(s) n	ot inverted],	(aired date			
pattorn	on N	letw	ork [if app	licable];	Studio Loca	tion: Studio Na	me, film rele	ase year),			
	form	format, Length, Stable URL.									
Footnote example		10. <i>The Hunger Games</i> , directed by Francis Lawrence, (on Netflix; Santa Monica, CA: Lionsgate Films, 2013), video, 142 mins, http://www.netflix.com.									
Bibliography	Director Name [Inverted], dir. Film Title. Aired date on Network [if applicable].							applicable].			
pattern		St	udio Loca	tion: Studi	o Name, film	release year.	Format,	Length,			
		St	able URL								
Bibliography example	Lawro	C	alifornia:	·	e Films, 20	umes. On Netf 13. Video, 14		lonica,			

### Film Viewed on DVD

Footnote pattern	;	#.	Film Title,	directed	by [director(	s) name(s) not ir	nverted],	(Fil	m	
puttorn	release yr; Distributor Location: Distributor Name, DVD release yr),							VD, Length.		
Footnote example	12. <i>Catch Me if You Can</i> , directed by Steven Spielberg, (2002; Willowdale, ON: Dreamworks Home Entertainment, 2003), DVD, 144 mins.									
Bibliography pattern	Director(s) name(s) inverted, dir. <i>Film Title.</i> Film release yr;						vr; Dist	Distributor		
	Location: Distributor Name, Year DVD was released.						DVD,	Length.		
Bibliography example	Spielberg, Steven, dir. <i>Catch Me if You Can.</i> 2002; Willowdale, ON: Dreamworks Home Entertainment, 2003. DVD, 144 mins.									

The following page is a sample bibliography for some of the sources used in this guide.

#### Bibliography

- "About Us." *Burnaby Village Museum*. 2015. Accessed February 25, 2016. http://www.burnabyvillagemuseum.ca/EN/main/about-us.html.
- bat Joseph, Lindsey. "Kantian Ethics Part 3." Class lecture, Philosophy 110: Introduction to Moral Philosophy, at Alexander College, Burnaby, B.C., October 29, 2012.
- Covey, S.R. *The Seven Habits of Highly Effective People: Restoring the Character Ethic.* New York: Anchor Books, 1989.
- 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=t rue&db=hft&AN=95695726&site=eds-live&scope=site.
- Lawrence, Francis, dir. *The Hunger Games*. On *Netflix*. Santa Monica, California: Lionsgate Films, 2013. Video, 142 mins, http://www.netflix.com.
- Pringle, Ramona. "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.
- 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-shedlight-on- dark-energy/article7903642/.
- 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.
- Spielberg, Steven, dir. Catch Me if You Can. 2002; Willowdale, ON: Dreamworks Home Entertainment, 2003. DVD, 144 mins,
- Wardhaugh, Robert A. and Alison C. Calder. *History, Literature, and the Writing of the Canadian Prairies*. Winnipeg: University of Manitoba Press, 2005. http://library.alexandercollege.ca:2053/login.aspx?direct=true&db=nlebkAn=497381&sit e=eds-live&scope=site
- Whedon, Joss."Whedon on Romney." WhedonOnRomney, October 28, 2012. Video, 2:12. http://www.youtube.com/watch?v=6TiXUF9xbTo.