CMS
Style Guide

Writing & Learning Centre 2020

In order to take the citations test, you MUST complete the online protion on Canvas: https://canvas.alexandercollege.ca/courses/4

Alexander College
YOUR ROAD TO UNIVERSITY STARTS HERE!

Table of Contents

Welcome to CMS

This is a Quick Guide to CMS citations.
- ▪ It contains sample footnotes and bibliography entries for the resources ***most commonly used*** by students.
- ▪ For sources not covered here, please refer to the CMS Citations Style Guide on Canvas: https://canvas.alexandercollege.ca/courses/4

If your instructor gives specific instructions for format or citations, *follow their guidelines*.

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 **Writing & Learning Centre.***

Paper Formatting

**To learn how to format a paper, please refer to the CMS Citations Workshop on Canvas: https://canvas.alexandercollege.ca/courses/4, 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."[12]

- 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;[1] 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.)[2]

Thorn's bias was apparent in his book series[3]-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 ½ inch.**
- The information in a footnote will vary depending on the type of source.
    - Authors' names are ___NOT___ 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
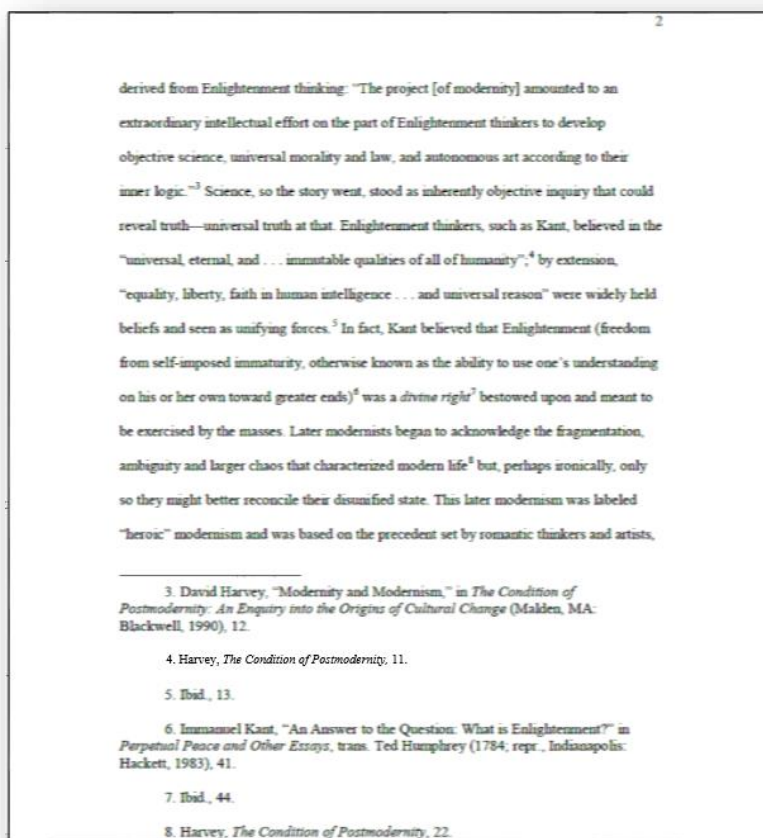- Research data, statistics, or line of argument

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What to Cite

What you include in your footnotes depends on what **_type of source_** you are citing.
Look up your source in the **_Table of Contents_** for this Guide (P.2).

EXAMPLE:

All _sources_ 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 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: *all names* 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 *alphabetically*.**
- 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'.

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 name [not inverted], "Article Title," *Journal Name* [volume] #, no. [issue#] (Publication Date): page # cited. *Database Name,* accessed [date]. DOI or Stable URL.
Footnote example	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.
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.
Bibliography example	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.

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 pattern	#. Author's name [not inverted], "Article Title," *Website Name,* Date uploaded or last update, accessed [date]. DOI or Stable URL.
Footnote example	3. Ramona 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, 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.
Bibliography example	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 pattern	#. "Article Title," *Website Name,* Date uploaded or last update, accessed [date]. DOI or Stable URL.
Footnote example	4. "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.
Bibliography example	"About Us." *Burnaby Village Museum.* 2015. Accessed February 25, 2016. http://www.burnabyvillagemuseum.ca/EN/main/about-us.html.

Online Newspaper & Magazine

- 'The" may be omitted from the name of publication

Footnote pattern	#. Author's name [not inverted], "Article Title," *Publication Name,* Publication Date, accessed [date]. DOI or Stable URL.
Footnote example	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/.
Bibliography pattern	Author's name, inverted. "Article Title." *Publication Name,* Publication Date. Accessed [date]. DOI or Stable URL.
Bibliography example	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/.

E-Book

Footnote pattern	#. Authors' names [not inverted], *Book Title* (City: Publisher, year), page(s) # cited, DOI or Stable URL.
Footnote example	5. Robert A. Wardhaugh and Alison C. Calder, *History, Literature, and the Writing of the Canadian Prairies* (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	Author's name, inverted. *Book Title.* City: Publisher, year. DOI or Stable URL.
Bibliography example	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=nl ebkAn=497381&site=eds-live&scope=site

Citing Print Sources

Book

Footnote pattern	#. Author's name [not inverted], *Book Title,* (City: Publisher, year): page(s) # cited.
Footnote	15. S.R. Covey, *The Seven Habits of Highly Effective People: Restoring the Character Ethic,* (New York: Anchor Books, 1989): 45.
Bibliography pattern	1st Author's name, inverted. *Book Title.* City: Publisher, year.
Bibliography	Covey, S.R. *The Seven Habits of Highly Effective People: Restoring the Character Ethic.* New York: Anchor Books, 1989.

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	#. Author's name [not inverted], "Title of the Article," in *Book Title,* ed. [editor's name, not inverted], (City: Publisher, year), page(s) # cited.
Footnote example	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.
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.
Bibliography example	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.

Class Notes or Lecture

Footnote pattern	#. Instructor's name [not inverted], "Title of the Lecture," [if applicable] (class lecture, Course #: Name, Institution Name, Location, Date).
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 pattern	#. Creator's name [not inverted], "Video Title," produced by Producer [not inverted], Original Publisher, publication date, format type, length, stable URL.
Footnote example	8. Joss Whedon, "Whedon on Romney," WhedonOnRomney, October 28, 2012, video, 2:12, http://www.youtube.com/watch?v=6TiXUF9xbTo.
Bibliography pattern	Creator's, name [inverted]. "Video Title." Produced by Producer [not inverted]. Original Publisher, Publciation date. Format type, Length. Stable URL.
Bibliography example	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,* directed by [director(s) name(s) not inverted], (aired date on Network [if applicable]; Studio Location: Studio Name, film release year), format, Length, Stable URL.
Footnote example	10. *The Hunger Games,* directed by Francis Lawrence, (on Netflix; Santa Monica, CA: Lionsgate Films, 2013), video, 142 mins, http://www.netflix.com.
Bibliography pattern	Director Name [Inverted], dir. *Film Title.* Aired date on Network [if applicable]. Studio Location: Studio Name, film release year. Format, Length, Stable URL.
Bibliography example	Lawrence, Francis, dir. *The Hunger Games.* On *Netflix.* Santa Monica, California: Lionsgate Films, 2013. Video, 142 mins, http://www.netflix.com.

Film Viewed on DVD

Footnote pattern	#. *Film Title,* directed by [director(s) name(s) not inverted], (Film release yr; Distributor Location: Distributor Name, DVD release yr), DVD, Length.
Footnote example	12. *Catch Me if You Can,* directed by Steven Spielberg, (2002; Willowdale, ON: Dreamworks Home Entertainment, 2003), DVD, 144 mins.
Bibliography pattern	Director(s) name(s) inverted, dir. *Film Title.* Film release yr; Distributor Location: Distributor Name, Year DVD was released. DVD, Length.
Bibliography example	Spielberg, Steven, dir. *Catch Me if You Can.* 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-shed-
      light-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.