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



Table of Contents

Welcome to CMS	3
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Footnotes Basics	4
When to Cite	4
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 (YouTube, Vimeo)	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> 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, <u>follow their</u> guidelines.

Academic Integrity

Citations are <u>mandatory</u> 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://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 series³-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

What to Cite

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

EXAMPLE:

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 versal, eternal, and . . . immutable qualities of all of humanity", 4 by exter "equality, liberty, faith in human intelligence . . . and universal reason" were widely held beliefs and seen as unifying forces. 5 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)6 was a divine right7 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 but, perhaps ironically, only so they might better reconcile their disunified state. This later modernism was labeled modernism and was based on the precedent set by romantic thinkers and artists David Harvey, "Modernity and Modernism," in The Condition of odernity: An Enquiry into the Origins of Cultural Change (Malden, MA: 4. Harvey, The Condition of Postmodernity, 11. Immanuel Kant, "An Answer to the Question: What is Enlightenment?" in tual Peace and Other Essays, trans. Ted Humphrey (1784; repr., Indianapolis: Hackett, 1983), 41. 8. Harvey, The Condition of Postmodernity, 22

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 'lbid.' 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 <u>alphabetically</u>.
- 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 na	ame [not inverted	1],	"Article Title	,"	Journal Name		
pattern	[volume] #, no	. [issue#]	(F	Publication Date)	:	page # cited.		Database Name,		
	accesse	d [dat	e]. DOI	or S	Stable URL.						
Footnote	1	1. Matthew Dennis, "Reflections on a Bicentennial: The War of 1812									
example	in American Public Memory," Early American Studies, An Interdisciplinary										
•					• •				t (H.W. Wilson),		
		accessed January 7, 2015.									
	http://184.71.180.254/login?url=http://search.ebscohost.com/login.aspx?direc										
	t=true&d	t=true&db=hft&AN=95695726&site=eds-live&scope=site.									
Bibliography	.			. 1	"A (' I T '(I "	7	1.37	-	-11 "		
pattern	Autnors	s name	e, inverted	٦.	"Article Title."		Journal Name		volume] #,		
		no. [ssue#]	(P	ublication Date):	F	Full page range		Database Name.		
		Acce	ssed [dat	:e].	DOI or Stable	URI	L.				
Bibliography	Dennis,	Matth	ew. "Ref	flec	tions on a Bicer	nten	nial: The W	/ar	of 1812		
example					c Memory." Ea						
					ournal 12, no. 2						
			nities Fu	ll T	ext (H.W. Wilso	on).	Accessed Ja	anı	ary 7,		
		2015.	017110	20.2)54/login9yal 1	. ++	//aaamah aha	00	host som/login som		
		-				•			host.com/login.asp ve&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 na	me [not in	e [not inverted], "Article Title,			Website Name,			
pattern	Date upl					table URL.					
Footnote example	to Track	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, 2017, accessed August 4, 2017, http://www.cbc.ca/news/technology/disney-									
	ai-real-tii	ai-real-time-tracking-fvae-1.4233063.									
Bibliography	Author's	name	e, inverted.	"Article Ti	tle."	Websit	te Name,				
pattern	Date uploaded or last update. Accessed [date]. DOI or Stable URL.										
Bibliography example	Fi 20 ht	Pringle, Ramona. "Watching you, Watching it: Disney Turns to AI to Track Filmgoers' True Feelings About its Films." <i>CBC News</i> , 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	Footnote pattern			itle,"	Website Name,		Date uploaded or	last update,			
pattern	accesse	ed [date]. DOI	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	Title."	Website I	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

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

Footnote		#.	Auth	nor's name [not inv	/erted],	"Article Title,"	Publication Name,				
pattern	Publication Date, acce			accessed [date].	DOI c						
Footnote example	Energy,' http://wv	2. Ivan Semeniuk, "Canadian Scientists try to Shed Light on Dark Energy," <i>Globe and Mail</i> , January 27, 2013, accessed January 30, 2013. http://www.theglobeandmail.com/technology/science/canadian-scientists-try-to-shed-light-on-dark- energy/article7903642/.									
Bibliography	Author's name, inverted.			erted. "Article Ti	tle."	Publication Name,	Publication Date.				
pattern		Acces	sed [da	ate]. DOI or Sta	ble URL						
Bibliography example	(h	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		#.	Authors' nar	mes [not inver	ed],	Book Title	(City:	Publisher, year),			
pattern	page(s	s) # cit	ted, DOI o	r Stable URL.							
Footnote example	Press, http://l	5. Robert A. Wardhaugh and Alison C. Calder, <i>History, Literature</i> , 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	Autho	r's na	me, inverted.	Book Title.	Cit	ty: Publisher,	year.				
pattern	DOI or Stable URL.										
Bibliography example	Wardh	Wardhaugh, Robert A. and Alison C. Calder. <i>History, Literature, and the Writing of the Canadian Prairies</i> . Winnipeg: University of Manitoba Press, 2005.									
		•	~	xandercolleg &site=eds-liv			aspx?d:	irect=true&db=nl			

Citing Print Sources

Book

Footnote		#.	E. Author's name [not inverted], Book Title, (City: P					iblisher vearl:	
pattern	#. Author's name [not inverted], Book Title, (City: Publisher, ye page(s) # cited.						blistier, year).		
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 st A	1st Author's name, inverted. Book Title. City: Publisher, year.							
Bibliography	Covey	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 [no	t inverted], "Title of the Arti			in Book Title,						
	ed. [edito	or's name, not inverted]	, (City: Publisher, year), page(s) # cited.									
Footnote example	Philosopi	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 nar City: Publisher, year.										
Bibliography example	P	Sharp, Robert. "Nietzsche on the Cylon Uprising." In <i>Introducing</i> 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		#.	Creator's nan	ne [ne [not inverted], "		ideo Title,"	produced by			
pattern	Produ	oducer [not inverted],			Original Publisher		publication of	date,	format typ	oe,	
	length	١,	stable URL.								
Footnote example	28, 202	8. Joss Whedon, "Whedon on Romney," WhedonOnRomney, October 28, 2012, video, 2:12, http://www.youtube.com/watch?v=6TiXUF9xbTo.									
Bibliography	Creator's, name [inverted].				"Video Title."	Pr	Produced by Producer [not inverted].			rted].	
pattern		(Original Publish	er,	Publciation da		ate. Format typ		Length.		
		[5	Stable URL.								
Bibliography example	Whedo	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									
pattern	on Network [if applicable]; Studio Location: Studio Name, film release year),									
	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].									
pattern	Studio Location: Studio Name, film release year. Format, Length,									
	Stable URL.									
Bibliography example	Lawrence, Francis, dir. <i>The Hunger Games</i> . On <i>Netflix</i> . 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;	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)	Director(s) name(s) inverted, dir. Film Title. Film release yr; Distributor										
pattern	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-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.