

CMS Style Guide

Writing & Learning Centre 2022



Alexander College

YOUR ROAD TO UNIVERSITY STARTS HERE!

Table of Contents

Welcome to CMS	3
Paper Formatting	3-4
Footnotes Basics	5
When to Cite	5
What to Cite	6
Consecutive Citations: Using the Same Source Multiple Times	6
Indirect Citations	7
Citing Authors' Names	8
Bibliography Basics	9
Citing Online Sources	10-13
Journal Articles from Online Databases	10
Article from a Website – Author	11
Article from a Website – No Author	12
Online Newspaper or Magazine	12
E-books	13
Citing Print Sources	13
Books	13
Anthology (Edited Collection)	14
Class Notes or Lectures	14
Citing Recorded Media	15
Video Viewed on Online Video Sites (<i>YouTube, Vimeo</i>)	15
Film Viewed on Streaming Service (<i>Netflix, Crave, Kanopy</i>)	15
Film Viewed on DVD	16
Citing Images	17
Sample Bibliography	18

Welcome to CMS

This quick guide to CMS citations contains sample footnotes and bibliography entries for the resources commonly used by students.

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

*Refer to our Software Skills course for additional help on formatting:
<https://canvas.alexandercollege.ca/courses/349/pages/cms>*

Body of the essay:

- Letter size paper
 - 1" (2.54cm) margins on all 4 sides
- Indent the first line of paragraphs by ½" (1.27cm)
- 12 pt. font and double-spaced
- Page numbers in upper right corner of page header

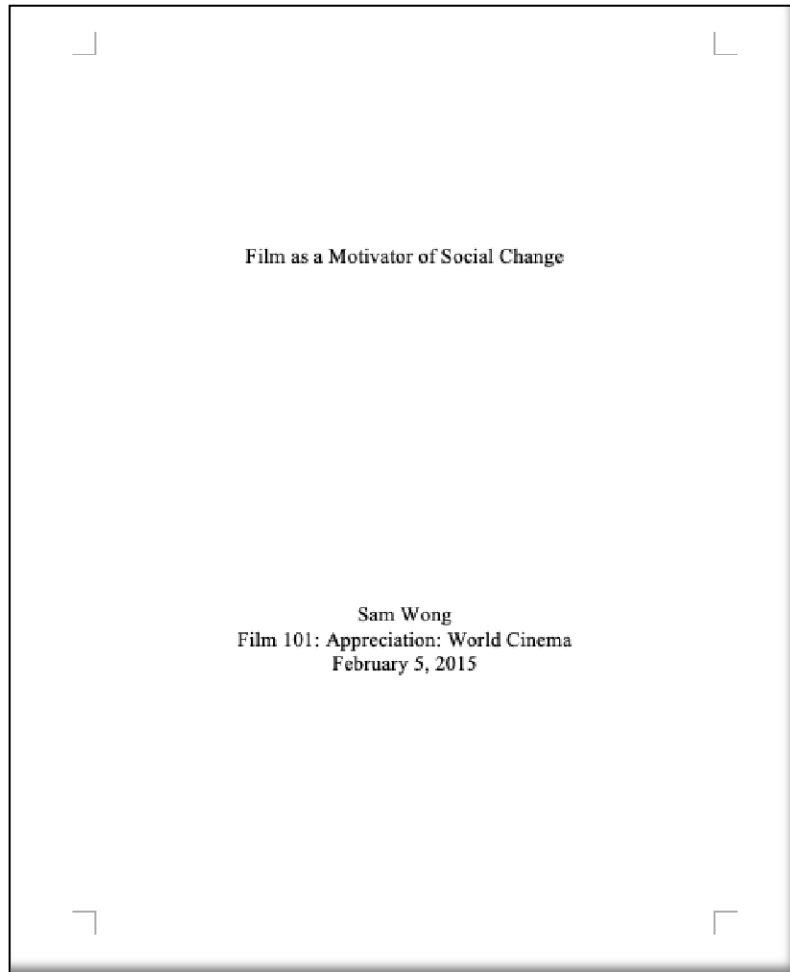
Bibliography:

- Hanging indent of ½" (1.27cm)
- Same font
- Single-spaced but leave one line between entries

Cover page:

- Title of your paper located approximately 1/3 of the way down, centred
- Leave several lines

- Your name, title of your course, and date handed in, centred

EXAMPLE:

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 number¹ 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.**

Example:

According to Bob Hoover's study into the aerodynamics of experimental aircraft, "civilian test pilots should test the performance and limitations of developing aircraft."¹

- **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;² 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.)³

Thorn's bias was apparent in his book series⁴-and it must be remembered that Thorn self published his series alongside a book tour.

- **Your footnote will be at the bottom of the same page.**
 - In MS-Word, use the "Insert Footnote" function on the References tab.
- They are single-spaced and "First Line" Indented by 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.

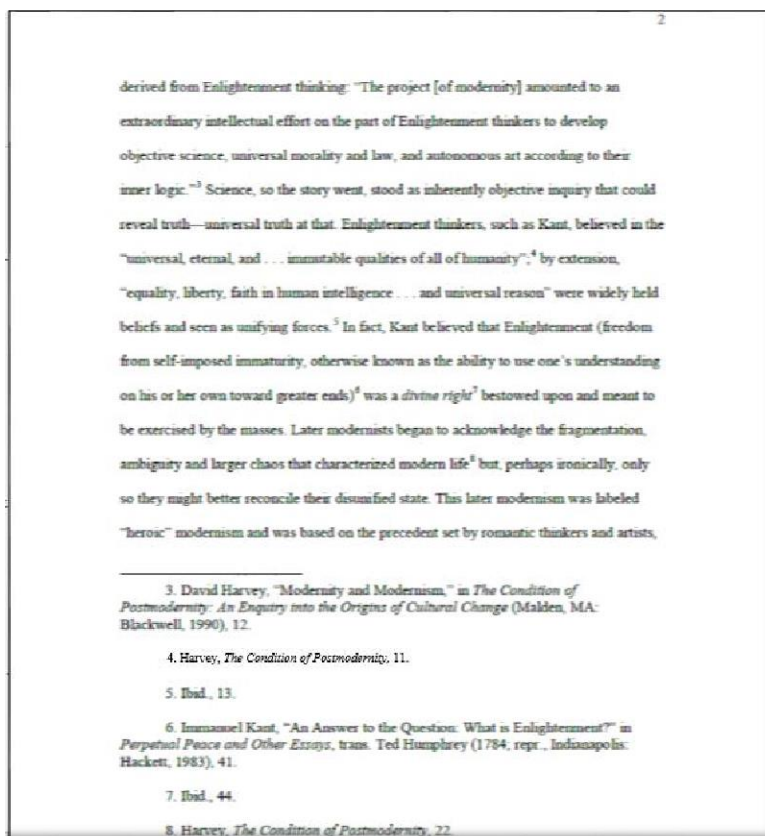
When to Cite

- 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 lines of argument

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 footnotes 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 a shortened footnote:** Cite the author's last name, the abbreviated title of the article or book, and 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 once 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. Park, *The Secret Book*, 77.
4. *Go Ask Alice* (New York: Simon & Schuster, 1971), 6.
5. Park, *The Secret Book*, 69.

Indirect Citations

When you do research, you should always try to find and use original sources. However, sometimes the source you read will reference another source. This is called an indirect (or secondary) source.

In CMS, follow this format for citing indirect sources:

- **Original source:** The source your author is referring to
- **Author you read:** The source you are taking the paraphrase/quote from

Footnote:

#. [Original source], quoted in [Author you read].

Bibliography:

[Original source]. Quoted in [Author you read].

Example:

Interpretations of Shakespeare’s life are regularly contested. In fact, “Holland describes, and dismisses, Ackroyd’s fanciful and speculative account of Shakespeare.”¹

1. Peter Holland, “An unplucked heart,” *TLS*, October 28, 2005, **quoted in** Katherine Duncan-Jones, *Shakespeare: Upstart Crow to Sweet Swan: 1592-1623*, (London: The Arden Shakespeare Library, 2011), 34.
<https://search.ebscohost.com/login.aspx?direct=true&db=nlebk&AN=686037&site=eds-live&scope=site>.

Bibliography

Holland, Peter. “An unplucked heart.” *TLS*, October 28, 2005. **Quoted in** Duncan-Jones, Katherine. *Shakespeare: Upstart Crow to Sweet Swan: 1592-1623*. London: The Arden Shakespeare Library, 2011.
<https://search.ebscohost.com/login.aspx?direct=true&db=nlebk&AN=686037&site=eds-live&scope=site>.

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
Footnote:
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 up to 10 authors must be listed in the bibliography.

- Only the first author's name is inverted.
- For sources with more than 10 authors, include only the first 7 followed by *et al.*

Example:

<p>Authors on Book Cover:</p> <p>Harry J. Potter, Ron Weasley, Neville Longbottom, Seamus Finnigan, and Dean Thomas</p>
<p>Footnote:</p> <p style="text-align: center;">2. Harry J. Potter et al.</p>
<p>Bibliography:</p> <p>Potter, Harry J., Ron Weasley, Neville Longbottom, Seamus Finnigan, and Dean Thomas</p>

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 the 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,"	<i>Journal Name</i>
	[volume] #, no.	(Publication Date):	page # cited	<i>Database Name,</i>
	accessed [date],	DOI or Stable URL.		
Footnote Example	<p>1. Matthew Dennis, "Reflections on a Bicentennial: The War of 1812 in American Public Memory," <i>Early American Studies, An Interdisciplinary 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?direct=true&db=hft&AN=95695726&site=eds-live&scope=site.</p>			
Bibliography Pattern	Author's name, inverted.	"Article Title."	<i>Journal Name</i>	[volume] #, no. #
	(Publication Date):	Full page range.	<i>Database Name.</i>	
	Accessed [date].	DOI or Stable URL.		
Bibliography Example	<p>Dennis, Matthew. "Reflections on a Bicentennial: The War of 1812 in American Public Memory." <i>Early American Studies, An 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.aspx?direct=true&db=hft&AN=95695726&site=eds-live&scope=site.</p>			

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	<table border="1" style="margin: auto;"> <tr> <td style="width: 10%; text-align: center;">#.</td> <td style="width: 30%;">Author's name [not inverted],</td> <td style="width: 20%;">"Article Title,"</td> <td style="width: 40%;"><i>Website Name,</i></td> </tr> <tr> <td colspan="2" style="text-align: center;">Date uploaded or last update,</td> <td style="text-align: center;">accessed [date],</td> <td style="text-align: center;">DOI or Stable URL.</td> </tr> </table>	#.	Author's name [not inverted],	"Article Title,"	<i>Website Name,</i>	Date uploaded or last update,		accessed [date],	DOI or Stable URL.
#.	Author's name [not inverted],	"Article Title,"	<i>Website Name,</i>						
Date uploaded or last update,		accessed [date],	DOI or Stable URL.						
Footnote example	<p style="text-align: center;">3. Ramona Pringle, "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, https://www.cbc.ca/news/technology/disney-ai-real-time-tracking-fvae-1.4233063.</p>								
Bibliography pattern	<table border="1" style="margin: auto;"> <tr> <td style="width: 35%;">Author's name, inverted</td> <td style="width: 20%;">"Article Title "</td> <td style="width: 25%;"><i>Website Name</i></td> <td style="width: 20%;"></td> </tr> <tr> <td colspan="2" style="text-align: center;">Date uploaded or last update</td> <td style="text-align: center;">Accessed [date]</td> <td style="text-align: center;">DOI or Stable URL</td> </tr> </table>	Author's name, inverted	"Article Title "	<i>Website Name</i>		Date uploaded or last update		Accessed [date]	DOI or Stable URL
Author's name, inverted	"Article Title "	<i>Website Name</i>							
Date uploaded or last update		Accessed [date]	DOI or Stable URL						
Bibliography example	<p>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. https://www.cbc.ca/news/technology/disney-ai-real-time-tracking-fvae-1.4233063.</p>								

Article from a Website without an Author

Footnote pattern	#.	"Article Title,"	<i>Website Name,</i>	Date uploaded or last update,
	accessed [date],		DOI or Stable 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 pattern	"Article Title."	<i>Website Name,</i>	Date uploaded or last update.	
	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

Footnote Pattern	#.	Author's name [not inverted],	"Article Title,"	<i>Publication Name,</i>
	Publication Date,		accessed [date],	DOI 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 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."	<i>Publication Name,</i>	Publication Date.
	Accessed [date].		DOI or Stable URL.	
Bibliography Example	Semeniuk, Ivan. "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/ .			

E-Book

Footnote Pattern	<table border="1" style="width: 100%;"> <tr> <td style="width: 10%;"></td> <td style="width: 10%;">#.</td> <td style="width: 40%;">Author's name [not inverted],</td> <td style="width: 40%;"><i>Book Title</i></td> </tr> <tr> <td colspan="2">(City: Publisher, year),</td> <td>page(s) # cited.</td> <td>DOI or Stable URL.</td> </tr> </table>		#.	Author's name [not inverted],	<i>Book Title</i>	(City: Publisher, year),		page(s) # cited.	DOI or Stable URL.
	#.	Author's name [not inverted],	<i>Book Title</i>						
(City: Publisher, year),		page(s) # cited.	DOI or Stable URL.						
Footnote Example	<p>5. Robert A. Wardhaugh and Alison C. Calder, <i>History, Literature, 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.</p>								
Bibliography Pattern	<table border="1" style="width: 100%;"> <tr> <td style="width: 40%;">Author's name [inverted].</td> <td style="width: 20%;"><i>Book Title</i></td> <td style="width: 40%;">City: Publisher, year.</td> </tr> <tr> <td colspan="3" style="text-align: center;">DOI or Stable URL.</td> </tr> </table>	Author's name [inverted].	<i>Book Title</i>	City: Publisher, year.	DOI or Stable URL.				
Author's name [inverted].	<i>Book Title</i>	City: Publisher, year.							
DOI or Stable URL.									
Bibliography Example	<p>Wardhaugh, Robert A. and Alison C. Calder. <i>History, Literature, and the Writing of the Canadian Prairies</i>. Winnipeg: University of Manitoba Press, 2005. http://library.alexandercollege.ca:2053/login.aspx?direct=true&db=nlebkAn=497381&site=eds-live&scope=site.</p>								

Citing Print Sources

Book

Footnote Pattern	<table border="1" style="width: 100%;"> <tr> <td style="width: 10%;"></td> <td style="width: 10%;">#.</td> <td style="width: 40%;">Author's name [not inverted],</td> <td style="width: 40%;"><i>Book Title</i></td> </tr> <tr> <td colspan="2">(City: Publisher, year),</td> <td>page(s) # cited.</td> <td></td> </tr> </table>		#.	Author's name [not inverted],	<i>Book Title</i>	(City: Publisher, year),		page(s) # cited.	
	#.	Author's name [not inverted],	<i>Book Title</i>						
(City: Publisher, year),		page(s) # cited.							
Footnote Example	<p>15. S.R. Covey, <i>The Seven Habits of Highly Effective People: Restoring the Character Ethic</i> (New York: Anchor Books, 1989), 45.</p>								
Bibliography Pattern	<table border="1" style="width: 100%;"> <tr> <td style="width: 40%;">1st Author's name, inverted.</td> <td style="width: 20%;"><i>Book Title</i>.</td> <td style="width: 40%;">City: Publisher, year.</td> </tr> </table>	1 st Author's name, inverted.	<i>Book Title</i> .	City: Publisher, year.					
1 st Author's name, inverted.	<i>Book Title</i> .	City: Publisher, year.							
Bibliography Example	<p>Covey, S.R. <i>The Seven Habits of Highly Effective People: Restoring the Character Ethic</i>. New York: Anchor Books, 1989.</p>								

Anthology (Edited Collection)

How to tell if your source is an anthology:

- Thick printed book
- Contains articles/short stories by many different authors (consult the Table of Contents)
- Editors' names on the cover

Footnote Pattern	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 10%; text-align: center;">#.</td> <td style="border: 1px solid black; width: 40%;">Author's name [not inverted],</td> <td style="border: 1px solid black; width: 20%;">"Article Title,"</td> <td style="border: 1px solid black; width: 30%;">in <i>Book Title</i>,</td> </tr> <tr> <td colspan="2" style="border: 1px solid black;">ed. [editor's name, not inverted],</td> <td style="border: 1px solid black;">(City: Publisher, year),</td> <td style="border: 1px solid black;">page(s) # cited.</td> </tr> </table>	#.	Author's name [not inverted],	"Article Title,"	in <i>Book Title</i> ,	ed. [editor's name, not inverted],		(City: Publisher, year),	page(s) # cited.				
#.	Author's name [not inverted],	"Article Title,"	in <i>Book Title</i> ,										
ed. [editor's name, not inverted],		(City: Publisher, year),	page(s) # cited.										
Footnote Example	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	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 30%;">Author's name [inverted].</td> <td style="border: 1px solid black; width: 20%;">"Article Title."</td> <td style="border: 1px solid black; width: 10%;">in <i>Book Title</i>,</td> <td style="border: 1px solid black; width: 40%;"></td> </tr> <tr> <td colspan="2" style="border: 1px solid black;">edited by [editor's name, not inverted],</td> <td colspan="2" style="border: 1px solid black;">Full page range.</td> </tr> <tr> <td colspan="4" style="border: 1px solid black;">City: Publisher, year.</td> </tr> </table>	Author's name [inverted].	"Article Title."	in <i>Book Title</i> ,		edited by [editor's name, not inverted],		Full page range.		City: Publisher, year.			
Author's name [inverted].	"Article Title."	in <i>Book Title</i> ,											
edited by [editor's name, not inverted],		Full page range.											
City: Publisher, year.													
Bibliography Example	Sharp, Robert. "Nietzsche on the Cylon Uprising." In <i>Introducing Philosophy Through Pop Culture</i> , edited by William Irwin and David Kyle Johnson. 194-203. West Sussex: Wiley-Blackwell, 2010.												

Class Notes or Lecture

Footnote pattern	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 10%; text-align: center;">#.</td> <td style="border: 1px solid black; width: 40%;">Instructor's name [not inverted],</td> <td style="border: 1px solid black; width: 50%;">"Title of the Lecture," [if applicable]</td> </tr> <tr> <td colspan="3" style="border: 1px solid black;">(class lecture, Course #: Name, Institution Name, Location, Date).</td> </tr> </table>	#.	Instructor's name [not inverted],	"Title of the Lecture," [if applicable]	(class lecture, Course #: Name, Institution Name, Location, Date).		
#.	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	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 40%;">Instructor's name [inverted].</td> <td style="border: 1px solid black; width: 60%;">"Title of the Lecture."</td> </tr> <tr> <td colspan="2" style="border: 1px solid black;">Class lecture, Course #: Name, at Institution Name, Location, Date.</td> </tr> </table>	Instructor's name [inverted].	"Title of the Lecture."	Class lecture, Course #: Name, at Institution Name, Location, Date.			
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," Producer [not inverted], 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." Producer [not inverted]. Publication 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'.
- It is also a good idea to add timestamps when referring to a particular scene. However, please confirm with your instructor first.
- Include the hour, minute, and seconds. For instance, if the scene lasts 7 seconds, the timestamp should look like: 01:02:01-01:02:08.

Film Viewed on Streaming Service (*Netflix, Crave, Kanopy, etc.*)

Footnote pattern	#. <i>Film Title</i> , 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. <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 pattern	Director Name [Inverted], dir. <i>Film Title.</i> Aired date on Network [if applicable].
	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	#. <i>Film Title,</i> directed by [Director's name, not inverted],
	(Film release year; Distributor Location: Distribution Name, DVD release year),
	DVD, 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, inverted], dir. <i>Film Title.</i> Film release year;
	Distributor Location: Distributor Name, DVD release year. DVD, length.
Bibliography Example	Spielberg, Steven, dir. <i>Catch Me if You Can.</i> 2002; Willowdale, ON: Dreamworks Home Entertainment, 2003. DVD, 144 mins.

Citing Images

- Paintings, photographs, and all other imaged work can be cited in text underneath the image rather than in a regular footnote.
- The image should appear in text as close to the reference as possible. It may appear at the end of the paragraph if the number of images becomes disruptive to the understanding of the text.
- An Image taken by the author needs a brief description and acknowledgement of credit.
 - E.g., Figure 1. Pink Flower. By Author.
- The date can be as specific as day, month, and year or it may simply be the year depending on the work. The date may also vary depending on if there is a date of creation. Try to cite the date of completion if available.
- Not all images are from online sources, therefore, the URL should be omitted if the image is taken from a print source.

Citing Images

Figure pattern	<table border="1"> <tr> <td>Figure #.</td> <td>Creator's name [Not inverted]</td> <td>Medium</td> </tr> <tr> <td colspan="3">short description of Image or title of work.</td> </tr> </table>	Figure #.	Creator's name [Not inverted]	Medium	short description of Image or title of work.		
Figure #.	Creator's name [Not inverted]	Medium					
short description of Image or title of work.							
Figure example	Figure 4. Claude Monet's painting of the Woman with a Parasol.						
Bibliography pattern	<table border="1"> <tr> <td>Last name, First name.</td> <td>Title of Work.</td> <td>Date of completion.</td> </tr> <tr> <td>Medium</td> <td>Location of image.</td> <td>URL.</td> </tr> </table>	Last name, First name.	Title of Work.	Date of completion.	Medium	Location of image.	URL.
Last name, First name.	Title of Work.	Date of completion.					
Medium	Location of image.	URL.					
Bibliography example	Monet, Claude. Woman with a Parasol. 1875. Painting. National Gallery of Art, Washington DC. https://m.media-amazon.com/images /I/81eQGtPYAL.SL1500.jpg .						

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

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