

CMS 17.0

Style Guide

Spring 2023



Alexander College
WRITING AND LEARNING CENTRE

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Welcome to CMS

This guide provides instructions and examples for citing sources in CMS style.

What is CMS?

CMS stands for Chicago Manual of Style, which is a style of writing common in History, Asia Studies, etc.

What is a footnote?

A footnote is a way to show where you found the information you are sharing or using in your work.

When do I have to use footnotes?

Every sentence with outside information (anything that is NOT your thoughts or interpretations) should have a footnote at the bottom of the page, and a corresponding full-length entry on the 'Bibliography' page at the end of your paper.

Do I have to memorize the style guide?

No. Keep the style guide with you as you write and reference it when you have questions.

Glossary

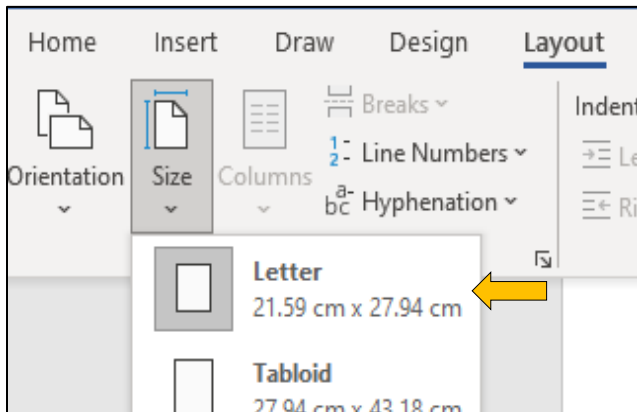
CMS	Chicago Manual of Style.
Footnote	A note with citation information in the footer of the page.
Superscript	A small number at the end of a word on the upper right side. In CMS, superscript numbers are used for footnotes.
Last Name	A family name or surname.
Stable URL/Permalink or DOI	A link that will stay consistent over time. A Digital Object Identifier is a unique string used for online journals and academic articles.
et al.	Means <i>and others</i> —used in cases of four or more authors.
Corporate Author	A company, association, organization, government department, or agency.
Accessed Date	The date that <i>you</i> first read the source.
Inverted	Words placed in the opposite order, such as moving the last name to the front (last name, first name).
Indent	The 1.27 cm space from the margin on the first line of every paragraph and second line of every Works Cited entry.
Anthology	An edited collection featuring articles and/or short stories by different authors.
Page Range	The numbers of the first and last pages read in a work. To format this, you would write pp. 12-45, for example.
Medium	The type of art or post. Examples include photo, video, etc.

Paper Formatting

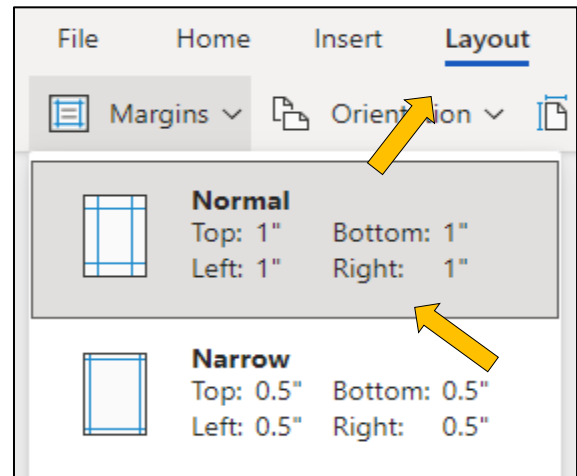
- Below are instructions on how to correctly format a CMS paper in Microsoft Word.

General Formatting

Letter Size

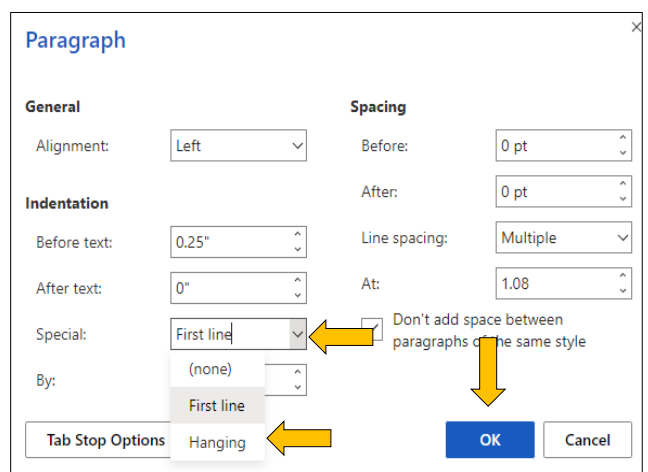
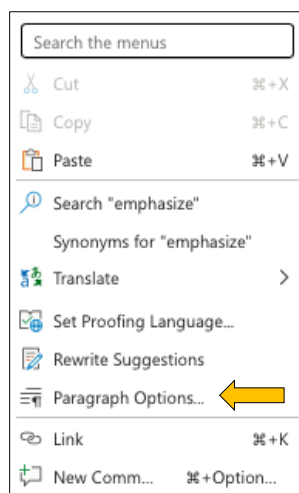


1-inch or 2.54 cm Margins



First Line Indent and Hanging Indent

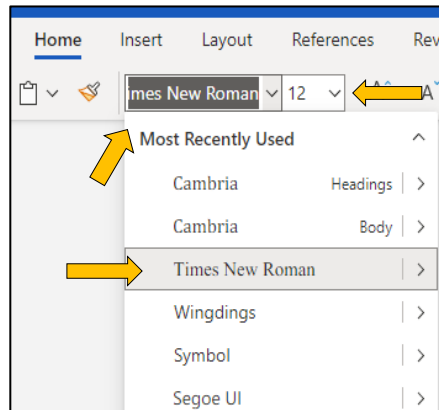
- Highlight Text.
- Right Click.
- Select "Paragraph."
- Select "First Line" or "Hanging."



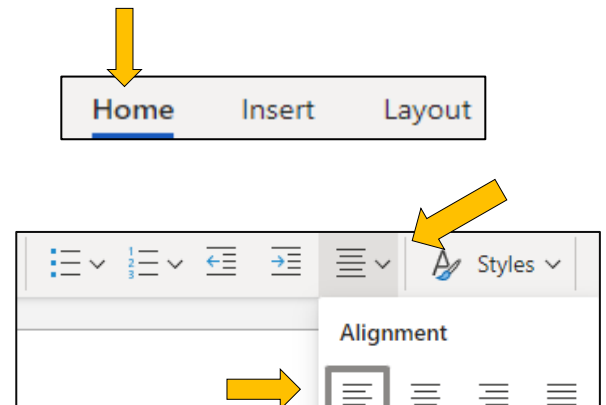
CMS 4

Font

- Times New Roman.
- 12pt Font.

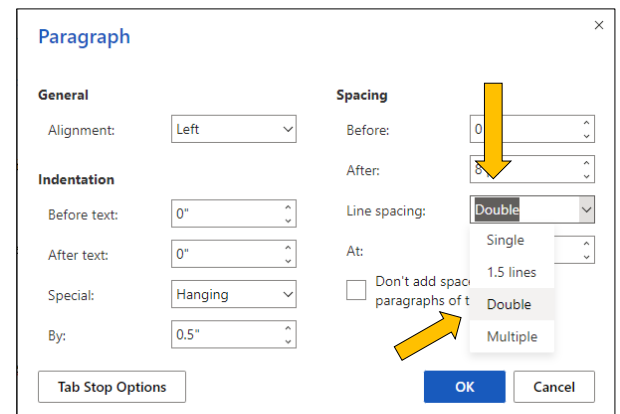
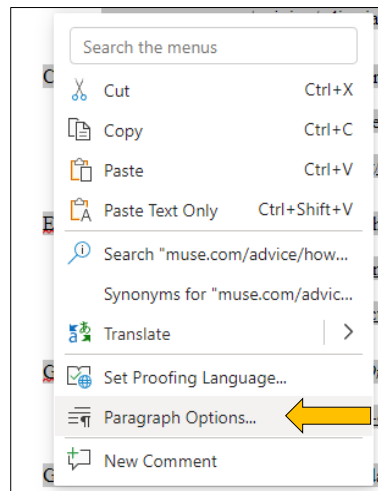


Left Aligned



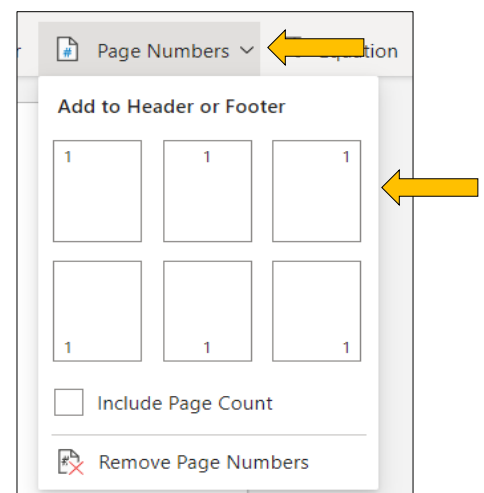
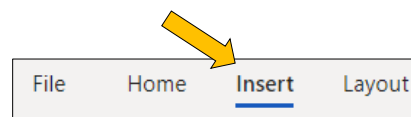
Double-Spaced

- Highlight Text.
- Right Click.
- Select "Paragraph Options."
- Select "Double."



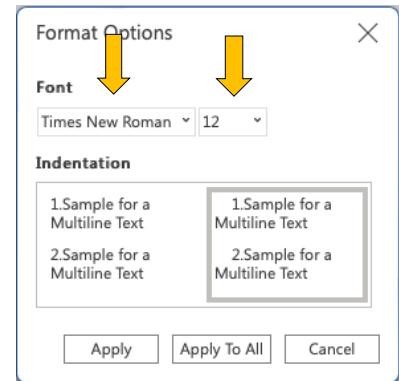
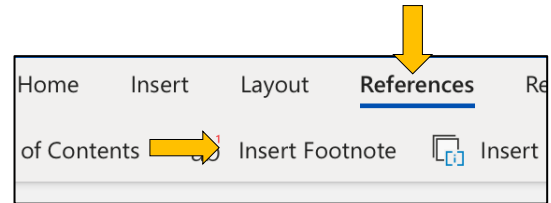
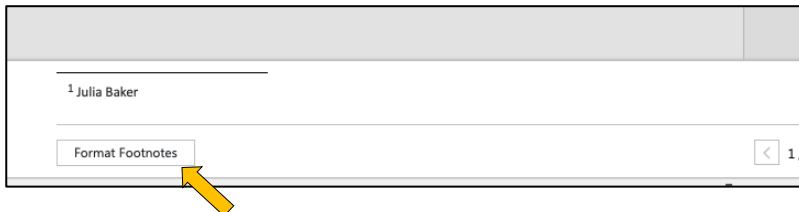
Header (Page Number)

- Select "Insert" Tab.
- Click "Page Numbers."
- Select Top Right Image.



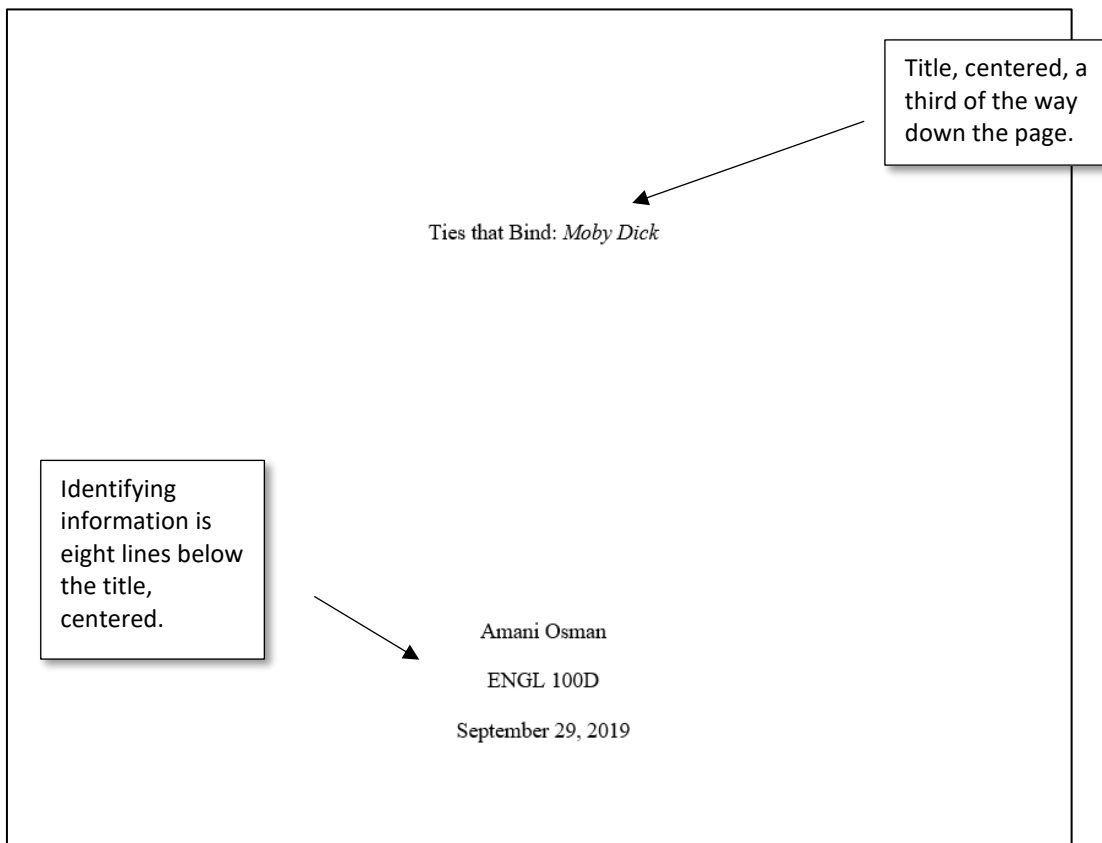
Superscript (Footnote)

- Select “Insert Footnote.”
- Type the footnote information in the pop-up box.
- Click “Format Footnote” to adjust font and size.
- Double-click the screen to exit.



Title Page

- Place the title a third of the way down the first page.
- Put the student's name, course code, and the date eight lines down from the title, centered, double-spaced.
- Begin numbering the pages on the next page.



Where/When to Cite

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

Footnotes – In the body of your essay, insert a superscript number at the end of a sentence containing outside information. Place the source information in the footer section of each page.

Bibliography – A complete list of all your sources in alphabetical order on a separate page at the end of your paper.

You must include footnotes for:

Direct Quotations – use quotation marks “ ” to show that they are the author’s original words.

Paraphrases and Summaries.

General Ideas or Concepts of another author.

Research Data, Statistics, or Line of Argument.

Footnotes

Quotation vs. Paraphrase

Direct Quotation “A key goal of Indigenous style is to show respect on the page.”¹

Paraphrase Treating the page with respect is one of Indigenous style’s primary objectives.²

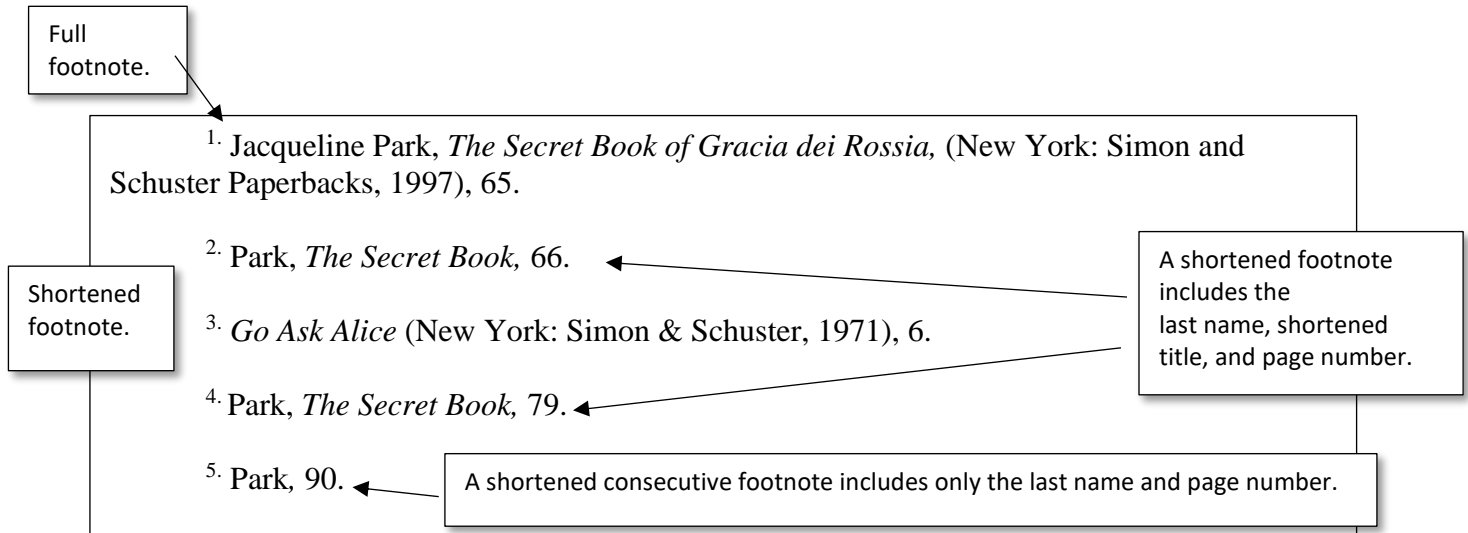
- Paraphrases do not require quotation marks.
- Paraphrases and direct quotations require the same citation information.

Consecutive Citations

- When citing the same source multiple times in a row (consecutive citations), use shortened footnotes after the first full footnote.
 - First, create a full citation for the source.
 - The second time a source is cited, use a shortened footnote with only the author’s last name, a shortened title, and the page number.
 - The third time a footnote is cited, only include the author’s last name and the page number.
- If using shortened citations consecutively, omit the title.
 - Omit page numbers if they are not present.

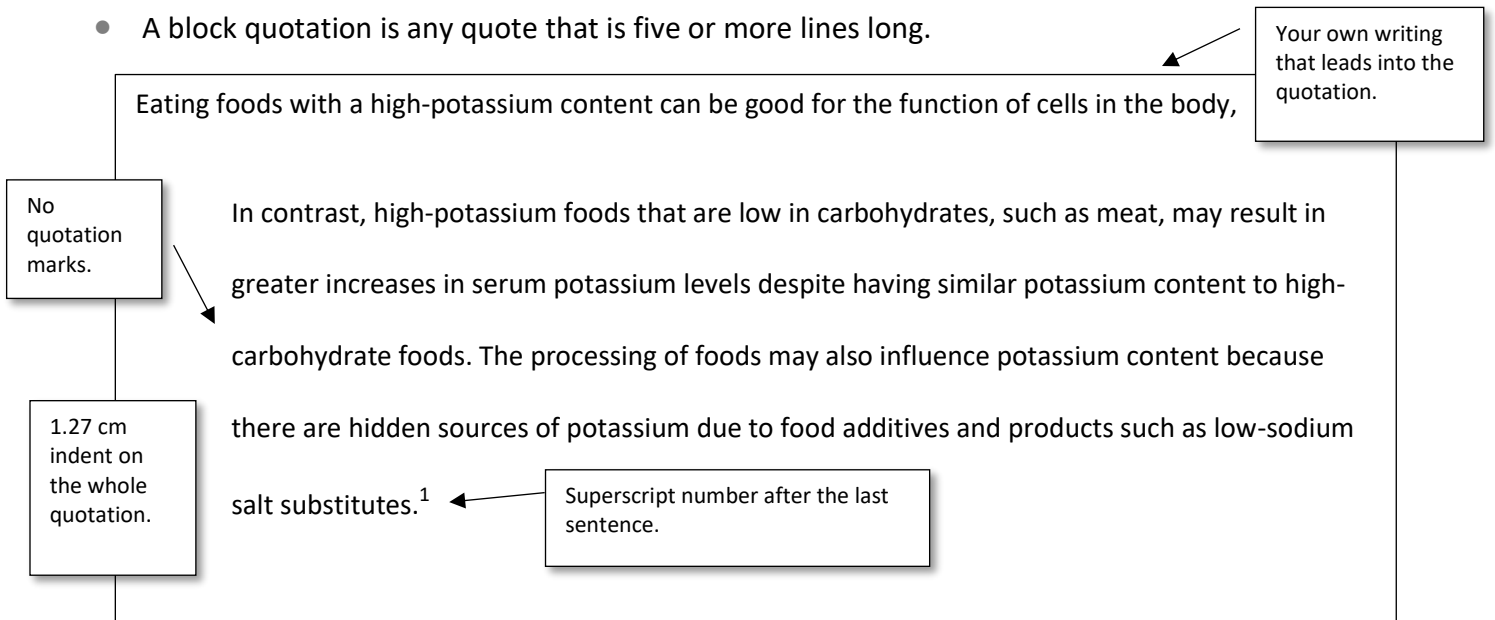
CMS 7

1. Full footnote information.	¹ S.R. Covey, <i>The Seven Habits of Highly Effective People: Restoring the Character Ethic</i> (New York: Anchor Books, 1989), 45.
2. Last name, shortened title, page number.	² Covey, <i>The Seven Habits</i> , 48.
3. Last name, page number.	³ Covey, 53.



Block Quotation

- A block quotation is any quote that is five or more lines long.



Indirect Citations

An indirect citation is when the author whose work you are citing cites the work of another author.

- In this instance, only cite the source where you found the quote.
- Make sure to include “Quoted in” before the footnote.

CMS 8

This student read the book *Timurids in Transition* by Maria E. Subtelny. However, the author quotes another researcher in her book. Because the student only read Maria E. Subtelny's book, they must only cite her book. In this case, place "quoted in" before the footnote.

In such literature, ancient monarchs were portrayed as the paragons of justice and the harbingers of peace and equilibrium. More specifically, Ardashir is glorified as a king who "made water flow in every desert and established towns and village settlements in ways not achieved four thousand years before him."¹

Add "Quoted in" before the footnote!

¹. Quoted in Maria E. Subtelny, *Timurids in Transition: Turko-Persian Politics and Acculturation in Medieval Iran* (London: Brill, 2007), 105.

Elements of CMS

- Footnotes are placed in the footer. Footnotes contain citation information for all sources used on a page.
- The Bibliography is a list of all the sources used throughout an assignment or academic paper on a separate page at the end.
- Bibliography and Footnote entries have a very specific format and organization. The following sections detail how each element of the bibliography and footnotes should appear.

Superscript Numbers

- Superscript numbers are used for footnotes. Do not use superscripts in the bibliography.
- To cite in-text, include a superscript number at the end of a sentence containing outside information after the period.
 - If the sentence contains a semi-colon, hyphen, or dash, a footnote may be placed mid-sentence if it applies to a specific part of that sentence.
- Ensure that citation information is in the footer section at the bottom of the page and not in-text.

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

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.

Author's Name Format

Authors		Example	Explanation
1 Author	Footnote	Matthew Dennis	Author's name is written as it appears on the work.
	Bibliography	Dennis, Matthew	Author's name is inverted.
2 Authors	Footnote	Neil Gaiman and Terry Pratchett	Author's name is written as it appears on the work.
	Bibliography	Gaiman, Neil, and Terry Pratchett	Invert the first author's name.
3 Authors	Footnote	Tenzin Doleck, Ena Lee, and Kumari Beck	See explanation for 2 authors.
	Bibliography	Doleck, Tenzin, Ena Lee, and Kumari Beck	Invert the first author's name.
4 + Authors	Footnote	Stanley J. Shapiro et al.,	Write the first author's name followed by et al.,
	Bibliography	Shapiro, Stanley J., Kenneth Wong, William D. Perreault, and E. Jerome McCarthy	Invert the first author's name. Use this format for up to 10 authors. Use the word 'and' before the last author's name.
Corporate Author	Footnote	World Health Organization	Use the full name of the organization.
	Bibliography	World Health Organization	Use the full name of the organization.
No Author - Book	Footnote	<i>Go Ask Alice</i>	Use the full name of the book in <i>Italics</i> .
	Bibliography	<i>Go Ask Alice</i>	Use the full name of the book in <i>Italics</i> .
No Author - Article	Footnote	"The Impact of Global Warming in North America"	Put the title in "quotation marks."
	Bibliography	"The Impact of Global Warming in North America"	Put title in "quotation marks."

Uncommon Name Formats	Original Name	Name in Bibliography
Hyphenated Names	Joseph Gordon-Levitt	Gordon-Levitt, Joseph
Multiple Last Names	Lindsey bat Joseph	bat Joseph, Lindsey
Multiple First Names	Anne-Marie Bennett	Bennett, Anne-Marie
Multiple Middle Names	Kiefer William Frederick Dempsey George Rufus Sutherland	Sutherland, Kiefer W. F. D. G. R.
First Name is an Initial	C. S. Lewis	Lewis, C. S.

Title Capitalization

- Titles are written by capitalizing the initial letter of all first, last, and major words.
 - Major words are content words: verbs, nouns, pronouns, adjectives, and adverbs.

Title on Source: The real world of teenage cyberbullying.

Title in the Bibliography: The Real World of Teenage Cyberbullying.

Accessed and Publication Dates

- Write any required dates in the order of month, day, year.
 - December 12, 2014.

Last Revised and Last Updated

- Include the date when the source was “last updated” or “last revised.”

Sources Without Publication or Last Updated Dates

- If an online/web source **does not** have a publication date or a “last updated/revised” date:
 - Include “n.d.” and add an accessed date instead.
 - Accessed dates are written in the order of month, day, year.
 - Kabir, Joana. “The Psychology of Conflict.” *The Decision Lab*. n.d. Accessed November 15, 2021. <https://thedecisionlab.com/thinkers/philosophy/sun-tzu>.

Publication Dates for Books

- Books only require the year of publication.

Publication Dates for Journal Articles

- Journal article dates can be written using the season.
- (Spring 2013)

DOI/URL

- When citing journal articles, include a DOI if it is provided. Otherwise, you may use a stable URL.
- For online sources, make sure to include a URL.
- Include “https...”

Abbreviation Rules

- Only use abbreviations in the footnotes. Use the full word in the bibliography.

Edition	ed.
Edited by	ed.
Compiled by	comp.
Translated by	trans.
Canadian	Cdn.

Footnote and Bibliography Samples

- Use the Footnote/Bibliography Format as a template to organize the information of a Footnote/Bibliography entry.
- Replace the information in the box with the source specific information.
 - The content without a box should be written as is in the footnote/bibliography entry.
 - Replace all instances of # with the applicable number.
 - vol. # → vol. 8

Online Sources

Journal Article from an Online Database

Footnote
Format

#.	Author's name,	“Article Title,”	<i>Journal name</i>	volume #,	no.	#
(month/season year):		page #,	<i>Database name,</i>	URL or DOI.		

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), <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 Format

Last name, first name.	“Article Title.”	<i>Journal name</i>	volume #,	no.	#
(month/season year):	Full page range.	<i>Database name,</i>	URL or DOI.		

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),
<http://184.71.180.254/login?urlp://search.ebscohost.com/login.aspx?direct=true&db=hft&AN=95695726&site=eds-live&scope=site>.

Article from a Website or Online Newspaper/Magazine**Footnote Format**

#.	Author’s first name last name,	“Article Title,”
<i>Website name,</i>	Publication date,	URL.

Footnote Example

². Ivan Semeniuk, “Canadian Scientists Try to Shed Light on Dark Energy,” *Globe and Mail*, January 27, 2013,
<http://www.theglobeandmail.com/technology/science/canadian-scientists-try-to-shed-light-on-dark-energy/article7903642/>.

Bibliography Format

Author’s last name, first name.	“Article Title.”	<i>Website name.</i>
Date uploaded or last update.	URL.	

Bibliography Example

Semeniuk, Ivan. “Canadian Scientists Try to Shed Light on Dark Energy.” *Globe and Mail*. January 27, 2013. <http://www.theglobeandmail.com/technology/science/canadian-scientists-try-to-shed-light-on-dark-energy/article7903642/>.

Article from a Website (No Author)**Footnote Format**

#.	“Article Title,”	<i>Website name,</i>	Date uploaded or last updated,
URL.			

Footnote Example

⁴. “About Us,” *Burnaby Village Museum*, February 25, 2015,
<http://www.burnabyvillagemuseum.ca/EN/main/about-us.html>.

Bibliography Format	"Article Title."	<i>Website name.</i>	Date uploaded or last updated.	URL.
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Bibliography Example "About Us." *Burnaby Village Museum*. February 25, 2015.
<http://www.burnabyvillagemuseum.ca/EN/main/about-us.html>.

E-book

Footnote Format

#.	Author's first name last name,	<i>Book title</i>
(City: Publisher, year),	page #,	URL or DOI.

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 Format

Author's last name, first name.	<i>Book title.</i>	City: Publisher, year.	URL.
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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=nlebkAn=497381&site=eds-live&scope=site>.

Print Sources

Book

Footnote Format

#.	Author's first name last name,	<i>Book title</i>	(City: Publisher, year),
page #.			

Footnote Example

¹⁵. S. R. Covey, *The Seven Habits of Highly Effective People: Restoring the Character Ethic* (New York: Anchor Books, 1989), 45.

Bibliography Format

Author's last name, first name.	<i>Book title.</i>	City: Publisher, year.
---------------------------------	--------------------	------------------------

Bibliography Example

Covey, S.R. *The Seven Habits of Highly Effective People: Restoring the Character Ethic*. New York: Anchor Books, 1989.

Anthology

Footnote Format

#.	Author's first name last name,	"Article Title,"	in	<i>Book title,</i>
ed.	Editor's first name last name	(City: Publisher, year),	page #.	

Footnote Example

¹⁸. Robert Sharp, "Nietzsche on the Cylon Uprising," in *Introducing Philosophy Through Pop Culture*, ed. William Irwin and David Kyle Johnson (West Sussex: Wiley-Blackwell, 2010), 195.

Bibliography Format

Author's last name, first name.	"Article Title."	In	<i>Book title,</i>
edited by	Editor's first name last name,	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 Format

#.	Instructor's first name last name,	"Title of the Lecture"
(lecture,	Institution name,	Location, Date).

Footnote Example

²⁰. Lindsey bat Joseph, "Kantian Ethics – Part 3" (lecture, Alexander College, Burnaby, B.C., October 29, 2012).

Bibliography Format

Instructor's last name, first name.	"Title of the Lecture."	Lecture,	Course #:
Course name	at	Institution name,	Location, Date.

Bibliography Example

bat Joseph, Lindsey. "Kantian Ethics – Part 3." Lecture, PHIL 101: Introduction to Moral Philosophy at Alexander College, Burnaby, B.C., October 29, 2012.

Recorded Media

Video Viewed on Online Video Site (YouTube, Vimeo)

Footnote
Format

#.	Creator's first name last name,	"Video Title,"	Producer,
Publication date,	video,	Length,	URL.

Footnote
Example

⁸. Joss Whedon, "Whedon on Romney," WhedonOnRomney, October 28, 2012, video, 2:12, <http://www.youtube.com/watch?v=6TiXUF9xbTo>.

Bibliography
Format

Creator's last name, first name.	"Video Title."	Producer.	Publication date.
Video,	Length.	URL.	

Bibliography
Example

Whedon, Joss. "Whedon on Romney." WhedonOnRomney. October 28, 2012. Video, 2:12. <http://www.youtube.com/watch?v=6TiXUF9xbTo>.

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

Footnote
Format

#.	<i>Film Title</i> ,	directed by	Director first name last name	(Studio name,
Film release year),	URL.			

Footnote
Example

¹⁰. *Godzilla*, directed by Ishiro Honda (The Criterion Collection, 1954), <https://www.kanopy.com/en/alexandercollege/video/10910620>.

Bibliography
Format

Director last name, first name,	dir.	<i>Film Title</i> .	Studio name,
Film release year.	URL.		

Bibliography
Example

Honda, Ishiro, dir. *Godzilla*. The Criterion Collection, 1954. <https://www.kanopy.com/en/alexandercollege/video/10910620>.

Citing Images

Images

Footnote
Format

#.	Creator's first name last name,	<i>Title of the Work,</i>
----	---------------------------------	---------------------------

Date of completion,	Medium,	Location,	URL.
---------------------	---------	-----------	------

Footnote
Example

⁵. Claude Monet, *Woman with a Parasol*, 1875, painting, National Gallery of Art, <https://www.nga.gov/collection/art-object-page.61379.html>.

Bibliography
Format

Creator's last name, first name.	<i>Title of the Work.</i>	Date of completion.
Medium.	Location of image.	URL.

Bibliography
Example

Monet, Claude. *Woman with a Parasol*. 1875. Painting. National Gallery of Art, Washington, D.C. <https://m.media-amazon.com/images/I/81eQGtkPYAL.SL1500.jpg>.

Example Bibliography with Notes

Bibliography

Two spaces between title and first entry.

The word Bibliography at the top, centered.

Single spaced.

Each entry has a hanging indent.

One line between each entry.

Sources are listed alphabetically.

Bibliography Checklist

- Single spaced with one space between each entry.
- Alphabetical order.
- The word Bibliography is centered.
- Two spaces between the title and the first entry.
- Hanging indents.

“About Us.” *Burnaby Village Museum*. 2015.
<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, Ma. “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). <http://184.71.180.254/login?url=http://search.ebscohost.com/login.aspx?direct=true&db=hft&AN=95695726&site=eds-live&scope=site>.

Lawrence, Francis, dir. *The Hunger Games*. On Netflix. Santa Monica: Lionsgate Films, 2013. Video, 142 mins, <http://www.netflix.com>.

Monet, Claude. Woman with a Parasol. 1875. Painting. National Gallery of Art, Washington, DC. https://m.media-amazon.com/images/I/81eQGtPYAL._SL1500_

Helpful Links

- ❖ Purdue Owl: https://owl.purdue.edu/owl/purdue_owl.html
This website has information and examples for citations.
- ❖ WLC: <https://alexander.mywconline.com/index.php>
Book an appointment with the WLC for help with assignments and citations.

****The following page is a Bibliography for the sources used in this guide.**

Bibliography

- “About Us.” *Burnaby Village Museum*. 2015.
<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)*. <http://184.71.180.254/login?url=http://search.ebscohost.com/login.aspx?direct=true&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>.
- Monet, Claude. *Woman with a Parasol*. 1875. Painting. National Gallery of Art, Washington D.C. https://m.media-amazon.com/images/I/81eQGtPYAL_SL1500.jpg.
- Pringle, Ramona. “Watching You, Watching It: Disney Turns to AI to Track Filmgoers' True Feelings About its Films.” *CBC News*, 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. <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&site=eds-live&scope=site>.
- Whedon, Joss. “Whedon on Romney.” WhedonOnRomney, October 28, 2012. Video, 2:12.
<http://www.youtube.com/watch?v=6TiXUF9xbTo>.