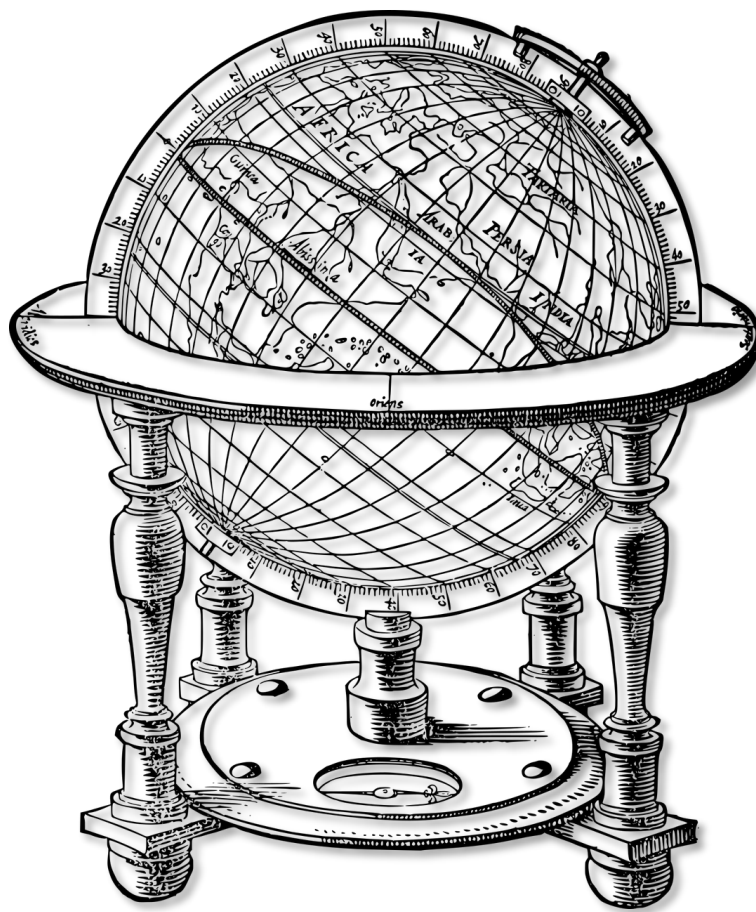# CMS 17<sup>th</sup> Edition

## Notes and Bibliography

# Style Guide

Spring 2024



**Alexander College**
WRITING AND LEARNING CENTRE

# 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 using in your work.

***When do I have to use footnotes?***

Every sentence with outside information (anything that is NOT your own 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. Footnotes are linked to superscript numbers, which can be found inside of your paper to refer to the footnotes themselves.

***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 (DOI) is a unique string used for online journals and academic articles. |
| **et al.** | Means "and others." Used in cases of four or more authors. |
| **Group Author** | A company, association, organization, government department, or agency. |
| **Accessed Date** | The date that *you* 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 or 0.5-inch space from the margin on the first line of every paragraph and second line of every Works Cited entry. |
| **Anthology** | An edited collection featuring work by different authors. |
| **Page Range** | The first and last page numbers of an article or story. This is the section of a journal or book that you referenced. |
| **Consecutive Citation** | A sentence that needs a citation followed immediately by another sentence that needs a citation from the same source. |
| **Indirect Citation** | When you are using the ideas of one author written in another person's work. You will cite the author you are reading, NOT the one they are quoting. |
| **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**
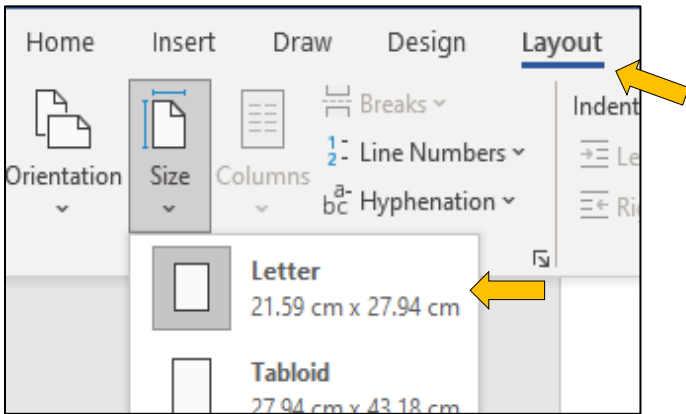
**1-inch or 2.54 cm Margins**
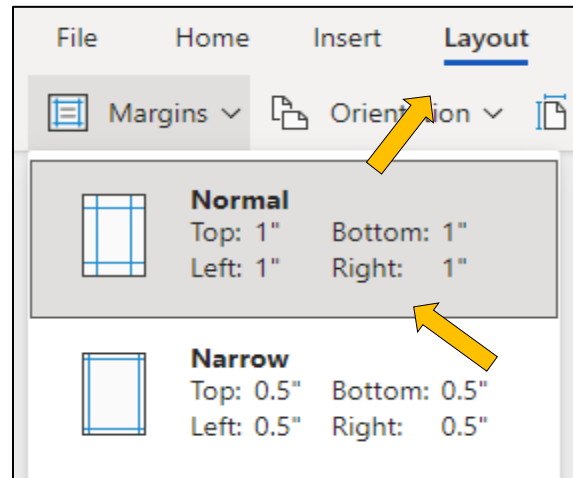
> **\*NOTE:** Word documents, by default, are set to this format. Normally, students will not have to change the size and margins of their document.

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

> **Hanging Indents are used for your Bibliography.** The first line of each resource is formatted normally, but following lines of the same resource is indented inwards. Refer to "**Footnote and Bibliography Examples**" to see more.

CMS 2
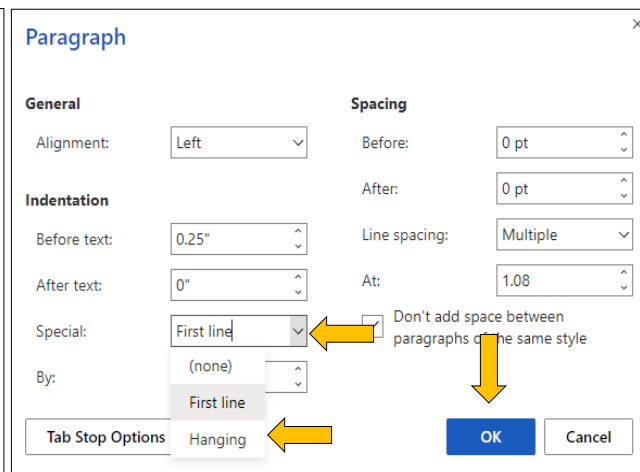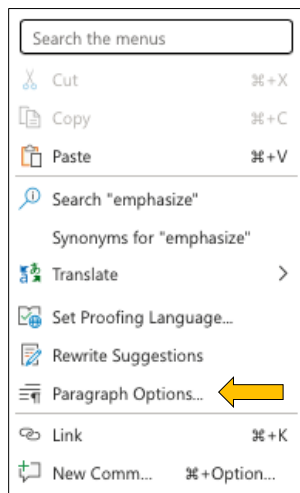
# Paper Formatting

## Font

- Times New Roman.
- 12pt Font.
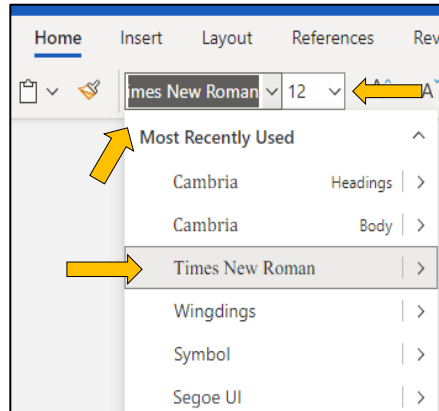
## Left Aligned

## Double-Spaced

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

## Header (Page Number)

- Select "Insert" Tab.
- Click "Page Numbers."
- Select Top Right Image.
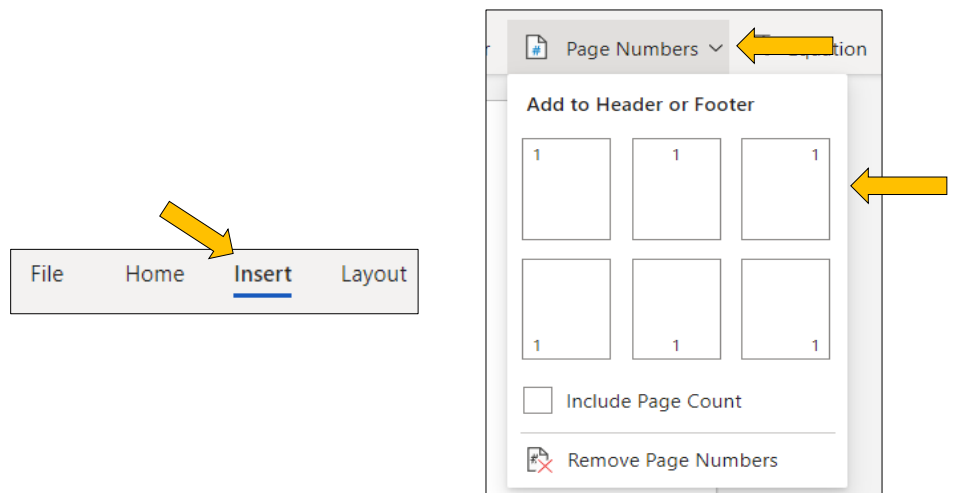
## Superscript (Footnote)

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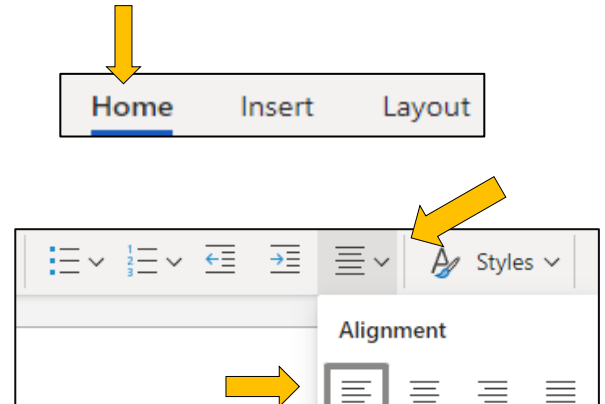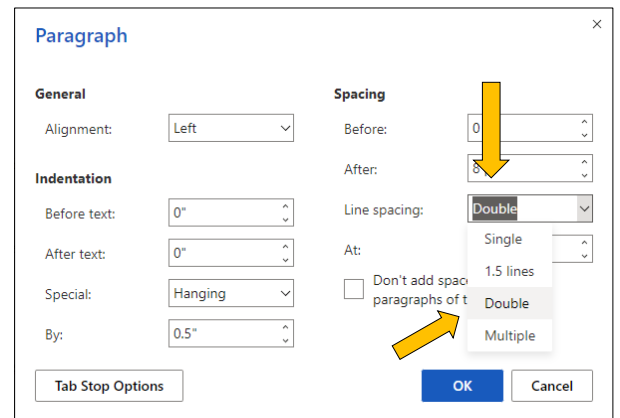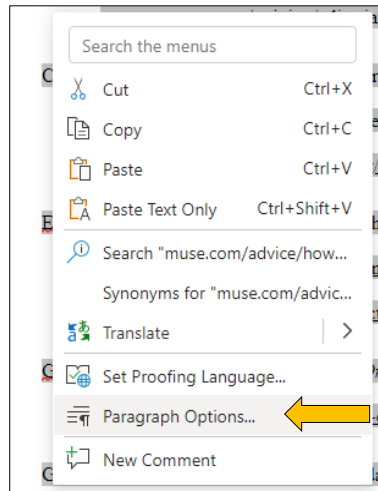- Double-click the screen to exit.

| Home | Insert | Layout | References | Re |
| --- | --- | --- | --- | --- |
| of Contents | | Insert Footnote | | Insert |

¹ Julia Baker

Format Footnotes                                                    〈 1 /

**Format Options**                                    ✕

**Font**

Times New Roman ⌄    12    ⌄

**Indentation**

| 1.Sample for a Multiline Text | 1.Sample for a Multiline Text |
| --- | --- |
| 2.Sample for a Multiline Text | 2.Sample for a Multiline Text |

Apply    Apply To All    Cancel

---
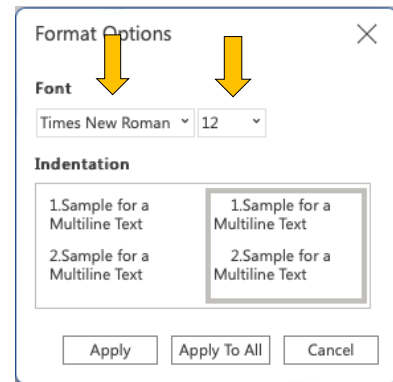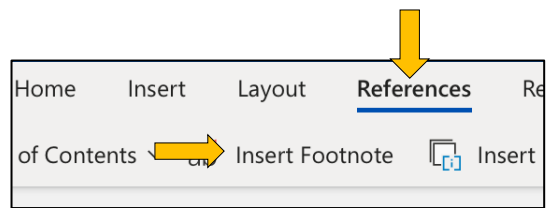
## Page Break Function

- Select "Insert" Tab.
- Select "Page Break."

| File | Home | Insert | Layout |
| --- | --- | --- | --- |

| ile | Home | **Insert** | Layout | References |
| --- | --- | --- | --- | --- |
| ⊟ Page Break | ⊞ Table ⌄ | 🖼 Picture ⌄ | ⬲ | |
| ▣ | | | | |
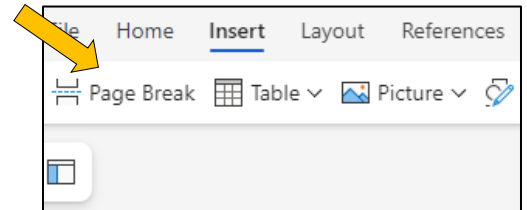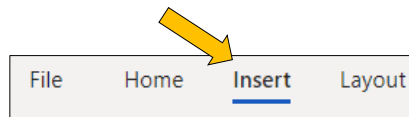
**Insert a page break after your Title Page and before your Bibliography to create a new page**. Page Breaks are used so the content of your assignments will not move as you continue to write.

## Title Page

- Place the title a third of the way down the first page (about 4-5 lines double spaced).
- Put your name, course code, and the date eight lines down from the title, centered and double-spaced.
- Begin numbering the pages on the next page.

Title, centered, a third of the way down the page.

Ties that Bind: *Moby Dick*

Identifying information is eight lines below the title, centered.

Assignment due date written as Month Day, Year.

Amani Osman

ENGL 100D

September 29, 2019
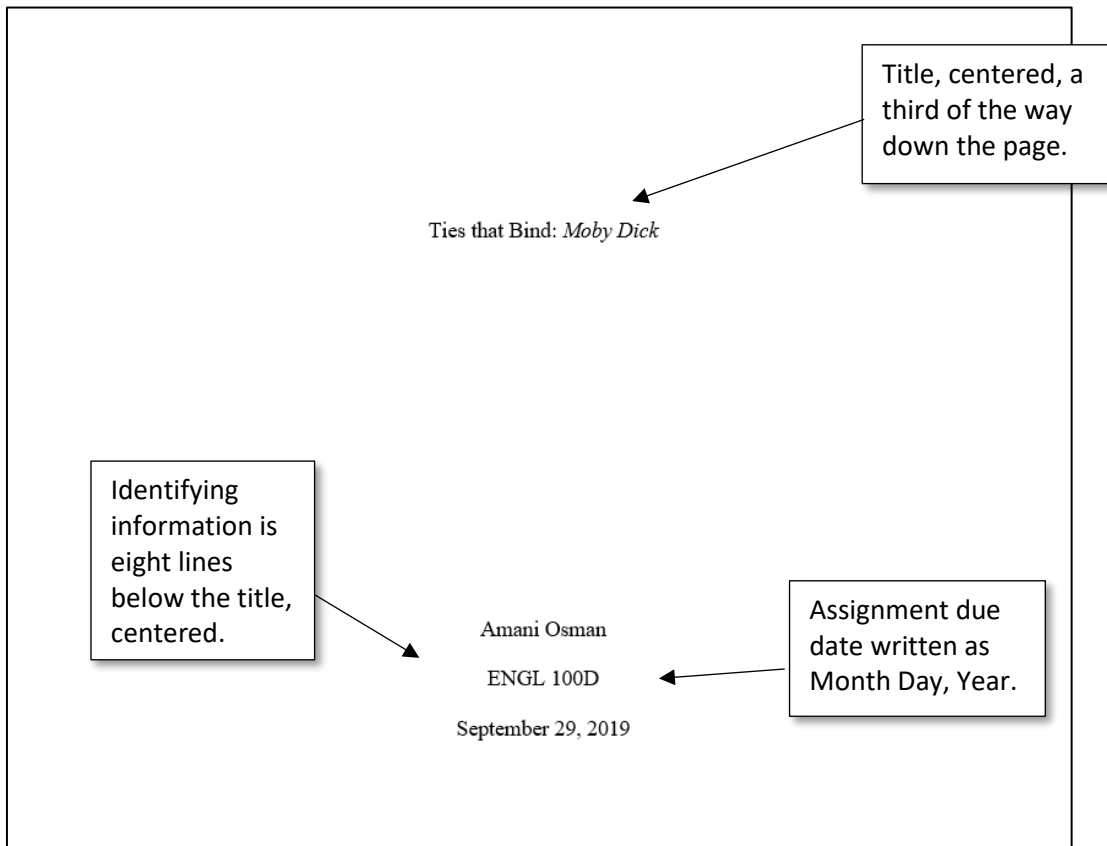
# Footnotes

When you use information, ideas, or facts that come from a source, you need to include a citation. In the body of the essay, insert a superscript number at the end of <u>every sentence</u> that includes outside information. Place the source information in the footer section (the bottom of the page).

- **Direct quotations**: If you copy words from somewhere, <u>you must include a citation</u>. Use "quotation marks" to show that they are the author's original words.
    - **Example:** The author claims "the number one cause of student stress before exams is poor time management."[1]
- **Paraphrases** and **Summaries:** When you take an idea, fact or opinion from a source and rewrite it in your own words, <u>you must include a citation</u>.
    - **Example:** The main reason students feel stressed before exams is that they don't plan their time well.[1]

## Superscript Numbers and Footnotes

- Superscript numbers are used for footnotes. Do not use superscripts in the bibliography.
- Add 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 the information about the sources is in **the footer** section at the bottom of the page and not in-text.

**Example of citations in CMS format:**

In the article, author America Y. Guevara expressed that since 2006, the drug wars have been "claiming the lives of approximately 50,000 to 100,000 people".[1] The cartel propaganda that has embedded in mainstream Mexico is partly to blame.[2]

Superscript numbers

Footnotes

_____

[1] America Y. Guevara, "Propaganda in Mexico's Drug Wars," Journal of Strategic Security 6, no. 3 (2013): 131, JSTOR, https://library.alexandercollege.ca:2060/stable/264845065.

[2] Guevara, "Propaganda," 132.

## Consecutive Citations

- When citing the same source multiple times in a row, this is called a consecutive citation. Use shortened footnotes after the first full footnote.

| First time: Full footnote information. | 1. S.R. Covey, *The Seven Habits of Highly Effective People: Restoring the Character Ethic* (New York: Anchor Books, 1989), 45. |
|---|---|
| Second time: Last name, shortened title, page number. | 2. Covey, *The Seven Habits*, 48. |
| Third time: Last name, page number. | 3. Covey, 53. |

- If the source does not have a page number, you can omit it.

**Full footnote.**

1. Jacqueline Park, *The Secret Book of Gracia dei Rossia,* (New York: Simon and Schuster Paperbacks, 1997), 65.

2. Park, *The Secret Book,* 66.

**A shortened footnote** includes the last name, shortened title, and page number.

3. Jeanette Winterson, *The Passion*, (London: Bloomsbury Publishing pl

4. Park, *The Secret Book,* 79.

5. Park, 90.

A shortened consecutive footnote (used directly after a shortened footnote) includes only the last name and page number.

## Indirect Citations in CMS

An indirect citation is used when the author refers to another researcher in their work.
- In this instance, only cite the source where you found the quote.
- Make sure to include "Quoted in" before the footnote.

**Author of book you read**   Maria Benedict

**Title of book**   *Geopolitics in the Colonial Era*

**Text from the book**   Leaders in this period regularly used propaganda "to sway the public toward the righteousness of their mission and spark the imaginations of rich investors."[23]

The original already has a footnote from another source.

Heroic and fantastic stories from abroad were important in raising money, as they "spark[ed] the imaginations of rich investors."[1]

Footnote for the source you read.

Add "Quoted in" at the beginning of the footnote.

[1.] Quoted in Maria Benedict, *Geopolitics in the Colonial Era* (New York: Context Publishing, 2012), 96.

# 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.
- Footnote and Bibliography entries have a very specific format and organization. The following sections detail how each element of the footnotes and bibliography should appear.

## Author's Name Format

Author's names are written differently in the Footnotes and Bibliography. Follow the examples in this table.

| 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 names are written as they appear 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 | Author's names are written as they appear on the work. |
| | Bibliography | Doleck, Tenzin, Ena Lee, and Kumari Beck | Invert the first author's name. |
| **4 + Authors** | Footnote | Stanley J. Shapiro et al. | Only write the first author's name followed by "et al." to represent the other authors. |
| | 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. For more than 10 authors, use "et al." Use the word "and" before the last author's name. |

Footnotes & Bibliography

| Group 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 - 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 the 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 | James Hugh Calum Laurie | Laurie, James Hugh Calcum. |
| 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 this order: **Month Day, Year.**
  - Example: December 12, 2014.

Last Revised and Last Updated
- Include the date when the source was "last updated" or "last revised" when available. Otherwise, use the "publication date."

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.
  - Example: (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://" for both.

| | |
|---|---|
| **URL in Bibliography** | http://www.theglobeandmail.com/technology/science/canadian-scientists-try-to-shed-light-on-dark- energy/article7903642/. |
| **DOI in Bibliography** | https://doi.org/10.1016/j.xkme.2020.04.007. |

## Abbreviation Rules

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

| | |
|---|---|
| **Edition** | ed. |
| **Edited by** | ed. |
| **Complied by** | comp. |
| **Translated by** | trans. |
| **Canadian edition** | Cdn. ed. |

# Footnote and Bibliography Examples

- 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," | *Journal name* | volume #, | no. | # |
|---|---|---|---|---|---|---|---|

| | (month/season year): | page #, | *Database name*, | URL or DOI. |
|---|---|---|---|---|

**\*NOTE:** For journal articles, **no. #** refers to the **issue number**.

| **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." | *Journal name* | volume #, | no. | # |
|---|---|---|---|---|---|---|

| | (month/season year): | Full page range. | *Database name,* | 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?urtp://search.ebscohost.com/login.asp x?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," |

| | | |
|---|---|---|
| | *Website name,* | 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." | *Website name.* |

| | |
|---|---|
| | Date uploaded or last updated. | 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 without an Author

| | | | |
|---|---|---|---|
| **Footnote Format** | #. | "Article Title," | *Website name,* | 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." | *Website name.* | Date uploaded or last updated. | URL. |

| | |
|---|---|
| **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, \| *Book title* |
| | (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. \| *Book title.* \| City: Publisher, year. \| 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. |

## Print Sources

## Book

| | |
|---|---|
| **Footnote Format** | #. \| Author's first name last name, \| *Book title* \| (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. \| *Book title.* \| 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 | *Book title,* |

| | | | |
|---|---|---|---|
| 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 | *Book title,* |

| | | |
|---|---|---|
| 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 Sharing Site (YouTube)

| **Footnote Format** | #. | Creator's first name last name, | "Video Title," | Channel name, |
|---|---|---|---|---|
| | Publication date, | video, | Length, | URL. |

| **Footnote Example** | [8.] Martin Keen, "Neural Networks Explained in 5 Minutes," IBM Technology, May 24, 2022, video, 4:31, https://www.youtube.com/watch?v=jmmW0F0biz0. |
|---|---|

| **Bibliography Format** | Creator's last name, first name. | "Video Title." | Channel name. | Publication date. |
|---|---|---|---|---|
| | Video, | Length. | URL. | |

| **Bibliography Example** | Keen, Martin. "Neural Networks Explained in 5 Minutes." IBM Technology. May 24, 2022. Video, 4:31. https://www.youtube.com/watch?v=jmmW0F0biz0. |
|---|---|

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

| **Footnote Format** | #. | *Film Title,* | directed by | Director first name last name | (Publisher, |
|---|---|---|---|---|---|
| | 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. | *Film Title*. | Publisher, |
|---|---|---|---|---|
| | 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, | *Title of the Work,* |

| Date of completion, | Medium, | Location, City, Country. | URL. |
|---|---|---|---|

| **Footnote Example** | [5.] Claude Monet, *Woman with a Parasol*, 1875, painting, National Gallery of Art, Washington, U.S.A. https://www.nga.gov/collection/art-object-page.61379.html. |
|---|---|

| **Bibliography Format** | Creator's last name, first name. | *Title of the Work.* | Date of completion. |
|---|---|---|---|

| Medium. | Location, City, Country. | URL. |
|---|---|---|

| **Bibliography Example** | Monet, Claude. *Woman with a Parasol*. 1875. Painting. National Gallery of Art, Washington, U.S.A. https://www.nga.gov/collection/art-object-page.61379.html. |
|---|---|

# Bibliography Checklist

Bibliography

2. Two spaces between title and first entry.

1. The word Bibliography at the top, centered.

"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.

4. Single spaced.

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

3. Each entry has a hanging indent.

Dennis, M          ns on a Bicentennial: The War of 1812 in American Public Memory."
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    Video, 142 mins, http://www.netflix.com.

5. One line between each entry.

Monet,                      Parasol. 1875. Painting. National Gallery of Art, Washington DC.
                n.com/images/I/81eQGtkPYAL._SL1500_.jpg.

6. Sources are listed alphabetically by author's last name.

# Helpful Links

**Purdue Owl**
This website has a lot of information on CMS style.
(click or scan)

**WCOnline**
This is the WLC's appointment booking website.
(click or scan)

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

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