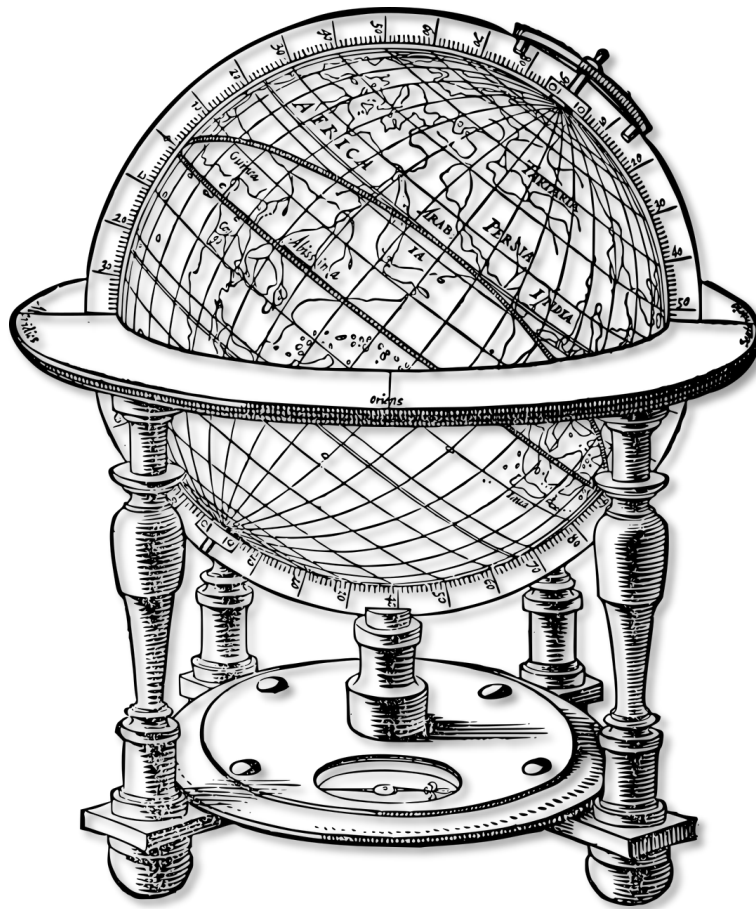


CMS 18th Edition

Notes and Bibliography

Style Guide

Spring 2025



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 the name for this style of formatting and citing. It's also called "Chicago Style."

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 superscript number at the end of it, linked to a footnote at the bottom of the page. Every source you use should also have a corresponding entry in the "Bibliography" section at the end of your paper.

***NOTE:** Some instructors have their own requirements for citations. Please cite according to your instructor's guidelines, but keep in mind that they may be different from the CMS style guide's citation requirements.

Plagiarism

Plagiarism means using another author's words or ideas as your own without crediting the original source.

Common examples of plagiarism in academic writing include:

- Not including a citation when directly quoting or paraphrasing another author's words or ideas.
- Having another person or AI write your paper for you.
- Misrepresenting another person's words or including incorrect citations.
- Not changing both language and sentence structure when paraphrasing a source. For example, only changing a few words for synonyms.

Plagiarism is not always intentional, but the consequences of committing it can be severe. The best way to avoid plagiarism is to **do your own work, cite your sources, and ask for help if you need it.**

Artificial Intelligence (AI) in Assignments

AI is not a reliable source of information and is not acceptable for most assignments. **You should not use AI unless explicitly permitted by your instructor.** If you're unsure, ask before using it.

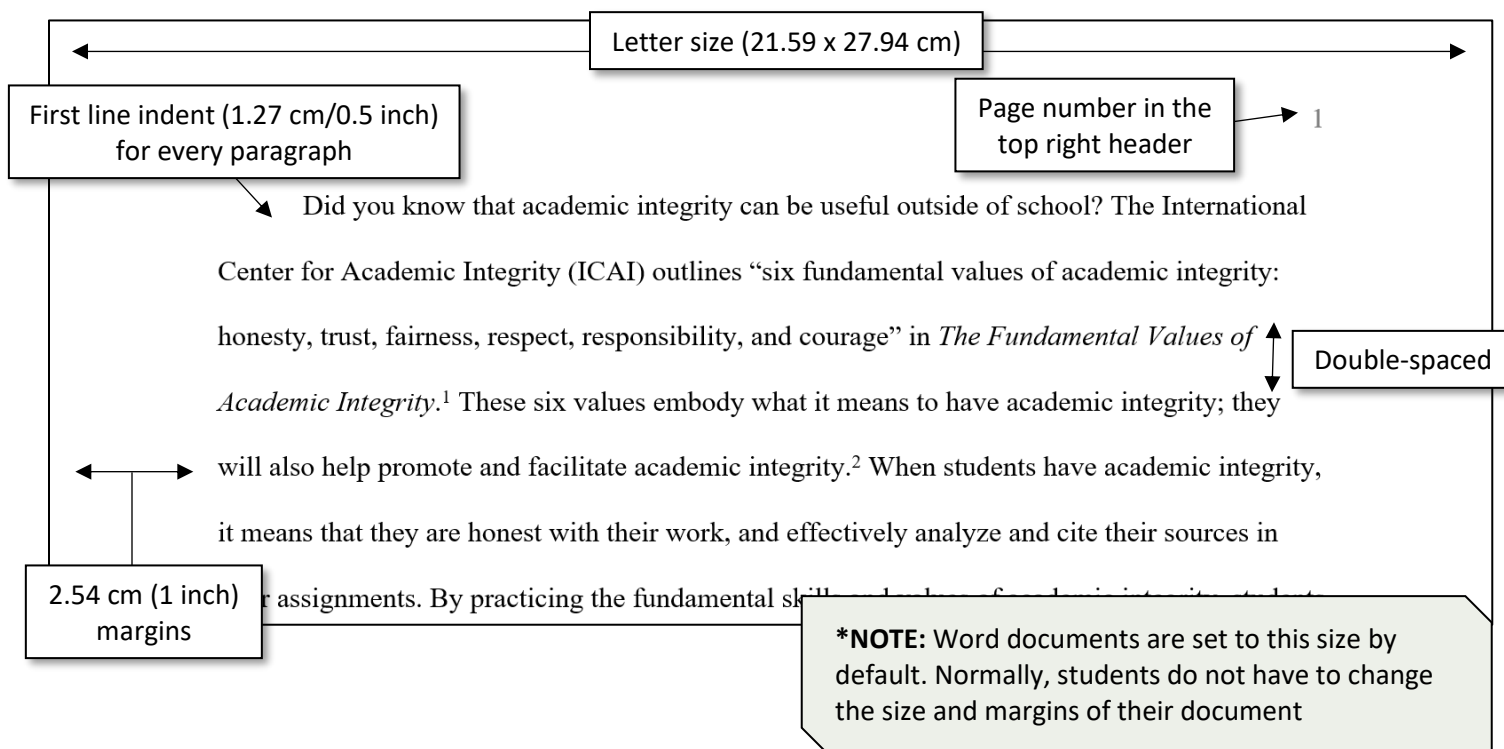
If you do use it, you must give credit when using text or ideas generated by AI software (ChatGPT, Grammarly, translators, etc.) in your paper and include citations. **Using AI without being honest is plagiarism.**

Glossary

Accessed Date	The date that <i>you</i> read the source.
Anthology	An edited collection featuring works (e.g., articles, poems etc.) by different authors.
CMS	Chicago Manual of Style.
Consecutive Citation	A sentence that needs a citation followed immediately by another sentence that needs a citation to the same source.
et al.	Means “and others.” Used in cases of four or more authors.
Footnote	A note with citation information in the footer of the page.
Group Author	A company, association, organization, government department, or agency.
Indent	The 1.27 cm (0.5 inch) space from the margin on the first line of every paragraph and the second line onward of every Bibliography entry.
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.
Initial	The first letter of a name or word, written as a single uppercase letter followed by a period.
Inverted	Words placed in the opposite order, such as moving the last name to the front (last name, first name).
Last Name	A family name or surname.
Medium	The type of art or post. Examples include photo, video, etc.
n.d.	Means “no date.” Used in cases where no publication date for books is available.
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.
Stable URL/Permalink or DOI	A link that will stay consistent over time. A Digital Object Identifier (DOI) is a unique link used for online journals and academic articles.
Superscript	A small number placed after the punctuation at the end of a sentence or clause. In CMS, superscript numbers are used for footnotes.
Title Case	Capitalizing the first and all major words of a title (ex. <i>Pride and Prejudice</i>).

General Formatting

Every paper should be formatted accordingly:



Entries in the Bibliography should be formatted accordingly:

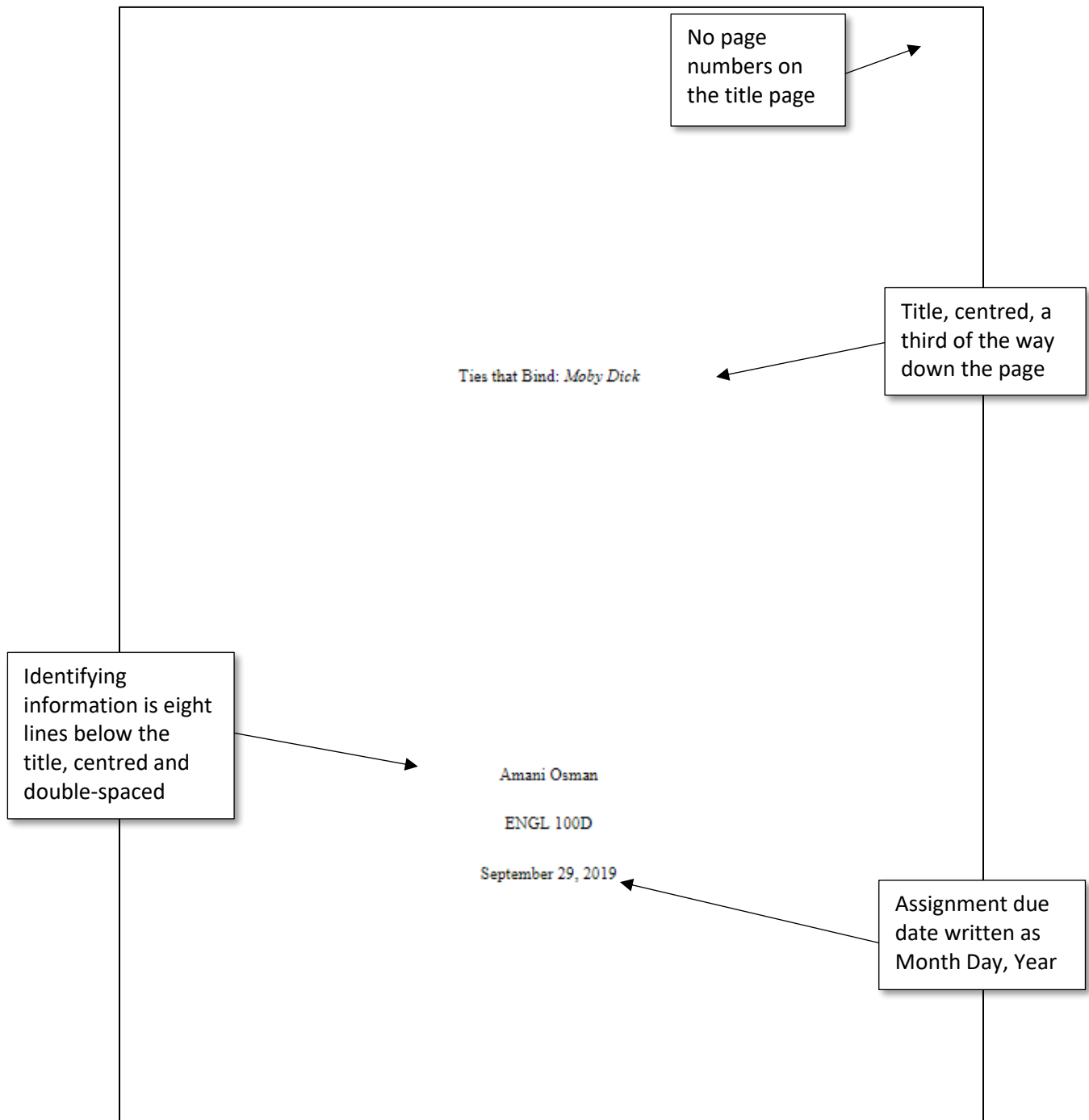
Dennis, Matthew. "Reflections on a Bicentennial: The War of 1812 in American
Public Memory." *Early American Studies, An Interdisciplinary Journal* 12,
no. 2 (Spring 2014): 269-300. [http://184.71.180.254/login?
url=http://search.ebscohost.com/login.aspx?direct=t
db=hft&AN=95695726&site=eds-live&scope=site.](http://184.71.180.254/login?url=http://search.ebscohost.com/login.aspx?direct=true&url=http://search.ebscohost.com/login.aspx?direct=true&db=hft&AN=95695726&site=eds-live&scope=site)

1.27cm (0.5 inch)
hanging indent

Single-spaced

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, centred and double-spaced.
 - Instructors may expect different information on the title page than is listed here. If so, follow the instructor's guidelines.
- Begin numbering the pages on the next page.



Footnotes

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

Include footnotes for:

- **Direct quotations:** If you copy words from somewhere, you must include a citation. 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, you must include a citation.
 - **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 a footnote only applies to part of a sentence, it can be placed mid-sentence after a comma or semi-colon or before a dash.
- Ensure the information about the sources is in **the footer** section at the bottom of the page and not in-text.

Required information for footnotes in CMS style:

- Author’s last name(s)
- Title of work
 - If the title is longer than four words, shorten the title to key words
 - Do not start a shortened title with “The,” “A,” or “An”
 - Titles of short works (articles, short stories, etc.) are placed in “quotation marks”
 - Titles of long works (books, films, etc.) are *italicized*
 - ***NOTE:** Match the title formatting (“quotes” or *italics*) used in the Bibliography
- Page number (skip this if there is no page number)
- Timestamp (if citing a video/film)

***NOTE:** The footnotes should match a reference in the Bibliography at the end of the essay. Only include footnotes for sources that are used in the essay.

Footnotes

Footnote		Explanation
1 Author	1. Austen, <i>Pride and Prejudice</i> , 204.	List the author's last name, the title of the work (shortened if it is more than four words long), and the page number.
2 Authors	2. Carstairs and Janovicek, <i>Feminist History in Canada</i> , 24.	List both authors' last names.
3+ Authors	3. Quirk et al., "Qualitative Exploration," 3803.	List the first author's last name followed by "et al." to represent the other authors.
No Page Number	4. Judd and Dao, "B.C. First Nation."	For sources without page numbers, list only the author's last name(s) and the title of the work.
No Author	5. "Writing Thesis Statements."	Use the title of the work (shortened if it is longer than four words).
Group Author	6. University of Glasgow, "Climate Change."	List the full name of the organization.
Film	8. <i>Parasite</i> , 00:20:24.	Use the title of the film in <i>italics</i> . Include a time stamp in the form HH:MM:SS when citing a specific detail.
Artificial Intelligence (AI)	<p>If the prompt is given in the text: 9. Text generated by ChatGPT, Open AI, February 28, 2025, https://chat.openai.com/chat.</p> <p>If the prompt has not been given: 9. ChatGPT, response to "Explain the ethical issues with using AI for assignments," Open AI, February 28, 2025, https://chat.openai.com/chat.</p>	<p>Because content generated by AI is not openly accessible, it requires a full footnote but no Bibliography entry.</p> <p>If the prompt is included in your assignment, start the footnote with "Text generated by" and the name of the model, then the publisher, the date the text was generated, and a link to the model.</p> <p>If the prompt is not included, start the footnote with the name of the model and then include the prompt before the rest of the information.</p> <p>*NOTE: Most instructors strictly prohibit the use of AI (e.g., ChatGPT, translators, Grammarly, etc.). If allowed, be honest about what content AI has generated with citations.</p>

Footnotes

Example of citations in CMS format:

Since 2006, the drug wars have been “claiming the lives of approximately 50,000 to 100,000 people”.¹ Cartel propaganda that is embedded in mainstream Mexico is partly to blame.²

Footnotes

1. Guevara, “Propaganda,” 131.
2. Guevara, “Propaganda,” 132.

Superscript numbers

***NOTE:** Footnotes should be written in 12-point font with a first line indent. Each footnote is single-spaced and separated by a single blank line

Consecutive Citations

- Every sentence that is citing a source must contain a footnote to the source. Include the author’s last name, the shortened title, and the page number for each footnote.

First time: Last name, shortened title, page number.	¹ Covey, <i>Seven Habits</i> , 48.
Second time: Last name, shortened title, page number.	² Covey, <i>Seven Habits</i> , 53.

Non-Integrated and Integrated Citations

If you mention the author’s name(s) in a sentence, you do not need to include it in the footnote for that sentence. This is called an integrated citation.

Example of non-integrated and integrated citations in CMS format:

In their book, Meg-John Barker and Jules Scheele encourage readers to “question what is meant by ‘normal.’”¹ What is considered normal changes over time and is not necessarily an accurate reflection of how common a trait or behaviour is.²

Footnotes

1. *Queer: A Graphic History*, 81.
2. Barker and Scheele, *Queer: A Graphic History*, 81.

Because the first sentence mentions the authors’ names, the first footnote does not need to include them

The second sentence does not mention the author’s names, so the footnote includes them. This is a non-integrated citation.

CMS 7

Indirect Citations in CMS

- Indirect citations are used when the article or book you are reading contains information from another source that you would like to cite. You should use an indirect citation when paraphrasing or quoting that information.
- To use indirect citations, cite the original source of the information and then the source you read in the footnote.
 - You must include the full source information for the original source of the information in the footnote because you did not read it, and it is not in your Bibliography. Because the source you read is included in your Bibliography, you can use a shortened version of the source information. In other words, according to the example below, Bonnie Costello's work would have a Bibliography entry, but Louis Zukofsky's work would not have one.
- Write "Quoted in" between the information for the original source and the source that you read.

Author of book you read Bonnie Costello

Title of book *Marianne Moore: Imaginary Possessions*

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 text already has a citation to another source (Zukofsky)

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

Footnote in your essay

Name and details of the original source quoted in the book you read

Add "quoted in" before the information of the original book you read

¹. Louis Zukofsky, "Sincerity and Objectification," *Poetry* 37 (1931): 269, quoted in Costello, *Marianne Moore*, 78.

Bibliography

- The Bibliography is a list of all the sources used throughout an assignment or academic paper found in a separate section at the end.
- Bibliography entries have a very specific format and organization. The following sections detail how each element of the Bibliography should appear.

Author's Name Format

***NOTE:** The first author's name is **inverted** (last name, first name) in a Bibliography entry.

	Author's Name on the Source	Author's Name in Bibliography	Explanation
1 Author	Matthew Dennis	Dennis, Matthew	Invert the author's name: last name, first name.
2 Authors	Neil Gaiman and Terry Pratchett	Gaiman, Neil, and Terry Pratchett	Invert the first author's name. Put "and" before the name of the second author.
3 – 6 Authors	Tenzin Doleck, Ena Lee, and Kumari Beck	Doleck, Tenzin, Ena Lee, and Kumari Beck	Invert the first author's name. Write "and" before the name of the last author.
7+ Authors	Michael Georgoudas, Despina Moraitou, Eleni Poptsi, Emmanouil Tsardoulis, Despina Kesanli, Vasileios Papaliagkas, and Magda Tsolaki.	Georgoudas, Michael, Despina Moraitou, Eleni Poptsi, et al.	Invert the first author's name. List only the first three authors and end with "et al." to represent the other authors.
No Author or Group Author – Newspaper, Magazine, or Blog	Global News	<i>Global News</i>	Use the name of the website in <i>italics</i> .
No Author or Group Author – Other Website	University of Toronto	University of Toronto	Use the name of the website.

Bibliography

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 Calum.
First Name is an Initial	C. S. Lewis	Lewis, C. S.

Title Capitalization

- Titles are written in title case, 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 an accessed date instead.
 - Accessed dates are written in the order of month, day, year.
 - Kabir, Joana. “The Psychology of Conflict.” *The Decision Lab*. Accessed November 15, 2021. <https://thedecisionlab.com/thinkers/philosophy/sun-tzu>.

Publication Dates for Books

- Books only require the year of publication. If no date is given, use “n.d.” instead, meaning “no date.”

Bibliography

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 .

Edition of a Book

- There are some common abbreviations that are used in the Bibliography. They are usually used for books/textbooks.

Edition	ed.
Revised edition	Rev. ed.
Canadian edition	Cdn. ed.

Example: Storey, John. *Cultural Theory and Popular Culture: An Introduction*. 10th ed. Routledge, 2024.

Bibliography Examples

- Use the Bibliography Format as a template to organize the information of a Bibliography entry.
 - Titles that were shortened for footnotes are **not** shortened for Bibliography entries.
- **Replace the information in the box with the source specific information.**
 - If information is written in *italics*, said information will be written in italics for your entry.
 - The content without a box should be written as is in the Bibliography entry.
 - Replace all instances of # with the applicable number.
 - volume # → 14

Online Sources

Journal Article from an Online Database

Bibliography Format	Last name, first name.		“Article Title.”	<i>Journal name</i>	volume #,	no.	#
	(year):	Full page range.	URL or DOI.				
Bibliography Example	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 (2014): 269-300. http://184.71.180.254/login?urlp://search.ebscohost.com/login.aspx?direct=true&db=hft&AN=95695726&site=eds-live&scope=site .						

Footnote 1. Dennis, “Reflections on a Bicentennial,” 270.

Article from a Website

Bibliography Format	Author’s last name, first name.	“Article Title.”	<i>Website name,</i>	Only italicize the website name if it is a newspaper, magazine, or blog
	Date uploaded or last updated.	URL.		
Bibliography Example	Semeniuk, Ivan. “Canadian Scientists Try to Shed Light on Dark Energy.” <i>Globe and Mail</i> , January 27, 2013. http://www.theglobeandmail.com/technology/science/canadian-scientists-try-to-shed-light-on-dark-energy/article7903642/ .			

Footnote 2. Semeniuk, “Canadian Scientists.”

Bibliography

Only italicize the website name if it is a newspaper, magazine, or blog

Article from a Website – No Author

Bibliography Format

<i>Website name.</i> ← “Article Title.”	Date uploaded or last updated.	URL.
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Bibliography Example

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

Footnote

3. “About Us.”

Article from a Website – Group Author

Bibliography Format

Organization name.	“Article Title.”	Date uploaded or last updated.	URL.
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Bibliography Example

University of Glasgow. “Climate Change Is Affecting the Way Europe Floods, Experts Warn.” October 25, 2019. https://www.gla.ac.uk/news/headline_681850_en.html.

Footnote

4. University of Glasgow, “Climate Change.”

Ebook

Bibliography Format

Author’s last name, first name.	<i>Book title.</i>	Edition (if applicable).
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Publisher, year.	URL.
------------------	------

Bibliography Example

Wardhaugh, Robert A., and Alison C. Calder. *History, Literature, and the Writing of the Canadian Prairies*. University of Manitoba Press, 2005.
http://library.alexandercollege.ca:2053/login.aspx?direct=true&db=nl_ebkAn=497381&site=eds-live&scope=site.

Footnote

5. Wardhaugh and Calder, *History, Literature*, 5.

Bibliography Print Sources

Book

Bibliography Format	Author's last name, first name.	<i>Book title.</i>	Edition (if applicable).	Publisher, year.
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Bibliography Example	Covey, Stephen R. <i>The Seven Habits of Highly Effective People: Restoring the Character Ethic</i> . Anchor Books, 1989.			
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Footnote	6. Covey, <i>Seven Habits</i> , 97.
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For books published before 1900, use the city of publication instead of the publisher

Anthology (Edited Collection)

Bibliography Format	Author's last name, first name.	"Article Title."	In	<i>Book title,</i>
----------------------------	---------------------------------	------------------	----	--------------------

edited by

Editor's first name last name.	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. Wiley-Blackwell, 2010.			
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Footnote	7. Sharp, "Nietzsche," 23.
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Class Notes or Lecture

Bibliography Format	Instructor's last name, first name.	"Title of the Lecture."	Lecture,	Course #:
----------------------------	-------------------------------------	-------------------------	----------	-----------

Course name	at	Institution name,	Location,	Date.
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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.			
-----------------------------	--	--	--	--

Footnote	8. bat Joseph, "Kantian Ethics."
-----------------	----------------------------------

Bibliography

Recorded Media

Video Viewed on Online Sharing Site (YouTube)

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>.

Footnote 9. Keen, "Neural Networks."
OR 9. Keen, "Neural Networks," 00:00:56.

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

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

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

Footnote 10. *Godzilla*.
OR 10. *Godzilla*, 00:51:20.

Citing Images

Images

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

Footnote 11. Monet, *Woman with a Parasol*.

Helpful Links

Research Help

Learn about doing research or use AskAway to get help.



(click or scan)

WOnline

This is the WLC's appointment booking website.



(click or scan)

CMS Sample Paper

An example of CMS format and citations.



(click or scan)

2. Two spaces
between title
and first entry

Bibliography

1. The word
Bibliography at
the top, centred

bat Joseph, Lindsey. "Kantian Ethics – Part 3." Lecture, Philosophy 110: Introduction to Moral Philosophy at Alexander College, Burnaby, B.C., October 29, 2012.

Burnaby Village Museum. "Visit." Accessed March 3, 2025.
<https://www.burnabyvillagemuseum.ca/EN/main/visit.html>

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

3. Each
entry
has a
hanging
indent

ennis, Matthew. "Reflections on a Bicentennial: The War of 1812 in American Public Memory." *Early American Studies, An Interdisciplinary Journal* 12, no. 2 (2014): 269-300. <http://184.71.180.254/login?url=http://search.ebscohost.com/login.aspx?direct=true&db=hft&AN=95695726&site=eds-live&scope=site>.

4. Single spaced

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

Lawrence, Francis, dir. *The Hunger Games*. Lionsgate Films, 2013. <http://www.netflix.com>.

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

5. One line between
each entry

Rossen, Robert. *Alexander the Great*. Rossen Films, 1956, <https://streaming-acf-film-com.alexandercollege.idm.oclc.org/audiocine/play/E3628EEBEB109ED1>

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, Wiley-Blackwell, 2010.

Wardhaugh, Robert A., and Alison C. Calder. *History, Literature, and the Writing of the Canadian Prairies*. University of Manitoba Press, 2005.
<http://library.alexandercollege.ca:2053/login.aspx?direct=true&db=nlebkAn=497381&site=eds-live&scope=site>.

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