

TABLE OF CONTENTS

CMS BASICS	3
Formatting Rules For CMS	3
Formatting Block Quotations	3
Abbreviations in CMS	4
Figures And Tables	4
What To Cite	5
Where To Cite	5
FOOTNOTES BASICS	6
WHAT DOES 'IBID.' MEAN?	6
BIBLIOGRAPHY BASICS	7
CITATIONS FOR BOOKS	8
Book With 1 Author	8
How to Cite Works With Multiple Authors	8
Book With 2-3 Authors	8
Book With 4+ Authors	9
Book: Anthology	10
Online Book	11
PUBLICATIONS WITHOUT AUTHORS	11
Book Without an Author	11
Corporation, Government or Organisation as Authors	11
RELIABLE WEB SOURCES	12
Websites	12
MAGAZINES, NEWSPAPERS AND JOURNALS, PRINT & DIGITAL EDITIONS	13
Article: Print Magazine	13
Article: Online Magazine	13
Article: Print Newspaper	14
Article: Online Newspaper	14
Article: Journal Retrieved From Online Data Base	15

LECTURE NOTES	15
LEGISLATION	16-17
Act of Parliament	16
Treaty Between Countries	16-17
INTERVIEWS	17-18
Unpublished Interview	17
Published Interview	17-18
FILM, TV, RECORDED MEDIA	18-20
DVD	18
Film Viewed in a Theatre	19
Film From Online Archive	19
YouTube, Netflix, or Podcast	20
SAMPLE BIBLIOGRAPHY	21

CMS BASICS

This is a Quick Guide to CMS citations and bibliography.

- It contains information on the basic formatting elements for Chicago Manual of Style
- It contains sample footnote and bibliography entries for the resources ***most commonly used*** by students at Alexander College.
- For more complete information, check out these websites – they are the sources for the information in this booklet:
 - http://www.chicagomanualofstyle.org/tools_citationguide.html
 - <http://www.lib.sfu.ca/help/writing/chicago-turabian>
 - <http://owl.english.purdue.edu/owl/owlprint/717/>
- This guide also explains how to cite tables, charts, illustrations and other visual elements in your papers

FORMATTING RULES FOR CHICAGO STYLE

- ***Webster's Third New International Dictionary*** and the ***Merriam-Webster's Collegiate Dictionary*** are the standard spelling references for Chicago style.

Title Page:

- A paper commonly begins with a title page.
- Your title should be centred a third of the way down the page.
- Your name, course information and the date should also be centred several lines further down the page.

Paper Formatting

- Use an easy to read typeface in 12 point font size.
- Paper should be "Letter", ***NOT*** A4.
- Margins should be set at 1 inch (2.54 cm), and all indents should be .5 inches (1.27 cm).
- Pages should be numbered flush to the upper right-hand corner of the paper.
- Double-space the body of your essay.
- The following sections of your paper are single-spaced:
 - Block quotations, Footnotes, Table titles, Figures captions, and the Bibliography
 - Leave a blank line between each citation.

FORMATTING BLOCK OR EXTENDED QUOTATIONS

- When you are including a quote that runs five or more lines it must be blocked.
 - Blocked quotations are single spaced and indented on the left margin by .5 inches.
 - Omit the quotation marks.

- You must still include the footnote/endnote citation.

Example:

Granatstein identifies five maxims that he believes are lessons Canadians need to learn from their own history.

Among them is the notion that having a well-equipped military to defend our country is essential because:

... there will always be wars. Thus Canadians either pay for their defence with dollars now or with lives later. The lack of realism, the sense that Canada has only values and no national interests to defend, or at least none we think about, has always meant we are unprepared. We all have fire insurance on our homes against the small chance of a fire, but we refuse to have the national insurance policy that a well-equipped, well-trained military provides. Canadians have never been and are not prepared now. And we will pay in lives yet again.¹

ABBREVIATIONS IN CMS

- In both your footnotes and bibliography, avoid using abbreviations.
 - Use the full names of the authors, publishers, and months of the year.
 - Use the word 'and' between names.
- Some abbreviations are acceptable.
 - Words such as *The, Inc., Ltd., and Co.* may be omitted from the publisher's name or the name of a newspaper *New York Times, Vancouver Sun.*
- In footnotes:
 - ed. may be used for editor, trans. for translator, comp. for compiler.
- **In the bibliography these terms should be written out in full:**
 - Example: edited by ____, translated by ____, compiled by ____
- When there is more than one edition of the source material, it is acceptable to use the abbreviation 'ed.' for 'edition' in both the footnote and the bibliography.
 - For example: '2nd ed.', or 'rev. ed.' for revised edition.
- For additional help, see a sample CMS formatted paper on the **Purdue OWL website:**
<http://owl.english.purdue.edu/owl/resource/717/11/>

FIGURES AND TABLES

- **Figures** are graphs, diagrams, illustrations or photographs.
- **Tables** present data in rows and columns.
 - Tables and figures must be referred to and explained in the body of your essay.
 - Tables and figures should be placed immediately after the paragraph in which they are mentioned.
 - All entries must be numbered in order, with separate numbers for tables and figures. (Table 1, 2, 3 etc., Figure 1, 2, 3 etc.)
- **Each table** should have a number and a short description in a line flush left **above** the table

- Refer to tables and figures in your essay by these numbers (Table 1, Figure 1, etc.).
- Both tables and figures must be cited with a 'source line' under the table or figure.
- A full citation must also appear in your bibliography.
- If you have changed the source material in any way, such as removing certain entries, you must note this by using a phrase such as, data adapted from . . .
- **Every figure** must have a number and caption in a line flush left **below** the figure.
 - The word 'figure' may be abbreviated to 'fig.'

School Term	Students Referred	Remediation Completed	Percentage
Summer 2013	20	14	70%
Fall 2013	18	13	72%
Winter 2014	26	15	54%
Spring 2014	32	18	56%
Summer 2014	13	7	54%

Source: Alexander College Writing & Learning Centre, Vancouver, BC, *WLC Mid-Year Report, June 2014*.



Fig.1. Lindsey bat Joseph, WLC Manager
Source: Angharad Williams, August 2009.

WHAT TO CITE

- You must include citations for:
 - **Specific words** — these should be in quotation marks.
 - **Summaries and paraphrases** of the ideas of another writer.
 - **General ideas or concepts** of another writer.
 - Or a **particular line of argument**, even if you are adding to that line of argument.

WHERE TO CITE

- You must put your citations in **two places** in your paper.
- First, you must cite your source in the body of your essay through footnotes, which appear in the footer of each page where the cited information occurs
- CMS allows for the use of endnotes, but instructors at AC have specified footnotes and bibliography for CMS.

- You must also include a complete alphabetical list of all your sources on a separate page at the end of your paper.
 - This is called the Bibliography

If your Instructor gives specific instructions for format or citations, follow his or her guidelines.

FOOTNOTES: THE BASICS

- Footnotes appear at the bottom of the page in which a source is cited.
 - They are single-spaced and **the first line is indented** ½ inch or 1.27 cm.
- **We do *NOT* recommend using “Insert Citation” or other citation generation software as they are frequently incorrect in their formatting.**
- In footnotes, each element (author, title, publisher, date) is separated by a comma
 - If there are several footnotes on a page, leave a space between the citations.
- In MS Word, use the “**Insert Footnote**” function on the References tab.
 - A superscript number is inserted in the text of your paper.
- The program will immediately take you to the footer of the page to insert the correct citation information
 - Double-check your paragraph settings so the footnotes are first-line indented by ½” or 1.27 cm.
 - Leave one line between footnotes

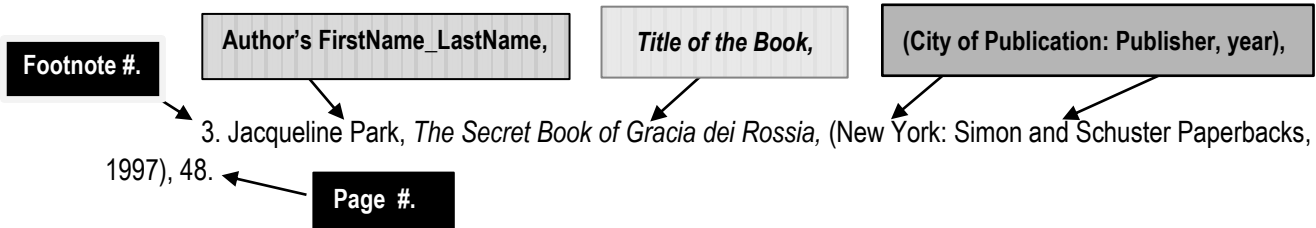
For example:

Most arguments opposing abortion rely “on the premise that the fetus is a human being, a person, from the moment of conception”, but the support for this premise is open to debate. ¹

This is the superscript number.

Basic Format for a Footnote:

First name Last name, *Title of Publication*, (Place of Publication: Name of Publisher, Year of Publication), page number.



WHAT DOES ‘IBID.’ MEAN?

- The first time a source is cited in a paper, use the full information as noted in the above sample footnote.
- If the same reference is cited again immediately after, with no sources being cited in between:
 - Use the word ‘Ibid.’ to indicate it is the same source then enter the page number.
 - If the source has been cited once and you have cited another source or sources in between, cite the author’s full name, the title of the article or book, and the page number.

Examples of Sequential footnotes:

1. Jacqueline Park, *The Secret Book of Gracia dei Rossia*, (New York: Simon and Schuster Paperbacks, 1997), 65.
2. Ibid., 77.
3. *Go Ask Alice* (New York: Simon & Schuster, 1971), 6.
4. Jacqueline Park, *The Secret Book of Gracia dei Rossia*, 66.

BIBLIOGRAPHIES: THE BASICS

- The bibliography is the complete list of all the sources used in your paper.
 - It is placed on separate pages at the end of the paper.
 - **A sample Bibliography** page appears on **pages 17-18** of this guide.
- 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 and hit “enter” twice before starting the entries.
 - Single space the bibliography, but leave one blank space between each entry.
- The sources are listed in alphabetical order by the author’s last (family) name.
 - Each element (author, title, publisher, date) is separated by a period.
 - If there is **no author or editor**, use the title.
 - When the title of a work begins with an article (A, An, The) ignore the article and list the work by the first significant word.
 - E.g. *The Hunger Games* would be listed under ‘H’, not ‘T’
 - If there is **more than one author**, list the authors in the order their names appear on the source.
- If one author has written several of the sources, replace the author’s name with a 3-em dash (———.)
 - To do this, hold Ctrl+Alt+the - sign on the **number pad**.

Example:

Danton, Robert. “An Early Information Society: News and the Media in Eighteenth- Century Paris.” *American Historical Review* 105, no. 1 (2000): 1-35.

———. *The Devil in the Holy Water or the Art of Slander from Louis XIV to Napoleon*. Philadelphia: University of Pennsylvania Press, 2010.

BEFORE YOU BEGIN!!!!

1. **WHAT TYPE OF SOURCE YOU ARE CITING?**
 - a. Is it a book? Collected work? Website article? Print article? Data base article?
2. Who is the author or authors?
 - a. Make note of their **LAST NAMES** (family names)
3. Remember that **FOOTNOTES** are numbered, single-spaced, and indented on the first line by ½” or 1.27 cm.
4. **Bibliography entries** are listed alphabetically, according to the last name of the first author on the source, single-spaced, with a hanging indent of ½” or 1.27 cm.

SAMPLE BIBLIOGRAPHY ENTRIES: BOOKS

1 AUTHOR

Footnote:

Author's FirstName_LastName,

Book Title,

Footnote #.

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

Year),

Page #.

Book Title.

City of Publication:

Publisher,

Bibliography:

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

First author's name, inverted.

Publication Year.

CITING WORKS WITH MULTIPLE AUTHORS

- For works with **two** or **three** authors, all names must be included in both the footnote and the bibliography.
- For works with **four to ten** authors, all names must be included in the bibliography.
 - In the footnote it is only necessary to include the first author's name and the phrase 'et al.' or 'and others' to replace the names of the additional authors.
- For works with **more than ten** authors, include the full names of the first seven authors in the bibliography, and replace the rest of the names with 'et al.' or 'and others.'
 - In the footnote, only the complete name of the first author is used, and then the phrase 'et al.' or 'and others.'

2-3 AUTHORS: LIST ALL NAMES IN THE FOOTNOTE AND BIBLIOGRAPHY

Footnote:

Author1 and Author2,
[names not inverted]

Book Title, # ed.,

(City of Publication:

Footnote #.

2. Leo A. Groarke and Christopher W. Tinsdale, *Good Reasoning Matters!* 3rd ed., (Don Mills: Oxford University Press, 2004), 33.

Publisher, Year),

Page #.

Bibliography:

First author's name, inverted and 2nd Author [name not inverted].

Book Title, # ed.

Groarke, Leo A. and Christopher W. Tinsdale. *Good Reasoning Matters!* 3rd ed. Don Mills: Oxford University Press, 2004.

Year.

City of Publication: Publisher,

Footnote:

Footnote #.

Author1, Author2, and Author 3,
[names not inverted]

Book Title, # ed.,

(City of Publication: Publisher,

3. Merrie Bergmann, James Moor and Jack Nelson, *The Logic Book*, 4th ed., (Toronto: McGraw-Hill, 2004), 179.

Year).

Page #.

Bibliography:

Bergmann, Merrie, James Moor and Jack Nelson, *The Logic Book*, 4th ed. Toronto: McGraw-Hill, 2004.

First author's name, inverted, 2nd Author and 3rd Author [names not inverted]

Book Title, # ed.,

City of Publication: Publisher, year.

4+ AUTHORS WRITING TOGETHER

- For works with **four or more** authors, in the footnote or endnote it is only necessary to include the first author's name and the phrase 'et al.' or 'and others' to replace the names of the additional authors.
 - Note: **only the first author's name is inverted**: FamilyName, GivenName.

Footnote:

Footnote #.

Author1 [name not inverted] et al.,

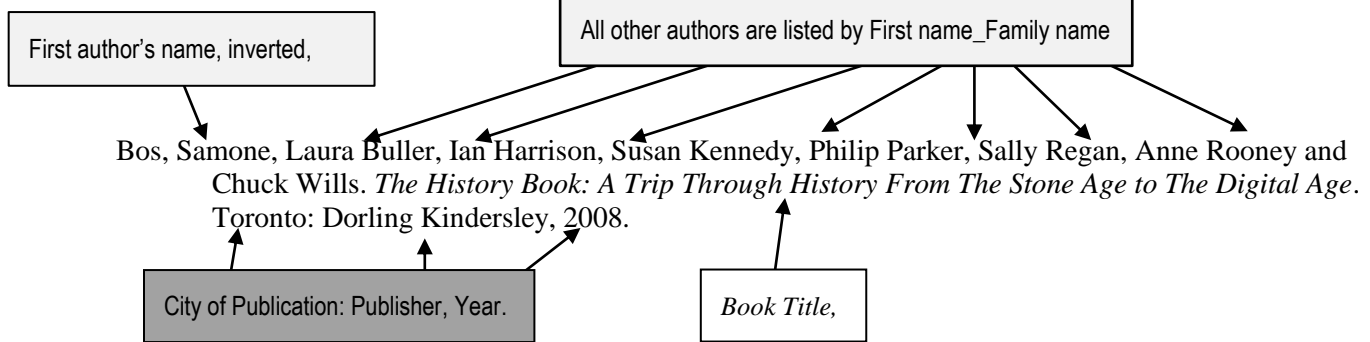
Book Title,

4. Samone Bos et al., *The History Book: A Trip Through History From the Stone Age to the Digital Age*, (Toronto: Dorling Kindersley, 2008), 40.

(City of Publication: Publisher, Year),

Page #.

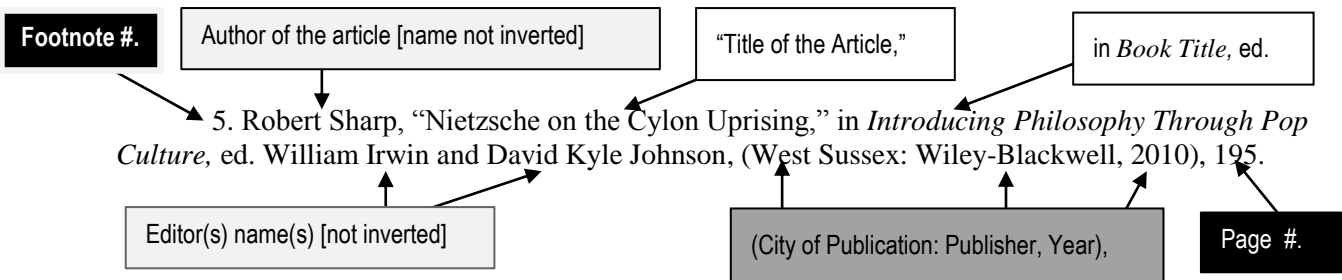
Bibliography:



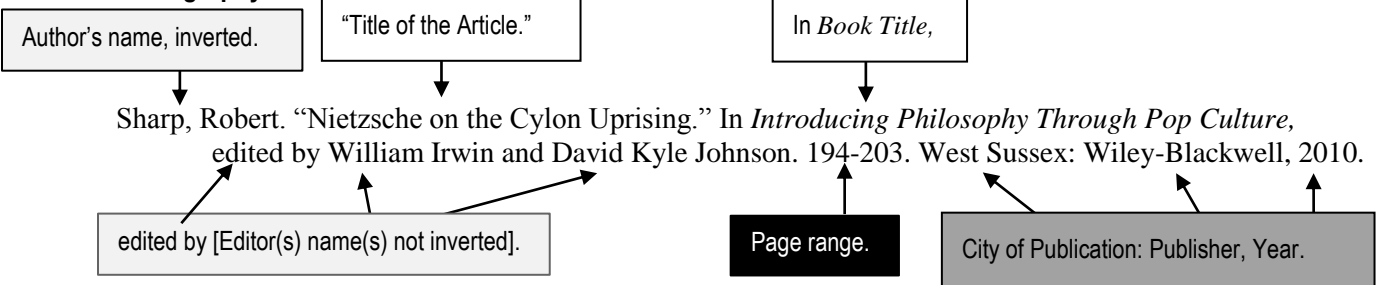
ANTHOLOGY

- An anthology is a collection of stories, articles, plays, poems etc. by different authors.
 - Usually an anthology has an editor or a compiler.
- **Articles are cited by their individual author(s), not the editors.**
 - Each article used from an anthology must be cited separately.

Footnote:

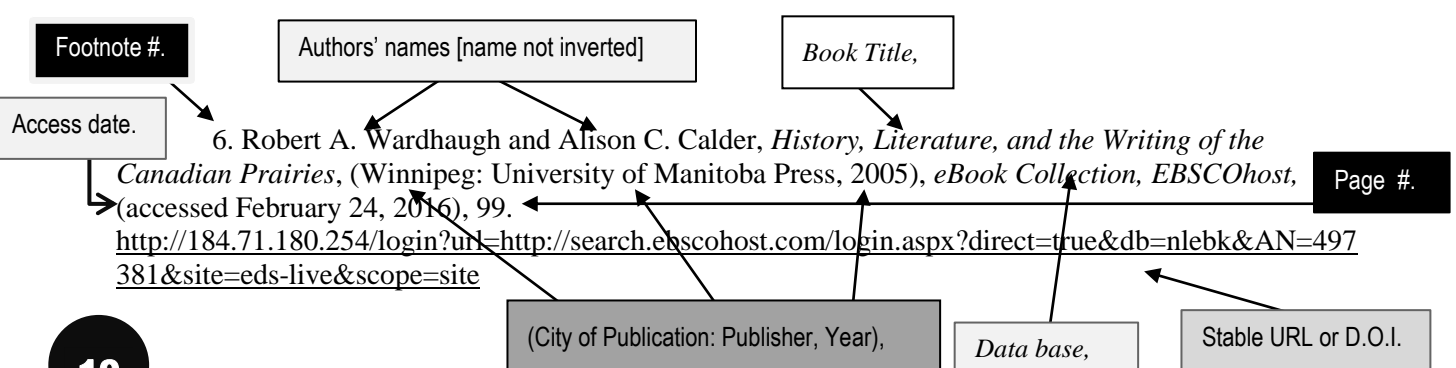


Bibliography:

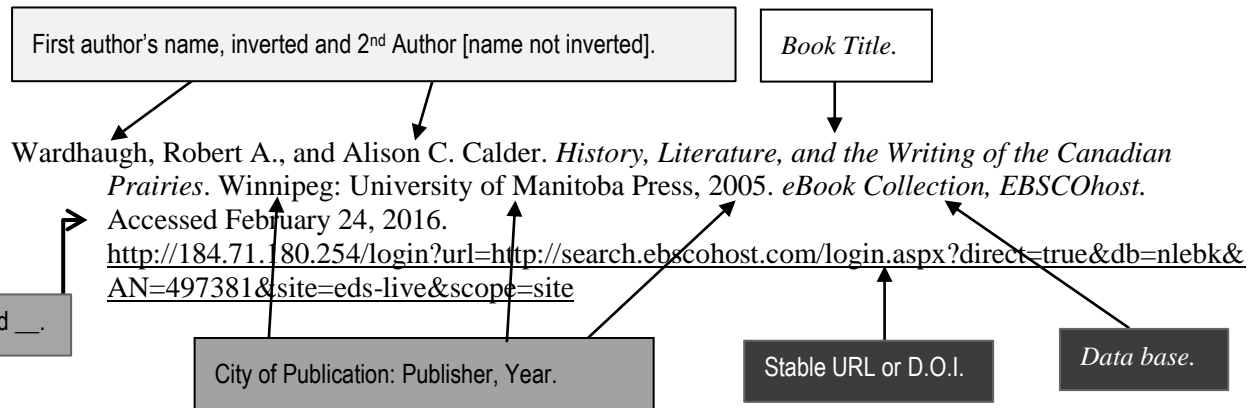


ONLINE BOOK

Footnote:



Bibliography:

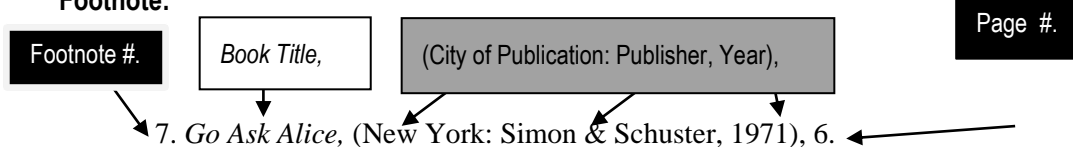


PUBLICATIONS WITHOUT AUTHORS

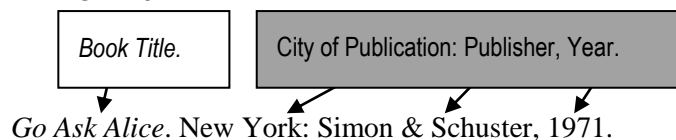
- In the Bibliography, alphabetize titles without authors or editors by the first significant word in the title (*ignore "the" "an" "a"*)

BOOK WITHOUT AN AUTHOR

Footnote:



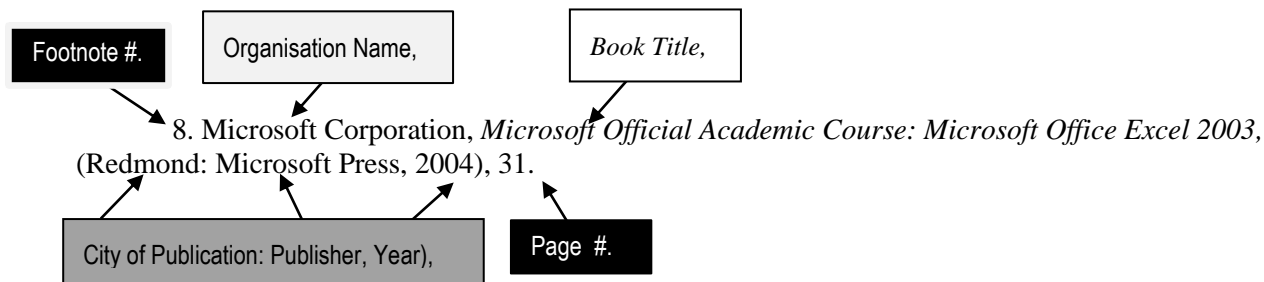
Bibliography:



CORPORATION, GOVERNMENT OR ORGANISATION AS AUTHOR

- Sometimes a book will be published by a government department or by some other organisation.
 - The individual writers who produced the book are not listed on the cover.
 - Use the name of the agency, organisation, or government as the author.

Footnote:



MAGAZINES, NEWSPAPERS & JOURNALS: PRINT & DIGITAL EDITIONS

ARTICLE FROM PRINT MAGAZINE

- Weekly or monthly magazines are cited by date only, even if there is a volume or issue number.
- In the **Bibliography**, give the full page range for the entire article.

Footnote:

10. Emma Teitel, "Bullied to Death," *Maclean's*, October 29, 2012, 68.

Page #.

Author's Name [not inverted],

"Article Title,"

Publication Title,

Publication Date,

Bibliography:

Teitel, Emma. "Bullied to Death." *Maclean's*, October 29, 2012, 68-70.

Full page range.

Author's Name, inverted.

"Article Title."

Publication Title,

Date posted or last updated,

ARTICLE FROM ONLINE MAGAZINE

Footnote:

Author's Name [not inverted],

"Article Title,"

Publication Title.

accessed

Footnote #.

11. Lydia Chain, "Meet a Real Life Martian," *Popular Science*, October 27, 2015, accessed October 28, 2015. <http://www.popsci.com/jocelyn-dunn-real-life-martian>

URL.

Bibliography:

Author's Name, inverted.

"Article Title."

Publication Title.

Publication Date,

Chain, Lydia. "Meet a Real Life Martian." *Popular Science*, October 27, 2015. Accessed October 28, 2015. <http://www.popsci.com/jocelyn-dunn-real-life-martian>

URL.

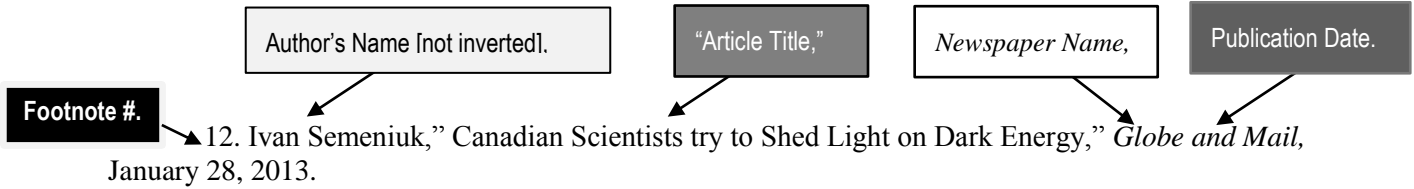
Access date

Accessed

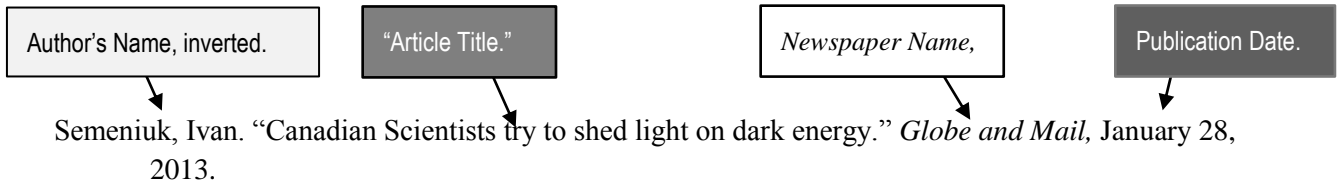
ARTICLE FROM PRINT NEWSPAPER

- Chicago Style does not require the use of page numbers in either the footnote or the bibliography.
- Editorials and Letters to the Editor are cited in the footnotes only.

Footnote:



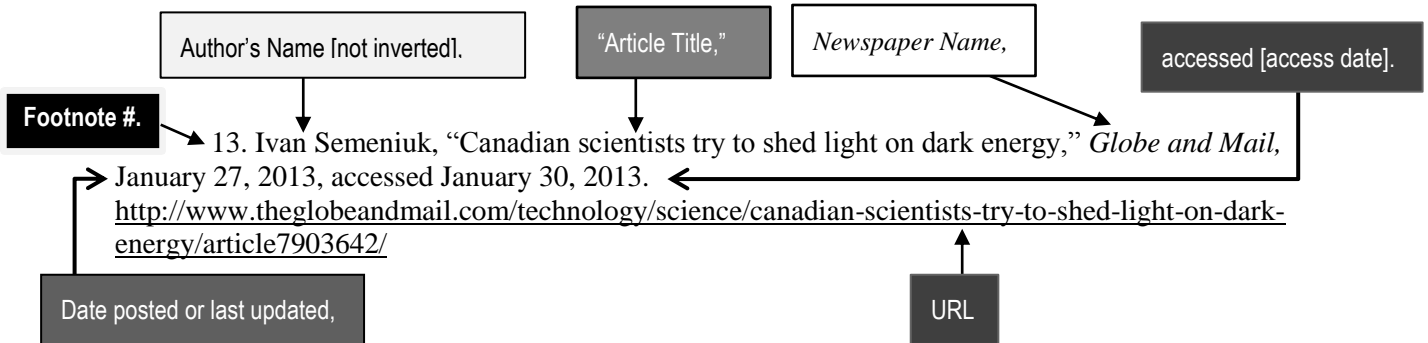
Bibliography:



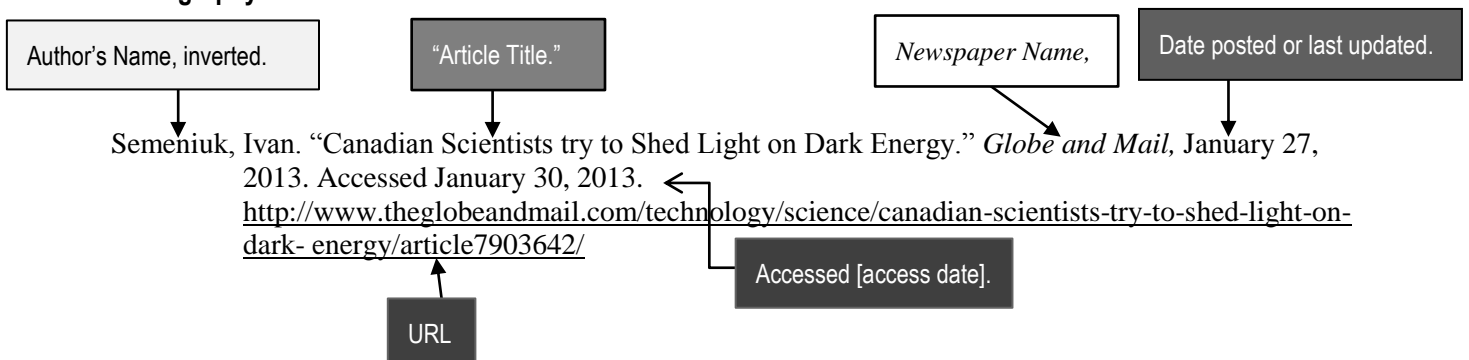
ARTICLE FROM ONLINE NEWSPAPER

- This is the same article, but the source was the Globe and Mail website.
- Note that the date of the online article is different from the date of the print version.

Footnote:

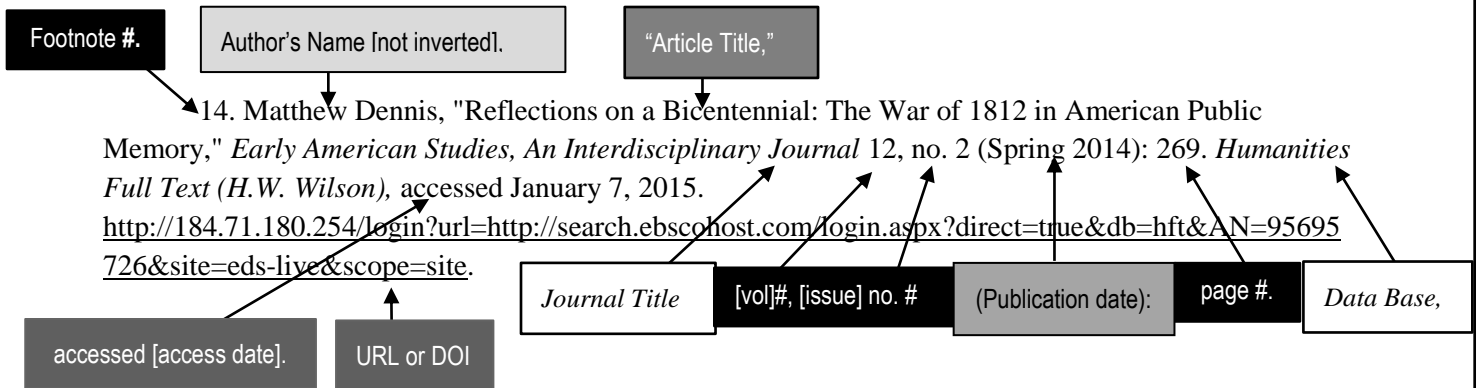


Bibliography:

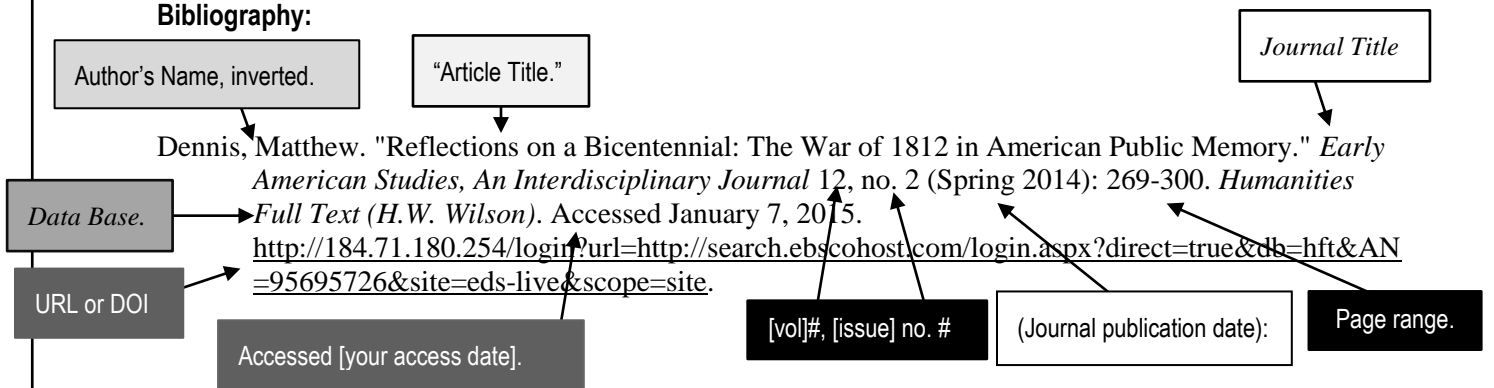


ARTICLE RETRIEVED FROM ONLINE DATA BASE

Footnote:

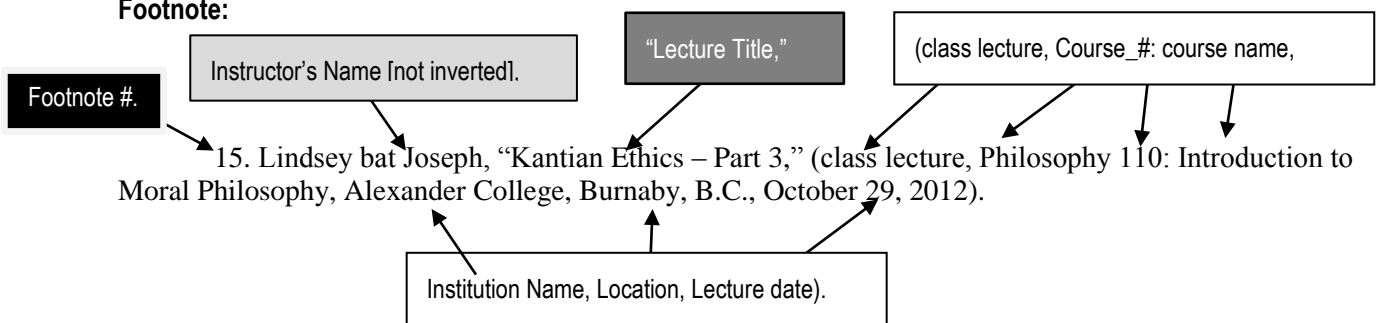


Bibliography:

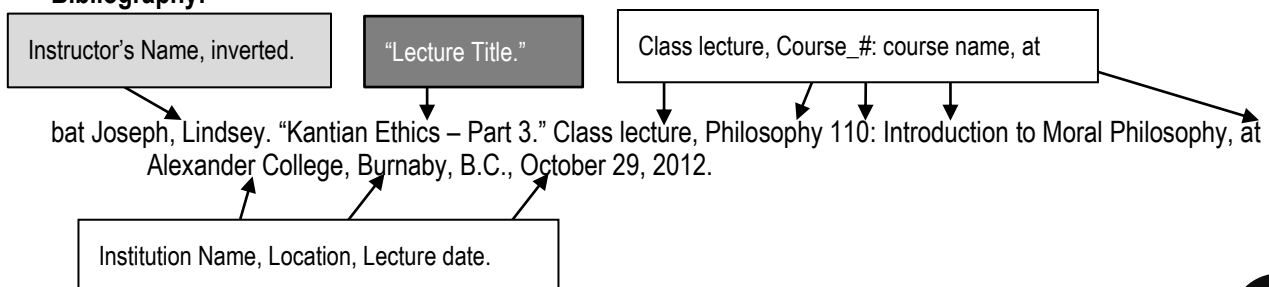


LECTURE (CLASS) NOTES

Footnote:



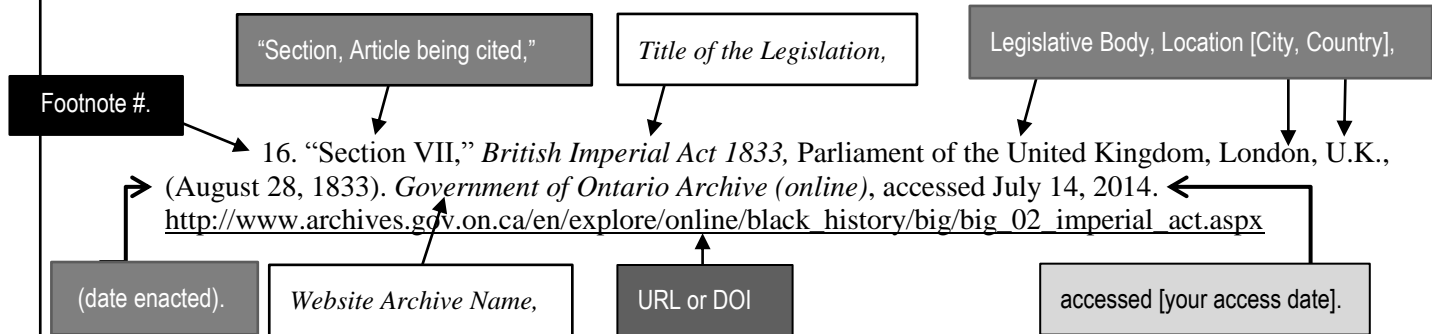
Bibliography:



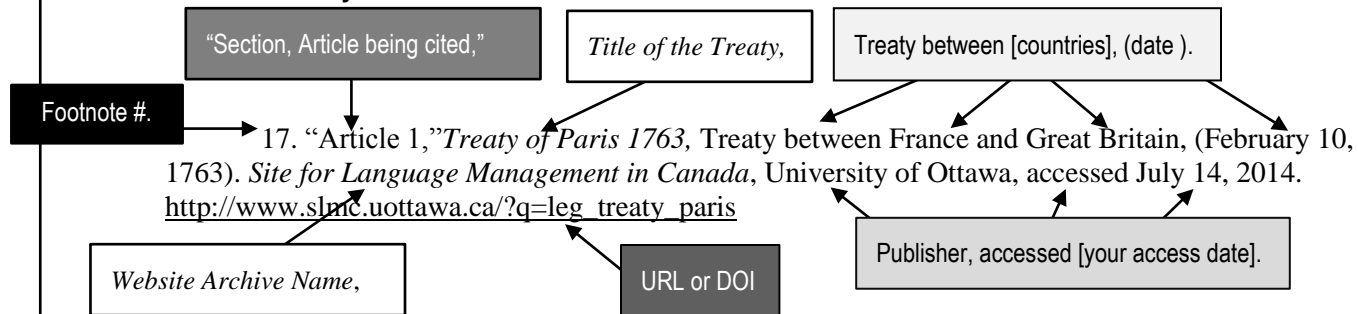
LEGISLATION

- Legislation refers to laws, acts, charters, constitutions, etc. passed by a legislative body such as a parliament, congress, senate, city council or commissions.
 - Many such documents are stored online in government or museum archives, include that information.
- **All pieces of legislation being cited should contain the following information:**
 - Title of the document, including the date
 - *The Indian Act, 2013* is different from *The Indian Act, 1985*
 - Country, city, state, county where the legislation was passed.
 - The legislative body (e.g. Government of Canada, or Vancouver City Council, etc.)
 - Subsidiary divisions, such as Ministry of Education, etc.
 - Any other identification necessary or useful in finding the specific document
- **In the Bibliography, cite the entire piece of legislation, not just the section(s) used.**

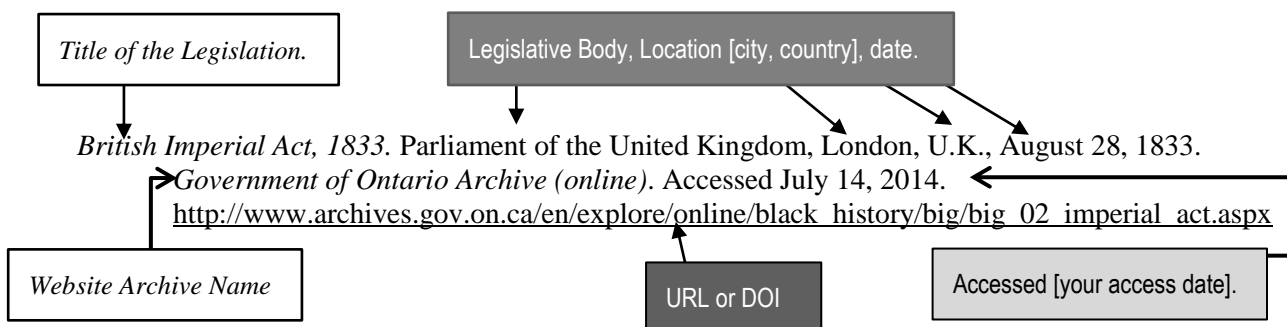
Footnote: Act of Parliament



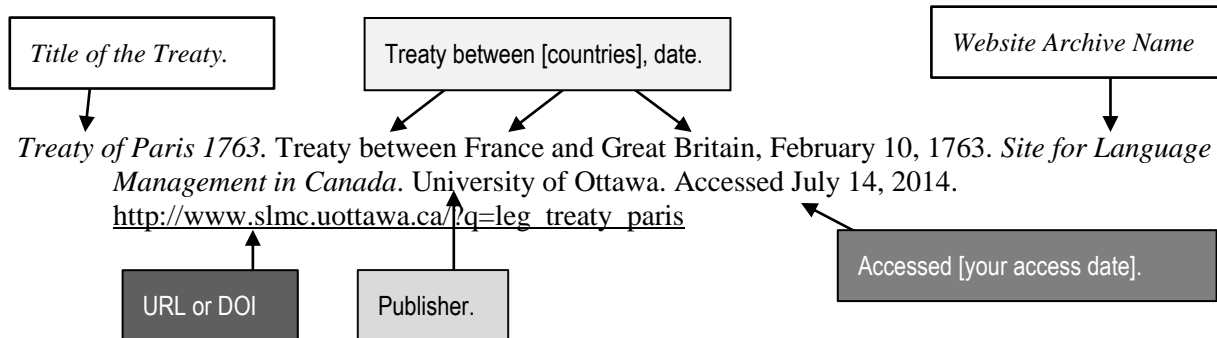
Footnote: Treaty Between Countries



Bibliography: Act of Parliament



Bibliography: Treaty



INTERVIEWS

- The person being interviewed is listed first, then list the name of the interviewer and details such as place and date of the interview.
 - **Unpublished interviews are cited in footnotes only.**
- Published interviews are cited using the same format you would use for an article in a print journal.
 - They are also cited in the Bibliography

UNPUBLISHED (PERSONAL) INTERVIEW

Footnote:

Name [not inverted] of person being interviewed (description),

interviewed by [Name of Interviewer], Date.

Footnote #. → 18. Jonathan Smith (World War II veteran), interviewed by Shelley Wong, July 24, 2014.

PUBLISHED INTERVIEW

Footnote:

Name [not inverted] of person being interviewed, interviewed by [name of interviewer],

“Interview Title,”

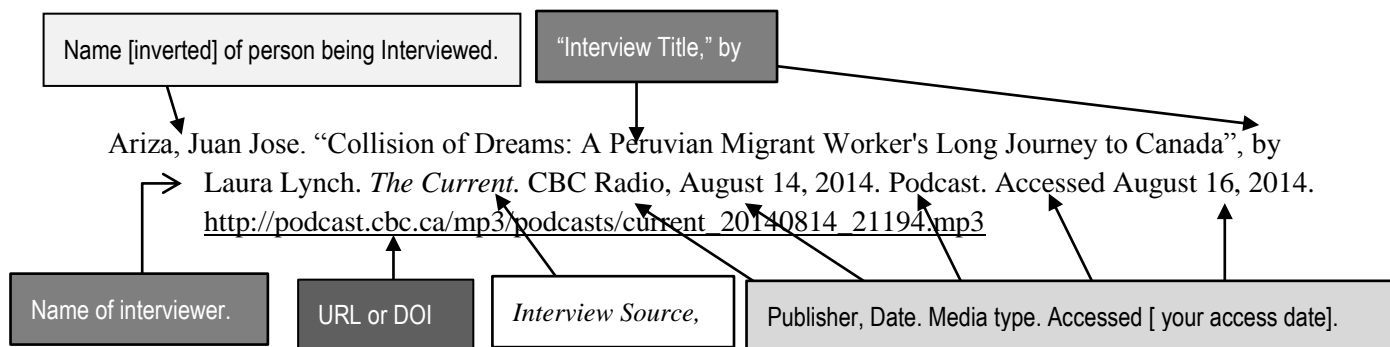
Footnote #. → 19. Juan Jose Ariza, interviewed by Laura Lynch, “Collision of Dreams: A Peruvian migrant worker's long journey to Canada”, *The Current*, CBC Radio, August 14, 2014, podcast, accessed August 16, 2014. http://podcast.cbc.ca/mp3/podcasts/current_20140814_21194.mp3

URL or DOI

Interview Source,

Publisher, Date, media type, accessed [your access date].

Bibliography:

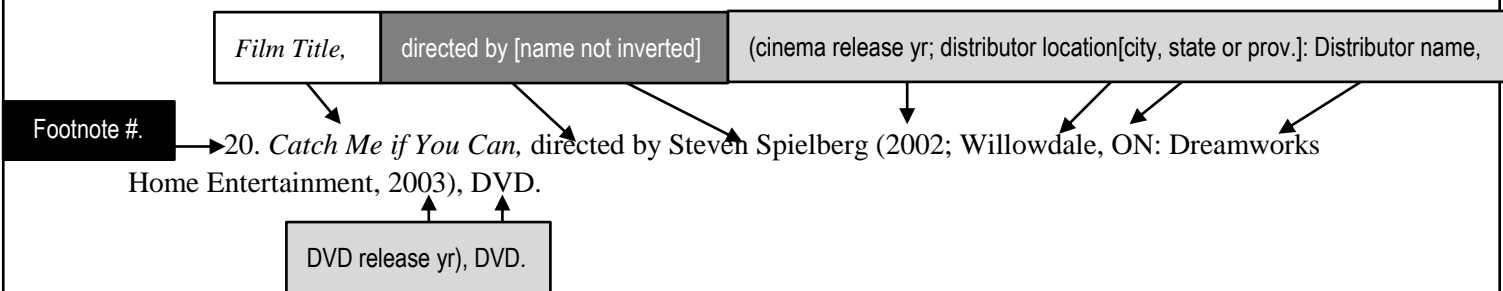


FILM, TV, RECORDED MEDIA

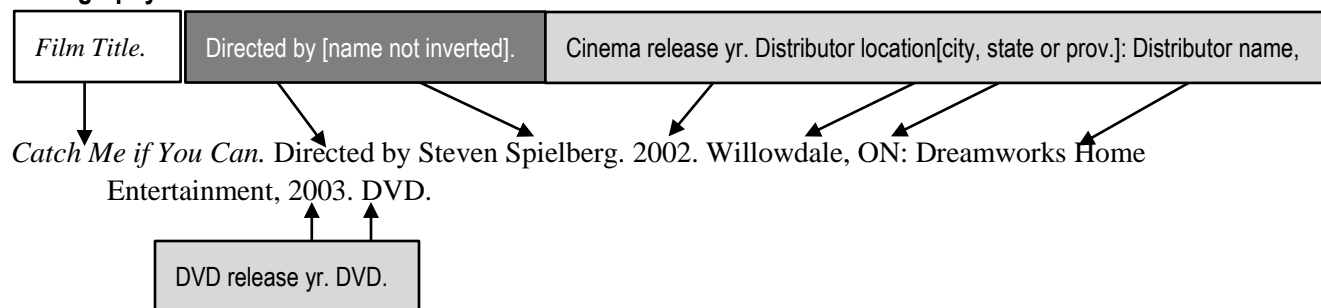
- Include the date of the original release of the film or TV show
 - Also include the date that it was released in the format in which you viewed it, if they are different.
- If the material was viewed through an online database you must also include the date it was accessed, and a complete URL or DOI.
- When the title of a work begins with an article (A, An, The) ignore the article and list the work by the first significant word.
 - E.g. *The Hunger Games* would be listed under 'H', not 'T'

DVD

Footnote:



Bibliography:



FILM VIEWED IN THEATRE

Footnote:



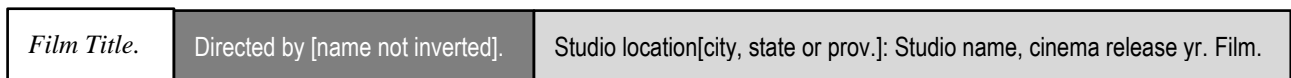
Footnote #.

21. *Wanted*, directed by Timur Bekmametov (Universal City, CA: Universal Pictures, 2008),

Film.

Film.

Bibliography:



Wanted. Directed by Timur Bekmametov. Universal City, California: Universal Pictures, 2008. Film.

FILM DOWNLOADED FROM ONLINE ARCHIVE

Footnote:



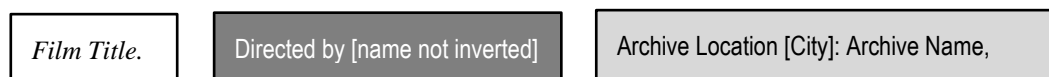
Footnote #.

22. *I Know an old Lady Who Swallowed a Fly*, directed by Derek Lamb (Montreal: National Film Board of Canada, 1964), web, accessed March 11, 2016.

https://www.nfb.ca/film/i_know_an_old_lady_who_swallowed_a_fly

Yr. film was released), web, accessed [your access date]. URL.

Bibliography:



I Know an old Lady Who Swallowed a Fly. Directed by Derek Lamb. Montreal: National Film Board of Canada, 1964. Web. Accessed March 11, 2016.

https://www.nfb.ca/film/i_know_an_old_lady_who_swallowed_a_fly

Yr. film was released. Web. Accessed [your access date]. URL.

YOUTUBE VIDEO

Footnote:

Publisher's name [not inverted],

"Video Title,"

YouTube, Date posted, accessed [your access date].

Footnote #.

23. Joss Whedon, "Whedon on Romney," *YouTube*, October 28, 2012, accessed November 2, 2012. <http://www.youtube.com/watch?v=6TiXUF9xbTo>

URL

Bibliography:

Publisher's name [not inverted].

"Video Title."

YouTube, Date posted. Accessed [your access date].

Whedon, Joss. "Whedon on Romney." *YouTube*, October 28, 2012. Accessed November 2, 2012. <http://www.youtube.com/watch?v=6TiXUF9xbTo>

URL

On the following page is a selected bibliography of many of the works cited individually in this booklet.

These websites can also help you:

http://www.chicagomanualofstyle.org/tools_citationguide.html

<http://www.lib.sfu.ca/help/writing/chicago-turabian>

<http://owl.english.purdue.edu/owl/owlprint/717/>

Bibliography

- Ariza, Juan Jose. "Collision of Dreams: A Peruvian Migrant Worker's Long Journey to Canada", by Laura Lynch. *The Current*. CBC Radio, August 14, 2014. Podcast. Accessed August 16, 2014.
http://podcast.cbc.ca/mp3/podcasts/current_20140814_21194.mp3
- bat Joseph, Lindsey. "Kantian Ethics – Part 3." Class lecture, Philosophy 110: Introduction to Moral Philosophy, at Alexander College, Burnaby, B.C., October 29, 2012.
- Bos, Samone, Laura Buller, Ian Harrison, Susan Kennedy, Philip Parker, Sally Regan, Anne Rooney and Chuck Wills. *The History Book: A Trip Through History From the Stone Age to the Digital Age*. Toronto: Dorling Kindersley, 2008.
- British Imperial Act, 1833*. Parliament of the United Kingdom, London, U.K., August 28, 1833. Government of Ontario Archive (online). Accessed July 14, 2014.
http://www.archives.gov.on.ca/en/explore/online/black_history/big/big_02_imperial_act.aspx
- 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)*, EBSCOhost. 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>.
- Dillow, Clay. "To Catch a Bomb-Maker." *Popular Science*, October 2015, 54-59.
- Groarke, Leo A. and Christopher W. Tinsdale. *Good Reasoning Matters!* 3rd ed. Don Mills: Oxford University Press, 2004.
- Park, Jacqueline. *The Secret Book of Gracia dei Rossia*. New York: Simon and Schuster Paperbacks, 1997.
- Semeniuk, Ivan. "Canadian Scientists try to Shed Light on Dark Energy." *Globe and Mail*, October 28, 2013.
- 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.
- Teitel, Emma. "Bullied to Death." *Maclean's*, October 29, 2012, 68-70.
Treaty of Paris 1763, Treaty between France and Great Britain, (February 10, 1763). Accessed July 14, 2014.
http://www.slmc.uottawa.ca/?q=leg_treaty_paris
- Wanted*. Directed by Timur Bekmametov. 2008. Universal City, California: Universal Pictures, 2008. DVD
- Wardhaugh, Robert A., and Alison C. Calder. *History, Literature, and the Writing of the Canadian Prairies*. Winnipeg: University of Manitoba Press, 2005. *eBook Collection, EBSCOhost*. Accessed February 24, 2016.
<http://184.71.180.254/login?url=http://search.ebscohost.com/login.aspx?direct=true&db=nlebk&AN=497381&site=eds-live&scope=site>
- Whedon, Joss. "Whedon on Romney." *YouTube*, October 28, 2012. Accessed November 2, 2012.
<http://www.youtube.com/watch?v=6TiXUF9xbTo>