# **Chicago Citation Guide**

This is a basic guide to the Chicago style of citation. For more in-depth information, please see:

• <u>Chicago Manual of Style</u> (17<sup>th</sup> ed) - The Chicago Manual of Style requires either 1) footnotes and a bibliography or 2) in-text author-date citations and reference list. These examples are for **footnotes and a bibliography**. See the Manual (either in the library or online) for the second style.

#### **Important rules**

- 1. For citing sources using footnotes or endnotes:
  - a. Numbers should be placed at the end of a sentence or the end of a clause, following any punctuation mark except for the dash, which it precedes. It follows a closed parenthesis.
  - b. Shorten citation for sources already given in full in a previous note. Include enough information to remind readers of the full title. Shortened citations usually consist of an author and a shortened version of the main title of the work cited (see examples under the "Books" heading of this guide).
  - c. The abbreviation *ibid*. refers to a single work cited in the note immediately preceding the citation. Follow with page numbers if applicable.
- 2. State/Province of publication:
  - a. Include only if city may be unknown to readers, or commonly confused with another city. i.e. Waterloo, ON: Wilfred Laurier University Press.
- 3. Publisher's name:
  - a. May be given either in full or in somewhat abbreviated form. The use of full or shorter forms must be consistent throughout a bibliography, reference list, or set of notes.
    - i. The, Inc., and Ltd. are always omitted; University may be abbreviated to Univ., etc.

| Books                |  |   |
|----------------------|--|---|
|                      | Footnote/Endnote   | Bibliography  |
|                      | <ol> <li>Name of Author, <i>Title of Work</i></li> <li>(Location: Publisher, Date), page.</li> <li>Author, <i>Shortened Title</i>, page.</li> </ol>                            | Author, First Name. <i>Title of Work</i> . Location: Publisher, Date.   |
| Single author        | <ol> <li>Michael Pollan, The Omnivore's<br/>Dilemma: A Natural History of Four Meals (New<br/>York: Penguin, 2006), 99-100.</li> <li>Pollan, Omnivore's Dilemma, 3.</li> </ol> | Pollan, Michael. <i>The Omnivore's Dilemma: A Natural History of Four Meals.</i> New York: Penguin, 2006.                 |
| Two to three authors | <ol> <li>First Author and Second Author, <i>Title of Work</i> (Location: Publisher, Date), page.</li> <li>Author and Author, <i>Shortened Title</i>, page.</li> </ol>          | Author, First Name, and Second Author. <i>Title of Work</i> . Location: Publisher, Date.                                  |
|                      | 1. Geoffrey C. Ward and Ken Burns, <i>The War: An Intimate History, 1941-1945</i> (New York: Knopf, 2007), 52.  2. Ward and Burns, <i>The War</i> , 102.                       | Ward, Geoffrey C., and Ken Burns. <i>The War: An Intimate History, 1941-1945</i> . New York: Knopf, 2007.                 |
| Four to ten          | <ol> <li>Name of First Author et al., <i>Title of Work</i> (Location: Publisher, Date), page.</li> <li>Author et al., <i>Shortened Title</i>, page.</li> </ol>                 | Author, First Name, Second Author, Third<br>Author, and Last Author. <i>Title of Work</i> .<br>Location: Publisher, Date. |
| authors              | 1. Dana Barnes et al., <i>Plastics: Essays on American Corporate Ascendance in the 1960's</i> (Toronto: Penguin, 2010), 46.  | Barnes, Dana, Sidney Levy, Joyce Heatherton,<br>Jackson Hsu, and James Carley. <i>Plastics: Essays</i>                    |

|   | 2. Barnes et al., <i>Plastics</i> , 78.   | on American Corporate Ascendance in the   |
|---|---|---|
|   | 1 Name of Editor and Title of Mand  | 1960's. Toronto: Penguin, 2010.   |
| Editor (or<br>Translator) in            | 1. Name of Editor, ed., <i>Title of Work</i> (Location: Publisher, Date), page.   | Editor, First Name, ed. <i>Title of Work</i> . Location: Publisher, Date.   |
| place of<br>author                      | 1. Joel Greenberg, ed., <i>Of Prairie, Woods, and Water: Two Centuries of Chicago Nature Writing</i> (Chicago: University of Chicago Press, 2008), 43.                              | Greenberg, Joel, ed. <i>Of Prairie, Woods, and Water:</i> Two Centuries of Chicago Nature Writing. Chicago: University of Chicago Press, 2008.                |
|   | 1. Full name of Author, <i>Title of Work</i> , ed. Name of Editor (Location: Publisher, Date), page.  | Author, First Name. <i>Title of Work, e</i> dited by Name of Editor. Location: Publisher, Date.   |
| Editor (or<br>Translator)<br>and author | 1. Gabriel Garcia Marquez, <i>Love in the Time of Cholera</i> , ed. Edith Grossman (London: Cape, 1988), 242-55.  | Marquez, Gabriel Garcia. <i>Love in the Time of Cholera</i> , edited by Edith Grossman. London: Cape, 1988.   |
| unu uutioi                              | example, if Edith Grossman was the translate  | n or in addition to an author or editor. In the above or rather than the editor, you would replace 'ed.' in the footnote. You would replace 'edited by' with  |
| Organization                            | 1. Name of Organization, <i>Title of Work</i> (Location: Publisher, Date), page.  | Name of Organization. <i>Title of Work.</i> Edition number. Location: Publisher, Date.  |
| as author                               | 1. University of Chicago Press, <i>The Chicago Manual of Style</i> , 16 <sup>th</sup> ed. (Chicago: University of Chicago Press, 2010), 701.  | University of Chicago Press. <i>The Chicago Manual of Style.</i> 16 <sup>th</sup> ed. Chicago: University of Chicago Press, 2010.                             |
| Chapter from a book                     | 1. Chapter Author, "Chapter Title," in <i>Book Title</i> , ed. Name of Editor (Location: Publisher, Date), page.  | Chapter Author, First Name. "Title of<br>Chapter." In <i>Title of Book</i> , edited by Name<br>of Editor. Location: Publisher, Date.                          |
|   | 1. Glenn Gould, "Streisand as<br>Schwarzkopf," in <i>The Glenn Gould Reader</i> , ed.<br>Tim Page (New York: Vintage, 1984), 310.   | Gould, Glenn. "Streisand as Schwarzkopf." In <i>The Glenn Gould Reader</i> , edited by Tim Page. New York: Vintage, 1984.                                     |
| Electronic<br>version of                | 1. Name of Author, <i>Title of Work</i> (Location: Publisher, Date), book version, page.  | Chapter Author, First Name. "Title of<br>Chapter." In <i>Title of Book</i> , edited by Name<br>of Editor. Location: Publisher, Date.                          |
| print book                              | 1. Jane Austen, <i>Pride and Prejudice</i> (New York: Penguin Classics, 2007), PDF e-book, 24.  | Austen, Jane. <i>Pride and Prejudice</i> . New York: Penguin Classics, 2007. PDF e-book.  |
|   | 1. Name of Author, <i>Title of Work</i> (Location: Publisher, Date), page or section heading, doi or URL.   | Author, First Name. <i>Title of Work</i> . Location: Publisher, Date. doi or URL.   |
| Electronic<br>only book                 | 1. Elliot Antokoletz, <i>Musical Symbolism</i> in the Operas of Debussy and Bartok (New York: Oxford University Press, 2008), under "Conclusion," doi:10.1093.acprof:oso/978019536. | Antokoletz, Elliot. <i>Musical Symbolism in the Operas of Debussy and Bartok</i> . New York: Oxford University Press, 2008. doi:10.1093.acprof:oso/978019536. |
| Multiple<br>editions                    | 1. Name of Author, <i>Title of Work</i> , # ed. (Location: Publisher, Date), page.  | Author, First Name. <i>Title of Work.</i> # Edition. Location: Publisher, Date.   |
|   | 1. Karen Harper and Martin Herbert, Working with Children, Adolescents and Their Families, 3rd ed. (Chicago: Lyceum Books, 2002), 47.   | Harper, Karen, and Martin Herbert. <i>Working with Children, Adolescents and Their Families.</i> 3rd edition. Chicago: Lyceum Books, 2002.                    |

|                     | 1. Name of Author, <i>Title of Work</i> (Location: Publisher, Year), Vol#:page.  | Author, First Name. <i>Title of Work.</i> Vol. 1 of <i>Series Title.</i> Location: Publisher, Year.   |
|---------------------|--|---|
| Multiple<br>volumes | 1. Jaroslav Pelikan, <i>The Emergence of the Catholic Tradition (100-600)</i> (Chicago: University of Chicago Press, 1971), 1:271. | Pelikan, Jarsoslav. <i>The Emergence of the Catholic Tradition (100-600)</i> . Vol 1. Of <i>The Christian Tradition: A History of the Development of Doctrine</i> . Chicago: University of Chicago Press, 1971. |

| Dictionary -<br>online<br>version, no | 1. <i>Title of Dictionary</i> , # ed. (if applicable), s.v. "Dictionary Entry Title," last modified/accessed Date, https://doi.org/xx.xxxxxxxxx/URL.                  | Well-known dictionaries do not need an accompanying bibliographic entry.  Title of Dictionary. # ed/Vols (if applicable). Publisher, Date of Publication. Last modified/Accessed date. https://doi.org/xx.xxxxxxxxxx/URL.   |
|---------------------------------------|---|---|
| author                                | 1. Merriam-Webster Online, s.v. "Government," last modified July 18, 2010, http://www.merriam-webster.com/diction ary/governmentpolicies.html.                        | Merriam-Webster Online. Britannica, 2011. Last modified July 18, 2010. http://www.merriam-webster.com/dictionary/governmentpolicies.html.   |
| Encyclopedia - online version, no     | 1. Title of Encyclopedia, # ed. (if applicable), s.v. "Encyclopedia Entry Title," Published/ Accessed Date, https://doi.org/xx.xxxxxxxxx/URL.                         | Well-known encyclopedias do not need an accompanying bibliographic entry.  Title of Encyclopedia. # ed/Vols (if applicable). Publisher, Date of Publication. Last modified/Accessed date. https://doi.org/xx.xxxxxxxxx/URL. |
| author                                | 1. Encyclopedia Britannica, online<br>edition, s.v. "Sibelius Jean," accessed July 19,<br>2011,<br>http://www.britannica.com/EBchecked/<br>topic/542563/Jean-Sibelius | Encyclopedia Britannica. Online edition. Encyclopædia<br>Britannica, 2011. Accessed July 19, 2011<br>http://www.britannica.com/EBchecked/<br>topic/542563/Jean-Sibelius.  |

Further examples for Books in Chicago Guide, Section 14.68-14.169. Dictionaries and Encyclopedias can be found in Section 14.247.

| Journals and Other Periodicals |  |   |
|--------------------------------|--|---|
|                                | Footnote/Endnote   | Bibliography  |
| Single author                  | 1. Name of Author, "Title of<br>Article," <i>Journal Title</i> Volume, no. of<br>Issue (Date):page,<br>https://doi.org/xx.xxxxxxxxxxx.   | Author, First Name. "Title of Article." <i>Journal Title</i> Volume, no. of Issue (Date): page range. https://doi.org/xx.xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx   |
|                                | 1. Walter Blair, "Americanized Comic<br>Braggarts," <i>Critical Inquiry</i> 4, no. 2<br>(2004):331,<br>https://doi.org/10.1086/ahr.113.3.752.  | Blair, Walter. "Americanized Comic Braggarts."  Critical Inquiry 4, no. 2 (2004):331-49.  https://doi.org/10.1086/ahr.113.3.752.  |
| Two to three authors           | 1. First Author, Second Author, and Third Author, "Title of Article," <i>Journal Title</i> Volume, no. of Issue (Date):page, https://doi.org/xx.xxxxxxxxxx.  | Author, First Name, First Name Second Author, and First Name Third Author. "Title of Article." <i>Journal Title</i> Volume, no. of Issue (Date): page range. https://doi.org/xx.xxxxxxxxxxx.  |
|                                | 1. Curt Asher, Emerson Case, and Ying Zhong, ""Serving Generation 1.5: Academic Library Use and Students from Non-English-Speaking Households," <i>College &amp; Research Libraries</i> 14, no. 3 (2009): 262. | Asher, Curt, Emerson Case, and Ying Zhong. "Serving Generation 1.5: Academic Library Use and Students from Non-English-Speaking Households." <i>College &amp; Research Libraries</i> 14, no. 3 (2009):258-272. https://doi.org/10.1103/CRL.69.103501. |
| Four to ten authors            | 1. Name of First Author et al., "Title of Article," <i>Journal Title</i> Volume, no. of Issue (Date):page, https://doi.org/xx.xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx   | Author, First Name, First Name Second Author, First Name Third Author, and Last Author. "Title of Article." <i>Journal Title</i> Volume, no. of Issue (Date): page range. https://doi.org/xx.xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx                       |
|                                | 1. Judith L. Klavans et al., "Taming<br>Social Tags: Computational Linguistic<br>Analysis of Tags for Images in Museums,"  | Klavans, Judith L., Raul Guerra, Rebecca LaPlante,<br>Robert Stein, and Edward Bachta. "Taming Social<br>Tags: Computational Linguistic Analysis of Tags  |

| DOI not available   |           | International Journal of Museums and Repositories 13, no. 6 (2011): 27, https://doi.org/10.1038/museums09342.                       | for Images in Museums." <i>International Journal of Museums and Repositories</i> 13, no. 6 (2011): 19-30. https://doi.org/10.1038/museums09342. |
|---|-----------|---|---|
| available (continued)  Riebow, "Storage of Serum in Plastic and Glass Containers." Environmental Health Perspectives 112 (2004): 645. http://www.yistor. org/stable/343987.  1. Name of Author, "Title of Article," Journal Title Volume (forthcoming). Published electronically (if date available). https://doi.org/xx.xxxxxxxxxxxx if available. https://doi.org/xx.xxxxxxxxxxxx if available. https://doi.org/xx.xxxxxxxxxxxxx if available. https://doi.org/xx.xxxxxxxxxxxxx if available. https://doi.org/xx.xxxxxxxxxxxxxx if available. https://doi.org/xx.xxxxxxxxxxxxxxxx if available. https://doi.org/xx.xxxxxxxxxxxxxx if available. https://doi.org/xx.xxxxxxxxxxxxxx if available. https://doi.org/xx.xxxxxxxxxxxxxxxx if available. https://doi.org/xx.xxxxxxxxxxxxxx if available. https://doi.org/xx.xxxxxxxxxxxxxxx if available. https://doi.org/xx.xxxxxxxxxxxxxxxxx if available. https://doi.org/xx.xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx |           | Author, "Title of Article," Journal Title   | Article." <i>Journal Title</i> Volume, no. of Issue   |
| Journal article – forthcoming published electronically (if date available). https://doi.org/xx.xxxxxxxxx if available. https://doi.org/xx.xxxxxxxxxx if available. https://doi.org/xx.xxxxxxxxxx if available. https://doi.org/xx.xxxxxxxxxx if available. https://doi.org/xx.xxxxxxxxxx if available. https://doi.org/xx.xxxxxxxxxxx if available. https://doi.org/xx.xxxxxxxxxxx if available. https://doi.org/xx.xxxxxxxxxxx if available. https://doi.org/xx.xxxxxxxxxxxx if available. https://doi.org/xx.xxxxxxxxxxxxxxxx if available. https://doi.org/xx.xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx   | available | Riebow, "Storage of Serum in Plastic and<br>Glass Containers," <i>Environmental Health</i><br><i>Perspectives</i> 112 (2004): 645,  | Serum in Plastic and Glass Containers."  Environmental Health Perspectives 112 (2004):  |
| Epidemiology of Invsaive Pneomococcal Disease," Clinical Infectious Diseases 47.  | article - | Article," <i>Journal Title</i> Volume (forthcoming). Published electronically (if date available). https://doi.org/xx.xxxxxxxxxx if | Title Volume (forthcoming). Published electronically (if date available).   |
| Article," Journal Title Volume, no. of Issue (Date): page range.  |           | Epidemiology of Invsaive Pneomococcal Disease," <i>Clinical Infectious Diseases</i> 47.   | Pneomococcal Disease." <i>Clinical Infectious Diseases</i> 47. Published electronically July 14,  |
| Salvadoran and Guatemalan Immigrants'   Lives in the United States," American Journal of Sociology 111, no. 4 (2009):1013.  | ~         | Article," Journal Title Volume, no. of  |   |
| Magazine article - online version  Article," Title of Magazine, Date of Publication, page (if available), https://doi.org/xx.xxxxxxxxx or URL. (do not include page range)  1. Wendy Cole and Janice Castro, "Scientology's Largesse in Russia," Time, April 13, 2011, 43, http://www.time.com/magazine/ article/091719752.html.  1. Name of Author, "Title of Article," Title of Newspaper, Date of publication, URL.  Newspaper article - online version  Article," Title of Newspaper, Date of publication, URL.  1. Name of Author, "Title of Article," Title of Newspaper, Date of publication, URL.  No corresponding entry in the bibliography is required. Make sure to consult with your professor. An example is included below, just in case.  1. Marguerite Fields, "Want to Be My Boyfriend? Please Apply," New York Times, July 17, 2011, http://www.nytimes.com/2011/07/17/  | _         | Salvadoran and Guatemalan Immigrants'<br>Lives in the United States," <i>American Journal</i>                                       | Guatemalan Immigrants' Lives in the United<br>States." <i>American Journal of Sociology</i> 111, no. 4  |
| online version  1. Wendy Cole and Janice Castro, "Scientology's Largesse in Russia," Time, April 13, 2011, 43, http://www.time.com/magazine/ article/ 091719752.html.  1. Name of Author, "Title of Article," Title of Newspaper, Date of publication, URL.  1. Marguerite Fields, "Want to Be My Boyfriend? Please Apply," New York Times, July 17, 2011, http://www.nytimes.com/2011/07/17/  Cole, Wendy, and Janice Castro. "Scientology's Largesse in Russia." Time. April 13, 2011, http://www.time.com/magazine/article/091 719752.html.  No corresponding entry in the bibliography is required. Make sure to consult with your professor. An example is included below, just in case.  Fields, Marguerite. "Want to Be My Boyfriend? Please Apply." New York Times, July 17, 2011. http://www.nytimes.com/2011/07/17/04.html.   | _         | Article," <i>Title of Magazine</i> , Date of Publication, page (if available),  | Magazine, Date of Publication,<br>https://doi.org/xx.xxxxxxxxx or URL. (do  |
| Newspaper article – online version  Article," <i>Title of Newspaper</i> , Date of publication, URL.  I. Marguerite Fields, "Want to Be My Boyfriend? Please Apply," <i>New York Times</i> , July 17, 2011, http://www.nytimes.com/2011/07/17/   | online    | "Scientology's Largesse in Russia," <i>Time</i> ,<br>April 13, 2011, 43,<br>http://www.time.com/magazine/ article/                  | Largesse in Russia." <i>Time</i> . April 13, 2011, http://www.time.com/magazine/article/ 091  |
| version  Boyfriend? Please Apply," New York Times, July 17, 2011, http://www.nytimes.com/2011/07/17/  Boyfriend? Please Apply," New York Times, July 17, 2011. http://www.nytimes.com/2011/07/17/   |           | Article," Title of Newspaper, Date of   | required. Make sure to consult with your professor. An example is included below,   |
| 04.html.  Further examples for Journals and Periodicals in Chicago Guide, Sections 14.170-14.213. Further Special Types of  | version   | Boyfriend? Please Apply," <i>New York Times</i> ,<br>July 17, 2011,<br>http://www.nytimes.com/2011/07/17/<br>04.html.               | Apply." <i>New York Times</i> , July 17, 2011.<br>http://www.nytimes.com/2011/07/17/04.html.  |

Further examples for Journals and Periodicals in Chicago Guide, Sections 14.170-14.213. Further Special Types of References, including Dictionaries and Encyclopedias, can be found in Sections 14.247-14.273.

| Informally Published and Unpublished Material (Interviews, theses, lectures, etc) |  |   |
|---|--|---|
|   | Footnote/Endnote   | Bibliography  |
| Thesis or dissertation  | 1. Name of Author, "Title of Thesis/<br>Dissertation" (master's thesis, Name of<br>Institution, Date), page, URL.  | Author, First Name. "Title of Thesis/<br>Dissertation." Master's thesis, Name of<br>Institution, Date. URL.   |
| retrieved<br>online   | 1. Ilya Vedrashko, "Advertising in<br>Computer Games" (master's thesis, MIT,<br>2006), 59, http://cms.mit.edu/research/<br>theses/Ifedrashko2006.pdf.  | Vedrashko, Ilya. "Advertising in Computer<br>Games." Master's thesis, MIT, 2006.<br>http://cms.mit.edu/<br>research/theses/Ifedrashko2006.pdf.  |
| Conference<br>paper   | 1. Name of Author, "Title of Paper" (conference paper, Name of Conference, Location, Conference Date).   | Author, First Name. "Title of Paper." Paper presented at Name of Conference, Location, Conference Date.   |
| Conference<br>paper<br>(continued)  | 1. Linda A. Teplin, Karen M. Abrams, and Jason J. Washburn, "Early Violent Death in Delinquent Youth" (conference paper, Annual Meeting of the American Psychology-Law Society, La Jolla, CA, March 2005). | Teplin, Linda A., Karen M. Abrams, and Jason J. Washburn. "Early Violent Death in Delinquent Youth." Paper presented at the Annual Meeting of the American Psychology- Law Society, La Jolla, CA, March 2005. |
| Unpublished   | 1. Name of Interviewee (identifying information, if appropriate), interview by Name of Interviewer/the author, Date of interview.  | No corresponding entry in the bibliography is required. Make sure to consult with your professor. (see CMOS 14.219).  |
| interviews  | 1. Andrew Macmillian (principal advisor, Investment Centre Division, Bank of Montreal), interview by the author, September 2011.   | No entry needed (see CMOS 14.206).  |
| Published<br>interview -  | 1. Name of Interviewee (identifying information, if appropriate), interview by Name of Interviewer, <i>Broadcaster/Publisher/ Website Name</i> , Date of interview, URL.                                   | Interviewee, First Name. "Title of interview." (if available). Interview by Name of Interviewee. Broadcaster/Publisher/Website Name, Date of interview. URL.  |
| online version  | 1. McGeorge Bundy, interview by<br>Robert MacNeil, <i>MacNeil/Lehrer</i><br><i>NewsHour, PBS</i> , February 7, 2009,<br>http://www.pbs.com/<br>archives/macneil/2009/048977423.html.                       | Bundy, McGeorge. Interview by Robert<br>MacNeil. <i>MacNeil/Lehrer NewsHour</i> , PBS,<br>February 7, 2009. http://www.pbs.com/<br>archives/macneil/2009/048977423.html.                                      |
| Email, text   | An introduction in text is appropriate (see below), or a brief footnote:  1. Name of Interviewee, email message to author, Date of email.  | No corresponding entry in the bibliography is required. Make sure to consult with your professor.   |
| message or<br>other personal<br>communication                                     | "In a telephone conversation with the author on January 2, 2012, lobbyist Pat Fenshaw said"  OR  1. Constance Conlon, email message to author, April 17, 2010.   | No entry needed.  |
|   | Name of Lecturer, "Title of<br>Lecture" (lecture/lecture notes,<br>Institution, Location, Date).   | Lecturer, First Name. "Title of Lecture." Class lecture/Lecture Notes, Institution, Location, Date.   |

| Class lectures<br>or lecture<br>notes | 1. Jan Bender Shetler, "Tanzania" (lecture, Goshen College, Goshen, IN, January 23, 2000). | Shetler, Jan Bender. "Tanzania." Class lecture,<br>Goshen College, Goshen, IN, January 23,<br>2000. |
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|---------------------------------------|--|---|

Further examples of Interviews and Personal Communications can be found in the Chicago Guide sections 14.218-14.223. Further examples of Unpublished and Informally Published Material can be found in sections 14.224-14.246.

| Turther examples of Onpublished and Informally Fublished Material can be found in sections 14.224-14.240.   |  |   |  |
|---|--|---|--|
| Webpages and We   | ebpages and Websites   |   |  |
|   | Footnote/Endnote   | Bibliography  |  |
| Webpage/Section of website  | 1. "Title or Description of Webpage," Author/Owner/Sponsor of Site, last modified Date/accessed date, URL.   | Not required to include bibliography entry, unless webpage is frequently cited.  Author/Owner/Sponsor of Site. "Title or Description of Webpage." Last modified/ Accessed Date. URL.  |  |
| or website  | "Google Privacy Policy," Google, last<br>modified October 14, 2011, accessed July<br>19, 2008 http://www.google.com/intl/en/<br>privacy.html   | Google. "Google Privacy Policy." Last modified<br>October 14, 2011.<br>http://www.google.com/<br>intl/en/privacy.html   |  |
| Website content<br>– no author<br>Website content   | 1. "Title or Description of Webpage," <i>Website Title</i> , last modified/accessed date, URL.   | Not required to include bibliography entry, unless webpage is frequently cited.  Owner/Sponsor of Site. "Title or Description of Webpage." Last modified/Accessed Date. URL.          |  |
| – no author<br>(continued)  | 1. "Style Guide," <i>Wikipedia</i> , last modified July 18, 2011, http://en.wikipedia.org/wiki/Style _ Guide.  | Wikipedia. "Style Guide." Last modified July 18, 2011. http://en.wikipedia.org/wiki/Style _ Guide.  |  |
| D.  | 1. Name of Author, "Title of Blog<br>Post," <i>Blog Title</i> (blog), Date, URL.   | Not required to include bibliography entry, unless blog is frequently cited.  Author, First Name. "Title of Blog Post."  Blog Title (blog). Date. URL.                                |  |
| Blog  | 1. Matthew Lasar, "FCC Chair Willing to Consecrate XM-Sirius Union," <i>Ars Technica</i> (blog), June 16, 2011, http://arstechnica.com/post/20110616/fccchairwilling.html.                                 | Lasar, Matthew. "FCC Chair Willing to<br>Consecrate XM-Sirius Union." <i>Ars Technica</i><br>(blog). June 16, 2011.<br>http://arstechnica.com/post/20110616/<br>fccchairwilling.html. |  |
| Email   | See personal communication example in "Unpublished material" section above   | See personal communication example in "Unpublished material" section above  |  |
| Further examples of Webpages and Websites, including blogs, can be found in the Chicago Guide Sections 14.243-14.246. Online documents (i.e. Government publications, online brochures, journal articles, etc) should not be treated as websites. |  |   |  |
| Government Documents  |  |   |  |
|   | Footnote/Endnote   | Bibliography  |  |
|   | The Chicago Manual of Style, 16 <sup>th</sup> Edition, refers to the Canadian Guide to Uniform Legal Citation for citing Canadian governmental sources. Please consult the manual for further information. |   |  |
| Government Bill<br>(Canadian,   | 1. Bill #, <i>Title of Bill</i> , # Session, # Parliament, Date, any additional information such as clauses/first reading date/assented date, etc.   | Bill #, <i>Title of Bill</i> , # Session, # Parliament, Date, any additional information such as clauses/first reading date/assented date, etc.                                       |  |

| Federal) - Print or<br>Online version  | 1. Bill C-6, An Act Respecting the Safety of Consumer Products, 2d sess., 40 <sup>th</sup> Parliament, 2009, SC 1999.  | Bill C-6, <i>An Act Respecting the Safety of Consumer Products</i> , 2nd Sess, 40 <sup>th</sup> Parl, 2009, SC 1999.  |
|--|--|---|
| Government<br>Regulation<br>(Canadian, | 1. <i>Title</i> , CRC [abbr. for Consolidated Regulations of Canada], chapter #, section #, year.  | Title, CRC [abbr. for Consolidated Regulations of Canada], chapter #, section #, year.  |
| Federal) - Print or<br>Online version  | 1. Migratory Birds Regulations, CRC, c<br>1035, s 4, 1978.   | Migratory Birds Regulations, CRC, c 1035, s 4, 1978.  |
| Government                             | 1. Country/Province, Government Department(s), <i>Title of Report</i> (Location: Publisher/Government, Date), online: Title of Website <url>.</url>  | Country/Province, Government Department(s), <i>Title of Report</i> (Location: Publisher/Government, Date), online: Title of Website <url>.</url>  |
| Report - Online<br>version             | 1. Canada, Royal Commission on Electoral Reform and Party Financing, <i>Reforming Electoral Democracy</i> (Ottawa: Communication Group, 1991), online: < www.studyparliament. ca/English/pdf/ongoing/1992_05_E.pdf>. | Canada, Royal Commission on Electoral<br>Reform and Party Financing, <i>Reforming</i><br>Electoral Democracy (Ottawa:<br>Communication Group, 1991), online: <<br>www.studyparliament. ca/<br>English/pdf/ongoing/1992_05_E.pdf>. |

Further examples of Government Documents, especially for American documents, can be found in the Chicago Guide, Sections 14.281-14.317. As mentioned above, Canadian examples are best found in the Canadian Guide to Uniform Legal Citation. United States and other examples are best found in the Bluebook: A Uniform System of Citation. You can also consult Queen's University: <a href="http://library.queensu.ca/law/lederman/legalcitation">http://library.queensu.ca/law/lederman/legalcitation</a>.

| Media                               | Media  |  |  |
|-------------------------------------|--|--|--|
|                                     | Footnote/Endnote   | Bibliography   |  |
| Musical<br>recordings<br>- specific | 1. Composer/Performer/Conductor (choose most relevant to your paper), "Track Title," recorded at Location, Date of Recording, on <i>Title of Album</i> , Record Company and Recording Number, Copyright date, Medium.                      | Composer/Performer/Conductor. <i>Title of Album</i> . Record Company and Recording Number, Copyright Date, # medium. Originally recorded date (if applicable).   |  |
| track                               | 1. Billy Holiday, vocal performance of "I'm a Fool to Want You," by Joel Cameron, Frank Sinatra, and Jack Wolf, recorded February 20, 1958, on <i>Lady in Satin</i> , Columbia Cl 1157, 1991, compact disc.                                | Holiday, Billy. <i>Lady in Satin</i> . Columbia CL 1157, 1958, 1 compact disc.   |  |
| Musical<br>recordings<br>- entire   | 1. Composer/Performer/Conductor (choose most relevant to your paper), <i>Title of Album</i> , Record Company and Recording Number, Copyright Date, medium.   | Composer/Performer/Conductor. <i>Title of Album</i> .<br>Record Company and Recording Number,<br>Copyright Date, medium.   |  |
| album                               | 1. Pink Floyd, <i>Atom Heart Mother</i> , Capitol CDP7 4381, 1990, compact disc.   | Pink Floyd. <i>Atom Heart Mother</i> . Capitol CDP 7 4381, 1990, compact disc.   |  |
| Video<br>recordings<br>(DVD)        | 1. Writer(s)/Performer(s)/Director(s) (choose more relevant to your paper), "Title of Section (if applicable)," disc #, Title of Work, edition (if applicable) directed by Director Name (Location: Studio Name, Date of release), format. | Writer(s)/Performer(s)/Director(s) (choose most<br>relevant to your paper). "Title of Section."<br>Disc #. <i>Title of Work</i> , edition (if applicable).<br>Format. Name of Director. Location: Studio<br>Name, Date of release. |  |
|                                     | 1. John Cleese, Terry Gilliam, Eric Idle,<br>Terry Jones, and Michael Palin,<br>"Commentaries," disc 2, <i>Monty Python and the</i>  | Cleese, John, Terry Gilliam, Eric Idle, Terry Jones, and<br>Michael Palin. "Commentaries." Disc 2. <i>Monty</i><br><i>Python and the Holy Grail</i> , special ed. DVD.   |  |

| multimedia. YouTube video example included below.  Online Multimedia  1. "HOROWITZ AT CARNEGIE HALL 2-Chopin Nocturne in Fm Op.55," YouTube video, 5:53, from a performance televised by CBS on Fosted February 2008.  talk video example included below.  Pollan, Michael. "Michael Pollan Gives a Plant's-Eye View." Filmed March 2007. TED video, 17:31. Posted February 2008. | Holy Grail, special ed., directed by Terry Gilliam and Terry Jones (Culver City, CA: Columbia Tristar Home Entertainment, 2001), DVD.   | Directed by Terry Gilliam and Terry Jones. Culver<br>City, CA: Columbia Tristar Home Entertainment,<br>2001.     |
|---|---|--|
| Multimedia Chopin Nocturne in Fm Op.55," YouTube video, 5:53, from a performance televised by CBS on September 22, 1968, posted by "hubanj," January 9, 2009, View." Filmed March 2007. TED video, 17:31. Posted February 2008. http://www.ted.com/index.php/talks/michael_pollan.html.   | (section 14.279) for examples for various multimedia. YouTube video example included  | 14.279) for examples for various multimedia. TED   |
| S8.   | <br>Chopin Nocturne in Fm Op.55," YouTube video, 5:53, from a performance televised by CBS on September 22, 1968, posted by "hubanj," January 9, 2009, http://www.youtube.com/watch?v=cDVBtuWkM | View." Filmed March 2007. TED video, 17:31. Posted February 2008. http://www.ted.com/index.php/talks/michael_pol |

| Additional rules  |  |   |
|---|--|---|
|   | Footnote/Endnote   | Bibliography  |
| Secondary<br>citations  | Citing a source from a secondary source ("quoted in") is generally discouraged, since authors are expected to have examined the works they cite. If an original source is unavailable, however, both the original and secondary source must be listed. The example below is a journal article cited in a book. |   |
|   | 1. Original Author, "Title of Work,"<br>Journal Title Volume, Issue (Date): page,<br>quoted in Secondary Author, Title of<br>Work (Location: Publisher, Date), page.   | Author, Original. "Title of Work." <i>Journal Title</i> Volume, Issue (Date): page range. Quoted in Secondary Author. <i>Title of Work</i> . Location: Publisher, Date.                       |
|   | 1. Louis Zukofsky, "Sincerity and Objectification," <i>Poetry</i> 37 (1931): 269, quoted in Bonnie Costello, <i>Marianne Moore: Imaginary Possessions</i> (Cambridge, MA: Harvard University Press, 1981), 78.   | Zukofsky, Louis. "Sincerity and Objectification."  Poetry 37 (1931): 265-81. Quoted in Bonnie Costello. Marianne Moore: Imaginary Possessions. Cambridge, MA: Harvard University Press, 1981. |
| Classical<br>references   | 1. Author, <i>Title</i> , section.   | Classical primary references are not usually included in the bibliography, unless specific edition or modern author is being cited.   |
|   | 1. Ovid, <i>Amores</i> , 1.7.27.   | Aristotle. <i>Complete Works of Aristotle: The Revised Oxford Translation.</i> Edited by J. Barnes. 2 vols. Princeton, NJ: Princeton University Press, 1993.                                  |
| Further Special Types of References can be found in Chicago Guide Sections 14.247-14.273. |  |   |

#### Formatting:

When using footnotes, a paper will require a bibliography.

- 1. On a new page, centre the word Bibliography. It does not require bold, italics, or underlining.
- 2. A double space is required between the bibliography and list of references.
- 3. Entries are listed in alphabetical order based on the first word of each entry.
- 4. Individual references are single spaced with a double space between each new entry.
- 5. References should be formatted in a *hanging indent format* which means the first line of each reference is set flush left and subsequent lines are indented.

### **Example Bibliography:**

## Bibliography

Blair, Walter. "Americanized Comic Braggarts." *Critical Inquiry* 4, no. 2 (2004):331-49. Doi:10.1086/ahr.113.3.752.

Holiday, Billy. Lady in Satin. Columbia CL 1157, 1958, 1 compact disc.

Pollan, Michael. "Michael Pollan Gives a Plant's-Eye View." Filmed March 2007. TED video, 17:31. Posted February 2008. http://www.ted.com/index.php/talks/michael\_pollan.html

Zukofsky, Louis. "Sincerity and Objectification." *Poetry* 37 (1931): 265-81. Quoted in Bonnie Costello. *Marianne Moore: Imaginary Possessions.* Cambridge, MA: Harvard University Press, 1981.