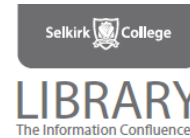


Chicago Citation Guide

16th ed. (REF Z 253 C57 2010)



The following are examples of frequently used forms of citation. For more explanation and further examples, see *The Chicago Manual of Style*, 16th ed. (in the library at REF Z 253 C57 2010). Keep up with what's new in Chicago Style at <http://www.chicagomanualofstyle.org/home.html>

When you use another person's ideas in your paper, even if you put the author's ideas into your own words, you must cite (i.e. credit) the source. **Endnotes or footnotes** are brief credits in the body of a paper (*see page 12 for more information on notes*).

A **bibliography** is a complete list at the end of a paper of all the sources consulted during the research process. Sources consulted in the course of writing a paper must appear in the bibliography. The bibliography begins on a separate page, entitled "Bibliography," at the end of the paper.

Formatting

- Double-spaced
- Serif typeface (e.g. Times New Roman), 12 pt.
- Use italics for the title of a book, journal, magazine, newspaper or video

Bibliography

- Double-spaced
- Hanging indent (in Word 2007 use Paragraph > Special > Hanging)
- Alphabetized, first author is inverted, and main elements are separated by periods

Endnotes or Footnotes

- Double-spaced
- Numbered entries which correspond to superscripted note reference numbers in the text
- Direct quotations and paraphrasing or referring to an idea contained in another work: page, paragraph, or section number is required
- Authors' names in normal order and elements separated by commas or parentheses

Electronic Retrieval Statement (for online documents)

In order of preference:

- doi:xxxxxxx
- URL
- Name of Library Database (accession number or other identifying number)

<p>Key:</p> <ul style="list-style-type: none"> • N: 1. Format for the first notation of a source • N: 2. Format for the second notation of the same source • B: Format for bibliographic citation 	
<p>PERIODICALS</p>	
<p>Periodical general format</p>	<p>N: 1. Author First Name, Last Name, "Title of Article," <i>Title of Periodical</i> Volume (Year): pp.</p> <p>B: Author Last Name, First Name. "Title of Article." <i>Title of Periodical</i> Volume (Year): pp-pp. Electronic retrieval statement</p>
<p>Journal article (print)</p>	<p>N: 1. Jean Barman and Mike Evans, "Reflections on Being and Becoming, Métis in British Columbia," <i>BC Studies</i> 61 (2009): 65.</p> <p>N: 2. Barman and Evans, "Reflections on Being," 65.</p> <p>B: Barman, Jean, and Mike Evans. "Reflections on Being and Becoming, Métis in British Columbia." <i>BC Studies</i> 61 (2009): 59-93.</p>
<p>TIP: In a note, list the specific page number consulted, if any. In the bibliography, list the page range for the whole article.</p>	
<p>Journal article with DOI (database or web site)</p>	<p>N: 1. Gueorgi Kossinets and Duncan J. Watts, "Origins of Homophily in an Evolving Social Network," <i>American Journal of Sociology</i> 115 (2009): 411, doi: 10.1086/599247.</p> <p>N: 2. Kossinets and Watts, "Origins of Homophily," 439.</p> <p>B: Kossinets, Gueorgi, and Duncan J. Watts. "Origins of Homophily in an Evolving Social Network." <i>American Journal of Sociology</i> 115 (2009): 405–50. doi: 10.1086/599247.</p>

TIP: If there is no DOI assigned and the reference was retrieved online, give the URL of the journal home page.

If there is no DOI assigned and the article was retrieved from a library database, give the name of the database followed by the accession number, or other identifying number of the article (See example below).

15th edition (recommended): If there is no DOI assigned and the article was retrieved from a library database, give the name of the database from which the article was retrieved, followed by the URL of the access site for Selkirk College databases (<http://www.library.selkirk.ca/find/databases.htm>)

No retrieval date is needed for any of these options.

<p>Journal Article from a library database (without DOI)</p>	<p>N: 1. Sharron A. Fitzgerald, "Hybrid Identities in Canada's Red River Colony," <i>Canadian Geographer</i> 51, no. 2 (2007): 199, Academic Search Complete (25088893).</p> <p>N: 2. Fitzgerald, "Hybrid Identities," 199.</p> <p>B: Fitzgerald, Sharron A. "Hybrid Identities in Canada's Red River Colony." <i>Canadian Geographer</i> 51, no. 2 (2007): 186-201. <i>Academic Search Complete</i> (25088893).</p>
<p>***OR, by 15th edition Chicago***</p>	
<p>Magazine article (print)</p>	<p>N: 1. Stephen R. Brown, "Gentlemen Spies," <i>The Beaver</i>, February/March 2010, 38.</p> <p>N: 2. Brown, "Gentlemen," 40.</p> <p>B: Brown, Stephen R. "Gentlemen Spies." <i>The Beaver</i>, February/March 2010.</p>
<p>TIP: If no author is identified, begin the citation with the article title.</p>	

Magazine article (web site)	<p>N: 1. Erica Werner, "Obama Voices Concerns on Mideast Peace Talks," <i>Time</i>, November 9, 2010, http://www.time.com/time/world/article/0,8599,2030229,00.html.</p> <p>N: 2. Werner, "Obama."</p> <p>B: Werner, Erica. "Obama Voices Concerns on Mideast Peace Talks." <i>Time</i>, November 9, 2010. http://www.time.com/time/world/article/0,8599,2030229,00.html.</p>
<p>TIP: Magazines, even if numbered by volume and issue are usually numbered by date only. The date is not enclosed in parentheses. While a specific page number may be cited in a note, the inclusive page numbers of an article may be omitted.</p>	
Newspaper article (print)	<p>N: 1. Steven Chase, "MacKay Bans Imam's Appearance," <i>Globe and Mail</i>, October. 13, 2010, Vancouver edition.</p> <p>N: 2. Chase, "MacKay Bans."</p> <p>B: Chase, Steven. "MacKay Bans Imam's Appearance." <i>Globe and Mail</i>, October. 13, 2010. Vancouver Edition.</p>
Newspaper article (web site)	<p>N: 1. Michelle Martin, "German Social Networks Wage Virtual War on Rightists," <i>Vancouver Sun</i>, http://www.vancouversun.com/technology.</p> <p>N: 2. Martin, "German Social Networks."</p> <p>B: Martin, Michelle. "German Social Networks Wage Virtual War on Rightists." <i>Vancouver Sun</i>. http://www.vancouversun.com/technology.</p>
<p>TIP: If the URL for an online newspaper article is particularly long and unwieldy, shorten it to end after the first single forward slash (i.e., the slash that follows a domain extension such as <i>.com</i>).</p>	

BOOKS	
Book general format	<p>N: 1. Author First Name, Last Name, <i>Title of Work</i> (Location: Publisher, date), pp.</p> <p>B: Author Last Name, First Name. <i>Title of Work</i>. Location: Publisher, date.</p>

BOOKS

Book	<p>N: 1. Jane Errington, <i>Wives and Mothers, School Mistresses and Scullery Maids: Working Women in Upper Canada, 1790-1840</i> (Montreal: McGill-Queen's University Press, 1995), 101-102.</p> <p>N: 2. Errington, <i>Wives and Mothers</i>, 22.</p> <p>B: Errington, Jane. <i>Wives and Mothers, School Mistresses and Scullery Maids: Working Women in Upper Canada, 1790-1840</i>. Montreal: McGill-Queen's University Press, 1995.</p>
Book (2-3 authors)	<p>N: 1. Wilfred T. Jewkes and Jerome B. Landfield, <i>Joan of Arc: Fact, Legend, and Literature</i> (New York: Harcourt, Brace and World, 1964), 54.</p> <p>N: 2. Jewkes and Landfield, <i>Joan of Arc</i>, 105.</p> <p>B: Jewkes, Wilfred T., and Jerome B. Landfield. <i>Joan of Arc: Fact, Legend, and Literature</i>. New York: Harcourt, Brace and World, 1964.</p>
Book group author	<p>N: 1. University of Chicago Press, <i>Chicago Manual of Style, 16th ed.</i> (Chicago: University of Chicago Press, 2010), 213.</p> <p>N: 2. University of Chicago Press, <i>Chicago Manual</i>, 111.</p> <p>B: University of Chicago Press. <i>The Chicago Manual of Style</i>. 16th ed. Chicago: University of Chicago Press, 2010.</p>
Preface, forward, or introduction of a book	<p>N: 1. Arthur J. Ray, introduction to <i>The Fur Trade in Canada: An Introduction to Canadian Economic History</i>, by Harold A. Innis (Toronto: University of Toronto, 1999), x.</p> <p>N: 2. Ray, introduction, xvii.</p> <p>B: Ray, Arthur J. Introduction to <i>The Fur Trade in Canada: An Introduction to Canadian Economic History</i>, by Harold A. Innis, v-xix. Toronto: University of Toronto, 1999.</p>
<p>TIP: For four or more authors list all the authors in the bibliography; in the note, list only the first author followed by et al.</p> <p>N: 1. Marlyn D. Boyd et al., <i>Health Teaching in Nursing Practice: A Professional . . .</i></p> <p>N: 2. Boyd et al., <i>Health</i>. . .</p>	

BOOKS	
Edited book general format	<p>N: 1. Editor First Name, Last Name, ed., <i>Title of Work</i> (Location: Publisher, Year), pp.</p> <p>B: Editor Last Name, First Name, ed. <i>Title of Work</i>. Location: Publisher, date.</p>
Edited, translated, or compiled book	<p>N: 1. John Matthews, ed., <i>The Celtic Seers' Source Book: Visions and Magic in the Druid Tradition</i> (London: Blandford, 1999), 195-196.</p> <p>N: 2. Matthews, <i>Celtic Seers'</i>, 45.</p> <p>B: Matthews, John, ed. <i>The Celtic Seers' Source Book: Visions and Magic in the Druid Tradition</i>. London: Blandford, 1999.</p>
<p>TIP: If there is a translator or compiler instead of an editor, use the abbreviation trans. (translator), or comp. (compiler).</p>	
Chapter or article in edited book	<p>N: 1. Lloyd Axworthy, "Regional Development: Innovation in the West," In <i>Towards a Just Society: The Trudeau Years</i>, ed. Thomas S. Axworthy and Pierre Elliott Trudeau (Markham: Viking, 1990), 245.</p> <p>N: 2. Axworthy, "Regional Development," 251.</p> <p>B: Axworthy, Lloyd. "Regional Development: Innovations in the West." In <i>Towards a Just Society: The Trudeau Years</i>, edited by Thomas S. Axworthy and Pierre Elliott Trudeau, 241-259. Markham: Viking, 1990.</p>
E-BOOKS	
E-Book general format	<p>N: 1. Author First Name, Last Name, <i>Title of Work</i> (Location: Publisher, date), electronic retrieval statement, pp.</p> <p>B: Author Last Name, First Name. <i>Title of Work</i>. Location: Publisher, date. Electronic retrieval statement.</p>
<p>TIP: The electronic retrieval statement can take the place of the publisher location and name if this information is not available.</p> <p>If a book is available in more than one format, cite the one you consulted. For books consulted online, list a URL. If no page numbers are available you can list a paragraph, section title, or chapter.</p>	

E-BOOKS

Electronic version of a print book (e-book reader)	N: 1. Jane Austen, <i>Pride and Prejudice</i> (New York: Penguin Classics, 2007), Kindle edition, chap. 23. N: 2. Austen, <i>Pride and Prejudice</i> , chap. 24. B: Austen, Jane. <i>Pride and Prejudice</i> . New York: Penguin Classics, 2007. Kindle edition.
TIP: Electronic formats do not always carry stable page numbers. In lieu of page numbers, include an indicator of chapter or section number.	
Electronic version of a print book (accessed online)	N: 1. Philip B. Kurland and Ralph Lerner, eds., <i>The Founders' Constitution</i> (Chicago: University of Chicago Press, 1987): chap. 9, doc. 2, accessed February 28, 2010, http://press-pubs.uchicago.edu/founders/ . N: 2. Kurland and Lerner, <i>Founder's Constitution</i> , chap. 10, doc. 19. B: Kurland, Philip B., and Ralph Lerner, eds. <i>The Founders' Constitution</i> . Chicago: University of Chicago Press, 1987. Accessed February 28, 2010. http://press-pubs.uchicago.edu/founders/ .
TIP: If the DOI is available for a book consulted online, include it instead of the URL.	

REFERENCE WORKS

Encyclopedia entry (print)	N: 1. Marcel Trudel, "Samuel De Champlain," <i>Dictionary of Canadian Biography</i> , Vol. 1, 1000 to 1700, ed. George W. Brown (Toronto: University of Toronto Press, 1966), 187. N: 2. Trudel, "Champlain," 191. B: Trudel, Marcel. "Samuel De Champlain." <i>Dictionary of Canadian Biography</i> . Vol. 1, 1000 to 1700. Edited by George W. Brown. Toronto: University of Toronto Press, 1966.
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REFERENCE WORKS

Encyclopedia or Dictionary entire volume	<p>N: 1. <i>Canada and its Provinces: A History of the Canadian People and Their Institutions by One Hundred Associates</i>, edited by Adam Shortt and Arthur G. Doughty, Vol. 14, <i>The Atlantic Provinces, Part 2</i> (Toronto: University of Edinburgh Press, 1913), 199.</p> <p>N: 2. <i>Canada and its Provinces</i>, Vol. 14, 211.</p> <p>B <i>Canada and its Provinces: A History of the Canadian People and Their Institutions by One Hundred Associates</i>. Edited by Adam Shortt and Arthur G. Doughty. Vol. 14, <i>The Atlantic Provinces, Part 2</i>. Toronto: Edinburgh University Press, 1913.</p>
Entry in an online reference work	<p>N: 1. Lewis H. Thomas, "Louis Riel (1844-1885)," in <i>Dictionary of Canadian Biography Online</i> (University of Toronto, 2003-), accessed November 9, 2010, http://www.biographi.ca/009004-119.01-e.php?&id_nbr=5796, para. 6.</p> <p>N: 2. Baldwin and Wilson, "Ann Catley," para. 9.</p> <p>B: Thomas, Lewis H. "Louis Riel (1844–1885)." In <i>Dictionary of Canadian Biography Online</i>. University of Toronto, 2003–. Accessed November 9, 2010. http://www.biographi.ca/009004-119.01-e.php?&id_nbr=5796.</p>

AUDIOVISUAL MEDIA

Video	<p>N: 1. <i>Egypt's Golden Empire</i>, directed by Richard Bradley, (Hollywood, CA: Lion Television and PBS Home Video, 2001), DVD.</p> <p>N: 2. <i>Egypt's Golden</i>, DVD.</p> <p>B: <i>Egypt's Golden Empire</i>. DVD. Directed by Richard Bradley. Hollywood, CA: Lion Television and PBS Home Video, 2001.</p>
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AUDIOVISUAL MEDIA

Video clip	<p>N: 1. John Harwood, "The Pros and Cons of Biden," <i>New York Times</i> video, 2:00, August 23, 2008, http://video.nytimes.com/video/.</p> <p>N: 2. Harwood, "Pros and Cons."</p> <p>B: Harwood, John. "The Pros and Cons of Biden." <i>New York Times</i> video, 2:00. August 23, 2008. http://video.nytimes.com/video/.</p>
TIP: 2:00 = 2 minutes, or the length of the video clip.	
Audio Recordings Audio Book	<p>N: 1. Eric Schlosser, <i>Fast Food Nation: The Dark Side of the All-American Meal</i>, read by Rick Adamson (New York: Random House Audible, 2004), disc 3.</p> <p>N: 2. Schlosser, <i>Fast Food</i>, disc 7.</p> <p>B: Schlosser, Eric. <i>Fast Food Nation: The Dark Side of the All-American Meal</i>. Read by Rick Adamson. New York: Random House Audible, 2004. Audiobook, 8 compact discs; 9 hrs.</p>
Audio Recordings Online (podcast)	<p>N: 1. Stuart McLean, "Centennial Mug," CBC's the <i>Vinyl Café</i>, podcast audio, Oct. 16, 2010, http://podcast.cbc.ca/mp3/vinylcafe_20101016_38940.mp3.</p> <p>N: 2. McLean, "Centennial."</p> <p>B: McLean, Stuart. "Centennial Mug." CBC's the <i>Vinyl Café</i>. Podcast audio. Oct. 16, 2010. http://podcast.cbc.ca/mp3/vinylcafe_20101016_38940.mp3.</p>
Microfilm	**Cite the microfilm source as it would be in its print format (i.e., newspaper article). The fact that it is microfilm need not be mentioned in the citation.

WEB DOCUMENTS

Web sites and Blogs general format	<p>N: 1. Author First Name, Last Name, Title of Post, Date Web site Last Modified, http://www.xxxxxx</p> <p>B: Author Last Name, First Name. Title of Post. Date Web site Last Modified. http://www.xxxxxx</p>
TIP: If the date the Web site was last modified is not available, include the date you accessed the web site.	

WEB DOCUMENTS

Blog post	<p>N: 1. Rhian J. Ellis, Robert Lennon, and Ed Skoog, "Squatters' Rights," <i>Ward Six</i> (blog), June 30, 2008, http://wardsix.blogspot.com/.</p> <p>N: 2. Ellis, Lennon, and Skoog, "Squatters."</p> <p>B: Ellis, Rhian, J. Robert Lennon, and Ed Skoog. "Squatters' Rights." <i>Ward Six</i> (blog). June 30, 2008. http://wardsix.blogspot.com/.</p>
Web site content informally published or self- archived work	<p>N: 1. Microsoft Corporation. "WD2000: Visual Basic Macro to Assign Clipboard Text to a String Variable," revision 1.3, Microsoft Help and Support, last modified November 23, 2006, http://support.microsoft.com/kb/212730.</p> <p>N: 2. Microsoft, "WD2000."</p> <p>B: Microsoft Corporation. "WD2000: Visual Basic Macro to Assign Clipboard Text to a String Variable." Revision 1.3. Microsoft Help and Support. Last modified November 23, 2006. http://support.microsoft.com/kb/212730.</p>

COURSE LECTURES AND MATERIALS

TIP: Unrecoverable data (including interviews, unpublished lectures, and other forms of personal communication) is included in a note, but not included in the bibliography.

Personal Communication interview	<p>N: 1. Benjamin Spock, interview by Milton J. E. Senn, November 20, 1974, interview 67A, transcript, Senn Oral History Collection, National Library of Medicine, Bethesda, MD.</p>
Personal Communication course lecture	<p>N: 1. Duff Sutherland, "The Northwest to the 1860s," History 104, Selkirk College, Nov. 18, 2001.</p>
Personal Communication email message	<p>N: 1. Constance Conlon, e-mail message to author, April 17, 2000.</p>

SECONDARY SOURCES

Citations taken from a secondary source

- N:** 1. Louis Zukofsky, "Sincerity and Objectification," *Poetry* 37 (February 1931): 269, quoted in Bonnie Costello, *Marianne Moore: Imaginary Possessions* (Cambridge, MA: Harvard University Press, 1981), 78.
- N:** 2. Zukofsky, "Sincerity," 94.
- B:** Zukofsky, Louis. "Sincerity and Objectification." *Poetry* 37 (February 1931): 263-775. Quoted in Bonnie Costello, *Marianne Moore: Imaginary Possessions*. Cambridge, MA: Harvard University Press, 1981.

TIP: Secondary source = the book or article you have in your hand

Primary source = the quotation taken from the secondary source that originally came from a book or article you do not have access to.

Use secondary sources sparingly, for instance, when the original work is out of print, unavailable through usual sources, or not available in English.

ENDNOTES OR FOOTNOTES

Endnotes or footnotes serve the following purposes:

1. They indicate the exact source of every quotation used.
2. They acknowledge indebtedness to others for ideas and opinions.
3. They give authority for a fact that the reader might be inclined to doubt. No note is required for facts that may be regarded as matters of common knowledge and that are generally accepted as true.
4. They provide information which, if it were included in the essay itself, would interrupt the flow of the argument.

To use endnotes or footnotes, place a note number in the text of the essay at the end of a sentence, at the end of a quotation, or at a specific point of reference such as a statistic included in the sentence. Relative to other punctuation, the number follows any punctuation mark except for the dash, which it precedes. Use superscript¹ or brackets (1) for the note number.

Number the notes consecutively through the body of the essay. Notes may be placed in a consecutive list at the end of the essay (endnotes) or may be placed at the bottom of each page (footnotes).

Italicize the titles of books and journals; put quotation marks around the “titles of articles.” Never put quotation marks around an italicized title, unless those quotation marks are part of the title.

Second or Subsequent References

When a source is used a second time, its endnote/footnote is given in a shorter form. The short form should include enough information to remind readers of the full title or to lead them to the appropriate entry in the bibliography.

1. If the work and the author remain the same and if you are using only one book or article by that author, simply give the author’s last name and page reference.
¹⁷Ward, 335.
2. If you are using two or more works by an author, you must indicate which of the works you are citing. Use the last name, a shortened title, and page reference.
¹⁸Barman, *Sojourning Sisters*, 146.
3. If you use two authors with the same last name, give the full name in the shortened reference.
¹⁹Janine Roy, 12.

Bibliography

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Baker, Peter, and John M. Broder. "Whitehouse Lifts Ban on Deepwater Drilling." *New York Times*, October 12, 2010. <http://www.nytimes.com/2010/10/13/us/13drill.html?ref=politics>.

Barman, Jean, and Mike Evans. "Reflections on Being and Becoming, Métis in British Columbia." *BC Studies* 61 (2009): 59-93.

Chase, Steven. "MacKay Bans Imam's Appearance." *Globe and Mail*, (Vancouver, BC) Oct. 13, 2010.

Ellis, Rhian, J. Robert Lennon, and Ed Skoog. "Squatters' Rights." *Ward Six* (blog). <http://wardsix.blogspot.com/>.

Egypt's Golden Empire. DVD. Directed by Richard Bradley. Hollywood, CA: Lion Television and PBS Home Video, 2001.

Fitzgerald, Sharron A. "Hybrid Identities in Canada's Red River Colony." *Canadian Geographer* 51, no. 2 (2007): 186-201. *Academic Search Complete* (25088893).

Thomas, Lewis H. "Louis Riel (1844–1885)." In *Dictionary of Canadian Biography Online*. University of Toronto, 2003–. Accessed November 9, 2010. http://www.biographi.ca/009004-119.01-e.php?&id_nbr=5796.

Trudel, Marcel. "Samuel De Champlain." *Dictionary of Canadian Biography*. Vol. 1, 1000 to 1700. Edited by George W. Brown. Toronto: University of Toronto Press, 1966.

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