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CITATION STYLE GUIDE FOR WRITING PAPERS

**Includes American Psychological Association (APA), Modern
Language Association (MLA), and
Chicago/Turabian Styles**

Updated: December 2007

This guide provides samples of the more common types of citations using the American Psychological Association (APA), Modern Language Association (MLA), and Chicago styles. Please refer to the appropriate publication for further details on each style. All examples in this guide are from the books referenced below.

When writing a term paper it is important to determine whether a particular method of citation is required. Please remember to consult your professor.

If your professor specifies a particular method of citation follow the authoritative manual of style, such as:

Publication Manual of the American Psychological Association. (5th ed.). (2001). Washington, DC: American Psychological Association.
Call number: Ref. BF 76.7 P82 2001 (and on reserve at the Circulation Desk.)

Gibaldi, Joseph. ***MLA Handbook for Writers of Research Papers.*** 6th ed. New York: Modern Language Association of American, 2003.
Call number: Ref. LB 2369 G53 2003

The Chicago Manual of Style. 15th ed. Chicago: University of Chicago Press, 2003.
Call number: Ref. LB 2369 C478 2003

Storey, William Kelleher and Towser Jones. ***Writing History: A Guide for Students.*** Don Mills, ON: Oxford University Press, 2004.
Call number: Ref D16 S864 2004c (and on reserve at the Circulation Desk.)

Turabian, Kate L. ***A Manual for Writers of Term Papers, Theses and Dissertations.*** 6th ed. Chicago: University of Chicago Press, 1996.
Call number: Ref. LB 2369 T8 1996

AMERICAN PSYCHOLOGICAL ASSOCIATION

The “APA Manual” contains valuable advice on writing style and grammar, plus an important section dealing with the problems of sexist language and ethnic bias in writing psychology papers (**sections 2.13-2.17**). This brief guide deals specifically with editorial style, particularly the correct method of citing books and articles in your term papers.

DIRECT QUOTATIONS (Section 3.34)

A short quotation of less than 40 words should be incorporated into the text of your paper and enclosed in double quotation marks with a reference to the author of the work quoted, the year of publication, and the page from which the quotation is taken, enclosed in parentheses, together or separately, depending on how you have worked it into your text. This is known as the **author-date** method of citation.

Example 1

She stated, “The ‘placebo effect,’ . . . disappeared when behaviors were studied in this manner” (Miele, 1993, p. 276), but she did not clarify which behaviors were studied.

Example 2

Miele (1993) found that “the ‘placebo effect,’ which had been verified in previous studies, disappeared when [only the first group’s] behaviors were studied in this manner” (p. 276).

No quotation marks are used for block quotations, which are direct quotations of more than 40 words, set off from your text in freestanding blocks of typewritten lines, indented five spaces from the left margin. The entire quotation should be double-spaced.

Example 3

Miele(1993) found the following:

The “placebo effect,” which had been verified in previous studies, disappeared when behaviors were studied in this manner. Furthermore, the behaviors *were never exhibited again* [italics added], even when reel [sic] drugs were administered. Earlier studies (e.g., Adullah, 1984; Fox, 1979) were clearly premature in attributing the results to a placebo effect. (p. 276)

INDIRECT QUOTATIONS (Reference Citations in Text)
(Sections 3.39, 3.94-3.103)

Even when you cite an author's work indirectly, (that is, when you do not quote from it exactly but refer, in your own words, to that author's ideas, research, conclusions, etc.), you must briefly identify your source.

One Work By One Author (3.94)

Example 1

At an appropriate point in your text, simply insert between parentheses the last name of the author of the source to which you are referring and the date of its publication, separating the two by a comma and a space:

In a recent study of reaction times (Rogers, 1994)

Example 2

If the author's name has been worked into your text, only the date is needed in the parentheses:

Rogers (1994) compared reaction times

Example 3

If the author's name and date appear within your text, no parenthetical information is needed:

In 1994 Rogers compared . . .

Example 4

Within a paragraph, as long as the study cannot be confused with another cited study, it is not necessary to include the year in a subsequent reference:

In a recent study of reaction times, Rogers (1994) described the method...Rogers also found...

One Work By Multiple Authors (3.95)

When a work has **two authors**, always cite both surnames every time the reference occurs in your text. If there are **three to five authors**, cite all authors the first time. In subsequent references, cite only the surname of the first author followed by “et al.” and the year if it is the first citation of the reference within a paragraph.

Example

Wasserstein, Zappulla, Rosen, Gertman, and Rock (1994) found that the data are related. **[First citation]**

Wasserstein et al. (1994) found...

[subsequent citation per paragraph thereafter]

[Omit the year from subsequent citations after the first citation within a paragraph]

Groups As Authors (3.96)

The name of a group author is usually spelled out each time it appears in your text. The names of some authors are spelled out in the first citation and abbreviated thereafter. Use your judgement. The reader of your paper should be able to locate it and the complete citation of the work, without undue difficulty, in the reference list at the end of your paper.

Example

Entry in reference list:

National Institute of Mental Health. (1991).

First text citation:

(National Institute of Mental Health [NIMH], 1991)

Subsequent text citation:

(NIMH, 1991)

Authors With Same Surname (3.98)

When a publication contains two or more primary authors with the same surname, include the first author’s initials in all text citations, even when the year of publication is different.

Example 1 R.D. Luce (1954) and P.A. Luce (1986) also found

Example 2 J.M. Goldberg and Nerf (1961) and M.E. Goldberg and Wurtz (1972) studied

Specific Parts of a Source (3.101)

In addition to the author and the date, indicate the page, chapter, figure, table, if necessary, at the appropriate point in your text. Page numbers should always be given for direct quotations.

Example 1 (Cheek & Buss, 1981, p. 332)

Example 2 (Shimamura, 1989, chap. 3)

Citation of [Electronic] Sources (3.39)

Example 1 (location reference used)

Use for direct quotation or paraphrasing from electronic sources that do not provide page numbers, but do provide paragraph numbers. Use the paragraph number in place of the page number, preceded by ¶ or the abbreviation *para*.

As Myers (2000, para. 5) aptly phrased it, “positive emotions are both an end - better to live fulfilled, with joy [and other positive emotions]- and a means to a more caring and healthy society.”

Example 2 (location reference used)

Use for direct quotation or paraphrasing when there are neither paragraph nor page numbers, but headings such as Introduction, Method, Results, Discussion, Conclusion are present. Cite the heading and the paragraph following the heading. This will direct the reader to the appropriate section.

Beutler concludes that our existing managed care organizations, and the ways in which we approach treatments, are shortsighted (Beutler, 2000, Conclusion section, ¶ 1).

Example 3 (no location reference)

While this citation method can be used for direct quotation or paraphrasing, it is most appropriate for direct quotations since documents accessed with a Web browser are searchable by using the ‘Find in Page’ command under **E**dit on the browser tool bar. You may choose to omit a location reference altogether when no page or paragraph numbers are provided, and headings either were not used or their use would prove confusing. In these cases cite only the author and date.

“The current system of managed care and the current approach to defining empirically supported treatments are shortsighted” (Beutler, 2000).

If you are unsure which method to use please consult with a librarian or your professor. Librarians may refer you to your professor.

E-mail (3.102)

Email sent from one individual to another should be cited as a personal communication.

T.K. Lutes (personal communication, April 18, 2001)

(V.-G. Nguyen, personal communication, September 28, 1998)

“Because they do not provide recoverable data, personal communications are not included in the reference list. Cite personal communications in text only. Give the initials as well as the surname of the communicator, and provide as exact a date as possible” (American Psychological Association, 2001, p. 214).

REFERENCE LIST (Sections 4.01- 4.16 and Appendix D)

At the end of your paper you must provide full documentation for each source used to support the arguments in your paper. This includes every reference you provided in shortened form within parentheses or in the body of your paper, whether for direct quotations or for indirect citations.

Entries in APA publications are listed in the reference section alphabetically, in author-date order. Legal materials are cited in accordance with *The Blue Book: A Uniform System of Citation* (17th ed., 2000). An abbreviated version of *The Blue Book* can be found in Appendix D of the APA Manual.

The reference list must be double-spaced (examples here are single-spaced here to save space), and entries should have a hanging indent. Be accurate and complete. Pay particular attention to what is italicized and capitalized, and the punctuation.

Scholarly Journal Article, one author (4.16, A, 1)

Mellers, B. A. (2000). Choice and the relative pleasure of consequences. *Psychological Bulletin*, 126(6), 910-924.

Magazine Article (4.16, A, 6)

Kandel, E. R., & Squire, L. R. (2000, November 10). Neuroscience: Breaking down scientific barriers to the study of brain and mind. *Science*, 290, 1113-1120.

Newspaper Article, Discontinuous Pages (4.16, A, 10)

If an article appears on discontinuous pages, give all page numbers and separate the numbers with a comma. (e.g., pp. B1, B3, B5-B7).

Schwartz, J. (1993, September 30). Obesity affects economic, social status. *The Washington Post*, pp. A1, A4.

Citing an Abstract Only (4.16, A, 16)

Woolf, N. J., Young, S. L., Fanselow, M. S., & Butcher, L. L. (1991). MAP-2 expression in cholinceptive pyramidal cells of rodent cortex and hippocampus is altered by Pavlovian conditioning [Abstract]. *Society for Neuroscience Abstracts*, 17(4), 480.

Book (4.16, B)

Beck, C. A. J., & Sales, B. D. (2001). *Family mediation: Facts, myths, and future prospects*. Washington, DC: American Psychological Association.

Book, No Author Or Editor (4.16, B, 26)

Merriam-Webster's Collegiate Dictionary (10th ed.). (1993). Springfield, MA: Merriam-Webster.

Article or Chapter in an Edited Book (4.16, B, 34)

Bjork, R. A. (1989). Retrieval inhibition as an adaptive mechanism in human memory. In H. L. Roediger III & F. I. M. Craik (Eds.), *Varieties of memory & consciousness* (pp. 309-330). Hillsdale, NJ: Erlbaum.

Book Review (4.16, G, 63)

Schatz, B. R. (2000). Learning by text or context? [Review of the book *The social life of information*]. *Science*, 290(5495), 1304.

Corporate Author, brochure (4.16, A, 33)

Research and Training Center on Independent Living. (1993). *Guidelines for reporting and writing about people with disabilities* (4th ed.) [Brochure]. Lawrence, KS: Author.

Entire Encyclopedia or Dictionary (4.16, A, 30)

Sadie, S. (Ed.). (1980). *The new Grove dictionary of music and musicians* (6th ed., Vols. 1-20). London: Macmillan.

Entry from an Encyclopedia or Dictionary (4.16, B, 38)

Bergman, P. G. (1993). Relativity. In *The new encyclopaedia Britannica* (Vol. 26, pp. 501-508). Chicago: Encyclopaedia Britannica.

Canadian Government Documents

For general information on citing **Canadian Government Documents** please see the MSVU library webpage at www.msvu.ca/library/govdocr.asp

ELECTRONIC MEDIA (From: *APA Style Guide to Electronic Media* at <http://wwwdev.msvu.ca/library/PDFs/APAelectronic.pdf>.)

If you have questions about citation please consult with a librarian or your professor. Librarians may refer you to your professor.

Important things to keep in mind:

- Include the same citation elements (author, title, date, etc.) in the same order as you would for a print source, and add as much electronic retrieval information as needed for others to locate the sources you cited. Direct readers as closely as possible to the source used and when in doubt follow the principle of providing more information rather than less.
- Issue number: always include the journal volume number and issue number (if available).
- Retrieval dates: no longer required for content that is not likely to change (journal articles or books); retrieval dates are still required for undated or changeable content from the open web.
- Use a journal article's DOI (if available) instead of the URL in the reference. The DOI is a Digital Object Identifier that allows a reader to link directly to an article via the publisher's web site.

Journal Articles with an assigned DOI:

Miller, P. H., & Aloise, P. A. (1989). Young children's understanding of the psychological causes of behavior: A review. *Child Development*, *60*(2), 257-286. doi:10.1111/1467-8624.ep7266798

- ▶ An article's DOI number can usually be found on the same web page as the abstract or in some cases with the citation or full article. DOIs can also be looked up at: www.crossref.org/guestquery

Journal Articles with no assigned DOI:

Electronic journal article retrieved from a database such as EBSCO's Academic Search Premier: include database name.

Jones, W. S. (1976). The manager's role in developmental planning. *Training & Development Journal*, *30*(7), 3-9.

Retrieved from Academic Search Premier database.

- ▶ Based on information provided in the *APA Style Guide to Electronic Media* (2007, p. 3), we *recommend* that you *include* the database name when an article is of limited circulation (i.e., subscription-based) and is delivered by an electronic database.

Subscription-based electronic journal article available only from publisher's web site: include URL of journal home page.

Lorenzen, J. K., Mølgaard, C., Michaelsen, K. F., & Astrup, A. (2006). Calcium supplementation for 1 y does not reduce body weight or fat mass in young girls. *American Journal of Clinical Nutrition*, *83*(1), 18-23. Retrieved from <http://www.ajcn.org>

Open-access electronic journal article available from publisher's web site: include exact ULR for article.

Li, Q. (2007). Mathematics, science, and technology in secondary schools: Do gender and region make a difference? *Canadian Journal of Learning and Technology*, *33*(1). Retrieved from <http://www.cjlt.ca/content/vol33.1/li.html>

- ▶ Note: this article did not have page numbers. Indicate page numbers if they are present.

Newspaper article

Hilts, P. J. (1999, February 16). In forecasting their emotions, most people flunk out. *The New York Times*. Retrieved from <http://www.nytimes.com>

Stand-alone web page document, no author identified, no date

GVU's 8th WWW user survey. (n.d.). Retrieved August 8, 2000, from <http://www.cc.gatech.edu/gvu/usersurveys/survey1997-10>

- ▶ If the author of a document is not identified, begin the reference with the title of the document. The abbreviation *n.d.* is used when no date of publication is provided.

White papers or documents available from an organization, university or departmental web site

Chou, L., McClintock, R., Moretti, F., & Nix, D. H. (1993). *Technology and education: New wine in new bottles: Choosing pasts and imagining educational futures*. Retrieved August 24, 2000, from Columbia University, Institute for Learning Technologies: <http://www.ilt.columbia.edu/publications/papers/newwine1.html>

- ▶ If a document that presents an organization's philosophy, position or policy is contained within a large and complex web site, identify the host organization and the relevant program or department before giving the URL for the document itself.

ERIC Document

Brewster, C., & Railsback, J. (2002). Full-day kindergarten: Exploring an option for extended learning. (ERIC Document Reproduction Service No. ED472733). Retrieved from Education Resources Information Center: http://www.eric.ed.gov/ERICDocs/data/ericdocs2sql/content_storage_01/0000019b/80/1a/bc/d4.pdf

Electronic Book (open-access)

Buchanan, R., & Koch-Schulte, S. (2000). *Gender on the line: Technology, restructuring and the reorganization of work in the call centre industry*. Ottawa: Status of Women Canada. Retrieved from http://www.swc-cfc.gc.ca/pubs/pubspr/0662281586/200010_0662281586_e.pdf

- ▶ For electronic books the publisher's geographical location and name are generally not necessary if the publisher's name is clear from the author name, URL, database name, or other reference information. It is included here for clarification.

Electronic Book (subscription-based)

Bart, J. (2000). *Women succeeding in the sciences: Theories and practices across disciplines*. West Lafayette, IN: Purdue University Press. Available from <http://www.netlibrary.com>

- ▶ Use "Available from" instead of "Retrieved from" when the URL leads to information on how to obtain the book rather than to the book itself.

Thesis or Dissertation retrieved from a subscription database

Buckner, A. L. (2007). Appetite awareness training in the prevention of eating disorders. Retrieved from ProQuest Dissertations and Theses. (AAT 3273686)

Thesis or Dissertation retrieved from Theses Canada Portal or university web site (open-access)

Roth, D. H. (2004). Adult reflections on childhood verbal abuse. (Master's thesis, University of Saskatchewan, 2004). Retrieved from <http://www.collectionscanada.ca/obj/s4/f2/dsk3/SSU/TC-SSU-07272004163726.pdf>

Wiki

Market research. (2007, November 30). Retrieved 21:24, November 28, 2007, from Wikipedia, The Free Encyclopedia: http://en.wikipedia.org/w/index.php?title=Marketing_research&oldid=173254885

- ▶ Note that APA places the retrieval date and time before the organization's name. This is most similar to citing a general web page. See the *Guide* for examples of citing an electronic dictionary or encyclopedia that originated in print.

Blog (Weblog)

Giest, M. (2007, November 27). Universal Music CEO on Technology. Message posted to <http://www.michaelgeist.ca/content/view/2413/196>

YouTube (Video post)

Norton, R. (2006, November 4). How to train a cat to operate a light switch [Video file]. Video posted to <http://www.youtube.com/watch?v=Vja83KLQXZs>

MODERN LANGUAGE ASSOCIATION (MLA)

CITING SOURCES IN THE TEXT (6.1 - 6.5.2, pp. 237-260)

The *MLA Handbook* recommends the use of parenthetical references in place of endnotes or footnotes. Parenthetical documentation/citation is used for direct and indirect quotation. When using parenthetical citation, give only enough information to identify the print or electronic source. The reader will be able to identify full publication information in the *Works Cited* or *Works Consulted* list. *Works Consulted* indicates that the list is not limited to the sources cited in your paper. It includes material you read, but to which you did not directly refer or quote.

Work by One Author (6.1 - 6.3)

Example 1 (Indirect quote, author's name in text, 6.3)

Tennen has argued this point (178-85).

Example 2 (Direct quotation - less than four lines of text in your paper, 3.7.2 and 6.1)

Medieval Europe was a place both of “raids, pillages, slavery, and extortion” and of “travelling merchants, monetary exchange, towns if not cities, and active markets in grain” (Townsend 10).

Example 3 (Direct quotation - more than four lines of text in your paper, 2.7.1 and 6.3)

John K. Mahon adds a further insight to our understanding of the War of 1812:

Financing the war was very difficult at the time. Baring Brothers, a banking firm of the enemy country, handled routine accounts for the United States overseas, but the firm would take on no loans. The loans were in the end absorbed by wealthy Americans at great hazard – also, as it turned out, at great profit to them.
(385)

Double-space indented quotations, indent one inch or 10 spaces from the left margin, and do not use quotation marks.

Entries in Multivolume Works (encyclopedias, anthologies) (6.4.3)

“An evolutionary history of criticism must fail. I have come to this resigned conclusion” (Wellek, 5: xxii).
[Author/Editor, volume: page number]

Corporate Authors (6.4.5)

According to a study sponsored by the National Research Council, the population of China around 1990 was increasing by more than fifteen million annually (15).

Try to work a long corporate author's name into the body of the text so that the reading is not interrupted. If you are giving the name of a corporate author in parentheses, you may shorten terms that are commonly abbreviated, i.e., (Natl. Research Council 15), (see 7.4).

No Author, Citing by Title (6.4.4)

Even *Sixty Minutes* launched an attack on modern art ("Yes . . . but Is It Art?").

In the Works Cited list this would be referenced as follows:

"Yes . . . but Is It Art?" Narr. Morley Safer. *Sixty Minutes*. CBS. WCBS, New York. 19 Sept. 1993.

More than One Author (6.2, p. 239)

Two Authors

Among intentional spoonerisms, the "punlike metathesis of distinctive features may serve to weld together words etymologically unrelated but close in their sound and meaning" (Jakobson and Waugh 304).

Three authors:

(Rabkin, Greenberg, and Olander vii)

More than three authors:

(Lauter et al. 2425-33)

Citing Indirect Sources (6.4.7)

Whenever possible, take material from the original source, not a secondhand one. When this is not possible, put the abbreviation *qtd. in* ("quoted in") before the indirect source. List the original and secondary source in the "Works Cited" list.

Samuel Johnson admitted that Edmund Burke was an "extraordinary man" (*qtd. in* Boswell 2: 450).

Electronic Source (i.e., article from Ebsco, Academic Search Premier)

Just as with print sources, when you use electronic sources you are required to indicate where you derived an idea or an exact quote. Please refer to the *MLA Handbook*, section 6.4.1-6.4.4, for examples of non-print sources such as films, television programs, or recordings. Examples provided here focus on electronic journal articles.

If your source includes page or paragraph numbers cite the relevant numbers by giving the appropriate abbreviation before the numbers.

Example 1 (Author and paragraph numbers included in article)

(Moulthrop, pars. 19-20)

Example 2 (Author and page numbers included, such as with a PDF article)

“I had long been impatient with the barrenland snowscape cliché that Hollywood uses so often to characterize my home country” (New 566).

Example 3 (No pagination or paragraph numbers)

When a web document does not have fixed page numbers or paragraph numbering, you must omit numbers from your parenthetical references and cite the entire work. The *MLA Handbook*, sec. 6.4.1, suggests that you work into the body of your text the name of the person (author, editor, performer).

- a) Michael Joyce was among the first to write fiction in hypertext.
- b) William J. Mitchell’s *City of Bits* discusses architecture and urban life.

Note: if you have printed a web document or article, the page numbers of your printout should not be cited because the pagination will vary for different printers. If page numbers are included as part of the article, as is the case with PDF files, you should use the page numbers.

WORK CITED LIST (5.1-5.9.9)

Books: One author (5.6.1)

Pollack, Vivian R. *Dickinson: The Anxiety of Gender*. Ithaca: Cornell UP, 1984.

Two or three authors (5.6.4)

Blocker, Clyde E., Robert H. Plummer and Richard C. Richardson, Jr. *The Two-Year College: A Social Synthesis*. Englewood Cliffs: Prentice, 1965.

More than three authors (5.6.4)

Quirk, Randolph, et al. *A Comprehensive Grammar of the English Language*. London: Longman, 1985.

Books: An Anonymous work (5.6.11)

New York Public Library Student's Desk Reference. New York: Prentice, 1993.

An Edition (5.6.12, 5.6.14)

Shakespeare, William. *Hamlet*. Ed. Barbara A. Mowat and Paul Werstine. New York: Washington Square-Pocket, 1992. [Ed. refers to "Edited by".]

Bondanella, Peter. *Italian Cinema: From Neorealism to the Present*. 3rd ed. New York: Continuum, 2001.

A Work in an Anthology or a Chapter (5.6.7)

Calvino, Italo. "Cybernetics and Ghosts." *The Uses of Literature: Essays*. Trans. Patrick Creagh. San Diego: Harcourt, 1982. 3-27.

Article in a Scholarly Journal with Continuous Pagination (5.7.1)

Craner, Paul M. "New Tool for an Ancient Art: The Computer and Music." *Computers and the Humanities* 25 (1991): 303-13.

Article in a Scholarly Journal that Pages Each Issue (5.7.2)

Barthelme, Frederick. "Architecture." *Kansas Quarterly* 13.3-4 (1981): 77-80.

Magazine Article (5.7.6)

Bazell, Robert. "Science and Society: Growth Industry." *New Republic* 15 Mar. 1993: 13-14.

Newspaper Article (5.7.5)

Manegold, Catherine S. "Becoming a Land of the Smoke-Free, Ban by Ban." *New York Times* 22 Mar. 1994, late ed.: A1+.

Review (5.7.7)

Updike, John. "No Breaks." Rev. of *Sinclair Lewis: Rebel from Main Street*, by Richard Lingeman. *New Yorker* 4 Feb. 2002: 77-80.

Electronic Resources (5.9, pp. 207-235. See this section for pagination information.)

Full-Text Article from an online database, i.e., Academic Search Elite (5.9.7)

Berek, Peter. "Cross-Dressing, Gender, and Absolutism in the Beaumont and Fletcher Plays." *Studies in English Literature* 44 (2004): 359- . *Academic Search Premier*. EBSCO. Mount Saint Vincent University Library, Halifax, NS. 17 Aug. 2004 <<http://search.epnet.com/>>.

Full-Text Journal Article (5.9.4)

Sohmer, Steve. "12 June 1599: Opening Day at Shakespeare's Globe." *Early Modern Literary Studies* 3.1 (1997): 46 pars. 26 June 2002 <<http://www.shu.ac.uk/emls/03-1/sphmjuli.html>>.

Scholarly Project (5.9.2)

Victorian Women Writers Project. Ed. Perry Willett. May 2002. Indiana U. 7 June 2002 <<http://www.indiana.edu/~letrs/vwwp/>>.

Personal Homepage (5.9.2 c.)

Lancashire, Ian. Home page. 1 Mar. 2002. 26 July 2003 <<http://www.chass.utoronto.ca:8080/~ian/>>.

Material from a CD-ROM (5.9.5)

"Jazz." *The Oxford English Dictionary*. 2nd ed. CD-ROM. New York: Oxford UP, 1992.

CHICAGO MANUAL OF STYLE

This section is based on chapters 16 and 17 of *The Chicago Manual of Style* (15th ed.) and *Writing History: A Guide for Students*. The latter title refers students to the Chicago or Turabian style for additional citation examples (*Writing History*, p. 39).

This method of documentation follows a two-part system, comprising both a series of notes, placed either at the foot of the page (footnotes) or on a separate page at the end of the paper (endnotes), and a list of all works consulted (bibliography).

Notes are numbered consecutively within the text, beginning with 1. Use superscript numbers¹ placed at the end of the passage to be cited. Within the notes themselves, numbers are normally full size, not raised, and followed by a period and a space.

The **Bibliography** at the end of your essay lists **ALL** of the sources you have consulted, in alphabetical order by author (last name first) or title (if the author is unnamed).

ENDNOTES or FOOTNOTES

First, Full Reference

Book, one author (17.26)

1. Max Plowman, *An Introduction to the Study of Blake* (London: Gollancz, 1982), 32.

Book, two or three authors or editors (17.27, 17.28)

2. Dana Carleton Munro and Raymond James Songtag, eds., *The Middle Ages, 395-1500*, rev. ed., Century Historical Series (New York and London: Century, 1928), 69.

Book Chapter, Forward, Preface, etc. (17.69)

3. Norwald Torrington, "Following the Path to the Left," in *Whither Tomorrow?* ed. Montgomery Abelson, 11-12 (Tulsa: Wizmer Bros., 1994).

Scholarly Journal Article (17.157)

4. Janice Potter, "Patriarchy and Paternalism: the Case of the Eastern Ontario Loyalist Women," *Ontario History* 81, 1 (March 1989): 17.

5. Jane Errington, "'Women . . . is a Very Interesting Creature': Some Women's Experiences in Early Upper Canada," *Historic Kingston*, 38 (1990): 18.

Magazines and Newspapers (17.182, 17.188)

6. Bob Levine and Rae Corelli, "The Tracks of History," *Maclean's*, 6 July 1992, 18.
7. Jane Smith, "Folk Tales of Acadia," *Halifax Herald*, 26 July 1949, sec. A, p. 4.

Canadian Government Document (17.325)

8. Canada, *House of Commons Debates* (3 June 2000), p. 7904 (Mrs. Lalonde, MP).
9. *Canada Wildlife Act*, RSC 1985, c. W-9, s. 1.

Archival Documents, Manuscripts and Unpublished Material (17.214, 17.222)

10. Mary James to Celia Johnston, 14 and 30 July 1916, Johnston Letters, Acadian Women's Collection, Nova Scotia Public Archives.
11. Nancy Delayen, "The Fabian Society and Eugenics, 1885-1914" (MA thesis, University of Saskatchewan, 1998), 57.

Encyclopedia or Dictionary Article (17.239)

Well-known reference books are usually not cited in reference lists, but are cited within the text. When they are cited in notes, the facts of publication (place of publication, date and publisher) are usually omitted. The edition, if not the first, must be specified.

12. *Encyclopedia Americana*, 1963 ed., s.v. "Sitting Bull."

Note: **s.v.** is from the Latin **sub verbo** meaning "under the word".

Electronic Documents

See the *Chicago Manual of Style* (17.180, 17.187, 17.234, 17.357) and *Writing History: A Guide for Students*, (p. 42) for other examples of citing electronic sources. The *Chicago Manual of Style* does not require < . . . > around URLs but it does require the use of the word "accessed"; this differs from *Writing History*.

Website (17.234)

Chicago Style:

13. Susan Merritt, "Dr. Maude Abbott," *Women From Canada's Past*, <http://www.niagara.com/~merrwill/default.html> (accessed 10 August 2004).

Writing History Style:

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When references to the same work follow each other without any other reference in between, the abbreviation **Ibid.**, from the Latin, **ibidem**, meaning "in the same place" may be used.

For example, a second mention of the same page of Plowman's work, with no intervening reference, requires only *ibid.*

22. *Ibid.*

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