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)


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


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


**Scholarly Journal Article** (17.157)


**Magazines and Newspapers** (17.182, 17.188)


**Archival Documents, Manuscripts and Unpublished Material (17.214, 17.222)**


**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.


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:*


*Writing History Style:*


**Newspaper Website (17.198)**


**Full-Text Article from an online database, i.e., Academic Search Premier (17.357)**

**Dictionary of Canadian Biography Online** (www.biographi.ca)


**Video Recording**

18. *No Time For Tears: Vietnam, the Women Who Served* (video-recording), directed by Elizabeth Bouiss (West End Film Production, 1993).

**Subsequent Shortened References (16.45)**

Use for a previously cited work that does not immediately precede the current citation. Include the author’s last name, title (or shortened title) and page number when required.

**Book (16.42)**


**Journal (17.179)**


**Government Document**


**Ibid. (16.47)**

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.

If there is no intervening reference and the second reference to Plowman’s work is for a different page then the reference would be

23. Ibid., 68.

**Op. Cit. and loc. cit.** are no longer recommended for use (16.50).
BIBLIOGRAPHY

Books, single author or editor (17.26)


Books, two or more authors or editors (17.28-17.30)


An Anonymous Work (17.32, 17.33)


Edition other than the first (17.79)


Chapter in a Book (17.68-17.75)


Scholarly Journal Article (17.157, 17.163)


Magazine Article (17.182)


Archival Documents, Manuscripts and Unpublished Material (17.214, 17.222)


Microform Collections (17.242)

Microform collections, (Gerritsen and History of Women) that are used only to preserve printed material need not be mentioned in a citation. The source is treated as it would be in its print format. The following item is part of the History of Women collection:

**Government Document (17.325)**
Citations should begin with “Canada” unless it is obvious from the context.


**Entry in an Encyclopedia or Dictionary (17.239)**
Well-known reference books are not listed in bibliographies. See “Endnotes or Footnotes” entry. The exception to this is the Dictionary of Canadian Biography. See entry below

**Video Recording**


**Electronic Documents (17.180, 17.187, 17.234, 17.357)**

**Website (17.234)**

*Chicago Style:*

*Writing History Style:*

**Newspaper Website (17.198)**


**Full-Text Article from an online database, i.e., Academic Search Premier (17.357)**


**Dictionary of Canadian Biography Online**