



# CHICAGO CITATION STYLE

Notes and Bibliography System for History

## OKANAGAN COLLEGE LIBRARY

The Okanagan College History Department requires the use of the notes and bibliography system from the 17<sup>th</sup> edition of *The Chicago Manual of Style* for the documentation of references in student papers.

For more detailed information please refer to:

- Mary Lynn Rampolla's *Pocket Guide to Writing in History* (the current edition is available at all campus libraries).
- University of Chicago's *The Chicago Manual of Style*, 17<sup>th</sup> ed. 2017 (Reference collection, all campuses: Z 253 .U69 2017 and [online](#) from the Library website)
- *Chicago Manual of Style Quick Guide* [online](#) from the Library website

### Using this Guide

- This guide contains examples of notes and bibliography entries for common sources. Numbers in parentheses (14.203, for example) link to the specific rules in *The Chicago Manual of Style*. To find these rules, either navigate to them in the hard copy manual, click on the hyperlink or search for the number in the online guide.
- When using the manual for the notes-bibliography system, avoid any chapters/sections that start with 15 (15.53, for example). These are the rules for the author-date system, and are different from those for the notes-bibliography system. [Stay in chapter 14.](#)
- See the end of this document for a sample title page, footnoted page, and bibliography.

### General Rules

#### Why provide footnotes or endnotes?

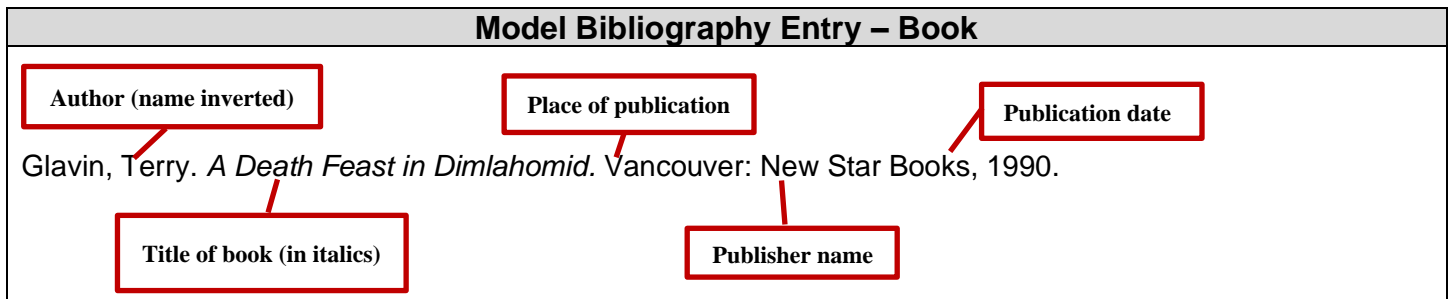
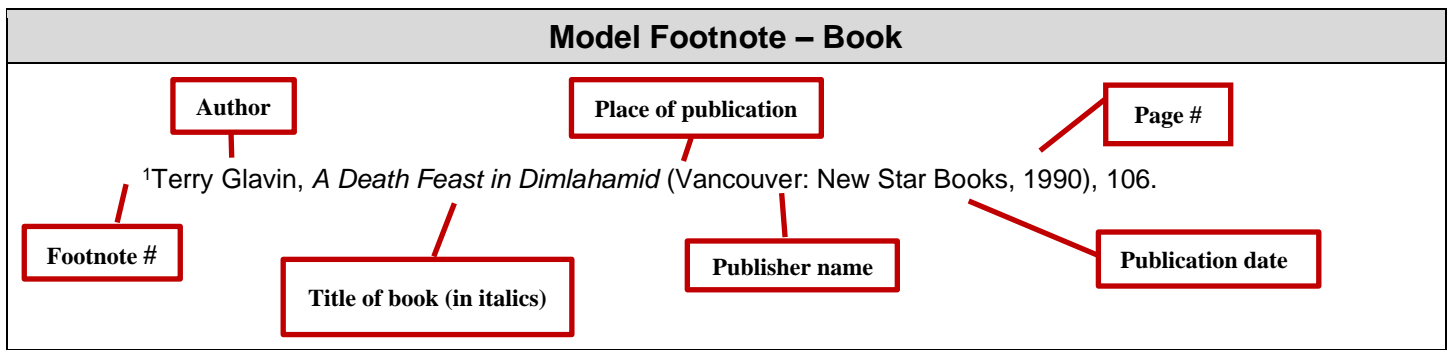
- To indicate the exact source of every quotation used.
- To acknowledge indebtedness to others for opinions, ideas or work product (e.g., statistics).
- To provide authority for facts that are not common knowledge or that the reader might be inclined to doubt.
- To provide information that would disrupt the flow of the argument if it was included in the essay.

#### Footnotes and Endnotes

- Notes may be placed at the bottom of each page (footnotes) or at the end of the paper (endnotes). In footnotes, the number of the note is superscripted (has a smaller font and is set slightly higher on the line than normal text). In endnotes, the number is not superscripted ([14.24](#)).
- The names of the author(s) appear in the conventional order (i.e. first-name first). The source will tell you whether the author's full first name or initials should be used ([14.73-14.75](#)).
- The first line of each note is indented using the the indentation feature of the word processor or a tab ([2.11](#)).
- Notes are double spaced, unlike in the previous edition ([2.8](#)).
- Sources cited in the notes must appear in the bibliography, with the exception of reference works ([14.232-14.234](#)), personal communications ([14.214](#)), newspaper articles ([14.198](#)), and individual blog entries ([14.208](#)).

#### Bibliographies

- Begin the bibliography on a separate page at the end of the paper (after the endnotes).
- Arrange entries alphabetically by the author's last name or by the title if the author is anonymous ([14.65](#)).
- List the first author of each work with the last name first. List additional authors first-name first.
- When an author appears more than once in a bibliography a 3-em dash can replace his or her name. In Microsoft Word, use the combination of the Ctrl+Alt+Minus keys three times : — ( [14.68](#) ).
- Begin the first line of each entry at the left margin. Additional lines in the entry are indented (this is called a hanging indent).



<b>Book with a single author <a href="#">14.75</a></b> (Books with no author or the author is uncertain, refer to <a href="#">14.79</a> )	
<b>Notes</b>	<p><sup>1</sup>Terry Glavin, <i>A Death Feast in Dimlahamid</i> (Vancouver: New Star Books, 1990), 106.</p> <p><sup>2</sup>Terry Glavin, <i>Come From the Shadows: The Long and Lonely Struggle for Peace in Afghanistan</i> (Vancouver: Douglas &amp; McIntyre, 2011), 181.</p> <p><sup>3</sup>Norman Franks, <i>Battle of Britain</i> (New York: Galahad Books, 1981), 52.</p>
<b>Bibliography</b>	<p>Franks, Norman. <i>Battle of Britain</i>. New York: Galahad Books, 1981.</p> <p>Glavin, Terry. <i>A Death Feast in Dimlahamid</i>. Vancouver: New Star Books, 1990.</p> <p>———. <i>Come From the Shadows: The Long and Lonely Struggle for Peace in Afghanistan</i>. Vancouver: Douglas &amp; McIntyre, 2011.</p>
<b>Comments</b>	<p><b>Short form notes:</b> After the first footnote for a source, you can use a short form that includes the author’s name, an abbreviated title, and the page number (<a href="#">14.30</a>).</p> <p><sup>4</sup>Glavin, <i>Death Feast</i>, 108.</p> <p><b>Subsequent notes from the same source:</b> When your note refers to the same source as the last item cited, you may use the author’s name and the page number in place of the fuller short form of the citation. Include the page number even if it is the same as the last citation. If the last citation included more than one source, the fuller short form of the citation should be used subsequently.</p> <p><sup>5</sup>Glavin, <i>Death Feast</i>, 108.</p> <p><sup>6</sup>Glavin, 108.</p> <p><sup>7</sup>Glavin, <i>Come From the Shadows</i>, 79; <i>Death Feast</i>, 64.</p> <p><sup>8</sup>Glavin, <i>Come From the Shadows</i>, 52.</p> <p><sup>9</sup>Glavin, 110.</p> <p>Using <i>ibid.</i> is now discouraged for recurring notes (<a href="#">14.34</a>).</p>

<b>Book with two or three authors (or editors) <a href="#">14.76</a></b>	
<b>Notes</b>	<p><sup>10</sup>Carole Shamas, Marylynn Salmon, and Michel Dahlin, <i>Inheritance in America: From Colonial Times to the Present</i> (New Brunswick, NJ: Rutgers University Press, 1987), 97.</p> <p><b>Short form note:</b>  <sup>11</sup>Shamas, Salmon and Dahlin, <i>Inheritance in America</i>, 142.</p>
<b>Bibliography</b>	Shamas, Carole, Marylynn Salmon, and Michel Dahlin. <i>Inheritance in America: From Colonial Times to the Present</i> . New Brunswick, NJ: Rutgers University Press, 1987.
<b>Comments</b>	In the bibliography, the first author is listed last name first, and additional authors are listed first name first.

<b>Book with more than three authors (or editors) <a href="#">14.76</a></b>	
<b>Notes</b>	<p><sup>12</sup>Alison Prentice et al., <i>Canadian Women: A History</i> (Toronto: Harcourt Brace Jovanovich, 1988), 121-23.</p> <p><b>Short form note:</b>  <sup>13</sup>Prentice et al., <i>Canadian Women</i>, 134.</p>
<b>Bibliography</b>	Prentice, Alison, Paula Bourne, Gail Cuthbert Brandt, Beth Light, Wendy Mitchinson, and Naomi Black. <i>Canadian Women: A History</i> . Toronto: Harcourt Brace Jovanovich, 1988.
<b>Comments</b>	In notes, only the name of the first author is given, followed by et al. (et al. is a Latin abbreviation meaning "and others"). In the bibliography, all the authors' names are listed. (more about authors: <a href="#">14.77-14.84</a> )

<b>E-book from a library database <a href="#">14.161</a></b>	
<b>Notes</b>	<p><sup>14</sup>Menno Boldt, <i>Surviving as Indians: The Challenge of Self-Government</i> (Toronto: University of Toronto Press, 1993), 23, <a href="https://ebookcentral.proquest.com/lib/okanagan-ebooks/detail.action?docID=3251375">https://ebookcentral.proquest.com/lib/okanagan-ebooks/detail.action?docID=3251375</a>.</p> <p><sup>15</sup>M. R. D. Foot and I. C. B. Dear, eds., <i>Oxford Companion to World War II</i> (Oxford: Oxford University Press, 2001), 154, <a href="https://doi.org/10.1093/acref/9780198604464.001.0001">https://doi.org/10.1093/acref/9780198604464.001.0001</a>.</p>
<b>Bibliography</b>	Boldt, Menno. <i>Surviving as Indians: The Challenge of Self-Government</i> . Toronto: University of Toronto Press, 1993. <a href="https://ebookcentral.proquest.com/lib/okanagan-ebooks/detail.action?docID=3251375">https://ebookcentral.proquest.com/lib/okanagan-ebooks/detail.action?docID=3251375</a> . Foot, M. R. D and I. C. B. Dear, eds. <i>Oxford Companion to World War II</i> . Oxford: Oxford University Press, 2001. <a href="https://doi.org/10.1093/acref/9780198604464.001.0001">https://doi.org/10.1093/acref/9780198604464.001.0001</a> .
<b>Comments</b>	<p>A DOI (Digital Object Identifier) is a unique string of numbers and letters permanently applied to the content of an article or E-book.</p> <p>E-books are cited exactly the same as a print book, with the addition of a DOI or URL at the end of the note or bibliography entry. If the library database provides a stable URL, provide that one. If no DOI or stable URL is provided, instead include the name of the commercial database (i.e. Academic Search Complete). This database name is not in italics.</p> <p>If the work is paginated, include the page number in your footnote. If the work is not paginated, provide a chapter number or section title. If a chapter number is used, it goes before the URL instead of after.</p>

<b>E-book freely available online <a href="#">14.162</a></b>	
<b>Notes</b>	<p><sup>16</sup>Grey Owl, <i>The Men of the Last Frontier</i> (New York, 1932; Project Gutenberg, 2011), chap. 5, <a href="http://www.gutenberg.ca/ebooks/greyowl-menofthelastfrontier/greyowl-menofthelastfrontier-00-e.html">http://www.gutenberg.ca/ebooks/greyowl-menofthelastfrontier/greyowl-menofthelastfrontier-00-e.html</a></p> <p><b>Short form note:</b>  <sup>17</sup>Grey Owl, <i>Men of the Last Frontier</i>, chap. 3.</p>

<b>Bibliography</b>	Grey Owl. <i>The Men of the Last Frontier</i> . New York: Charlie Scribner's Sons, 1932. http://gutenberg.ca/ebooks/greyowl-menofthelastfrontier/greyowl-menofthelastfrontier-00-h-dir/greyowl-menofthelastfrontier-00-h.html
<b>Comments</b>	If the book is a reprint edition, include both the original publication date and the newer, electronic publication date in the note, as well as the name of the online collection from which it was retrieved.  If it is a contemporary book from Google Books or other online e-book collection, cite the book as you would a print book and include the URL at the end of the citation.  For an ebook requiring a specific device, include the file format at the end of the citation (see <a href="#">14.159</a> ).

<b>Chapter, article, or essay in an edited book <a href="#">14.107</a></b>	
<b>Notes</b>	<sup>18</sup> Roger Sarty, "Canada and the Great Rapprochement 1902-1914," in <i>The North Atlantic Triangle in a Changing World: Anglo-American-Canadian Relations, 1902-1956</i> , ed. B.J.C. McKercher and Lawrence Aronson (Toronto: University of Toronto Press, 1996), 19.  <b>Short form note:</b> <sup>19</sup> Sarty, "Canada and the Great Rapprochement, 1902-1914," 134-6.
<b>Bibliography</b>	Sarty, Roger. "Canada and the Great Rapprochement, 1902-1914." In <i>The North Atlantic Triangle in a Changing World: Anglo-American-Canadian Relations, 1902-1956</i> , edited by B.J.C. McKercher and Lawrence Aronson, 12-47. Toronto: University of Toronto Press, 1996.
<b>Comments</b>	In the bibliography entry, include the page range of the chapter within the book. <b>Page ranges:</b> for numbers less than 100, use all digits. For numbers higher than 100, use only the changed digits (e.g. 25-29; 109-11; 345-7; 228-34; 398-402).

<b>Edited Book <a href="#">14.103</a> / Edition other than the first <a href="#">14.113-14.114</a></b>	
<b>Notes</b>	<sup>20</sup> Mona Gleason et al., eds., <i>Rethinking Canada: The Promise of Women's History</i> , 6th ed. (Don Mills, ON: Oxford University Press, 2011), 165-6.  <b>Short form note:</b> <sup>21</sup> Gleason et al., <i>Rethinking Canada</i> , 210.
<b>Bibliography</b>	Gleason, Mona, Tamara Myers, and Adele Perry, eds. <i>Rethinking Canada: The Promise of Women's History</i> , 6th ed. Don Mills, ON: Oxford University Press, 2011.
<b>Comments</b>	For lesser-known Canadian and American cities or cities that might be confused with another city of the same name, include a two-letter state or province postal abbreviation. Well known cities (e.g. New York, Toronto) do not require the state or province to be included.

<b>Institutional author <a href="#">14.84</a></b>	
<b>Notes</b>	<sup>22</sup> University of Chicago Press, <i>The Chicago Manual of Style</i> , 17th ed. (Chicago: University of Chicago Press, 2017), 65.
<b>Bibliography</b>	University of Chicago Press. <i>The Chicago Manual of Style</i> . 17th ed. Chicago: University of Chicago Press, 2017.
<b>Comments</b>	An institutional author may be an organization, association, corporation, committee, etc. Provide the organization as author in the bibliography even if the organization is also the publisher.

<b>Multivolume Book <a href="#">14.116-14.119</a></b>	
<b>Notes</b>	<sup>23</sup> Edward Hallett Carr, <i>The Bolshevik Revolution, 1917-1923</i> (Harmondsworth: Penguin, 1966), 3:170-3.
<b>Bibliography</b>	If you used only <u>one volume</u> : Carr, Edward Hallett. <i>The Bolshevik Revolution, 1917-1923</i> . Vol. 3. Harmondsworth: Penguin, 1966.

	If you used <u>more than one volume</u> : Carr, Edward Hallett. <i>The Bolshevik Revolution, 1917-1923</i> . 3 vols. Harmondsworth: Penguin, 1966.
<b>Comments</b>	If a single volume in a multivolume work has a separate title, include it after the volume number. Volume numbers are always in Arabic numerals, even if the original source uses other methods. If page numbers follow the volume number, the abbreviation vol. is omitted and a colon separates the volume number from the page numbers.

<b>Book in a series <a href="#">14.123</a></b>	
<b>Notes</b>	<sup>24</sup> Mariana Valverde, <i>The Age of Light, Soap, and Water: Moral Reform in English Canada, 1885-1925</i> , The Canadian Social History Series, ed. Gregory S. Kealey (Toronto: McClelland & Stewart, 1991), 53.
<b>Bibliography</b>	Valverde, Mariana. <i>The Age of Light, Soap, and Water: Moral Reform in English Canada, 1885-1925</i> . The Canadian Social History Series, edited by Gregory S. Kealey. Toronto: McClelland & Stewart, 1991.
<b>Comments</b>	If the series is numbered, the number follows the series title with no intervening comma unless vol. or no. is used.

<b>Translated book <a href="#">14.104</a></b>	
<b>Notes</b>	<sup>25</sup> Alexander Solzhenitsyn, <i>August 1914</i> , trans. Michael Glenny (Harmondsworth: Penguin, 1974), 110.
<b>Bibliography</b>	Solzhenitsyn, Alexander. <i>August 1914</i> . Translated by Michael Glenny. Harmondsworth: Penguin, 1974.
<b>Comments</b>	The author's name appears first. The name(s) of the editor(s), compiler(s) or translator(s) appear after the title. In the bibliography, spell out the terms: 'edited by', 'translated by', or 'compiled by'. In notes, use the abbreviation "trans." "ed." or "comp." If more than one role is listed in addition to the author, list the names in the same order as on the title page of the original source.

<b>Reprint edition <a href="#">14.114</a> (Also freely available electronic editions of older works, <a href="#">14.162</a>)</b>	
<b>Notes</b>	<sup>26</sup> Herbert Westerby, <i>History of Pianoforte Music</i> (1924; repr., New York: Da Capo Press, 1971), 11. Citations refer to the 1971 edition. <sup>27</sup> Grey Owl, <i>The Men of the Last Frontier</i> (New York: Charlie Scribner's Sons, 1932; Project Gutenberg, 2011), chap. 5, <a href="http://gutenberg.ca/ebooks/greyowl-menofthelastfrontier/greyowl-menofthelastfrontier-00-h-dir/greyowl-menofthelastfrontier-00-h.html">http://gutenberg.ca/ebooks/greyowl-menofthelastfrontier/greyowl-menofthelastfrontier-00-h-dir/greyowl-menofthelastfrontier-00-h.html</a>
<b>Bibliography</b>	Westerby, Herbert. <i>History of Pianoforte Music</i> . 1924. Reprint, New York: Da Capo Press, 1971. Grey Owl. <i>The Men of the Last Frontier</i> . New York: Charlie Scribner's Sons, 1932. Project Gutenberg, 2011. <a href="http://gutenberg.ca/ebooks/greyowl-menofthelastfrontier/greyowl-menofthelastfrontier-00-h-dir/greyowl-menofthelastfrontier-00-h.html">http://gutenberg.ca/ebooks/greyowl-menofthelastfrontier/greyowl-menofthelastfrontier-00-h-dir/greyowl-menofthelastfrontier-00-h.html</a>
<b>Comments</b>	Include relevant original publication details; if the place of publication of the original edition is relevant, include it. In the Westerby example, it was not, so only the date was included.

### Model Footnote – Journal Article (From Database)

<b>Footnote #</b>	<b>Author</b>	<b>Title of journal article</b>	<b>Title of journal (in italics)</b>
<sup>30</sup> James L. McClain, "Castle Towns and Daimyo Authority: Kanazawa in the Years 1583-1630," <i>Journal of Japanese Studies</i> 6, no. 2 (Summer 1980): 269, <a href="http://www.jstor.org.ezproxy.okanagan.bc.ca/stable/132323">http://www.jstor.org.ezproxy.okanagan.bc.ca/stable/132323</a> .			
<b>Vol. #</b>	<b>Issue #</b>	<b>Page #</b>	<b>URL or DOI</b>
<b>Publication date</b>			

### Model Bibliography Entry – Journal Article (From Database)

<b>Author (name inverted)</b>	<b>Title of journal article</b>	<b>Title of journal (in italics)</b>
McClain, James L. "Castle Towns and Daimyo Authority: Kanazawa in the Years 1583-1630." <i>Journal of Japanese Studies</i> 6, no. 2 (Summer 1980): 267-99. <a href="http://www.jstor.org.ezproxy.okanagan.bc.ca/stable/132323">http://www.jstor.org.ezproxy.okanagan.bc.ca/stable/132323</a> .		
<b>Vol. #</b>	<b>Issue #</b>	<b>Page #s</b>
<b>Publication date</b>		<b>URL or DOI</b>

### Journal article in print [14.171-14.174](#)

<b>Notes</b>	<sup>28</sup> Peter Kulchyski, "Trail to Tears: Concerning Modern Treaties in Northern Canada," <i>Canadian Journal of Native Studies</i> 35, no. 1 (2015): 73.  <b>Short form note:</b> <sup>29</sup> Kulchyski, "Trail to Tears," 74.
<b>Bibliography</b>	Kulchyski, Peter. "Trail to Tears: Concerning Modern Treaties in Northern Canada." <i>Canadian Journal of Native Studies</i> 35, no. 1 (2015): 69-82.
<b>Comments</b>	Journal citations should include the volume number as well as the issue number and month or season (if available). Put volume and issue numbers in arabic numerals. Seasons are capitalized and spelled out in full. Months may be abbreviated or spelled out in full.

### Journal article from a library database – DOIs and URLs [14.175](#)

<b>Notes</b>	<sup>30</sup> James L. McClain, "Castle Towns and Daimyo Authority: Kanazawa in the Years 1583-1630," <i>Journal of Japanese Studies</i> 6, no. 2 (Summer 1980): 269, <a href="http://www.jstor.org.ezproxy.okanagan.bc.ca/stable/132323">http://www.jstor.org.ezproxy.okanagan.bc.ca/stable/132323</a> . <sup>31</sup> Adele Perry, "From 'the hot-bed of vice' to the 'good and well-ordered Christian home': First Nations Housing and Reform in Nineteenth-Century British Columbia," <i>Ethnohistory</i> 50, no. 4 (2003): 590, Project MUSE. <sup>32</sup> Gary Warrick, "European Infectious Disease and Depopulation of the Wendat-Tionontate (Huron-Petun)," <i>World Archaeology</i> 35, no. 2 (2003): 272, <a href="https://doi.org/10.1080/0043824032000111416">https://doi.org/10.1080/0043824032000111416</a> .
<b>Bibliography</b>	McClain, James L. "Castle Towns and Daimyo Authority: Kanazawa in the Years 1583-1630." <i>Journal of Japanese Studies</i> 6, no. 2 (Summer 1980): 267-99. <a href="http://www.jstor.org.ezproxy.okanagan.bc.ca/stable/132323">http://www.jstor.org.ezproxy.okanagan.bc.ca/stable/132323</a> . Perry, Adele. "From 'the hot-bed of vice' to the 'good and well-ordered Christian home': First Nations Housing and Reform in Nineteenth-Century British Columbia." <i>Ethnohistory</i> 50, no. 4 (2003): 587-610. Project MUSE. Warrick, Gary. "European Infectious Disease and Depopulation of the Wendat-Tionontate (Huron-Petun)." <i>World Archaeology</i> 35, no. 2 (2003): 258-75. <a href="https://doi.org/10.1080/0043824032000111416">https://doi.org/10.1080/0043824032000111416</a> .

<b>Comments</b>	A DOI is always preferable to a URL in a citation. If no DOI is available, use a stable URL. When citing a URL from a library database, do not use the URL from the browser's address bar. Use a shortened, stable URL provided by the database (look for an icon or link called permalink, stable URL or persistent link).  If no stable URL or DOI is available, then include the database name (as in the "Adele Perry" example above).
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<b>Journal article freely available on the internet <a href="#">14.175</a></b>	
<b>Notes</b>	<sup>33</sup> Trudi Johnson, "Women and Inheritance in Nineteenth-Century Newfoundland," <i>Journal of the Canadian Historical Association</i> 13, no. 1 (2002): 5, <a href="http://id.erudit.org/iderudit/031151ar">http://id.erudit.org/iderudit/031151ar</a> . <sup>34</sup> Elsbeth Ready and Eleanor A. Power, "Why Wage Earners Hunt: Food Sharing, Social Structure, and Influence in an Arctic Mixed Economy," <i>Current Anthropology</i> 59, no. 1 (February 2018): 79, <a href="https://doi.org/10.1086/696018">https://doi.org/10.1086/696018</a>
<b>Bibliography</b>	Johnson, Trudi. "Women and Inheritance in Nineteenth-Century Newfoundland." <i>Journal of the Canadian Historical Association</i> 13, no. 1 (2002): 1-22. <a href="http://id.erudit.org/iderudit/031151ar">http://id.erudit.org/iderudit/031151ar</a> . Ready, Elspeth and Eleanor A. Power, "Why Wage Earners Hunt: Food Sharing, Social Structure, and Influence in an Arctic Mixed Economy," <i>Current Anthropology</i> 59, no. 1 (February 2018): 74-97. <a href="https://doi.org/10.1086/696018">https://doi.org/10.1086/696018</a>
<b>Comments</b>	Cite the paragraph number [e.g., par. 16] if available and if no page numbers are provided in a full-text article.

<b>Book review in a journal <a href="#">14.202</a></b>	
<b>Notes</b>	<sup>35</sup> Mari Carlson, review of <i>The Boat People</i> , by Sharon Bala, <i>BookPage</i> , (January 2018): <a href="http://bookpage.com/reviews/22108-sharon-bala-boat-people#.Wp8ruejwblU">http://bookpage.com/reviews/22108-sharon-bala-boat-people#.Wp8ruejwblU</a>
<b>Bibliography</b>	Carlson, Mari. Review of <i>The Boat People</i> , by Sharon Bala. <i>BookPage</i> , (January 2018): <a href="http://bookpage.com/reviews/22108-sharon-bala-boat-people#.Wp8ruejwblU">http://bookpage.com/reviews/22108-sharon-bala-boat-people#.Wp8ruejwblU</a>
<b>Comments</b>	If an author is not indicated for the review, list the bibliography entry under the title of the periodical (see <a href="#">14.204</a> for details).

<b>Magazine article <a href="#">14.188</a></b>	
<b>Notes</b>	<sup>36</sup> Ken MacQueen and Michael Friscolanti, "Who gets to be Canadian?" <i>Maclean's</i> , October 19, 2015, 18. <sup>37</sup> Philip E.L. Smith, "An Unsettled Life," <i>History Today</i> , December 2017, <a href="http://www.historytoday.com/philip-el-smith/unsettled-life">http://www.historytoday.com/philip-el-smith/unsettled-life</a> .
<b>Bibliography</b>	MacQueen, Ken, and Michael Friscolanti. "Who gets to be Canadian?" <i>Maclean's</i> . October 19, 2015. Smith, Philip E.L. "An Unsettled Life." <i>History Today</i> . December 2017. <a href="http://www.historytoday.com/philip-el-smith/unsettled-life">http://www.historytoday.com/philip-el-smith/unsettled-life</a> .
<b>Comments</b>	Weekly and monthly magazines are usually cited by date only, even if they have volume and issue numbers. Cite the specific page in your note, but do not include the page range in the bibliography. Online magazine articles may not have page numbers available, but if they available, include the specific page in the note ( <a href="#">14.189</a> ).

<b>Newspaper article <a href="#">14.191</a></b>	
<b>Notes</b>	<sup>38</sup> Gloria Galloway, "Inuit to Write Marine-Management Plan," <i>Globe and Mail</i> , September 29, 2017. <sup>39</sup> "Vietnam-China row over South China Sea plane landing," BBC News, January 6, 2016, <a href="http://www.bbc.com/news/world-asia-35216579">http://www.bbc.com/news/world-asia-35216579</a> .
<b>Bibliography</b>	Newspaper articles are not usually cited in bibliographies.

## Reference Materials (Dictionaries and Encyclopedias)

### Printed reference works [14.232](#)

<b>Notes</b>	<p><sup>40</sup><i>Oxford English Dictionary</i>, 2nd ed. (1989), s.v. “Charivari.”</p> <p><sup>41</sup> André Vachon, “Laval, François de” in <i>Dictionary of Canadian Biography</i>, vol. 2, ed. David M. Hayne and André Vachon (Toronto: Toronto University Press/Presses de L’Université Laval, 1969), 364.</p>
<b>Bibliography</b>	<p>Reference entries are not usually listed in the bibliography, unless they are substantial and have a named author.</p> <p>Vachon, André. “Laval, François de.” In <i>Dictionary of Canadian Biography</i>, vol. 2, edited by David M. Hayne and André Vachon, 358-372. Toronto: Toronto University Press/Presses de L’Université Laval, 1969.</p>
<b>Comments</b>	<p>The abbreviation s.v. signifies the Latin sub verbo, meaning “under the word.”</p> <p>If the reference work has substantial authored entries, they can be cited by author much like contributions to a multi-author work (see <a href="#">14.234</a>, <a href="#">14.107</a>). These would be included in the bibliography.</p>

### Online reference works [14.233](#)

<b>Notes</b>	<p><sup>42</sup><i>Oxford English Dictionary</i>, 2nd ed., s.v. “Charivari,” March 2012, <a href="http://www.oed.com/view/Entry/30734">http://www.oed.com/view/Entry/30734</a>.</p> <p><sup>43</sup>David Ricardo Williams, “Davie, Theodore,” in <i>Dictionary of Canadian Biography</i>, vol. 12 (Toronto: Toronto University Press/Presses de L’Université Laval, 2003–), accessed January 2, 2018, <a href="http://www.biographi.ca/en/bio/davie_theodore_12E.html">http://www.biographi.ca/en/bio/davie_theodore_12E.html</a>.</p>
<b>Bibliography</b>	<p>Reference entries are not usually listed in the bibliography, unless they are substantial and have a named author.</p> <p>Williams, David Ricardo. “Davie, Theodore.” In <i>Dictionary of Canadian Biography</i>, vol. 12. (Toronto: Toronto University Press/Presses de L’Université Laval, 2003–). Accessed January 2, 2018. <a href="http://www.biographi.ca/en/bio/davie_theodore_12E.html">http://www.biographi.ca/en/bio/davie_theodore_12E.html</a>.</p>
<b>Comments</b>	<p>An online reference work is cited the same way as a printed work, with the addition of the date of last revision, or the access date. If the entry cites a stable URL address, include it. Otherwise, use the URL for the homepage. The first example above includes the date of last revision and a stable URL. The second includes the date of access and the homepage of the online dictionary.</p>

## Other

### Thesis or dissertation [14.215](#)

<b>Notes</b>	<p><sup>44</sup>Elina Hill, “Indigenous Knowledge Practices in British Columbia: A Study in Decolonization” (master’s thesis, University of Victoria, 2012), 62, Canadian Business &amp; Current Affairs Database, (1520227456).</p> <p><b>Short form note:</b></p> <p><sup>45</sup>Hill, “Indigenous Knowledge Practices,” 62.</p>
<b>Bibliography</b>	<p>Hill, Elina. “Indigenous Knowledge Practices in British Columbia: A Study in Decolonization.” Master’s thesis, University of Victoria, 2012. Canadian Business and Current Affairs Database (1520227456).</p>
<b>Comments</b>	<p>If retrieved from a database, include the name of the database and, in parentheses, any identification number supplied by the database.</p> <p>Use: “PhD diss.” if it is a PhD dissertation (as opposed to a master’s thesis).</p>



Government document	
<b>Notes</b>	<sup>46</sup> British Columbia, <i>Report of Royal Commission on Matters Relating to the Sect of Doukhobors in the Province of British Columbia, 1912</i> (Victoria: King's Printer, 1913), T22. <sup>47</sup> Parks Canada, <i>State of Canada's Natural and Historic Places 2011</i> , Ottawa, 2011. <a href="http://www.pc.gc.ca /eng/docs/pc/rpts/elnhc-scnhp/2011/index.aspx">http://www.pc.gc.ca /eng/docs/pc/rpts/elnhc-scnhp/2011/index.aspx</a> .
<b>Bibliography</b>	British Columbia. <i>Report of Royal Commission on Matters Relating to the Sect of Doukhobors in the Province of British Columbia, 1912</i> . Victoria: King's Printer, 1913. Parks Canada. <i>State of Canada's Natural and Historic Places 2011</i> . Ottawa, 2011. <a href="http://www.pc.gc.ca/eng/docs /pc/rpts/elnhc-scnhp/2011/index.aspx">http://www.pc.gc.ca/eng/docs /pc/rpts/elnhc-scnhp/2011/index.aspx</a> .

Online document from a website	
<b>Notes</b>	<sup>48</sup> Truth and Reconciliation Commission of Canada, <i>Honouring the Truth, Reconciling for the Future: Summary of the Final Report of the Truth and Reconciliation Commission of Canada</i> (Winnipeg, MB: Truth and Reconciliation Commission of Canada, 2015), 24. <a href="http://nctr.ca/assets/reports/Final%20Reports/Executive_Summary_English_Web.pdf">http://nctr.ca/assets/reports/Final%20Reports/Executive_Summary_English_Web.pdf</a>  <b>Short form note:</b> <sup>49</sup> Truth and Reconciliation Commission, <i>Honouring the Truth</i> , 25.
<b>Bibliography</b>	Truth and Reconciliation Commission of Canada. <i>Honouring the Truth, Reconciling for the Future: Summary of the Final Report of the Truth and Reconciliation Commission of Canada</i> . Winnipeg, MB: Truth and Reconciliation Commission of Canada, 2015. <a href="http://nctr.ca/assets/reports/Final%20Reports/Executive_Summary_English_Web.pdf">http://nctr.ca/assets/reports/Final%20Reports/Executive_Summary_English_Web.pdf</a>
<b>Comments</b>	Note that the online version is cited exactly the same as a print version, with the addition of a URL.

Published Interview <a href="#">14.213</a>	
<b>Notes</b>	<sup>50</sup> Timothy McVeigh, interview by Ed Bradley, <i>60 Minutes</i> , Columbia Broadcasting System, March 26, 2000. <sup>51</sup> Lydia Davis, "The Art of Fiction No. 227," interview by Andrea Aguilar and Johanne Fronth-Nygren, <i>Paris Review</i> , no. 212 (Spring 2015): 172, EBSCOhost.
<b>Bibliography</b>	McVeigh, Timothy. Interview by Ed Bradley. <i>60 Minutes</i> . Columbia Broadcasting System, March 26, 2000. Davis, Lydia. "The Art of Fiction No. 227." By Andrea Aguilar and Johanne Fronth-Nygren. <i>Paris Review</i> , no. 212 (Spring 2015): 170-80. EBSCOhost.
<b>Comments</b>	An interview published or otherwise made available can usually be treated like an article or item in a periodical.

Unpublished Interview <a href="#">14.211</a>	
<b>Notes</b>	<sup>52</sup> Andrew Macmillan (principal adviser, Investment Center Division, FAO), in discussion with the author, September 1998.
<b>Bibliography</b>	Unpublished interviews are not usually listed in bibliographies.
<b>Comments</b>	Include the names of the interviewee and interviewer, brief identifying information, the date/place of interview (if known), and a transcript location (if available). For personal communication ( <a href="#">14.214</a> ), include relevant information in a note, and exclude from the bibliography.

Sound recording – Music <a href="#">14.263</a>	
<b>Notes</b>	<sup>53</sup> "Umbrella," featuring Jay-Z, Spotify, track 1 on Rihanna, <i>Good Girl Gone Bad</i> , Island Def Jam, 2007.
<b>Bibliography</b>	Musical recordings can be listed separately in a discography preceding the bibliography or as an appendix ( <a href="#">14.262</a> ),

	Rihanna. "Umbrella." Featuring Jay-Z. In <i>Good Girl Gone Bad</i> , Island Def Jam, 2007, Spotify.
<b>Comments</b>	Include the label of the album as well as the medium of the recording (i.e. Spotify, compact disc, MP3 audio).

<b>Sound recording – Speech <a href="#">14.264</a></b>	
<b>Notes</b>	<sup>54</sup> Franklin Delano Roosevelt, "First Inaugural Address," March 4, 1933, Miller Center of Public Affairs, University of Virginia, transcript and Adobe Flash audio, 18:59, <a href="http://millercenter.org/president/speeches/detail/3280">http://millercenter.org/president/speeches/detail/3280</a> .
<b>Bibliography</b>	Roosevelt, Franklin Delano. "First Inaugural Address." March 4, 1933. Transcript and Adobe Flash audio, 18:59. Miller Center of Public Affairs, University of Virginia. <a href="http://millercenter.org/president/speeches/detail/3280">http://millercenter.org/president/speeches/detail/3280</a> .
<b>Comments</b>	Include the medium of the recording (i.e. Spotify or mp3) or the URL of the recording. Other facts of publication follow the style for print media.

<b>Film <a href="#">14.265</a></b>	
<b>Notes</b>	<sup>55</sup> "Looking for Louise," <i>Thelma &amp; Louise</i> , directed by Ridley Scott (1991; Santa Monica, CA: MGM Home Entertainment, 2004), DVD. <sup>56</sup> <i>American Crime Story: The People v. O. J. Simpson</i> , episode 6, "Marcia, Marcia, Marcia," directed by Ryan Murphy, written by D. V. DeVincentis, featuring Sterling K. Brown, Kenneth Choi, and Sarah Paulson, aired March 8, 2016, on FX, <a href="https://www.amazon.com/dp/B01ARVPCOA/">https://www.amazon.com/dp/B01ARVPCOA/</a> .
<b>Bibliography</b>	Scott, Ridley, dir. <i>Thelma &amp; Louise</i> . 1991; Santa Monica, CA: MGM Home Entertainment, 2004. DVD. Murphy, Ryan, dir. <i>American Crime Story: The People v. O. J. Simpson</i> . Episode 6, "Marcia, Marcia, Marcia." Aired March 8, 2016, on FX. <a href="https://www.amazon.com/dp/B01ARVPCOA/">https://www.amazon.com/dp/B01ARVPCOA/</a> .
<b>Comments</b>	The note above for <i>Thelma &amp; Louise</i> refers to a specific scene or DVD chapter. Include this information if relevant. Include the year for both the original film and the DVD version. For app content see <a href="#">14.268</a> .

<b>Streaming Video <a href="#">14.267</a></b>	
<b>Notes</b>	<sup>57</sup> Rita Deverell, <i>Women, Contemporary Aboriginal Issues, and Resistance</i> , National Film Board, 82:40, 2013, <a href="https://www.nfb.ca/film/women_contemporary_aboriginal_issues_resistance/">https://www.nfb.ca/film/women_contemporary_aboriginal_issues_resistance/</a> <sup>58</sup> Mike Rugnetta, "The Norse Pantheon: Crash Course World Mythology #10," video, 12:44, April 30, 2017, posted by "CrashCourse," <a href="https://youtu.be/CyU54gV_PWM">https://youtu.be/CyU54gV_PWM</a> .
<b>Bibliography</b>	Deverell, Rita. <i>Women, Contemporary Aboriginal Issues, and Resistance</i> . National Film Board, 82:40. 2013. <a href="https://www.nfb.ca/film/women_contemporary_aboriginal_issues_resistance/">https://www.nfb.ca/film/women_contemporary_aboriginal_issues_resistance/</a> Rugnetta, Mike. "The Norse Pantheon: Crash Course World Mythology #10." Video, 12:44. April 30, 2017. Posted by "CrashCourse." <a href="https://youtu.be/CyU54gV_PWM">https://youtu.be/CyU54gV_PWM</a> .
<b>Comments</b>	For YouTube videos, if a creator is known, include them in the author slot; if not, omit and include the username of the account that posted the video.

<b>Web page <a href="#">14.207</a></b>	
<b>Notes</b>	<sup>59</sup> "Nutrition Facts Tables," Government of Canada, last modified May 29, 2015, <a href="http://www.canada.ca/en/health-canada/services/understanding-food-labels/nutrition-facts-tables.html">www.canada.ca/en/health-canada/services/understanding-food-labels/nutrition-facts-tables.html</a> . <sup>60</sup> Elizabeth Lee, "Women in Literature – A Literary Overview," The Victorian Web, last modified 1996, accessed December 6, 2017, <a href="http://www.victorianweb.org/gender/womlitov.html">http://www.victorianweb.org/gender/womlitov.html</a> .
<b>Bibliography</b>	"Nutrition Facts Tables." Government of Canada. Last modified May 29, 2015. <a href="https://www.canada.ca/en/health-canada/services/understanding-food-labels/nutrition-facts-tables.html">https://www.canada.ca/en/health-canada/services/understanding-food-labels/nutrition-facts-tables.html</a> . Lee, Elizabeth. "Women in Literature – A Literary Overview." The Victorian Web. Last modified 1996. Accessed December 6, 2017. <a href="http://www.victorianweb.org/gender/womlitov.html">http://www.victorianweb.org/gender/womlitov.html</a> .

<b>Comments</b>	Cite individual web pages rather than entire websites. Entries should include the following elements, where available: the title or a description of the web page, the author's name, the owner or sponsor of the site, the URL, and the date. If there is no publication or modification date, include an access date.
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<b>Blogs <a href="#">14.208</a></b>	
<b>Notes</b>	<sup>61</sup> Deb Amlen, "One Who Gives a Hoot," <i>Wordplay</i> (blog), <i>New York Times</i> , January 26, 2015, <a href="http://wordplay.blogs.nytimes.com/2015/01/26/one-who-gives-a-hoot/">http://wordplay.blogs.nytimes.com/2015/01/26/one-who-gives-a-hoot/</a> .
<b>Bibliography</b>	Blog entries are not cited in the bibliography, unless you cite several entries from the blog. In that case, it would be formatted like this:  Amlen, Deb, ed. <i>Wordplay</i> (blog). <i>New York Times</i> . <a href="http://www.wordplay.blogs.nytimes.com/">http://www.wordplay.blogs.nytimes.com/</a> .
<b>Comments</b>	For blogs, cite the author, the entry title, the blog title, and the URL. Add the word blog in parentheses following the blog title, unless the word blog appears in the title itself. Blogs that are part of a larger publication (New York Times) should include the name of that publication.

<b>Social Media Post <a href="#">14.209</a></b>	
<b>Notes</b>	<sup>62</sup> Okanagan College (@OkanaganCollege), "It's International Education week at #okanagancollege. Did you know more than 50 countries are represented at OC?" Twitter, November 14, 2017, 12:20 p.m., <a href="https://twitter.com/OkanaganCollege/status/930531016468455425">https://twitter.com/OkanaganCollege/status/930531016468455425</a> . <sup>63</sup> Okanagan College Library, "Did you know the library has children's books? We do – in English & French! Here are a few brand-new French titles just added to the collection," Facebook, December 4, 2017, <a href="https://www.facebook.com/OkanaganCollegeLibrary/posts/10155918464124921:0">https://www.facebook.com/OkanaganCollegeLibrary/posts/10155918464124921:0</a>
<b>Bibliography</b>	Include a frequently cited account or an extensive thread related to a single subject in the bibliography.  Okanagan College Library. "Did you know the library has children's books? We do – in English & French! Here are a few brand-new French titles just added to the collection." Facebook, December 4, 2017. <a href="https://www.facebook.com/OkanaganCollegeLibrary/posts/10155918464124921:0">https://www.facebook.com/OkanaganCollegeLibrary/posts/10155918464124921:0</a>
<b>Comments</b>	Content that is private (direct messages, limited to friends only) should be cited as personal communication (see 14.214).

<b>Artwork <a href="#">14.235</a>, <a href="#">14.158</a></b>	
<b>Notes</b>	<sup>64</sup> Salvador Dalí, <i>The Persistence of Memory</i> , 1931, oil on canvas, 9½ × 13" (24.1 × 33 cm), Museum of Modern Art, New York, <a href="http://www.moma.org/collection/works/79018">http://www.moma.org/collection/works/79018</a> .
<b>Bibliography</b>	Dali, Salvador. <i>The Persistence of Memory</i> . 1931. Oil on canvas, 9½ x 13" (24.1 x 33 cm). Museum of Modern Art, New York. <a href="http://www.moma.org/collection/works/79018">http://www.moma.org/collection/works/79018</a> .
<b>Comments</b>	Information can usually be presented in the text rather than a note or bibliography. To cite a work of art used as an illustration in another work, include the publication information of the book and the number of the table or figure.(see 14.158).

<b>Indirect Citation <a href="#">14.260</a></b>	
<b>Notes</b>	<sup>65</sup> Louis Zukofsky, "Sincerity and Objectification," <i>Poetry</i> 37 (February 1931): 269, quoted in Bonnie Costello, <i>Marianne Moore: Imaginary Possessions</i> (Cambridge, MA: Harvard University Press, 1981), 78.
<b>Bibliography</b>	Costello, Bonnie. <i>Marianne Moore: Imaginary Possessions</i> . Cambridge, MA: Harvard University Press, 1981.
<b>Comments</b>	Citing a source from a secondary source is generally discouraged. It is best practice to find the original source and cite directly. If an original source is unavailable, both the original and secondary source must be listed in your note. Include a bibliography entry for both sources.

## Other Types of Works

You may be required to cite other types of works. Here are some common additions and where to find them in the guide.

- Lectures, papers, or posters presented at meetings/conferences ([14.217](#))
- Pamphlets ([14.220](#))
- Maps ([14.237](#))
- The Bible and other sacred works ([14.238-14.241](#))
- Classical works ([14.247-14.252](#))
- Poetry and plays in English ([14.253-14.254](#))
- Standards ([14.259](#))
- Apps ([14.268](#))
- Canadian legal cases and statutes ([14.294-14.295](#))

## Sample Title Page

The Sayer Trial:  
Power and Justice in Rupert's Land

John Doe  
History 112: Canada to 1867  
Dr. Jane Smith  
November 19, 2012

## Sample Footnoted Page

Doe 3

Christopher Lasch writes that “Americans took it as axiomatic, a cherished article of political faith, that freedom had to rest on the broad distribution of property ownership.”<sup>7</sup> Many English liberals, influenced by republican traditions, shared this belief: in England, it was widely held that the United States and Switzerland were structurally democratic because of their widespread property ownership.<sup>8</sup> But the idealization of the independent property-owner went deeper than a concern for material independence. It was also rooted in an appraisal of character. According to Eugenio F. Biagini, John Stuart Mill “was committed to peasant proprietorship on moral and political grounds.”<sup>9</sup> Mill

praised the homestead farmer as the model citizen.... While the factory proletarian was trained to work as part of a machine, the farmer was employed from childhood in an activity fostering independent thinking and creativity, and was free from the anguish and crushing misery that affected the factory worker.<sup>10</sup>

The history of general opposition to the division or specialization of labour, based on its detrimental effect on individual character formation, pre-dates the industrial revolution among republicans. Republicans despised professional armies and politicians, which, they argued, contributed to masculine passivity and dependence.<sup>11</sup>

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<sup>7</sup>Christopher Lasch, *The True and Only Heaven: Progress and its Critics* (New York: W.W. Norton, 1991), 204.

<sup>8</sup>Eugenio F. Biagini, *Liberty, Retrenchment and Reform: Popular Liberalism in the Age of Gladstone, 1860-1880* (Cambridge: Cambridge University Press, 1992), 88.

<sup>9</sup>Biagini, *Liberty Retrenchment and Reform*, 86.

<sup>10</sup>Biagini, 86.

<sup>11</sup>Lasch, *True and Only Heaven*, 177.

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