

This guide outlines how to cite some of the more common information sources. For a comprehensive listing, please consult:

### Chicago Manual of Style

Call number: Z 253.U69 2010 Reference & Stacks at: KAM; Reference at WLK

The library subscribes to **RefWorks** – an online bibliographic management package. For more information, see:  
<http://www.tru.ca/library/guides/refworks/refworks.html>

## General Rules

### Notes & Bibliography (NB) in Chicago

Chicago has two documentation methods. The first, which involves footnotes or endnotes and a bibliography, is typically used by writers in history, literature and the arts. The other uses in-text parenthetical author-date references and a reference list. This system is sometimes preferred by writers in the social sciences. The two systems provide the same information, but in different formats. **This guide summarizes instructions for the note and bibliography system.** For guidelines on the parenthetical system, consult chapter 15 of the 16<sup>th</sup> edition of the *Chicago Manual of Style*.

### About Notes

#### Footnotes versus Endnotes

Footnotes and endnotes are structured in exactly the same way. The only difference between them is location; footnotes are placed at the foot (bottom) of the same page of the referenced text, whereas endnotes are listed in a separate section at the end of a paper or article. Although readers may prefer footnotes for texts in which knowledge of referenced sources is important, the choice to use footnotes versus endnotes in student papers is one of personal preference.

#### Notes: Numbering and Style

In most cases, note numbers should be placed at the end of a sentence or clause, with the number following any punctuation (except for a dash, which it precedes). Order note numbers consecutively, beginning with 1 and continuing throughout the paper or article. Use superscript (superior) style for note reference numbers in the text (i.e. <sup>1</sup>), and a normal full sized font for note reference numbers in the notes themselves, unless you are preparing a manuscript, in which case superscripted numbers may be used in both the text and the notes.

#### Example: Footnote or endnote

According to anthropologist Hildred Geertz, “magic” as a construct, has been used as an ideological weapon in the study of “primitive” or “traditional” cultures.<sup>1</sup>

1. Hildred Geertz, “An Anthropology of Religion and Magic, I,” *Journal of Interdisciplinary History* 6,1 (Summer, 1975): 88.

#### Shortened Citations

Subsequent citations of sources that have already been referenced should be documented in short form. Short form usually includes the author, editor or translator’s last name (omitting any abbreviations such as *ed.* or *trans.*), the main title of the work cited, plus any relevant page numbers. The short title omits *A* or *The*, includes the key word or words, and is italicized.

#### Examples: Shortened Citations

15. Keith Thomas, *Religion and the Decline of Magic: Studies in Popular Beliefs in Sixteenth and Seventeenth Century England* (London: Weidenfeld and Nicolson, 1971), 603.
16. Thomas, *Religion*, 587-9.
17. Jeffrey Andrew Weinstock, “The Spectral Turn,” in *Spectral America: Phantoms and the National Imagination*, ed. Jeffrey Andrew Weinstock (Madison: University of Wisconsin Press, 2004), 4.
18. Weinstock, “The Spectral Turn,” 3-4.
19. Peter Buse and Andrew Stott, eds., *Ghosts: Deconstruction, Psychoanalysis, History* (London: Macmillan, 1999), 15.

20. Buse and Stott, *Ghosts*, 16.

## ***“Ibid.”***

*Ibid.* is an abbreviation of *ibidem*, which means “in the same place”. It may be used in place of the author’s name and the title of a work in a short citation if the same work was cited in the preceding note. *Ibid* may not be used if the preceding note includes more than one reference. If the note references the same page numbers as the preceding note, those page numbers need not be repeated. *Ibid* may be used in successive notes when they refer to the same work.

### **Example: *Ibid***

1. Leslie Monkman, “Indian Myths and Legends,” *A Native Heritage: Images of the Indian in English- Canadian Literature* (Toronto: University of Toronto Press, 1981), 127-65.
2. Monkman, “Indian Myths and Legends,” 154.
3. *Ibid.*, 133.
4. *Ibid.*

## About Bibliographies

In Chicago Style, a bibliography is an alphabetical list of all of the sources cited in a work, as well as some which may not have been cited, but which support the work indirectly or provide relevant additional reading. The bibliography is usually placed at the end of the work. Arrange the works listed in a bibliography alphabetically by the author (or editor)’s last name, or if there is no author or editor, by the title of the work, or a keyword that a reader might use in attempting to search for the work.

A bibliography may be divided into sections if necessary. Scenarios where it may make more sense to divide a bibliography into sections include:

1. If manuscript, archival or other sources do not readily fit into an alphabetical list
2. If readers need to easily differentiate between different types of works cited
3. If the main purpose of the bibliography is as a guide to additional readings.

List the full name of the author(s), beginning with the last name, followed by the first name. For works with two authors, use “and” (not the ampersand “&” conjunction) to separate the authors’ names and only invert the first author’s name. List authors in the order used on the title page. For example: Springsteen, Bruce and Jonie Varnell.

If your reference list contains **more than one item by the same author(s)**, list titles by the same author alphabetically. (Ignore *the* or *an* when ordering titles alphabetically).

Nilsen, Christina. *Busking for Idiots*. Seattle: My Imaginary Press, 2007.

———. *Stop Worrying: Enjoy Life*. Barcelona: Rioja Publishing Cooperative, 2010.

## Books, Edited Books & Book Chapters

A full reference to a book should include the following elements, where applicable, in the bibliography, and also in complete foot or endnotes:

- Author(s) or editor(s): full names. If no personal author/editor, use a corporate author (name of an institution).
- Title: Use the full title of the book, including the subtitle. Titles are capitalized headline-style.
- Editor, compiler or translator if applicable
- Edition: include the edition for anything that is not the first edition

- Volume: If referencing a multivolume work in its entirety, include the total number of volumes. If referencing a single volume within a multivolume work, cite only the individual volume number and its title.
- Series: if applicable, include the series title and volume number, if a numbered series.
- Publication details: city, publisher and date.
- Page number(s): don't put "p" in front.
- URL or DOI for online electronic books. For other types of electronic books, indicate the medium (DVD, CD-ROM etc.)

**Full Footnote or Endnote: General Format**

Author's First Name(s) Surname, *Title of Publication* (Place of publication: Publisher, Year of publication), page number(s).

**Bibliography: General Format**

Author's Surname, First Name(s). *Title of Publication*. Place of publication: Publisher, Year of publication.

**Note the main differences between citations in the notes versus the bibliography:**

- First and surname order is reversed
- Commas are used in notes where periods are used in the bibliography
- Publication details are placed in parentheses in the notes.

## Books, One Author

**Example: Full Footnote or Endnote**

21. James Fenimore Cooper, *The Last of the Mohicans; A Narrative of 1757* (London: John Miller, 1826), 33.

**Example: Bibliography**

Cooper, James Fenimore. *The Last of the Mohicans; A Narrative of 1757*. London: John Miller, 1826.

## Books, 2-3 Authors (or Editors)

If a book has two to three authors or editors, list them in the same order as occurs on the title page. In the bibliography, invert only the first author's name and use commas before and after the first author's given name or initials. Use *and* instead of the ampersand "&" to separate names.

**Example: Full Footnote or Endnote**

22. Howard Kerr, John W. Crowley and Charles L. Crow, eds., *The Haunted Dusk: American Supernatural Fiction, 1820-1920* (Athens: University of Georgia Press, 1982), i.

**Example: Bibliography**

Kerr, Howard, John W. Crowley and Charles L. Crow, eds. *The Haunted Dusk: American Supernatural Fiction, 1820-1920*. Athens: University of Georgia Press, 1982.

## Books, 4-10 Authors (or Editors)

For books with four to ten authors or editors, list them all in the bibliography, but in the note, include only the name of the first author, followed by *et al.* (without an intervening comma).

**Example: Full Footnote or Endnote**

13. Jason Henning et al., *Using Action Research to Improve Instruction: An Interactive Guide for Teachers* (New York: Routledge, 2009), 33.

**Example: Bibliography**

Henning, Jason, Elizabeth Stone, Jared Kelly and Carly Crow. *Using Action Research to Improve Instruction: An Interactive Guide for Teachers*. New York: Routledge, 2009.

## Books, 11+ Authors (or Editors)

In the humanities, books with eleven or more authors are rare. However, in this scenario, Chicago Style suggests that the bibliography include only the first seven of these followed by *et al.* If there is a shortage of space, this may be reduced to six. In the note, include only the name of the first author, followed by *et al.* (without an intervening comma).

### Example: Full Footnote or Endnote

13. Rudy, Jason et al., *Large Collaboration Projects in History and the Humanities* (New York: Routledge, 1989), 21.

### Example: Bibliography

Rudy, Jason, Isla Randolph, Isabella Jiminez, Leen Vanderhoufen, Gijs Kirkermann, Saar Maartens and Carly Crow et al. *Large Collaboration Projects in History and the Humanities*. New York: Routledge, 1989.

## Books: Editor, Translator or Compiler Instead of Author(s)

For works with no author listed on the title page, use the name of the editor(s), translator(s), and/or compiler(s) instead. In full notes and bibliographies, use the applicable abbreviations following the name, preceded by a comma: *ed.* or *eds.*, *comp.* or *comps.*, or *trans.* This abbreviation is not included in shortened notes.

### Example: Full Footnote or Endnote

7. Laura Dabundo, ed. *Encyclopedia of Romanticism: Culture in Britain, 1780s – 1830s* (New York & London: Garland Publishing, Ltd., 1992), 2-3.

### Example: Bibliography

Dabundo, Laura, ed. *Encyclopedia of Romanticism: Culture in Britain, 1780s – 1830s*. New York & London: Garland Publishing Ltd., 1992.

## Chapter or Section of a Book

To reference a specific chapter or other clearly marked section of a book, list the title of the chapter in quotations following the author's name. After the title of the chapter or section, the chapter number may be indicated, followed by *in*, followed by the title of the book. In the bibliography, it is acceptable to list either the title of the book or the chapter first.

### Examples: Full Footnote or Endnote

2. W.E.H. Lecky, "On the Secularization of Politics," chap. 5 in *History of the Rise and Influence of the Spirit of Rationalism in Europe* (London: Longmans, Green and Co., 1865), 50-72.

2. W.E.H. Lecky, "On the Secularization of Politics," in *History of the Rise and Influence of the Spirit of Rationalism in Europe* (London: Longmans, Green and Co., 1865), 50-72.

### Examples: Bibliography

Lecky, W.E.H. "On the Secularization of Politics." Chap. 5 in *History of the Rise and Influence of the Spirit of Rationalism in Europe*. London: Longmans, Green and Co., 1865.

Lecky, W.E.H. *History of the Rise and Influence of the Spirit of Rationalism in Europe*. London: Longmans, Green and Co., 1865. See esp. chap 5, "On the Secularization of Politics."

## Chapter in an Edited Book

### Example: Full Footnote or Endnote

Alison Tracy, "Uncanny Afflictions: Spectral Evidence and the Puritan Crisis of Subjectivity," in *Spectral America: Phantoms and the National Imagination*, ed. Jeffrey Andrew Weinstock (Madison: University of Wisconsin Press, 2004), 4.

### Example: Bibliography

Tracy, Alison. "Uncanny Afflictions: Spectral Evidence and the Puritan Crisis of Subjectivity." In *Spectral America: Phantoms and the National Imagination*, edited by Jeffrey Andrew Weinstock. Madison: University of Wisconsin Press, 2004.

## Group / Corporate Author

If there is no personal author listed on the title page of a publication issued by an organization, association or corporation, list the organization as the author, even if it is also the publisher.

### Example: Full Footnote or Endnote

15. University of Chicago Press. *The Chicago Manual of Style*, 16<sup>th</sup> ed. (Chicago: University of Chicago Press, 2010).

### Example: Bibliography

University of Chicago Press. *The Chicago Manual of Style*. 16<sup>th</sup> ed. Chicago: University of Chicago Press, 2010.

## Multi-Volume Work: Cited as a Whole

To cite a multi-volume work as a whole, list the total number of volumes after the title of the work, or after the editor's name if applicable. If the volumes have been published over a period of several years, give the dates of the first and last volumes, separated by a dash.

### Example: Bibliography

Aristotle. *Complete Works of Aristotle: The Revised Oxford Translation*. Edited by J. Barnes. 2 vols. Bollingen Series. Princeton, NJ: Princeton University Press, 1983.

## Multi-Volume Work: Citing a Particular Volume

### Example: Full Footnote or Endnote

15. Muriel St. Clare Byrne, ed., *The Lisle Letters* (Chicago: University of Chicago Press, 1981), 4:243.

### Example: Bibliography

Chaim, Jared, ed. *The Revolutionary Wars*. Vol. 6 of *European History through the Ages*. Oxford: Oxford University Press, 2002.

## Letters in Published Collections

Begin a reference to a letter in a published collection with the names of the sender and recipient (in that order), followed by the date and, sometimes the place where the letter was written.

### Example: Full Footnote or Endnote

34. Emily Carr to Langdon Kihn, 31 December 1931, in *Letters from Klee Wick, 1928-1941*, ed. Ruth Sampson (Victoria: Trafford Press, 2007), 2-6.

### Example: Bibliography

Carr, Emily. *Letters from Klee Wick, 1928-1941*. Edited by Ruth Sampson. Victoria: Trafford Press, 2007.

## Electronic Books

### Retrieved from a library or bookseller

The format for citing an electronic book is the same as for a print book, except that the type of format consulted must be identified at the end of the citation.

### Example: Full Footnote or Endnote

Jane Austen. *Sense and Sensibility* (New York: Penguin Classics, 2007), Kindle edition.

Jane Austen. *Sense and Sensibility* (New York: Penguin Classics, 2007), PDF e-book.

Jane Austen. *Sense and Sensibility* (New York: Penguin Classics, 2007), iBooks e-book.

### Example: Bibliography

Austen, Jane. *Sense and Sensibility*. New York: Penguin Classics, 2007. Kindle edition.

Austen, Jane. *Sense and Sensibility*. New York: Penguin Classics, 2007. PDF e-book.

Austen, Jane. *Sense and Sensibility*. New York: Penguin Classics, 2007. iBooks e-book.

## Books consulted online

For books consulted online, add the URL or Digital Object Identifier (DOI), if available, to the end of the citation.

### Example: Full Footnote or Endnote

Henry James, *The Coxon Fund* (London, U.K.: The Electric Book Company, 2001)  
<http://site.ebrary.com.ezproxy.tru.ca/lib/trulibrary/docDetail.action?docID=2001777>.

### Example: Bibliography

James, Henry. *The Coxon Fund*. London, U.K.: The Electric Book Company, 2001.  
<http://site.ebrary.com.ezproxy.tru.ca/lib/trulibrary/docDetail.action?docID=2001777>.

## Freely available electronic editions of older works

Many books in the public domain are freely available online. It may be difficult to know, however, whether such sources are authoritative – i.e. which edition of a text is online. If this information is available, include it in the citation. If not, consider consulting a print edition.

### Example: Full Footnote or Endnote

Henry James. *The Figure in the Carpet* [1916; Project Gutenberg, 1996],  
[http://www.gutenberg.org/catalog/world/readfile?fk\\_files=1443099](http://www.gutenberg.org/catalog/world/readfile?fk_files=1443099).

### Example: Bibliography

James, Henry. *The Figure in the Carpet*. Reprint of the 1916 Martin Secker edition, Project Gutenberg, 1996.  
[http://www.gutenberg.org/catalog/world/readfile?fk\\_files=1443099](http://www.gutenberg.org/catalog/world/readfile?fk_files=1443099).

## Dictionaries, Encyclopedias, and other Reference Works

If well known, reference books such as dictionaries and encyclopedias may be excluded from bibliographies. In the notes, reference specific entries from dictionaries and encyclopedias as per the examples below. Note that most of the publication details can be omitted.

### Example: Footnote or Endnote

42. *Oxford English Dictionary*, 2<sup>nd</sup> ed., s.v. “chortle.”
43. *Encyclopedia Britannica*, 13<sup>th</sup> ed., s.v. “a cappella (vocal music).”

In some cases, it may be more appropriate to include the full publication details in references to some reference works.

### Example: Full Footnote or Endnote

13. Laura Dabundo, ed. *Encyclopedia of Romanticism: Culture in Britain, 1780s - 1830s* (New York & London, Garland Publishing, Ltd., 1992), 2-3.

### Example: Bibliography

Dabundo, Laura, ed. *Encyclopedia of Romanticism: Culture in Britain, 1780s - 1830s*. New York & London, Garland Publishing, Ltd., 1992.

## Online Dictionaries and Encyclopedias

Cite online dictionaries and encyclopedias in the same way as you would a print version. However, if no publication or revision date is available, include an access date instead. Also add a URL: if the article recommends a particular URL, use that; otherwise include a short form of the URL which readers may use to enter a search term.

**Example: Full Footnote or Endnote**

2. *Wikipedia*, s.v. "Thompson Rivers University," last modified October 18, 2010, [http://en.wikipedia.org/wiki/Thompson\\_Rivers\\_University](http://en.wikipedia.org/wiki/Thompson_Rivers_University).

As with print dictionaries and encyclopedias, in some cases, it may be more appropriate to include the full publication details in some references.

**Example: Full Footnote or Endnote**

3. Tom Radford, "David Thompson: The Greatest Geographer the World has Known," in *The Canadian Encyclopedia*, accessed November 26, 2010, <http://www.thecanadianencyclopedia.com>.

**Example: Bibliography**

Lawlor, Leonard. "Jacques Derrida." In *Stanford Encyclopedia of Philosophy*, Stanford University, 1997. Article published 2006. <http://plato.stanford.edu/entries/derrida/>

## Periodicals: Journal, Magazine, & Newspaper Articles

In Chicago Style, online periodicals (journals, magazines and newspapers) are cited exactly the same as their print versions, with the addition of a URL or DOI (Digital Object Identifier). DOI's are unique codes used to provide a stable URL for online articles. DOI's are preferable to URLs. They are typically located on the search results page of an article database, in the detailed bibliographic information for an article, or on the PDF or HTML full-text version of an article. If using a URL, use a stable or "permanent" URL if this is available. Otherwise, use the web address that appears in your web browser's address bar when you view the article itself (or the abstract). Note that access dates are *not* required by Chicago Style when citing electronic sources, *unless* no date of publication or revision can be identified from the source.

**Full Footnote or Endnote: General Format**

Author's First Name(s) Surname, "Title of Article," *Periodical Title* Volume, Number (Publication Date): page number(s).

**Bibliography: General Format**

Author's Surname, First Name(s). "Title of Article." *Periodical Title* Volume, Number (Publication Date): page number(s).

## Journals

Chicago Style defines a "journal" as a scholarly or professional periodical. Journals are typically accessed through a subscription. When citing journal articles, include both the volume number and publication date.

### Journal Article, One Author: Retrieved from a Print Journal

**Example: Full Footnote or Endnote**

12. Michael Lundblad, "Epistemology of the Jungle: Progressive-Era Sexuality and the Nature of the Beast," *American Literature* 81, no. 4 (December 2009): 747-773.

**Example: Bibliography**

Lundblad, Michael. "Epistemology of the Jungle: Progressive-Era Sexuality and the Nature of the Beast." *American Literature* 81, no. 4 (December 2009): 747-773.

### Journal Article, One Author: Retrieved Online with a DOI

**Example: Full Footnote or Endnote**

12. Michael Lundblad, "Epistemology of the Jungle: Progressive-Era Sexuality and the Nature of the Beast," *American Literature* 81, no. 4 (December 2009): 747-773, doi: 10.1215/00029831-2009-045.

**Example: Bibliography**

Lundblad, Michael. "Epistemology of the Jungle: Progressive-Era Sexuality and the Nature of the Beast." *American Literature* 81, no. 4 (December 2009): 747-773. doi: 10.1215/00029831-2009-045.

## Journal article, One Author: Retrieved Online without a DOI

### Example: Full Footnote or Endnote

12. Michael Lundblad, "Epistemology of the Jungle: Progressive-Era Sexuality and the Nature of the Beast," *American Literature* 81, no. 4 (December 2009): 747-773, <http://ezproxy.tru.ca/login?url=http://search.ebscohost.com/login.aspx?direct=true&db=ahl&AN=47357216&site=ehost-live>.

### Example: Bibliography

- Lundblad, Michael. "Epistemology of the Jungle: Progressive-Era Sexuality and the Nature of the Beast." *American Literature* 81, no. 4 (December 2009): 747-773. <http://ezproxy.tru.ca/login?url=http://search.ebscohost.com/login.aspx?direct=true&db=ahl&AN=47357216&site=ehost-live>.

## Journal article, 2-3 Authors: Retrieved Online

Cite print and online journal articles in the same way, with one exception: include a URL or DOI at the end of online article citations.

### Example: Full Footnote or Endnote

11. Antoinette Burton and Jean Allman. "Gender, Colonialism, and Feminist Collaboration." *Radical History Review* no. 101 (Spring 2008): 198-210, doi 10.1215/01636545-2007-046.

### Example: Bibliography

- Burton, Antoinette, and Jean Allman. "Gender, Colonialism, and Feminist Collaboration." *Radical History Review* no. 101 (Spring 2008): 198-210. doi 10.1215/01636545-2007-046.

## Journal Article, 4-10 Authors: Retrieved Online

When citing journal articles with 4-10 authors, include the names of all of the authors in the bibliography. In the notes, include only the name of the first author, followed by *et al.* (without an intervening comma). Also, cite print and online journal articles in the same way, with one exception: include a URL or DOI at the end of online article citations.

### Example: Full Footnote or Endnote

13. Jason Henning *et al.*, "Dance as a Pedagogical Practice in Literacy Instruction," *Shaking up the Classroom* 33, no. 2 (Fall, 2005): 23-67, doi: 10.1215/01636545-2007-046.

### Example: Bibliography

- Henning, Jason, Elizabeth Stone, Jared Kelly and Carly Crow. "Dance as a Pedagogical Practise in Literacy Instruction." *Shaking up the Classroom* 33, no. 2 (Fall, 2005): 23-67. doi: 10.1215/01636545-2007-046.

## Journal Article, 11+ Authors: Retrieved Online

In the humanities, articles with eleven or more authors are rare. However, in this scenario, Chicago Style suggests that the bibliography includes only the first seven authors' names followed by *et al.* If there is a shortage of space, this may be reduced to six. In the note, include only the name of the first author, followed by *et al.* (without an intervening comma). Also, cite print and online journal articles in the same way, with one exception: include a URL or DOI at the end of online article citations.

### Example: Full Footnote or Endnote

13. Tine Ketelslegers *et al.*, "Great Painters from Oostende," *Flemish Art* 32, no. 4 (Winter, 2007): 3-39, doi: 10.1215/01636545-2007-046.

### Example: Bibliography



Ketelslegers, Tine, Heleen Praat, Gaert Himmelsbaden, Koen Biertjes, Lieve Krankenhaus, Jos Thielmans and Art Gjarder et al. "Great Painters from Oostende." *Flemish Art* 32, no. 4 (Winter, 2007): 3-39. doi: 10.1215/01636545-2007-046.

## Magazines

Chicago Style distinguishes magazines and journals, the latter of which are understood to be scholarly or professional periodicals. Magazines, by contrast, are defined here as weekly, monthly or bimonthly periodicals which are more accessible to the generalist reader. Most of the guidelines for citing journals also apply to magazines, including the differences between citing online versus print formats. Note, however, that magazines should be cited by date only, even if a volume and issue number exists.

### Magazine Article (General Format): Retrieved from a Print Magazine

**Example: Full Footnote or Endnote**

12. Pilar Salina Taylor, "The Drink for the Rich and Uneducated," *Maclean's*, July 12, 2008, 29.

**Example: Bibliography**

Taylor, Pilar Salina. "The Drink for the Rich and Uneducated." *Maclean's*, July 12, 2008, 29.

### Magazine Article: Retrieved Online with a DOI

**Example: Full Footnote or Endnote**

12. Pilar Salina Taylor, "The Drink for the Rich and Uneducated," *Maclean's*, July 12, 2008, 29, doi: 10.1215/01636545-2007-046.

**Example: Bibliography**

Taylor, Pilar Salina. "The Drink for the Rich and Uneducated." *Maclean's*, July 12, 2008, 29. doi: 10.1215/01636545-2007-046.

### Magazine Article: Retrieved Online with No DOI

**Example: Full Footnote or Endnote**

12. Pilar Salina Taylor, "The Drink for the Rich and Uneducated," *Maclean's*, July 12, 2008, 29, <http://ezproxy.tru.ca/login?url=http://search.ebscohost.com/login.aspx?direct=true&db=a9h&AN=33277591&site=ehost-live>.

**Example: Bibliography**

Taylor, Pilar Salina. "The Drink for the Rich and Uneducated." *Maclean's*, July 12, 2008, 29. <http://ezproxy.tru.ca/login?url=http://search.ebscohost.com/login.aspx?direct=true&db=a9h&AN=33277591&site=ehost-live>.

## Newspapers

When citing newspaper articles, include the author's name (if available), the headline or column heading (similar to the title of a magazine article title), and the month, day and year of publication. Page numbers may be omitted, as there may be multiple issues of a newspaper on any given day. In the bibliography, include the edition and section name (where applicable). For online newspaper articles, include the URL. If the URL is excessively long and/or it is necessary to save space, the URL may be shortened to include only the portion up to the end of the domain extension (i.e. .com, .ca, .org etc.).

### Newspaper Article (General Format): Retrieved from a Print Newspaper

**Example: Full Footnote or Endnote**

12. Chuck Roar, "Cabins by the Lake," *Toronto Star*, July 12, 2008, 29, doi: 10.1215/01636545-2007-046.

**Example: Bibliography**

Roar, Chuck. "Cabins by the Lake." *Toronto Star*, July 12, 2008, 29. doi: 10.1215/01636545-2007-046.

### Newspaper Article, Anonymous: Retrieved from a Print Newspaper

When citing a newspaper article with no known author, begin the citation with the title of the article.

**Example: Full Footnote or Endnote**

"Wonderful Spiritualist Manifestations: Spirit Hands, Faces and Forms!" *British Colonist*, 13 October 1875, 3.

**Example: Bibliography**

"Wonderful Spiritualist Manifestations: Spirit Hands, Faces and Forms!" *British Colonist*, 13 October 1875, 3.

## Newspaper article: Retrieved Online

**Example: Full Footnote or Endnote**

D. W. Higgins, "More Ghosts: A Grim Chronicle of Shadowy Visitations," *Victoria Daily Colonist*, 25 October 1903, 6, <http://britishcolonist.ca/display.php?issue=19031025>.

**Example: Bibliography**

Higgins, D.W. "More Ghosts: A Grim Chronicle of Shadowy Visitations." *Victoria Daily Colonist*, 25 October 1903, 6. <http://britishcolonist.ca/display.php?issue=19031025>

## Book Reviews: retrieved online with no DOI

**Example: Full Footnote or Endnote**

Rebecca Ascher-Walsh, review of *The River of Lost Footsteps*, by Thant Myint-U, *Entertainment Weekly* no. 910 (December 8, 2006): 101. <http://ezproxy.tru.ca/login?url=http://search.ebscohost.com/login.aspx?direct=true&db=a9h&AN=23285801&site=ehost-live>

**Example: Bibliography**

Ascher-Walsh, Rebecca. Review of *The River of Lost Footsteps*, by Thant Myint-U. *Entertainment Weekly* no. 910 (December 8, 2006): 101. <http://ezproxy.tru.ca/login?url=http://search.ebscohost.com/login.aspx?direct=true&db=a9h&AN=23285801&site=ehost-live>

## Web Documents

The general format for citing web documents is as follows. (Include as much relevant information as is available.)

Author, "Title of Webpage," *Title of Website*, date webpage was last modified (or accessed), URL.

Website refers to a collection of webpages associated by domain and made available at a specific online location/URL.

Webpage, by contrast, refers to any of the individual "pages" included in a website. Note that if the date when a webpage was last modified is available, you should include this in the citation. If not, include the date the webpage was last accessed.

## Webpage with an Author

**Examples: Full Footnote or Endnote**

History on the Edge, "Spirits in Victoria: An Inspection of Liquor in the 1860's," *Victoria's Victoria*, accessed December 22, 2010, <http://web.uvic.ca/vv/student/spirits/Intro.html>.

Paul Ward, "Antarctica Fact File," *Cool Antarctica*, last modified 2001, <http://www.coolantarctica.com/Antarctica%20fact%20file/antarctica%20fact%20file%20index.htm>.

Barack Obama's Facebook page, accessed July 19, 2008, <http://www.facebook.com/barackobama>.

**Examples: Bibliography**

History on the Edge. "Spirits in Victoria: An Inspection of Liquor in the 1860's." *Victoria's Victoria*. Accessed December 22, 2010. <http://web.uvic.ca/vv/student/spirits/Intro.html>.

Ward, Paul. "Antarctica Fact File." *Cool Antarctica*. Last modified 2001.  
<http://www.coolantarctica.com/Antarctica%20fact%20file/antarctica%20fact%20file%20index.htm>.

Barack Obama's Facebook Page. Accessed July 19, 2008. <http://www.facebook.com/barackobama>.

## Webpage without an Author

### Example: Full Footnote or Endnote

"Google Privacy Policy," last modified October 14, 2005, <http://www.google.com/intl/en/privacypolicy.html>.

### Example: Bibliography

"Google Privacy Policy." Last modified October 14, 2005. <http://www.google.com/intl/en/privacypolicy.html>.

## Blog Entries

Omit blogs from bibliographies unless a particular blog has been cited frequently. Cite blog entries in the notes as follows:

Author, "Title of Blog Post," *Title of Blog*, Date of Post, URL.

If the word "blog" is not included in the blog title, add it in parentheses at the end of the title.

### Example: Full Footnote or Endnote

Michael Geist, "Liberals Stake Out Positions on Bill C-32," *Michael Geist* (blog), December 16, 2010,  
<http://www.michaelgeist.ca/content/view/5527/125/>.

### Example: Bibliography

Geist, Michael. "Liberals Stake Out Positions on Bill C-32." *Michael Geist* (blog). December 16, 2010.  
<http://www.michaelgeist.ca/content/view/5527/125/>.

## Audio-Visual and Multimedia Materials

### Video Clip: Retrieved from the Internet (i.e. YouTube)

When citing multimedia sources, include enough information to thoroughly identify the work, including the author, title, video source, date of publication or access and the URL. If you are citing a video of a live performance or speech, include information about the original performance or published source if available. If no publication or posting date is known, list the date that the source was accessed.

#### Full Footnote or Endnote: General Format for Online Media

1. First name Surname of Performer, Writer or Creator, *Title of Text*, indication of format/medium, running time, publication or accessed date, URL.

#### Bibliography: General Format for Online Media

Surname, First name of Performer, Writer or Creator. *Title of Text*. Indication of Medium, Running Time. Publication or Accessed Date. URL.

### Examples: Full Footnote or Endnote

Arianna Huffington, "How to Succeed? Get More Sleep," TED video, 4:11, filmed in December 2010, posted January 2011,  
[http://www.ted.com/talks/arianna\\_huffington\\_how\\_to\\_succeed\\_get\\_more\\_sleep.html](http://www.ted.com/talks/arianna_huffington_how_to_succeed_get_more_sleep.html).

"Early Animated Smokey Bear Commercial," YouTube video, 1:05, accessed January 2011,  
[http://www.youtube.com/watch?v=mLdaj8n\\_zto](http://www.youtube.com/watch?v=mLdaj8n_zto).

### Examples: Bibliography

Huffington, Arianna. "How to Succeed? Get More Sleep." Ted video, 4:11. Filmed in December 2010. Posted January 2011.  
[http://www.ted.com/talks/arianna\\_huffington\\_how\\_to\\_succeed\\_get\\_more\\_sleep.html](http://www.ted.com/talks/arianna_huffington_how_to_succeed_get_more_sleep.html).

“Early Animated Smokey Bear Commercial.” YouTube video, 1:05. Accessed January 2011.  
[http://www.youtube.com/watch?v=mLdaj8n\\_zto](http://www.youtube.com/watch?v=mLdaj8n_zto).

## DVDs and Videocassettes

When citing video recordings, include any facts that may assist in identifying the item.

### Examples: Full Footnote or Endnote

32. John Cleese, Terry Gilliam, Eric Idle, Terry Jones, and Michael Palin, “Commentaries,” disc 2, *Monty Python and the Holy Grail*, special ed. DVD, directed by Terry Gilliam and Terry Jones (Culver City, CA: Columbia Tristar Home Entertainment, 2001).
33. George Frideric Handel, *Messiah*, Atlanta Symphony Orchestra and Chamber Chorus, Robert Shaw, performed December 19, 1987 (Ansonia Station, NY: Video Artists International, 1988), videocassette (VHS), 141 min.

### Examples: Bibliography

Cleese, John, Terry Gilliam, Eric Idle, Terry Jones, and Michael Palin. “Commentaries.” Disc 2, *Monty Python and the Holy Grail*, special ed. DVD. Directed by Terry Gilliam and Terry Jones. Culver City, CA: Columbia Tristar Home Entertainment, 2001.

Handel, George Frideric. *Messiah*. Atlanta Symphony Orchestra and Chamber Chorus, Robert Shaw, performed December 19, 1987. Ansonia Station, NY: Video Artists International, 1988. Videocassette (VHS), 141 min.

## Audio Recordings

### Examples: Full Footnote or Endnote

33. *The Fireside Treasury of Folk Songs*, vol. 1, orchestra and chorus dir. Mitch Miller, Golden Record A198:17A-B, 1958, 33 ½ rpm.
34. New York Trumpet Ensemble, with Edward Carroll (trumpet) and Edward Brewer (organ), *Art of the Trumpet*, recorded at the Madeira Festival, June 1-2, 1981, Vox/Turnabout, PVT 7183, 1982, compact disc.
35. Richard Strauss, *Don Quixote*, with Emmanuel Feuermann (violoncello) and the Philadelphia Orchestra, conducted by Eugene Ormandy, recorded February 24, 1940, Buddulph LAB 042, 1991, compact disc.
36. Billy Holiday, vocal performance of “I’m a Fool to Want You,” by Joel Heron, Frank Sinatra, and Jack Wolf, recorded February 20, 1958, with Ray Ellis, on *Lady in Satin*, Columbia CL 1157, 33 ½ rpm.

### Examples: Bibliography

Mozart, Wolfgang Amadeus. *Don Giovanni*. Orchestra and Chorus of the Royal Opera House, Covent Garden. Sir Colin Davis. With Ingvar Wixell, Luigi Roni, Marina Arroyo, Stuart Burrows, Kiri Te Kanawa, et al. Recorded May 1973. Philips 422 541-2, 1991, 3 compact discs.

Grubbs, David. *Rickets & Scurvy*. Gastr Virgo Music (BMI), 2002, compact disc.

Rubenstein, Artur. *The Chopin Collection*. RCA Victor / BMG 60822-2-RG, 1991, 11 compact discs. Recorded 1946, 1958-67.

## Unpublished and Informally Published Material

### Theses and Dissertations

Titles of unpublished works are placed inside quotation marks, and are not italicized. Identify the type of thesis or dissertation in parentheses in the note, and without parentheses in the bibliography.

#### Example: Full Footnote or Endnote

Louise-Anne May, “Sino-Western Historical Accounts and Imaginative Images of Women in Battle” (PhD diss., University of British Columbia, 1985), <http://hdl.handle.net/2429/25930>.

**Example: Bibliography**

May, Louise-Anne. "Sino-Western Historical Accounts and Imaginative Images of Women in Battle." PhD diss., University of British Columbia, 1985. <http://hdl.handle.net/2429/25930>.

## Lectures, Papers Presented at Meetings etc.

**Example: Full Footnote or Endnote**

Tara Smirts, "The Revival of Lighthouses in Maritime Canada" (paper presented at Thompson Rivers University, Kamloops, BC, March 13, 2004).

**Example: Bibliography**

Smirts, Tara. "The Revival of Lighthouses in Maritime Canada." Paper presented at Thompson Rivers University, Kamloops, BC, March 13, 2004.

## Personal Communications

Personal communications such as face-to-face conversations, e-mail, text messages etc. are rarely included in bibliographies. These are typically referenced in the text or in a note alone.