**RBHS Library**

**Chicago Manual of Style Citation Guide (16th Edition)**

http://www.chicagomanualofstyle.org/home.html

**Paper and Binding**

* Use white, unlined 8.5” by 11” paper
* Use paperclips in the upper left corner rather than staples, but use what your teacher prefers
* Don’t use binders or plastic covers

**Spacing and Paragraphs**

* Double space the body of your work, with no extra lines between paragraphs
* The first line of each paragraph is indented on the left (press Tab key once)
* Block quotations are single-spaced and indented one inch on the left (press Tab key twice)
* Single space footnotes/endnotes and bibliographies, leaving a blank line between entries

**Printing and Fonts**

* Print on only one side of the page, in black ink and use a plain font such as Times New Roman

**Titles of Texts**

* *Italics* are used for titles of books and journals
* Titles of articles, chapters, and poems are set in roman type; in “notes and bibliographies”, they are put in “quotation marks”

**Page Numbers**

* Every page of your paper must be assigned a page number, including appendices and bibliography
* Use Arabic numerals (e.g. 1) a half inch from the top edge of the paper, flush with the right margin
* Don’t spell out the numbers & don’t precede them with the word “page”
* You may put an identifier like your last name before the page number
* Don’t display the number on your title page, but count it as page 1
* Word processors automate pagination, so make sure you know how to use the page number command (suppress page one)

**Title of Paper**

* Give your work a meaningful title; it should signal to your reader what your work is about
* Chicago style titles are between seven and fifteen words long
* A common academic device to create a bit of elegance is to use a title and subtitle, separating them with a colon
* Typically the titles are balanced so that one is broad and the other more focused, or one uses a key term and the other starts to explain it
  + e.g. Sleeping with an Elephant: Canadian and American Relations in Post World War Two
* Capitalize all significant words of a title and subtitle regardless of how they appear in your source

**Title Page**

* The title of paper is centred, about half-way down the page
* If the title exceeds a single line, break it at a natural point
* Include your name, your teacher’s name, course code, and date, centred and at the bottom of the title page
* The paper begins on the next page with no special heading

**Citation Appears in Two Places**

* Cite sources consulted in both the body of your paper (footnotes/endnotes) and in the bibliography
* If the bibliography includes all of the works cited in the notes, then the notes can be formatted in the short form, even for the first citation

**Notes**

* Wherever you incorporate another person’s words, facts, or ideas, insert a footnote or endnote.
* A documentation note has four main divisions: the author’s name in normal order, followed by a comma; the title; the publication data in parentheses; and a page reference. There is a period only at the end.
* **Single space *within*** footnotes and endnotes, **double space *between*** entries.
* **Indent** the first line of the note (tab once to indent; a tab is 1 inch).

e.g. Jones states “‘genocide’ is one of the most powerful words in the English language.”[[1]](#footnote-1)

**Footnotes**

**Footnotes** are numbered citations listed at the bottom of each page within your paper.

**First note citation in a work without full bibliography:**

1. Deborah Tannen, *You Just Don’t Understand: Women and Men in Conversation* (New York: Morrow, 1990), 52.

**First note citation in a work with full bibliography:**

1. Tannen, *You Just Don’t Understand*, 52.

**Endnotes**

* **Endnotes** are numbered citations listed on a separate page at the end of the research paper, numbered in sequence with the preceding page (before the bibliography and/or any appendices).

Centre the title *Notes*, double-space, indent, and add the note number, followed by a period

Numbers are in normal text (not superscript)

Subsequent lines are flush left

Subsequent pages of notes do not have a title

Type a space after the note number and then the reference

Type the notes consecutively and number all pages

**Examples of Notes**

**Book by a Single Author**

1. Francis Fukuyama, *Our Posthuman Future: Consequences of the Biotechnology Revolution* (New York: Farrar, 2002), 32.

**Book by Two or More Authors**

2. James W. Marquart, Sheldon Ekland Olson, and Jonathan R. Sorensen, *The Rope, the Chair, and the Needle: Capital Punishment in Texas, 1923-1990* (Austin: University of Texas Press, 1994), 52-57.

**Newspaper Article**

5. Salem Alaton, “So, Did They Live Happily Ever After?,” *Globe and Mail*, December 20, 2006.

**Magazine Article**

6. Annie Murphy Paul, “Self-Help: Shattering the Myths,” *Psychology Today,* March 25, 2001, 60.

**Website**

7. “McDonald’s Happy Meal Toy Safety Facts,” McDonald’s Corporation, accessed July 19, 2008, http://www.mcdonalds.com/corp/about/factsheets.html.

**Subsequent References**

After fully documenting a work, use a shortened form in subsequent notes.

Include enough information to identify the work

The author’s name alone, followed by the relevant page numbers, is usually adequate:

8. Frye, 345-47.

If you cite two or more works by the same author, include a shortened form of the title following the author’s last name in each reference after the first:

10. Frye, *Anatomy*, 278.

11. Frye, *Double Vision*, 1-3.

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| **Citations: Shortened Citations (14.24-14.31 / p. 667-670)** |
| A. If the bibliography includes **all** of the works cited in the notes, then the **notes can be formatted in the short form**, even for the first citation. (14.14, 14.18)  B. If you do **not** have a bibliography or if you have only a selected bibliography, then you must provide full details of the citation in the notes. (14.14)  The **first time you cite** a resource, it must be cited in full with the following information: author/s, title, place of publication, name of publisher, and page number/s of the cited reference.  **Example:**  1. Adam Jones, *Crimes Against Humanity: A Beginner’s Guide* (Oxford: Oneworld Publications, 2008), 156.  **Short form notes/ Subsequent notes** may be shortened to include: author’s last name, abbreviated title, and the appropriate page number/s (14.24-14.29).  **Example:**  2. Jones, *Crimes*, 97.  **Ibid** – If you cite the exact same resource multiple times, one immediately after the other, you can replace the normal note format with ‘Ibid’ (*Ibid means: in the same place*) and the page number/s. (14.29)  **Example:**  3. Ibid., 121. |
| **Bibliography (14.56-14.67 / p. 684-692)** |
| The bibliography appears at the **end of your paper** – it is a list of all sources cited within your paper. If you have a bibliography, use the **short form of the notes** throughout your paper.  List entries in **alphabetical order** according to the **authors’ last names**. If no author is provided, then use the title instead; note that the words *the*, *a*, or *an* are ignored.  **Single space each entry** in the bibliography and **double space between entries**.  **Indent** the second and subsequent lines of the entry (tab once to indent).  If you have multiple entries by the **same author**, replace the author’s name in second and subsequent entries with a **3-em dash**, followed by a period.  **Examples:**  Jones, Adam. *Crimes Against Humanity: A Beginner’s Guide*. Oxford: Oneworld Publications, 2008.  —. *Gender Inclusive: Essays on Violence, Men, and Feminist International Relations*. New York: Routledge, 2009.  **Bibliographic Form**  A bibliographic entry has three main divisions, each followed by a period: the author’s name reversed for alphabetizing, the title, and the publication data.  **Book:**  Tannen, Deborah. *You Just Don’t Understand: Women and Men in Conversation*. New  York: Morrow, 1990.  **Last name, First name. *Title of Book*. City of publication: Publisher, Year of**  **publication.**  **Website:**  GGoogle. “Google Privacy Policy.” Last modified March 11, 2009.  H  http://www.google.com/intl/en/privacypolicy.html.  McDonald’s Corporation. “McDonald’s Happy Meal Toy Safety Facts.” Accessed July 19,  2008. <http://www.mcdonalds.com/corp/about/factsheets.html>.  **Author name(s) or organisation. “*Title of website article*.” Date accessed or last**  **modified date Month Day, Year. URL address.**  **Article from an online database:**  Carter, Paul A. "Science and the Common Man." *American Scholar* 45, no. 1  (76 1975): 778. *Canadian Reference Center*, EBSCO*host* (accessed  September 27, 2010).  **Last name, First name. “Title of article.” *Title of Periodical* Volume number, Issue**  **number (Date): Page number(s). *Name of database* (accessed Month Day,**  **Year).** |
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Sleeping with an Elephant: Canadian and American Relations in Post World War Two

Sue Perstudent

Ms. T. Chore

CHCY3U

March 5th, 2012

1. [↑](#footnote-ref-1)