



STYLE GUIDE FOR BIBLIOGRAPHIES & FOOTNOTES

Based on the Chicago Manual of Style, 16th ed. and the OWL @ Purdue Online Writing Lab Module

This particular guide lists examples for the more common citation examples. Further information could be found at www.chicagomanualofstyle.org and <http://owl.english.purdue.edu/owl/section/2/12/>.

Students taking courses in the Humanities at Laurier will use the NB Chicago Method, which is outlined in this guide. While not included in the TDSB's Research Success & Your Library document, there is online support for the Chicago system as well as in the Laurier Library Learning Commons. This guide covers the basic principles of Chicago. If you have any questions, please contact your Teacher-Librarian.

Overview on Footnotes

Every time you use information that is not your own and not common knowledge (Hitler had a moustache, the Sky is blue), you must include a footnote. This must be done even when you summarize or paraphrase information in your source. Footnotes will be added at the end of the page on which the source is referenced.

A superscript number for the note is placed in the text following the end of the sentence or clause in which the source is referenced like this.¹ This citation is one for a website with no author, for further information on what other citations would look like, consult the end of this style guide. Word processors have the ability to generate a space for footnotes. Keep in mind however, that with Chicago, the first line is indented (see below) while the second is not.

The first note for each source includes all information about the source. If you cite the same source again, the note need only include the surname of the author, a shortened form of the title (if more than four words), and page number(s).²

If you cite the same source and page number(s) from a single source two or more times consecutively, the second or third notes use the word "Ibid.," an abbreviated form of the Latin "ibidem," which means "in the same place." When you use the same source but a different page number, the corresponding note should use "Ibid." followed by a comma and the new page number(s).

¹. "Purdue Online Writing Lab (OWL): Chicago Manual of Style 16th Edition," *Purdue University*, 2011, <http://owl.english.purdue.edu/owl/resource/717/01/>.

². Ibid.

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Overview on Bibliographies

The list of all your sources comes at the end of your essay and is called a Bibliography. It provides an alphabetical list of all sources used in the essay and is to be placed on its own page after your essay's conclusion. Entries are not categorized by medium or content, but are to be listed in alphabetical order (A-Z). Like MLA and APA, there are different forms of citation for all media.

Common Elements

- Your Bibliography entry would have the author's last name first, followed by a comma and the first name.
- Unlike the footnote, the second line of the entry is indented instead of the first.
- Titles of books are italicized.
- Titles of articles, chapters, poems, etc., are placed in quotation marks
- All major elements in the entry are separated by periods.
- The entry is ended with a period.
- 3 dashes (---) is used to replace author's/editor's names who hold multiple, successive entries in a bibliography
- The Title of the page should be "Bibliography" and is centred, but not underlined or put in bold faced font.

Things to Keep in Mind:

- For web sources, the date of access will not be required as it can't be verified.
- The footnote uses commas for punctuation has a standard order for the author's name and indents the first line.
- The Bibliography uses periods for punctuation, has an inverted order for the author's name and indents second and third lines.
- The entry is ended with a period.

Sources to Consult

- OWL @ Purdue
- Resources found on the Laurier Student Share Folder, under Library Assignment and Citation. (Soon to be found online too)
- The Writers Corner area of the Library
- Your Teacher Librarian

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COMMON SOURCES AND HOW TO CITE THEM USING CHICAGO

Source	Footnote	Bibliography
Book – One Author	1. Firstname Lastname, <i>Title of Book</i> (Place of publication: Publisher, Year of publication), page number.	Lastname, Firstname. <i>Title of Book</i> . Place of publication: Publisher, Year of publication.
Book – Two Authors	2. Geoffrey C. Ward and Ken Burns, <i>The War: An Intimate History</i> (New York: Knopf, 2007), 52.	Ward, Geoffrey C., and Ken Burns. <i>The War: An Intimate History</i> . New York: Knopf, 2007.
Journal Article	3. Joshua I. Weinstein, “The Market in Plato’s Republic,” <i>Classical Philology</i> 104 (2009): 440.	Weinstein, Joshua I. “The Market in Plato’s Republic.” <i>Classical Philology</i> 104 (2009): 439-458.
Ejournal Article	4. Gueorgi Kossinets and Duncan J. Watts, “Origins of Homophily in an Evolving Social Network,” <i>American Journal of Sociology</i> 115 (2009): 411, accessed November 11, 2011, doi:10.1086/599247.	Kossinets, Gueorgi and Duncan J. Watts. “Origins of Homophily in an Evolving Social Network.” <i>American Journal of Sociology</i> 115 (2009): 405-450. Accessed November 11, 2011. doi:10.1086/599247.
Newspaper Article	5. Sheryl Gay Stolberg and Robert Pear, “Wary Centrists Posing Challenge in Health Care Vote,” <i>New York Times</i> , February 27, 2010, accessed February 28, 2010, http://www.nytimes.com/2010/02/28/us/politics/28health.html .	Stolberg, Sheryl Gay and Robert Pear. “Wary Centrists Posing Challenge in Health Care Vote.” <i>New York Times</i> , February 27, 2010. Accessed February 28, 2010. http://www.nytimes.com/2010/02/28/us/politics/28health.html .
Website	6. Firstname Lastname, “Title of Web Page,” <i>Publishing Organization or Name of Website in Italics</i> , publication date and/or access date if available, URL.	Lastname, Firstname. “Title of Web Page.” <i>Publishing Organization or Name of Website in Italics</i> . Publication date and/or access date if available. URL.

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