

Bibliography

- Title a separate page
“Bibliography” 1 inch from the top of the paper
- Single Space
- Use hanging indent of one half inch

The paper must have a bibliography if it contains:

- Sources cited in footnotes/endnotes
- Illustrations taken from books or websites

Sources to list in the bibliography:

- Any texts you’ve researched to write in your paper
- Any text cited in a footnote or endnote
- Any source from which you copied an illustration (including websites)

For complete citation information go to the TAS Library Link. Select Research Help and then select Owl Purdue.
<http://tass.kprdsb.ca>

Bibliographic Examples

1) Book

Last, First M. Book Title. City: Publisher, Year of publication.
Rowling, J. K. Harry Potter and the Sorcerer's Stone. London: Bloomsbury Children's, 1997.

2) Articles from a Magazine

Last name, First name. "Article Title." Magazine Title, Month Year of publication

Jaeger, Jaelyn. "Social Media Use in the Financial Industry." Compliance Week, August 2010.

3) Article from a Newspaper

Last name, First name. "Article Title." Newspaper Title, Month Date, Year of publication.

Bowman, Lee. "Bills Target Lake Erie Mussels." The Pittsburgh Press, March 7, 1990.

4) Article from a Website

Last name, First name. "Article Title." Website Title. Month Date, Year of publication. Accessed Month Date, Year of access. URL.

Cain, Kevin. "The Negative Effects of Facebook on Communication." Social Media Today. June 29, 2012. Accessed March 3, 2014.<http://socialmediatoday.com/kcain/568836/negative-effects-facebook-communication>.

Provide DOIs (digital object identifier) instead of URLs when possible !



**A SIMPLIFIED VERSION OF
“EVERYTHING YOU WANTED TO KNOW
ABOUT CHICAGO REFERENCING, BUT
WERE AFRAID IT WOULD TAKE UP YOUR
ENTIRE WEEKEND...”**



First and foremost: ALWAYS follow your teacher’s instructions.

General Format

- One inch margins on all sides
- Recommended font is 12 point Times New Roman
- Indent new paragraphs five spaces
- Number all pages except the title page at the top right, include your last name with the number.

Example: Hipkin14

Title Page

- Title centered a third of the way down the page, in all capitals

A few lines down from that centre:

- Your name
- Teacher
- Course code
- Date

Why Cite?

You must cite your sources in order to:

- Lend authority and credibility to your work
- Allow readers to cross reference your source
- Acknowledge your academic debts
- Avoid plagiarism
- Citations in Chicago are done through footnotes or endnotes

Footnote

- Footnotes are used for quotation and paraphrasing
- A subscript number is placed within the text (usually at the end of a sentence) to indicate a footnote
- The number is repeated at the bottom of the page, and is full size (not subscript) and followed by a full stop then the citation information
- When citing a source for the first time, always cite in full
- Subsequent footnotes of the same source (not consecutively listed) are replaced with the word *Ibid*, followed by the page number
- *Ibid* is an abbreviation meaning "in the same place"
- If the repetition of a source is not consecutive use a shortened version

Quotations 100 words, or longer:

- Type in a free-standing block of lines, and do not use quotation marks.
- Start the quotation on a new line, indented 1/2 inch from the left margin, i.e., in the same place you would begin a new paragraph.
- Maintain double-spacing throughout.
- Block quotations are immediately followed by a footnote

Formatting Citations in Footnotes

First name Last name, Title of Book (Place of publication: Publisher, Year of publication), page number.

Examples of Footnotes

Intext Quotation:

Mrs. Hipkin stated in her biography that, "books are her life".¹

Paraphrase:

Her book deals with students and their frustration with the pressure of academics.²

Longer Quotation:

Hipkin's study found the following:

Students often had difficulty using Chicago style, especially when it was their first time citing sources. This difficulty could be attributed to the fact that many students failed to purchase a style manual or to ask their teacher for help.³

1. Joanne Hipkin, *Life with Books* (TAS: TAS publisher, 2015), 8-9.

2. *Ibid*.

3. *Ibid*, 3.

Note: Subsequent, not consecutive, citation of Hipkin would be shortened to: Last Name, Book, Page Number.

Note: Most word programs have footnote capabilities built into their software. Use them, they make life easy ☺
For example, in Microsoft word select the tab "references" and select insert citation.