STUDENT HANDBOOK

Citations and Bibliographies
The course instructors in the Department of Sociology and Legal Studies adopted this Handbook to help students construct accurate bibliographies and maintain the academic integrity of their scholarly citations.

Individual course instructors may have methods that they want students to adopt that are different from those contained in this Handbook.

*Students are expected to adhere to the specific instructions from individual course instructors.*

This Handbook provides instructions on how to use the Chicago Manual of Style (15th edition or newer), which is the standard in fields across the social sciences and humanities. It was chosen by the Department because it requires as plenty of precise information, but it also offers some flexibility in how the writer may present that information.

Highlights:

- **page numbers must be cited**
  - other styles, such as APA, do not have this requirement

- **you can choose in-text, endnote, or footnote … BUT…**
  - for undergraduate essays, students should adhere to one of these options and **not** mix or duplicate information by using in-text *and* footnotes/endnotes
  - some course instructors may require students to use either in-text *or* endnotes/footnotes – always watch those specific instructions
GLOSSARY OF TERMS AND ABBREVIATIONS

ENDNOTE

• compiled and listed in numerical order at end of document, prior to the bibliography
• include a reference number in superscript outside the punctuation
  ○ for example: .\textsuperscript{10} ← note the period appears prior to the \textsuperscript{10}
• that superscript \textsuperscript{10} will lead the reader to the tenth endnote
• superscript numbers must correspond to endnote numbers and must be in sequence (1, 2, 3, 4…)

FOOTNOTE

• listed in numerical order at bottom of the page where the reference to the author’s work appears
• include a reference number in superscript outside the punctuation
  ○ for example: .\textsuperscript{10} ← note the period appears prior to the \textsuperscript{10}
• that superscript \textsuperscript{10} will lead the reader to the tenth footnote
• superscript numbers must correspond to footnote numbers and must be in sequence (1, 2, 3, 4…)

IN-TEXT

Appears in rounded parentheses ( ), usually at the end of the sentence where reference appears, always prior to punctuation, like this (Name 2020, 2).

BIBLIOGRAPHY

Compile all entries arranged alphabetically by last name at the very end of the document.

N = NOTE (applies to endnotes or footnotes)

T = IN-TEXT CITATION

B = BIBLIOGRAPHICAL REFERENCE
Book – One Author

T: (Doniger 1999, 65)

Book – Two Authors

T: (Cowlishaw and Dunbar 2000, 104–7)

Chapter or other part of a book

T: (Wiese 2006, 101–2)

Article in a print journal

T: (Smith 2018, 639)

Newspaper article

T: (Nikolation 2019)
Web site


T: (Evanston Public Library Board of Trustees)


CITATIONS FOR CASES & LEGISLATION

Cases


T: (*R. v. Hay*, para. 20)


Laws / Statutes / Legislation

    https://www.ontario.ca/laws/statute/01f20

T: (*Food Safety and Quality Act*, 2001)

RESOURCES

Citing official documents from Canadian governments and courts

Simon Fraser University Library
Citing Canadian Government Documents - Chicago Style, 15th Edition
https://www.lib.sfu.ca/help/cite-write/citation-style-guides/gov-docs-chicago#AdditionalResources

University of Saskatchewan Library
Citing Legal & Government Publications
https://libguides.usask.ca/citation/gov_legal

General assistance with Chicago Manual of Style

Purdue University Online Writing Lab
https://owl.purdue.edu/owl/research_and_citation/chicago_manual_17th_edition/cmos_formatting_and_style_guide/general_format.html

Chicago Manual of Style Online
https://www.chicagomanualofstyle.org/tools_citationguide.html