



# **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** (15<sup>th</sup> 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, student 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: .<sup>10</sup> ← note the period appears prior to the <sup>10</sup>
- that superscript <sup>10</sup> 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: .<sup>10</sup> ← note the period appears prior to the <sup>10</sup>
- that superscript <sup>10</sup> 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**

- N: 10. Wendy Doniger, *Splitting the Difference* (Chicago: University of Chicago Press, 1999), 65.
- T: (Doniger 1999, 65)
- B: Doniger, Wendy. *Splitting the Difference*. Chicago: University of Chicago Press, 1999.

### **Book – Two Authors**

- N: 10. Guy Cowlshaw and Robin Dunbar, *Primate Conservation Biology* (Chicago: University of Chicago Press, 2000), 104–7.
- T: (Cowlshaw and Dunbar 2000, 104–7)
- B: Cowlshaw, Guy, and Robin Dunbar. *Primate Conservation Biology*. Chicago: University of Chicago Press, 2000.

### **Chapter or other part of a book**

- N: 10. Andrew Wiese, “‘The House I Live In’: Race, Class, and African American Suburban Dreams in the Postwar United States,” in *The New Suburban History*, ed. Kevin M. Kruse and Thomas J. Sugrue (Chicago: University of Chicago Press, 2006), 101–2.
- T: (Wiese 2006, 101–2)
- B: Wiese, Andrew. “‘The House I Live In’: Race, Class, and African American Suburban Dreams in the Postwar United States.” In *The New Suburban History*, edited by Kevin M. Kruse and Thomas J. Sugrue, 99–119. Chicago: University of Chicago Press, 2006.

### **Article in a print journal**

- N: 10. John Thomas Smith, “The Limits of Charity,” *Nature* 15.3 (2018): 639.
- T: (Smith 2018, 639)
- B: Smith, John Thomas. “The Limits of Charity.” *Nature* 15.3 (2018): 639–40.

### **Newspaper article**

- N: 10. William S. Nikoliation, “A Scholar Recants on His ‘Shakespeare’ Discovery,” *New York Times*, June 20, 2019, Arts section, Midwest edition.
- T: (Nikoliation 2019)
- B: Nikoliation, William S. “A Scholar Recants on His ‘Shakespeare’ Discovery.” *New York Times*, June 20, 2019, Arts section, Midwest edition.

## Web site

- N: 10. Evanston Public Library Board of Trustees, “Evanston Public Library Strategic Plan, 2000–2010: A Decade of Outreach,” Evanston Public Library, <http://www.epl.org/library/strategic-plan-00.html>.
- T: (Evanston Public Library Board of Trustees)
- B: Evanston Public Library Board of Trustees. “Evanston Public Library Strategic Plan, 2000–2010: A Decade of Outreach.” Evanston Public Library. <http://www.epl.org/library/strategic-plan-00.html> (accessed June 1, 2015).

## CITATIONS FOR CASES & LEGISLATION

### Cases

- N: 10. *R. v. Hay* [2013] 3 SCR 694, at para. 20, 2013 SCC 61. <https://scc-csc.lexum.com/scc-0csc/scc-csc/en/item/13328/index.do>.
- T: (*R. v. Hay*, para. 20)
- B: *R. v. Hay* [2013] 3 SCR 694, at para. 20, 2013 SCC 61. <https://scc-csc.lexum.com/scc-0csc/scc-csc/en/item/13328/index.do> (accessed June 1 2013).

### Laws / Statutes / Legislation

- N: 10. *Food Safety and Quality Act*, 2001, S.O. 2001, c. 20. <https://www.ontario.ca/laws/statute/01f20>
- T: (*Food Safety and Quality Act*, 2001)
- B: *Food Safety and Quality Act*, 2001, S.O. 2001, c. 20. <https://www.ontario.ca/laws/statute/01f20> (accessed June 5 2020).

## 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](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](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](https://www.chicagomanualofstyle.org/tools_citationguide.html)