

Source It

A Guide to Documenting Your Research



A guide for citing research sources using MLA (Modern Language Association), APA (American Psychology Association) or Chicago styles.

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Created by the Peel District School Board with the
Association of Peel Secondary School Teacher Librarians

2007, 2010 - Peel District School Board

Source it: a guide to documenting your research/Project Leader Marilyn Willis. –Mississauga, ON: Peel District School Board, Curriculum and Instruction Support Services, c2007, revised 2010.
2nd edition
101 p.: 28 cm.

ISBN 978-1-55038-2150

1. Bibliographical citations – handbooks, manuals etc. 2. Citation of electronic information records – Handbooks, manuals, etc. 3. Report writing – Handbooks, manuals, etc. I. Foster, Susan. II. Fry, Patricia. III. Hickey, Mary. IV. Mysakowec, Natalia. V. Willis, Marilyn. VI. Title.

808.02

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Source It - General

When to Cite

When you use ideas, pictures, maps or quotations from other sources, you must give those sources credit. Even if you paraphrase or summarize the original, you still must give credit. All items must be cited in the text of your essay with embedded citations (also known as in-text citations), endnotes or footnotes. Also, each item must be described in more detail at the end of the document in the "Works Cited," "References" or "Bibliography" page. The specifics for citing will vary depending on the style that your instructor requests. Failure to give credit to the original author is considered plagiarism, which is a serious academic offence. Most schools will assign a mark of zero to a submission that is plagiarized.

What must be Cited:

- Quotations
- Images, art, maps, photographs, charts
- Paraphrased information
- Summarized information
- Cartoons
- Advertisements
- Audio Visual Materials (music, radio, DVD, MP3 files, broadcast etc.)
- Statistics

What is not Cited:

- Your own ideas or analysis
- Primary research (surveys you conducted)
- Commonly known information (i.e.: the earth is round, we breathe oxygen, Canada has 10 provinces, the prime minister of Canada)
- *Wikipedia* or other openly edited wikis. Wikis should only be used for background information and to create a list of keywords to use in your search. They should not normally be quoted.

What style should I use?

Use the style that your teacher requests, even if it is a modification such as "single spacing" to be environmentally friendly, instead of double spacing, which is required by the MLA and APA style guides.

Plagiarism

Plagiarism is the act of presenting someone else's words or ideas as your own by failing to give them credit. Academic dishonesty is a serious offence and often results in a mark of zero.

While some students do this intentionally, many others do so because they are disorganized. The best way to avoid plagiarism is to be organized and take good notes. Always record the source information first. If you copy anything, a good strategy is to highlight it so that you immediately know the information is not yours!

Another common reason for plagiarism is procrastination. Students leave work until the last moment and then, in a panic, they decide to copy. This is not a good remedy. Ask for an extension rather than risk plagiarism.

Plagiarism is:

- Copying all or part of another person's work
- Paying another person to write your essay or report
- Having another person write your essay or report
- Failing to cite another person's ideas
- Rewording, summarizing or paraphrasing another's ideas without giving credit
- Stealing another person's essay or report
- Copying all or part of another source, such as information found in a website, without citing the source

Definitions

Anthology: A book, website or other source that contains a collection of more than one original piece of work (i.e. book of poetry, essays, speeches, short stories or fairy tales.)

Bibliography: A list of the sources of information that were read or considered during the research process but not necessarily used in the document. The term "bibliography," when it refers only to the sources actually used in a research paper, is generally replaced with the terms "Works Consulted", "References" or "Works Cited."

Citation: The notation (embedded citation, endnote or footnote) placed inside an essay or report that acknowledges the use of another's information. Detailed information about where the reader can find the original resource is found at the end of the essay or report except in Chicago style where the detailed information is contained directly in the note.

Component Work: A component work is one poem, essay, short story, fairy tale or speech in an anthology or electronic source. If your research pertains to the specific piece, then you should cite that individual work rather than the whole anthology.

Database: A database is an electronic information file that allows users to search for information. Databases allow access to full-text articles from newspapers, magazines and encyclopedias, music, art, books, videos, statistics and career information.

Paraphrasing: Rewording or summarizing information found in another source. Paraphrasing is NOT changing one or two words from the original source.

Periodical: A magazine or newspaper that is released on a cyclical basis (monthly, weekly, quarterly, etc.)

Plagiarism: Submitting a product as your work when some or all of the material was not created by you and failing to give credit to the original author.

References: A list of sources that the writer refers to in the body of an essay or report. This term is used in APA instead of "Works Cited."

Subscription Database: A subscription database is an online database that is purchased by a school or library or other institution for an annual fee.

URL: Uniform Resource Locator refers to the address of the online information. For example, the URL for the Peel District School Board is <http://www.peelschools.org/>. The URL is found in the address window of the web browser.

Works Cited: A list of the sources cited in an essay or report. This term is used instead of "References" when following the MLA style.

Caution about Wikis

Wikis are websites that allow users to edit and/or enter information for immediate posting on a website. While *Wikipedia* is the most commonly known wiki, there are many others. The advantage of wikis is that information is free and extensive because many people contribute without charging for their expertise. The disadvantage with wikis is that the information is not always reliable and may be biased. While most contributors have a positive focus, some are malicious. In fact, one student reported having changed the names of the planets on *Wikipedia*. The planets remained incorrect for a short period of time and the student was eventually blocked from further edits, but the fact remains that information was incorrect for a short period of time. There are numerous other accounts of biased, racist and libelous information being posted on *Wikipedia*.

Because information found in a wiki may be unreliable, everything discovered using a wiki must be verified elsewhere in a reputable, authoritative resource. Students should not cite any wiki in a research report or essay. The information, if found to be correct, should be cited from the confirming and more reputable source.

Having said that, wikis offer free access to information. Good wikis have editorial teams and locked pages that are deemed to be accurate and complete. *Wikipedia* is making structural changes to improve the validity of its offering. This trend is supported by a 2005 *Nature* magazine study, which showed *Wikipedia* to be reasonably accurate. In its analysis of science articles, *Nature* found 162 and 123 errors in *Wikipedia* and *Britannica* respectively (Giles) indicating that both had relatively few errors.

Students are encouraged to use wikis wisely. Read the entry for context, then search library catalogues, databases of periodicals, and the internet for more reputable sources. Wikis should never be used as a reliable source of information.

MLA–Layout Guidelines

This style of documenting your research is widely used, particularly in the disciplines of history, modern languages and literature. Students should always follow their teacher’s instructions even if the instructions differ from the information given here or from the most recently published style guide.

Layout Guidelines

There are four major parts to an MLA paper that you must concern yourself with: formatting, the first page, the body with embedded citations, and the Works Cited page.

Formatting

- Margins should be set at 2.5 cm or 1 inch.
- A header is placed at the top right corner of each page, including the title page and the Works Cited page. It consists of your surname followed by the page number.
- Double space throughout including quotations and the Works Cited page.
- Use a 12-point serif font such as CG Times or Times New Roman. Never use script fonts and sans serif fonts because they are difficult to read.
- Indent each new paragraph 1.3 cm or .5 inch. Do not leave additional lines between paragraphs.

Title Page

There is no title page in MLA style. Instead, the identifying information is placed at the top left of the first page of a research paper. Title pages are usually only acceptable for formal reports that include executive summaries, which are summaries of the report itself and are used in some business courses. If your teacher requires a title page, format it according to the instructions you are given.

First Page

The first page must include your name, your teacher’s name, course code and date of submission, each on a separate line. All are double spaced and aligned at the left margin. Centre your essay title immediately following your identification. No extra spacing should be used. It should be double spaced just as everything else is.

Body of Work

Continue with double spacing, pagination and indentation. Most teachers prefer pages printed on a single side, but some encourage printing on both sides as a means of conserving paper. When your essay is complete, insert a page break so that the Works Cited page can begin on a new page. Include embedded citations wherever another source is used.

Works Cited Page

The Works Cited page starts on a new page following the last page of your essay. It is an alphabetical listing of the sources you used within your essay. Sort by the first item in each entry whether it is an author surname or a title. The specific format for each type of source is very precise. The details are found in the Works Cited section of MLA under the type of item – advertisement, book, website, etc.

MLA-Sample Essay

Casalas 1

Vic Casalas

Ms. H. Uyelama

ENG 2D0

June 13, 2007

The Journey Motif in Art and Life

All actions a person takes in life arise out of a motivation. It is a motivation that directs the individual towards achieving an ultimate goal or objective. Quite frequently, in literature, media and life, a hero's overall objective is to prove his/her worth. Johnny and Tina, characters in the song "Innocent", Meredith Grey, of the TV programme *Grey's Anatomy*, and Jim Carrey, a famous entertainer, have all made the transition into a new world in which they are unsure of themselves and therefore, are in need of validation. To achieve this, they all seek to find new meaning in their lives. Their quest eventually leads to stronger affections with their allies, a feeling of pride, and their greater recognition in society. These heroes all strive to prove themselves in unfamiliar environments and, with the support of their friends and family, find acceptance, love, and a greater sense of self-worth.

It is through perseverance and determination that the characters overcome several obstacles and achieve this ultimate goal: -- a greater sense of self-worth. Like all heroes, each endures a variety of tests, withstands a supreme ordeal, and attains resurrection at the end of the "journey". For example, Johnny and Tina, the two characters mentioned in the song "Innocent" (Our Lady Peace), are both held back from reaching their dreams. Like many characters in the politically charged songs of these Canadian rockers, Johnny is frustrated with his music (Bliss). Although he aspires to be an internationally recognized guitarist, like John Lennon or Kurt Cobain, he must first prove his musical talent to himself, the music industry, and the rest of society. On the other hand, Tina, who dreams of becoming a dancer, suffers from cancer and a poor body image. As a result, she

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succumbs to the severe negative effects of anorexia. She is faced with the daunting task of finding a reason to continue with life. Both heroes are caught in the middle of a crisis, the issue of finding validation, the obstacle that stands in the way of self-fulfillment.

Similarly, Meredith Grey, another hero studied, is tested, faces disappointments and, through strength of character, takes possession of her reward. In Season One of *Grey's Anatomy*, Meredith must live up to the reputation of her legendary mother and make a name for herself as a surgeon. Meredith is overwhelmed with feelings of self-doubt when she meets Dr. Bailey, the resident surgeon, and learns all of Dr. Bailey's rules. In the midst of having to revive Katie Bryce, a seizure patient, Meredith panics and zones out. Finally, she snaps back and uses the V-fibrillation device to revive her patient and restart Katie's heart. Katie's blood pressure returns to normal, and Meredith's confidence along with it. Working with Christina, Meredith discovers a possible solution to Katie's seizures. The diagnosis is only proven correct after much persistence. Meredith attains greater self-esteem and her skills are validated when she is allowed to scrub-in for Katie's procedure.

As well, Jim Carrey, a famous comedian, overcame a difficult youth and sets out to prove himself in the world of entertainment. As a boy of 10, Jim realizes a career in show business is his calling. He faces a setback when his father loses his job, and Jim is forced to take a job as a janitor after school. His school grades fall dramatically and he, along with his brother, vandalize their neighbourhood (West). Leslie Strudwick in *Entertainers* writes, " Jim went to school during the day, then worked at a factory most of the night. The family was very poor, and at one point they lived in a van. This was a difficult time for the Carreys, and Jim was angry with the world" (25). After overcoming numerous other personal and financial setbacks, Jim lands a lead role in the movie *Ace Ventura: Pet Detective*, and is on

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the road to stardom. After starring in *The Truman Show*," Jim was able to have everything a movie star wanted: money for his efforts, laughs from children, and praise from his peers" (Strudwick 29). Thus, like Meredith in *Grey's Anatomy*, Jim Carrey deals with a series of obstacles, persists in the face of difficulties, is validated by others and rewarded with fame and fortune.

On reviewing the explorations of all four heroes it is clearly evident that they find themselves without a sense of worth in new, unfamiliar situations but, with the assistance of their families and friends, their value is acknowledged and they attain the fulfillment of their goals. This pattern typifies the life journey that many characters in literature and individuals in life exemplify. The ability to overcome a sickness, serious self-doubt or a destitute background, brings a confirmation of self-worth that is needed before a person is able to undertake the challenges of life. The extra confidence, thus achieved, motivates one to take those risks and actions needed to move forward towards a rich and fulfilled life.

Works Cited

- "Biography for Jim Carrey." *IMDB: Earth's Biggest Movie Database*. 21 Aug. 2004. Web. 2 May 2007. <<http://www.imdb.com/name/nm0000120/bio7>>.
- Bliss, Karen. "Our Lady Peace Get Well." *Rolling Stone*. 30 Aug. 2005. Web. 2 June 2007. <http://www.rollingstone.com/artists/ourladypeace/articles/story/7596155/our_lady_peace_get_well>.
- Knelman, Martin. *The Joker is Wild: the Trials and Triumphs of Jim Carrey*. Toronto: Viking, 1999. Print.
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MLA-Embedded Citations

General Rules

The embedded citation specifically identifies an item in the Works Cited page and provides the page number(s). The embedded citation is placed immediately following the sourced information in brackets. The citation contains 1) the first item in the Works Cited section – author, or title when there is no author and 2) the location of the information, usually a page number. If the author or title is mentioned in the body of the document it need not be repeated in the reference.

Author not mentioned in lead-up

Format: (Author surname Pages)

Examples: (Westerfeld 75)
(Packer 38-43)

Author mentioned in lead-up

Format: (Pages)

Example: (75)

Entire work

Format: Refer to the source in the text. Do not use an embedded citation.

Examples: 1. Scott Westerfeld's *Uglies* examines our preoccupation with appearance.
2. Margaret Atwood's *Oryx and Crake* is a damning indictment of our overuse of technology.

Note: The above statements do not need an embedded citation because they do not refer to a specific page and there is only one book by this author contained on the Works Cited page. Any time the content uniquely identifies an item in the Work Cited page, then an embedded citation is unnecessary.

Shakespeare

Format: (Author, *Play*. Act. Scene. Lines)

Examples: (*Julius Caesar*. 2.1.25-30) [author mentioned in lead-up]
(Shakespeare 2.1.25-30) [author not mentioned in lead-up]
(Shakespeare, *Julius Caesar* 2.1.25-30) [more than one book by author]

Two authors with the same last name

Format: (Initial. Surname Pages)

Examples: (S. McKay 10)
(A. McKay 15-20)

Author has more than one resource listed in the Works Cited

Format: (Surname, *Title* Pages)

Examples: (Sebold, *Lucky* 30-50)
(Sebold, *Lovely Bones* 10)

Two or three authors not mentioned in lead-up

Format: (Surname, Surname, and Surname Pages)

Examples: (Kearney and Ray 117)
(Canfield, Hansen, and Kirberger 177)

More than three authors not mentioned in lead-up

Format: (First author surname et al. Pages)

Example: (Greene et al. 61)

No author therefore you must identify the item by supplying the first item in the Works Cited entry. This is always the title, shortened title or component work.

Format: (First item in Works Cited entry Pages)

Example: ("Ethiopia" 38)

From a multi-volume resource

Format: (Author Vol#: Pages)

Example: (Salowey 2: 300-302)

Format: (Author, Title, Vol#: Pages)

Example: (Salowey, *The Ancient World*, 2: 500-800)

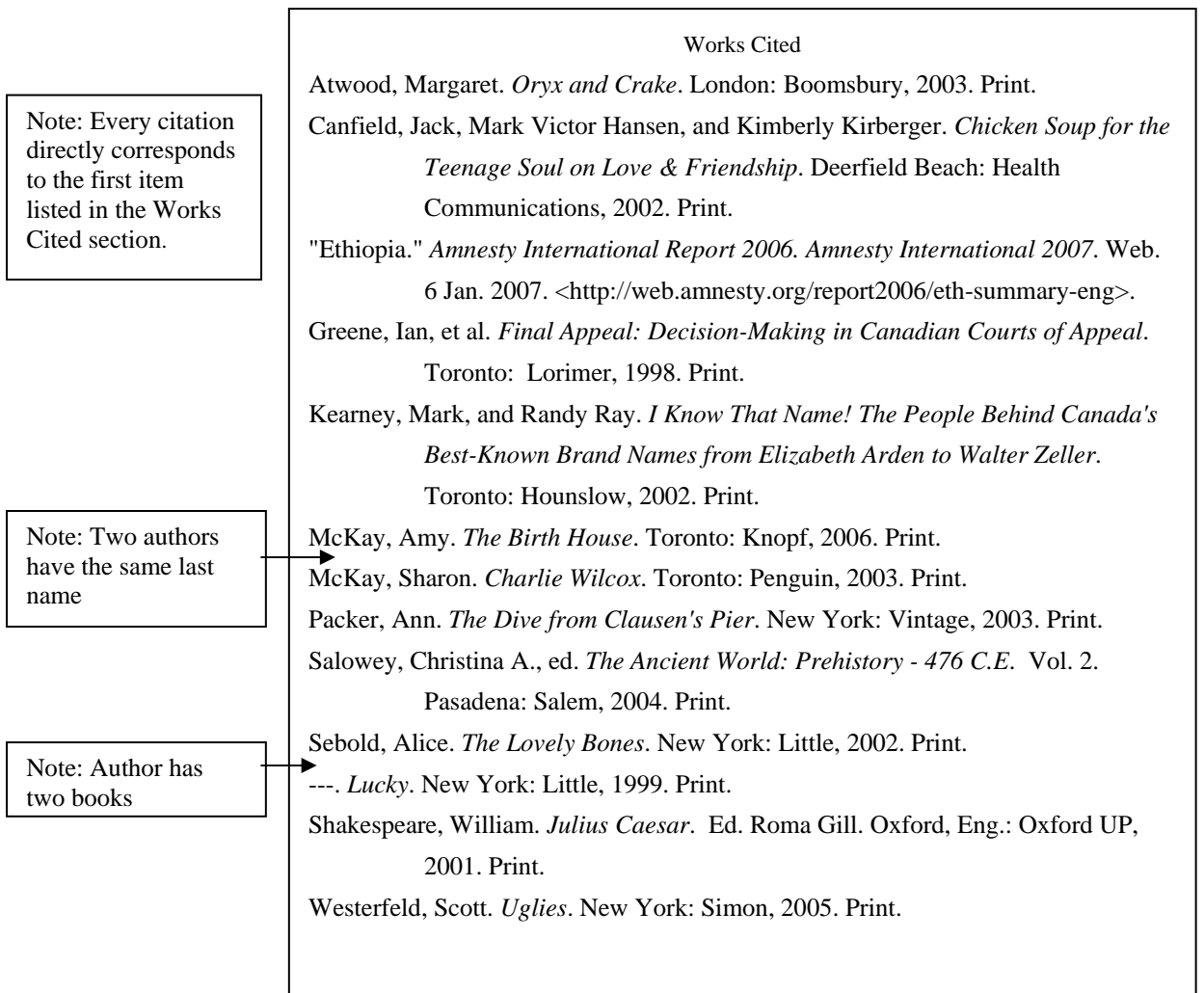


Fig. 1. Works Cited page for the above citations.

Short Quotations (four lines or less)

Place short quotations into your own writing and use quotation marks to identify the original author's words. Provide the citation information inside brackets before the period or other end punctuation. Use an ellipsis (three spaced dots . . .) to indicate any word(s) omitted from a quotation. Use square brackets [] to identify any word(s) that you insert or change from the author's original text.

Examples

Author not mentioned in lead-up

Aunt Lovey didn't treat Ruby and Rose with pity. Instead, she reinforced their self-esteem with comments such as: "You girls are remarkable. Most people can't say that" (Lansens 59).

Author mentioned in lead-up

According to Malcolm Gladwell, "making sense of ourselves and our behavior requires that we acknowledge there can be as much value in the blink of an eye as in months of rational analysis" (17).

No author. Title not mentioned in lead-up

Guantanamo Bay is an illegal detention centre as it houses "close to 400 men . . . without charge, [who are] unable to challenge the lawfulness of their detention before federal court" ("US: Mark Five . . .").

Quoting from a quotation

In describing one of Robert Bateman's paintings, the author quotes Charles Darwin as follows: "It is interesting to contemplate an entangled bank, clothed with many plants of many kinds, with birds singing on the bushes, with various insects flitting about" (qtd. in Bateman 8).

Works Cited
Bateman, Robert. <i>The Art of Robert Bateman</i> . Toronto: Madison, 2006. Print.
Gladwell, Malcolm. <i>Blink: The Power of Thinking Without Thinking</i> . New York: Little, 2005. Print.
Lansens, Lori. <i>The Girls</i> . Toronto: Vintage, 2006. Print.
"US: Mark Five Years of Guantanamo by Closing It." <i>Human Rights News</i> . Human Rights Watch, 5 Jan. 2007. Web. 9 Jan. 2007. < http://hrw.org/english/docs/2007/01/05/usdom14974.htm >.

Fig. 2. Works Cited page for above entries.

Long Quotations (five lines or more)

For a quotation of five lines or more, introduce the borrowed passage in your own words and then indent the block of quoted text one inch from the left margin so that it stands out. Leave the right edge ragged. The quoted passage is double-spaced, as is the rest of your paper. Do not use quotation marks around this quotation. End punctuation is before the citation reference. Use an ellipsis (three spaced dots) to indicate any word(s) omitted from a quotation. Use square brackets to identify any word(s) that you insert or change from the author's original text.

Examples

Author not mentioned in lead-up

We can expect Tally to face some harsh consequences for her behaviour as foreshadowed in the first chapter.

This wasn't like being busted for "forgetting" her ring, skipping classes, or tricking the house into playing her music louder than allowed. Everyone did that kind of stuff, and everyone got busted for it. But she and Peris had always been very careful about not getting caught on these expeditions. Crossing the river was serious business. (Westerfeld 7)

Government website, no author

The phrase "Prime Minister," as outlined below, is indicative of Canada's culture of equality.

The status of the prime minister has been described as *primus inter pares*: Latin for "first among equals." This concept defines not only the prime minister's relationship with Cabinet, but also, in a sense, his or her relationship with the public in our modern democratic society. (Canada)

Works Cited
<p style="text-align: center;">Canada. Library and Archives. <i>First Among Equals: The Prime Minister in Life and Politics</i>. 23 Apr. 2001. Web. 9 Jan. 2007. <http://www.collectionscanada.ca/2/4/index-e.html>.</p> <p style="text-align: center;">Westerfeld, Scott. <i>Uglies</i>. New York: Simon, 2005. Print.</p>

Fig. 3. Works Cited entries for above citations.

Paraphrase (rewording or summarizing)

If you include information that is not general knowledge, you may put it in your own words or summarize it, but you must credit your source. Internet sources are cited in the same way as printed works, but without page references. When a work has no author, provide a shortened version of the title with a page number if available. For a non-print source, the title is sufficient. Punctuation should follow the embedded citation. Paraphrase means to write in your own words. It does NOT mean that you can change one or two words in the sentence.

Examples

Reference work, no author

A galleon is a sailing vessel with multiple sails. It was created in the 15th century and used for trade and war for centuries after its invention ("Galleon" 5: 90).

Periodical article from a subscription service with no author

According to the *Medicine Hat News (AB)*, *YouTube* is an excellent way for police to disseminate information. In fact, police forces regularly post witness video online in order to encourage witnesses to phone and make statements about the suspects on the video ("Police credit . . ." D8).

Periodical article with an author

Google did not become an overnight advertiser in the amount of 49.3 billion a year. It took the nascent internet presence about five years to reinvent itself and become the biggest advertiser on the planet, taking over from the television industry (Garfield 224).

Online News broadcast

The Halifax Explosion was a horrific bomb created by the combination of navigational errors and the cocktail of explosive materials on board the *Mont-Blanc* ("Two Ships Collide . . .").

Works Cited
"Galleon." <i>The New Encyclopaedia Britannica: Micropaedia</i> . 15 th ed. 1998. Print.
Garfield, Bob. "You Tube Vs. Boob Tube." <i>Wired</i> Dec. 2006: 222+. Print.
"Police Credit YouTube as Help in Finding Murder Suspect." <i>Medicine Hat News (AB)</i> 22 Dec. 2006. N.pag. <i>Canadian Reference Centre</i> . Web. 9 Jan. 2007. < http://search.ebscohost.com >.
"Two Ships Collide and Halifax Reels." <i>CBC Television Special</i> . CBC. 24 May 1967. <i>CBC Archives</i> . Web. 9 Jan. 2007. < http://archives.cbc.ca/IDC-1-70-971-5491/disasters_tragedies/halifax_explosion/clip1 >.

Fig. 4. Works Cited for above citations.

Visuals Within an Essay

Tables

Place the table as close to the text as possible flush with the left margin. Use the word "Table" followed by an arabic number at the top of the table. On the next line include a brief title with each of the main words capitalized. Number all tables consecutively as they appear in your essay. Refer to the table in the text of your essay by its #, not title. If your table comes from another source, place the word Source, followed by a colon (:), directly under the table, flush with the left margin and then identify the resource the table comes from using the appropriate format.

Table 2
Crude Birth Rate by Province 2000-2003

Geography, place of residence of mother ²	Canada, place of residence of mother ²	Newfoundland and Labrador, place of residence of mother	Prince Edward Island, place of residence of mother	Nova Scotia, place of residence of mother	New Brunswick, place of residence of mother	Quebec, place of residence of mother	Ontario, place of residence of mother	Manitoba, place of residence of mother	Saskatchewan, place of residence of mother	Alberta, place of residence of mother	British Columbia, place of residence of mother
2000	10.7	9.1	10.4	9.7	9.7	9.8	10.9	12.3	11.9	12.3	10.0
2001	10.7	8.8	9.9	9.4	9.5	9.9	11.1	12.2	12.1	12.3	9.9
2002	10.5	9.0	9.7	9.3	9.4	9.7	10.6	12.0	11.8	12.4	9.7
2003	10.6	8.9	10.3	9.2	9.5	9.9	10.7	12.0	12.1	12.8	9.8

Source: Canada, Statistics Canada, "Live births, crude birth rate, age-specific and total fertility rates, Canada, provinces and territories, annual," *E-stat*, 2005, Web. 22 June 2007. <<http://estat.statcan.ca>>.

Illustrations

Artwork, photographs, graphs, charts, line drawings, maps and other visuals are considered to be illustrations and are labeled with the abbreviation *Fig.* followed by an Arabic number directly under the illustration. Number the figures consecutively as they appear in the text. Place each figure as close to the first reference as possible, but not before the reference. A brief title follows on the same line as the figure, then the source information.



Fig. 1. Scorned as Timber, Beloved of the Sky, "Emily Carr et la côté ouest Pacifique," *La Vie Artistique au Canada*, Université Mount Allison, 2001, Web. 22 June 2007. <http://www.mta.ca/faculty/arts/canadian_studies/francais/realites/>.

Music

A musical score is identified as an example with the abbreviation *Ex.* followed by an arabic number then the source information. If you have more than one score in the body of your essay, number them consecutively.



Ex. 1. Johann Sebastian Bach, Minuet in E Major, James William Sobaski, *Tutorial Analysis: J. S. Bach, Minuet in E Major*, Dept. of Music, U of Wisconsin, Stevens Point, Web. 22 June 2007. <<http://www.uwsp.edu/music/jsobaski/B-MEN.HTM>>.

MLA – Works Cited

General Rules

What to include

The Works Cited section must include an entry for every resource that was quoted or paraphrased in the essay. The basic layout for all entries is: author (surname, first name), title of article and/or resource, and publication information (location: publisher, date) ending with publication medium. For electronic resources that have an original in another medium, usually print, the following information is added: website or database name, medium, date of access (day, month, year.) and URL, if requested by the teacher. *Students in Peel must include the URL.* Once the list of resources has been prepared, it should be sorted in alphabetical order by the first component of each reference.

When you don't know what to do

In general, citing is an exercise in problem solving. Keeping that in mind, there is only one major rule: in a consistent fashion, give as much information as is available to indicate exactly where the information came from so that the reader can acquire and read the original source. Lack of data must be indicated. If there is no date of publication, use n.d. where the date would have gone. Use n.p. for no publisher or no place of publication and use n.pag. to indicate no page numbers. Use the examples on the following pages to approximate your source if an exact match cannot be found.

Abbreviations: In MLA style, abbreviations are used regularly in the list of works cited, but rarely in the text of the essay. For example, the names of months are written in full in the text, but abbreviated in the list of works cited. Also, it is acceptable to abbreviate the names of states, provinces and countries.

Author Name: If you are citing a government resource, state the level of government (ie. Canada, Ontario, Mississauga) as the author, followed by the department. Otherwise, give the author name exactly as it appears on the title page of the book. If an initial is given, then include the initial as follows: "Rowling, J.K.". If the name includes Jr. or I, II, III etc., then that information must be included as follows: "Braly, Angela, Jr." or "Fischlin, Marvin, IV." It is permissible to spell out the author's whole name or, if the author used an assumed name, to include the real name. Do not include titles (Mr., Ms., Dr., President, CEO, etc.), degrees (MD, LLB, BA, etc.), or other relationships (Law Society, Board of Directors, etc.) If there are several authors, give the authors in the order they are listed on the title page. Only the first author has the surname followed by the given name.

Database Name: MLA citations of database sources begin with the publication information that the database supplies for the print version, or other medium, of the source. The citation then continues with facts about the electronic publication. The name of the database (italicized) is followed by the publication medium (Web), the access date and URL. Including supplementary information about the database title, such as sponsor, is optional. The URL may be simplified to the search page of the database.

Medium: The medium of publication is given for every resource cited. Examples include Print (books, periodicals, pamphlets), Web (websites, databases), Film, CD, DVD, Performance, Radio, Television. Most of the time, this will appear at the end of the citation. For web entries, the medium appears just before the date of access.

Online Sources: Often, online versions that are unique (no version exists in another medium) do not include all the usual information needed for a citation. Indicate missing data with n.p., n.d., and n.pag. Each item is followed by a period except the publisher or sponsor, which is followed by a comma. Including the URL of a website in the list of Works Cited is optional, unless your teacher requests it. *Note: For all students in Peel, it is recommended that the URL be included.*

Pagination: Page numbers are listed before the publication medium. If page numbers are unavailable in print or online sources, use n.pag. to indicate missing data.

Publication City: Choose the city listed on the title page of the book if it is available; otherwise, use the first city listed on the copyright page. If the city is a known U.S. location, no state or country is required. If the city is Canadian, and not Vancouver, Toronto, or Montreal, include the province. If the city is not Canadian or American, the country must be included. If more than one city is listed, use the first in the list. If no place of publication is given for a book, use n.p. to indicate that no place was provided.

Publisher: The Publisher is normally found on the title page or the copyright page. If no publisher or sponsor is given in a print or online source, use n.p. to indicate that the information was not provided. Publisher's names should be abbreviated. Generally they should only include the first name if the company is a group of names. Book(s), Press, Publish(ing), Inc., Ltd. should be eliminated from the name.

Publication Date: In an online source, if the date is not given, use n.d. If a date is given as a range or as an approximation, state it. In a print source, if more than one date is given, use the most current copyright date. If a book has no publication information or page numbering, use c for a circa date (i.e. [c2006]) and add a question mark if you are uncertain of the accuracy (i.e. [c2006?]). Note that the square brackets indicate that the information did not come from the book itself. If no date is given or guessed, use n.d. to indicate that no date was provided.

Square Brackets []: In the Works Cited section, use square brackets to indicate information that you added but that did not come from the actual source. For example, if the publication date is not found inside the book, but the library catalog has a date, then use that date, but place it in square brackets.

Title: Give the full title in italics as it appears on the title page of the book including the subtitle. When entering subtitles, show them as follows, *Hidden Food Allergies: The Essential Guide to Uncovering Hidden Food Allergies -- and Achieving Permanent Relief*, with the main title first, then a colon, then the subtitle. If the title includes end punctuation, use the end punctuation and follow it with the subtitle and a period. In the Works Cited section and the body of your essay, italicize all titles. Component works such as articles, essays or poems are not italicized; they are placed in quotation marks and the title of the resource is italicized.

URL (Uniform Resource Locator): If possible, give the complete address of the website. However, if the address is too long and cumbersome, or the reference is to a database, give the URL to the search page. The URL is listed immediately following the date of access, a period, and a space. Enclose the URL in angle brackets and conclude with a period. If an URL must be divided between two or more lines, break it only after the double slashes or a single slash.

Advertisement – ONLINE

Format:

Product/company being advertised. Advertisement. Medium. Date of access. <URL>.

Example:

Molson Canadian Beer. Advertisement. Web. 24 May 2004. <home7.swipnet.se/~w-72891/CanadianClub/CCsales/ad.html>.

Advertisement – PRINT

Format:

Product/company being advertised. Advertisement. *Title of periodical* Date of issue:
Pages. Medium.

Example:

Telus Mobility. Advertisement. *Toronto Star* 26 Sept. 2006: B1. Print.

Advertisement – BROADCAST

Format:

Product/company being advertised. Advertisement. Network if any. Call Letters,
Location. Date of Issue. Medium.

Example:

Air Canada. Advertisement. Cable News Network. CNN, Atlanta. 15 May 2008.
Television.

Book with author(s)/anonymous – ONLINE

Book from a website

Format:

Author surname, name. *Title of book*. Editor, compiler, or translator name. City of original print publication: Publisher, Copyright date. *Title of website*. Medium. Date of access. <URL>.

Example of a book with one author:

Steinbicker, Earl. *Day Trips New York: 50 One day Adventures in New York City & Nearby New York State, Connecticut, New Jersey and Pennsylvania*. Fern Park: Hastings House, 2002. *Google Books*. Web. 12 Jan. 2007. <<http://books.google.com/books>>.

Example of a book with an anonymous author:

New Call, The. Escondido, CA: Esoteric, 2005. *Google Books*. Web. 22 Apr. 2007. <<http://books.google.com/books>>.

Book from a database

Format:

Author surname, name. *Title of book*. Ed(s). Editor name. City of original print publication: Publisher, Copyright date. *Database name*. Subscription Service [optional]. Medium. Date of access. <URL>.

Example of a book from a database:

Woolum, Janet. *Outstanding Women Athletes: Who They Are and How They Influenced Sports in America*. Oryx, 1992. *eLibrary*. Proquest. Web. 11 Feb. 2007. <<http://elibrary.bigchalk.com>>.

Book in a Series – online or print

Include the series name, neither italicized nor enclosed in quotations marks or parentheses, and the series number (if any) followed by a period, after the medium of publication. This will be at the end of the listing except for a book on a website.

Book with author(s)/anonymous – PRINT

One author

Format:

Author surname, name. *Title of book*. City of publication: Publisher, Copyright date.
Medium.

Example:

Paolini, Christopher. *Eragon*. New York: Knopf, 2005. Print.

Two or three authors

Format:

First author surname, name, second and third authors, regular name order. *Title of book*.
City of publication: Publisher, Copyright date. Medium.

Example with two authors:

Braly, James, and Patrick Holford. *Hidden Food Allergies: The Essential Guide to
Uncovering Hidden Food Allergies -- and Achieving Permanent Relief*.
Laguna Beach: Basic Health, 2006. Print.

Example with three authors:

Anderson, Chalon E., Amy T. Carrell, and Jimmy L. Widdifield, Jr. *APA and MLA
Writing Formats*. Toronto: Pearson, 2004. Print.

More than three authors

Format:

First author surname, name, et al. *Title of book*. City of publication: Publisher, Copyright
date. Medium.

Example:

Farndon, John, et al. *The Great Scientists*. London, UK: Arcturus, 2005. Print.

Anonymous or unknown author(s)

Format:

Title of book. City of publication: Publisher, Copyright date. Medium.

Example:

The Bible. New York: Simon, 1993. Print.

Book with an editor or translator – ONLINE

Book, no author

Format:

Editor surname, name, ed. *Title of book*. City of original print publication: Publisher, Copyright date. *Title of website or Database name*. Medium. Date of access. <URL>.

Example of a book with an editor:

Willis, N. Parker, ed. *The Winter Wreath*. New York: Leavitt, 1853. *Google Books*. Web. 11 Feb. 2007. <<http://books.google.com/books>>.

Example of a book with a translator:

Remarque, Erich Maria. *All Quiet on the Western Front*. Trans. A.W. Wheen. Boston: Little, Brown, 1929. *Questia – The Online Library of Books and Journals*. Web. 13 June 2010. <<http://www.questia.com/PM.qst?a=o&d=772609687>>.

Book with an editor or translator – PRINT

Book with an Editor

Format:

Editor surname, name, ed. *Title of book*. City of publication: Publisher, Copyright date. Medium.

Example:

Egendorf, Laura K., ed. *Food*. Farmington Hills: Greenhaven, 2006. Print.

Book with a Translator

Format:

Author surname, name. *Title of book*. Trans. Regular name order. City of publication: Publisher, Copyright date. Medium.

Example:

Blais, Marie-Claire. *Wintersleep*. Trans. Nigel Spencer. Vancouver: Ronsdale, 1998. Print.

Encyclopedia – ONLINE

Encyclopedia from a website

Format:

Author (of article) surname, name (if available). "Title of article." *Title of encyclopedia*.
Edition year. Publisher. Medium. Date of access. <URL>.

Example:

"Passchendaele: Remembrance of Things Past." *The Canadian Encyclopedia*. 2007.
Historica. Web. 19 Feb. 2007. <www.thecanadianencyclopedia.com>.

Encyclopedia from a Database

Format:

Author (of article) surname, name. "Title of Article." *Title of book*. Ed(s). Editor name.
Volume(s). Edition(s). City of publication: Publisher, Copyright date. Pages.
Database name. Name of subscription service [optional]. Medium. Date of access.
<URL of search page>.

Example:

"DNA Fingerprinting." *Gale Encyclopedia of Science*. Eds. K. Lee Lerner and Brenda
Lerner. Vol. 2. 3rd ed. Detroit: Gale, 2004. 1262-1264. *Infotrac General Science*
eBooks. Thomson Gale. Web. 11 Feb. 2007. <http://find.galegroup.com>.

Encyclopedia – PRINT

Encyclopedia – Standard

Format:

Author (of article) surname, name (if available). "Title of article." *Title of Encyclopedia*.
Edition. Date. Medium.

Examples:

O'Toole, Thomas. "Liberia." *World Book*. 2004. Print.
Gray, G. R. "Bitumen." *The Canadian Encyclopedia*. 2nd ed. 1988. Print.

A specialized (less familiar) encyclopedia

Format:

Author (of article) surname, name (if available). "Title of article." *Title of encyclopedia*.
Edition. Number of volumes. City of publication: Publisher, Date. Medium.

Example:

Jenks, Kathleen. "Juno." *Gods, Goddesses and Mythology*. 11 vols. New York: Marshall,
2005. Print.

Brochure, Pamphlet or Booklet – ONLINE

Format:

Title. City of publication: Publishing organization, Year. *Name of website.* Medium.
Access date. <URL>.

Example from a Brochure:

Alpine Development Programs. Caledon, ON: Caledon Ski Club, 2006. *Caledon Ski Club.* Web. 4 Jan. 2007. <<http://www.caledonskiclub.on.ca/members2/pdf/calskiguest2000.pdf>>.

Example from a government pamphlet:

[For government sites give the level of government, a period, then the department.]

Ontario. Ministry of Education. *Bullying: We Can All Stop It.* 2006. Web. 4 Jan. 2007.
<<http://www.ocdsb.on.ca/media.php?mid=9625>>.

Brochure, Pamphlet or Booklet – PRINT

Format:

Title. City of publication: Organization that published the work, Year. Medium.

Example from a booklet:

Source It: A Guide to Documenting Your Research. Mississauga, ON: Peel District School Board, 2007. Print.

Example from a government brochure:

[For government sites give the level of government, a period, then the department.]

Toronto. Public Health. *The Air You Breathe: Smog and Your Health.* Toronto: Toronto Public Health, n.d. Print.

Component work – ONLINE (essay, poem, short story, speech)

Format for citing component work:

Component work author surname, name. "Title of essay/ poem/ short story/speech." *Title of original print publication*. Date of original print publication. City of original publication: Original publisher, Copyright date for original print source. *Title of electronic source*. Ed. Name of electronic editor. Date of electronic publication. Medium. Date of access. <URL>.

Example – speech from a website:

King, Martin Luther, Jr. "I Have a Dream." 28 Aug. 1963. *American Rhetoric. Martin Luther King, Jr.* 2001-2007. Web. 2 Mar. 2007.
<<http://www.americanrhetoric.com/speeches/mlkihaveadream.htm>>.

Example – poem from a website:

Caedmon. "Caedmon's Hymn." 657. *Representative Poetry Online*. 2005. Web. 26 Jan. 2007. <<http://rpo.library.utoronto.ca/>>.

Example – speech from a government website:

[For government sites give the level of government, a period, then the department]
Canada. Library and Archives. "Address on the National Security Plebiscite Apr. 7, 1942." By William Lyon Mackenzie King. *First Among Equals: The Prime Minister in Canadian Life and Politics*. 21 Apr. 2001. Web. 26 Jan. 2007.
<<http://www.lac-bac.gc.ca/primeministers/h4-4068-e.html>>.

Component work – PRINT

Format for citing the component work:

Component work author surname, name. "Title of essay/ poem/ short story/ speech." *Title of anthology*. Ed. Editor name surname. City of publication: Publisher, Copyright date. Pages. Medium.

Example – essay:

Kelly, Kathy. "Raising Voices: The Children of Iraq (1990-1999)." *Iraq Under Siege : The Deadly Impact of Sanctions and War*. Ed. Anthony Arnove. Cambridge: South End, 2002. 145-159. Print.

Example – short stories:

Gaiman, Neil. "Chivalry." *Grails: Quests of the Dawn*. Eds. Richard Gillam, Martin Greenberg and Edward Kramer. New York: Penguin, 1994. 344-357. Print.

Interview – ONLINE

Format:

Person interviewed surname, name. Interview. *Title of website*. Date of interview.
Medium. Date of access. <URL>.

Example:

Suzuki, David. Interview. *Corporate Knights*. 15 Apr. 2005. Web. 25 May 2007.
<http://www.corporateknights.ca/content/page.asp?name=suzuki_sacrifice>.

Interview – PERSONAL

Format:

Surname of person interviewed, name. Personal/Telephone/Email Interview. Date of
interview.

Example of a personal interview:

McCallion, Hazel. Personal Interview. 1 Feb. 2007.

Example of a telephone interview:

Lewis, Stephen. Telephone Interview. 24 Jan. 2007.

Interview – BROADCAST

Format:

Surname of person interviewed, name. Interview with interviewer's name if available.
Program. Network if any. Location. Date of interview. Medium.

Examples:

Belisle, Claude. Interview with Jane Eastman. *Ottawa Citizen Business Television*.
Rogers TV, Toronto. 28 Nov. 2006. Television.

Breslin, Jimmy. Interview with Neal Conan. *Talk of the Nation*. Nat'l Public Radio.
WBUR, Boston. 26 Mar. 2002. Radio.

Multimedia

Audio – ONLINE (music, radio, sound clips, podcast)

Music from a database or website

Format:

Artist surname, name. "Song." *Title of Original Recording if there was a larger work.*
Original Manufacturer, Original Recording Date. *Name of Website or Database name.* Supplementary information [optional]. Medium. Date of access. <URL of search page for a database or URL of page for a website>.

Example from a database

Johansson, Per, and Henrik Anderson. "Come On and Do It." *PANDORA: Greatest Hits and Remixes.* n.p. n.d. *Naxos Music Library.* Web. 10 Feb. 2007.
<<http://www.naxosmusiclibrary.com>>.

Example from a website

Thomas, Joanne. "O Mio Babbino Caro." *Puccini: Gianni Schicchi.* Debut. *Victoria Conservatory of Music.* 2006. Web. 11 Feb. 2007.
<<http://www.vcm.bc.ca/operastudio.htm#sound>>.

Radio or Audio clip from a website

Format – Radio clip from a website:

"Title of episode." *Title of program.* Broadcast date. Network if any. Call letters,
Location. Medium. Access Date. <URL>.

Example – Radio clip from a website:

"Happy Capitalism with Lou Schizas." *John Oakley Show.* 2 Feb. 2007. CFMJ, Toronto.
Web. 25 Jan. 2007. <http://www.640toronto.com/john_oakley/happy_capitalism_audio.cfm?rem=63115&jor=63115#video>.

Audio (music, radio, sound clip) – ORIGINAL

Entire CD or other published work:

Format:

Artist. *Title of recording*. Manufacturer, Date. Medium.

Example:

Mahler, Gustav. *Symphony No. 5 in C Sharp Minor*. Virgin Classics, 1991. CD.

Specific work from a larger work

Format:

Artist. "Title of song." *Title of recording*. Manufacturer, Date. Medium.

Example:

Buffett, Jimmy. "Love in the Library." *Fruitcakes*. Margaritaville Records, 1994. CD.

Radio Broadcast

Format:

"Title of segment." *Title of radio program*. By/Host/Dir. Name surname. Network if any. Call letters, Location. Broadcast date. Medium.

Example from a segment from a Radio Broadcast:

"Stopping the Rot." *The Making of Modern Medicine*. By Andrew Cunningham. BBC, London. 2 Mar. 2007. Radio.

Example from a complete Radio Broadcast:

The Making of Modern Medicine. By Andrew Cunningham. BBC, London. 2 Mar. 2007. Radio.

Motion Picture – ONLINE (streaming, videoclip, podcast)

Film/video/Broadcast clip from online source

Format:

"Title of clip." *Title of program*. Network or producer. Original broadcast or copyright date. *Title of website or Database*. Supplementary information [optional]. Medium. Date of access. <URL>.

Example – TV clip from a website:

"Two Ships Collide and Halifax Reels." *CBC Television Special: The Halifax Explosion*. CBC. 24 May 1967. *CBC Archives*. Web. 9 Jan. 2007. <http://archives.cbc.ca/IDC-1-70-971-5491/disasters_tragedies/halifax_explosion/clip1>.

Example – Broadcast transcript from a subscription service:

"Ontario Government Made Policy Change on Cost of Electricity." *The National*. CBC-TV. 11 Nov. 2002. Transcript. *eLibrary*. Proquest. Web. 3 Feb. 2007. <<http://www.elibrary.bigchalk.com>>.

Example – Online video from a subscription database:

Worth Fighting For: People Protecting the Great Lakes. *United Learning*. 1998. Web. 13 Feb. 2007. <<http://www.unitedstreaming.com>>.

Example – Podcast from a website:

"Katherine Newman: Diagnosing the Inexplicable." Wodek Szemberg and Mike Miner, prod. *The Agenda*. Podcast. 5 Oct. 2006. Web. 23 Apr. 2007. <http://www.tvo.org/cfmx/tvoorg/theagenda/index.cfm?page_id=7&bpn=279009&ts=2006-10-05%2020:00:00.0>.

Motion Picture (DVD, film, TV, video) – ORIGINAL

Broadcast

Format for a television program:

"Title of episode or segment." *Title of program*. Host/Narr./Perf./Dir.

Narrator/performer/director name surname. Network. Call letters, City of local station if any. Broadcast date. Medium.

Example from a TV News Program:

"The Long Goodbye to GDP." *The Agenda*. Host Steve Paikin. TVO. Toronto. 22 Feb. 2007. Television.

Format for a music video broadcast:

Performer surname, name. "Title of song." *Title of album/CD*. Name of manufacturer.

Year of release. Music video. Dir. Director name surname if given. Network.

Broadcast date. Medium.

Example of a music video broadcast on television:

Cham. "Ghetto Story." *Ghetto Story*. Atlantic, 2006. Music video. City TV. 25 Nov. 2006. Television.

Film/video/DVD

Format:

Title of film/video/DVD. Dir. Director name surname. Perf. Performer(s) name(s) surname(s). Production studio, Release date. Medium.

Example:

Scrooge. Dir. Ronald Neame. Perf. Albert Finney. Paramount Pictures, 2003. DVD.

Segment from a series on video/DVD

Format:

"Title of segment." Dir. Director name surname. *DVD/Video Title*. Producer, Copyright date. Medium.

Example:

"When the World Began." Dir. Louis Martin. *Canada: A People's History*. CBC, 2001. Video.

Example from CBC News in Review:

"The North Korean Nuclear Crisis." *CBC – TV News in Review December 2006*. CBC, 2006. DVD.

Visual - ONLINE (art, cartoon, chart, map, painting, photo, table)

Cartoon/Comic Strip from a website

Format:

Cartoonist surname, name. "Title of cartoon." Cartoon/Comic Strip. *Title of source publication*. Date of publication or last revision. Medium. Access date. <URL>.

Example:

Gable. Editorial Cartoon. *Globe and Mail*. 12 Jan. 2007. Web. 29 Jan. 2007. <<http://www.theglobeandmail.com/v5/content/cartoon/generated/20070112.html>>.

Map or chart from a website

Format:

"Title of map or chart." Map/Chart. *Title of web page*. Date of publication or last revision. Medium. Date of access. <URL>.

Example:

"Ethnic Groups in Eastern Europe." Map. *The University of Texas at Austin*. 1995. Web. 19 Feb. 2007. <http://www.lib.utexas.edu/maps/europe/ethnic_groups_eastern_europe.jpg>.

Map or chart from subscription database

Format:

"Title of map or chart." Map/Chart. City: Publisher, Date. *Database name*. Subscription service [optional]. Medium. Date of access. <URL>.

Example:

"Map of Myanmar." Map. Blackbirch Maps, 2001. *Student Edition*. Infotrac. Web. 21 Feb. 2007. <http://infotrac.galegroup.com/itweb/ko_k12hs_d48>.

Painting/sculpture/photograph from a website

Format:

Artist surname, name. *Title of work*. Date completed. *Title of website*. Medium. Date of access. <URL>.

Example:

Rossellino, Antonio. *Madonna and Child with Angels*. 15th century. *The Metropolitan Museum of Art*. Web. 27 Feb. 2007. <http://www.metmuseum.org/Works_of_Art/viewOne.asp?dep=12&viewmode=0&item=14%2E40%2E675>.

Visual -ORIGINAL (art, cartoon, chart, map, painting, photo, table)

Cartoon/Comic Strip

Format:

Cartoonist surname, name. "Title of cartoon." Cartoon/Comic Strip. *Title of source*
publication Date of issue: Pages. Medium.

Example:

Keane, Bill. "Family Circus." Cartoon. *Toronto Star* 27 Feb. 2007: D14. Print.

Map or chart

Format:

Title of map or chart. Map/Chart. City: Publisher, Date. Medium.

Example:

Michigan. Map. Chicago: Rand, 2009. Print.

Format from a government agency:

Country. Agency or Department. *Title of map or chart.* Map/Chart. City: Publisher,
Date. Medium.

Example:

Canada. Ministry of Fisheries and Oceans. *Moon Island and Surrounding Area.* Chart.
Ottawa: Canadian Hydrographic Service, 1986. Print.

Painting/ sculpture/photograph

Format:

Artist surname, name. *Title of work.* Date completed (or N.d.). Medium of Composition.
Owner (e.g. museum or individual), City where located. *Title of book.* Author/
editor(s) name surname. City of publication: Publisher, Date: Pages. Medium.

Example:

Michelangelo. *The Creation of Adam.* 1510. Oil on plaster. Sistine Chapel, Vatican,
Rome. *The Great Masters.* Ed. Michael Sonino. Westport: Hugh, 1986: 251. Print.

Periodical – ONLINE

Format when there is no print equivalent:

Author surname, name. "Article title." *Periodical title*. Publisher/Sponsor (or N.p.),
 Publication date (or n.d.). Medium. Date of access. <URL>.

Example from an online magazine:

Conason, Joe. "The Madness of George." *Salon*. Salon Media Group, 1 Dec. 2006. Web.
 1 Mar. 2007. <<http://www.salon.com>>.

Example from a newspaper website:

McNeil, Donald G. "A Cheaper, Easier Malaria Pill." *International Herald Tribune*.
 The New York Times, 1 Mar. 2007. Web. 21 Mar. 2007.
 <<http://www.iht.com/articles/2007/03/01/news/drug.php>>.

Example from an online scholarly journal: [vol#.issue# (year):pages]

Ouellette, Marc. "Theories, Memories, Bodies, and Artists." *Reconstruction* 7.4 (2007):
 n.pag. Web. 5 June 2008. <<http://www.reconstruction.eserver.org>>.

Format when there is a print equivalent:

Author surname, name. "Article title." *Periodical title* Publication date: Page(s).
Name of Website or Database name. Medium. Date of access. <URL>.

Example from a database:

"Police Credit YouTube in Finding Murder Suspect." *Toronto Star* 22 Dec. 2006: A12.
Student Research Centre. Web. 9 Jan. 2007. <<http://www.ebscohost.com>>.

Periodical – PRINT

Format:

Author surname, name. "Article title." *Periodical title* Date, City ed (if available):
 Page(s). Medium.

Example – Magazine article:

Hawaleshka, Danylo. "A Recipe for Disaster, or the Skinny on Living Long?"
Maclean's 15 Jan. 2007: 40-42. Print.

Example – Newspaper article:

Laternus, Ted. "Mitsubishi's Lancer Cleared for Canadian Takeoff." *Globe and Mail*
 1 Mar. 2007, Toronto ed.: G6. Print.

Example – Scholarly Journal article: [vol#.issue# (year):pages]

Williams, Linda. "Of Kisses and Ellipses: The Long Adolescence of American Movies."
Critical Inquiry 32.2 (2006): 288-340. Print.

Website, including database

A database is a collection of electronic information housed on the internet and accessed via paid subscription. It can consist of transcripts, audio files, video files, newspapers, books, encyclopedias, etc. The bibliographic information for the original format (print, film, etc.) is given followed by the database title, medium, access date and URL. The formats and examples for databases and websites are shown in various sections of this manual. See table below.

Format – Website with no other medium equivalent:

Author surname, name (if available). "Title of page/ segment." *Title of website*.

Version/edition if any. Publisher or sponsor (if unavailable, use N.p.), Date of publication (if unavailable, use n.d.). Medium. Date of access. <URL>.

Example – Website with no other medium equivalent:

"William Shakespeare (1564-1616)." *Historic Figures*. BBC, n.d. Web. 29 Jan. 2007.
<http://www.bbc.co.uk/history/historic_figures/shakespeare_william.shtml>.

Government website

Format for a government website:

Country. Department or office. *Title of website*. Date of publication or last revision.
Medium. Date of access. <URL>.

Examples for a government website:

Ontario. Ministry of the Environment. *Water*. 15 Feb. 2007. Web. 1 Mar. 2007.
<<http://www.ene.gov.on.ca/water.htm>>.

Statistics Database from a government on a website

Format:

Country. Department or office. "Title of article or data." Date of publication or last revision. *Title of database*. Medium. Date of access. <URL>.

Example for Statistics Canada – a graph or table from the database

Canada. Statistics Canada. "2001 Citizenship, Immigration, Birthplace, Generation Status, Ethnic Origin, Visible Minorities and Aboriginal Peoples." 2001. *E-Stat*. Web. 30 Mar. 2007. <<http://estat.statcan.ca/>>.

For other website and database resources see these pages:

Advertisement.....	17	Essay.....	23
Audio	25	Interview	24
Book author(s)/anonymous.....	18	Magazine	31
Book with editor/translator.....	20	Motion Picture	27
Brochure/Booklet.....	22	Newspaper	31
Chapter	23	Periodical.....	31
Component work	23	Poem.....	23
Encyclopedia	21	Visual.....	29

MLA – Annotated

Annotated Works Cited/Bibliography

Brief Description of Annotating

Annotating is the process of adding information to each reference in your Works Cited or Bibliography section. Annotated items use the standard format for Works Cited entries followed by a short description and evaluation of the source as it relates to your assignment. Annotations should include:

- a short summary of the item (2-4 sentences) and
- a brief analysis of the item as it relates to your research topic. This will vary depending on the requirements set by your teacher.
- Do not triple space between entries.

Annotated Works Cited

Harris, Joanne. *Five Quarters of an Orange*. Boston: Harper, 2002. Print. This book follows a family during the German occupation of France in the second world war. It examines the consequences of occupation on a dysfunctional family. *Five Quarters* is recommended by the CBC book review site and would likely work well as a comparison novel for *A Complicated Kindness* since both deal with dysfunctional families.

Policy.ca. Maple Leaf Web, 2000-2006. Web. 1 Mar. 2007. < <http://www.policy.ca>>. This site is a clearing house for policy documents related to Canadian Social Issues. The News section covers current topics such as school rankings, political policy and immigration. The Articles section has resources categorized under aboriginal, child and family, cities and communities, and environment. The articles are from reputable institutions such as the NDP and the Howe Institute; however, there is bias in this site. All the articles lean to the left. Furthermore the ownership and authorship of the site is unclear. Although university contributors are listed, it is uncertain whether the editors/compiler are professors or students. This is an excellent site to gain insight into social issues and policy in Canada but, to ensure balance, other sources should be consulted.

Smith, Sharron and Maureen O'Connor. *Canadian Fiction: A Guide to Reading Interests*. Westport: Libraries Unlimited, 2005. Print. This Canadian reading guide is an excellent reference for anyone looking for advice on the next book to read. Each chapter of the book focuses on one specific type of fiction, namely: setting, plot, character, language, and finally genre. Both authors are well suited to writing this book as they are librarians in public library systems. Aside from having many years of interaction with readers and books, both have been involved with numerous book clubs. Their expertise shows through in the organization and approach to the selection process.

Fig. 5. Example of Annotated Works Cited

APA-Layout Guidelines

APA style is most often used in the social science discipline. Although it is designed for reporting the results of primary studies, many social science teachers will request this style for other types of research. Students should always follow their teacher's instructions even if the instructions differ from the information given here or from the most recently published style guide.

Layout Guidelines

There are five major components to consider when writing a paper in APA style: formatting, the title page, the abstract, the body and the Reference list.

Formatting

- Margins are set at 2.5 cm or 1 inch.
- A header is placed at the top right corner of each page, including the title page and the References page. It consists of an abbreviated title and the page number.
- Double space throughout including quotations and the References page.
- Use a 12-point serif font such as CG Times or Times New Roman. Never use script fonts and sans serif fonts because they are difficult to read.
- Indent each new paragraph 1.3 cm or .5 inch. Do not leave additional blank lines between paragraphs.
- Use headings and subheadings unless your teacher instructs you otherwise. The standard for APA headings is: title, horizontally centred, all capital letters; main headings, horizontally centred, upper and lower case; subheadings, left justified, uppercase and lowercase. Note that all headings and subheadings appear on a line by themselves. Extra spacing is not added before or after the subheadings.

Title Page

The title page consists of the header, as described above, the title, the author, and the school name, each on a separate line. The header is found at the top of the page, while the other parts are vertically centred on the page.

Abstract

The abstract is a short summary (100 to 120 words maximum) of the essay that enables readers to quickly scan the contents of the report. It should identify the key points and summarize the investigation and conclusion. Begin the abstract on a new page (page two.) The title *Abstract* should be centred at the top.

Body of Work

In APA style, the body starts on a new page and is divided into specific sections: introduction, method, results and discussion. However, most papers written in high school will not be the result of primary investigation, therefore the headings and subheadings will vary depending on the purpose of the assignment. Use headings that the teacher has selected or use headings that are reasonable to the investigation.

References Page

References start on a new page following the last page of the essay and include an alphabetical listing of the sources used in the essay. Sort by the first item in each entry whether it is an author surname or title.

APA-Sample Essay

Towards a Healthy 1

Towards A Healthy Body Image

Rupinder Singh

Challenge and Change in Society HSB4M0

Mr. D. Salejh

May 26, 2007

Towards a Healthy 2

Abstract

This essay investigates the literature on body image. It examines the problems associated with poor body image: obsession with thinness, the rise in obesity and eating disorders. According to the literature, these problems start early when children are bombarded with images of beauty that promote flawless bodies. In order to combat this self-destructive trend, the literature suggests that society must change. Parents, educators and social workers must dispel the myth and replace it with the idea that beauty comes in all shapes and sizes. Furthermore, adults must model and promote behaviours that include daily physical activity and balanced healthy meals. Finally, to reverse the trend, beauty must be redefined as strong character, health and balanced living at any size.

Towards a Healthy 3

Poor body image, fuelled by the media ideal of beauty, has created a generation of children with eating disorders. To combat these problems, adults, educators and the government must redefine beauty as a healthy, active person who comes in all shapes and sizes.

Beauty, health and strength come in all sizes. This truth is affirmed by *Health at Any Size*, a health-centered approach that focuses on health and well-being, not weight. It's about wellness and wholeness, eating in normal, healthy ways and living actively. It's about acceptance, self-respect and appreciation of diversity. It's health at any size. Everyone qualifies! (as cited in Berg, 2001, Forward section)

Problem

Children are centred on the notion that they shouldn't be eating and that "thin is in" because today's media defines the perfect body as flawless: fat free, blemish free and freckle free. After seeing thousands of beautiful people in the media, children have internalized this vision of beauty. Sadly, this vision cannot be reached, because it is the result of electronic "nip and tuck" or hours of modification. Every morsel children put in their mouths is analyzed. Destructive thoughts such as "I shouldn't eat this," "I'm too fat," "How many calories are in this?" "How am I ever going to be beautiful if I eat this?" consume them. When an American survey asked teenaged girls what they would do if they had three wishes, almost all of them chose lose weight as their first choice (Berg, 2001, p. 20). This response suggests two things. First, teenaged girls do not think they have beautiful bodies and second, being thin is more important than anything else in the world. Unfortunately, this obsession has created generations of overweight and underweight dysfunctional eaters.

Children are dieting, fasting, skipping meals, taking laxatives, overeating, under-eating and following eating patterns that can only be described as chaotic (Berg, 2001, p. 18). They are trying to fit the beauty mold but can't because they go for long periods of time without eating. After periods of fasting, in a frenzy of hunger, they binge eat to compensate for their

Towards a Healthy 4

hunger and end up eating more because they don't slow down enough to acknowledge that they are full. These unhealthy routines lead to a wide range of problems, the most prominent of which is the high rate of obesity.

More children are overweight today than any time in history. This phenomenon has increased dramatically for the last two decades. In Canada, 25% of children are overweight despite the fact that most children claim that they diet (Canadian Broadcasting Corporation [CBC], "Fashion and the," [DVD], 2007). The heaviest children are getting heavier (Berg, 2001, p. 154). This trend is dangerous since obesity is linked to heart attacks, strokes, cancer and diabetes. In fact, in Ontario over the past ten years, the cases of diabetes have risen over 113% (CBC, "Fashion and the," [Resource Guide], 2007, p. 48).

Solutions

Clearly, body image is a huge problem in Canada. According to the *House of Commons Report*, obesity in today's children may cause them to live shorter lives than their parents (CBC, "Fashion and the," [DVD], 2007). Parents, educators and government need to take action.

Parents must start children on the proper footing when they are young. They must promote daily exercise and healthy eating. More than anything else, parents must model good behaviours. They must stop dieting, eliminate processed foods and trans fats, and reduce saturated fats in their own diets in an effort to achieve health for themselves and their children.

Educators must also follow suit by incorporating daily physical activity in school. Along with this, schools must set positive guidelines for eating, whether students are bringing food to school or eating in the cafeteria. It should not be acceptable to have a daily lunch that is made up of french fries and hamburgers. Furthermore, schools must use resources that model healthy, "any size" beauty, so that all students can develop a positive self-image. Character education must also be an integral part of the curriculum, so that students realize that the beauty myth is false. Instead, children must be taught that "a healthy body image

Towards a Healthy 5

means resisting the pressure to strive for the 'ideal' body by finding more meaningful and lasting ways to feel good about yourself" (Peel Public Health, 2007).

Governments also have a role to play by regulating the food and media industries. For the media industry, governments must insist that healthy bodies become prominent. The bottom line remains that thin models "cause everyday people to feel insecure about their own bodies, even if they have nothing to feel insecure about" (Rowland, 2003, 52). By contrast, realistic visions of beauty show children that character, self-esteem, healthy lifestyles and confidence are more important aspects of beauty than looks. Another important role the government can play is in regulating food content. Recent reports suggest that legislation is needed to limit trans fat since it contributes to weight related health problems (Fenlon, March 28, 2007, p. A1).

Conclusion

Poor body image is leading to a health crisis. More children and teens are either overweight or underweight and headed for disease and hospital stays than ever before. To overcome this problem, parents, educators and the government must teach children that there is more to beauty than looks. Children and parents must exercise daily and eat a balanced diet. Governments must enact regulations that promote a more realistic image of beauty. Finally, all stakeholders must espouse the notion that beauty is more than just looks.

References

- Berg, F. M. (2001). *Children and teens afraid to eat: Helping youth in today's weight-obsessed world*. Hettinger, ND: Healthy Weight Network.
- Canadian Broadcasting Corporation (Producer). (2007, April). Fashion and the dangerously thin. On *CBC – TV news in review April 2007* [DVD]. Toronto, Ontario, Canada: Producer.
- Canadian Broadcasting Corporation. (2007, April). Fashion and the dangerously thin. In *CBC – TV news in review April 2007* [Resource Guide]. Toronto, Ontario, Canada: Author.
- Fenlon, B. (2007, March 28). Child-obesity epidemic spurs call for trans-fat ban. *Globe & Mail*. Retrieved May 27, 2007, from Infotrac database.
- Region of Peel, Peel Public Health. (2007). *Healthy body image: What is body image?* Retrieved May 25, 2007, from <http://www.region.peel.on.ca/health/commhlth/bodyimg/bintro.htm>
- Rowland, H. (2003). Media images are unrealistic. In Ojeda, A. (Ed.) *Body image*. San Diego: Greenhaven.

A P A Embedded Citations

General Rules

The embedded citation specifically identifies an item in the References section and provides the date of publication and page number(s). The embedded citation is placed as close to the sourced information as possible in brackets. For readability, the segments of the citation can be separated. In all cases the citation contains 1) the first item in the reference section – author, or title when there is no author 2) the date of publication, or *n.d.* if no date is given and 3) the location of the information, usually a page number. If the author or title is mentioned in the signal phrase it need not be repeated in the embedded citation.

Page Numbers

Precede the page reference with *p.* when there is only one page and with *pp.* when there are multiple pages. If there is no easily identifiable page number, then provide a paragraph number using the symbol ¶ or *para.* If there are headings without page numbers or paragraph numbers, then give the heading of the chapter or section followed by the paragraph within the section. In webpages, it may not be reasonable to give a paragraph number, therefore no location is required. In classical or ancient works and plays, give the book and chapter, or act, scene and line numbers.

Examples:

Book with page number (Author, Date, p. 12)

Newspaper with page number (Author, Date, B2)

With paragraph number (Author, Date, para. 20)

With paragraph number (Author, Date, ¶ 20)

Webpage with section heading (*Title*, Date, Conclusion section, para. 1)

Page too long to count paragraphs (*Title*, Date)

Ancient or classic item with book and chapter (Author, Date, Book: Chapter)

Play (Author, Date, Act, Scene, Line number)

Examples

Author not mentioned in lead-up

Format: (AuthorA, AuthorB, AuthorC, AuthorD, and AuthorE, Date, Page)

Examples: (Westerfeld, 2005, p. 75)

(Packer, 2003, pp. 38-43)

(Canfield, Hansen, and Kirberger, 2002, p. 177)

Author mentioned in lead-up

Format: (Date, Page)

Example: (2004, p. 75)

Entire work

Format: (Date)

Examples: Scott Westerfeld's *Uglies* (2005) examines our preoccupation with. . .

Margaret Atwood's *Oryx and Crake* (2003) is a damning indictment. . .

Shakespeare and other classical works where the original date is not known

Format: (Author, Current publication date, Act.Scene.Lines)

Example: (Shakespeare, 2001, 2.1.25-30)

Shakespeare and other classical works where the original date is known

Format: (Author, Original date/New date, Act.Scene.Lines)

Example: (Shakespeare, 1623/2001, 2.1.25-30)

Classical Works that have been translated

Format: (Author, trans. New date, Location)

Example: (Plato, trans. 1992, 1.327)

Classical Works such as Ancient Greek and Roman works and the Bible

No entry is required in the References section. Just embed a citation as follows:
1 Cor. 13:1 (new standard edition).

Two to five authors not mentioned in lead-up

Format: (AuthorA, AuthorB, AuthorC, AuthorD, and AuthorE, Date, Page)

Examples: (Kearney and Ray, 2002, p. 117)

(Canfield, Barr, McCormick, Szablowski, and Martin, 1998, p. 177)

Subsequent:(Canfield et al., 1998, p. 177)

Six or more authors not mentioned in lead-up

Format: (AuthorA et al., Date, Page)

No author.

[If the work is produced by a company or organization ie. Microsoft or Amnesty International, then list the company name as the author. Where no company name is available, list the title of the article or resource first. The first item listed should match the first component of the reference list.]

Format: (Group author or organization, Date, Page if available)

Example: (Amnesty International, 2007)

Format: ("Article title," Date, Page if available)

Example: ("Police credit," 2006)

Format: (Group author [acronym], Date, Page if available)

First: (British Broadcasting Corporation [BBC], 2006, para. 12)

Subsequent: (BBC, 2006, para. 12)

From a multi-volume resource

[give volumes only when each volume begins on page 1]

Format: (Author, Date, Vol # if necessary: Pages)

Example: (Salowey, 2004, 1:300-302)

From a personal interview

No reference is required for resources that are not retrievable. Simply state the following after the name of the person being interviewed: (Personal communication, Date).

From a resource with no page numbers, but with easily countable (or displayed) paragraphs

Format: (Author, Date, para. Paragraphs)

First: (British Broadcasting Corporation [BBC], n.d., para. 2)

Subsequent:(BBC, n.d., ¶ 12)

From a resource with no page number, no author, but with chapter headings

Format: (Title, Date, Chapter, para. Paragraphs)

Example: (Amnesty International, 2007, Protecting drinking section, para. 1)

The first item in every embedded citation directly corresponds to the first item listed in the References section.

References

Amnesty International. (2007). Ethiopia. *Amnesty International report 2006*. Retrieved January 6, 2007, from <http://web.amnesty.org/report2006/eth-summary-eng>

Atwood, M. (2003). *Oryx and Crake*. London: Bloomsbury.

British Broadcasting Corporation. (n.d.). Elizabeth I (1522-1603). In *Historic figures*. Retrieved May 1, 2007, from http://www.bbc.co.uk/history/historic_figures/elizabeth_i_queen.shtml

Canfield, J., Hansen, M. V., & Kirberger, K. (2002). *Chicken soup for the teenage soul on love & friendship*. Deerfield Beach, FL: Health Communications.

Kearny, M., & Ray, R. (2002). *I know that name! The people behind Canada's best-known brand names from Elizabeth Arden to Walter Zeller*. Toronto, Ontario, Canada: Hounslow.

Packer, A. (2003). *The dive from Clausen's Pier*. New York: Vintage Books.

Police credit YouTube as help in finding murder suspect. (2006, December 22). *Medicine Hat News (AB)*. Retrieved January 9, 2007, from EBSCO database.

Salowey, C. A. (Ed.). (2004). *The ancient world: Prehistory to 476 C.E.* (Vols. 1-2). Hackensack, NJ: Salem Press.

Shakespeare, W. (2001). *Julius Caesar*. Ed. Roma Gill. Oxford, UK: Oxford University Press.

Westerfeld, S. (2005). *Uglies*. New York: Simon Pulse.

Figure 1. References for the previous citations.

Short Quotations (fewer than 40 words)

Place short quotations into your own writing and use quotation marks to identify the original author's words. The citation information may be broken up or listed together inside brackets. End punctuation is moved from the end of the quotation and placed following the citation. Use an ellipsis (three spaced dots . . .) to indicate any word(s) omitted from a quotation. Use square brackets [] to identify any word(s) that you insert or change from the author's original text.

Examples

Author not mentioned in lead-up

Aunt Lovey didn't treat Ruby and Rose with pity. Instead, she reinforced their self-esteem with comments such as: "You girls are remarkable. Most people can't say that" (Lansens, 2006, p. 59).

Author mentioned in lead-up

According to Malcolm Gladwell (2005), "making sense of ourselves and our behavior requires that we acknowledge there can be as much value in the blink of an eye as in months of rational analysis" (p. 17).

No author. Title not mentioned in lead-up

Guantanamo Bay is an illegal detention centre as it houses "close to 400 men . . . without charge, [who are] unable to challenge the lawfulness of their detention before federal court" ("US: Mark five," 2007, para. 2).

Quoting from a quotation

Charles Darwin (as cited in Bateman, 2006, p. 8) describes nature as follows: "It is interesting to contemplate an entangled bank, clothed with many plants of many kinds, with birds singing on the bushes, with various insects flitting about."

References
Bateman, R. (2006). <i>The art of Robert Bateman</i> . Toronto, Ontario, Canada: Madison Press.
Gladwell, M. (2005). <i>Blink: The power of thinking without thinking</i> . New York: Little, Brown.
Lansens, L. (2006). <i>The girls</i> . Toronto, Ontario, Canada: Vintage.
US: Mark five years of Guantanamo by closing it. (2007, January). <i>Human Rights News</i> . Retrieved January 9, 2007, from http://hrw.org/english/docs/2007/01/05/usdom14974.htm

Figure 2. References for above entries

Long Quotations (40 words or more)

For a quotation of 40 words or more, introduce the borrowed passage in your own words and then indent the block of quoted text 1.3 cm or .5 inch from the left margin. Leave the right edge ragged. The quoted passage is double-spaced, as is the rest of the paper. End punctuation remains at the end of the quoted material. Use an ellipsis (three spaced dots . . .) to indicate any word(s) omitted from a quotation. Use square brackets to identify any word(s) that you insert or change from the author’s original text.

Examples

Author mentioned in lead-up

We can expect Tally to face some harsh consequences for her behaviour as foreshadowed by Westerfeld (2005) in the first chapter.

This wasn't like being busted for "forgetting" her ring, skipping classes, or tricking the house into playing her music louder than allowed. Everyone did that kind of stuff, and everyone got busted for it. But she and Peris had always been very careful about not getting caught on these expeditions. Crossing the river was serious business.
(p. 7)

Government website

The phrase "Prime Minister," as outlined below, is indicative of Canada's culture of equality.

The status of the prime minister has been described as *primus inter pares*: Latin for "first among equals." This concept defines not only the prime minister's relationship with Cabinet, but also, in a sense, his or her relationship with the public in our modern democratic society. (Library and Archives Canada, 2001, ¶ 1)

References
<p style="text-align: center;">Library and Archives Canada. (2001). <i>First among equals: The prime minister in life and politics</i>. Retrieved January 9, 2007, from http://www.collectionscanada.ca/2/4/index-e.html</p> <p style="text-align: center;">Westerfeld, S. (2005). <i>Uglies</i>. New York: Simon Pulse.</p>

Figure 3. References for above citations

Paraphrase (ideas reworded or summarized)

If you include information that is not general knowledge, you may put it in your own words or summarize it, but you must credit your source. Internet sources are cited in the same way as printed works, but with paragraph numbers, and/or chapter/section headers, or where neither is available without page references. When a work has no author, provide a shortened version of the title with a page number if available. For a non-print source, the title is sufficient. Punctuation should follow the embedded citation. Paraphrase means to write in your own words. It does NOT mean that you can change one or two words in the sentence.

Examples

Reference work, no author

A galleon is a sailing vessel with multiple sails. It was created in the 15th century and used for trade and war for centuries after its invention (Galleon, 1998, Vol. 5: p. 90).

Periodical article from a subscription service with no author

According to the *Medicine Hat News (AB)*, YouTube is an excellent way for police to disseminate information. In fact, police forces regularly post witness video online in order to encourage witnesses to phone and make statements about the suspects on the video ("Police credit," 2006, p. D8).

Periodical article with an author

Google did not become an overnight advertiser in the amount of 49.3 billion a year. It took the nascent internet presence about five years to reinvent itself and become the biggest advertiser on the planet, taking over from the television industry (Garfield, 2006, p. 224).

Online News broadcast

The Halifax explosion was a horrific bomb created by the combination of navigational errors and the cocktail of explosive materials on board the Mont-Blanc ("Two Ships Collide," 1967).

References
Galleon. (1998). <i>The new encyclopaedia Britannica: Micropaedia</i> (Vol. 5, p. 90). Chicago: Encyclopaedia Britannica.
Garfield, B. (2006, December). YouTube vs. boob-tube. <i>Wired</i> , pp. 222-227, 266.
Police credit YouTube as help in finding murder suspect. (2006, December 22). <i>Medicine Hat News (AB)</i> . Retrieved January 9, 2007, from EBSCO database.
Two ships collide and Halifax reels. (1967, May 24). <i>CBC Television Special</i> [video clip]. Retrieved January 9, 2007, from http://archives.cbc.ca/IDC-1-70-971-5491/disasters_tragedies/halifax_explosion/clip1

Figure 4. References for above citations

Visuals Within an Essay

Tables

Place the table as close to the relevant text as possible, flush with the left margin. Use the word "Table" followed by an arabic number at the top of the table, followed by a brief title with each of the main words capitalized. Number all tables consecutively. When referring to the table within the text of your essay, refer to it as table #, not by its title. If your table comes from another source, place the word *Note* italicized, directly under the table and then identify the resource the table comes from using the appropriate format and starting with the entry *From*.

Table 3 Crude Birth Rate by Province 2000-2003

Geography, place of residence of mother ²	Canada, place of residence of mother ²	Newfoundland and Labrador, place of residence of mother	Prince Edward Island, place of residence of mother	Nova Scotia, place of residence of mother	New Brunswick, place of residence of mother	Quebec, place of residence of mother	Ontario, place of residence of mother	Manitoba, place of residence of mother	Saskatchewan, place of residence of mother	Alberta, place of residence of mother	British Columbia, place of residence of mother
2000	10.7	9.1	10.4	9.7	9.7	9.8	10.9	12.3	11.9	12.3	10.0
2001	10.7	8.8	9.9	9.4	9.5	9.9	11.1	12.2	12.1	12.3	9.9
2002	10.5	9.0	9.7	9.3	9.4	9.7	10.6	12.0	11.8	12.4	9.7
2003	10.6	8.9	10.3	9.2	9.5	9.9	10.7	12.0	12.1	12.8	9.8

Note. From Canada. Statistics Canada. (2005). "Live births, crude birth rate, age-specific and total fertility rates, Canada, provinces and territories, annual," Retrieved June 22, 2007, from *E-stat* database <http://estat.statcan.ca>

Illustrations

Artwork, photographs, graphs, charts, line drawings, maps and other visuals are considered to be illustrations and are labeled with the word Figure followed by an arabic number directly under the illustration. Number the figures consecutively as they appear in the text. Place each figure as close to the first reference as possible, but not before the reference. A brief caption (description) 1-2 sentences long can follow on the same line as the figure. If the illustration comes from another resource, identify the source using the appropriate format a line below the caption starting with the word *From*.



Figure 1. Scorned as Timber, Beloved of the Sky. Emily Carr. From "Emily Carr et la côté ouest Pacifique." (2001). *La Vie Artistique au Canada*. Université Mount Allison. Retrieved June 22, 2007, from http://www.mta.ca/faculty/arts/canadian_studies/francais/realites/guide/artistique/emilycarr.html. Copyright 2001 by Université Mount Allison.

number directly under the illustration. Number the figures consecutively as they appear in the text. Place each figure as close to the first reference as possible, but not before the reference. A brief caption (description) 1-2 sentences long can follow on the same line as the figure. If the illustration comes from another resource, identify the source using the appropriate format a line below the caption starting with the word *From*.

Music

APA has no guidelines for musical scores. This is an approximation.



Figure 2. Johann Sebastian Bach's Minuet in E Major. Sobaski, J. W. (n.d.). *Tutorial Analysis: J. S. Bach's Minuet in E Major*. Dept. of Music, University of Wisconsin, Stevens Point. Retrieved June 23, 2007, from <http://www.uwsp.edu/music/jsobaski/B-MEN.HTM>

APA – References

General Rules

What to include

The References section must include an entry for every resource that was quoted or paraphrased in the essay with the exception of classical works. The basic layout for all references is: author (surname, initials), date of publication, title of article and/or resource, publication information (location, publisher). For electronic resources, the following information is added: "retrieved", date, "from" subscription service or URL.

Once the list of resources has been prepared, it should be sorted in alphabetical order by the first component of each reference.

When you don't know what to do

In general, citing is an exercise in problem solving. Keeping that in mind, there is only one major rule: in a consistent fashion, give as much information as is available to indicate exactly where the information came from so that the reader can acquire and read the original source. Use the examples on the following pages to approximate your source if an exact match cannot be found.

Abbreviations: In APA style, few abbreviations are used. One example where abbreviations are accepted is for the U.S. states. They are listed according to their postal code abbreviation. APA style demands that you spell out acronyms in full. For example, rather than writing CBC, the writer is expected to key Canadian Broadcasting Corporation. The months of the year are not abbreviated.

Author Name: If you are citing a government or group resource, give the full name of the department organization; do not use abbreviations. A parent body precedes a subdivision. If the government agency already has the country, province or municipality in the name, it is not necessary to begin with the government.

Government examples: Ontario. Ministry of Education.
Library and Archives Canada.

Group example: University of Toronto. Department of Music.

For non-government and non-group authors, give the author surname exactly as it appears on the title page of the book, followed by the first initial as follows: "Rowling, J. K." Note that Jr., I, II, III etc. should be also be included because they constitute part of a person's name. Do not include titles (Mr., Ms., Dr., President, CEO, etc.), degrees (MD, LLB, BA, etc.), or other relationships (Law Society, Board of Directors, etc.) If there are several authors, give the authors in the order they are listed on the title page. Invert all author names up to a maximum of six. For the reference list, when there are seven or more, list the first six authors, then list the remaining authors as *et al.* If the author is actually listed as anonymous, then state the author as *Anonymous*.

When there is no author, APA style encourages the use of the group or organization as the author, but if that is not available, move the article title or, if there is no article title, move the resource title to the author position.

Database Name: APA references ask for the database name. However, since there are so many databases, it is very difficult to know how to find the database without knowing the name of the subscription service. For this reason, this guide will ask for the subscription service as well as the individual database name and date retrieved.

Online Sources: Often, online versions do not include all the usual information needed for a citation. If the date is missing type (n.d.) in place of the date. At minimum, the title, the access date, and either the URL or the subscription service must be included.

Publication City: Choose the city listed on the title page of the book if it is available; otherwise, use the first city listed on the copyright page. The following cities can be listed without countries or states: Amsterdam, Baltimore, Boston, Chicago, Jerusalem, Los Angeles, London, Milan, Moscow, New York, Paris, Philadelphia, San Francisco, Stockholm, Tokyo, Vienna. The names of U.S. states are abbreviated to the two-letter postal abbreviation. For all other locations, use the following rules:

In the United States, provide city and abbreviated state (two letter postal abbreviation.)

In all other parts of the world, provide city, province or state, and country.

Publisher: The publisher is normally found on the title page or the copyright page. Publisher's names should be shown in full, but Publish(ing), Inc., and Ltd. should be eliminated from the name. If the author is a government agency or a group, use the word *Author* as the publisher. If the publisher has the location in the title, no location is required.

Publication Date: In a print source, if more than one date is given, use the most current copyright date. For a non-published item use the year the work was produced. If no date is given or guessed, use n.d. to indicate that no date was provided.

Square Brackets []: In a quotation or References list, use square brackets to indicate information that you added but that did not come from the actual source. For example, if the publication date is not found inside the book, but the library catalog has a date, then use that date, but place it in brackets.

Title: In a non-periodical source, capitalize the first word of the title and the subtitle as follows: *Hidden food allergies: The essential guide to uncovering hidden food allergies – and achieving permanent relief*. Similarly, for an article title, capitalize only the first word of the title and subtitle. However, capitalize all periodical titles ie. *Toronto Star*. APA style uses italicized font for all titles. Component works such as articles, essays or poems are not italicized nor are they inside quotation marks.

URL: Give the complete address of the webpage where the information resides. Do not give the URL of the homepage. Check your URLs for accuracy before submitting your paper. There is no punctuation at the end.

Advertisement – ONLINE

Format:

Product/company being advertised [Advertisement]. (Date). Retrieved Date, from URL

Example:

Molson Canadian beer [Advertisement]. (n.d.). Retrieved May 24, 2004, from
home7.swipnet.se/~w-72891/CanadianClub/CCsales/ad.html

Advertisement – PRINT

Format:

Product/company being advertised [Advertisement]. (Date). *Title of periodical*, Pages.

Example:

Telus Mobility [Advertisement]. (2006, September 26). *Toronto Star*, B1.

(Advertisement is not contained in the APA guide. This page is an approximation of the style.)

Book with author(s)/anonymous – ONLINE

Book from a website

Format:

Author, A. A., Author, B. B., & Author, C. C. (Date). *Title of book* (Editor, compiler, or translator name). Location: Publisher. Retrieved Date, from URL

Example with one author:

Steinbicker, E. (2002). *Day trips New York: 50 one day adventures in New York city & nearby New York state, Connecticut, New Jersey and Pennsylvania*. Fern Park, FL: Hastings House. Retrieved January 12, 2007, from <http://books.google.com/books>

Example with an anonymous author

Anonymous. (2005). *The New Call*. Escondido, CA: Esoteric. Retrieved April 22, 2007, from <http://books.google.com/books>

Book from a database

Format for book with an author in a database:

Author, A. A., Author, B. B., Author, C. C., & Author, D. D. (Date). *Title of book*.
Location of print publication: Publisher. Retrieved Date, from subscription service database.

Example of a book from a database:

Woolum, J. (1992). *Outstanding women athletes: Who they are and how they influenced sports in America*. Oryx. Retrieved February 11, 2007, from eLibrary database.

(Online books are not contained in the APA guide. This page is an approximation of the style.)

Book with author(s)/anonymous – PRINT

One author

Format:

Author, A. A. (Date). *Title of book*. Location: Publisher.

Example:

Paolini, C. (2005). *Eragon*. New York: Knopf.

Two up to six authors

Format:

Author, A. A., Author, B. B., Author, C. C., Author, D. D., Author, E. E., & Author, F. F. (Date). *Title of book*. Location: Publisher.

Example with two authors:

Braly, J., & Holford, P. (2006). *Hidden food allergies: The essential guide to uncovering hidden food allergies -- and achieving permanent relief*. Laguna Beach, CA: Basic Health.

Example with three authors:

Anderson, C. E., Carrell, A. T., & Widdifield, J. L. Jr. (2004). *APA and MLA writing formats*. Toronto, Ontario, Canada: Pearson.

Seven or more authors

Format:

Author, A. A., Author, B. B., Author, C. C., Author, D. D., Author, E. E., & Author, F. F., et al. (Date). *Title of book*. Location: Publisher.

Anonymous

Format:

Anonymous. (Date). *Title of book*. Location: Publisher.

[Only list as *Anonymous* when the source identifies itself as anonymous. If the author is unknown, put the title or group/organization in the author position.]

Unknown author

Format:

Title of book. (Date). Location: Publisher.

Example with unknown author:

Concise Canadian Oxford dictionary. (2005). Don Mills, Ontario, Canada: Oxford University Press.

Book with an editor/translator (no author)– ONLINE

Format:

Editor, A. A., Editor, B. B., & Editor, C. C. (Eds.). (Date). *Title of book*. Location:
Publisher. Retrieved Date, from URL

Example:

Willis, N. P. (Ed.). (1853). *The winter wreath*. New York: Leavitt. Retrieved February
11, 2007, from <http://books.google.com/books>

Book with an editor or translator – PRINT

Book with an Editor

Format:

Editor, A. A., Editor, B. B., & Editor, C. C. (Eds.). (Date). *Title of book*. Location:
Publisher.

Example:

Egendorf, L. K. (Ed.). (2006). *Food*. Farmington Hills, MI: Greenhaven.

Book with a Translator

Format:

Author, A. A., & Author, B. B. (Date). *Title of book*. (A. A. Trans & B. B. Trans,
Trans.). Location: Publisher.

Example:

Blais, M. (1998). *Wintersleep*. (N. Spencer, Trans.). Vancouver, British Columbia,
Canada: Ronsdale.

Encyclopedia – ONLINE

Encyclopedia from a website

Format:

Author, A. A., Author, B. B., & Author, C. C. of article. (Date). Title of article. In Editors names (Eds.), *Title of encyclopedia* (Vol. #, pp. #-#). Location: Publisher. Retrieved Date, from URL

Example (no author therefore article title moves to author position):

Passchendaele: Remembrance of things past. (2007). In *The Canadian encyclopedia*. Retrieved February 19, 2006, from www.thecanadianencyclopedia.com

Encyclopedia from a Database

Format:

Author, A. A., Author, B. B., & Author, C. C. of article. (Date). Title of article. In Editors names (Eds.), *Title of encyclopedia* (#th ed., Vol. #, pp. #-#). Location: Publisher. Retrieved Date, from Subscription service database.

Example (no author therefore article title moves to author position):

DNA Fingerprinting. (2004). In K. Lerner & B. Lerner (Eds.), *Gale encyclopedia of science* (3rd ed., Vol. 2, pp. 1262-1264). Detroit, MI: Gale. Retrieved February 11, 2007, from Infotrac database.

Encyclopedia – PRINT

Encyclopedia – Standard

Format:

Author, A. A., Author, B. B., & Author, C. C. of article. (Date). Title of article. In Editors names (Eds.), *Title of encyclopedia* (#th ed., Vol. #, pp. #-#). Location: Publisher.

Example:

O'Toole, T. (2004). Liberia. In *World book* (Vol. 12, pp. 22-23). Chicago: World Book.

A specialized (less familiar) encyclopedia

Jenks, K. (2005). In *Gods, Goddesses and Mythology*. (Vol. 6, pp. 780-782). New York: Marshall Cavendish.

Brochure, Pamphlet, or Booklet – ONLINE

Format:

Author or organization. (Date). *Title* [Brochure/Pamphlet/Booklet]. Retrieved Date, from URL

Example from a Brochure:

Caledon Ski Club. (2007). *Alpine development programs* [Brochure]. Retrieved January 4, 2007, from <http://www.caledonskiclub.on.ca/members2/pdf/calskiguest2000.pdf>

Example from a government pamphlet:

Ontario Ministry of Education. (2006). *Bullying: We can all stop it* [Pamphlet]. Retrieved January 4, 2007, from <http://www.occdsb.on.ca/media.php?mid=9625>

Brochure, Pamphlet, or Booklet – PRINT

Format:

Author or organization. (Date). *Title* (#th ed.) [Brochure/Booklet/Report]. Location: Publisher.

Example from a booklet:

Peel District School Board. (2007). *Source it: A guide to documenting your research* (2nd ed.) [Booklet]. Mississauga, Ontario, Canada: Author.

Example from a government brochure:

Toronto Public Health. (n.d.). *The air you breathe: Smog and your health* [Brochure]. Toronto, Ontario, Canada: Author.

Component work – ONLINE (essay, poem, short story, speech)

Format for citing component work:

Component work author, A. A., Author, B. B., & Author, C. C. (Date). Title of essay/
poem/ short story/ speech. In *Title of original print publication*. Retrieved Date,
from URL

Example – speech from a website:

King, M. L., Jr. (1963, August 28). I Have a Dream. In *American rhetoric: Martin Luther King, Jr.* Retrieved March 2, 2007, from <http://www.americanrhetoric.com/speeches/mlkhaveadream.htm>

Example – poem from a website:

Caedmon. (657). Caedmon's Hymn. In *Representative poetry online*. Retrieved January 26, 2007, from <http://rpo.library.utoronto.ca/poem/369.html>

Example – speech from a government website:

King, W. L. M. (1942, April 7). Address on the National Security Plebiscite. In *First among equals*. Retrieved January 26, 2007, from <http://www.collectionscanada.ca/primeministers/h4-4068-e.html>

Component work – PRINT

Format for citing the component work:

Component work author, A. A., Author, B. B., & Author, C. C. (Date). Title of essay/
poem/ short story/ speech. In Editors name (Eds.), *Title of resource* (pp. #-#).
Location: publisher.

Example – essay:

Kelly, K. (2002). Raising voices: The children of Iraq (1990-1999). In A. Arnove (Ed.), *Iraq under siege: The deadly impact of sanctions and war* (pp. 145-159). Cambridge, MA: South End.

Example – short stories:

Gaiman, N. (1994). Chivalry. In R. Gillam, M. H. Greenberg, & E. E. Kramer (Eds.), *Grails: Quests of the dawn* (pp. 344-357). New York: Penguin Group.

Interview – ONLINE

Format:

Person interviewed surname, initials. Interviewer surname, initials. (Interviewer).
(Date). *Program* [Television Broadcast/Transcript/Radio Broadcast/Podcast etc.].
Location: Network. Retrieved Date, from Subscription service database or URL

Example:

Suzuki, D. Gold, J. (Interviewer). (2005, April 15). *Corporate knights* [Transcript].
Retrieved May 25, 2007, from http://www.corporateknights.ca/content/page.asp?name=suzuki_sacrifice

Interview – PERSONAL

Because personal interviews via email or in person are not retrievable, they are not listed in the References section of the essay. Instead, they are only cited in the body of the report using an embedded citation.

Interview – BROADCAST

Format:

Person interviewed surname, initials. Surname, initials (Interviewer). (Date). *Program*
[Television Broadcast/Radio Broadcast/Transcript etc.]. Location: Network.

Example:

Belisle, C. Eastman, J. (Interviewer). (2006, November 28). *Ottawa Citizen business television* [Television Broadcast]. Toronto, Ontario, Canada: Rogers TV.

Multimedia

Audio – ONLINE (music, radio, sound clips, podcast)

Music from a database or website

Format:

Writer, A. A. (Copyright Date). Title of song [Recorded by artist if different from writer]. On *Title of album*. Location: Label. (Recording date if different from copyright date). Retrieved Date, from URL or subscription service database.

Example from a database

Johansson, P., & Anderson, H. (n.d.). Come on and do it. On *Pandora: Greatest hits and remixes*. Retrieved February 10, 2007, from Naxos Music Library database.

Example from a website

Thomas, J. (2006). *Puccini: O mio babbino caro* (from *Gianni Schicchi*). Retrieved February 11, 2007, from <http://www.vcm.bc.ca/operastudio.htm#sound>

Radio or Audio clip from a website

Format – Radio clip from a website:

Producer, A. A. (Role). (Broadcast date). Title of episode [Radio series episode]. In *Title of program* [radio clip]. Broadcast date. Network. Call letters, Location. Retrieved Date, from URL.

Example – Radio clip from a website:

Schizas, L. (Host). (2007, February 2). Happy capitalism with Lou Schizas [Radio series episode]. In *John Oakley show* [radio clip]. 640AM, Toronto, Ontario, Canada. Retrieved January 25, 2007, from http://www.640toronto.com/john_oakley/happy_capitalism_audio.cfm?rem=63115&jor=63115#video

(Radio programs are not contained in the APA guide. This page is an approximation of the style based on television broadcasts.)

Audio (music, radio, sound clip) – ORIGINAL

Entire CD or other published work:

Format:

Writer, A. A. (Copyright Date). *Title* [CD etc.]. Location: Label. (Recording date if different from copyright date)

Example:

Mahler, G. (1991). *Symphony No. 5 in C Sharp Minor* [Recorded by New York Philharmonic] [CD]. New York: Virgin Classics.

Specific work from a larger work

Format:

Writer, A. A. (Copyright Date). Title of song [artist if different from writer]. On *Title* [CD etc.]. Location: Label. (Recording date if different from copyright date).

Example:

Buffett, J. (1994). Love in the Library. On *Fruitcakes* [CD]. FL: Margaritaville Records.

Radio Broadcast

Format:

Producer, A. A. (Executive Producer). (Date of broadcast). Segment name if it is a segment. On *Show name* [Radio Broadcast]. Location: Broadcaster.

Example from a segment from a Radio Broadcast:

Cunningham, A. (Producer). (2007, March 2). Stopping the rot. On *The making of modern medicine* [Radio Broadcast]. London: British Broadcasting Corporation.

Example from a complete Radio Broadcast:

Cunningham, A. (Producer). (2007, March 2). *The making of modern medicine* [Radio Broadcast]. London: British Broadcasting Corporation.

Motion Picture – ONLINE (streaming, videoclip, podcast)

Film/video/Broadcast clip from online source

Format:

Producer, A. A. (Producer). (Date of broadcast). Segment name. On *Show name*
[Television Broadcast/Streaming/Transcript/Podcast]. Location: Broadcaster.
Retrieved Date, from URL or Subscription service database.

Example – TV clip from a website:

Radall, T. (Host). (1967, May 24). Two ships collide and Halifax reels. On *CBC television special* [Television Broadcast]. Retrieved January 9, 2007, from http://archives.cbc.ca/IDC-1-70-971-5491/disasters_tragedies/halifax_explosion/clip1

Example – Broadcast transcript from a subscription service:

Mansbridge, P. (Host). (2002, November 11). Ontario government made policy change on cost of electricity. On *The national* [Transcript]. Retrieved February 3, 2007, from eLibrary database.

Example – Online video from a subscription database:

United Learning. (1998). *Worth fighting for: People protecting the Great Lakes* [StreamingVideo]. Retrieved February 13, 2007, from Unitedstreaming database.

Example – Podcast from a website:

Szemberg, W. & Miner, M. (Producers). (2006, October 5). Katherine Newman: Diagnosing the inexplicable. On *The agenda* [Podcast]. Retrieved April 23, 2007, from http://www.tvo.org/cfm/tvoorg/theagenda/index.cfm?page_id=7&bpn=279009&ts=2006-10-05%2020:00:00.0

(Online clips are not contained in the APA guide. This page is an approximation of the style based on television broadcasts.)

Motion Picture (DVD, film, TV, video) – ORIGINAL

Broadcast

Format:

Producer, A. A. (Executive Producer). (Date of broadcast). Segment name. *Show name*
[Television broadcast]. Location: Broadcaster.

Example from a TV News Program:

Szemberg, W. (Producer). (2007, February 22). The long goodbye to GDP. *The agenda*
[Television broadcast]. Toronto, Ontario, Canada: TV Ontario.

Format for a music video broadcast:

Producer, A. A. (Producer), & Performer, A. A. (Artist). (Music copyright date). Title of
song. *Title* [Music video]. Location: Manufacturer. Channel. TV broadcast date.

Example of a music video broadcast on television:

Cham (Artist). (2006). Ghetto Story. *Ghetto story* [Music video]. Atlantic. City TV.
2006, November 25.

Film/video/DVD

Format:

Producer, A. A. (Executive Producer), & Director, A. A. (Director). (Copyright date).
Show name [Film/Video/DVD/CD]. Location: Distributor.

Example:

Bricusse, L. (Executive Producer), & Neame, R. (Director). (2003). *Scrooge* [DVD].
Hollywood, CA: Paramount Pictures.

Segment from a series on video/DVD

Format:

Producer, A. (Executive Producer), & Director, A. (Director). (Date of broadcast or
copyright). Segment Name. On *Show name* [Film, Video, DVD, CD]. Location:
Broadcaster.

Example:

Canadian Broadcasting Corporation (Producer), & Martin, L. (Director). (2001). When
the world began (Episode 1B). On *Canada: A people's history* [Video]. Toronto,
Ontario, Canada: Producer.

Example from CBC News in Review:

Canadian Broadcasting Corporation (Producer). (2006, December). The North Korean
nuclear crisis. On *CBC – TV news in review December 2006* [DVD]. Toronto,
Ontario, Canada: Producer.

Visual – ONLINE/ORIGINAL (art, cartoon, chart, map, painting, photo, table)

[APA does not provide examples for visuals. The entries you see here are approximations only. When visuals are used, APA uses a note placed directly under the visual, rather than references. See "Visuals within an Essay" page 47 for examples.]

Cartoon/Comic Strip

Format:

From Title of cartoon, by A. A. Cartoonist, Publication date, *Title of source publication*, Pages. Retrieved Date, from URL. Copyright Date by Copyright holder.

Example online:

From Editorial cartoon, by Gable, 2007, January 12, *Globe and Mail*. Retrieved January 29, 2007, from <http://www.theglobeandmail.com/v5/content/cartoon/generated/20070112.html>. Copyright 2007 by Globe and Mail.

Map or chart

Format:

From *Title of map or chart*, by Organization, Publication date, Pages. Retrieved Date, from URL or subscription service database. Copyright Date by Copyright holder.

Example from a database:

From *Map of Myanmar*, by Blackbirch Maps, 2001. Retrieved February 21, 2007, from Infotrac database. Copyright 2007 by Blackbirch Maps.

Example from a government site:

From *Moon Island and surrounding area*, by Ministry of Fisheries and Oceans, 1986. Copyright 1986 by Canada.

Painting/sculpture/photograph

Format:

From *Title of work*, by Artist, Date, Location: Museum/Gallery/Collection. Retrieved Date, from URL. Copyright Date by Copyright holder.

Example print:

From *The creation of Adam*, by Michelangelo, 1510, Vatican, Rome: Sistine Chapel. Copyright Vatican.

Periodical – ONLINE

Format:

Author, A. A., Author B. B., & Author C. C. (Date). Article title. *Periodical title*, Vol, Page(s). Retrieved month day, year, from URL (or subscription service database.)

Example from a database (no author):

Police credit YouTube in finding murder suspect.(2006, December 22). *Medicine Hat News (AB)*. Retrieved January 9, 2007, from EBSCO database.

Example from an online magazine:

Conason, J. (2006, December). The madness of George. *Salon*. Retrieved March 1, 2007, from http://www.salon.com/opinion/conason/2006/12/01/baker_iraq/print.html

Example from a newspaper website:

McNeil, D. G. (2007, March 1). A cheaper, easier malaria pill. *International Herald Tribune*. Retrieved March 21, 2007, from <http://www.iht.com/articles/2007/03/01/news/drug.php>

Periodical – PRINT

Format:

Author, A. A., Author B. B., & Author C. C. (Date). Article title. *Periodical title*, Vol, Page(s).

Example – Magazine article:

Hawaleshka, D. (2007, January 15). A recipe for disaster, or the skinny on living long? *Maclean's*, Vol. 120, pp. 40-42.

Example – Newspaper article:

Laternus, T. (2007, March 1). Mitsubishi's Lancer cleared for Canadian takeoff. *Globe and Mail*, G6.

Website, including database

A database is a collection of electronic information housed on the internet and accessed via paid subscription. It can consist of transcripts, audio files, video files, newspapers, books, encyclopedias, etc. The formats and examples for databases and websites are shown in various sections of this manual. For example, the advertisement section shows how to cite an advertisement from a website and the periodical section shows how to cite a magazine or newspaper from a database.

Format:

Author, A. A. or Organization (if available). (Date). *Title of page/ segment*. Retrieved Date, from URL

Example:

British Broadcasting Corporation. (n.d.). *William Shakespeare (1564-1616)*. Retrieved January 29, 2007, from http://www.bbc.co.uk/history/historic_figures/shakespeare_william.shtml

Government website

[If the name of the government is in the department, give only the department.]

Format:

Government. Department or office. (Publication date). *Title of website segment*. Retrieved Date, from URL

Example:

Ontario. Ministry of the Environment. (2007, February 15). *Water*. Retrieved March 1, 2007, from <http://www.ene.gov.on.ca/water.htm>

Statistics Database from a government on a website

Format:

Country. Department or office. (Statistics date). *Title of article or data*. Retrieved Date, from subscription service database.

Example for Statistics Canada – a graph or table from the database

Statistics Canada. (2001). *2001 Citizenship, immigration, birthplace, generation status, ethnic origin, visible minorities and Aboriginal peoples*. Retrieved March 30, 2007, from E-Stat database.

For other website and database resources see these pages:

Advertisement.....	50	Essay.....	56
Audio	58	Interview	57
Book author(s)/anonymous.....	51	Magazine	63
Book with editor/translator	53	Motion Picture	60
Brochure/Booklet.....	55	Newspaper	63
Chapter	56	Periodical	63
Component work	56	Poem	56
Encyclopedia	54	Visual.....	62

APA – Annotated

Annotated References/Bibliography

Brief Description of Annotating

Annotating is the process of adding information to each reference in your References or Bibliography section. Annotated items use the standard format for References entries followed by a short description and evaluation of the source as it relates to your assignment. Annotations should include:

- a short summary of the item (2-4 sentences) and
- a brief analysis of the item/author as it relates to your research topic. This will vary depending on the requirements set by your teacher

Annotated References
<p>Harris, J. (2002). <i>Five quarters of an orange</i>. Boston, MA: Harper.</p> <p>This book follows a family during the German occupation of France in the second world war. It examines the consequences of occupation on a dysfunctional family. <i>Five Quarters</i> is recommended by the CBC book review site and would likely work well as a comparison novel for <i>A Complicated Kindness</i> since both deal with dysfunctional families.</p>
<p><i>Policy.ca</i>. (2000-2006). Retrieved March 1, 2007, from http://www.policy.ca</p> <p>This site is a clearing house for policy documents related to Canadian Social Issues. The News section covers current topics such as school rankings, political policy and immigration. The Articles section has resources categorized under aboriginal, child and family, cities and communities, and environment. The articles are from reputable institutions such as the NDP and the Howe Institute; however, there is bias in this site. All the articles lean to the left. Furthermore the ownership and authorship of the site is unclear. Although university contributors are listed, it is unclear whether the editors/compiler are professors or students. This is an excellent site to gain insight into social issues and policy in Canada but, to ensure balance, other sources should be consulted.</p>
<p>Smith, S. & O'Connor, M. (2005). <i>Canadian fiction: A guide to reading interests</i>. Westport, CT: Libraries Unlimited.</p> <p>This Canadian reading guide is an excellent reference for anyone looking for advice on the next book to read. Each chapter of the book focuses on one specific type of fiction, namely: setting, plot, character, language, and finally genre. Both authors are well suited to writing this book as they are librarians in public library systems. Aside from having many years of interaction with readers and books, both have been involved with numerous book clubs. Their expertise shows through in the organization and approach to the selection process.</p>

Figure 9: Sample Annotated References

Chicago – Layout Guidelines

This style of documenting your research is most often used in the disciplines of history, literature and the arts. Students should always follow their teacher's instructions even if the instructions differ from the information given here or from the most recently published style guide.

Layout Guidelines

There are four major parts to a Chicago paper that you must concern yourself with: page formatting, the title page, the body with footnotes or endnotes, and the Bibliography page if required.

Formatting

- Margins should be set at 2.5 cm or 1 inch.
- A header is placed at the top right corner of each page, except the title page, but including the Endnotes and Bibliography pages. It consists of your surname followed by the page number, beginning with the number 2 on the first page of the essay.
- Double space throughout including quotations and bibliography. The exception is for footnotes and endnotes where entries should be single-spaced with double-spacing between each entry.
- Use a 12-point serif font such as CG Times or Times New Roman. Never use script fonts and sans serif fonts because they are difficult to read.
- Indent each new paragraph 1.3 cm or .5 inch. Do not leave additional blank lines between paragraphs.

Title Page

The title page must include the title of the paper, your name, the course name, the teacher name and the date, each on a separate line, centred.

Body of Work

Continue with double spacing, pagination and indentation. Include superscripted numbers to identify footnotes or endnotes wherever a new source is used. When your essay is complete, insert a page break so that the Bibliography page can begin on a new page.

Bibliography Page

A Bibliography is generally not required. If your teacher requests one, the information will be arranged as it is for a footnote or endnote except the author's name begins with surname followed by first name and a period. Parentheses and page numbers are omitted. The formatting changes: the first line of a bibliographic entry begins at the margin with second and subsequent lines indented. There are no numbers in a bibliography and all entries are arranged alphabetically.

Chicago - Sample Essay

Marx and Chomsky: Engineering Public Attitudes
In a Democratic Society

Penelope Panalopoulos

HZT4U1-02
Mr. Ngo
Stephen Lewis Secondary School
March 6, 2007

Panalopoulos 2

It is generally accepted in Western democracies that the citizens have the right to determine for themselves their own personal beliefs, values and political views. These liberal citizens then supposedly select the most suitable economic and political structure to suit their particular views of the world. It can be argued that even in these free-thinking societies, the privileged few who enjoy the benefits of being in power actually seek to engineer the following of a particular dominant set of values and beliefs that maintain the existing power relationships. Famous linguist, psychologist and media analyst Noam Chomsky quotes Edward Bernays, regarded as "the father of public relations"¹, when describing the role persuasion plays in society.

‘A leader . . . frequently cannot wait for the people to arrive at even general understanding . . . Democratic leaders must play their part in . . . engineering . . . consent to socially constructive goals and values . . . [and] it is evident enough that those who control resources will be in a position to judge what is socially constructive, to engineer consent through the media and to implement policy through the mechanisms of the state.’²

This set of goals and values is what German philosopher, Karl Marx, referred to as the dominant ideology and it consists of the beliefs, attitudes and values held by the dominant class in society. In Karl Marx’s theory, this set of goals and values is fixed into the minds of the working class, or proletariat through the power of the economy and the relationships that derive from the economic structure. In addition, in contemporary society, media outlets, which might be considered a component of the means of production, are used to spread the principles of the elite to those outside the circle of power. Marx asserts in one of his most famous works, *The Communist Manifesto*, that "the *bourgeoisie* cannot exist without constantly revolutionizing the instruments of production, and thereby the relations of production, and with them, the whole of society."³ In order for the upper class to maintain

1. "Early Pioneers," *The Museum of Public Relations*, <http://www.prmuseum.com> (accessed June 10, 2007).

2. Noam Chomsky, *Necessary Illusions: Thought Control in Democratic Societies* (Montreal: CBC Enterprises, 1989), 16.

3. David Boyle, *Words that Changed the World: The Communist Manifesto* (New York: Barron’s, 2004), 37.

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its social dominance, it is vital that it be in control of the methods of production. In modern society in particular, the media is a vehicle of those in power to manipulate public opinion in order to sell the message.

However, before exploring how these modes of production are altered, one must understand a key idea articulated by Italian Marxist philosopher Antonio Gramsci. In accordance with Marx's notion of how the elite maintain power and control, Gramsci developed the idea that not only political influences but also cultural means can be used to assert and maintain authority; this idea is known as cultural hegemony. As this term implies, no matter how diverse a community is, it can be dominated by a single class by utilizing cultural tools to provide the other classes with a particular value system that benefits the powerful and elite.⁴ Marx's theory that the *bourgeoisie* alter the means of production in order to maintain public consumption is clearly complemented by Gramsci's idea of cultural hegemony in that the ruling class utilizes the media in order to formulate and construct a shared public value system. By using their most valuable asset, money, the *bourgeoisie* are able to control the media which is the single most influential component of today's society. The owners of mainstream media are usually members of the ruling elite and although the task of the press is to criticize, they tend not to clearly oppose dominant values. If those in power have control over public communication, the powerful *bourgeoisie* provide the information they want the working class to absorb so that they gain support from their subjects. The proletariat work towards the desired goal, essentially set out by the upper class believing that it is the best course of action for society as a whole, however there are instances where what is perceived to be the common good, in essence, serves only the interests of those in power.

4. *Helicon Encyclopedia of World History*, s.v. "Gramsci, Antonio," (Cambridge:Helicon, 2003), <http://historystudycenter.com> (accessed June 11, 2007).

Currently, society is in an era where information has become a commodity that is traded for power. This information is in constant circulation through different media including radio, television, film and most recently, the internet. Over recent decades, society has been saturated with media and the public takes media for granted. Therefore, the public perceives the media to be a trustworthy source of information. The public relies on the news for political and economic analysis, weather reports, sports updates and arts reporting, the supposed authenticity of which gives readers and viewers a sense of reliability leading them all too often to be uncritical consumers. The press often presents itself as a critical voice, however it must be acknowledged that the many different media are still subject to the constraints of ownership, public pressure as well as the need to perform financially. Media analysts argue that frequently, as a result of all of these variables, it is the mainstream media that is used to support the dominant ideology of the ruling elite. Chomsky affirms that "decision-making power over central areas of life resides in the private hands, with large-scale effects throughout the social order."⁵ This statement offered by Chomsky confirms Marx's theory of ideology in that the *bourgeoisie*, who own the means of production and profit from production and sales, manufacture a value system for the proletariat to follow in order to maintain dominance in society. One could clearly argue that with some adaptation to the information-based culture we inhabit, Marxist analysis remains relevant.

Over the past decades the world has witnessed the rise in the power of the media. The advent of television and then the internet has changed the media landscape forever. With these changes have come changes in ownership. Media monopolies have been created, which own newspapers, television and radio networks and parts of the internet. This monopoly limits the amount of criticism and alternative points of view presented to the public. The media has become the tool of the elite to protect their position in society and control the masses. It has become the new "religion" of the masses.

5. Chomsky, *Necessary Illusions*, vii.

Chicago – Notes

General Rules

What to include

There is more information in a note (footnote or endnote) than in a bibliographic entry. Therefore, the format and information for notes will be used for the various resource examples that follow. Because all the source information is found in the notes, a bibliography is usually not necessary when using Chicago style. However, if your teacher requires you to include a bibliography, it must list not only the works you cited, but also the works that you consulted during your research. Specific format variations in a bibliographic entry are found in the Bibliography section.

When you don't know what to do

In general, citing is an exercise in problem solving. Keeping that in mind, there is only one major rule: in a consistent fashion, give as much information as is available to indicate exactly where the information came from so that the reader can acquire and read the original source. Use the examples on the following pages to approximate your source if an exact match cannot be found.

Abbreviations: In Chicago style, few abbreviations are used and only in the context where the meaning is clear to readers. Often, in the text of the essay, abbreviations are written out in full the first time as a courtesy, followed by subsequent abbreviations. For example, the Canadian Broadcasting Corporation would thereafter be called the CBC. In both the notes and the bibliography, the month is always written out in full.

Author Name: If you are citing a government or group resource, give the full name of the level of government (e.g. Canada, or Ontario, or Toronto). If the government agency is implicit in the name, it is not necessary to begin with the government. In Chicago notes, the name of the author is first name followed by the surname. In the bibliography the name is listed alphabetically beginning with the surname. Do not include titles such as Dr. or Ms., degrees such as LL.B, Ph.D. If there are several authors, give the order as seen on the title or web page. If there is no author listed, begin with the title.

Database Name: Chicago style does not require the database name as it is evident in the URL.

Online Sources: Often, online versions do not include all the usual information needed for a note. Include as much information as possible. At minimum, the title, the access date and the URL must be included.

Publication City: This is found on the title page. If there is more than one city listed, cite only the first one. If the city is unknown to readers or can be confused with another city, an abbreviation is added: for example, London, UK. If the place of publication is unknown, the abbreviation n.p. [no place] can be used before the publisher's name.

Chicago – Notes continued

Publisher: The publisher is normally found on the title page or the copyright page. The name may be somewhat abbreviated and the following may be omitted: The, Inc., Ltd.; a given name or initials before a family name; Co., Publishing Co. The word press can be omitted except from the name of a university press.

Publication Date: In a print source, if more than one date is given, use the most recent publication date. For a non-print item, use the year the work was produced. If no date is given, use n.d. to indicate that no date was provided.

Square Brackets []: In a quotation, notes or bibliography, use square brackets to indicate information that you added but that did not come from the actual source. For example, if the publication date is not found inside the book, but the library catalogue has a date, then use that date, but place it in square brackets.

Title: Give the full title as it appears on the title page of the book including the subtitle, with the main title first, then a colon, then the subtitle. Capitalize only the main words. Chicago style uses italicized font instead of underlining. Italics are used for all titles and foreign words. Component works such as articles, essays or poems are not italicized; they are placed in quotation marks and the title of the resource is italicized.

URL: Give the complete address of the website, however if the URL is too long, or the reference is to a subscription service, give the URL to the search page. The URL is not enclosed in brackets. It is preceded by a comma and there is no punctuation at the end. The URL is followed by the access date, which is in brackets followed by a period.

Footnotes and Endnotes

Overview

Notes provide the reader with the publishing information of sources used. Footnotes are found at the bottom of the page where the source is used; endnotes are found at the back of the essay on a separate page following the text of the essay. Footnotes are separated from the text with a typed line, 4 cm. (1.5 in.) long. Generally, it is easier for the reader to navigate footnotes for information than to search at the end of the paper; however, the layout can be somewhat distracting to the eye. Endnotes are advantageous if including graphic information such as charts or tables. Use one format or the other, never both. Ask your teacher for his/her preference.

Placement Rules

Endnotes appear on a separate page which is numbered in sequence after the text of the essay and before the bibliography page if there is one. The title *Notes* should be centred 2.5 cm or 1 inch from the top. Footnotes are found at the bottom of each page and numbered consecutively throughout the paper. Notes can be created easily using the Insert Footnote/Endnote function of the computer software.

Note Numbering

Notes are numbered consecutively beginning with 1 until the end of the essay or chapter. Use arabic numbers, not roman numerals unless the text is a preface to a book. Numbers should be raised, or superscripted in the body of the essay, and placed at the end of a sentence or clause. Numbers follow any punctuation marks except dashes. In the footnote or endnote use the same number as in the body of your paper. However, indent the number 1.3 cm or .5 inch and do not raise or superscript it. Put a period and two spaces after the number.

Note formatting

Single space notes but double space between them. The first line is indented five spaces or one tab and the second and subsequent lines run margin to margin. Full publishing information is given only the first time that you cite a source. Provide the author's name in normal order, the title, (publication information in parentheses) and page number(s). Subsequent notes from the same source are given in a shortened form and include author's surname and page number.

1. Neil Gaiman, "Chivalry." *Grails: Quests of the Dawn*. ed. Richard Gillam, Martin H. Greenberg and Edward E. Kramer (New York: Penguin, 1994), 35.

2. Gaiman, 153.

Short Quotations (less than 100 words or as appropriate)

Place short quotations into the text of your essay and use quotation marks to identify the original author's words. The best way to do this is to use a signal phrase that introduces the quotation. Reference numbers are set in superscript and are placed at the end of the sentence or clause. The number follows any punctuation except dashes. Use an ellipsis (three spaced dots . . .) to indicate any word(s) omitted from a quotation.

A signal phrase followed by a comma, or a signal verb plus the word *that* will introduce your quotation in context and help the flow of your writing. For example:

According to Malcolm Gladwell, "making sense of ourselves and our behaviour requires . . . rational analysis."¹

or

Malcolm Gladwell reminds us that "making sense of ourselves and our behaviour requires . . . rational analysis."²

Examples

Author not mentioned in lead-up

Aunt Lovey didn't treat Ruby and Rose with pity. Instead, she reinforced their self-esteem with comments such as, "You girls are remarkable. Most people can't say that."³

Quoting from a Quotation

In describing one of Robert Bateman's paintings, the author quotes Charles Darwin as follows: "It is interesting to contemplate an entangled bank, clothed with many plants of many kinds, with birds singing in the bushes, with various insects flitting about."⁴

Two consecutive references to the same author and therefore second is shortened.

-
1. Malcolm Gladwell, *Blink: The Power of Thinking Without Thinking* (New York: Little, 2005), 17.
 2. Gladwell, 17.
 3. Lori Lansens, *The Girls* (Toronto: Vintage, 2006), 59.
 4. Robert Bateman, *The Art of Robert Bateman* (Toronto: Madison, 2006), 8.

Quoting from a Collection of Primary Documents

Marx concluded his manifesto with an appeal for international action when he wrote, "Let the ruling classes tremble at a Communistic revolution. The proletarians have nothing to lose but their chains. They have a world to win. WORKING MEN OF ALL COUNTRIES UNITE!"⁵

No author. Title not mentioned in lead-up

Guantanamo Bay is an illegal detention centre as it houses "close to 400 men . . . without charge, [who are] unable to challenge the lawfulness of their detention before federal court."⁶

Different title from same author

Gladwell summarizes his observations about Connectors when he notes that "their ability to span many different worlds is a function of something intrinsic to their personality, some combination of curiosity, self-confidence, sociability, and energy."⁷

5. Karl Marx, "The Communist Manifesto," excerpted from *The Modern Age: Ideas in Western Civilization* by Arthur Haberman (Toronto, ON: Gage, 1987), 190.

6. "US: Mark Five Years of Guantanamo by Closing It," *Human Rights News*, January 5, 2007, Human Rights Watch, <http://hrw.org/english/docs/2007/01/05/usdom14974.htm> (accessed January 9, 2007).

7. Malcolm Gladwell, *The Tipping Point: How Little Things Can Make a Big Difference* (New York: Backbay Books, 2005), 49.

Long Quotation (100 or more words or as appropriate)

Introduce the borrowed passage in your own words and then indent the block of quoted text 1.3 cm or .5 inch from the left margin, without quotation marks. Leave the right edge ragged. The quoted passage is double spaced, as is the rest of the paper. End punctuation remains at the end of the quoted material. Use an ellipsis (three spaced dots) to indicate any word(s) omitted from a quotation. Use square brackets to identify any word(s) that you insert or change from the author's original text.

Examples

Author not mentioned in lead up

We can expect Tally to face some harsh consequences for her behaviour as foreshadowed in the first chapter.

This wasn't like being busted for "forgetting" her ring, skipping classes, or tricking the house into playing her music louder than allowed. Everyone did that kind of stuff, and everyone got busted for it. But she and Peris had always been very careful about not getting caught on these expeditions. Crossing the river was serious business.⁸

Government website, no author

The phrase "Prime Minister," as outlined below, is indicative of Canada's culture of equality.

The status of the prime minister has been described as *primus inter pares*: Latin for "first among equals." This concept defines not only the prime minister's relationship with Cabinet, but also, in a sense, his or her relationship with the public in our modern democratic society.⁹

8. Scott Westerfeld, *Uglies* (New York: Simon, 2005), 7.

9. Library and Archives Canada, *First Among Equals: The Prime Minister in Life and Politics*, April 23, 2001, <http://www.collectionscanada.ca/2/4/index-e.html> (accessed January 9, 2007).

Paraphrase (ideas reworded or summarized)

If you include information that is not general knowledge, you may put it in your own words or summarize it, but you must credit your source. Internet sources are cited in the same way as printed works, but without page references. When a work has no author, provide a shortened version of the title with a page number if available. For a non-print source, the title is sufficient. Paraphrase means to write in your own words. It does NOT mean that you can change one or two words in the sentence.

Examples

Reference work, no author:

A galleon is a sailing vessel with multiple sails. It was created in the 15th century and used for trade and war for centuries after its invention. ¹⁰

Periodical article from a subscription service with no author:

According to the *Medicine Hat News* (AB), *YouTube* is an excellent way for police to disseminate information. In fact, police forces regularly post witness video online in order to encourage witnesses to phone and make statements about the suspects on the video. ¹¹

Periodical article with an author:

Google did not become an overnight advertiser in the amount of 49.3 billion a year. It took the nascent internet presence about five years to reinvent itself and become the biggest advertiser on the planet, taking over from the television industry. ¹²

Online News broadcast:

The Halifax Explosion was a horrific bomb created by the combination of navigational errors and the cocktail of explosive materials on board the *Mont-Blanc*. ¹³

10. *The New Encyclopaedia Britannica: Micropaedia*, 15th ed., 1998, s.v. "Galleon."

11. "Police Credit YouTube as Help in Finding Murder Suspect," *Medicine Hat News* (AB), December 22, 2006, <http://search.ebscohost.com> (accessed January 9, 2007).

12. Bob Garfield, "You Tube Vs. Boob Tube," *Wired* (December 2006): 222+.

13. "Two Ships Collide and Halifax Reels," *CBC Television Special*, CBC, May 24, 1967, *CBC Archives*, http://archives.cbc.ca/IDC-1-70-971-5491/disasters_tragedies/halifax_explosion/clip1 (accessed January 9, 2007).

Endnotes

The resources used in the preceding pages were shown using footnotes 1 to 13. If you were asked for endnotes, they would be identical, but they would be shown on the page(s) following the last page of the essay. Endnotes are arranged in number order, not alphabetical order. The first line is indented five spaces before the number is entered. The numbers, which correlate to the numbers in the essay, are not raised or superscripted. Put a period and two spaces after the number.

Notes
1. Malcolm Gladwell, <i>Blink: The Power of Thinking Without Thinking</i> (New York: Little, 2005), 17.
2. Gladwell, 17.
3. Lori Lansens, <i>The Girls</i> (Toronto: Vintage, 2006), 59.
4. Robert Bateman, <i>The Art of Robert Bateman</i> (Toronto: Madison, 2006), 8.
5. Karl Marx, "The Communist Manifesto," excerpted from <i>The Modern Age: Ideas in Western Civilization</i> by Arthur Haberman (Toronto, ON: Gage, 1987), 190.
6. "US: Mark Five Years of Guantanamo by Closing It," <i>Human Rights News</i> , January 5, 2007, Human Rights Watch, http://hrw.org/english/docs/2007/01/05/usdom14974.htm (accessed January 9, 2007).
7. Malcolm Gladwell, <i>The Tipping Point: How Little Things Can Make a Big Difference</i> (New York: Backbay Books, 2005), 49.
8. Scott Westerfeld, <i>Uglies</i> (New York: Simon, 2005), 7.
9. Library and Archives Canada, <i>First Among Equals: The Prime Minister in Life and Politics</i> , April 23, 2001, http://www.collectionscanada.ca/2/4/index-e.html (accessed January 9, 2007).
10. <i>The New Encyclopaedia Britannica: Micropaedia</i> , 15 th ed., 1998, s.v. "Galleon."
11. "Police Credit YouTube as Help in Finding Murder Suspect," <i>Medicine Hat News (AB)</i> , December 22, 2006, http://search.ebscohost.com (accessed January 9, 2007).
12. Bob Garfield, "You Tube Vs. Boob Tube," <i>Wired</i> (December 2006): 222+.
13. "Two Ships Collide and Halifax Reels," <i>CBC Television Special</i> , CBC, May 24, 1967, <i>CBC Archives</i> , http://archives.cbc.ca/IDC-1-70-971-5491/disasters_tragedies/halifax_explosion/clip1 (accessed January 9, 2007).

Fig. 1. Endnote page for previous footnotes.

Visuals Within an Essay

Tables

Place the table as close to the relevant text as possible. Label it, flush with the left margin, at the top of the table, with the word "Table" followed by an arabic number and a brief description using capitalized sentence style. Number tables consecutively. Refer to the table in the text of your essay as table #, not title. If your table comes from another source, place the word *Source*:, italicized, directly under the table, and identify the resource the table comes from using the appropriate format.

Table 2 Crude birth rate by province 2000-2003

Geography, place of residence of mother ²	Canada, place of residence of mother ²	Newfoundland and Labrador, place of residence of mother	Prince Edward Island, place of residence of mother	Nova Scotia, place of residence of mother	New Brunswick, place of residence of mother	Quebec, place of residence of mother	Ontario, place of residence of mother	Manitoba, place of residence of mother	Saskatchewan, place of residence of mother	Alberta, place of residence of mother	British Columbia, place of residence of mother
2000	10.7	9.1	10.4	9.7	9.7	9.8	10.9	12.3	11.9	12.3	10.0
2001	10.7	8.8	9.9	9.4	9.5	9.9	11.1	12.2	12.1	12.3	9.9
2002	10.5	9.0	9.7	9.3	9.4	9.7	10.6	12.0	11.8	12.4	9.7
2003	10.6	8.9	10.3	9.2	9.5	9.9	10.7	12.0	12.1	12.8	9.8

Source: Statistics Canada, "Live births, crude birth rate, age-specific and total fertility rates, Canada, provinces and territories, annual," 2005, <http://estat.statcan.ca> (accessed 22 June 2007).

Illustrations

Artwork, photographs, graphs, charts, line drawings, maps and other visuals are considered illustrations and are labeled with the word *Figure* followed by an arabic number at the bottom of the illustration. Number the figures consecutively. Place each



Figure 1. Scorned as Timber, Beloved of the Sky. (Painting by Emily Carr), Université Mount Allison, "Emily Carr et la côté ouest Pacifique," *La Vie Artistique au Canada*, 2001, http://www.mta.ca/faculty/arts/canadian_studies/francais/realites/guide/artistique/emilycarr.html (accessed June 22, 2007).

figure as close to the reference as possible, but not before the reference. A brief caption (description) 1-2 sentences long can follow on the same line. If the illustration comes from another resource, place the word *Source*: directly under the illustration, flush with the left margin and identify the resource using the appropriate format after the caption.

Music

For a musical score label the score with the word *Example* as a label followed by an arabic number then the title of the score. For more than one score, number consecutively. If the musical score comes from another source use the word *Source* italicized, followed by a colon (:) directly under the score and then identify the resource.

Example 1 Johann Sebastian Bach's Menuet in E Major



Source: James William Sobaski, *Tutorial Analysis: J. S. Bach's Minuet in E Major*, University of Wisconsin, Stevens Point, <http://www.uwsp.edu/music/jsobaski/B-MEN.HTM> (accessed June 22, 2007).

Advertisement – ONLINE

Format:

#. Product/company being advertised, Advertisement, URL (accessed Date).

Example:

1. Molson Canadian Beer, Advertisement, <http://home7.swipnet.se/~w-72891/CanadianClub/CCsales/ad.html> (accessed April 24, 2007).

Advertisement – PRINT

Format:

#. Product/company being advertised, Advertisement, *Title of periodical*, (Date of issue), Page(s).

Example:

2. Telus Mobility, Advertisement, *Toronto Star*, (September 26, 2006), B1.

Advertisement is not contained in the Chicago guide. This page is an approximation of the style.

Book with author(s)/anonymous – ONLINE

Book from a website

Format:

#. Author name surname, *Title* (Place: Publisher, Date), URL (accessed Date).

Example with one author:

1. Earl Steinbicker, *Day Trips New York: 50 One Day Adventures in New York City & Nearby New York State, Connecticut, New Jersey and Pennsylvania* (Fern Park, FL: Hastings House, 2002), <http://books.google.com/books> (accessed January 12, 2007).

Example with an anonymous author:

2. Anonymous, *The New Call* (Escondido, CA: Esoteric, 2005), <http://books.google.com/books> (accessed April 22, 2007).

Book from a database

Format:

#. Author name surname, *Title*, Online edition, *Database name*, URL (accessed Date).

Example:

3. Janet Woolum, *Outstanding Women Athletes: Who They Are and How They Influenced Sports in America*, online edition, *eLibrary*, <http://elibrary.bigchalk.com> (accessed February 11, 2007).

Book with author(s)/anonymous – PRINT

One author

Format:

#. Name surname, *Title* (Place of publication: Publisher, Date), Pages.

Example:

4. Christopher Paolini, *Eragon* (New York: Knopf, 2005), 159.

Two or three authors

Format:

#. Name surname in the order they appear on the title page, *Title* (Place: Publisher, Date), Pages.

Example with two authors:

5. James Braly and Patrick Holford, *Hidden Food Allergies: The Essential Guide to Uncovering Hidden Food Allergies – and Achieving Permanent Relief* (Laguna Beach, CA: Basic Health, 2006), 59.

Example with three authors:

6. Chalon E. Anderson, Amy T. Carrell and Jimmy L. Widdifield Jr., *APA and MLA Writing Formats* (Toronto: Pearson, 2004), 62.

More than three authors

Format:

First author name surname and others, *Title* (City of publication: Publisher, Date), Pages.

Example:

7. John Farndon and others, *The Great Scientists* (London: Arcturas, 2005), 27.

Anonymous or unknown author(s)

Format:

#. *Title of book* (City of publication: Publisher, Date), Pages.

Example:

8. *The Bible* (New York: Simon, 1993), 269.

Book with an editor/translator (no author)– ONLINE

Format:

#. Editor name surname(s), ed., *Title* (City of publication: Publisher, Date), Page, URL (accessed Date).

Example:

9. Willis N. Parker, ed., *The Winter Wreath* (New York: Leavitt, 1853), <http://books.google.com/books> (accessed February 11, 2007).

Book with an editor or translator (no author)– PRINT

Book with no author but with an editor

Format:

#. Editor name surname(s), ed., *Title* (City of publication: Publisher, Date), Pages.

Example:

10. Laura Egendorf, ed., *Food* (Farmington Hills, MI: Greenhaven, 2006), 123.

Book with an author and an editor or translator

Format:

#. Name Surname, *Title*, trans./ed. Name surname (City of publication: Publisher, Date), Pages.

Example:

11. Marie-Claire Blais, *Wintersleep*, trans. Nigel Spencer (Vancouver: Ronsdale, 1998), 146.

Encyclopedia – ONLINE

Encyclopedia from a website

Format:

#. *Title of encyclopedia*, edition, s.v. "Article Title," (by author name surname), URL (accessed Date).

Example:

1. *The Canadian Encyclopedia*, s.v. "Passchendaele: Remembrance of Things Past," <http://www.thecanadianencyclopedia.com> (accessed May 18, 2007).

Encyclopedia from a Database

Format:

#. *Title of encyclopedia*, s.v. "Article Title" (by author name surname), URL (accessed Date).

Example:

2. *Gale Encyclopedia of Science*, s.v. "DNA Fingerprinting" ed. K. Lee Lerner and Brenda Lerner , <http://infotrac.galegroup.com> (accessed February 11, 2007).

Encyclopedia – PRINT

Format:

#. *Title of Encyclopedia*, edition, s.v. "Article Title," (by author if given).

Example:

3. *World Book*, 2004 edition, s.v. "Liberia," (by Thomas O'Toole).

Example of a specialized (less familiar) encyclopedia

4. Kathleen Jenks, *Gods, Goddesses and Mythology*, s.v. "Juno," (New York: Marshall, 2005) 6:780.

Brochure, Pamphlet, or Booklet – ONLINE

Format:

#. Author if given, *Title* (City of publication: Publishing organization, Date), URL (accessed Date).

Example from a Brochure:

1. *Alpine Development Programs* (Caledon, ON: Caledon Ski Club, 2006), <http://www.caledonskiclub.on.ca/members2/pdf/calskiguest2000.pdf> (accessed January 4, 2007).

Example from a government pamphlet:

[For government sites give the level of government, a comma, then the department as the author. However, if the government name is stated in the department, it is not necessary to restate the government.]

2. Ontario, Ministry of Education, *Bullying: We Can All Stop It* (Queen's Printer, 2006), <http://www.ocdsb.on.ca/media.php?mid=9625> (accessed May 27, 2007).

Brochure, Pamphlet, or Booklet – PRINT

Format:

#. Author if given, *Title* (City of publication: Publishing organization, Date).

Example from a booklet:

3. *Source It: A Guide to Documenting Your Research* (Mississauga, ON: Peel District School Board, 2007).

Example from a government brochure:

[For government sites give the level of government, a comma, then the department as the author. However, if the government name is stated in the department, it is not necessary to restate the government.]

4. Toronto Public Health, *The Air You Breathe: Smog and Your Health*. (Toronto, ON: Toronto Public Health, n.d.)

Component work – ONLINE (essay, poem, short story, speech)

Format:

#. Component work author name surname, "Title of poem/ essay/ short story/ speech," Month day year of original publication if available, in *Title of website*, Name of sponsoring institution if available, URL (accessed Date).

Example – speech from a website:

1. Martin Luther King Jr., "I Have a Dream," August 28, 1963, in *American Rhetoric: Martin Luther King Jr.*, <http://americanrhetoric.com/speeches/mlkihaveadream.htm> (accessed March 2, 2007).

Example – poem from a website:

2. Caedmon, "Caedmon's Hymn," 657, in *Representative Poetry Online*, University of Toronto Libraries, <http://rpo.library.utoronto.ca/poem/369.html> (accessed January 29, 2007).

Example – speech from a government website:

3. William Lyon Mackenzie King, "Address on the National Security Plebiscite 1942," April 7, 1942, in *First Among Equals*, Library and Archives Canada, <http://www.collectionscanada.ca/primeministers/h4-4068-e.html> (accessed January 26, 2007).

Component work – PRINT

Format:

#. Component work author name surname, "Title of poem/ essay/ short story/ speech," in *Title of collection*, ed. Name surname (City of Publication: Publisher, Date), Pages.

Example – essay:

4. Kathy Kelly, "Raising Voices: The Children of Iraq (1990-1999)," in *Iraq Under Siege: The Deadly Impact of Sanctions and War*, ed. Anthony Arnove (Cambridge, MA: South End, 2002), 145-159.

Example – short stories:

5. Neil Gaiman, "Chivalry," in *Grails: Quests of the Dawn*, ed. Richard Gillam, Martin H. Greenberg and Edward E. Kramer (New York: Penguin Group, 1994), 344-357.

Interview – ONLINE

Format:

#. Person interviewed name surname, interview by name of interviewer, *Title of website*, Date of interview, URL (accessed Date).

Example:

1. David Suzuki, interview by Toby Heaps, *Corporate Knights*, April 15, 2005, http://www.corporateknights.ca/content/page.asp?name=suzuki_sacrifice (accessed May 25, 2007).

Interview – PERSONAL

Format:

#. Person interviewed name surname, Personal/Telephone/Email interview. Date of interview.

Example of a personal interview:

1. Hazel McCallion, Personal Interview, February 1, 2007.

Example of a telephone interview:

2. Stephen Lewis, Telephone Interview, January 24, 2007.

Interview – BROADCAST

Format:

#. Person interviewed name surname, interview by name of interviewer, *Program*, Network, Location, Date of interview.

Example:

1. Claude Belisle, interview by Jane Eastman, *Ottawa Citizen Business Television*, Rogers TV, November 28, 2006.

Multimedia

Audio – ONLINE (music, radio, sound clips, podcast)

Music from a database or website

Format:

#. Name of composer/performer/writer, "Title of component piece," *Title*, Recording company or publisher, identifying number, copyright date or performance date or both, URL (accessed Date).

Example from a database:

1. Per Johannsen and Henrik Anderson, "Come On and Do It," *PANDORA: Greatest Hits and Remixes*, n.p.n.d. <http://www.naxosmusiclibrary.com> (accessed February 10, 2007).

Example from a website:

2. Joanne Thomas, *Puccini: O Mio Babbino Caro* (from *Gianni Schicchi*), 2006, Victoria Conservatory of Music, <http://www.vcm.bc.ca/operastudio.htm#sound> (accessed February 11, 2007).

Radio or audio clip from a website

Format – Radio clip from a website:

#. "Title of episode," *Title of program*, Broadcast date, Network, Call letters, Location, URL (accessed Date).

Example – Radio clip from a website:

3. "Happy Capitalism with Lou Schizas," *John Oakley Show*, February 3, 2007, AM640, Toronto, http://www.640toronto.com/john_oakley/happy_capitalism_audio.cfm?rem=63115&jor=63115#video (accessed January 25, 2007).

Audio (music, radio, sound clip) – ORIGINAL

Entire CD or other published work

Format:

#. Artist, *Title of recording*, Manufacturer, Date.

Example:

3. Gustav Mahler, *Symphony No.5 in C Sharp Minor*, Virgin Classics, 1991.

Specific work from a larger work

Format:

#. Artist, "Title of song," *Title of Larger Work*, Manufacturer, Date.

Example:

4. Jimmy Buffett, "Love in the Library," *Fruitcakes*, Margaritaville Records, 1994.

Radio Broadcast

Format:

#. "Title of segment," by Host/Dir. name surname, *Title of Radio Program*, Network, Broadcast date.

Example from a Radio Broadcast:

5. "Stopping the Rot," by Andrew Cunningham, *The Making of Modern Medicine*, British Broadcasting Corporation, March 2, 2007.

Example from a complete Radio Broadcast:

6. *The Making of Modern Medicine*, Radio broadcast, Andrew Cunningham, prod., British Broadcasting Corporation, March 2, 2007.

Motion Picture – ONLINE (streaming, videoclip, podcast)

Film/video/Broadcast clip from online source

Format:

#. Produced by producer name surname, "Title of clip," *Title of program*, Original broadcast or copyright date, *Title of website*, Sponsoring organization or *Database*, URL (accessed Date).

Example – TV clip from a website:

1. "Two Ships Collide and Halifax Reels," *CBC Television Special: The Halifax Explosion*, Canadian Broadcasting Corporation, May 24, 1967, *CBC Archives*, http://archives.cbc.ca/IDC-1-70-971-5491/disasters_tragedies/halifax_explosion/clip1 (accessed January 9, 2007).

Example – Broadcast transcript from a subscription service:

2. "Ontario Government Made Policy Change on Cost of Electricity," *The National*, CBC-TV, November 11, 2002, Transcript. <http://www.elibrary.bigchalk.com> (accessed February 3, 2007).

Example – Online video from a subscription database:

3. *Worth Fighting For: People Protecting the Great Lakes*, United Learning, 1998, <http://www.unitedstreaming.com> (accessed February 9, 2007).

Example – Podcast from a website:

4. Produced by Wodek Szemberg and Mike Miner, "Katherine Newman: Diagnosing the Inexplicable," *The Agenda*, Podcast, October 5, 2006, http://www.tvo.org/cfmx/tvoorg/theagenda/index.cfm?page_id=7&bpn=279009&ts=2006-10-05%2020:00:00.0 (accessed April 23, 2007).

Motion Picture (DVD, film, TV, video) – ORIGINAL

Broadcast

Format for a television program:

#. "Title of episode or segment," *Title of program*, host/narr./perf./dir by Narrator/performer/director name surname, Network, Call letters, Location, Broadcast date.

Example from a TV News Program:

5. "The Long Goodbye to GDP," *The Agenda*, hosted by Steve Paikin, TVOntario, Toronto, February 22, 2007.

Format for a music video broadcast:

#. Performer name surname, "Title of song," *Title of album/CD*, Name of manufacturer, Date of release, directed by name surname, Network, Broadcast date.

Example of a music video broadcast on television:

6. Cham, "Ghetto Story," *Ghetto Story*, Atlantic, 2006, City TV, November 25, 2006.

Film/video/DVD

[When citing DVDs, scenes are treated as chapters and cited by title or number.]

Format:

#. "Scene," *Title*, DVD, directed by name (Date; Place: Studio, Release date).

Example:

7. "Invaders," *Quest for Fire*, DVD, directed by Jean-Jacques Annaud (1982; Los Angeles: 20th Century Fox, 2003).

Segment from a series on video/DVD

Format:

#. "Title of segment," directed by name surname, *Title*, Format, Producer, Copyright date.

Example:

8. "When the World Began," directed by Louis Martin, *Canada: A People's History*, Video, Canadian Broadcasting Corporation, 2001.

Example from CBC News in Review:

9. "The North Korean Nuclear Crisis," *CBC – TV News in Review December 2006*, DVD, Canadian Broadcasting Corporation, 2006.

Visual –ONLINE/ORIGINAL (cartoon, chart, map, painting, table)

[Chicago does not provide examples for visuals. The entries you see here are approximations only. When visuals are used, Chicago uses a note placed directly under the visual, rather than references. See "Visuals within an Essay" page 79 for examples.]

Cartoon/Comic Strip

Format:

Cartoonist name surname, "Title of cartoon if available," Cartoon/Comic Strip, *Title of source publication*, Date of publication or last revision, URL (accessed Date).

Example online:

Gable, Editorial Cartoon, *Globe and Mail*, January 12, 2007,
<http://www.theglobeandmail.com/v5/content/cartoon/generated/20070112.html>
(accessed January 29, 2007).

Map or chart

Format:

Title of map or chart, Map/Chart (Publisher, Date), URL (accessed Date).

Example from a database:

Map of Myanmar, Map (Blackbirch Maps, 2001), http://infotrac.galegroup.com/itweb/ko_k12hs_d48 (accessed February 21, 2007).

Example from a government website:

Canada, Ministry of Fisheries and Oceans, *Moon Island and Surrounding Area*, Chart (Canadian Hydrographic Service, 1986).

Painting/sculpture/photograph

Format:

Artist name surname, *Title of work*, Date completed, Owner (e.g. museum or individual), City where located, *Title of book*, Author/editor(s) name surname (City of publication: Publisher, Date), Pages.

Example print:

Michelangelo, *The Creation of Adam*, 1510, Sistine Chapel, Vatican, Rome, *The Great Masters*, ed. Michael Sonino (Westport, CT: Hugh, 1986), 251.

Periodical – ONLINE

Format:

#. Author name, "Title of article," *Name of publication*, Date, URL (accessed Date).

Example from a database:

1. "Police Credit YouTube in Finding Murder Suspect," *Medicine Hat News (AB)*, December 22, 2006, <http://www.ebscohost.com> (accessed January 9, 2007).

Example from an online magazine:

2. Joe Conason, "The Madness of George," *Salon*, December 1, 2006, http://www.salon.com/opinion/conason/2006/12/01/baker_iraq/print.html (accessed March 1, 2007).

Example from a newspaper website:

3. Donald.G. McNeil, "A Cheaper, Easier Malaria Pill," *International Herald Tribune*, March 1, 2007, <http://www.iht.com/articles/2007/03/01/news/drug.php> (accessed March 21, 2007).

Periodical – PRINT

Format:

#. Author name surname, "Title," *Name of publication*, Date, Pages.

Example magazine article:

4. Danylo Hawaleshka, "A Recipe for Disaster, or the Skinny on Living Long?," *Maclean's*, January 15, 2007, 40-42.

Example – Newspaper article:

5. Ted Laturus, "Mitsubishi's Lancer Cleared for Canadian Takeoff," *Globe and Mail*, Toronto edition, March 1, 2007, 66.

Website, including database

A database is a collection of electronic information housed on the internet and accessed via paid subscription. It can consist of transcripts, audio files, video files, newspapers, books, encyclopedias, etc. The formats and examples for databases and websites are shown in various sections of this manual. For example, the advertisement section shows how to cite an advertisement from a website and the periodical section shows how to cite a magazine or newspaper from a database.

Format:

#. Author name surname or organization, "Title of the specific page," Title of the site, owner of site, URL (accessed Date).

Example:

1. "William Shakespeare (1564-1616)," Historic Figures, British Broadcasting Corporation, http://www.bbc.co.uk/history/historic_figures/Shakespeare_william.shtml (accessed January 29, 2007).

Government website

Format for a government website:

#. Government, Authorizing body, individual author, *Title*, Series or report number, Place of publication and Page reference if relevant, URL (accessed Date).

Example:

2. Ontario, Ministry of the Environment, *Water*, February 15, 2007, <http://www.ene.gov.on.ca/water.htm> (accessed March 1, 2007).

Statistics Database from a government on a website

Format:

#. Author name surname/authorizing body, "Title," Date, URL (accessed Date).

Example for Statistics Canada – a graph or table from the database:

3. Statistics Canada, "Citizenship, Immigration, Birthplace, Generation Status, Ethnic Origin, Visible Minorities and Aboriginal Peoples," 2001, <http://estat.statcan.ca> (accessed March 30, 2007).

For other website and database resources see these pages:

Advertisement.....	80	Essay.....	86
Audio	88	Interview	87
Book author(s)/anonymous.....	81	Magazine	93
Book with editor/translator	83	Motion Picture	90
Brochure/Booklet.....	85	Newspaper	93
Chapter	86	Periodical.....	93
Component work	86	Poem.....	86
Encyclopedia	84	Visual.....	92

Chicago – Bibliography

In Chicago style, the bibliography is not often required because all the relevant source information is found in the notes. However, it is up to your teacher whether or not he/she demands a bibliography. The format is almost the same as the note, except that the first name in the citation is in surname, given name order. Second resources by the same author are formatted with a long dash (8 hyphens). See example below. All parentheses, page numbers and accessed dates are omitted. Periods replace commas in most cases.

Bibliography
Bateman, Robert. <i>The Art of Robert Bateman</i> . Toronto, ON: Madison, 2006.
Canada, Library and Archives. <i>First Among Equals: The Prime Minister in Life and Politics</i> . April 23, 2001, http://www.collectionscanada.ca/2/4/index-e.html .
Garfield, Bob. "You Tube Vs. Boob Tube." <i>Wired</i> , December 2006.
Gladwell, Malcolm. <i>Blink: The Power of Thinking Without Thinking</i> . New York: Little, 2005.
———, <i>The Tipping Point: How Little Things Can Make a Big Difference</i> . Boston: Back Bay, 2002.
Lansens, Lori. <i>The Girls</i> . Toronto: Vintage, 2006.
Marx, Karl. "The Communist Manifesto," excerpted from <i>The Modern Age: Ideas in Western Civilization</i> by Arthur Haberman. Toronto, ON: Gage, 1987.
<i>The New Encyclopaedia Britannica: Micropaedia</i> . 15 th ed., 1998. s.v. "Galleon."
"Police Credit YouTube as Help in Finding Murder Suspect." <i>Medicine Hat News (AB)</i> , December 22, 2006. http://search.ebscohost.com .
"Two Ships Collide and Halifax Reels." <i>CBC Television Special</i> . CBC, May 24, 1967. <i>CBC Archives</i> . http://archives.cbc.ca/IDC-1-70-971-5491/disasters_tragedies/halifax_explosion/clip1 .
"US: Mark Five Years of Guantanamo by Closing It ." <i>Human Rights News</i> , January 5, 2007. Human Rights Watch. http://hrw.org/english/docs/2007/01/05/usdom14974.htm .

Fig. 2. Bibliography page for notes from the Endnote figure.

Chicago - Annotated

Annotated Bibliography

Brief Description of Annotating

Annotating is the process of adding information to each reference in your Bibliography section. Annotated items use the standard format for Bibliography entries followed by a short description and evaluation of the source as it relates to your assignment.

Annotations should include:

- a short summary of the item (2-4 sentences) and
- a brief analysis of the item as it relates to your research topic. This will vary depending on the requirements set by your teacher
- Do not triple space between entries.

Annotated Bibliography

Harris, Joanne. *Five Quarters of an Orange*. Boston: Harper, 2002. This book follows a family during the German occupation of France in the Second World War. It examines the consequences of occupation on a dysfunctional family. *Five Quarters* is recommended by the CBC book review site and would likely work well as a comparison novel for *A Complicated Kindness* since both deal with dysfunctional families.

Policy.ca. 2006. <http://www.policy.ca>. This site is a clearing house for policy documents related to Canadian Social Issues. The News section covers current topics such as school rankings, political policy and immigration. The Articles section has resources categorized under aboriginal, child and family, cities and communities, and environment. The articles are from reputable institutions such as the NDP and the Howe Institute; however, there is bias in this site. All the articles lean to the left. Furthermore the ownership and authorship of the site is unclear. Although university contributors are listed, it is unclear whether the editors/compiler are professors or students. This is an excellent site to gain insight into social issues and policy in Canada but, to ensure balance, other sources should be consulted.

Smith, Sharron and Maureen O'Connor. *Canadian Fiction: A Guide to Reading Interest*. Westport, CT: Libraries Unlimited, 2005. This Canadian reading guide is an excellent reference for anyone looking for advice on the next book to read. Each chapter of the book focuses on one specific type of fiction, namely: setting, plot, character, language, and finally genre. Both authors are well suited to writing this book as they are librarians in public library systems. Aside from having many years of interaction with readers and books, both have been involved with numerous book clubs. Their expertise shows through in the organization and approach to the selection process.

Fig. 3. Example of an Annotated Bibliography

Source It - References

References

- American Psychological Association. (2001). *Publication Manual of the American Psychological Association* (5th ed.). New York: Author.
- Giles, J. (2005, December 14). Internet Encyclopaedias Go Head to Head. *Nature*. Retrieved January 3, 2007 from <http://www.nature.com/news/2005/051212/full/438900a.html>
- Modern Language Association. (2009). *MLA handbook for writers of research papers* (7th ed.). New York: Author.
- University of Chicago. (2003). *Chicago manual of style: The essential guide for writers, editors and publishers* (15th ed.). Chicago: Author.