

Bibliographies and Footnotes...



Whenever you are researching and writing an essay, it should include a bibliography and/or a footnote to acknowledge the sources you have consulted. There exist many different styles of citing bibliographies and footnotes. The following are a few recommended style manuals.

Books

Baugh, L. Sue. How to Write Term Papers and Reports. Chicago: VGM Career Horizons, 1995.

808.02 Baugh

MA, WO

Gibaldi, Joseph. MLA Style Manual and Guide to Scholarly Publishing. New York: Modern Language Association of America, 1998.

REF 808.027 Gibal 1999

AN, BCRL, DC, MA, WO

Giltrow, Janet Lesley. Academic Writing: Writing and Reading in the Disciplines. Peterborough: Broadview Press, 2002.

808.042 Giltr 2002

PBRL

Northey, Margot. Making Sense: A Student's Guide to Research and Writing. Don Mills: Oxford University Press, 2002.

808.042 North 2002

BCRL

Turabian, Kate L. A Manual for Writers of Term Papers, Theses, and Dissertations. Chicago: University of Chicago Press, 1996.

REF 808.02 Tur 1996

AN, BCRL, DC, MA, WO

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Web Sites

Abilock, Damon, and Debbie Abilock. "NoodleTools." 2004.
<<http://www.noodletools.com/login.php>> (4 November 2004).

Honolulu Community College Library. "MLA Citation Examples." 20 September 2004.
<<http://www.hcc.hawaii.edu/education/hcc/library/mlahcc.html>> (4 November 2004).

A Suggested Style Guide

To create a citation, follow the format of the appropriate item type, including the punctuation, underline and capitalization as stated. *This guide is prepared with reference to the MLA style.

Bibliographies

Bibliography is a list of works consulted in a scholarly work. Most reports and essays that you write will require a proper bibliography. This allows the reader to check your sources, whether it is in print, electronic or online.

Books with One Author

Format: Author Last Name, Author First Name. Book Title. Publishing City: Publisher Name, Copyright Date.

Example: Meriwether, Nell. Strategies for Writing Successful Essays. Lincolnwood: NTC Publishing Group, 1998.

Books with Two or Three Authors

Format: Author 1 Last Name, Author 1 First Name, Author 2 Last Name, Author 2 First Name, and Author 3 First Name Last Name. Book Title. Publishing City: Publisher Name, Copyright Date.

Example 1: Northey, Margot and Joan McKibbin. Making Sense: a Student's Guide to Research and Writing. Don Mills: Oxford University Press, 2002.

Example 2: Krause, Jerry V., Meyer, Don, and Jerry Meyer. Basketball Skills and Drills. Windsor: Human Kinetics, 1999.

Books with More Than Three Authors

Format: Author 1 Last Name, Author 1 First Name, et. al. Book Title. Publishing City: Publisher Name, Copyright Date.

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Example: Wingersky, Joy, et. al. Writing Paragraphs and Essays. Scarborough: Nelson Canada, 1995.

Books with Editor

Format: Editor Last Name, Editor First Name, ed. Title. Publishing City: Publisher Name, Copyright Date.

Example: Barbour, Scott, ed. Alcohol: Opposing Viewpoints. San Diego: Greehaven Press, Inc., 1998.

Poem/Short Stories from an Anthology

Format: Author of Poem/Short Story Last Name, Author First Name. "Title of Poem/Short Story." Title of Book. Ed. Name of Editor. Publishing City: Publisher Name, Copyright Date. Page Numbers.

Example: Siegel, Micki. "Skin Tones." Poetry Nation: The North American Anthology of Fusion Poetry. Ed. Regie Cabico and Todd Swift. Montreal: Véhicule Press, 1998. p. 64.

Encyclopedia/Dictionary Articles

Format of Signed Article: Author Last Name, Author First Name. "Article Title." Reference Work Title. Edition. Copyright Date.

Example: Middleton, John T. "Air Pollution." The Encyclopedia Americana. International ed. 2000.

Format of Unsigned Article: "Article Title". Reference Work Title. Edition. Copyright Date.

Example: "Enviromentalism". Encarta World English Dictionary. 1999.

Newspaper Articles

Format: Author Last Name, Author First Name. "Article Title." Newspaper Title. Day. Month. Year: Section Page Number.

Example: Clark, Campbell. "Chrétien's Long Goodbye." The Globe and Mail. 22. August. 2002: p. A1.

Magazine Articles

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Format: Author Last Name, Author First Name. "Article Title." Magazine Title. Month. Year: Page Numbers.

Example: Carter, Liz. "A Woman's Work." Practical Family History. August. 2002: p. 33-34.

Government Documents

Format: Name of the Government. Name of the Agency. Title of Publication. Publishing City: Publisher Name, Date.

Example: Ontario. Regional Municipality of York. Planning and Development Services Department. York Region: Creating Strong Caring Safe Communities. Newmarket: Regional Municipality of York, 2002.

Electronic Resources

Format: Author Last Name, Author First Name. Book Title. Publication Medium. Publishing City: Publisher Name, Copyright Date.

Example: The Canadian & World Encyclopedia. CD-ROM. Toronto: McClelland & Stewart Inc., 1998.

Online Resources

Format: "Article Name." Database name. Version Number, Copyright Date. Name of Institution. Date of Access. URL of Article page or Home Page if Subscription Service.

Example: "Ann (Margaret) Atwood 1913-1992." Literature Resource Centre. Vers. 3.1. 2002. Gale Group. 23 August 2002. <<http://galenet.gale.com>>.

Internet Resources

Format: Author Last Name, Author First Name. "Title of Document." Title of Complete Work (if applicable). Date of Publication or Last Revision. URL of the Web Page. (Access Date).

Example: Meho-Madrona, Lewis. "Attention-Deficit/Hyperactivity Disorder (ADHD): Overview and Theories on its Causes." 2000. <<http://www.healing-arts.org/children/ADHD/index.htm>> (23 August 2002).

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Format of E-Mail: Author Last Name, Author First Name. <Author's e-mail address>. Subject. Recipient Last Name, Recipient First Name. <Recipient's e-mail address>. Date message sent.

Footnotes

A footnote is a numbered note, starting from 1 and runs consecutively throughout the essay. Footnotes are used for two purposes: to acknowledge the sources of a quotation used in an essay; and to add incidental information, give a definition or provide clarification of a minor point.

A footnote has four main divisions: the author's name in normal order, followed by a comma; the title; the publishing data in parentheses; and a page reference. There is a period only at the end.

Position of Footnotes

Footnotes should be placed in numerical order at the foot of the page below a separator, such as a short line, or a double space. A footnote must begin on the page where it is referenced. Notes may be single-spaced, with a blank line between them.

Books

Format: Number of a footnote. Author's name in normal order, Title (Publishing City: Publisher, Copyright Date) Page number.

Example: 5. Kate L. Turabian, A Manual for Writers of Term Papers, Theses, and Dissertations (Chicago: University of Chicago Press, 1996) 123.

Encyclopedia/Dictionary Article

Format: Number of a footnote. "Article Title," Reference Work Title, Edition.

Example: 6. "Coins and Coinage," The New Encyclopaedia Britannica. 2002 ed.

Newspaper Article

Format: Number of a footnote. Author's name in normal order, "Article Title," Newspaper Title Day Month Year: Section Page Number.

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Example: 7. Christie Blatchford, "Winnipeg Corgis Make Queen's Day," National Post 9 October 2002: A1.

Magazine Article

Format: Number of a footnote. Author's name in normal order, "Article Title," Magazine Title Month Year: Page Number.

Example: 8. A.R. Williams, "Death on the Nile," National Geographic October 2002: 6.

Subsequent References

Once a work has been cited in complete form, later references to it are shortened. For this, either short titles or the Latin abbreviation *ibid.* (for *ibidem*, "in the same place") should be used.

Shortened References

Reference to a work that has already been cited in full form, but not in a note immediately preceding, is made into a shortened reference note.

Example: 5. Kate L. Turabian, A Manual for Writers of Term Papers, Theses, and Dissertations (Chicago: University of Chicago Press, 1996) 123.

Note 9 refers to the same source as cited in note 5 above, the reference note can be shortened as follows:

9. Turabian, A Manual for Writers, 139.