

Chicago Manual of Style: Elements of the Bibliography

Chicago Manual of Style (CMOS) – 17th Edition

All CMOS papers include a Notes section that corresponds to each citation in the body of your assignment and a Bibliography. There are different formatting patterns in CMOS; be careful to follow one pattern consistently. This document demonstrates the **notes-bibliography** format. Clarify with your professor which CMOS style is preferred.

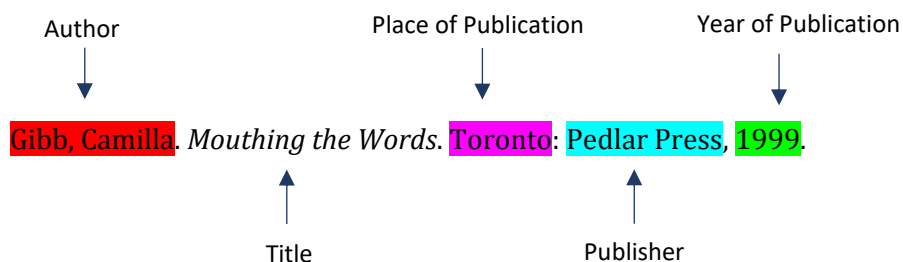
Regardless of style, whenever you use ideas, concepts, facts, or theories discovered or developed by someone else, you must give credit to the originator of that information. The only exception to providing documentation is when you discuss common knowledge. An example of common knowledge is that Confederation in Canada occurred in 1867. If you are in doubt about whether something is common knowledge, provide a citation.

Tip: This is a brief overview of the CMOS notes section. Also see the CMOS: Elements of a Bibliography and CMOS Quick Guide for more help or visit the Ontario Tech Library.

Formatting the Bibliography

- The bibliography is ordered alphabetically based on the first author's last name or surname. When there is no author, alphabetize the entry according to the first letter of the first major word of the title. If the title starts with "The" alphabetize according to the word following "The".
- Entries in the bibliography are **NOT** numbered.
- The bibliography is size 12 font, New Times Roman.
- The bibliography is double spaced. Each individual entry is single spaced.
- Each entry is formatted with a hanging indent.
- Each type of source will follow a specific format when being referenced. Follow the guidelines for the specific source type you are trying to reference.

General Format for the Bibliography



Punctuation Guidelines for the Bibliography

The author's name is inverted and ends with a period. The title is in italics and each word is capitalized as it appears on the source document. End the title entry with a period. The place of publication is the first location from the title page. If it is a well-known location, it can stand alone. If it is a less known or obscure location, add state, province or country information followed by a colon (:). The publisher follows with a comma and then the copyright date followed by a period. Be attentive to the specific punctuation as it is an important part of the format pattern.

Books

Book with One Author

Gibb, Camilla. *Mouthing the Words*. Toronto: Pedlar Press, 1999.

Book with Multiple Authors

Schwartz, Martin D. and Walter S. DeKeseredy. *Sexual Assault on the College Campus: The Role of Male Peer Support*. Thousand Oaks, CA: Sage Publications, 1997.

Book with Editors

Pepler, Debra and Wendy Craig, eds. *Understanding and Addressing Bullying: An International Perspective*. Bloomington, IN: Author House, 2008.

Chapter within a Book

Dell, Colleen Anne. "The Criminalization of Aboriginal Women: Commentary by a Community Activist." In *Crimes of Colour: Racialization and the Criminal Justice System in Canada*, edited by Wendy Chan and Kiran Mirchandani, 127-137. Peterborough, ON, Canada: Broadview Press, 2002.

Tips

- When citing a source with four or more authors, list up to the ten in the bibliography. However, when there are more than ten authors, list the first seven authors, followed by "et al." in the bibliography.
- When a source does not include an author, start the citation with the title of the article, chapter or book.
- When citing a source by a group or organization, write out the name of the group or organization.
- When citing a chapter of a book that was written by the same person who edited the book include "ed." or "eds." after the names of the author of the chapter.

Articles

Articles that appear in scholarly journals, newspapers, or magazines are formatted differently than books and chapters in books. The journal, newspaper or magazine where the article appears is also the publisher. Be sure to include the volume and issue number of a scholarly journal and page numbers for all articles. The volume and issue numbers are not italicized while the periodical title is. Each word in the title appears as presented in the publication.

Article in a Scholarly Journal

Hinton, Mercedes S. "A Distant Reality: Democratic Policing in Argentina and Brazil." *Criminal Justice* 5, no. 1 (2005): 75-100.

Tip: The page numbers included for citations in the Bibliography section provide the whole page range of the article that is being referenced.

Article in a Scholarly Journal: Online

The citation format is the same as that of a scholarly journal with the addition of the DOI or permanent URL.

Lehrner, A. and N. E. Allen. "Still a Movement After all These Years? Current Tensions in the Domestic Violence Movement." *Violence Against Women* 15, no. 6 (2009): 656-677.
<https://doi.org/10.1177/1077801209332185>.

Stubbs, Julie. "Indigenous Women in Australian Criminal Justice: Over-Represented but Rarely Acknowledged." *Australian Indigenous Law Review* 15, no. 1 (2011): 47-63. https://ocul-it.primo.exlibrisgroup.com/permalink/01OCUL_IT/1nbm9s4/cdi_rmit_indexes_en_in_Australian_criminal_justice_Over_272068255545988_APAIS_ATSISUB.

Newspaper/Magazine Article

When citing a newspaper or magazine article, include the full date and section where the article appeared if applicable. If there are page numbers to the article, the Note section will have the page in which is being cited and the bibliography entry will **NOT**. If the article is from an online source, you will add the URL or the name of the database in which the article was located.

Lupick, Travis. "Charles Taylor's Child Soldiers Struggle as Adults in Liberia." *The Toronto Star*, April 24, 2012. <http://www.thestar.com/news/world/article/1167533--charles-taylor-s-child-soldiers-struggle-as-adults-in-liberia?bn=1>.

Websites

The format for referencing a website is similar to an article in a scholarly journal. The webpage or website owner is the publisher and may be the same as the author. Include the date of access and the if not publication date is known. Ensure to provide the URL of the webpage.

Canadian Women's Foundation. "The Facts about Women and Leadership in Canada." Accessed June 20, 2021, <https://canadianwomen.org/the-facts/women-and-leadership-in-canada/>.

Tip: If the publisher of the website is also the owner of the information and website, the bibliography will place the publisher in the position of the author.

Audiovisual Materials

Specific information is required depending on which type of source you are citing. The following provide examples for a couple of the audiovisual material types you may need to reference.

Film

Hip Hop: Beyond Beats and Rhymes. Directed by Bryon Hunt. USA: Media Education Foundation, 2006. DVD.

YouTube Video

Stephanie Bell. "Commas 3: Combining two sentences." YouTube Video, 7:31. January 29, 2021. <https://youtu.be/teSqEjpxg8>.

Tip: Because YouTube videos may not have authors who have real names, the bibliography will use the screenname as it is presented on YouTube.

Podcast

Pychyl, Timothy A. "Academic Procrastination: A Graduate Student's Story." iProcrastinate. December 19, 2018. Podcast. <https://iprocrastinate.libsyn.com/academic-procrastination-a-graduate-students-story>.

To See a Sample Bibliography, Continue to the Next Page...

Bibliography

- Canadian Women's Foundation. "The Facts about Women and Leadership in Canada." Accessed June 20, 2021, <https://canadianwomen.org/the-facts/women-and-leadership-in-canada/>.
- Dell, Colleen Anne. "The Criminalization of Aboriginal Women: Commentary by a Community Activist." In *Crimes of Colour: Racialization and the Criminal Justice System in Canada*, edited by Wendy Chan and Kiran Mirchandani, 127-137. Peterborough, ON, Canada: Broadview Press, 2002.
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- Lupick, Travis. "Charles Taylor's Child Soldiers Struggle as Adults in Liberia." *The Toronto Star*, April 24, 2012. <http://www.thestar.com/news/world/article/1167533--charles-taylor-s-child-soldiers-struggle-as-adults-in-liberia?bn=1>.
- Pepler, Debra and Wendy Craig, eds. *Understanding and Addressing Bullying: An International Perspective*. Bloomington, IN: Author House, 2008.
- Pychyl, Timothy A. "Academic Procrastination: A Graduate Student's Story." iProcrastinate. December 19, 2018. Podcast. <https://iprocrastinate.libsyn.com/academic-procrastination-a-graduate-students-story>.
- Schwartz, Martin D. and Walter S. DeKeseredy. *Sexual Assault on the College Campus: The Role of Male Peer Support*. Thousand Oaks, CA: Sage Publications, 1997.
- Stephanie Bell. "Commas 3: Combining two sentences." YouTube Video, 7:31. January 29, 2021. <https://youtu.be/teSqEjpfxg8>.
- Stubbs, Julie. "Indigenous Women in Australian Criminal Justice: Over-Represented but Rarely Acknowledged." *Australian Indigenous Law Review* 15, no. 1 (2011): 47-63. https://ocul-it.primo.exlibrisgroup.com/permalink/01OCUL_IT/1nbn9s4/cdi_rmit_indexes_en_in_Australian_criminal_justice_Over_272068255545988_APAIS_ATSISUB.