

## FORMATTING

- All four margins should be between 1 inch (2.5cm) and 1.5 inches (3.8cm).
- Use 12 pt. Times New Roman font or Courier.
- Page numbers appear in the header (centred or right-aligned). Use Arabic numerals and start on the first page of text (after the title page) with the number 1.
- Double space the body text of the paper.
- Single space block quotations and table titles/captions.
- Single space entries in the bibliography, but add a line between entries.
- Footnotes and endnotes should have a half inch indent in the first line. Notes should be single-spaced but include a line between each note.

## QUOTATIONS

If a direct quote is less than five lines, put it in quotation marks:

Svendsen says that “it is important that readers know when you are borrowing someone else’s exact words.”<sup>1</sup>

If a direct quote is five lines or longer, format it as a block quote:

It is important that readers know when you are borrowing someone else’s exact words. Otherwise, you may be accused of plagiarism, which is a form of theft. Students found guilty of plagiarism will be subject to disciplinary action, including possible expulsion from the University.<sup>1</sup>

## COVER PAGE

### **Title**

The title is centered about one third down the page.

### **Name, Course and Date**

Your name, the course name, and the date are centred multiple lines below the title.

THE IMPACT OF THE MEDIA ON POLITICAL  
IDEOLOGIES

Jane Smith  
Political Studies 1100  
March 23, 2018

## REFERENCES

The reference list begins on a separate page, with “Bibliography” centred at the top:

Bibliography 9

Dovey, Jon. “Reality TV.” In *The Television Genre Book*, edited by Glen Creber, 134-37. London: British Film Institute, 2001.

Gautreau, Ronald, and Jeffrey M. Cohen. “Birth and Death of a Black Hole.” *American Journal of Physics* 65, no. 5 (1997): 444-46.

# CHICAGO STYLE IN A NUTSHELL

(NOTES-BIBLIOGRAPHY STYLE)



**This guide covers only the most common situations. For more information on Chicago style, please consult the TRU Library guide at: <http://libguides.tru.ca/chicago>**

Note: This guide is based on *The Chicago Manual of Style*, 17th edition. Always check with your instructors to see if their requirements differ from those described here.



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## NOTES

**Chicago Style can use either footnotes or endnotes. Footnotes appear at the bottom of the page, whereas endnotes appear at the end of the paper (but before the bibliography).**

Footnotes/endnotes have long and short forms.

### First Citation:

Use the long form. (These forms are marked number 1 in the Notes/References examples.)

### Subsequent Citations:

Use the short form. The short form includes the last name of the author, the title (shortened), and the page number (if available). For example:

2. Dovey, "Reality TV," 136.

### Repeated Citation:

If the source in a note is the same as the one in the note immediately preceding it, use the abbreviation "Ibid." Include the page number if it has changed, but omit it if it is the same page number. For example:

3. Ibid., 139.

OR

4. Ibid.

### Journal Article in Print

1. Ronald Gautreau and Jeffrey M. Cohen, "Birth and Death of a Black Hole," *American Journal of Physics* 65, no. 5 (1997): 445.

Gautreau, Ronald, and Jeffrey M. Cohen. "Birth and Death of a Black Hole." *American Journal of Physics* 65, no. 5 (1997): 444-46.

### Journal Article Online

1. Terese Thonus, "What Are the Differences? Tutor Interactions with First- and Second-Language Writers," *Journal of Second Language Writing* 13, no. 3 (2004): 230-31, doi:10.1016/j.jslw.2004.04.012.

Thonus, Terese. "What Are the Differences? Tutor Interactions with First- and Second-Language Writers." *Journal of Second Language Writing* 13, no. 3 (2004): 227-42. doi:10.1016/j.jslw.2004.04.012.

(Note: If there is no DOI available, use the URL instead.)

## NOTES/REFERENCES

### Newspaper or Magazine Article in Print

1. Alan S. Blinder, "The Carbon Tax Miracle Cure," *New York Times*, January 31, 2011, 13.

Blinder, Alan S. "The Carbon Tax Miracle Cure." *New York Times*, January 31, 2011.

### Newspaper or Magazine Article Online

1. Don Pittis, "Tax-Free Saving Schemes Fail to Prepare Many for Retirement, Expert Says," *CBC News*, February 27, <http://www.cbc.ca/news/business/rrsp-rfsa-mortgage-retirement-pensions-1.3996098>.

Pittis, Don. "Tax-Free Saving Schemes Fail to Prepare Many for Retirement, Expert Says." *CBC News*, February 27, 2017. <http://www.cbc.ca/news/business/rrsp-rfsa-mortgage-retirement-pensions-1.3996098>.

### Book

1. Scott Miller, *Parenting and Theory of Mind* (New York: Oxford University Press, 2016), 25.

Miller, Scott A. *Parenting and Theory of Mind*. New York: Oxford University Press, 2016.

### Chapter in an Edited Book

1. Jon Dovey, "Reality TV," in *The Television Genre Book*, ed. Glen Creber (London: British Film Institute, 2001), 135.

Dovey, Jon. "Reality TV." In *The Television Genre Book*, edited by Glen Creber, 134-37. London: British Film Institute, 2001.

### Report (Online)

1. Association of College and Research Libraries, *Framework for Information Literacy for Higher Education* (Chicago: American Library Association, 2016), <http://www.ala.org/acrl/standards/ilframework>.

Association of College and Research Libraries. *Framework for Information Literacy for Higher Education*. Chicago: American Library Association, 2016. <http://www.ala.org/acrl/standards/ilframework>.

### Video (Online)

1. National Geographic, "2 Degrees Warmer: Ocean Life in Danger," January 28, 2008, YouTube video, 2:05, [http://youtu.be/P-0\\_gDXqYeQ](http://youtu.be/P-0_gDXqYeQ).

National Geographic. 2008. "2 Degrees Warmer: Ocean Life in Danger." January 28, 2008, YouTube video, 2:05. [http://youtu.be/P-0\\_gDXqYeQ](http://youtu.be/P-0_gDXqYeQ).

### Website (With Author)

1. Kathy Gaynor, "Academic Presentation Skills," TRU Libraries, last modified June 22, 2017, <http://libguides.tru.ca/nativevoices>.

Gaynor, Kathy. "Academic Presentation Skills." TRU Libraries. Last modified June 22, 2017. <http://libguides.tru.ca/nativevoices>.

### Website (No Author)

1. "Research Ethics," Thompson Rivers University, accessed January 16, 2017, [www.tru.ca/research/research-ethics.html](http://www.tru.ca/research/research-ethics.html).

Thompson Rivers University. "Research Ethics." Accessed January 16, 2017. [www.tru.ca/research/research-ethics.html](http://www.tru.ca/research/research-ethics.html).

### Blog Entry

1. Tristan Bridges, "Why People Are So Averse to Facts," *Sociological Images* (blog), February 27, 2017, <https://thesocietypages.org/socimages/2017/02/27/why-the-american-public-seems-allergic-to-facts/>.

Bridges, Tristan. "Why People Are So Averse to Facts." *Sociological Images* (blog), February 27, 2017. <https://thesocietypages.org/socimages/2017/02/27/why-the-american-public-seems-allergic-to-facts/>.

### Encyclopedia Article (With Author)

1. Mogens Herman Hansen, "Athenian Democracy," in *The Oxford Companion to Western Art*, 3rd ed. (Oxford, U.K.: Oxford University Press, 1996), 41.

Hansen, Mogens Herman. "Athenian Democracy." In *The Oxford Companion to Western Art*. 3rd ed. Oxford, U.K.: Oxford University Press, 1996.