

UNIVERSITY OF CHICAGO STYLE SHEET

This is only a brief guide to the Chicago Manual of Style. For more detailed information, please consult: University of Chicago Press. [The Chicago Manual of Style 16th ed.](#) Z 253 C57 2010

**Tips For Using This Style Guide**

- Whenever you use another's work, you must document your sources. This means you must tell the reader where you got your information. Chicago Style uses notes for documentation. These notes are numbered consecutively and placed either at the foot of the page (footnotes) or the end of the essay on a separate sheet of paper (endnotes).
- In addition to the footnotes or endnotes, you must also provide a bibliography or works cited list. This should be arranged alphabetically by the author's last name (or by the title if there is no author given). The bibliography should be placed at the end of your paper.
- Double space the main body of the essay. Entries in the bibliography and endnotes are single spaced within entries, but double-spaced between entries (unless your instructor prefers double-spacing throughout).
- The bibliography is arranged alphabetically by the author's last name, or by the title if there is no author.
- Footnote form and bibliographic form differ slightly. The headings on the left-hand side indicate bibliographic and footnote form; they are not part of the entry.

## BOOKS

### Single Author (14.75)

Bibliographic form:	Oakley, Ann. <i>Gender on Planet Earth</i> . New York: New Press, 2003.
Footnote form:	<sup>1</sup> Ann Oakley, <i>Gender on Planet Earth</i> (New York: New Press, 2003), 77.

### Two or Three Authors (14.76)

Bibliographic form:	Boxer, Marilyn J., and Jean H. Quataert. <i>Connecting Spheres: European Women in a Globalizing World, 1500 to the Present</i> . 2nd ed. New York: Oxford University Press, 2000.
Footnote form:	<sup>2</sup> Marilyn J. Boxer and Jean H. Quataert, <i>Connecting Spheres: European Women in a Globalizing World, 1500 to the Present</i> , 2nd ed. (New York: Oxford University Press, 2000), 133.

### More Than Three Authors (14.76)

- In the bibliography, only the first author's name is inverted, and a comma must appear both before and after the first author's given name or initials.
- For works by or edited by four to ten people, all names are usually given in the bibliography. In the footnote, only the name of the first author is given followed by et al.
- For works with more than 10 authors, only the first 7 authors should be listed in the bibliography, followed by et al.

Bibliographic form:	Clayden, Marie, Dianne Fenner, Christine McAdam, and Christine Strauss. <i>Making It Work: A Handbook for Reading, Writing, Language and Media</i> . Toronto: Irwin Publishing, 2003.
Footnote form:	<sup>3</sup> Marie Clayden et al., <i>Making It Work: A Handbook for Reading, Writing, Language and Media</i> (Toronto: Irwin Publishing, 2003), 65.

### Corporate Author (14.92)

Bibliographic form:	American Medical Association. <i>Essential Guide to Asthma</i> . New York: Pocket Books, 1998.
Footnote form:	<sup>4</sup> American Medical Association, <i>Essential Guide to Asthma</i> (New York: Pocket Books, 1998), 78.

### No Author (14.79)

Bibliographic form:	<i>American Heritage Dictionary for Learners of English</i> . Boston: Houghton, 2002.
Footnote form:	<sup>5</sup> <i>American Heritage Dictionary for Learners of English</i> (Boston: Houghton, 2002), 10.

### Editor as Author (14.87)

Bibliographic form:	Hughes, Kenneth J., ed. <i>Contemporary Manitoba Writers: New Critical Studies</i> . Winnipeg: Turnstone Press, 1990.
Footnote form:	<sup>6</sup> Kenneth J. Hughes, ed., <i>Contemporary Manitoba Writers: New Critical Studies</i> (Winnipeg: Turnstone Press, 1990), 48.

### Translated Book (14.87)

Bibliographic form:	Fuentes, Norberto. <i>Autobiography of Fidel Castro</i> . Translated by Anna Kushner. New York: W.W. Norton, 2010.
Footnote form:	<sup>7</sup> Norberto Fuentes, <i>Autobiography of Fidel Castro</i> , trans. Anna Kushner (New York: W.W. Norton, 2010), 58.

### Chapter or Other Part of a Book (14.111-14.113)

Bibliographic form:	Crozier, Lorna. "What Stays in the Family." In <i>Dropped Threads: What We Aren't Told</i> , edited by Carol Shields and Marjorie Anderson, 11-18. Toronto: Vintage Canada, 2001.
Footnote form:	<sup>8</sup> Lorna Crozier, "What Stays in the Family," in <i>Dropped Threads: What We Aren't Told</i> , ed. Carol Shields and Marjorie Anderson (Toronto: Vintage Canada, 2001), 16.

### Encyclopedia or Dictionary (14.247)

Well-known reference books are usually not listed in bibliographies. The publication details are often omitted, but the edition (if not the first) must be specified.

Footnote form:	<sup>9</sup> <i>Encyclopaedia Britannica</i> , 15th ed., s.v. "Musk-ox."
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### Online Encyclopedias and Dictionaries (14.248)

Well known online reference works (major dictionaries and encyclopedias) are normally cited in the footnotes and not in the bibliography. If the entry does not have a posted publication or revision date, provide an access date.

Footnote form:	<sup>10</sup> <i>Merriam-Webster Online</i> , s.v. "serendipity," accessed April 11, 2011, <a href="http://www.merriam-webster.com/dictionary/serendipity">http://www.merriam-webster.com/dictionary/serendipity</a> .
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## Electronic Books (14.166–14.169)

- If a book is available in more than one format, you should cite the version that you consulted.
- When citing the online version of a book, cite it like the print version, but add the URL (or DOI if available) at the end of the citation.
- If no fixed pages numbers are available, you **may** include the chapter number, section or other suitable locator.

Bibliographic form:	Antokoletz, Elliot. <i>Musical Symbolism in the Operas of Debussy and Bartok</i> . New York: Oxford University Press, 2008. doi:10.1093/acprof:oso/9780195365825.001.0001.
Footnote form:	<sup>11</sup> Elliot Antokoletz, <i>Musical Symbolism in the Operas of Debussy and Bartok</i> (New York: Oxford University Press, 2008), doi:10.1093/acprof:oso/9780195365825.001.0001.
Bibliographic form:	Austen, Jane. <i>Pride and Prejudice</i> . New York: Penguin Classics, 2007. Kindle edition.
Footnote form:	<sup>12</sup> Jane Austen, <i>Pride and Prejudice</i> (New York: Penguin Classics, 2007), Kindle edition.
Bibliographic form:	Kurland, Philip B., and Ralph Lerner, eds. <i>The Founders' Constitution</i> . Chicago: University of Chicago Press, 1987. Accessed March 25, 2011. <a href="http://press-pubs.uchicago.edu/founders/">http://press-pubs.uchicago.edu/founders/</a> .
Footnote form:	<sup>13</sup> Philip B. Kurland and Ralph Lerner, eds., <i>The Founders' Constitution</i> (Chicago: University of Chicago Press, 1987), accessed March 25, 2011, <a href="http://press-pubs.uchicago.edu/founders/">http://press-pubs.uchicago.edu/founders/</a> .

# Journals/Magazines/Newspapers – Print

## Journal Article (14.175-14.183)

Bibliographic form:	Berger, Benjamin. "The Limits of Belief: Freedom of Religion, Secularism, and the Liberal State." <i>Canadian Journal of Law and Society</i> 17, no. 1 (2002): 39-68.
Footnote form:	<sup>14</sup> Benjamin Berger, "The Limits of Belief: Freedom of Religion, Secularism, and the Liberal State," <i>Canadian Journal of Law and Society</i> 17, no. 1 (2002): 61.

## Book Reviews (14.214-14.217)

Bibliographic form:	Lewis, Randolph. Review of <i>The Power of Traditional Chinese Medicine</i> , by Christine M. Drake. <i>Alternative Therapies in Health and Medicine</i> 45, no. 2 (2002): 59-62.
Footnote form:	<sup>15</sup> Randolph Lewis, review of <i>The Power of Traditional Chinese Medicine</i> , by Christine M. Drake, <i>Alternative Therapies in Health and Medicine</i> 45, no. 2 (2002): 59.

## Magazines - Print (14.199-14.202)

- While a specific page number may be cited in a footnote, the inclusive page numbers of an article may be omitted in bibliographies since they are often widely separated by extraneous material. When page numbers are included, a comma rather than a colon separates them from the date of issue.
- Weekly or monthly magazines, even if numbered by volume and issue, are usually cited by date only.

Bibliographic form:	Neering, Rosemary. "Zigzagging to Zeballos." <i>British Columbia Magazine</i> , Spring 2003.
Footnote form:	<sup>16</sup> Rosemary Neering, "Zigzagging to Zeballos," <i>British Columbia Magazine</i> , Spring 2003, 45.

### Newspapers – Print (14.203-14.213)

- Page numbers may usually be omitted because a newspaper’s issue on any particular day may include several editions. If known, it is useful to add the edition.
- Newspapers are more commonly cited in notes or parenthetical references than in bibliographies. If, for some reason, a bibliographic entry were included, it would appear as follows:

Bibliographic form:	Bridge, Maurice. “Turning Games to Gold.” <i>Vancouver Sun</i> , May 8, 2003, final edition.
Footnote form:	<sup>17</sup> Maurice Bridge, “Turning Games to Gold,” <i>Vancouver Sun</i> , May 8, 2003: final edition.

## Journals/Magazines/Newspapers – Online

- Cite an online journal the same as you would a print journal, but in addition, include the DOI (or the URL if the DOI is not available) at the end of the citation.
- The DOI (Digital Object Identifier) is a unique alpha-numeric code given to individual online works. The DOI usually appears at the top of the article or in the database record for the article. At the moment, not all publishers provide DOIs.
- For articles retrieved from a database (e.g. Cinahl, CBCA, Academic Search Complete), the DOI is preferred. If it is not available, the database name is cited rather than the URL.
- For further information refer to pages 14.4 -14.12, and 14.184-14.185 in the Chicago Manual of Style, 16<sup>th</sup> ed.

### Journal Article from a Library Database with a DOI Available

Bibliographic form:	Tolmacz, Rami. “Concern and Empathy: Two Concepts or One.” <i>American Journal of Psychoanalysis</i> 68, no. 3 (2008): 257-275. doi: 10.1057/ajp.2008.22.
Footnote form:	<sup>18</sup> Rami Tolmacz, “Concern and Empathy: Two Concepts or One,” <i>American Journal Psychoanalysis</i> 68, no. 3 (2008): 259, doi: 10.1057/ajp.2008.22.

### Journal Article from a Library Database without a DOI Available

Bibliographic form:	Sandage, Steven J. "Comparison of Two Group Interventions to Promote Forgiveness: Empathy as a Mediator of Change." <i>Journal of Mental Health Counseling</i> 32, no. 1 (2010): 35-57. Academic Search Complete.
Footnote form:	<sup>19</sup> Steven J. Sandage, "Comparison of Two Group Interventions to Promote Forgiveness: Empathy as a Mediator of Change," <i>Journal of Mental Health Counseling</i> 32, no. 1 (2010): 39, Academic Search Complete.

### Article from JSTOR

Bibliographic form:	Ellingson, Terry. "The Technique of Chordal Singing in the Tibetan Style." <i>American Anthropologist</i> 72, no. 4 (1970): 826-831. <a href="http://0-www.jstor.org.innopac.douglas.bc.ca/stable/671659?seq=1">http://0-www.jstor.org.innopac.douglas.bc.ca/stable/671659?seq=1</a> .
Footnote form:	<sup>20</sup> Terry Ellingson, "The Technique of Chordal Singing in the Tibetan Style," <i>American Anthropologist</i> 72, no. 4 (1970): 829, <a href="http://0-www.jstor.org.innopac.douglas.bc.ca/stable/671659?seq=1">http://0-www.jstor.org.innopac.douglas.bc.ca/stable/671659?seq=1</a> .
Note:	Use the URL if the database provides a stable URL (otherwise you would include the database name). The JSTOR database provides a stable URL.

### Journal Article from the Internet with a DOI Available

Bibliographic form:	Testa, Bernard, and Lamont B. Kier. "Emergence and Dissolution in the Self-Organisation of Complex Systems." <i>Entropy</i> 2, no. 1 (March 2000): 1-25. doi:10.3390/e2010001.
Footnote form:	<sup>21</sup> Bernard Testa and Lamont B. Kier, "Emergence and Dissolution in the Self-Organisation of Complex Systems," <i>Entropy</i> 2, no. 1 (March 2000): 17, doi:10.3390/e2010001.

### Journal Article from the Internet without a DOI Available

Bibliographic form:	Bean, Heidi R. "Carla Harryman's Non/Representation and the Ethics of Dispersive." <i>Postmodern Culture</i> 20, no. 1 (2009). <a href="http://muse.jhu.edu/journals/postmodern_culture/v020/20.1.bean.html">http://muse.jhu.edu/journals/postmodern_culture/v020/20.1.bean.html</a> .
Footnote form:	<sup>22</sup> Bean, Heidi R., "Carla Harryman's Non/Representation and the Ethics of Dispersive," <i>Postmodern Culture</i> 20, no. 1 (2009), <a href="http://muse.jhu.edu/journals/postmodern_culture/v020/20.1.bean.html">http://muse.jhu.edu/journals/postmodern_culture/v020/20.1.bean.html</a> .

### Magazine Article from a Database

If the magazine was obtained from a database, provide the database name.

Bibliographic form:	Latimer, Joanne. "Well-Bred and Well-Heeled." <i>Chatelaine</i> , February 2011, 114. CBCA Complete.
Footnote form:	<sup>23</sup> Joanne Latimer, "Well-Bred and Well-Heeled," <i>Chatelaine</i> , February 2011, 114, CBCA Complete.

### Magazine article from the Internet

If the magazine was viewed online, include the DOI (if available) or the URL.

Bibliographic form:	Elliott, Justin. "What Sharia Law Actually Means." <i>Salon</i> , February 26, 2011. <a href="http://www.salon.com/news/islam/index.html?story=/politics/war_room/2011/02/26/sharia_the_real_story">http://www.salon.com/news/islam/index.html?story=/politics/war_room/2011/02/26/sharia_the_real_story</a> .
Footnote form:	<sup>24</sup> Justin Elliott, "What Sharia Law Actually Means," <i>Salon</i> , February 26, 2011, <a href="http://www.salon.com/news/islam/index.html?story=/politics/war_room/2011/02/26/sharia_the_real_story">http://www.salon.com/news/islam/index.html?story=/politics/war_room/2011/02/26/sharia_the_real_story</a> .

### Newspaper Article from a Database

Bibliographic form:	Eustace, Chantal. "One Nail at a Time." <i>Winnipeg Free Press</i> , February 26, 2011, G4. Canadian Newsstand.
Footnote form:	<sup>25</sup> Chantal Eustace, "One Nail at a Time," <i>Winnipeg Free Press</i> , February 26, 2011, G4, Canadian Newsstand.

## Webpages (14.243–14.246)

- Include as much information as you can determine: title, author, site owner or sponsor, publication or latest revision date, and the URL. If the publication/latest revision date can not be determined, include the access date.
- If there is no author, begin the citation with the site owner or sponsor.
- A website title is not italicized or put in quotation marks unless it is also the title of a book. Titled sections or pages within a website should be placed in quotation marks.
- The Chicago Manual of Style suggests citing web pages only in the footnotes. They may be included in the bibliography at your or your instructor's discretion. Should you want to include webpages in your bibliography, this is the suggested Douglas College Library format.

Bibliographic form:	MacDonald, George F. "The Haida: Children of Eagle and Raven." Canadian Museum of Civilization Corporation. Last modified April 1, 2010. <a href="http://www.civilization.ca/aborig/haida/haindex.html">http://www.civilization.ca/aborig/haida/haindex.html</a> .
Footnote form:	<sup>26</sup> George F. MacDonald, "The Haida: Children of Eagle and Raven," Canadian Museum of Civilization Corporation, last modified April 1, 2010, <a href="http://www.civilization.ca/aborig/haida/haindex.html">http://www.civilization.ca/aborig/haida/haindex.html</a> .
Bibliographic form:	McDonald's Corporation. "The Ray Kroc Story." Accessed March 25, 2011. <a href="http://www.mcdonalds.com/us/en/our_story/our_history/the_ray_kroc_story.html">http://www.mcdonalds.com/us/en/our_story/our_history/the_ray_kroc_story.html</a> .
Footnote form:	<sup>27</sup> McDonald's Corporation, "The Ray Kroc Story," accessed March 25, 2011, <a href="http://www.mcdonalds.com/us/en/our_story/our_history/the_ray_kroc_story.html">http://www.mcdonalds.com/us/en/our_story/our_history/the_ray_kroc_story.html</a> .
Bibliographic form:	Gap Inc. "How We Do Business is as Important as What We Do." Last modified December, 2009. <a href="http://gapinc.com/com/content/dam/gapincsite/documents/COBC/Code_English.pdf">http://gapinc.com/com/content/dam/gapincsite/documents/COBC/Code_English.pdf</a> .
Footnote form:	<sup>28</sup> Gap Inc., "How We Do Business is as Important as What We Do," last modified December, 2009, <a href="http://gapinc.com/com/content/dam/gapincsite/documents/COBC/Code_English.pdf">http://gapinc.com/com/content/dam/gapincsite/documents/COBC/Code_English.pdf</a> .

Bibliographic form:	The White House. "The Recovery Act." Accessed May 19, 2011.  <a href="http://www.whitehouse.gov/recovery">http://www.whitehouse.gov/recovery</a> .
Footnote form:	<sup>29</sup> The White House, "The Recovery Act," accessed October 18, 2010,  <a href="http://www.whitehouse.gov/recovery">http://www.whitehouse.gov/recovery</a> .

## Blog

Blog entries are generally cited only as a note or a mention in the text. They are commonly omitted from the bibliography. A frequently cited blog may be included in the bibliography.

Bibliographic form:	Posner, Richard. "Inequality in Income and Wealth." <i>The Becker-Posner Blog</i> .  January 30, 2011. <a href="http://www.becker-posner-blog.com/2011/01/inequality-in-income-and-wealthposner.html">http://www.becker-posner-blog.com/2011/01/inequality-in-income-and-wealthposner.html</a> .
Footnote form:	<sup>30</sup> Richard Posner, "Inequality in Income and Wealth," <i>The Becker-Posner Blog</i> , January 30, 2011, <a href="http://www.becker-posner-blog.com/2011/01/inequality-in-income-and-wealthposner.html">http://www.becker-posner-blog.com/2011/01/inequality-in-income-and-wealthposner.html</a> .

## Government Publications

Print and online government publications are cited the same. For online government publications, you add the URL at the end of the citation.

Bibliographic form:	British Columbia. Ministry of Education. <i>Special Education Services: A Manual of Policies, Procedures and Guidelines</i> . Victoria, BC: Ministry of Education, 2011. <a href="http://www.bced.gov.bc.ca/specialed/ppandg.htm">http://www.bced.gov.bc.ca/specialed/ppandg.htm</a> .
Footnote form:	<sup>31</sup> British Columbia, Ministry of Education, <i>Special Education Services: A Manual of Policies, Procedures and Guidelines</i> (Victoria, BC: Ministry of Education, 2011), <a href="http://www.bced.gov.bc.ca/specialed/ppandg.htm">http://www.bced.gov.bc.ca/specialed/ppandg.htm</a> .

Bibliographic form:	Canada. Environment Canada. <i>Water, Art and the Canadian Identity: At the Water's Edge</i> . Ottawa, ON: Environment Canada, 2009. <a href="http://www.ec.gc.ca/eau-water/default.asp?lang=en&amp;n=62D086E9-1">http://www.ec.gc.ca/eau-water/default.asp?lang=en&amp;n=62D086E9-1</a> .
Footnote form:	<sup>32</sup> Canada, Environment Canada, <i>Water, Art and the Canadian Identity: At the Water's Edge</i> (Ottawa, ON: Environment Canada, 2009), <a href="http://www.ec.gc.ca/eau-water/default.asp?lang=en&amp;n=62D086E9-1">http://www.ec.gc.ca/eau-water/default.asp?lang=en&amp;n=62D086E9-1</a> .
Bibliographic form:	Clapp, Frank A. <i>Ministry of Transportation and Highways Inland and Coastal Ferries</i> . Victoria, BC: Ministry of Transportation and Highways, 1981.
Footnote form:	<sup>33</sup> Frank A.Clapp, <i>Ministry of Transportation and Highways Inland and Coastal Ferries</i> (Victoria, B.C.: Ministry of Transportation and Highways, 1981), 7.
Bibliographic form:	Canada. Library of Parliament. Political and Social Affairs Division. Shaver, Andrea. "Teen Suicide." <i>Backgrounder</i> . Ottawa, ON: Library of Parliament, 1990. <a href="http://dsp-psd.pwgsc.gc.ca/Collection-R/LoPBdP/BP/bp236-e.htm">http://dsp-psd.pwgsc.gc.ca/Collection-R/LoPBdP/BP/bp236-e.htm</a> .
Footnote form:	<sup>34</sup> Canada, Library of Parliament, Political and Social Affairs Division, Andrea Shaver, "Teen Suicide," <i>Backgrounder</i> (Ottawa, ON: Library of Parliament, 1990), <a href="http://dsp-psd.pwgsc.gc.ca/Collection-R/LoPBdP/BP/bp236-e.htm">http://dsp-psd.pwgsc.gc.ca/Collection-R/LoPBdP/BP/bp236-e.htm</a> .
Bibliographic form:	Canada. Indian and Northern Affairs Canada. <i>Report of the Royal Commission on Aboriginal Peoples</i> . Ottawa, ON: Indian and Northern Affairs Canada, 2006. <a href="http://www.collectionscanada.gc.ca/webarchives/20071115053257/http://www.ainc-inac.gc.ca/ch/rcap/sg/sgmm_e.html">http://www.collectionscanada.gc.ca/webarchives/20071115053257/http://www.ainc-inac.gc.ca/ch/rcap/sg/sgmm_e.html</a> .
Footnote form:	<sup>35</sup> Canada, Indian and Northern Affairs Canada, <i>Report of the Royal Commission on Aboriginal Peoples</i> (Ottawa, ON: Indian and Northern Affairs Canada, 2006), <a href="http://www.collectionscanada.gc.ca/webarchives/20071115053257/http://www.ainc-inac.gc.ca/ch/rcap/sg/sgmm_e.html">http://www.collectionscanada.gc.ca/webarchives/20071115053257/http://www.ainc-inac.gc.ca/ch/rcap/sg/sgmm_e.html</a> .

## Audio Visual Material (14.274-14.280)

Bibliographic form:	<i>Inside Boystown</i> . Directed by Louise Brown. Vancouver, BC: Poignant Productions Inc., 2002. VHS.
Footnote form:	<sup>36</sup> <i>Inside Boystown</i> , directed by Louise Brown (Vancouver, BC: Poignant Productions Inc., 2002), VHS.
Bibliographic form:	<i>The Blind Side</i> . Directed by John Lee Hancock. Burbank, CA: Warner Home Video, 2010. DVD.
Footnote form:	<sup>37</sup> <i>The Blind Side</i> , directed by John Lee Hancock (Burbank, CA: Warner Home Video, 2010), DVD.

### Online Multimedia

Bibliographic form:	Buchen, Charlotte. "Sufism Under Attack in Pakistan." <i>New York Times</i> video, 5:30. January 6, 2011. <a href="http://video.nytimes.com/video/2011/01/06/world/asia/1248069532117/sufism-under-attack-in-pakistan.html?scp=1&amp;sq=sufism%20under%20attack&amp;st=cse">http://video.nytimes.com/video/2011/01/06/world/asia/1248069532117/sufism-under-attack-in-pakistan.html?scp=1&amp;sq=sufism%20under%20attack&amp;st=cse</a> .
Footnote form:	<sup>38</sup> Charlotte Buchen, "Sufism Under Attack in Pakistan," <i>New York Times</i> video, 5:30, January 6, 2011, <a href="http://video.nytimes.com/video/2011/01/06/world/asia/1248069532117/sufism-under-attack-in-pakistan.html?scp=1&amp;sq=sufism%20under%20attack&amp;st=cse">http://video.nytimes.com/video/2011/01/06/world/asia/1248069532117/sufism-under-attack-in-pakistan.html?scp=1&amp;sq=sufism%20under%20attack&amp;st=cse</a> .

### CDs

Bibliographic form:	Horowitz, Vladimir. <i>The Last Recording</i> . Sony Classical SK 45818, 1990, compact disc. Recorded in 1989.
Footnote form:	<sup>39</sup> Vladimir Horowitz, <i>The Last Recording</i> , recorded in 1989, Sony Classical SK 45818, 1990, compact disc.

## Other Sources (14.226)

### Personal Communications

Personal communications (e-mail, interviews, letters, telephone communications for example) can be cited within the text or in a footnote. They are rarely included in the bibliography.

Footnote:	<sup>40</sup> Anastasia Morales, e-mail message to author, July 31, 2010.
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### Course Packs

- The Chicago Manual of Style, 16<sup>th</sup> ed. does not provide instructions on how to cite course packs. The following is just **one possible** format to follow. You need to use your own judgment. We suggest that you check with your instructor first.
- Treat the items in your course pack like articles or chapters in an edited book that are reprinted from another source. Use the name of the instructor as the editor. If the instructor's name is not given, use the department as the editor. Use the bookstore as the publisher and the date the course pack was issued as the date of publication. If there is no date of issue, use the current semester and year for the date of publication.

Author and Author. "Title of document." In Course Number Course Title, edited by Instructor, pp-pp.

Campus: Douglas College Bookstore, year of publication.

Bibliographic form:	Klein, Joseph and Anne Roberts."Recommendations for Care." In NURS 2190: Nursing Philosophical Issues Course Pack, edited by Sarah Kaye, 11-24. Coquitlam: Douglas College Bookstore, 2011.
Footnote form:	<sup>41</sup> Klein, Joseph and Anne Roberts."Recommendations for Care." In NURS 2190: Nursing Philosophical Issues Course Pack, edited by Sarah Kaye, 11-24. Coquitlam: Douglas College Bookstore, 2011.

### Pamphlets

Treat a pamphlet as you would a book.

Bibliographic form:	<i>Outsmarting Crime: A Guide to Safer Living</i> . Washington State Criminal Justice Training Commission, 1990.
Footnote form:	<sup>42</sup> <i>Outsmarting Crime: A Guide to Safer Living</i> (Washington State Criminal Justice Training Commission, 1990), 3.

## Secondary Source (One Source Quoted in Another) (14.273)

It is better to cite information from the original source. If the original source is not available, both the original and the secondary source must be listed.

Bibliographic form:	Rogers, John. "Theoretical Issues in the Study of Crime." <i>Criminology Review</i> 30, no. 2 (2006): 21. Quoted in Sara Townsend and Helen White. <i>Youth Justice</i> . New York: Random House, 2008, 56.
Footnote form:	<sup>43</sup> John Rogers, "Theoretical Issues in the Study of Crime," <i>Criminology Review</i> 30, no. 2 (2006): 21, quoted in Sara Townsend and Helen White, <i>Youth Justice</i> (New York: Random House, 2008), 56.