

# HUGS CMS Citation Guide

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**This citation guide has been designed to assist Carleton students in navigating Chicago Manual Style (CMS) citations. Carleton’s History Undergraduate Student Society intends for this guide to be used as an introductory resource for Carleton students. We hope you find it useful.**

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Paterson Hall, c. 1965. Carleton University Archives and Special Collections.

## Why cite?



Carleton University has severe penalties for plagiarism and the Department of History has issued the following policy:

All written work for... every History course must be untainted by plagiarism. The University Senate defines plagiarism as “to use and pass off as one’s own idea or product the work of another without expressly giving credit to another.” (Calendar, p. 50)

In an academic environment plagiarism is a serious offence, and it is not a matter that can be dealt with by an informal arrangement between the student and the instructor. In all cases where plagiarism is suspected, instructors are now required to notify their departmental Chair, and the Chair is in turn required to report the matter to the Associate Dean of the Faculty. The Associate Dean makes a formal investigation and then decides on an appropriate sanction. Penalties can range from a mark of zero for the plagiarized work, to a final grade of F for the course, to suspension from all studies, to expulsion from the University



“Notes on Writing a History Essay.” Carleton University Department of History. Accessed September 26, 2021. <https://carleton.ca/history/wp-content/uploads/history-essay-writing-guide.pdf>.



Carleton University, 2017.

## Notes & Bibliography Style

CMS's Notes & Bibliography style is the most common style of CMS citation. In N&B, the citation is shown outside of the main text either through footnotes (notes that appear at the bottom of each page) or endnotes (notes that appear at the bottom of the main text). In this format, authors have the option to add commentary to their citations.

## Author-Date Style

Author-Date Style is a less common subsection of CMS citation. It is typically only used for journal articles in the sciences and social sciences.

**This Citation Guide will focus exclusively on Notes & Bibliography Style citations. For questions on Author-Date Style citations, consult MacOdrum Library's Resources.**

"Chicago Style Citation Quick Guide." Chicago Manual of Style. Accessed June 12, 2021. [https://www-chicagomanualofstyle-org.proxy.library.carleton.ca/tools\\_citationguide/citation-guide-1.html#cg-website](https://www-chicagomanualofstyle-org.proxy.library.carleton.ca/tools_citationguide/citation-guide-1.html#cg-website).

# CMS citation format

## fonts

The standard font used in CMS is Times New Roman. However, it is sometimes acceptable to use other fonts as long as they are readable (eg. Calibri). Font size in CMS is typically set at 12, and the preferred font colour is black.

## spacing

When submitting essays or assignments in university, professors will usually indicate that they would like the work to be double-spaced. Double-spacing applies to the body of your written work while footnotes, block quotations, and bibliographies should all be single-spaced.

## resources

Carleton University allows students to access the official CMS website for information on citation styles. This website is a great resource for specific questions and is the authority in all things CMS. Access it here:

<https://www-chicagomanualofstyle-org.proxy.library.carleton.ca/help-tools/Resources-for-Students.html>



# How to cite a...

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## Book

### Footnotes

1. Firstname Lastname, *Title* (City of Publication: Publisher, Year), page#.

### Shortened Notes

1. Lastname, *Title*, page#.

### Bibliography

Lastname, Firstname. *Title*. City of Publication: Publisher, Year.

## Book Chapter

### Footnotes

1. Firstname Lastname, "Chapter Title," in *Book Title*, ed. Editor Name (City of Publication: Publisher, Year), page#.

### Shortened Notes

1. Lastname, "Chapter Title," page#.

### Bibliography

Lastname, Firstname. "Chapter Title." In *Book Title*, edited by Editor Name, page # of chapter. City of Publication: Publisher, Year.

## Translated Book

### Footnotes

1. Firstname Lastname, *Title*, trans. Translator Name (City of Publication: Publisher, Year), page#.

### Shortened Notes

1. Lastname, *Title*, page#.

### Bibliography

Lastname, Firstname. *Title*. Translated by Translator Name. City of Publication: Publisher, Year.

# How to cite a...

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## Journal Article

### Footnotes

1. Firstname Lastname, "Article Title," *Journal Title* volume, no. # (Month Year): page#.

### Shortened Notes

1. Lastname, "Article Title," page#.

### Bibliography

Lastname, Firstname. "Article Title." *Journal Title* volume, no # (Month Year): page#. Url.

## e-Book

### Footnotes

1. Firstname Lastname, *Title* (City of Publication: Publisher, Year), page#, url.

### Shortened Notes

1. Lastname, *Title*, page#.

### Bibliography

Lastname, Firstname. *Title*. City of Publication: Publisher, Year. Online Platform/url.

## News/Magazine Article

### Footnotes

1. Firstname Lastname, "Article Title," *Name of Newspaper*, Month, Day, Year, page#.

### Shortened Notes

1. Lastname, "Article Title," page#.

### Bibliography

Lastname, Firstname. "Article Title." *Title of Newspaper*, Month Day, Year. Url.

# How to cite a...

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## Book Review

### Footnotes

1. Firstname Lastname, "Title of Review," review of *Book Title*, by Book Author's Name, Publisher, Year, page# (if applicable).

### Shortened Notes

1. Lastname, "Title of Review."

### Bibliography

Lastname, Firstname. "Article Title." Review of *Book Title*, by Book Author's Name. Publisher, Year.

## Oral History

### Footnotes

1. Speaker's Firstname Speaker's Lastname, interview by Listener's Name, Date, in Location, Format (eg. CD), Archive/Source/Publisher.

### Shortened Notes

1. Speaker's Lastname, interview by Listener's Name.

### Bibliography

Speaker's Lastname, Speaker's Firstname. Interview by Listener's Name. Date, in Location. Format (eg. CD). Archive/Source/Publisher.

## Photo/Painting

### Footnotes

1. Firstname Lastname, *Title*, Date, medium, Height in cm x Width in cm (Height in inches x Width in Inches), location.

### Shortened Notes

1. Lastname, *Title*.

### Bibliography

Lastname, Firstname. *Title*. Date. Height in cm x Width in cm (Height in inches x Width in Inches). Location.



# How to cite an...

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## Interview

### Footnotes

1. Interviewee's Firstname Interviewee's Lastname, "Title of Interview," interview by Interviewer's Name, Title of Show, Publisher/Broadcast Company, Date, Timestamp, url.

### Shortened Notes

1. Interviewee's Lastname, interview.

### Bibliography

Interviewee's Lastname, Interviewee's Firstname. "Title of Interview." Interview by Interviewer's Name. Title of Interview's Show, Publisher/Broadcast Company, Date. Url.

## Website content

### Footnotes

1. Firstname Lastname, "Title of Web Page," Name of Website, Publisher, Publication Date, access date if no other date is available, URL.

### Shortened Notes

1. Lastname, "Title of Web Page."

### Bibliography

Lastname, Firstname. "Title of Web Page." Name of Website. Publisher, Publication Date. Access date if no other date is available. URL.

## Artifact

### Footnotes

1. Identification of item, Name of collection, Name of Archive, Location.

### Shortened Notes

1. Identification of item, Name of collection.

### Bibliography

Name of collection, Name of Archive, Location.

# How to cite a...

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## Tweet/Social Media Post

### Footnotes

1. Firstname Lastname (Screen name), "Post text," Social Media Service, Format/Medium, Publication Date, Timestamp (if applicable), URL.

### Shortened Notes

1. Lastname (if none, Screen name), "Post text."

### Bibliography

Lastname, Firstname (Screen name). "Post text". Social Media Service, Format/medium, Publication Date, Timestamp (if applicable). URL.

## Podcast

### Footnotes

1. Firstname Lastname, "Episode Title," Date, in Podcast Title, produced by Producer, podcast, type of audio (eg. MP3 Audio), Timestamp, url.

### Shortened Notes

1. Lastname, "Episode Title."

### Bibliography

Lastname, Firstname. "Episode Title." Produced by Producer. Podcast Title. Date. Podcast, type of audio (eg. MP3 Audio), Timestamp. Url.

## Thesis/Dissertation

### Footnotes

1. Firstname Lastname, "Title," (PhD/MA/BA/etc. diss., University Name, Year), page#.

### Shortened Notes

1. Lastname, "Title," page#.

### Bibliography

Lastname, Firstname. "Title." PhD/MA/BA/etc. diss., University Name, Year.

# How to cite a...

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## Statue/Monument

### Footnotes

1. Firstname Lastname, *Title*, Date, medium, Height in cm x Width in cm x Depth in cm (Height in inches x Width in Inches x Depth in inches), location.

### Shortened Notes

1. Lastname, *Title*.

### Bibliography

Lastname, Firstname. *Title*. Date. Height in cm x Width in cm x Depth in cm (Height in inches x Width in Inches x Depth in cm). Location.

## Lecture

### Footnotes

1. First Name Last Name, "Name of lecture," Class Lecture, Name of Course from Name of University, City, Date Conducted.

### Shortened Notes

1. Lastname, "Name of lecture."

### Bibliography

Last Name, First Name. "Name of lecture." Class Lecture, Name of Course from Name of University, City, Date Conducted.

## Archival Source

Information on how to best cite archival sources varies. More information can be found via this link: <https://carleton.ca/records/citation-guide/#chicago>

# Citation questions

## Missing information

If there is a missing piece of information in your citation (eg. no author), it is standard practice to leave that section of the citation out. If no date is present, it is common to use the abbreviation "n.d." (no date) in place of a date. Similarly, "n.p." (no publisher) can be used in place of a missing publisher or publishing location.

## Too many authors

When there are many authors of a text, it is standard to use the phrase "et. al." instead of writing every author's name. For a footnote, et. al. is used for 4+ names. For a bibliography, et. al. is used for 10+ names. The first author's name is the one used before the et al. Standard "Lastname, Firstname" or "Firstname Lastname" format remains the same.

## Non-Latin spellings

If an author or title begins with a letter not used in the Latin/Roman alphabet (eg. Þorsteinn Kristinnsson) it can pose a difficult situation for alphabetization. In situations where the first letter is not able to be placed in alphabetical order, it is typically placed at the bottom of the citation list.

Note: instructions on this vary, so be sure to check with your professor about their preferred method.

**Have a question we didn't answer? Contact the MacOdrum Library for guidance: <https://library.carleton.ca/contact>**

## ABOUT US

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The Carleton University History Undergraduate Society (HUgS) is dedicated to those passionate about history. HUgS is a social and academic club run by and for undergraduate students at Carleton who are enthusiastic about history and want to talk and mingle with other like-minded history buffs. Regular events and online chats allow you the opportunity to discuss essays, class work, and your historical interests in general with our HUgS executives and fellow history fanatics.

HUgS always welcomes new members. All levels of interest and experience in history are welcome. Feel free to email us at [carletonhugs@gmail.com](mailto:carletonhugs@gmail.com) or reach out on social media (as seen on the cover page of this citation guide) for more information.

## BIBLIOGRAPHY

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