

# Sierra Writing Center



## Term Paper Handbook for Chicago (Turabian) Style 2018 Update

## Contents

The Chicago Manual of Style Research Paper .....	1
Title Page .....	1
First Page .....	1
Pagination.....	1
Quoting and Blocking .....	5
Endnotes or Footnotes.....	7
Bibliography Format.....	11
CMS Documentation Models for Notes and Bibliography .....	13
Book with one author: .....	13
Book with an organization as author: .....	13
Book with multiple authors:.....	14
Book in a multivolume work: .....	14
E-Book online (no page numbers):.....	15
E-Book on a database, e-reader, or app: .....	16
Chapter or section of a book:.....	16
Pamphlet: .....	17
Encyclopedia article or dictionary definition: .....	17
Encyclopedia article or dictionary definition online: .....	17
Scholarly journal article:.....	18
Scholarly journal article online:.....	18
Scholarly journal article on a database: .....	19
Magazine article: .....	19
Magazine article online: .....	20
Magazine article on a database: .....	20
Newspaper article: .....	21
Newspaper article online (no author):.....	21
Newspaper article on a database:.....	22
Web page: .....	22
Web page with no author: .....	23
Blog:.....	24
Videos.....	24

DVD:.....	24
Video online: .....	25
Bibliography example (if necessary): .....	25
Work of art: .....	25
Interview by the author or personal communication:.....	26
Government Documents.....	26
Law: .....	26
Legal case (Supreme Court): .....	27
US Constitution: .....	27
<b>FOR MORE INFORMATION.....</b>	<b>28</b>
<b>CONTACT THE WRITING CENTER .....</b>	<b>28</b>
<b>VISIT THE WRITING CENTER WEB PAGE .....</b>	<b>28</b>
<b>TO DOWNLOAD THIS TERM PAPER HANDBOOK .....</b>	<b>28</b>
<b>TO MAKE AN APPOINTMENT WITH THE WRITING CENTER .....</b>	<b>28</b>

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This handbook includes updated formats from the *A Manual for Writers of Term Papers, Theses, and Dissertations*, 9th edition, by Kate L. Turabian and from *The Chicago Manual of Style*, 17<sup>th</sup> edition.

**Cover Art Sources:**

[Frederick Douglass] / C.F. Conly Photographer, 465 Washington St., Boston., between 1880 and 1890, online photograph, Library of Congress, Washington, D.C., accessed August 8, 2020, <https://www.loc.gov/item/2018651422/>. Adapted from portrait by George Kendall Warren taken in 1876.

[*Gardner portrait of Lincoln.*], 1863, online photograph, Library of Congress, Washington, D.C., accessed September 5, 2018, <https://www.loc.gov/item/scsm000793/>. Adapted from photograph by Alexander Gardner.

[*Susan B. Anthony*], between 1915 and 1920, online photograph, Library of Congress, Washington, D.C., accessed August 11, 2020, <https://www.loc.gov/item/2014710282/>.

*Wikipedia: The Free Encyclopedia*, s.v. "File:Flag of the United States (1865-1867).svg," accessed September 5, 2018, [https://en.wikipedia.org/wiki/File:Flag\\_of\\_the\\_United\\_States\\_\(1865-1867\).svg](https://en.wikipedia.org/wiki/File:Flag_of_the_United_States_(1865-1867).svg).

# THE CHICAGO MANUAL OF STYLE RESEARCH PAPER

Some important aspects of the *Chicago Manual of Style* (CMS) are exemplified in the following sample pages of a student's research paper. The CMS style is often required for research papers in history and for instructors who favor this style in other disciplines. This handbook contains formats from *The Chicago Manual of Style*, 17<sup>th</sup> edition (2017), and Turabian's *A Manual for Writers of Term Papers, Theses, and Dissertations*, 9<sup>th</sup> edition (2018).

## Title Page

Begin a CMS paper with a title page. Center and double-space the title about one-third of the way down the page. About two-thirds down the page, in upper and lower case, put your name, course, and date as shown on page 2. Your instructor's name may go above the date; check with your instructor for alternative title page preferences.

**The Vietnam Conflict:**

**Liberty or Death**

**Erika Terrassa**

**History 35: Historical Reasoning**

**December 12, 2000**

## **First Page**

Double-space all text and indent all paragraphs consistently with one-inch margins on all sides. (See the examples on pages 4, 6, and 9.)

## **Pagination**

Number all pages except for the title page with Arabic numerals. Type the page numbers in a header in the upper right corner. (You may center the page numbers in a footer at the bottom of the page instead, but you must be consistent.)

The United States of America was founded on liberty and justice for all. With a mighty military and strong capitalist economic structure, we stand for tolerance, fairness, and freedom. These views, shared by most Americans, make it difficult to look at history and learn lessons from our mistakes. One such mistake was the Vietnam War, a long and costly struggle, not only for freedom and democracy but also for capitalism.

In 1945, the Second World War, which had catapulted America from the Great Depression to the most powerful country in the world, was ending. For thousands of years, Vietnam, a small country bordering China, had been threatened by outside aggressors: China traditionally, then French colonizers, and finally Japan in World War II. The leader known as Ho Chi Mien had been educated in Europe and was a communist. Gabriel Kolko describes him as "the only important true organizational Leninist to emerge from the international communist movement."<sup>1</sup> At first, the United States and Ho Chi Mien had similar interests in routing the Japanese from Vietnam. Ho Chi Mien desperately needed American financial help to gain the independence of his country. He was not to get it; America had other priorities.

After World War II, the new perceived threat to a secure free world was communism. The United States did not consider conflicts as local; instead, they were seen as attempts at a greater communist takeover. President Truman believed that diplomatic compromise would be ineffective. He argued the Munich analogy, that when France and England made concessions in Munich to Germany before World War II, they actually invited later aggression, which he felt demonstrated that free nations could not compromise with aggressors.<sup>2</sup> Therefore, the United

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<sup>1</sup>Gabriel Kolko, *Anatomy of a War: Vietnam, the United States, and the Modern Historical Experience* (New York: Pantheon Books, 1985), 23.

<sup>2</sup>Jeffrey Kimball, ed., *To Reason Why: The Debate about the Causes of U.S. Involvement in the Vietnam War* (New York: McGraw-Hill Publishing, 1990), 6.



## Quoting and Blocking

When you copy exact words that you find in a text, even just a few words, you must use quotation marks (" "). You must copy the passage precisely as it appears and give credit to the author in the form of a raised (superscript)<sup>1</sup> number. The number will correspond to a footnote or endnote. (Study the examples of quotations on pages 4, 6, and 9; read the explanation of endnotes and footnotes on pages 7-8.)

For passages of five or more lines, use the block quotation method. Single-space blocked quotations, indenting the whole quotation a half inch from the left margin and removing the quotation marks. Leave one blank line before and after a blocked quotation.

When you use a quotation of an indirect source—that is, your source has quoted from another source—you must include the name of the original speaker or writer of the quotation *and* cite the source where you found it. The original speaker or writer of the words may be identified in the sentence and must be cited in the footnote or endnote.

States had to intervene, and this approach became known as the Truman Doctrine.<sup>3</sup> Vietnam was nothing more than a pawn in a greater world struggle.

The reasoning for continuing involvement changed only slightly with each new president and administration. President Eisenhower gave economic reasons for continuing the war:

Both naturally and logically, references to tin, rubber, rice, copra, iron ore, tungsten, and oil were integral to American policy considerations from the inception. As long as he was President, Eisenhower never forgot his country's dependence on the importation of raw materials and the need to control their sources.... Always implicit in the doctrine was the assumption that the economic riches of the neighbors of the first domino, whether Greece or Indochina, were essential.<sup>4</sup>

These economic concerns were involved with the Domino Theory, which President Eisenhower and his successors embraced: "The fall of Indochina would undoubtedly lead to the fall of the other mainland states of Southeast Asia."<sup>5</sup> The United States intended to do everything in its power to stop the communist uprising in Vietnam as the first step in stopping uprisings everywhere else.

Over time, these arguments were refined. President Kennedy also saw the threat of communism to world capitalism. "The Kennedy administration...expressed particular concern with the dual threat of Chinese aggression and wars of national liberation."<sup>6</sup> He saw the Vietnam Conflict as a struggle for political freedom and economic liberty. His administration promoted continued involvement in the lengthening conflict as an idealistic mission. We were protecting a weaker country in its fight for freedom. Although each president inherited an increasingly difficult level of involvement from his predecessor, President Johnson was faced with the Gulf of

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<sup>3</sup> Kolko, *Anatomy*, 74.

<sup>4</sup> Kolko, *Anatomy*, 76-77.

<sup>5</sup> *The Pentagon Papers: The Defense Department History of United States Decisionmaking on Vietnam* (Boston: Beacon Press, 1971), 1:187, quoted in Kolko, 75.

<sup>6</sup> Kimball, *To Reason Why*, 7.

## Endnotes or Footnotes

Whenever you include information in your paper from another source, you must give credit to that source. The *Chicago Manual of Style* (CMS) format uses citations in three places: 1) in superscript numbers next to each quoted or paraphrased sentence, 2) either at the end of the paper (**endnotes**) or at the bottom of the page (**footnotes**), and 3) in the bibliography at the end of the paper. Sources referenced in an endnote or footnote are also included in the **bibliography** at the end of the paper. This format uses a raised (superscript)<sup>1</sup> numeral in consecutive order at the end of every sentence where you quoted or paraphrased a source.

### Example of a raised numeral (superscript) at the end of a quote:

Martin Luther King, Jr., said, “Every man must decide whether he will walk in the light of creative altruism or the darkness of destructive selfishness.”<sup>1</sup>

The same number must introduce the corresponding **endnote** or **footnote**. Endnotes are all of your notes on a separate sheet at the end of the paper under the title **NOTES** (not bold), in all capital letters with two blank lines afterwards. Endnotes are single-spaced with one blank line between notes. (Study the example on page 10 with the corresponding superscript numbers on page 9.)

If you use footnotes, the note numbers on each page of your paper must correspond to the footnotes at the bottom of that same page below a short line. Some computer programs, such as Microsoft Word, can automatically set up the spacing and superscript numbers for footnotes. *When possible, examine how your software works before writing citations because some programs require that you put the footnotes in as you write.* Footnotes are single-spaced with double spaces between them. (See the examples at the bottom of pages 4 and 6.)

**Note Forms.** Use the complete citation the first time you refer to a source, but you may use the short form for subsequent references to the same source.

### Example of the first endnote or footnote on a source:

1. Gabriel Kolko, *Anatomy of a War: Vietnam, the United States, and the Modern Historical Experience* (New York: Pantheon Books, 1985), 23.

If you cite the same work consecutively, use the author’s name followed by the title (shortened to four words or fewer) and page number.

### Example of consecutive notes:

2. Kolko, *Anatomy*, 69.

Use the shortened form for all citations of a source after the first one.

**Two or Three Authors.** List all the authors with *and* (not italicized) before the last author's name. Do not use a comma between two authors' names, but use commas to separate three authors' names. In short notes, use all the authors' last names.

**Examples of two or three authors:**

7. Albert C. Baugh and Thomas Cable, *A History of the English Language*, 4th ed. (Boston: Pearson, 2013), 351.

9. Baugh and Cable, *English Language*, 354.

4. Fisher, Kopelman, and Schneider, *Beyond Machiavelli*, 108.

**Four or More Authors.** Give the first author's name and the words *et al.* (and others).

**Example of four or more authors:**

14. Richard B. Rice et al., *The Elusive Eden: A New History of California*, 4th ed. (Boston: McGraw-Hill, 2011), 463.

**No Author.** If there is no author, start the citation with the title.

**Example of an article with no author:**

17. "Pivotal Moments from Past Thanksgivings," *Sacramento Bee*, November 28, 2013.

**Editor.** If a work has an editor instead of an author, follow the editor's name with the abbreviation *ed.* (plural *eds.*) (not italicized). Do not use *ed.* in subsequent short citations.

**Example of an editor:**

2. Jeffrey Kimball, ed., *To Reason Why: The Debate about the Causes of U.S. Involvement in the Vietnam War* (New York: McGraw-Hill, 1990), 7.

**Quotation of a Quotation.** If you cite a quotation in a secondary source (someone else is quoted in your source), you must cite both sources in your footnote or endnote, as well as in the bibliography at the end of the paper, using the expression *quoted in* (not italicized) preceded by a comma. Put the original source of the quotation first.

**Example of a quotation in a secondary source:**

12. W.J. Kaspro and R. Rosenheck, "Mortality among Homeless and Nonhomeless Mentally Ill Veterans," *Journal of Nervous and Mental Disease* 188, no. 3 (2000): 141, quoted in Craig S. Rosen et al., "Substance Abuse-Related Mortality among Middle-Aged Male VA Psychiatric Patients," *Psychiatric Services* 59, no. 3 (March 2008): 290-296, <http://dx.doi.org/10.1176/appi.ps.59.3.290>.

The United States of America was founded on liberty and justice for all. With a mighty military and strong capitalist economic structure, we stand for tolerance, fairness, and freedom. These views, shared by most Americans, make it difficult to look at history and learn lessons from our mistakes. One such mistake was the Vietnam War, a long and costly struggle, not only for freedom and democracy but also for capitalism.

In 1945, the Second World War, which had catapulted America from the Great Depression to the most powerful country in the world, was ending. For thousands of years, Vietnam, a small country bordering China, had been threatened by outside aggressors: China traditionally, then French colonizers, and finally Japan in World War II. The leader known as Ho Chi Mien had been educated in Europe and was a communist. Gabriel Kolko describes him as “the only important true organizational Leninist to emerge from the international communist movement.”<sup>1</sup> At first, the United States and Ho Chi Mien had similar interests in routing the Japanese from Vietnam. Ho Chi Mien desperately needed American financial help to gain the independence of his country. He was not to get it; America had other priorities.

After World War II, the new perceived threat to a secure free world was communism. The United States did not consider conflicts as local; instead, they were seen as attempts at a greater communist takeover. President Truman believed that diplomatic compromise would be ineffective. He argued the Munich analogy, that when France and England made concessions in Munich to Germany before World War II, they actually invited later aggression, which he felt demonstrated that free nations could not compromise with aggressors.<sup>2</sup> Therefore, the United States had to intervene in countries where there was a communist insurgency. This approach became known as the Truman Doctrine.<sup>3</sup> Vietnam was nothing more than a pawn in a greater world struggle. The reasoning for continuing involvement changed only slightly with each new

## NOTES

1. Gabriel Kolko, *Anatomy of a War: Vietnam, the United States, and the Modern Historical Experience* (New York: Pantheon Books, 1985), 23.
2. Jeffrey Kimball, ed., *To Reason Why: The Debate about the Causes of U.S. Involvement in the Vietnam War* (New York: McGraw-Hill, 1990), 6.
3. Kolko, *Anatomy*, 74.
4. Kolko, *Anatomy*, 76-77.
5. *The Pentagon Papers: The Defense Department History of United States Decisionmaking on Vietnam* (Boston: Beacon Press, 1971), 1:187, quoted in Kolko, 75.
6. Kimball, *To Reason Why*, 7.
7. "The Gulf of Tonkin Resolution, August 7, 1964," in *Vietnam: A History in Documents*, ed. Gareth Porter (New York: New American Library, 1981), 287.
8. Kimball, *To Reason Why*, 13.
9. Kimball, *To Reason Why*, 12.
10. Kolko, *Anatomy*, 113.
11. Chris Trueman, "The Causes of the Vietnam War," History Learning Site, accessed November 30, 2000, [http://www.historylearningsite.co.uk/causes\\_vietnam\\_war.htm](http://www.historylearningsite.co.uk/causes_vietnam_war.htm).
12. Jefferson P. Marquis, "The Other Warriors: American Social Science and Nation Building in Vietnam," *Diplomatic History* 24, no. 1 (Winter 2000): 79, JSTOR.
13. Alan Brinkley, *American History: A Survey*, vol. 2, *Since 1865* (New York: McGraw-Hill, 1995), 842.
14. Trueman, "Causes."
15. Alan Brinkley, *The Unfinished Nation: A Concise History of the American People*, vol. 2, 2<sup>nd</sup> ed. (New York: Knopf, 1997), 97.
16. Brinkley, *Unfinished Nation*, 98.
17. *The Ten Thousand Day War*, produced by Michael McClear, written by Peter Arnett (Canadian Broadcasting Corporation, 1980), DVD.
18. "Gulf of Tonkin," 287.
19. Robert Griffith, ed., *Major Problems in American History since 1945: Documents and Essays* (Lexington, MA: Heath, 1992), 45.

## Bibliography Format

The CMS bibliography appears at the end of the paper and lists alphabetically sources cited or used in your paper. Note the following characteristics of the bibliography page:

1. The following types of sources do not have to be listed in the bibliography, even though a note is included: sacred texts, including the Bible; common dictionaries and encyclopedias; pamphlets; interviews conducted by the student; artworks, performances, videos, and broadcasts; web pages and blogs; the Constitution and law cases; and newspaper articles that are not central to the paper.
2. The title BIBLIOGRAPHY is centered and in all caps. Leave two blank lines under the title but do not put it in bold, underline it, or quote it. (Alternatively, and perhaps more accurately, the CMS style accepts the headings WORKS CITED or SOURCES CONSULTED for all works cited and/or consulted in the paper).
3. Each entry is single-spaced with one blank line between entries.
4. The first line of each entry is at the left margin, and any run-over lines are indented a half inch.
5. Entries are listed in alphabetical order by
  - author's last name, or
  - title, if the source does not have an author. Ignore the articles *a*, *an*, and *the* when alphabetizing.
6. For sources by more than one author, write out the names of all the authors (or editors). The first author's or editor's name should be inverted (last name, first name). Write the rest of the names in the normal order (first name last name). Put the word *and* (no italics) preceded by a comma before the final name in the list. If there are two authors or editors, write the word *and* with a comma between the names.
7. When listing more than one work by the same author, before the second work, use three dashes (or six hyphens) and a period in place of the author's name (see Brinkley on the sample bibliography page). You may arrange these entries either in alphabetical order by title or by publication date. Use a line in place of the author(s) only if two or more sources have exactly the same authors.
8. Although the bibliography entries are similar to the footnote or endnote entries, pay attention to the differences, such as the use of periods instead of commas between the main parts of each entry. Study and compare the note and bibliography examples, asking your instructor or a Writing Center staff member for further clarification.

## BIBLIOGRAPHY

- Brinkley, Alan. *American History: A Survey*. Vol. 2, *Since 1865*. 9<sup>th</sup> ed. New York: McGraw-Hill, 1995.
- . *The Unfinished Nation: A Concise History of the American People*. Vol. 2, *From 1865*. 2<sup>nd</sup> ed. New York: Knopf, 1997.
- Griffith, Robert, ed. *Major Problems in American History since 1945: Documents and Essays*. Lexington, MA: D.C. Heath, 1992.
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- Trueman, Chris. "The Causes of the Vietnam War." History Learning Site. Accessed November 30, 2000. [http://www.historylearningsite.co.uk/causes\\_vietnam\\_war.htm](http://www.historylearningsite.co.uk/causes_vietnam_war.htm).
- Vietnam: A Television History*. Episode 5, "America Takes Charge: 1965-1967." Aired October 25, 1983, on PBS. WGBH Boston Video, 1997. DVD.



## CMS DOCUMENTATION MODELS FOR NOTES AND BIBLIOGRAPHY

### Book with one author:

Look on the title page of the book for the place of publication and the publishing company. Use the first city if more than one is listed. The year of publication is the most recent copyright date found on the back of the title page.

#### Note example:

##### Format:

Number. Author's First Name Last Name, *Title: Subtitle* (Place of Publication: Publishing Company, Year), Page(s).

##### Example:

1. Dee Brown, *Bury My Heart at Wounded Knee: An Indian History of the American West* (Toronto: Bantam Books, 1970), 249.

#### Bibliography example:

##### Format:

Author's Last Name, First Name. *Title: Subtitle*. Place of Publication: Publishing Company, Year.

##### Example:

Brown, Dee. *Bury My Heart at Wounded Knee: An Indian History of the American West*. Toronto: Bantam Books, 1970.

### Book with an organization as author:

#### Note example:

##### Format:

Number. Author, *Title* (Place of Publication: Publishing Company, Year), Page.

##### Example:

1. Wheatland Historical Society, *The Wheatland Hop Riots* (Wheatland, CA: Wheatland Historical Society, 2013), 18.

#### Bibliography example:

##### Format:

Author, *Title*. Place of Publication: Publishing Company, Year.

**Example:**

Wheatland Historical Society. *The Wheatland Hop Riots*. Wheatland, CA: Wheatland Historical Society, 2013.

**Book with multiple authors:**

When listing more than one author in the bibliography, only the first author's name is inverted (last name, first name). Other authors' names are written in the normal order (first name last name). If there are two or three authors, give all their names in both the note and bibliography (see the first scholarly journal article below). If there are four or more authors, in the note, give only the first author followed by *et al.* (meaning "and others").

**Note example (four or more authors):****Format:**

Number. First Author First Name Last Name et al., *Title: Subtitle*, Edition. (Place of Publication: Publishing Company, Year), Page.

**Example:**

14. Richard B. Rice et al., *The Elusive Eden: A New History of California*, 4th ed. (Boston: McGraw-Hill, 2011), 463.

**Bibliography example (four or more authors):****Format:**

First Author's Name Last, First, Other Authors' First and Last Names, *Title: Subtitle*. Edition. Place of Publication: Publishing Company, Year.

**Example:**

Rice, Richard B., William A. Bullough, Richard J. Orsi, and Mary Ann Irwin, *The Elusive Eden: A New History of California*. 4th ed. Boston: McGraw-Hill, 2011.

**Book in a multivolume work:****Note example:****Format:**

Number. Author First Name Last Name, *Title: Subtitle*, Volume, Edition. (Place of Publication: Publishing Company, Year), Page.

**Example:**

1. Alan Brinkley, *The Unfinished Nation: A Concise History of the American People*, vol. 2, *From 1865*, 7<sup>th</sup> ed. (Boston: McGraw-Hill, 2014), 97.

**Bibliography example:****Format:**

Author's Name Last, First. *Title: Subtitle*. Volume. Edition. Place of Publication: Publishing Company, Year.

**Example:**

Brinkley, Alan. *The Unfinished Nation: A Concise History of the American People*. Vol. 2, *From 1865*. 7<sup>th</sup> ed. Boston: McGraw-Hill, 2014.

**E-Book online (no page numbers):**

Follow the same general form as citations of printed books followed by the Internet address. If a place of publication is not given, it may be omitted. Include the publication date or last update; if no such date is given, provide your access date (see example for encyclopedia article online). If the pages are not numbered, use the chapter or other section number in the note.

**Note example:****Format:**

Number. Author First Name Last Name, *Title: Subtitle*, (Publisher, Publication Date or Last Update), Chapter or Section, Internet Address.

**Example:**

7. Frederick Douglass, *Narrative of the Life of Frederick Douglass* (Project Gutenberg, last updated November 4, 2012), chap. IV, <http://www.gutenberg.org/files/23/23-h/23-h.htm>.

**Bibliography example:****Format:**

Author's Name Last, First. *Title*. Publisher. Publication Date or Last Update. Internet Address.

**Example:**

Douglass, Frederick. *Narrative of the Life of Frederick Douglass*. Project Gutenberg. Last updated November 4, 2012. <http://www.gutenberg.org/files/23/23-h/23-h.htm>.

### **E-Book on a database, e-reader, or app:**

Follow the same general form as citations of printed books followed by the name of the database (EBSCOhost, JSTOR, etc.) or the format of the e-reader or app (Kindle, E-pub, etc.).

### **Note example (with multiple authors):**

#### **Format:**

Number. Author First Name Last Name et al., *Title: Subtitle*, (Place of Publication: Publishing Company, Year), Page, Database or Format.

#### **Example:**

12. José Luis de Rojas et al., *Tenochtitlan: Capital of the Aztec Empire* (Gainesville: University Press of Florida, 2012), 23, EBSCOhost.

### **Bibliography example (with multiple authors):**

#### **Format:**

Author's Name Last, First, Other Authors' First and Last Names. *Title: Subtitle*. Place of Publication: Publishing Company, Year. Database or Format.

#### **Example:**

Rojas, José Luis de, John Wayne Janusek, Marilyn A. Masson, and Michael Ernest Smith. *Tenochtitlan: Capital of the Aztec Empire*. Gainesville: University Press of Florida, 2012. EBSCOhost.

### **Chapter or section of a book:**

A preface, foreword, introduction, chapter, appendix, or similar part of a book begins with the author of the specific part followed by its title in quotation marks. The author or editor of the whole book is given only if different from the author of the part. In the bibliography, give the pages of the whole chapter after the editor's name.

### **Note example:**

#### **Format:**

Number. Author First Name Last Name, "Chapter Title," in *Book Title: Subtitle*, ed. Editors' First and Last Names (Place of Publication: Publishing Company, Year), Page.

#### **Example:**

1. Elizabeth C. Stanton, "The Seneca Falls Declaration," in *Exploring America: Perspectives on Critical Issues*, ed. Harvey Minkoff and Evelyn Melamed (Fort Worth: Harcourt Brace College Publishers, 1995), 182.

### **Bibliography example:**

#### **Format:**

Author's Name Last, First. "Chapter Title." In *Book Title: Subtitle*, edited by Editors' First and Last Names, Pages of Chapter. Place of Publication: Publishing Company, Year.

#### **Example:**

Stanton, Elizabeth C. "The Seneca Falls Declaration." In *Exploring America: Perspectives on Critical Issues*, edited by Harvey Minkoff and Evelyn Melamed, 180-186. Fort Worth: Harcourt Brace College Publishers, 1995.

### **Pamphlet:**

A pamphlet that has a publisher should be treated as a book. Titles of *unpublished* material are put in quotation marks. Pamphlets do not have to be listed in the bibliography.

### **Encyclopedia article or dictionary definition:**

For common reference works, including well-known encyclopedias and dictionaries, omit the authors, editors, and most publishing information. (If not well known, use the format for chapter or section of a book.) Do not give the page number if the book is organized alphabetically. Put the article title or the word you looked up after the abbreviation s.v. (meaning *sub verbo*, "under the word"). Use lower case for the article title or word, except proper nouns, which always begin with capital letters. A bibliography entry is not usually required for well-known reference books.

#### **Note example:**

#### **Format:**

Number. Reference Book Title, Edition, (Year), s.v. "Word or Article Title."

#### **Example:**

1. *Merriam-Webster's Collegiate Dictionary*, 11th ed. (2008), s.v. "Californio."

### **Encyclopedia article or dictionary definition online:**

Include the date the article was revised or your access date. A bibliography entry is not usually required.

#### **Note example:**

#### **Format:**

Number. *Encyclopedia Title*, s.v. "Article Title," Access Date or Revision Date, Internet Address.

**Example:**

8. *Encyclopædia Britannica Online*, s. v. "papyrology," accessed July 17, 2013, <http://www.britannica.com/EBchecked/topic/442259/papyrology>.

**Scholarly journal article:**

**Note example (with three authors):**

**Format:**

Number. Authors' First Names Last Names, "Article Title," *Journal Title* Volume, Issue (Date): Page.

**Example:**

1. Michele C. Henderson, M. Gregory Oakes, and Marilyn Smith, "What Plato Knew about Enron," *Journal of Business Ethics* 86, no. 4 (Spring 2008): 470.

**Bibliography example (with three authors):**

**Format:**

Author's Name Last, First., Other Authors' First and Last Names. "Article Title." *Journal Title* Volume, Issue (Date): Pages.

**Example:**

Henderson, Michele C., M. Gregory Oakes, and Marilyn Smith. "What Plato Knew about Enron." *Journal of Business Ethics* 86, no. 4 (Spring 2008): 463-471.

**Scholarly journal article online:**

Cite like a print journal article, and add the Internet address recommended on the website (sometimes called a permalink or stable URL), if one is given. If the article has a digital object identifier (DOI) number, copy the following Internet address <http://dx.doi.org/> and add the DOI to the end of it.

**Note example:**

**Format:**

Number. Author's First Name Last Name, "Article Title," *Journal Title* Volume, Issue (Date): Internet Address DOI Number.

**Example:**

19. Martyn Lyons, "New Directions in the History of Written Culture," *Culture and History Digital Journal* 1, no. 2 (2012), <http://dx.doi.org/10.3989/chdj.2012.v1.i2>.

### **Bibliography example:**

#### **Format:**

Author's Name Last, First. "Article Title." *Journal Title* Volume, Issue (Date). Internet Address.

#### **Example:**

Lyons, Martyn. "New Directions in the History of Written Culture." *Culture and History DigitalJournal* 1, no. 2 (2012). <http://dx.doi.org/10.3989/chdj.2012.v1.i2>.

### **Scholarly journal article on a database:**

Cite an article found in a database like the printed source. Add the name of the database at the end. However, if an Internet address is provided (permalink or stable URL) or the article has a digital object identifier (DOI) number, use it instead (see scholarly journal article online).

#### **Note example:**

#### **Format:**

Number. Author's First Name Last Name, "Article Title," *Journal Title* Volume, Issue (Date): Page, Database.

#### **Example:**

7. John Lowe, "Joaquin Murieta, Mexican History, and Popular Myths of Freedom," *Journal of Popular Culture* 35, no. 2 (Fall 2001): 27, EBSCOhost.

### **Bibliography example:**

#### **Format:**

Author's Name Last, First. "Article Title." *Journal Title* Volume, Issue (Date): Pages. Database.

#### **Example:**

Lowe, John. "Joaquin Murieta, Mexican History, and Popular Myths of Freedom." *Journal of Popular Culture* 35, no. 2 (Fall 2001): 25-39. EBSCOhost.

### **Magazine article:**

While the note includes the specific page number of the material that is cited, the bibliography does not include the page numbers of the whole article.

#### **Note example:**

#### **Format:**

Number. Author's First Name Last Name, "Article Title," *Magazine Title*, Date, Page.

#### **Example:**

1. Steven Pinker, "A History of Violence," *New Republic*, March 19, 2007, 19.

**Bibliography example:****Format:**

Author's Name Last, First. "Article Title." *Magazine Title*, Date.

**Example:**

Pinker, Steven. "A History of Violence." *New Republic*, March 19, 2007.

**Magazine article online:**

Cite like a print magazine article, but with the internet address at the end. Page numbers are not required for a magazine article on the internet.

**Note example:****Format:**

Number. Author's First Name Last Name, "Article Title," *Magazine Title*, Date, Internet Address.

**Example:**

1. Leigh Gallagher, "The End of the Suburbs," *Time*, July 31, 2013, <http://ideas.time.com/2013/07/31/the-end-of-the-suburbs/>.

**Bibliography example:****Format:**

Author's Name Last, First. "Article Title." *Magazine Title*, Date. Internet Address.

**Example:**

Gallagher, Leigh. "The End of the Suburbs." *Time*, July 31, 2013. <http://ideas.time.com/2013/07/31/the-end-of-the-suburbs/>.

**Magazine article on a database:**

Cite like a print magazine article. Add the name of the database at the end (or use the internet address the database gives for the article). The note should include the specific page(s) the information comes from, but the bibliography does not need page numbers.

**Note example:****Format:**

Number. Author's First Name Last Name, "Article Title," *Magazine Title*, Date, Page, Database.

**Example:**

5. Daniel J. Demers, "Missions, Sea Otters and California Indians," *Wild West*, October 2012, 56, EBSCOhost.



**Bibliography example:**

**Format:**

Author's Name Last, First. "Article Title." *Magazine Title*, Date. Database.

**Example:**

Demers, Daniel J. "Missions, Sea Otters and California Indians." *Wild West*, October 2012.  
EBSCOhost.

**Newspaper article:**

Page numbers are not required in the note. A bibliography entry is not required for a newspaper article unless the article is important to your main idea or cited frequently in your paper.

**Note example:**

**Format:**

Number. Author's First Name Last Name, "Article Title," *Newspaper Title*, Date.

**Example:**

1. Laura Brown, "Step into History," *Union*, May 16, 2008.

**Bibliography example (if necessary):**

**Format:**

Author's Last Name, First. "Article Title." *Newspaper Title*. Date.

**Example:**

Brown, Laura. "Step into History." *Union*. May 16, 2008.

**Newspaper article online (no author):**

If there is no author, begin the note with the article title. (But the author could be an organization, such as Associated Press.) If a bibliography entry is necessary (see explanation for newspaper article above), begin it with the title of the newspaper.

**Note example:**

**Format:**

Number. "Article Title," *Newspaper Title*, Date, Internet Address.

**Example:**

8. "Master of All Trades, Roosevelt without Peer," *Boston Daily Globe*, January 7, 1919,  
<http://newspaperarchive.com/boston-daily-globe-jan-07-1919-p-6>.

**Bibliography example (if necessary):**

**Format:**

*Newspaper Title*. "Article Title," Date. Internet Address.

**Example:**

*Boston Daily Globe*. "Master of All Trades, Roosevelt without Peer," January 7, 1919.  
<http://newspaperarchive.com/boston-daily-globe-jan-07-1919-p-6>.

**Newspaper article on a database:**

Cite like an online newspaper article, but you may use the title of the database instead of an Internet address. A bibliography entry is not usually required.

**Note example:**

**Format:**

Number. Author's First Name Last Name. "Article Title," *Newspaper Title*, Date, Database.

**Example:**

3. Rodolfo F. Acuña. "Chicano/a Identity: An Unresolved Question," *La Prensa San Diego*, August 16, 2013, EBSCOhost.

**Bibliography example (if necessary):**

**Format:**

Author's Last Name, First. "Article Title." *Newspaper Title*. Date. Database.

**Example:**

Acuña, Rodolfo F. "Chicano/a Identity: An Unresolved Question." *La Prensa San Diego*. August 16, 2013. EBSCOhost.

**Web page:**

Do not put the title of the website in italics (unless it is very similar to a print medium, such as a newspaper). If there is no date of publication or last update, use the date when you accessed the web page. A bibliography entry is not required unless the source is important to your paper. Begin a bibliography entry with the title or owner of the whole website.

**Note example:**

**Format:**

Number. Author's First Name Last Name. "Title of Web Page," Title of Whole Website, Owner of the Website, Access Date or Last Update, Internet Address.

**Example:**

1. Frederick J. Bowlen, "Firehorses," Guardians of the City, San Francisco Fire Department, accessed September 5, 2013, <http://guardiansofthecity.org/sffd/firehorses/bowlen.html>.

**Bibliography example (if necessary):**

**Format:**

Author's Name Last, First "Title of Webpage." Title of Whole Website. Owner of the Website.  
Access Date or Last Update. Internet Address.

**Example:**

Bowlen, Frederick J. "Firehorses." Guardians of the City. San Francisco Fire Department.  
Accessed September 5, 2013. <http://guardiansofthecity.org/sffd/firehorses/bowlen.html>.

**Web page with no author:**

If there is no author, begin the note with the title of the web page. If the title and the owner of the website are the same, do not repeat it. Begin a bibliography entry with the title or owner of the whole website.

**Note example:**

**Format:**

Number. "Title of Web Page," Title and Owner of Whole Website, Access Date or Last Update, Internet Address.

**Example:**

1. "Legacy Mining Impacts," Sierra Fund, accessed July 12, 2018, <https://www.sierrafund.org/focuses/legacy-mining-impacts/>.

**Bibliography example:**

**Format:**

Title and Owner of Whole Website. "Title of Webpage." Access Date or Last Update. Internet Address.

**Example:**

Sierra Fund. "Legacy Mining Impacts." Accessed July 12, 2018. <https://www.sierrafund.org/focuses/legacy-mining-impacts/>.

## **Blog:**

The word *blog* in parentheses (not italicized) may be included after the title. A bibliography entry is not required unless the blog is very important to or cited frequently in your paper.

### **Note example:**

#### **Format:**

Number. Author's First Name Last Name. "Title of Blog Post," *Title of Whole Blog* (blog), Posting Date, Internet Address.

#### **Example:**

1. Carolina Kuepper-Tetzel, "A Note on Note-Taking," *Learning Scientists* (blog), March 29, 2018, <http://www.learningscientists.org/blog/2018/3/29-1>.

### **Bibliography example (if necessary):**

#### **Format:**

Author's Last Name, First Name. "Title of Blog Post." *Title of Whole Blog* (blog). Posting Date. Internet Address.

#### **Example:**

Kuepper-Tetzel, Carolina. "A Note on Note-Taking." *Learning Scientists* (blog). March 29, 2018. <http://www.learningscientists.org/blog/2018/3/29-1>.

## **Videos**

A video or movie is not usually listed in the bibliography unless it is either cited frequently in your paper or very important to your main idea. Performers, writers, and other contributors may be listed (like the director in the example for a DVD). Or the most important contributor may be placed before the title like an author.

## **DVD:**

### **Note example:**

#### **Format:**

Number. *Title*, Director, Medium (Production or Distribution Company, Year).

#### **Example:**

1. *Blood and Oil: The Middle East in World War I*, directed by Marty Callaghan, DVD (Inecom Entertainment, 2006).

**Bibliography example (if necessary) :**

**Format :**

Director's Last Name, First. *Title*. Year. Production or Distribution Company. Medium.

**Example :**

Calleghan, Marty, dir. *Blood and Oil: The Middle East in World War I*. 2006; Inecom Entertainment. DVD.

**Video online:**

If there is no date of publication, give your date of access.

**Note example:**

**Format:**

Number. *Title*, Production or Distribution Organization, Date of Publication or Posting, or Access Date, medium, Internet Address.

**Example:**

1. *Stories from the Great Depression*, National Archives, posted June 15, 2009, video, <http://www.youtube.com/watch?v=TpfY8kh5IUw&list=TLalrXxmcUWWY>.

**Bibliography example (if necessary):**

**Format:**

*Title*. Production or Distribution Organization. Date of Publication or Posting, or Access Date. Medium. Internet Address.

**Example:**

*Stories from the Great Depression*. National Archives. Posted June 15, 2009. Video. <http://www.youtube.com/watch?v=TpfY8kh5IUw&list=TLalrXxmcUWWY>.

**Work of art:**

Works of art are cited only in notes, not the bibliography.

**Note example:**

**Format:**

Number. Artist, *Title*, Date of Creation, medium, Location.

**Example:**

11. Claude Monet, *La Grenouillère*, 1869, oil on canvas, Metropolitan Museum of Art, New York, NY.

## **Interview by the author or personal communication:**

Interviews by the author of the paper and personal communications, such as conversations, e-mails, and letters, are usually cited in notes but not included in the bibliography.

### **Note example (interview):**

#### **Format:**

Number. Interviewee's Name, interview by the author, Place and/or Date of Interview.

#### **Example:**

1. Michael Hughes, interview by the author, Auburn, CA, July 26, 2007.

### **Note example (personal communication):**

#### **Format:**

Number. Person's Name, type of communication, Date of Communication.

#### **Example:**

1. Melanie Lee, e-mail message to the author, November 18, 2012.

## **Government Documents**

Cite laws, legal cases, and the United States Constitution only in notes, not the bibliography. Use the same formats for government documents not online, without access date or Internet address.

### **Law:**

Laws are published within statutes or codes. The name of the law is followed by the name of the publication, numbers for parts of the publication or law, and the date. For laws in the publication *US Statutes*, give volume, year, and page numbers. For laws in the *US Code* give title number, year, and the symbol § followed by section number. Follow similar patterns for other sources, using labels such as *title* and *chap.* (for chapter) (not italicized) before numbers as needed.

### **Note example:**

#### **Format:**

Number. Name of Law, *Publication* Volume (Year): Page, Internet Address.

#### **Example:**

16. Pacific Railway Act of 1862, *Statutes at Large of the US* 12 (1862): 497, <http://memory.loc.gov/cgi-bin/ampage?collId=llsl&fileName=012/llsl012.db&recNum=528>.

## **Legal case (Supreme Court):**

Names of court cases are italicized.

### **Note example:**

#### **Format:**

Number. *Name of Case*, Volume Publication Page (Year), Internet Address.

#### **Example:**

2. *Brown v. Board of Education*, 347 US 483 (1954), <http://www.ourdocuments.gov/doc.php?doc=87&page=transcript>.

## **US Constitution:**

### **Note example:**

#### **Format:**

Number. US Constitution, Article, Section, Clause, Access Date, Internet Address.

#### **Example:**

19. US Constitution, art. 1, sec. 8, cl. 17, accessed September 16, 2013, <http://www.ourdocuments.gov/doc.php?doc=9&page=transcript>.

## FOR MORE INFORMATION

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