In notes-bibliography style, when information is quoted or referred to in a paper, you insert a superscript number that directs the reader to a note that contains the citation information.

**EXAMPLE OF IN-TEXT CITATION**
According to O'Flaherty, "the spread of electric lights through rural Newfoundland was destined to be slow and uneven."

**NOTES:** The footnote or endnote identifies the source of the quotation or information. Footnotes are placed at the "foot", or bottom, of the same page where the information is quoted or referred to; are separated from the text of the paper by a short line; and let the reader refer to your citation without having to flip to the back of the paper. Endnotes are placed at the end of your paper with the heading "NOTES". Each note should be *single spaced*, with one line between notes.


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If you've cited a source once and need to cite it again, use a shortened citation in your footnote/endnote - the authors last name, a shortened title, and the page number. If your title is 5 or more words long, use a shortened title, which is one or two keywords from the original title.


**IBID.**
If you cite a source and then cite it again in the very next note, use "ibid." which is short for the Latin “in the same place”, followed by the page number if the page number is different. Only use ibid. if it refers to the source directly above it. If the page number is also the same, you don’t need to repeat the page number.

6. Ibid., 62.
7. Ibid.

**BIBLIOGRAPHY**
Usually, a bibliography is also included at the end of the paper. The bibliography is the full list of works used to write the paper; it may include works that you consulted but did not cite. It is arranged alphabetically by authors' last name. Each entry is single spaced, with double-spacing between entries (*Some instructors may prefer double-spacing throughout*).
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If the city of publication might be unfamiliar or easily confused with another city, add the abbreviation for the province/state.

Note:

Bibliography:

BOOK, 4-10 AUTHORS
In your note, cite only the name of the first author followed by “et al.” Include all authors’ names in the bibliography.

Note:
2. Kathryn Rose et al., Newfoundland and War (St. John’s, NL: Memorial University of Newfoundland Press, 2012), 4.

Bibliography:

E-BOOK (DOWNLOADED)
If you downloaded it to your computer or e-book reader, indicate the format (Kindle edition, Kobo edition, PDF e-book, EPUB e-book).

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Include the DOI number or “digital object identifier”. If it is not available, include the URL instead.

Note:

Bibliography:

EDITED BOOK (EDITOR INSTEAD OF AN AUTHOR)
Note:
5. Ursula Kelly and Elizabeth Yeoman, eds., Despite this Loss: Essays on Culture, Memory and Identity in Newfoundland and Labrador (St. John’s, NL: Iser Books, 2010), 117.

Bibliography:
EDITED BOOK (EDITOR IN ADDITION TO AN AUTHOR)
When editors’ names follow the title, only use “ed.” (not “eds.”) as it refers to “edited by”.
Note:
6. Al Pittman, An Island in the Sky: Selected Poetry of Al Pittman, ed. Martin Ware and Stephanie Mckenzie (St. John's, NL: Breakwater, 2003), 129.

Bibliography:

ARTICLE/CHAPTER IN A BOOK
Note:

Bibliography:

TRANSLATED BOOK
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Bibliography:

EDITION OF A BOOK (OTHER THAN THE FIRST)
Add the number of the edition after the title, and after the name of any editor(s) or translator(s).
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ARTICLES

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For magazines, you don’t include the page numbers of the full article in your bibliography.

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In Chicago Style, newspaper articles are rarely included in bibliographies.
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17. Author, “Title or Description of Webpage,” Title of Website or Owner/Sponsor of Website, date of publication or last revision/modification, URL.

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If there is no person or organization obviously identified as the author, start with the title of the webpage or document instead.


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If there is no date available, use the date that you accessed the webpage.


OTHER

CLASS LECTURE, SPEECH, OR ACADEMIC TALK
Put the lecture title in quotation marks after the speaker’s name. If the lecture is untitled, place the course name in square brackets.

Note:

22. John Bodner, [Folklore and Popular Culture] (lecture, Grenfell Campus, Memorial University of Newfoundland, Corner Brook, NL, February 15, 2008).

Bibliography:
Bodner, John. [Folklore and Popular Culture]. Lecture, Grenfell Campus, Memorial University of Newfoundland, Corner Brook, NL, February 15, 2008.

CLASS NOTES ON COURSE WEBSITE (D2L OR MY GRENFELL)
Include date they were created, posted or last revised; if no such date is available include date of access. Include URL.

Note:

23. John Bodner, ”Folksong” (course notes for Folklore and Popular Culture, Grenfell Campus, Memorial University of Newfoundland, Corner Brook, NL, February 15, 2008), http://online.mun.ca/folk1000%20jbodner/Feb%202008.pdf.

Bibliography:
Bodner, John. ”Folksong.” Course notes for Folklore and Popular Culture, Grenfell Campus, Memorial University of Newfoundland, Corner Brook, NL, February 15, 2008.
http://online.mun.ca/folk1000%20jbodner/Feb%202008.pdf.
COURSE PACK
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2. Treat the coursepack as an anthology and the course instructor as compiler:

Note: 24. Elliott Oring, "Transformations: The Fantasy of The Wicked Stepmother," in [Coursepack for FOLK 1000: Introduction to Folklore, Fall 2009], comp. John Bodner (Memorial University of Newfoundland, Grenfell Campus, Corner Brook, NL).

Bibliography:
If you cite the unpublished coursepack, cite it in the notes only; Do not include in bibliography.

DICTIONARY/ENCYCLOPEDIA (PRINT)
For commonly used or well-known reference books, do not give full publication information; only provide edition, if other than first. Cite the title of the entry proceeded by s.v., meaning sub verbo, or "under the word"; plural s.vv.). Do not include page numbers.


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In Chicago Style, well-known dictionaries and encyclopedias do not need to be included in bibliographies.

DICTIONARY/ENCYCLOPEDIA (ONLINE)
Include the URL. If a DOI is available, use that instead.


Bibliography:
In Chicago Style, well-known dictionaries and encyclopedias do not need to be included in bibliographies.

DVDs
Note: 27. The Viking, directed by George Melford and Varick Frissell (1931; Burbank, CA: Morningstar Entertainment, 2008), DVD.

Bibliography:

GOVERNMENT DOCUMENT, CANADIAN (PRINT)
The Chicago Manual recommends consulting the Canadian Guide to Uniform Legal Citation (7th edition) for more specific information.


Bibliography:
GOVERNMENT DOCUMENT, CANADIAN (ONLINE)
Include publication or last revision date; If no such date is available include date of access. Include the URL.
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Bibliography:

PERSONAL COMMUNICATION (INTERVIEW, CONVERSATION, LETTER, OR EMAIL)
Note:
31. Dr. David Peddle, interview by author, Corner Brook, NL, March 22, 2011.

Bibliography:
Personal communications are not included in the bibliography unless they are available for others to access (for example, in a library or archive, or posted online).

THESIS/DISSERTATION (PRINT)
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Include the name of the Article Index. If an identification number is provided, you can include it in brackets after the Article Index name.
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*Canadian Guide to Uniform Legal Citation.* 7th ed. Toronto: Carswell, 2010. Available at the Library KE 259 C34 2010

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