

# Chicago Notes-Bibliography Documentation Style Guide

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# Part One: Writing and Citing

## Introduction to Chicago Notes-Bibliography

MacEwan students should always consult with their instructor for guidance on how to format papers and citations. The following guidelines are based on *Chicago Manual of Style (CMOS)*, 18<sup>th</sup> edition, published in 2024. [The Chicago Manual of Style is available online](#). CMOS has two different citation methods: Notes-Bibliography system and [Author-Date system](#). The preferred version of Chicago style is determined by specific disciplines and instructor preferences.

## Academic integrity

Plagiarism is defined as “the use and submission of another’s words, ideas, results, work or processes without providing appropriate acknowledgement.”<sup>1</sup> Every student should be familiar with MacEwan University’s [academic integrity policy](#). Plagiarism is academic misconduct **whether you intend to do it or not**, so you must properly cite all words, ideas and images that are not your own. Proper citing practices include clear distinction between your own words and quoted passages, appropriate paraphrasing of ideas that does not borrow the syntax or phrasing of the original source, and citations that clearly show where all quoted and paraphrased material was sourced from.

## General formatting

<b>Spacing</b>	All essay text and notes should be double-spaced; bibliography should be single-spaced. There should be one space after a period before a new sentence begins.
<b>Margins</b>	Margins should be one inch on both sides and left-hand justified.
<b>Capitalization</b>	All titles use Headline-Style Capitalization (capitalize first word and all main words in a title).
<b>Titles</b>	Individually published works such as books or plays should be italicized, whereas any work published within a larger work such as articles, chapters, or song titles should be in double quotation marks.
<b>Text font and size</b>	Use a 12-point <i>serif</i> font such as Times New Roman for the essay text and bibliography, and indent all new paragraphs one tab. Notes use 10-point font.

<sup>1</sup> “Plagiarism,” MacEwan University Academic Integrity Tools and Resources, MacEwan University, Accessed September 6, 2024,

<https://www.macewan.ca/wcm/StudentAffairs/AcademicIntegrity/ToolsResources/index.htm>

## Documenting sources

Chicago Notes-Bibliography uses footnotes that should appear at the bottom of each page, or endnotes that should appear at the end of the paper. Footnotes are used to indicate the source of a quotation or paraphrase, and they may include brief discussion or clarification of an idea. Endnotes are also used to indicate the sources of quotations and paraphrases, but they are usually reserved for lengthy scholarly pieces that also include a lot of additional, complex discussion. **For most undergraduate student essays, footnotes are preferred but be sure to ask your instructors about their preferences.**

All notes should be consecutively numbered, with the numbers in the text corresponding with the numbers in the notes. Microsoft Word and Google Docs both have simple ways of inserting notes so that they are formatted automatically and so that numbering is adjusted properly as you make any additions or omissions to your notes. Click [here](#) for instructions on how to insert a note in Microsoft Word.

## Quotations

A quotation is when you use the exact words from a source, enclosing them in quotation marks and including a citation (in this case, a note). Quotations should be integrated into your writing according to one of the three following conventions:

How to integrate a quotation	Example
Full sentence with <b>colon</b>	In “Article title,” Author explains how stuff works: “This is a quotation.” <sup>8</sup>
Introductory phrase (not a sentence) with a <b>comma</b>	According to Author, “a quotation appears.” <sup>8</sup>
Integrate the quotation into your sentence’s grammar ( <b>no comma</b> )	Profound Author imagines a place in which “there is a quotation.” <sup>8</sup>

## Indirect citing/citations taken from secondary sources

An indirect citation is when another source that is quoted within an author’s text is used. When you are using sources, the expectation is that you have the full context and understanding of anything you are citing. This means that you should have examined the work yourself; thus, **indirect citations are discouraged**. In rare cases where you cannot find the original source yourself, you can use a note where both sources are cited (original first) with “quoted in” between them. You will also include the page number of the original source and the page number from where it is quoted. For example:

Indirect citation/citations taken from secondary sources	
Text makes it clear that it is an indirect citation	<b>Clune-Taylor draws on Lee’s claim</b> that there has been progress made in “diagnosis, surgical techniques, understanding psychosocial issues, and recognizing and accepting the place of patient advocacy.” <sup>3</sup>
Note includes full information for both sources	<sup>3</sup> Peter Lee, “Consensus Statement on Management of Intersex Disorders,” <i>Pediatrics</i> 118, no. 2 (2006): 488, doi: 10.1542/peds.2006-0738, <b>quoted in</b> Catherine Clune-Taylor, “From Intersex to DSD: The Disciplining of Sex Development,” <i>PhaenEx</i> 5, no. 3 (2010): 154, doi: 10.22329/p.v5i2.3087.
Indirect note template	<sup>8</sup> Full information for original source, <b>quoted in</b> full information for source that quotes the original.

## Modifying quotations to integrate into your writing

Quotations will not always seamlessly fit into your writing. You will often have to make changes to what you are quoting so that it works stylistically and provides adequate context for your reader. It is important to preserve the meaning of what you are quoting when you make changes to a quotation. To modify or add words, you must use square brackets; to omit words, you use ellipses.

### Examples of writing with modifications:

Original passage	Writing with modifications	Explanation
Anti-essentialism is useful here in identifying the internal mechanisms of different feminist methods through which relatively powerful women reinscribe their own political identities in their feminist theories.	As Cressida Heyes cautions, we must be careful of how “internal mechanisms of different feminist methods [ <b>allow for</b> ] relatively powerful women [ <b>to</b> ] reinscribe their own political identities in their feminist theories.” <sup>14</sup>	<ul style="list-style-type: none"> <li>• The context of Heyes’ ideas introduce the quotation.</li> <li>• Verbs and prepositions have been modified in square brackets to make the larger sentence work.</li> </ul>
Husserl argues again and again that phenomenology is not about the internal processes or activities of the human mind. It is about the ways in which we <i>relate</i> to the world and its beings.	Explaining Husserl, Sara Heinämaa responds: “[ <b>Phenomenology</b> ] is about the ways in which we <i>relate</i> to the world and its beings.” <sup>3</sup>	<ul style="list-style-type: none"> <li>• “It” is replaced with the noun it refers to.</li> <li>• Square brackets signify that there has been a change to the original</li> <li>• Quotation is introduced with a colon.</li> </ul>
The study of exteriority, which always implies facticity since this exteriority is never perceptible except on the corpse, is <i>anatomy</i> . The synthetic reconstitution of the living person from the standpoint of a corpse is <i>physiology</i> .	By contrast, Sartre writes, “[ <b>t</b> ]he study of exteriority... is <i>anatomy</i> . The synthetic reconstitution of the living person from the standpoint of a corpse is <i>physiology</i> .” <sup>8</sup>	<ul style="list-style-type: none"> <li>• Here the first quoted sentence has been integrated into the new sentence, thus the <i>T</i> must be made lowercase.</li> <li>• An ellipsis is used in the middle of the new sentence to shorten it.</li> </ul>

## Quotations that contain quotation marks

Sometimes the material you want to quote already contains quotation marks. Since you will be using double quotation marks to signify when you are quoting, you will use **single quotation marks around the existing quotation**.

Original passage (double quotation marks)	Used in a quotation (single quotation marks)
This brings us to one of the possible definitions of a madman: the subject who is unable to enter this logic of “sincere lies,” so that, when, say, a friend greets him “Nice to see you! How are you?”, he explodes: “Are you really glad to see me or are you just pretending it?”	Gabriel and Žižek write that a madman cannot go along with sincere lies, such as “when, say, a friend greets him ‘Nice to see you! How are you?’, he explodes: ‘Are you really glad to see me or are you just pretending it?’” <sup>3</sup>

## Block quotations

*CMOS* defines long quotations as any quotation larger than 100 words. You should ask your instructor how they define a long quotation in case they have different expectations. The entire quoted passage is **indented** one tab from the margin, **single-spaced**, **does not contain quotation marks** and is followed by a note.

### Example of block quotation:

One of Zinsser’s techniques for condensing writing is to eliminate professional clutter:

Beware, then, of the long word that’s no better than the short word: “assistance” (help), “numerous” (many), “facilitate” (ease), “individual” (man or woman), “remainder” (rest), “initial” (first), “implement” (do), “sufficient” (enough), “attempt” (try), “referred to as” (called) and hundreds more.... They are all weeds that will smother what you write. Don’t dialogue with someone you can talk to. Don’t interface with anybody.<sup>1</sup>

Passage is single-spaced and indented one tab from the left.

Block quotation does not have double quotation marks around it, thus the double quotation marks used by the original author have been retained.

The footnote comes after the period.

Four periods are an ellipsis plus a period, which signifies an omission and a sentence break.

## Paraphrases

A paraphrase is an expression of an author's ideas in your own words. Much of what you will be doing when you write a research paper is capturing the ideas of others to build your argument, and when doing so, you will want to rephrase these ideas into your own words to maintain flow in your writing and to demonstrate that you've fully understood what you've read. To maintain academic integrity and avoid plagiarism, you should cite every sentence that contains information that is not common knowledge or your own original idea.

Paraphrases should avoid "patchwriting", which is when only some words have been changed but the grammar and structure of the original text is the same. Patchwriting is plagiarism even if you cite your source because you have presented the expression of ideas as if you created the grammar and syntax.

## Part Two: Notes and Bibliography

### Creating footnotes or endnotes

To create a footnote or endnote, place a number in superscript (e.g., <sup>1</sup>) at the end of the quotation or paraphrase. This number corresponds to a footnote at the bottom of the page or an endnote at the end of your paper where you enter the source information. Your word processor should have a reference function that allows you to enter and edit notes easily. (For a brief tutorial showing how this is done in Microsoft Word, [click here](#).) Notes should be double-spaced.

### First note and subsequent/shortened note

The first note for a new source has complete information about the source, but you can use a shortened note in subsequent references. A shortened note contains the author's last name, a shortened title, and a page number. In a shortened note, a page reference must be repeated even if it is the same page as the last-cited location. With *ibid.*, an identical page location is not repeated.

First note	Subsequent/shortened note
<sup>1</sup> Gossage, Carolyn. <i>Greatcoats and Glamour Boots: Canadian Women at War, 1939-1945</i> . Dundurn Press, 2001.	<sup>2</sup> Gossage, <i>Greatcoats</i> , 75.

### Building your bibliography page

The bibliography page is a collection of **all the sources** you cite in your paper. The entries are arranged in alphabetical order by the last name of the author. The author is the first element of your bibliography entry, followed by a title, other contributors, publication information, a date, and an URL for online sources (see the section on [note format and bibliography entries by category](#) for examples). In disciplines where your reader would prefer to distinguish between different types of sources at a glance, such as between primary and secondary sources, *CMOS* recommends that you divide your bibliography into sections, but it is recommended that students always check with their instructors to clarify such expectations.

## Single or multiple authors

Author names appear in standard order in a note (i.e., First Name Last Name), but they are inverted (i.e., Last Name, First Name) in a bibliography entry. If there is no author, generally the title stands in for the author's spot. If the author is an organization, generally the organization stands in for the author's spot. The following chart explains the rules that apply when there are varying numbers of authors.

NUMBER OF AUTHORS		Bibliography entry
1 Author	Template	Last Name, First Name. <i>Book Title: Subtitle</i> . Translated by First Name Last Name. Publisher, Date.
	Example	Brun-Lambert, David. <i>Nina Simone: The Biography</i> . Translated by Paul Morris and Isabelle Vilancher. Aurum, 2010.
2 Authors	Template	Last Name, First Name, and First Name Last Name. <i>Book Title: Subtitle</i> . Publisher, Date.
	Example	Averill, Gage, and Yuen-Ming David Yih. <i>The African Diaspora: A Musical Perspective</i> . Garland, 2000.
3-6 Authors	Rule	List all authors on your <b>bibliography</b> in the same style as you would if there were two authors (invert the first author's name and then list the others by first name and then last name). <b>In your note</b> , list only the first author, followed by et al.
	Example (bibliography)	Gabarro, Jesus, Isabel Pulido, Carlos Gamboa, Fidel de Gotari and Matilde Cevallos. <i>Native Tribes of South America</i> . University of Arizona Press, 1992.
	Example (note)	<sup>7</sup> Jesus Gabarro et al., <i>Native Tribes of South America</i> (University of Arizona Press, 1992), 48.
7 or more authors	Rule	In the bibliography if there are more than six authors, list only the first three, followed by "et al."

## Multiple works by the same author

Multiple works by the same author are organized alphabetically by title of work.

Butler's first three entries are organized alphabetically by title.

An author's single author texts should come before anything co-authored. Further entries are alphabetized by the last name of the co-author/co-editors.

- Butler, Judith. *Bodies that Matter: On the Discursive Limits of Sex*. New York: Routledge, 1993.
- Butler, Judith. *Precarious Life: The Powers of Mourning and Violence*. New York: Verso, 2006.
- Butler, Judith. *Undoing Gender*. New York: Routledge, 2004.
- Butler, Judith and Sunaura Taylor. "Interdependence." In *Examined Life: Excursions with Contemporary Thinkers*, edited by Astra Taylor, 185-213. New York: The New Press, 2006.
- Butler, Judith and Elizabeth Weed, eds. *The Question of Gender: Joan W. Scott's Critical Feminism*. Bloomington: Indiana University Press, 2011.

## Note format and bibliography entries by category

### 1. BOOKS (FYI a place of publication is no longer required in citations of books)

BOOK		
	First note	Subsequent/shortened note
<b>Template</b>	<sup>1</sup> First Name Last Name, <i>Book Title: Subtitle</i> (Publisher, Date), page number.	<sup>2</sup> Last Name, <i>Book Title</i> , page number.
<b>Example</b>	<sup>1</sup> William Kelleher Storey, <i>Writing History: A Guide for Students</i> (Oxford University Press, 1999), 48.	<sup>2</sup> Kelleher Storey, <i>Writing History</i> , 34.
Bibliography entry		
<b>Template</b>	Last Name, First Name. <i>Book Title: Subtitle</i> . Publisher, Date.	
<b>Example</b>	Kelleher Storey, William. <i>Writing History: A Guide for Students</i> . Oxford University Press, 1999.	
ELECTRONIC BOOK		
	First note	Subsequent/shortened note
<b>Template</b>	<sup>1</sup> First Name Last Name, <i>eBook Title: Subtitle</i> (Publisher, Date), Database and format, chap. number.	<sup>3</sup> Last Name, <i>eBook Title</i> , chap. number.
<b>Example</b>	<sup>1</sup> Catherine Julien, <i>Reading Inca History</i> (University of Iowa Press, 2002), Ebook Central e-book, chap. 7.	<sup>3</sup> Julien, <i>Reading Inca History</i> chap. 4.
Bibliography entry		
<b>Template</b>	Last Name, First Name. <i>eBook Title: Subtitle</i> . Publisher, Date. Database and format.	
<b>Example</b>	Julien, Catherine. <i>Reading Inca History</i> . University of Iowa Press, 2002. eBrary e-book.	
<b>FYI</b>	Use a chapter or section number in notes for ebooks that do not have stable page numbers. The most common eBook publishers in the humanities are ProQuest Ebook Central, eBook Collection (EBSCOhost) and ACLS Humanities E-book.	



<b>EDITED BOOK</b>		
	<b>First note</b>	<b>Subsequent/shortened note</b>
<b>Template</b>	<sup>1</sup> First Name Last Name, ed. <i>Book Title: Book Subtitle</i> (Publisher, Date), page number.	<sup>12</sup> Last Name, <i>Title</i> , page number.
<b>Example</b>	<sup>1</sup> Samuel Tynes, ed., <i>After the Great War</i> (University of Chicago Press, 1998), 23.	<sup>12</sup> Tynes, <i>After the Great War</i> , 131.
<b>Bibliography entry</b>		
<b>Template</b>	Last Name, First Name, ed. <i>Book Title: Book Subtitle</i> . Publisher, Date.	
<b>Example</b>	Tynes, Samuel, ed. <i>After the Great War</i> . University of Chicago Press, 1998.	
<b>TRANSLATED BOOK</b>		
	<b>First note</b>	<b>Subsequent/shortened note</b>
<b>Template</b>	<sup>1</sup> First Name Last Name, <i>Title of Book: Subtitle of Book</i> , trans. First Name Last Name (Publisher, Date), page number.	<sup>4</sup> Last Name, <i>Title</i> , page number.
<b>Example</b>	<sup>1</sup> Gilles Harvard, <i>The Great Peace of Montreal of 1701: French-Native Diplomacy in the Seventeenth Century</i> , trans. Phyllis Aronoff and Howard Scott (McGill-Queen's University Press, 2001), 130.	<sup>4</sup> Harvard, <i>Great Peace of Montreal</i> , 130.
<b>Bibliography entry</b>		
<b>Template</b>	Last Name, First Name. <i>Title of Book: Subtitle of Book</i> . Translated by First Name Last Name. Location: Publisher, Date.	
<b>Example</b>	Harvard, Gilles. <i>The Great Peace of Montreal of 1701: French-Native Diplomacy in the Seventeenth Century</i> . Translated by Phyllis Aronoff and Howard Scott. McGill-Queen's University Press, 2001.	
<b>BOOK BY ORGANIZATION</b>		
	<b>First note</b>	<b>Subsequent/shortened note</b>
<b>Template</b>	<sup>1</sup> Organization Name, <i>Book Title: Book Subtitle</i> (Publisher, Date), page number.	<sup>7</sup> Organization Name, <i>Title</i> , page number.
<b>Example</b>	<sup>1</sup> Canadian Museum of Civilization, <i>In the Shadow of the Sun: Perspectives on Contemporary Native Art</i> (Canadian Museum of Civilization, 1993), 454.	<sup>7</sup> Canadian Museum of Civilization, <i>Shadow of the Sun</i> , 454.
<b>Bibliography entry</b>		
<b>Template</b>	Organization Name. <i>Book Title: Book Subtitle</i> . Publisher, Date.	
<b>Example</b>	Canadian Museum of Civilization. <i>In the Shadow of the Sun: Perspectives on Contemporary Native Art</i> . Canadian Museum of Civilization, 1993.	
<b>CHAPTER IN EDITED BOOK</b>		
	<b>First note</b>	<b>Subsequent/shortened note</b>
<b>Template</b>	<sup>1</sup> First Name Last Name, "Chapter Title," in <i>Book Title: Subtitle</i> , ed. First Name Last Name (Publisher, Date), page number.	<sup>5</sup> Last Name, "Chapter Title," page number.

<b>Example</b>	<sup>1</sup> Kathleen Wilker, “‘Club’: Laundering Clothing in Newfoundland,” in <i>Framing Our Past: Canadian Women’s History in the Twentieth Century</i> , ed. Sharon A. Cook, Lorna R. McLean, and Kate O’Rourke (McGill-Queen’s University Press, 2001), 73.	<sup>5</sup> Wilker, “‘Club,’” 75.
<b>Bibliography entry</b>		
<b>Template</b>	Last Name, First Name. “Title of Article.” In <i>Book Title: Book Subtitle</i> , edited by First Name Last Name. Publisher, Date.	
<b>Example</b>	Wilker, Kathleen. “‘Club’: Laundering Clothing in Newfoundland.” In <i>Framing Our Past: Canadian Women’s History in the Twentieth Century</i> , edited by Sharon A. Cook, Lorna R. McLean, and Kate O’Rourke. McGill-Queen’s University Press, 2001.	
<b>FYI</b> The page range for the chapter is no longer required in the bibliography entry.		

## 2. Periodicals (Journals, Magazines, Newspapers)

<b>JOURNAL ARTICLE</b>		
	<b>First note</b>	<b>Subsequent/shortened note</b>
<b>Template</b>	<sup>1</sup> First Name Last Name, “Title of Article: Subtitle of Article,” <i>Journal Name</i> volume number, issue number (Date): page number, DOI.	<sup>9</sup> Last Name, “Title,” page number.
<b>Example</b>	<sup>1</sup> Harold James, “Arctic Voices: Throat Singing in Canada,” <i>Canadian Traditions</i> 79, no. 3 (2004): 38, doi:10.1086/CT793/12.2004.	<sup>9</sup> James, “Arctic Voices,” 47.
<b>FYI</b> A month or season need not be included in addition to the year for journals that include both a volume and an issue number.		
<b>Bibliography entry</b>		
<b>Template</b>	Last Name, First Name. “Article Title: Subtitle of Article.” <i>Journal Name</i> volume number, issue number (Date): page range. DOI.	
<b>Example</b>	James, Harold. “Arctic Voices: Throat Singing in Canada.” <i>Canadian Traditions</i> 79, no. 3 (December 2004): 36-40. doi:10.1086/CT793/12.2004.	
<b>FYI</b> If a print version was consulted, omit the DOI. If you cannot find a DOI, list the name of the database or use a stable or permalink ( <b>do not use an EZproxy link</b> ).		
<b>MAGAZINE ARTICLES</b>		
	<b>First note</b>	<b>Subsequent/shortened note</b>
<b>Template</b>	<sup>1</sup> First Name Last Name, “Article Title: Article Subtitle,” <i>Magazine or Newspaper Name</i> , Date, URL.	<sup>17</sup> Last Name, “Title.”
<b>Example</b>	<sup>1</sup> Brenda Wallager, “The New Face of Capitalism,” <i>Political Review</i> , December 17, 2006, <a href="http://www.politicalreview.org/Capitalism/20060117">http://www.politicalreview.org/Capitalism/20060117</a> .	<sup>17</sup> Wallager, “The New Face of Capitalism.”
<b>Bibliography entry</b>		
<b>Template</b>	Last Name, First Name. “Article Title: Article Subtitle.” <i>Magazine or Newspaper Name</i> , Date, URL.	
<b>Example</b>	Wallager, Brenda. “The New Face of Capitalism.” <i>Political Review</i> . December 17, 2006. <a href="http://www.politicalreview.org/Capitalism/20060117">http://www.politicalreview.org/Capitalism/20060117</a> .	
<b>FYI</b> If a print version was consulted, omit the URL. If no suitable URL, stable or permalink is available, list the name of the database ( <b>do not use an EZproxy link</b> ).		

NEWSPAPER ARTICLES		
	First note	Subsequent/shortened note
<b>Template</b>	<sup>1</sup> First Name Last Name, "Article Title: Article Subtitle," <i>Magazine or Newspaper Name</i> , Date, page number.	<sup>8</sup> Last Name, "Article Title," page number.
<b>Example</b>	<sup>1</sup> Simone Vaughn, "The Endangered Apostrophe," <i>Canada Today</i> , July 23, 2001, 14.	<sup>8</sup> Vaughn, "The Endangered Apostrophe," 14.
Bibliography entry		
<b>Template</b>	Last Name, First Name. "Article Title." <i>Magazine or Newspaper Name</i> , Date.	
<b>Example</b>	Vaughn, Simone. "The Endangered Apostrophe." <i>Canada Today</i> . July 23, 2001.	
<b>FYI</b> If the magazine or newspaper article has no author, the article title stands in the place of the author in the <b>note</b> . In the <b>bibliography entry</b> , the name of the magazine or newspaper stands in the place of the author.		

### 3. Reference works

ENCYCLOPEDIA OR DICTIONARY		
	First note	Subsequent/shortened note
<b>Template</b>	<sup>1</sup> <i>Name of Source</i> , edition number., s.v. "entry name."	There is no shortened version of this note.
<b>Example</b>	<sup>1</sup> <i>Encyclopedia Britannica</i> , 15th ed., s.v. "capital punishment."	
<b>Bibliography entry:</b> A bibliographic entry is not required for well-known encyclopedias and dictionaries (such as <i>Oxford English Dictionary</i> or <i>Encyclopedia Britannica</i> ).		
ONLINE REFERENCE WORKS		
	First note	Subsequent/shortened note
<b>Template</b>	<sup>1</sup> <i>Name of Source</i> , s.v. "Name of Entry," accessed Date, URL.	There is no shortened version of this note
<b>Example</b>	<sup>1</sup> <i>Encyclopedia Britannica Online</i> , s.v. "Vlad III," accessed June 9, 2011, <a href="http://www.britannica.com/EBchecked/topic/631524/Vlad-III">http://www.britannica.com/EBchecked/topic/631524/Vlad-III</a> .	
<b>Bibliography entry:</b> A bibliographic entry is not required for well-known encyclopedias and dictionaries (such as <i>Oxford Dictionary</i> or <i>Encyclopedia.com</i> ).		
SPECIALIZED ENCYCLOPEDIA/ DICTIONARY		
	First note	Subsequent/shortened note
<b>Template</b>	<sup>1</sup> First Name Last Name, <i>Source Title</i> , edition number (Location: Publisher, Date), s.v. "Entry Name."	<sup>42</sup> Last Name, <i>Source Title</i> , edition number, s.v. "Entry Name."
<b>Example</b>	<sup>1</sup> Anastasia Frank, <i>Encyclopedia of Literary Terms</i> , 2nd ed. (Winnipeg: Green Tree Press, 2004), s.v. "Point of View."	<sup>42</sup> Frank, <i>Encyclopedia of Literary Terms</i> , 2nd ed., s.v. "Point of View."
Bibliography entry		
<b>Template</b>	Last Name, First Name. <i>Source Title</i> , edition number, Location: Publisher, Date.	
<b>Example</b>	Frank, Anastasia. <i>Encyclopedia of Literary Terms</i> , 2nd ed. Winnipeg, MB: Green Tree Press, 2004.	

## 4. Scriptural/Classical Greek and Latin references

SACRED TEXTS		
	First note	Subsequent/shortened note
<b>Template</b>	<sup>1</sup> Name of Book Section Number.	<sup>16</sup> Name of Book Section Number.
<b>Example</b>	<sup>1</sup> 2 Kings 11:8 (New Revised Standard Version).	<sup>16</sup> 2 Kings 11:8.
<b>Bibliography entry:</b> According to <i>CMOS</i> , no bibliography entry is required for primary source citations (always check with your instructor).		
CLASSICAL GREEK AND LATIN WORKS		
	First note	Subsequent/shortened note
<b>Template</b>	<sup>1</sup> Name of Text, section of text.	<sup>3</sup> Shortened title, section.
<b>Example</b>	<sup>1</sup> Thucydides, 8.44.4.	<sup>3</sup> Thuc. 2.40.2–3.
Classical primary source references are ordinarily given in text or notes. They are included in a bibliography only when the reference is to information or annotation supplied by a modern author (see <a href="#">14.146</a> , <a href="#">14.151</a> ). However, always check with your instructor to find out their preference.		

CLASSICAL GREEK AND LATIN WORKS (MODERN EDITIONS)		
	First note	Subsequent/shortened note
<b>Template</b>	<sup>1</sup> Author Name, <i>Title of the Work: Subtitle of the Work</i> , ed. First Initial Last Name (Location: Publisher, Date), page number.	<sup>55</sup> Last Name, <i>Title</i> , page number.
<b>Example</b>	<sup>1</sup> Aristotle, <i>Complete Works of Aristotle: The Revised Oxford Translation</i> , ed. J. Barnes (Princeton University Press, 1983), 86.	<sup>55</sup> Aristotle, <i>Complete Works of Aristotle</i> , 86.
Bibliography entry		
<b>Template</b>	Last Name, First Name. <i>Title of the Work: Subtitle of the Work</i> . Edited by J. Barnes. Number of Volumes, Series Name. Location: Publisher, Date.	
<b>Example</b>	Aristotle. <i>Complete Works of Aristotle: The Revised Oxford Translation</i> . Edited by J. Barnes. 2 vols. Bollingen Series. Princeton University Press, 1983.	

## 5. Multimedia

AUDIO RECORDINGS		
	First note	Subsequent/shortened note
<b>Template</b>	<sup>1</sup> First Name Last Name OR Organization Name, <i>Title of Recording: Subtitle of Recording</i> (Location: Publisher, Date), description of form.	<sup>13</sup> Last name or Organization Name, <i>Title</i> , disc number.
<b>Example</b>	<sup>1</sup> Canadian Broadcasting Corporation, <i>Arabian Nights: CBC Radio One</i> (Toronto: Canadian Broadcasting Corporation, 2000), disc 2.	<sup>13</sup> Canadian Broadcasting Corporation, <i>Arabian Nights</i> , disc 1.
Bibliography entry		
<b>Template</b>	Last Name, First Name OR Organization Name. <i>Title of Recording: Subtitle of Recording</i> . Location: Publisher, Date. Total number of discs.	
<b>Example</b>	Canadian Broadcasting Corporation. <i>Arabian Nights: CBC Radio One</i> . Toronto: Canadian Broadcasting Corporation, 2000. 3 compact discs.	

VIDEO RECORDINGS		
<a href="#">CMOS 14.265</a>	<b>First note</b>	<b>Subsequent/shortened note</b>
<b>Template</b>	<sup>1</sup> First Name Last Name, “Title of Recording: Subtitle of Recording, Disc number, <i>Title of Larger Work</i> , Director Name (Location: Publisher, Date).	<sup>33</sup> Last Name, “Title,” Disc number, <i>Title of Larger Work</i> .
<b>Example</b>	<sup>1</sup> John Cleese et al., “Commentaries,” disc 2, <i>Monty Python and the Holy Grail</i> , special ed., DVD, directed by Terry Gilliam and Terry Jones (Culver City, CA: Columbia TriStar Home Entertainment, 2001).	<sup>33</sup> Cleese et al., “Commentaries,” disc 2, <i>Monty Python and the Holy Grail</i> .
Bibliography entry		
<b>Template</b>	Last Name, First Name. “Title of Recording: Subtitle of Recording.” Disc number. <i>Title of Larger Work</i> . Directed by First Name Last Name. Location: Publisher, Date.	
<b>Example</b>	Cleese, John, Terry Gilliam, Eric Idle, Terry Jones, and Michael Palin. “Commentaries.” Disc 2. <i>Monty Python and the Holy Grail</i> , special ed. DVD. Directed by Terry Gilliam and Terry Jones. Culver City, CA: Columbia TriStar Home Entertainment, 2001.	
IMAGES		
<a href="#">CMOS 14.235</a>	<b>First note</b>	<b>Subsequent/shortened note</b>
<b>Template</b>	<sup>1</sup> First Name Last Name. <i>Title or Description (date of artifact if photo)</i> , format (Repository information, Location: Publication information), Date, URL.	<sup>6</sup> Last Name, <i>Title</i> .
<b>Example</b>	<sup>1</sup> Donald Woodman, photographer. <i>Judy Chicago’s The Dinner Party (1974-1979)</i> , photo (Brooklyn Museum, New York), 2002, <a href="https://www.brooklynmuseum.org/exhibitions/dinner_party">https://www.brooklynmuseum.org/exhibitions/dinner_party</a>	<sup>6</sup> Woodman, <i>Dinner Party</i> .
<b>Bibliography entry:</b> Images are not usually listed in a bibliography. All images used within the body of your papers or presentations must be <b>captioned</b> . A caption immediately follows the image and both gives the sources and a description.		
ARTWORK		
	<b>First note</b>	<b>Subsequent/shortened note</b>
<b>Template</b>	<sup>1</sup> First Name Last Name. <i>Title of Work</i> . (Medium information, Repository information, Location), Date.	<sup>6</sup> Last Name, <i>Title</i> .
<b>Example</b>	<sup>1</sup> Judy Chicago. <i>The Dinner Party</i> . (Ceramic, porcelain, textile, 576x576in., Brooklyn Museum, New York), 1974-1979.	<sup>6</sup> Chicago, <i>Dinner Party</i> .
Bibliography entry		
<b>Template</b>	Last Name, First Name. <i>Title of Work</i> . Medium information, Repository information, Location, Date.	
<b>Example</b>	Chicago, Judy. <i>The Dinner Party</i> . Ceramic, porcelain, textile, 576x576 in., Brooklyn Museum, New York, 1974-1979.	
<b>FYI</b> You must cite the <i>format</i> in which you viewed the work of art. If you are sourcing information on the web, then you must cite it as a website and include an URL.		

## 6. Online sources

ONLINE VIDEOS		
	First note	Subsequent/shortened note
<b>Template</b>	<sup>1</sup> First Name Last Name, “Title of Video: Subtitle of Video,” Uploading Account Name, Length of Video, Date, URL.	<sup>37</sup> Last Name, “Title of Video.”
<b>Example</b>	<sup>1</sup> Neil MacGregor, “Neil MacGregor: 2600 Years of History in One Object,” TED video, 19:37, 2012, <a href="http://www.ted.com/talks/lang/en/neil_macgregor_2600_years_of_history_in_one_object.html">http://www.ted.com/talks/lang/en/neil_macgregor_2600_years_of_history_in_one_object.html</a> .	<sup>37</sup> MacGregor, “2600 Years of History.”
Bibliography entry		
<b>Template</b>	Last Name, First Name. “Title of Video: Subtitle of Video.” Uploading Account Name, Length of Video, Date. URL.	
<b>Example</b>	MacGregor, Neil. “Neil MacGregor: 2600 Years of History in One Object.” TED video, 19:37, 2012. <a href="http://www.ted.com/talks/lang/en/neil_macgregor_2600_years_of_history_in_one_object.html">http://www.ted.com/talks/lang/en/neil_macgregor_2600_years_of_history_in_one_object.html</a> .	

WEBSITES		
	First note	Subsequent/shortened note
<b>Template</b>	<sup>1</sup> “Title of Specific Page,” <i>Title or Description of the Site as a Whole</i> , Owner, Date, URL.	<sup>8</sup> “Title”
<b>Example</b>	<sup>1</sup> “Our Mandate, Our Vision, Our Mission,” <i>National Inquiry into Missing and Murdered Indigenous Women and Girls</i> . Accessed June 19, 2019, <a href="https://www.mmiwg-ffada.ca/mandate/">https://www.mmiwg-ffada.ca/mandate/</a>	<sup>8</sup> “Our Mandate”
<b>Bibliography entry:</b> Website content does not necessarily require a bibliography entry. Only include an accessed date when the website itself does not have a date.		

## 7. Other

GOVERNMENT DOCUMENTS (CANADIAN)		
	First note	Subsequent/shortened note
<b>Template</b>	<sup>1</sup> Canada, Government Location and Division, First Name Last Name, “Title of Source: Subtitle of Source,” <i>Report or Commission</i> (Location, Date), page number.	<sup>10</sup> Canada, “Title,” page number.
<b>Example</b>	<sup>1</sup> Canada, Library of Parliament, Law and Government Division, Wendy Moss, “History of Discriminatory Laws Affecting Aboriginal People,” <i>Backgrounder</i> (Ottawa, 1987), 7.	<sup>10</sup> Moss, “Discriminatory Laws Affecting Aboriginal People,” <i>Backgrounder</i> , 7.
Bibliography entry		
<b>Template</b>	Country. Government Location and Division. First Name Last Name. “Title of Source: Subtitle of Source.” <i>Report or Commission</i> . Location, Date.	
<b>Example</b>	Canada. Library of Parliament, Law and Government Division. Wendy Moss. “History of Discriminatory Laws Affecting Aboriginal People.” <i>Backgrounder</i> . Ottawa, 1987.	

**LETTERS IN PUBLISHED COLLECTIONS**

	First note	Subsequent/shortened note
<b>Template</b>	<sup>1</sup> Letter writer First Name Last Name to Recipient First Name Last Name, Date. Excerpt reprinted in <i>Title of Volume</i> , ed. First Name Last Name (Location: Publisher, Date), page number.	<sup>6</sup> Last Name to Last Name, Date, page number.
<b>Example</b>	<sup>1</sup> John A. MacDonald to Archbishop Taché, 27 December 1871. Excerpt reprinted in <i>A Source-Book of Canadian History: Selected Documents and Personal Papers</i> , eds J. H. Stewart Reid, Kenneth McNaught, and Harry S. Crowe (Toronto: Longmans Canada Limited, 1999), 180.	<sup>6</sup> John A. MacDonald to Archbishop Taché, 27 December 1871, 180.
<b>Bibliography entry</b>		
<b>Template</b>	Last Name, First name to Recipient First Name Last Name, Date. Excerpt reprinted in Title of Volume, edited by First Name Last Name, page range. Location: Publisher, Date, page range.	
<b>Example</b>	John A. MacDonald to Archbishop Taché, 27 December 1871. Excerpt reprinted in <i>A Source-Book of Canadian History: Selected Documents and Personal Papers</i> , edited by J. H. Stewart Reid, Kenneth McNaught, and Harry S. Crowe, 180. Toronto: Longmans Canada Limited, 1999.	

**PERSONAL COMMUNICATIONS**

	First note	Subsequent/shortened note
<b>Template</b>	<sup>1</sup> First Name Last Name, description, Date.	<sup>4</sup> Last Name, date.
<b>Example</b>	<sup>1</sup> Faye Henson, e-mail message to author, January 17, 2012.	<sup>4</sup> Henson, January 17, 2012.
<b>Bibliography entry:</b> Personal communications are rarely included in the bibliography. There are ethical issues when you use personal communications, so always check with your instructor if you are considering using them in your paper.		

**PAMPHLETS, BROCHURES, AND REPORTS**

	First note	Subsequent/shortened note
<b>Template</b>	<sup>1</sup> First Name, Last Name OR Organization, <i>Title of Pamphlet: Subtitle of Pamphlet</i> (Location: Publisher, Date), page number.	<sup>18</sup> Last Name OR Organization, <i>Title of Pamphlet</i> , page number.
<b>Example</b>	<sup>1</sup> Tree Planters of Alberta, <i>Alberta's Boreal Forests: Annual Report, 2007</i> (Calgary: TPA, 2008), 34.	<sup>18</sup> Tree Planters of Alberta, <i>Alberta's Boreal Forests</i> , 34.
<b>Bibliography entry</b>		
<b>Template</b>	Last Name, First Name OR Organization. <i>Title of Pamphlet: Subtitle of Pamphlet</i> . Location: Publisher, Date.	
<b>Example</b>	Tree Planters of Alberta. <i>Alberta's Boreal Forests: Annual Report, 2007</i> . Calgary: TPA, 2008	

**TREATIES**

	First note	Subsequent/shortened note
<b>Template</b>	<sup>1</sup> "Treaty Name," opened for signature date, <i>Title of Larger Series or Filing Organization</i> , registration number (Location: Repository, Date), page number, URL.	<sup>3</sup> "Treaty Name," page number.

<b>Example</b>	“Treaty 6,” opened for signature August 28, 1876 , <i>Indigenous and Northern Affairs Canada</i> , no. R33-0664 (Ottawa: Queen’s Printer and Controller of Stationary, 1964), <a href="https://www.aadnc-aandc.gc.ca/eng/1100100028710/1100100028783">https://www.aadnc-aandc.gc.ca/eng/1100100028710/1100100028783</a>	<sup>3</sup> “Treaty 6,” page number.
<b>Bibliography entry</b>		
<b>Template</b>	“Title of Treaty.” Opened for signature date, <i>Title of Larger Series or Filing Organization</i> . Publication information for source (edited book, journal, website, etc.), Date.	
<b>Example</b>	“Treaty 6.” Opened for signature August 28, 1876, Indigenous and Northern Affairs Canada, no. R33-0664, Ottawa: Queen’s Printer and Controller of Stationary, 1964. <a href="https://www.aadnc-aandc.gc.ca/eng/1100100028710/1100100028783">https://www.aadnc-aandc.gc.ca/eng/1100100028710/1100100028783</a>	

## POWERPOINT SLIDES

	First note	Subsequent/shortened note
<b>Template</b>	<sup>1</sup> First Name Last Name, “Title of Slideshow” (Presentation Type, format and event description and location, date conducted), slide number.	<sup>4</sup> Last Name, “Shortened Title,” slide number.
<b>Example</b>	<sup>1</sup> Tracey Bretag, “Contract Cheating Research: Implications for Canadian Universities” (PowerPoint, keynote lecture Canadian Symposium on Academic Integrity, Calgary, AB, April 17, 2019), slide 4.	<sup>4</sup> Bretag, “Contract Cheating Research,” slide 4.
<b>Bibliography entry</b>		
<b>Template</b>	Last Name, First name. “Title of Slideshow.” Presentation Type, format and event description and location, date.	
<b>Example</b>	Bretag, Tracey. “Contract Cheating Research: Implications for Canadian Universities.” PowerPoint, keynote lecture Canadian Symposium on Academic Integrity, Calgary, AB, April 17, 2019.	

## THESES OR DISSERTATIONS

	First note	Subsequent/shortened note
<b>Template</b>	<sup>1</sup> First Name Last Name. “Title of Dissertation or Thesis” (PhD Diss. or master’s thesis, University, Date), page number, Repository, DOI or URL.	<sup>4</sup> Last Name, “Title,” page number
<b>Example</b>	<sup>1</sup> Joshua St Pierre, “Fluency Machines: Semiocapitalism, Disability, and Action” (PhD diss., University of Alberta, 2018), 241, Education and Research Archive, <a href="https://doi.org/10.7939/r3-x9mt-dz02">https://doi.org/10.7939/r3-x9mt-dz02</a>	<sup>4</sup> St. Pierre, “Fluency Machines,” 57.
<b>Bibliography entry</b>		
<b>Template</b>	Last Name, First Name. “Title of Thesis or Dissertation.” PhD Diss. or master’s thesis, University, Date. Repository. DOI or URL.	
<b>Example</b>	St. Pierre, Joshua. “Fluency Machines: Semiocapitalism, Disability, and Action.” PhD diss., University of Alberta, 2018. Education and Research Archive. <a href="https://doi.org/10.7939/r3-x9mt-dz02">https://doi.org/10.7939/r3-x9mt-dz02</a>	

## COURSEPACK

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## Sample Paper for Chicago Style Notes-Bibliography

Amy Halpert

PHIL 250 0P11

June 13, 2018

*CMOS* calls for a separate title page, but consult with your instructor about whether they would like a title page and how it should be formatted. You should include your name, course information, the date and a title.

### Doctrines of Pain: Comparing Epictetus and Epicurus

At first glance, the philosophies of Epicurus and Epictetus can seem very different. However, Epictetus and Epicurus are actually very similar in their doctrine, and both prescribe a lifestyle that is mainly focused on pain avoidance. The key difference between them is that Epictetus believes it is not the events of life which cause us pain but our reaction to them, whereas Epicurus identifies a “pain due to want”<sup>2</sup> that must be filled to be free of pain. The doctrine that best avoids pain will follow Epictetus’ statements regarding good judgement while addressing the pain due to want identified by Epicurus. This paper outlines the differences and similarities between the two philosophers and demonstrates the best doctrine of pain avoidance following their principles.

Both Epictetus and Epicurus advocate for pain avoidance rather than of the pursuit of pleasure. While Epictetus does not directly state that the goal of life should be pain avoidance, he demonstrates it in several passages.<sup>3</sup> In *Enchiridion*, he states:

<sup>2</sup> Epicurus, “Letters to Menoeceus,” in *Ethics: History, Theory, and Contemporary Issues*, 4<sup>th</sup> ed., ed. Steven M. Cahn and Peter Markie (Oxford: Oxford University Press, 2009), 181.

<sup>3</sup> For instance, Epictetus suggests that one should “suppress desire and aversion, and... [that] to combat some individual bad habit, one should practice the opposite behavior.” Margaret Graver, “Epictetus.” Stanford Encyclopedia of Philosophy, “Epictetus,” ed. Edward N. Zalta, 2017,

Footnote numbers correspond with entries at the bottom of the page. The [first footnote](#) to a new source is a complete entry. Footnote 6 on the next page is a shortened/subsequent version of this note

This footnote contains information from a source. In this case, a full citation follows the additional information.

“It is better to die of hunger, so that you may be free from pain [...], than to live in plenty and be troubled in mind.”<sup>4</sup> Epictetus explicitly claims that it is better to die in a life devoid of pain than live in one which contains pain, and further claims that other goods are instrumental only to the end of living without pain. According to Epictetus, “what disturbs men’s mind is not events but their judgement of events.”<sup>5</sup> So, if we will only that the world unfolds as it does, then we will avoid the pain of having our

Paragraphs begin on the next line (no added “enters”) and are indented one tab. See [general formatting](#) for more information.

expectations unmet and find peace. These quotes demonstrate that for Epictetus, what matters most is pain avoidance – all other goods are inferior.

However, it at first appears that Epicurus’ philosophy is not about pain avoidance but rather the pursuit of pleasure. As he writes in “Letter to Menoeceus”:

[We] recognize pleasure as the first good innate in us, and from pleasure we begin every act of choice and avoidance, and to pleasure we return again, using the feeling as the standard by which we judge every good. And since ~~pleasure is the first good and natural to us, for this very reason we do not~~ choose every pleasure, but sometimes we pass over many pleasures, when greater discomfort accrues to us.<sup>6</sup>

Paragraph continues with a double-space without an indent. In rare cases where you end a paragraph on a [block quotation](#), you would indent your new paragraph.

Epicurus’ thoughts regarding “pain due to want”<sup>7</sup> suggest that he is more focused on pain avoidance. He writes: “For it is then that we have need of pleasure, when we feel pain owing to the absence of pleasure; (but when we do not feel pain), we no longer need pleasure.”<sup>8</sup> Epicurus suggests that the value of pleasure is that it removes pain –

<https://plato.stanford.edu/entries/epictetus/#MinBod>

<sup>4</sup> Epictetus, “Enchiridion,” in *Ethics: History, Theory, and Contemporary Issues*, 4<sup>th</sup> ed., ed. Steven M. Cahn and Peter Markie (Oxford: Oxford University Press, 2009), 185.

4 and 5 are [subsequent/shortened notes](#). Both references have already appeared in full form (notes 1 and 3).

<sup>5</sup> Epictetus, “Enchiridion,” 184.

<sup>6</sup> Epicurus, “Letter to Menoeceus,” 181.

<sup>7</sup> Epicurus, “Letter to Menoeceus,” 181.

<sup>8</sup> Epicurus, “Letter to Menoeceus,” 180.

once the pain is gone, we no longer need pleasure. Epicurus' thoughts on the limits of pleasure reaffirm this idea: "the pleasure in the flesh is not increased, when once the pain due to want is removed, but it is only varied... [and therefore] infinite time contains no greater pleasure than limited time."<sup>9</sup> Thus, pleasure only increases happiness to the point where it removes pain. Then, it simply varies the pleasure we feel, but does not add to it.<sup>10</sup> A longer life thus entails the possibility of more pain, which pleasure can remedy, but dying contains no pain at all and is thus equal to a life of pleasure.

The ellipsis plus period signifies a sentence break has been omitted and the square brackets contain a modification to condense the quotation. See [further examples of modifying quotations](#).

To summarize, Epicurus and Epictetus agree that we should order our lives around pain avoidance, but they differ in what sources they attribute the causes of pain to. Epicurus identifies pains that are caused due to want of pleasures, and so he prescribes pursuing the minimum amount of pleasures.<sup>11</sup> While Epictetus seems focused only on pains of the soul, pains of the body exist as well, and should also be considered. As such, combining the insights of both Epicurus and Epictetus, results in a doctrine of pain avoidance that avoids more pain together than either of the two do in solitude.

Both footnotes are for paraphrases. These are ideas captured from a source in one's own grammar and syntax.

Author introduces a new work by Epicurus, so they add a full footnote for the new source.

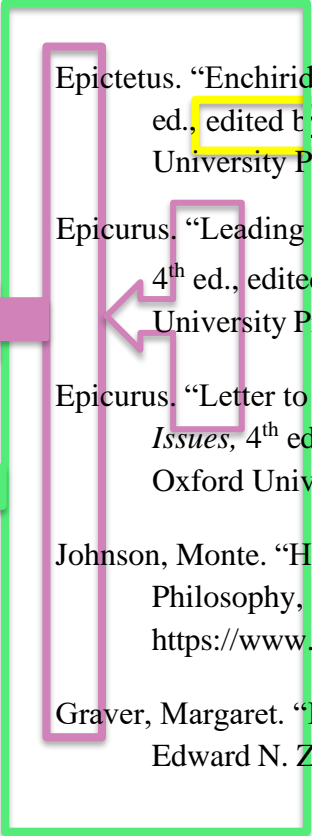
<sup>9</sup> Epicurus, "Leading Doctrines," in *Ethics: History, Theory, and Contemporary Issues*, 4<sup>th</sup> ed., ed. Steven M. Cahn and Peter Markie (Oxford: Oxford University Press, 2009), 181.

<sup>10</sup> Monte Johnson. "History: Epicurus' Cure for Unhappiness." *Wireless Philosophy*, YouTube, August 19, 2014, 9:32, <https://www.youtube.com/watch?v=E5f5smh7Keo>

<sup>11</sup> Johnson, "Epicurus' Cure for Unhappiness."

“Bibliography” is centred in plain text.

Bibliography



Epictetus. “Enchiridion.” In *Ethics: History, Theory, and Contemporary Issues*, 4<sup>th</sup> ed., edited by Steven M. Cahn and Peter Markie, 1 Oxford University Press, 2009.

Epicurus. “Leading Doctrines.” In *Ethics: History, Theory, and Contemporary Issues*, 4<sup>th</sup> ed., edited by Steven M. Cahn and Peter Markie, Oxford University Press, 2009.

Epicurus. “Letter to Menoeceus.” In *Ethics: History, Theory, and Contemporary Issues*, 4<sup>th</sup> ed., edited by Steven M. Cahn and Peter Markie, Oxford University Press, 2009.

Johnson, Monte. “History: Epicurus’ Cure for Unhappiness.” YouTube, Wireless Philosophy, August 19, 2014, 9:32, <https://www.youtube.com/watch?v=E5f5smh7Keo>

Graver, Margaret. “Epictetus.” Stanford Encyclopedia of Philosophy, edited by Edward N. Zalta, April 17, 2017. <https://plato.stanford.edu/entries/epicurus/>

Each individual chapter that is used in an edited volume has a separate entry with the editors after the edition number and book title.

Entries are organized alphabetically by last name. Where an author appears more than once, alphabetize letter-by-letter by title.

Entries are arranged using a “hanging indent.” What this means is that the first line is fully adjusted left and the remaining lines are one tab in from the left. You can use your ruler function in Word to do this or there is a “hanging indent” feature in Word: Paragraph> Indents and Spacing> Special> Hanging

