Bibliographies and Footnotes

Topics discussed in this guide:

1. What are bibliographies and footnotes?

In academic writing, you are required to indicate the source of the facts or ideas used in your research paper. This is called *citing* your sources. You must indicate the citation information in two places.

- You insert it into the text of your essay at the point where the borrowed fact or idea appears. Some citation styles do this by means of a *parenthetical reference* like this: (Smith, 1998, p. 34). Other styles use *footnotes.*
- You also include a complete list of your sources at the end of your paper. This is commonly referred to as the *bibliography*, although it can be called the Reference List, List of Sources Cited, etc.

Why should I care about bibliographies and footnotes?

The short answer is: to avoid the charge of *plagiarism.* If you borrow an idea from another writer and fail to cite it, you are in effect stealing their work and presenting it as your own. Plagiarism carries very severe penalties at SFU.

The longer answer is that citations are necessary so that readers can 'follow' ideas and check up on facts. If you use footnotes and bibliographies consistently, it allows your professor or others to retrieve the sources you used, and do their own research on your topic. Likewise you have probably used footnotes or references in your textbook to chase down more material on a topic you were interested in. This is why it's important to cite your sources carefully and consistently.

Which citation style should I use?

There are many citation styles in use today. If you're not sure which style you should be using, ask your professor. This guide will give you basic examples of how to cite according to three of the most widely used citation styles.

- **APA** - This is the citation style of the American Psychological Association. Psychology students will almost always use this style. It is commonly used in other fields of the social sciences as well.
- **MLA** - This is the citation style of the Modern Languages Association. It is commonly used for literature essays.
- **Chicago** - From the *Chicago Manual of Style*, and also known as the **Turabian** style.

(If you need to use a citation style other than these three, we've listed sources for a few of the other styles below.)

2. Examples of APA, MLA, and Chicago Styles

	Footnote or Parenthetical Reference			Bibliography		
	APA	MLA	Chicago	APA	MLA	Chicago
Book with one author	1	13	25	2	14	26
Book with multiple authors	3	15	27	4	16	28
Chapter in book by different author	5	17	29	6	18	30
Journal article	7	19	31	8	20	32
Online article	9	21	33	10	22	34
Webpage	11	23	35	12	24	36

This guide provides examples for only these six common types of sources. **If the source you need to cite is more complicated than one of these, you should consult the full style guide itself.** SFU Library has copies of the style guides in all three libraries: Bennett, Belzberg and Surrey. Check the Reference Desk, the Reference Collection, or the library catalogue for other available copies.

APA	*Publication manual of the American Psychological Association.* (5th ed., 2001) -- BF 76.7 P83 2001
MLA	*MLA handbook for writers of research papers.* (6th ed., 2003) -- LB 2369 G53 2003 or *The MLA style manual and guide to scholarly publishing.* (2nd ed., 1998) -- PN 147 G444 1998
Chicago	*The Chicago manual of style.* (15th ed., 2003) -- Z 253 U69 2003 or Turabian's *A manual for writers of term papers, theses and dissertations.* (6th rev. ed., 1996) Four copies in Bennett Library, Bennett Reference, Belzberg Library and Belzberg Reference-- LB 2369 T8 1996

You may be able to buy copies of these guides in the SFU bookstore as well.

Many APA examples are available at the University of Minnesota, Crookston.
<http://www.crk.umn.edu/library/links/apa5th.htm>

APA Style Guide

Some of the features of APA style:

- parenthetical references, not footnotes; the date and "p." before the page number are required (contrast this with MLA style in 13)
- for the author's first name use only initials: "Smith, J." not "Smith, Jennifer"
- italicize the title of the book or journal; capitalize only the first letter and proper nouns

The list of sources at the end of the paper should be called the Reference List.

Book with one author

1	Reference note:	(Turabian, 1996, p. 56)
2	In list of sources:	Turabian, K. L. (1996). *A manual for writers of term papers, theses, and dissertations* (6th rev. ed.). Chicago: University of Chicago Press.

Book with multiple authors

3	Reference note:	(Messenger & de Bruyn, 1986, pp. 95-96)
4	In list of sources:	Messenger, W. E., & de Bruyn, J. (1986). *The Canadian writer's handbook* (New ed.). Scarborough, Ontario, Canada: Prentice-Hall of Canada.

Chapter in book by different author

5	Reference note:	(Ezell, 1977, p. 12)
6	In list of sources:	Ezell, R. (1977). Mother Goose: The rhythm of her rhymes. In A.S. MacLeod, *Children's literature: Selected essays and bibliographies* (pp. 1-15). College Park :College of Library & Information Services, University of Maryland.

Journal article

7	Reference note:	(Nelles, 1994, p. 490)
8	In list of sources:	Nelles, W. (1994). A bibliography of bibliographies appearing in Style. *Style, 28 (4),* 485-97.

Online article

Citations to articles found online look similar to citations for articles found in paper journals. However, you should add the date you retrieved the article, as well as information about the database and/or the URL where you found it.

9a	Reference note:	(Horn, 2001, p. 1088)
10a	In list of sources:	Horn, K. (2001). The consequences of citing hedged statements in scientific research articles. *Bioscience, 51,* 1086-1903. Retrieved January 17, 2002, from Academic Search Elite (EBSCOhost).
9b	Reference note:	(Hare, 1983, p. 290)
10b	In list of sources:	Hare, J.E. (1983). A bibliographical guide to Quebecois literature and culture. *Yale French Studies, 65,* 283-295. Retrieved January 17, 2002, from JSTOR.
9c	Reference note:	(McCall, 1999, p. 11)
10c	In list of sources:	McCall, J.H. (1999). Comments on footnotes to near history. *SAIS review, 19,* 9-12. Retrieved January 17, 2002, from http://muse.jhu.edu/journals/sais_review/ v019/19.1mccall.html

Webpage

11	Reference note:	(International Federation of Library Associations, 1998)
12	In list of sources:	International Federation of Library Associations. (1998, August 12). *Library & information science: Citation guides for electronic documents.* Retrieved November 9, 1998, from http://www.ifla.org/I/training/citation/citing.htm

MLA Style Guide

Some of the features of MLA style:

- parenthetical references are normally used, although footnotes are allowed - see the full style guide for details
- the title should be underlined, not italicized

Book with one author

13 Reference note: (Turabian 56)

14 In list of sources: Turabian, Kate L. <u>A Manual for Writers of Term Papers, Theses, and Dissertations</u>.
                             6th rev. ed. Chicago: U of Chicago P, 1996.

Book with multiple authors

15 Reference note: (Messenger 95-96)

16 In list of sources: Messenger, William E., and Jan de Bruyn. <u>The Canadian Writer's Handbook</u>. New ed.
                             Scarborough, ON, Can.: Prentice-Hall of Canada, 1986.

Chapter in book by different author

17 Reference note: (Ezell 12)

18 In list of sources: Ezell, Richard. "Mother Goose: The Rhythm of Her Rhymes." <u>Children's literature:
                             selected essays and bibliographies</u>. Ed. Anne S. MacLeod. College Park :
                             College of Library & Information Services, U of Maryland, 1977. 1-15.

Journal article

19 Reference note: (Nelles 490)

20 In list of sources: Nelles, William. "A Bibliography of Bibliographies Appearing in Style." <u>Style</u> 28.4 (1994) :
                             485-97.

Online article

21a Reference note: (Horn 1088)

22a In list of sources: Horn, Kelly. "The Consequences of Citing Hedged Statements in Scientific Research Articles."
                             <u>Bioscience</u> 51.12 (2001): 1086-1093. <u>Academic Search Elite</u>. EBSCOHost.
                             17 Jan. 2002 <http://ehost.epnet.com/>

21b Reference note: (Hare 290)

22b In list of sources: Hare, John E. "A Bibliographical Guide to Quebecois Literature and Culture."
                             <u>Yale French Studies</u> 65 (1983): 283-295. <u>JSTOR</u>.
                             17 Jan. 2002 <http://www.jstor.org/view/00440078/dm991154/
                             99p01435/0?config=jstor&frame=noframe&userID=8e3abd0d@sfu.ca/
                             01cc99331a005059cc90&dpi=3>

21c Reference note: (McCall 11)

22c In list of sources: McCall, James H. "Comments on Footnotes to Near History." <u>SAIS Review </u>19.1
                             (1999): 9-12. <u>Project Muse</u>. 17 Jan. 2002
                             <http://muse.jhu.edu/journals/sais_review/v019/19.1mccall.html>

Webpage

23 Reference note: (International Federation of Library Associations 1998)

| 24 | In list of sources: | Library & Information Science: Citation Guides for Electronic Documents. 12 Aug.1998. International Federation of Library Associations. 9 Nov. 1998 <http:// www.ifla.org/I/training/citation/citing.htm> |

Chicago/Turabian Style Guide

The Chicago style allows you to choose either footnotes and a bibliography, or parenthetical references and a 'reference list'. This section gives you examples of the footnote & bibliography combination.

Book with one author

| 25 | Footnote: | [7] Kate L. Turabian, *A Manual for Writers of Term Papers, Theses, and Dissertations*, 6th rev. ed. (Chicago: University of Chicago Press, 1996), 56. |
| 26 | In list of sources: | Turabian, Kate L. *A manual for writers of term papers, theses, and dissertations*. 6th rev. ed. Chicago: University of Chicago Press, 1996. |

Book with multiple authors

| 27 | Footnote: | [7] William E. Messenger and Jan de Bruyn, *The Canadian Writer's Handbook*. New ed. (Scarborough, Ontario: Canada: Prentice-Hall of Canada, 1986), 95-96. |
| 28 | In list of sources: | Messenger, William E., and Jan de Bruyn. *The Canadian writer's handbook*. New ed. Scarborough, Ontario, Canada: Prentice-Hall of Canada, 1986. |

Chapter in book by different author

| 29 | Footnote: | [7] Richard Ezell, "Mother Goose: The Rhythm of Her Rhymes," in *Children's literature: selected essays and bibliographies,* ed. Anne S. MacLeod (College Park: College of Library & Information Services, University of Maryland, 1977), 12. |
| 30 | In list of sources: | Ezell, Richard. "Mother Goose: The Rhythm of Her Rhymes." In *Children's literature: selected essays and bibliographies,* ed. Anne S. MacLeod. College Park: College of Library & Information Services, University of Maryland, 1977. |

Journal article

| 31 | Footnote: | [7] William Nelles, "A Bibliography of Bibliographies Appearing in Style," *Style* 28, no. 4 (1994): 490. |
| 32 | In list of sources: | Nelles, William. "A Bibliography of Bibliographies Appearing in Style." *Style* 28, no. 4 (1994): 485-97. |

Online article

| 33a | Footnote: | [7] Kelly Horn, "The Consequences of Citing Hedged Statements in Scientific Research Articles," *Bioscience* 51, no. 12 (2001): 1088. |
| 34a | In list of sources: | Horn, Kelly. "The Consequences of Citing Hedged Statements in Scientific Research Articles ." *Bioscience*. 2001, vol. 51, no. 12 [cited 17 January 2002]: 1086-1093. Available from Academic Search Elite in EBSCOHost. |

33b	Footnote:	[7] John E. Hare, "A Bibliographical Guide to Quebecois Literature and Culture," *Yale French Studies* 65 (1983): 290.
34b	In list of sources:	Hare, John E. "A Bibliographical Guide to Quebecois Literature and Culture." *Yale French Studies*. 1983, no. 65 [cited 17 January 2002], 283-295. Available from JSTOR.
33c	Footnote:	[7] James H. McCall, "Comments on Footnotes to Near History," *SAIS Review* 19, no. 1 (1999): 11.
34c	In list of sources:	McCall, James H. "Comments on Footnotes to Near History." *SAIS Review*. 1999, vol. 19, no. 1 [cited 17 January 2002], 9-12. Available from: <http://muse.jhu.edu/journals/sais_review/v019/19.1mccall.html

Webpage

| 35 | Footnote: | [7] International Federation of Library Associations, Library & information science: citation guides for electronic documents [online], 1998. |
| 36 | In list of sources: | *Library & information science: citation guides for electronic documents* [online]. International Federation of Library Associations, 12 August 1998 [cited 9 November 1998]. Available from: <http://www.ifla.org/I/training/citation/citing.htm>. |

3. More on citing online sources and webpages

Citing sources you find online, such as webpages and e-journal articles, is always tricky. The official style guides have only just started to deal with this topic, so the rules they give are likely to evolve in the future. In the meantime there are many websites which propose their own rules for citing online sources.

- APA Style: Electronic References. <http://www.apastyle.org/elecref.html>
- MLA Style: How do I document sources from the World Wide Web in my works-cited list? <http://www.mla.org/www_mla_org/style/style_main.asp?level=2&mode=page&page=1&link=sty72800121438&section=sty51800124510>
- Turabian for the Cyberage. <http://fhss.byu.edu/polsci/taylorsa/Taylor_web.htm>

- A Brief Citation Guide for Internet Sources in History and the Humanities. From Melvin E. Page, East Tennessee State University. <http://library.byu.edu/%7Erdh/eurodocs/cite.html>
- Citing Electronic Information. From Erindale College Library, University of Toronto at Mississauga. <http://www.erin.utoronto.ca/%7Ew3lib/pub/Electcit/electronic_citing.htm>
- Citing Electronic Sources in the Humanities and Social Sciences. From Joseph Jones, UBC Library. <http://www.library.ubc.ca/hss/citelso.html>
- Citation Guides for Electronic Documents. From the International Federation of Library Associations and Institutions. <http://www.ifla.org/I/training/citation/citing.htm>
- The Columbia Guide to Online Style. Belzberg Reference, Bennett Reference, Bennett Library PN 171 F56 W35 1998 <http://www.columbia.edu/cu/cup/cgos/idx_basic.html>
- Information and Documentation - Bibliographic references - Electronic documents or parts thereof. Excerpts from International Standard ISO 690-2. <http://www.nlc-bnc.ca/iso/tc46sc9/standard/690-2e.htm>
- Karla's Guide to Citation Style Guides. Journalism Resources, compiled and edited by Karla Tonella, University of Iowa. <http://bailiwick.lib.uiowa.edu/journalism/cite.html>
- Resources for Documenting Electronic Sources. From the Purdue University Online Writing Lab. <http://owl.english.purdue.edu/handouts/research/r_docelectric.html>
- Sources: Their Use and Acknowledgement: On-line Journal. From Dartmouth College. <http://www.dartmouth.edu/%7Esources/examples/on-line.html>

4. Other style manuals

- Archival citations: suggestions for the citation of documents at the Public Archives of Canada. 1983. Bennett Reference CD 3626 Z922
- Bibliographic style manual. Belzberg Reference, Bennett Reference Z 1001 T45 1989
- Bibliography Style Handbook. From the Writers' Workshop, University of Illinois at Urbana-Champain. <http://www.english.uiuc.edu/cws/wworkshop/MLA/bibliographymla.htm>
- The complete manuscript preparation style guide. 1982. Bennett Library PN 160 M8
- Form and style: theses, reports, term papers. 7th ed. Bennett Library LB 2369 C3 1986
- Harbrace college handbook for Canadian writers. 4th ed. Bennett Library PE 1112 H6 1994
- The Harvard System of Citation. From Bournemouth University. <http://www.bournemouth.ac.uk/using_the_library/html/harvard_system.html>
- Simon & Schuster handbook for writers. 3rd ed. Bennett Library PE 1408 T696 1993
- Wired style: principles of English usage in the digital age. Bennett Reference QA 76.15 W55 1996
- Writing research papers : a complete guide. 9th ed. Belzberg Reference, Bennett Reference LB 2369 L4 1999

For style manuals for specific disciplines, see the Subject Research Guides <http://www.lib.sfu.ca/researchhelp/subjectguides/index.htm>. Each Library guide has a section in the table of contents listing appropriate style manuals.

Created by GC. Last edited (SA) May. 11, 2005
http://www.lib.sfu.ca/researchhelp/writing/biblio.pdf