



CONESTOGA

Connect Life and Learning

# Chicago Turabian Style: How do I cite...?

Choose from

A source I found  
online.

A source I found in  
print.

**In all examples, the following short forms are used:**

E = Endnote format

B = Bibliography format

# Chicago Turabian Style: How do I cite...

## A Print Resource

Books

Dictionaries & Encyclopedias

Journal Articles

Newspaper Articles

Magazine Articles

Interviews / Personal Communications

Reports

Lectures

FAQs

*When Can I Use Shortened Endnotes?*

*How do I cite a source quoted in another source?*

*What if there's no author?*

*What if there is more than one author?*

**In all examples, the following short forms are used:**

E: = Endnote format

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# Chicago Turabian Style: How do I cite...

## An Online/Electronic Resource

Books

Dictionaries & Encyclopedias

Journal Articles

Newspaper Articles

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Webpages

Reports

Statistical Sources

Lecture Slides / ANGEL notes

FAQs

*When Can I Use Shortened Endnotes?*

*What's a permalink? A DOI?*

*How do I cite a source quoted in another source?*

*What if there's no author?*

*What if there is more than one author?*

*What if there aren't any page numbers?*

**In all examples, the following short forms are used:**

E: = Endnote format

B: = Bibliography format

# How to cite print books...

- ...with one author
- ...with two authors
- ...with three authors
- ...with more than three authors
- ...with one or more editors
- An authored chapter in an edited book

# How to cite e-books...

- ...with one author
- ...with two authors
- ...with three authors
- ...with more than three authors
- ...with one or more editors
- An authored chapter in an edited e-book

# Book with one author (Print)

**E:** Note Number. Author's First and Last Names, *Title of Book: Subtitle of Book* (Place of Publication: Publisher's Name, Date of Publication), Pages Cited.

1. John Smith, *How to Train a Monkey: A Guide* (New York: W. W. Norton and Company, 1997), 47-48.

**B:** Author's Last Name, Author's First Name. *Title of Book: Subtitle of Book*. Place of Publication: Publisher's Name, Date of Publication.

Smith, John. *How to Train a Monkey: A Guide*. New York: W. W. Norton and Company, 1997.

# E-book with one author

*For the Note:* If there are no page numbers available, use a descriptive locator, such as a preceding subheading, as described below.

**E:** Note Number. Author's First and Last Names, *Title of Book: Subtitle of Book* (Place of Publication: Publisher's Name, Date of Publication), Pages Cited, url (**accessed** Date of Access).

1. John Smith, *How to Train a Monkey: A Guide*, (New York: W. W. Norton and Company, 1997), under "Banana's are Essential," <http://www.monkeytrainer.com/pubs/chapter4/feeding> (accessed July 20, 2010).

**B:** Author's Last Name, Author's First Name. *Title of Book: Subtitle of Book*. Place of Publication: Publisher's Name, Date of Publication. url (**accessed** Date of Access).

Smith, John. *How to Train a Monkey: A Guide*. New York: W. W. Norton and Company, 1997.  
<http://www.monkeytrainer.com/pubs/chapter4/feeding> (accessed July 20, 2010).

# Book with two authors (Print)

**E:** Note Number. Author #1's First and Last Names **and** Author #2's First and Last Names, *Title of Book: Subtitle of Book* (Place of Publication: Publisher's Name, Date of Publication), Pages Cited.

2. John Smith and Jimmy Clark, *How to Train a Monkey Again: An Updated Guide* (New York: W. W. Norton and Company, 1999), 47-48.

**B:** Author #1's Last Name, Author #1's First Name **and** Author #2's First and Last Names. *Title of Book: Subtitle of Book*. Place of Publication: Publisher's Name, Date of Publication.

Smith, John and Jimmy Clark. *How to Train a Monkey Again: An Updated Guide*. New York: W. W. Norton and Company, 1999.



# E-book with two authors

*For the Note:* If there are no page numbers available, use a descriptive locator, such as a preceding subheading (click [here](#) for an example).

**E:** Note Number. Author #1's First and Last Names **and** Author #2's First and Last Names, *Title of Book: Subtitle of Book* (Place of Publication: Publisher's Name, Date of Publication), Pages Cited, url (**accessed** Date of Access).

2. John Smith and Jimmy Clark, *How to Train a Monkey Again: An Updated Guide* (New York: W. W. Norton and Company, 1999), 100, <http://www.monkeytrainer.com/pubs/again/chapter9/feeding> (accessed July 20, 2010).

**B:** Author #1's Last Name, Author #1's First Name **and** Author #2's First and Last Names. *Title of Book: Subtitle of Book*. Place of Publication: Publisher's Name, Date of Publication. url (**accessed** Date of Access).

Smith, John and Jimmy Clark. *How to Train a Monkey Again: An Updated Guide*. New York: W. W. Norton and Company, 1999. <http://www.monkeytrainer.com/pubs/again/chapter9/feeding> (accessed July 20, 2010).

# Book with three authors (Print)

**E:** Note Number. Author #1's First and Last Names, Author #2's First and Last Names **and**, Author #3's First and Last Names, *Title of Book: Subtitle of Book* (Place of Publication: Publisher's Name, Date of Publication), Pages Cited.

3. John Smith, Jimmy Clark and Rosie O'Donnell, *How to Train a Monkey To Play Poker: A Guide* (New York: W. W. Norton and Company, 2001), 47-48.

**B:** Author #1's Last Name, Author #1's First Name, Author #2's First and Last Names **and**, Author #3's First and Last Names. *Title of Book: Subtitle of Book*. Place of Publication: Publisher's Name, Date of Publication.

Smith, John, Jimmy Clark, and Rosie O'Donnell. *How to Train a Monkey To Play Poker: A Guide*. New York: W. W. Norton and Company, 2001.

# E-book with three authors

*For the Note:* If there are no page numbers available, use a descriptive locator, such as a preceding subheading (click [here](#) for an example).

**E:** Note Number. . Author #1's First and Last Names, Author #2's First and Last Names **and**, Author #3's First and Last Names, *Title of Book: Subtitle of Book* (Place of Publication: Publisher's Name, Date of Publication), Pages Cited, url (**accessed** Date of Access).

2. John Smith, Jimmy Clark and Rosie O'Donnell, *How to Train a Monkey To Play Poker: A Guide* (New York: W. W. Norton and Company, 2001), 341, <http://www.monkeytrainer.com/pubs/poker/chapter16/feeding> (accessed July 20, 2010).

**B:** Author #1's Last Name, Author #1's First Name, Author #2's First and Last Names **and**, Author #3's First and Last Names. *Title of Book: Subtitle of Book*. Place of Publication: Publisher's Name, Date of Publication. url (**accessed** Date of Access).

Smith, John, Jimmy Clark, and Rosie O'Donnell. *How to Train a Monkey To Play Poker: A Guide*. New York: W. W. Norton and Company, 2001. <http://www.monkeytrainer.com/pubs/poker/chapter16/feeding> (accessed July 20, 2010).

# Book with more than three authors (Print)

**E:** Note Number. Author #1's First and Last Names **et al**, *Title of Book: Subtitle of Book* (Place of Publication: Publisher's Name, Date of Publication), Pages Cited.

4. John Smith et al., *How to Train a Monkey To Write Shakespeare: A Guide* (New York: W. W. Norton and Company, 2007), 51-52.

**B:** Author #1's Last Name, Author #1's First Name, Author #2's First and Last Names, Author #3's First and Last Names, **and** Last Author's First and Last Names. *Title of Book: Subtitle of Book*. Place of Publication: Publisher's Name, Date of Publication.

Smith, John, Jimmy Clark, Rosie O'Donnell, John Malkovitch, and Amy Adams. *How to Train a Monkey To Write Shakespeare: A Guide*. New York: W. W. Norton and Company, 2007.

# E-book with more than three authors

*For the Note:* If there are no page numbers available, use a descriptive locator, such as a preceding subheading (click [here](#) for an example).

**E:** Note Number. Author #1's First and Last Names **et al**, *Title of Book: Subtitle of Book* (Place of Publication: Publisher's Name, Date of Publication), Pages Cited, url (**accessed** Date of Access).

4. John Smith et al., *How to Train a Monkey To Write Shakespeare: A Guide* (New York: W. W. Norton and Company, 2007), 51-52, <http://www.monkeytrainer.com/pubs/bard/chapter5/feeding> (accessed July 20, 2010).

**B:** Author #1's Last Name, Author #1's First Name, Author #2's First and Last Names, Author #3's First and Last Names, **and** Last Author's First and Last Names. *Title of Book: Subtitle of Book*. Place of Publication: Publisher's Name, Date of Publication. , url (**accessed** Date of Access).

Smith, John, Jimmy Clark, Rosie O'Donnell, John Malkovitch, and Amy Adams. *How to Train Monkey To Write Shakespeare: A Guide*. New York: W. W. Norton and Company, 2007. <http://www.monkeytrainer.com/pubs/bard/chapter5/feeding> (accessed July 20, 2010).

# Book with one or more editors (print)

**E:** Note Number. Editor's First and Last Name, **ed.**, [for a single editor] or **eds.**, [for more than one editor] *Title of Book: Subtitle of Book* (Place of Publication: Publisher's Name, Date of Publication), Pages Cited.

5. John Smith, ed., *How to Train a Monkey: A Survey of Experts* (New York: W. W. Norton and Company, 1997), 94.

**B:** Editor's Last Name, Editor's First Name, **ed.** [for a single editor] or **eds.** [for more than one editor] *Title of Book: Subtitle of Book*. Place of Publication: Publisher's Name, Date of Publication.

Smith, John, ed. *How to Train a Monkey: A Survey of Experts*. New York: W. W. Norton and Company, 1997.

# E-book with one or more editors

*For the Note:* If there are no page numbers available, use a descriptive locator, such as a preceding subheading (click [here](#) for an example).

**E:** Note Number. Editor's First and Last Name, **ed.**, [for a single editor] or **eds.**, [for more than one editor] *Title of Book: Subtitle of Book* (Place of Publication: Publisher's Name, Date of Publication), Pages Cited, url (**accessed** Date of Access).

5. John Smith, ed., *How to Train a Monkey: A Survey of Experts* (New York: W. W. Norton and Company, 1997), 94, <http://www.monkeytrainer.com/pubs/experts/chapter8/feeding> (accessed July 20, 2010).

**B:** Editor's Last Name, Editor's First Name, **ed.** [for a single editor] or **eds.** [for more than one editor] *Title of Book: Subtitle of Book*. Place of Publication: Publisher's Name, Date of Publication. url (**accessed** Date of Access).

Smith, John, ed. *How to Train a Monkey: A Survey of Experts*. New York: W. W. Norton and Company, 1997. <http://www.monkeytrainer.com/pubs/experts/chapter8/feeding> (accessed July 20, 2010).

# Authored Chapter in an Edited Book

**E:** Note Number. Chapter's Author's First Name and Last Name, "Title of Chapter," **in** *Title of Book*, **ed.** [for a single editor] or **eds.** [for more than one editor] Editor's First Name, Editor's Last Name (Place of Publication: Publisher's Name, Year of Publication), Pages Cited.

4. Hedley Malloch, "International Human Resource Management," in *The Global Business Handbook*, eds. David J. Newslands and Mark J. Hooper (Farnham, England: Gower, 2009), 195.

**B:** Chapter's Author's Last Name, Chapter's Author's First Name. "Title of Chapter," **In** *Title of Book*, **edited by** Editor's First Name and Last Name, Page Range of Chapter. Place of Publication: Publisher's Name, Year of Publication).

Malloch, Hedley. "International Human Resource Management." In *The Global Business Handbook*, edited by David J. Newslands and Mark J. Hooper, 191-210. Farnham, England: Gower, 2009.



# Authored Chapter in an Edited E-Book

*For the Note:* If there are no page numbers available, use a descriptive locator, such as a preceding subheading (click [here](#) for an example).

**E:** Note Number. Chapter's Author's First Name and Last Name, "Title of Chapter," **in** *Title of Book*, **ed.** [for a single editor] or **eds.** [for more than one editor] Editor's First Name, Editor's Last Name (Place of Publication: Publisher's Name, Year of Publication), Pages Cited, url (**accessed** Accessed Date).

4. Hedley Malloch, "International Human Resource Management," in *The Global Business Handbook*, ed. David J. Newslands and Mark J. Hooper (Farnham, England : Gower, 2009), 195, <http://www.globalbusiness.org/ihrm> (accessed July 23, 2010).

**B:** Chapter's Author's Last Name, Chapter's Author's First Name. "Title of Chapter,. **In** *Title of Book*, **edited by** Editor's First Name and Last Name, Page Range of Chapter. Place of Publication: Publisher's Name, Year of Publication). url (**accessed** Accessed Date).

Malloch, Hedley. "International Human Resource Management." In *The Global Business Handbook*, edited by David J. Newslands and Mark J. Hooper, 191-210. Farnham, England : Gower, 2009. <http://www.globalbusiness.org/ihrm> (accessed July 23, 2010).

# Dictionary or Encyclopedia (Print)

Note: info in square brackets [ ] is for your information only. Do not include in your reference.

**E:** Note Number. Editor's First and Last Name(s), **ed.** [for a single editor] *or* **eds.** [for more than one editor], *Title of Book: Subtitle of Book*, Edition Number [if applicable] **ed.** (Place of Publication: Publisher's Name, Date of Publication), **s.v.** Entry Name.

6. Carol R. Ember and Melvin Ember, eds., *Countries and Their Cultures*. (New York: MacMillan Reference USA, 2001), s.v. "Japan."

**B:** Editor's Last Name, Editor's First Name, **ed.** [for a single editor] *or* **eds.** [for more than one editor]. *Title of Book: Subtitle of Book*. Edition Number [if applicable]. Place of Publication: Publisher's Name, Date of Publication.

Ember, Carol R. and Melvin Ember, eds. *Countries and Their Cultures*. (New York: MacMillan Reference USA, 2001).

# Dictionary or Encyclopedia (Online)

Note: info in square brackets [ ] is for your information only. Do not include in your reference.

**E:** Note Number. Editor's First and Last Name, **ed.** [for a single editor] *or* **eds.** [for more than one editor], *Title of Book: Subtitle of Book*, Edition Number [if applicable] **ed.** (Place of Publication: Publisher's Name, Date of Publication), **s.v.** Entry Name, url (**accessed** Date of Access).

6. Carol R. Ember and Melvin Ember, eds., *Countries and Their Cultures* (New York: MacMillan Reference USA, 2001), s.v. "Japan," <http://go.galegroup.com/ps/i.do?id=GALE|CX3401700121&v=2.1&u=conestoga&it=r&p=GVRL&sw=w> (accessed July 20, 2010).

**B:** Editor's Last Name, Editor's First Name **ed.** [for a single editor] *or* **eds.** [for more than one editor] *Title of Book: Subtitle of Book*, Edition Number [if applicable] **ed.** Place of Publication: Publisher's Name, Date of Publication. url (**accessed** Date of Access).

Ember, Carol R. and Melvin Ember, eds. *Countries and Their Cultures*. New York: MacMillan Reference USA, 2001. <http://go.galegroup.com/ps/i.do?Id=GALE|CX3401700121&v=2.1&u=conestoga&it=r&p=GVRL&sw=w> (accessed July 20, 2010).

# Journal Article (Print)

**E:** Note Number. Author's First and Last Name, "Title of Article: Subtitle of Article," *Journal Title* Volume Number, **no.** Issue Number (Date of Publication): Pages Cited.

7. Perry Mason, "Subtle as a Poke in the Eye: an Investigation of Technique," *Journal of Whodunit Mysteries* 45, no. 5 (1966): 23.

**B:** Author's Last Name, Author's First Name. "Title of Article: Subtitle of Article." *Journal Title* Volume Number, **no.** Issue Number (Date of Publication): Page Range of Article.

Mason, Perry. "Subtle as a Poke in the Eye: an Investigation of Technique." *Journal of Whodunit Mysteries* 45, no. 5 (1966): 23-35.

# Journal Article (Electronic)

If your source is from an **online database from the library**, use the **DOI** (digital object identifier) or other stable **permalink** instead of the standard url. If neither of these is available, use the link to the main page of the database.

*For the Note:* If there are no page numbers available, use a descriptive locator, such as a preceding subheading (click [here](#) for an example).

**E:** Note Number. Author's First and Last Name, "Title of Article: Subtitle of Article," *Journal Title* Volume Number, **no.** Issue Number (Date of Publication): Pages Cited, url (**accessed** Date of Access).

7. Perry Mason, "Subtle as a Poke in the Eye: an Investigation of Technique," *Journal of Whodunit Mysteries* 45, no. 5 (1966): 23, <http://proquest.umi.com/pqdweb?did=1187236431&sid=1&Fmt=3&clientId=38280&RQT=309&VName=PQD> (accessed August 4, 2009).

**B:** Author's Last Name, Author's First Name. "Title of Article: Subtitle of Article." *Journal Title* Volume Number, **no.** Issue Number (Date of Publication): Page Range of Article. url (**accessed** Date of Access).

Mason, Perry. "Subtle as a Poke in the Eye: An Investigation of Technique." *Journal of Whodunit Mysteries* 45, no. 5 (1966): 23-35. <http://proquest.umi.com/pqdweb?did=1187236431&sid=1&Fmt=3&clientId=38280&RQT=309&VName=PQD> (accessed August 4, 2009).

# Magazine Article (Print)

- Even if you know the volume and issue for the article, do not include them in your citation.
- If no author is available, begin the citation after the endnote number with the Title of the Article.

**E:** Note Number. Author's First and Last Name, "Title of Article: Subtitle of Article," *Newspaper/Magazine Title*, Date of Publication, Pages Cited.

7. George Jetson, "Astro Speaks: His Life was 'Ruff,'" *Jetsons Magazine*, January 12, 2001, 19.

**B:** Author's Last Name, Author's First Name. "Title of Article: Subtitle of Article." *Newspaper/Magazine Title*, Date of Publication.

Jetson, George. "Astro Speaks: His Life was 'Ruff.'" *Jetsons Magazine*, January 12, 2001.

## Magazine Article (Electronic)

If your source is from an **online database from the library**, use the **DOI** (digital object identifier) or other stable **permalink** instead of the standard url. If neither of these is available, use the link to the main page of the database.

*For the Note:* If there are no page numbers available, use a descriptive locator, such as a preceding subheading (click [here](#) for an example).

**E:** Note Number. Author's First and Last Name, "Title of Article: Subtitle of Article," *Newspaper/Magazine Title*, Date of Publication, Pages Cited, url (**accessed** Date of Access).

7. George Jetson, "Astro Speaks: His Life was 'Ruff,'" *JetsonsMag.com*, January 12, 2001, 19, <http://www.jetsonsmag.com/astro> (accessed August 4, 2009).

**B:** Author's Last Name, Author's First Name. "Title of Article: Subtitle of Article." *Newspaper/Magazine Title*, Date of Publication. url (**accessed** Date of Access).

Jetson, George. "Astro Speaks: His Life was 'Ruff.'" *Jetsons Magazine*, January 12, 2001. <http://www.jetsonsmag.com/astro> (accessed August 4, 2009).

# Newspaper Article (Print)

- For newspapers, never include a page number, instead add edition info if available. (example: final edition).
- If no author is available, begin the citation after the endnote number with the Title of the Article.

**E:** Note Number. Author's First and Last Name, "Title of Article: Subtitle of Article," *Newspaper/Magazine Title*, Date of Publication, Edition [if available].

7. Carrie Tait, "HMV Opens Digital Store; Takes Debit," *National Post*, July 6, 2010.

**B:** Author's Last Name, Author's First Name. "Title of Article: Subtitle of Article." *Newspaper/Magazine Title*. Date of Publication. Edition [if available].

Tait, Carrie. "HMV Opens Digital Store; Takes Debit." *National Post*, July 6, 2010.



# Newspaper Article (Electronic)

If your source is from an **online database from the library**, use the **DOI** (digital object identifier) or other stable **permalink** instead of the standard url. If neither of these is available, use the link to the main page of the database.

Do not include page numbers for either the endnote or bibliography. Do include any edition details, if available.

**E:** Note Number. Author's First and Last Name, "Title of Article: Subtitle of Article," *Newspaper/Magazine Title*, Date of Publication, Edition [if applicable], url (**accessed** Date of Access).

7. Carrie Tait, "HMV Opens Digital Store; Takes Debit," *National Post*, July 6, 2010, <http://proquest.umi.com/pqdweb?did=2076241411&sid=1&Fmt=3&clientId=38280&RQT=309&VName=PQD> (accessed July 21, 2010).

**B:** Author's Last Name, Author's First Name. "Title of Article: Subtitle of Article." *Newspaper/Magazine Title*. Date of Publication. Edition [if applicable]. url (**accessed** Date of Access).

Tait, Carrie. "HMV Opens Digital Store; Takes Debit." *National Post*, July 6, 2010. <http://proquest.umi.com/pqdweb?did=2076241411&sid=1&Fmt=3&clientId=38280&RQT=309&VName=PQD> (accessed July 21, 2010).

# How to Cite Interviews and Personal Communications

Personal Communications are not *typically* included in a bibliography. However, if you have cited the communication often within your research paper, you should include it in the bibliography.

Include the Place of interview and Date of Interview if known.

If the interviewer is also the author of the paper in which the interview is cited, use “interview by author” in place of the First and Last Name of Interviewer. For other types of personal communications, use “email to author” “conversation with author”, etc.

**E:** Note Number. Interviewee’s First and Last Name, **interview by** First and Last Name of Interviewer, Place of Interview, Date of Interview.

8. Louis de Point du Lac, interview by Daniel Molloy, New Orleans, LA, March 3, 1976.

**B:** Interviewee’s Last Name, Interviewee’s First Name. **Interview by** First and Last Name of Interviewer. Place of Interview, Date of Interview.

Point du Lac, Louis de. Interview by Daniel Molloy. New Orleans, LA, March 3, 1976.

# How to Cite a Webpage

Use these rules for original content from an online webpage that is not an online book or periodical (magazines, newspapers, etc). If unsure of the type of website, use these rules rather than those for other online resources. If no author is listed, use the name or owner of website in the place of the author. In such a case, do not repeat the Title or Owner of the Website in its regular place after the Title of Page (as seen below).

**E:** Note Number. Author's First and Last Name, "Title of Page: Subtitle of Page," Title or Owner of Website, url (**accessed** Date of Access).

9. John Mayer, "How I beat Ellen at 'Celebrity,'" TMZ, <http://www.tMZ.com/mayer> (accessed August 16, 2009).

**B:** Author's Last Name, Author's First Name. "Title of Page: Subtitle of Page." Title or Owner of Website. url (**accessed** Date of Access).

Mayer, John. "How I beat Ellen at 'Celebrity.'" TMZ. <http://www.tMZ.com/mayer> (accessed August 16, 2009).

# How to Cite a Lecture

**E:** Note Number. Author's First and Last Name, "Title of Lecture: Subtitle of Lecture"  
(**lecture**, Meeting Location, Meeting Date).

9. Chris Woodley, "Chicago/Turabian Style: Writing Your Endnotes" (lecture, Conestoga College, Kitchener, ON, August 12, 2009).

**B:** Author's Last Name, Author's First Name. "Title of Lecture: Subtitle of Lecture."  
**Lecture**, Meeting Location, Meeting Date.

Woodley, Chris. "Chicago/Turabian Style: Writing Your Endnotes." Lecture, Conestoga College, Kitchener, ON, August 12, 2009.

# How to Cite Lecture Slides or other ANGEL Course Notes

**E:** Note Number. Author's First and Last Name, "Title of Slides/Notes: Subtitle of Slides/Notes" (Description of Resource, Meeting Location, Meeting Date), url (**accessed** Date Accessed).

9. Chris Woodley, "Chicago/Turabian Style: Writing Your Endnotes" (PowerPoint slides, Conestoga College, Kitchener, ON, August 12, 2009), [https://angel.conestogac.on.ca/section/default.asp?id=LIB101\\_Conducting\\_Research\\_Using\\_Library\\_Resources](https://angel.conestogac.on.ca/section/default.asp?id=LIB101_Conducting_Research_Using_Library_Resources) (Retrieved July 22, 2010).

**B:** Author's Last Name, Author's First Name. "Title of Lecture: Subtitle of Lecture." Description of Resource, Meeting Location, Meeting Date. url (**accessed** Date Accessed).

Woodley, Chris. "Chicago/Turabian Style: Writing Your Endnotes." PowerPoint slides, Conestoga College, Kitchener, ON, August 12, 2009. [https://angel.conestogac.on.ca/section/default.asp?id=LIB101\\_Conducting\\_Research\\_Using\\_Library\\_Resources](https://angel.conestogac.on.ca/section/default.asp?id=LIB101_Conducting_Research_Using_Library_Resources) (Retrieved July 22, 2010).

# Report (Print)

Note: The date of publication for the example below is not available. However, because the date can be inferred (annual reports are typically written the year after the year reported on), the date is included in square brackets with a question mark.

If the date is not available and can't be inferred, use "n.d." (for "no date") in the place of the date.

**E:** Note Number. Author(s) or Owner of Report, *Title of Report: Subtitle of Report* (Place of Publication: Publisher's Name, Date of Publication), Pages Cited.

13. Rogers Communications, Inc., *Defining Next: Rogers Communications Inc. 2009 Annual Report* (Toronto: Rogers Communications, Inc., [2010?]), 45.

**B:** Author(s) or Owner of Report. *Title of Report: Subtitle of Report*. Place of Publication: Publisher's Name, Date of Publication.

Rogers Communications, Inc. *Defining Next: Rogers Communications Inc. 2009 Annual Report*.  
Toronto: Rogers Communications, Inc., [2010?].

# Report (Online)

If your source is from an **online database from the library**, use the **DOI** (digital object identifier) or other stable **permalink** instead of the standard url. If neither of these is available, use the link to the main page of the database.

**E:** Note Number. Author(s) or Owner of Report, *Title of Report: Subtitle of Report* (Place of Publication: Publisher's Name, Date of Publication), Pages Cited, url (**accessed** Accessed Date).

13. Datamonitor, *Hot Drinks in Canada: Industry Profile* (New York, NY: Datamonitor, 2009), 8, <http://search.ebscohost.com/login.aspx?direct=true&db=bth&AN=43628950&site=bsi-live> (accessed May 19, 2010).

**B:** Author(s) or Owner of Report. *Title of Report: Subtitle of Report*. Place of Publication: Publisher's Name, Date of Publication. url (**accessed** Accessed Date).

Datamonitor. *Hot Drinks in Canada: Industry Profile*. New York, NY: Datamonitor, 2009.  
<http://search.ebscohost.com/login.aspx?direct=true&db=bth&AN=43628950&site=bsi-live>  
(accessed May 19, 2010).

# How to Cite Statistics...

- ...from a Database
- ...from a CD-ROM



# Statistics from a CD-ROM

Use this format for statistics generated from **Generation 5 Allocate, Statistics Canada's Financial Performance Indicators for Canadian Business**, and for any other statistical information you locate using a CD-ROM program.

**E:** Note Number. Owner/Producer of Information on CD-ROM, "Name of Data Set," *Name of CD-ROM Program*, **CD-ROM** (Location: Publisher, Year).

14. Generation 5, "Family Expenditures Detailed: Personal Care: Hair Grooming," *G5 Allocate*, CD-ROM (Orange, CA: SRC, LLC, 2008).

**B:** Owner/Producer of Information on CD-ROM. "Name of Data Set." *Name of CD-ROM Program*. **CD-ROM**. Location: Publisher's Name, Year of Publication.

Generation 5. "Family Expenditures Detailed: Personal Care: Hair Grooming." *G5 Allocate*. CD-ROM. Orange, CA: SRC, LLC, 2008.

# Statistics from a Database

Use this format for statistics generated from **Print Measurement Bureau** and for any other statistical information you locate using a database.

**E:** Note Number. Owner/Producer of Information in Database, “Name of Data Set,” in Name of Database, URL (accessed date).

15. Print Measurement Bureau, “Travel: Car Rentals: # Times Rented In Past 12 Months: Car Rentals Business 15+ Times (H),” in PMB 2010 1-year Spring Database, <https://www.kmrsoftware.net/netquestapp/pmbquickreports/default.aspx> (accessed June 24, 2010).

**B:** Name of Database. URL.

PMB 2010 1-year Spring Database. <https://www.kmrsoftware.net/netquestapp/pmbquickreports/default.aspx>.

# How Do I Cite a Source Quoted in Another Source?

Generally, you should always try to consult the original source. If the original source is not available, cite both the original source and the quoting secondary source, as in the following example.

**E:** Note Number. Original Source Citation, **quoted in** Secondary Source Citation.

9. Jim Rainer and Heather Thompson, "Winter Weather Patterns," *Journal of Winter Weather* 45, no. 3 (2006): 14, quoted in Brad McAllister, *Climatology* (London: McEwan & Pitts, 2006), 78.

**B:** Original Source Citation. **Quoted in** Secondary Source Citation.

Rainer, Jim and Heather Thompson. "Winter Weather Patterns." *Journal of Winter Weather* 45, no. 3 (2006): 12-17. Quoted in Brad McAllister. *Climatology*. London: McEwan & Pitts, 2006.

# When Can I Use Shortened Endnotes?

Use a shortened endnote when you have **already referenced a source in full** in an earlier note.

In the case of an **online** document, if there is no author, use the Owner of the Website. In all formats: if no author is available in any form, do not include an author; instead, start the shortened note with the Note Number then the Title.

## *For Books*

Note Number. Author's Last Name, *Title of Book*, Pages Cited.

## *For Articles or Webpages*

Note Number. Author's Last Name, "Title of Article," Pages Cited.

If there are no page numbers available, use a descriptive locator, such as a preceding subheading, as described below:

10. Smith, *How to Train a Monkey*, under "Bananas are Essential."

# What are Permalinks and DOIs?

Permalinks (also called Document URLs) as well as DOIs (digital object identifiers) are all links to documents. Unlike most URLs you find online, these links are guaranteed to never change.

Most article databases provided by the LRC contain either a **permalink** or a **DOI** number. Look for them in the description for the article.

Never record a regular URL (the one from your internet Navigation Toolbar) if you're using a database through the LRC. That link will change, and you won't be able to return to the article at a later date. If you can't find the permalink or DOI, use the homepage of the database for your citation.

## How do I find it?

1. Do a search in a database, example: **Business Source Complete**, **CBCA Business**
2. In your search results list, click on the title of an article.
3. You're now viewing the article's description. Copy the field that says **DOI**, **Permalink** or **Document URL**

Check out examples of each...

# Adding a Descriptive Locator

*For the Note:* If there are no page numbers available, use a descriptive locator, such as a preceding subheading, as described below.

**E:** Note Number. Author's First and Last Names, *Title of Book: Subtitle of Book* (Place of Publication: Publisher's Name, Date of Publication), Pages Cited, url (**accessed** Date of Access).

1 ~~John Smith~~, *How to Train a Monkey: A Guide*, (New York: W. W. Norton and Company, 1997), under "Banana's are Essential," <http://www.monkeytrainer.com/pubs/chapter4/feeding> (accessed July 20, 2010).

**B:** Author's Last Name, Author's First Name. *Title of Book: Subtitle of Book*. Place of Publication: Publisher's Name, Date of Publication. url (**accessed** Date of Access).

Smith, John. *How to Train a Monkey: A Guide*. New York: W. W. Norton and Company, 1997.  
<http://www.monkeytrainer.com/pubs/chapter4/feeding> (accessed July 20, 2010).

## What if there is no author?

- **Web pages**

- If there is no author for the web page, use the **owner of the website** in the place of the author. Example:

11. Michigan State University, “India: Culture,” Global Edge, <http://globaledge.msu.edu/countries/india/culture> (accessed September 27, 2009).

- **All other types of sources (example: books, magazines, etc., either in print or online)**

- If there is no personal author, **use the corporate author** (i.e. the name of the company that authored the document). Example:

12. Datamonitor, *Hot Drinks in Canada: Industry Profile* (New York, NY: Datamonitor, 2009), 8, <http://search.ebscohost.com/login.aspx?direct=true&db=bth&AN=43628950&site=bsi-live> (accessed May 19, 2010).

- If there is **no corporate author**, begin the citation **with the title**. Example:

13. “Pakistan’s Rash Buildup,” *Toronto Star*, February 26, 2011, <http://search.proquest.com/docview/853869444?accountid=40483> (accessed March 2, 2011).

## What if there more than one author?

Regardless of the type of resource you are citing (example: magazine, newspaper, website, etc.), if there is more than one author stated, use the format for citing multiple authors shown in this guide's examples for citing a book. The rules for citing multiple authors are the same for every type of resource.

Click an option below to see examples. **Remember: the examples shown are for books, but you can use the same rules for citing authors for *any* resource type.**

Citing multiple authors for a source I found online.

Citing multiple authors for a source I found in print.