Footnotes or Endnotes

- Turabian style, notes with bibliography, is shown here. If you require the other form of Turabian, for instance for parenthetical citations with reference list, please consult Kate Turabian’s *A Manual for Writers: Chicago Style for Students and Researchers*, 7 ed. 2007 REF LB2369.T8 2007 Mills: 2nd Floor (Research Help Desk)
- provide footnotes/endnotes, within the text, when quoting or paraphrasing someone else’s work
- footnotes/endnotes should direct the reader to the “Works Cited” entry, and should be numbered consecutively

Example

Quote in-text
British rule, observes Stuart Cary Welch, “seemed as permanent as Mount Everest.”

Footnote

Short Form Notes

- a shortened note is a simplified form of a full note
- some fields require the use of full bibliographic details in each note, but usually after providing a full footnote (see above), you may provide short form notes for subsequent entries
- if a source does not have an author (or editor), you can use a title-only note

Example of Short Form Note Using Example Above
   or
   1. Stuart, 421.

if you cite a work that contains bibliographic information that appears in the previous note you may use the abbreviation “Ibid.” in your footnotes/endnotes

Example of “Ibid Note” Using Example Above
2. Ibid., 422.

Preparing the Works Cited

Your “Works Cited” list should include all the sources you quoted, paraphrased, or summarized in your assignment. This listing appears at the end of your assignment. When formatting your “Works Cited,” follow these standards:

1. Arrange sources in alphabetical order by last name of the author, editor or by title if no author is noted
2. Double space between entries
3. Indent the second and subsequent lines of each entry five spaces from the left

Avoiding Plagiarism Checklist

- Is each use of someone else’s material noted in your assignment?
- Did you reference your sources for graphs, statistics and other borrowed data?
- Are quotations from another persons’ work exact. Did you use quotation marks?
- If you paraphrased or summarized someone else’s material did you use your own words and sentence structure?
- Does your works cited include all the sources you referred to in your assignment?

RefWorks

You have free access to an online tool that automatically generates citations. It’s called RefWorks. For more information please see library.mcmaster.ca.