

Title Page

Double space and centre text.

Use the same font style as in the main text.

Chicago Manual of Style Sample Paper: General Formatting Guidelines

Title of paper should begin about 1/3 of the way down the page.

If there is a title and subtitle, the two should be on different lines, separated by a colon.

Use headline-style capitalization.

If you wish, make the main title and subtitle bold. The font size can be two or three points larger than the main text.

Kendra Tipton

Writing 101: Introduction to Citing

October 19, 2022

About 2/3 of the way down the page should include any information your instructor requests such as your name, the title of the course, and the date of submission.

First page, but not numbered.

Contents

Place the heading Contents at the top of the page, bold and centred.

Leave two blank lines between the heading and the first item listed.

Begin the list with items that *follow* the Contents page.

Single-space individual items listed. A blank line can be added after each item.

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Place page numbers flush right, with leader dots if you wish.

Give page numbers only for the first page of each listed item.

Use Roman numerals for front matter page numbers, at the top right *or* bottom centre (as shown).

Text

Use a single legible font style (e.g., Times News Roman) and font size (preferably 12 pt).
Use at least 1 inch (or 2.54 cm) margins on all sides.
Double space and left align main text.

Citing

Indent the first line of each new paragraph by ½ inch (or 1.27 cm).

Virtually all academic, government and business reports require some form of referencing to acknowledge the source(s) of the ideas, facts and quotations being presented. A paper will typically include your own ideas and words along with the thoughts and of others.² Citing distinguishes your contributions from those of other authors and gives them proper credit.³ If you do not identify the sources that have influenced or appeared in your paper you are guilty of plagiarism, a serious offence that can lead to penalties such as a failing grade or expulsion from your school.⁴ Moreover, citing your sources enables readers to locate, verify and consult the sources used thereby supporting further study and analysis.⁵

Each time a source is used in the text, it must be cited and marked with a note number. Insert a superscripted note number at the end of a sentence after all punctuation. Begin note numbers with "1" and follow consecutively throughout the paper.

Students in this course are expected to produce two sets of references in their papers: a list of endnotes and a formal bibliography based on the *Chicago Manual of Style*.⁶

Spacing

Double-space all text in the paper, except for block quotes, table titles and figure captions.⁷ If you are quoting a long piece of text verbatim, it should be indented as a block.⁸

Here's an example of such a quotation from the marketing expert Philip Kotler:

Start block quotation on a new line, left indent ½ in. (or 1.27 cm), single space, omit quotation marks, include endnote number at end of quote.

Over the past 60 years, marketing has moved from being product centric (Marketing 1.0) to being consumer-centric (Marketing 2.0). Today we see marketing as transforming once again in response to the new dynamics in the environment. We see companies expanding their focus from products to consumers to humankind issues. Marketing 3.0 is the stage when companies shift from consumer-centricity to human-centricity and where profitability is balanced with corporate responsibility.⁹

Leave a blank line immediately before and after the block quotation (but at least two blank lines before a subheading).¹⁰

Number pages beginning with Arabic numeral "1" on the first page of text. Insert page numbers at the top right or bottom centre (as shown).



Tables

Tables should have a number, title, flush left on the line above it. Cite the source of table info (as a full endnote citation without a number) at the bottom of the table. Source lines are introduced by the word Source(s), followed by a colon, and end with a period.

Tables in the text of your paper should be preceded by an introductory sentence, should have a number and a short descriptive title, plus a source citation.¹¹ These requirements are illustrated by the table that follows.

The following table summarizes the net income for the Canadian National Railway Company from 2014 to 2016.

Table 1: Net Income for the Canadian National Railway Company (2014-2016)

| Year | 2014 | 2015 | 2016 |
|---------------------------|--------|--------|--------|
| Net Income (C\$ billions) | \$3.17 | \$3.54 | \$3.64 |

Source: Canadian National Railway Company, "Innovation in Motion: 2016 Annual Report," Canadian National Railway Company, March 22, 2017, 54, accessed June 6, 2019, <https://www.sedar.com>.

Endnotes vs. Bibliography

Bold headings and subheadings. Flush left (as shown) or centre.

Endnotes cite the precise source of the facts, opinions or quotations appearing in the text of a paper.¹² The first citing of a work should be in complete form, incorporating all facts of publication.¹³ Subsequent references to this work are made in shortened form.¹⁴ Notes are arranged in the numerical order that they are referred to in the body of the paper.¹⁵ A bibliography appears at the end of a paper and lists all the sources consulted to write the paper.¹⁶ Bibliographies are arranged in alphabetical order by the author's surname.¹⁷

Leave right margin ragged.

Put one space between all sentences, not two.

Citation Tools

Citation tools such as *BibMe* can help automate the task of formatting citations, however, the citations generated by these tools may not be completely accurate. All citations in your paper should be thoroughly reviewed for consistency, accuracy, and completeness.¹⁸

Notes

Endnotes are listed on a separate page *after* the text and appendixes, but *before* the bibliography.
Bold and centre the heading Notes at the top of the first page and add two blank lines after.

Notes

Use
headline-style
capitalization
for titles.

1. *Standard Industrial Classification Manual*, 3rd ed. (Mississauga: Dun & Bradstreet Canada, 1986), 211.

2. Statistics Canada, "North American Industry Classification System (NAICS) Canada 2022 Version 1.0: 524111-Direct Individual Life, Health and Medical Insurance Carriers," Statistics Canada, January 27, 2022, accessed July 18, 2022, <https://www23.statcan.gc.ca/imdb/p3VD.pl?CLV=5&CPV=524111&CST=27012022&CVD=1370970&Function=getVD&MLV=5&TVD=1369825>.

3. MarketLine, "MarketLine Industry Profile: Life Insurance in Canada," October 2021, 9-10, accessed July 25, 2022, Business Source Premier.

4. "Financial Data for Life Insurance Companies," Office of the Superintendent of Financial Institutions, accessed July 10, 2022, <http://www.osfi-bsif.gc.ca/eng/wt-ow/Pages/FINDAT-li.aspx>.

→ 5. Robert Libby et al., *Financial Accounting*, 4th Canadian ed. (Toronto: McGraw-Hill Ryerson, 2011), 626; Sun Life Financial Inc., "At a Glance Brochure" (Toronto: Sun Life Financial, 2021). Both sources were required to describe Sun Life's financial activities.

6. "Sun Life Financial Inc.," Allen H. Gould Trading Floor, accessed July 29, 2022, Bloomberg.

7. Sun Life Financial Inc., "Consolidated Financial Statements and Notes: Annual Report 2021," Sun Life Financial, 107, accessed July 6, 2022, <https://www.sunlife.com/content/dam/sunlife/regional/global-marketing/documents/com/consolidated-financial-statements-notes-2021-e.pdf>.

→ 8. Sun Life Financial Inc., "Annual Report 2021," 109.

9. Libby et al., *Financial Accounting*, 619.

10. MarketLine, "Company Profile: Sun Life Financial Inc.," June 6, 2022, 4, accessed July 24, 2022, Business Source Premier.

↔ ^{½ in.} 11. Sun Life Financial Inc., "Q1 2022: Building Sustainable Shareholder Value," Sun Life Financial, 6-8, accessed July 6, 2022, <https://www.sunlife.com/content/dam/sunlife/regional/global-marketing/documents/com/pa-e-q122-investor-presentation.pdf>.

Indent the first line of each endnote (½ inch or 1.27 cm).

Citation elements in endnotes are separated by commas.

Single
space
within each
entry and
add a blank
line
between
entries.

The first citing of a source should be in complete endnote form. Subsequent references to the same source should be in shortened endnote form.

Order
entries
by the
numer-
ical
order
cited in
the text.

Author
names,
given
name
followed
by
surname.
Use
et al.
when 4
or more
authors.

For note
numbers,
use
regular
text with
a period
& space
after (as
shown),
or use
super-
script
(e.g., ⁸)
with no
space or
period.

Bibliography

Bibliography is listed on a separate page after the Notes.

Bold and center the heading Bibliography at the top of the first page and add two blank lines after.

Bibliography

Order entries alphabetically by first word (author's name or by title if author absent).

Use hanging indents: Flush left the first line of each entry and indent subsequent lines (½ inch or 1.27 cm)

Single space within each entry and add a blank line between entries.

Invert first author's name, surname followed by given name.

Use headline-style capitalization for titles.

Canadian Business Database. Dallas: Data Axle, 2022. Accessed July 29, 2022. Data Axle Reference Solutions.

“Financial Data for Life Insurance Companies.” Office of the Superintendent of Financial Institutions Canada. Accessed July 10, 2022. <http://www.osfi-bsif.gc.ca/eng/wt-ow/Pages/FINDAT-li.aspx>.

Kanda, Samuel. “IBISWorld Industry Report 52411ACA: Life Insurance & Annuities in Canada.” April 2022. Accessed July 4, 2022. IBISWorld.

Libby, Robert, Patricia Libby, Daniel Short, George Kanaan, and Maureen Gowing. *Financial Accounting*. 4th Canadian ed. Toronto: McGraw-Hill Ryerson, 2011.

MarketLine. “Company Profile: Sun Life Financial Inc.” June 6, 2022. Accessed July 24, 2022. Business Source Premier.

Marketline. “MarketLine Industry Profile: Life Insurance in Canada.” October 2021. Accessed July 25, 2022. Business Source Premier.

Standard Industrial Classification Manual. 3rd ed. Mississauga: Dun & Bradstreet Canada, 1986.

Statistics Canada. “North American Industry Classification System (NAICS) Canada 2022 Version 1.0: 524111-Direct Individual Life, Health and Medical Insurance Carriers.” ½ in. Statistics Canada. January 27, 2022. Accessed July 18, 2022. <https://www23.statcan.gc.ca/imdb/p3VD.pl?CLV=5&CPV=524111&CST=27012022&CVD=1370970&Function=getVD&MLV=5&TVD=1369825>.

“Sun Life Financial Inc.” Allen H. Gould Trading Floor. Accessed July 29, 2022. Bloomberg.

Sun Life Financial Inc. “At a Glance Brochure.” Toronto: Sun Life Financial, 2021.

Sun Life Financial Inc. “Consolidated Financial Statements and Notes: Annual Report 2021.” Sun Life Financial. Accessed July 6, 2022. <https://www.sunlife.com/content/dam/sunlife/regional/global-marketing/documents/com/consolidated-financial-statements-notes-2021-e.pdf>.

Sun Life Financial Inc. “Q1 2022: Building Sustainable Shareholder Value.” Sun Life Financial. Accessed July 6, 2022. <https://www.sunlife.com/content/dam/sunlife/regional/global-marketing/documents/com/pa-e-q122-investor-presentation.pdf>.

Citation elements in bibliography entries are separated by periods.