

Encyclopaedia

Well known reference resources such as dictionaries or encyclopaedias (general ones) do not require publication information and are usually not included in a bibliography. Check with your teacher about this. They are, however, included in the notes section if you cite it.

** **Bibliography** Not necessary for well-known encyclopaedias

** **Footnote/Endnote**

Name of Encyclopaedia in Italics, edition (ie. year published), "Entry Title," Web address.

27. *Encyclopaedia Britannica*, 2015, s.v. "Adolph Hitler," <http://www.address.com>.

Note: s.v. is an abbreviation for the Latin "sub verbo," which means "under the word" (it's the title of the article you looked up in the encyclopaedia)

Web pages

Normally, it is acceptable not to cite a website in the bibliography and instead only include a citation in the notes. Only include a citation in the bibliography if the website was frequently cited and/or very important to your argument.

** **Bibliography**

Author's **last** name, First name. "Title of the Web Page." *Publisher or Name of Website in italics*. When page/site was last modified (if available), and when you accessed it. Web address.

Example:

Smith, John. "Joe Clark was the Best Prime Minister in Canadian History." *National Archives of Canada*. Last modified 15 February 2014, accessed 27 March 2015. <http://www.webaddress.com>.

** **Footnote/Endnote**

Authors **first** name and last name, "Title of the Web Page," *Publisher or Name of Website in italics*, when page/site was last modified (if available), and when you accessed it, web address.

Example:

28. John Smith, "Joe Clark was the Best Prime Minister in Canadian History," *National Archives of Canada*, last modified 15 February 2014, accessed 27 March 2015, <http://www.webaddress.com>.

Database Articles

★ There is a difference between journal articles and popular magazine articles and newspaper articles. Popular magazine and newspaper articles may not need a formal note and they may be omitted from the bibliography. Instead, cite the articles in running text within your paper (Example: As Peter Luvisa writes in a Hamilton Spectator article on March 5th, 2017, ...”

★

** A DOI number stands for a Digital Object Identifier number. It is a permanent id for the article. Not all articles have one. If yours does, it should be used in your citation/bibliography.

Find below the way to create a formal citation and bibliography if article is from a database:

** Bibliography

Author's Last name, First name. "Title of the Article: Subtitle of Article." *Title of the Magazine/Journal in Italics* Volume #, Issue # (Date of publication): **page range** of article. Access date. Database Name.

Example:

Pongetti, Larry. "How to Play Drums like a Champion." *Music Industry Insider* 4, no. 8 (17 February 2015): 45-58. Accessed 12 March 2014. Academic Onefile.

** Footnote/Endnote

Author's **First** name and Last name, "Title of the Article: Subtitle of Article," *Title of Magazine/Journal in Italics*, Volume #, Issue # (Date of publication): **specific pages of citation**, Access date, Database Name.

Example:

29. Larry Pongetti, "How to Play Drums like a Champion," *Music Industry Insider*, 4, no. 8 (17 February 2015): 52, accessed 21 March 2014, Academic Onefile.

Need to know:

-For Bibliography, the first line is **not** indented, but all subsequent lines are

-Bibliography entries are arranged alphabetically according to the first word in the entry.

-In bibliography, the name of the first author is reversed (last name first and first name last), but all other author's names are in regular order (Smith, Jane and Ron Agro and Peter Willard)

-Bibliography is a list of all resources that you cited in your essay AND those that you consulted but did not cite in your essay

-In the bibliography and notes, if there is an editor and no author, write ed. after the name.

Example: Luvisa, Peter, ed.

-Bibliography and Endnotes entries are single spaced with double space between entries

-All notes are numbered sequentially

-In notes, the first line is indented, but subsequent lines are not

**** Important to keep very accurate and thorough notes so that you know what information you got from what sources (and exactly where in those sources)**

Citing sources

Some rules:

- 1- Use quotation marks if you write the exact words that someone else used, even if it is a short phrase. It is fine to borrow someone else's words, but you **MUST** give them credit for their work.

If your quotation is up to four lines long, simply incorporate it into your paragraph (see #1 below).

If your quotation is five or more lines long, A) do not use quotation marks B) indent every line of the quotation (tab), as you would if it's a new paragraph C) single space the quotation, but lead into and out of the quotation with a double space (see #2 below).
- 2- If you use someone else's idea but paraphrase it, you do not have to quote it, but you still must cite the idea and give the author credit for it. It wasn't your idea...don't steal it (see #3 below).
- 3- If you use a fact that is not common knowledge, you must cite it. If your fact is common knowledge, do not cite it. There is a difference between facts and ideas...always cite other people's ideas...not necessarily a fact (see #4 below).

Samples:

The problem with driving cars today is that they cost more money than most people can afford. It is not simply the cost of the car that is prohibitive but rather all the secondary costs associated with it. Clearly, there is a lot to consider when deciding whether to buy a car or not. As long as people go into ownership understanding all possible costs, they won't be surprised or disappointed. The problem is that "many people do not want to know the true cost of car ownership."⁹ Peter Luvisa clearly explains:

Buying the car from the dealership is only the first cost that owners must incur. Even before they drive the car off the lot, they must have made arrangements to have the car insured, which can cost several hundred dollars per month, and they must have purchased license plates for the vehicle. Once off the lot, filling up the gas tank will be a weekly expense. Nothing lasts forever, so regular maintenance and repairs will be a fact of ownership as well.¹⁰

Once people have committed to car ownership, many feel trapped. They cannot bring themselves to admit that they misjudged their financial situation and are unable to afford the car, and they can't bear to lose the lifestyle and convenience that the car has brought them.¹¹ Ford sells both cars and trucks. Ford repossesses five million dollars' worth of cars every year.¹²

NOTE: CTRL + ALT + F is a shortcut to set up footnotes (CTRL + Alt + D does endnotes). You can access footnotes and endnotes from the "references" tab at the top of Microsoft WORD. Notice the little dialogue box that is available in bottom right corner where "insert footnotes" is listed.

⁹ You write your first note at the bottom of the page (footnote) or on a separate page at the end of the essay (endnotes). This citation is for a short quotation. Notice that quotation marks are used.

¹⁰ The second citation is a longer quotation that has to be indented and single spaced...no quotation marks.

¹¹ A paraphrased citation.

¹² Ford selling cars and trucks is common knowledge. Repossessing \$5 million worth is not. Cite it.

No Name

Mr. Rosati

CHY 4U1

Tuesday, December 04, 2018

SAMPLE (continued citation #s from above)

What's good and bad??

School Uniforms

School uniforms aren't a good thing to have, it prevents students from expressing themselves creatively, and also is a violation of freedom of speech and expression provided by the Charter of Rights and Freedoms. It also doesn't relate to the real world, almost workplaces require uniforms, but instead require appropriate dressing, something that a uniform doesn't teach the students as Scott Key says,

Many educators suggest dress codes are intended to teach students what is acceptable in the workforce. This seems reasonable. However, it assumes there are uniform workplace expectations. Work does not only take place in offices and factories. Some employers—some dotcom companies, for example—care less about how their employees dress and more about their work. In addition, as technological advances continue, some traditional corporations encourage employees to work at home, with no dress codes required. There are also the people who run their own home businesses.¹³

Uniforms prevent students from expressing themselves freely and creatively, this gag on free speech is an attack on democracy as Lee Rowland says, "Our democracy depends on people standing up for their right to free expression... Among those core values are self-expression and confidence. We simply can't have a healthy democracy without them."¹⁴ The uniform damages the self-identity that people have and stunts the growth of students' individuality as Lee Rowland says, "School dress codes send a clear --and negative-- message from administrators to students: Your individuality is inconvenient."¹⁵ Some people may argue that a school uniform helps prevent bullying and further stress and some of its effects such as "A compromised immune system, metabolic shifts that contribute to weight gain, and, later in life, a variety of physical ailments from asthma to heart disease,"¹⁶ this is more caused by the poor learning environment that these students are exposed to, which can be improved with investment from the government. Paul Tough describes these environments with the quote, "Growing up in a chaotic and unstable environment- and experiencing the chronic elevated stress that such an environment produces -- disrupts the development of a set of skills"¹⁷

¹³ Wayne Steffan, "Pros and cons of school dress code," *Fresno Pacific University*, last modified 11 November 2007, accessed 1 December 2018.

→ ¹⁴ William Buggs and Lee Rowland, "Should schools have dress codes?," *General OneFile*, 119 no. 8 (30 January 2017): 23, accessed 1 December 2018, Scholastic Inc.

→ ¹⁵ Ibid.

→ ¹⁶ Paul Tough, *Helping Children Succeed: What Works and Why* (New York: Houghton Mifflin Harcourt Publishing Company), 14

→ ¹⁷ Tough, *Helping Children Succeed*, 15. (Ibid., 15???)