

# CHICAGO DOCUMENTATION STYLE

Chicago documentation style is used by university students, primarily for history courses. The following guidelines are based on *The Chicago Manual of Style (CMOS)*, 16<sup>th</sup> edition, published in 2010.

MacEwan students should **always** check with course instructors for any specific requirements or preferences that may differ from the Chicago guidelines listed below.

## Table of Contents

<b>GENERAL FORMAT .....</b>	<b>2</b>
<b>DOCUMENTING SOURCES .....</b>	<b>2</b>
Quotations.....	2
Paraphrases .....	3
<b>CREATING FOOTNOTES OR ENDNOTES.....</b>	<b>3</b>
<b>EXAMPLES OF NOTES, SHORTENED NOTES AND BIBLIOGRAPHIC ENTRIES .....</b>	<b>4</b>
<b>Books .....</b>	<b>4</b>
One Author .....	4
Two or Three Authors .....	4
Four or More Authors.....	5
Article or Chapter in a Book.....	5
Electronic Book .....	5
Edited Book.....	5
Translated Book .....	6
Book by an Organization.....	6
<b>Reference Materials.....</b>	<b>6</b>
Encyclopedia or Dictionary Entry.....	6
Online Reference Works (Dictionaries or Encyclopedias) .....	6
Specialized Encyclopedia or Dictionary .....	6
<b>Periodicals (e.g. journals, magazines and newspapers) .....</b>	<b>7</b>
Journal Article with a DOI .....	7
Journal Article without a DOI (include the URL of the journal article) .....	7
Online Magazine or Newspaper Article .....	7
Article in a Magazine or Newspaper (Author Listed).....	7
Article in a Magazine or Newspaper (No Author Listed) .....	8
<b>Other Types of Sources .....</b>	<b>8</b>
Sacred Works (e. g. Torah, Qur'an, Bible).....	8
Classical Greek and Latin Works (As Primary Sources) .....	8
Classical Greek and Latin Works (Modern Editions or Translations) .....	8
Pamphlets, Brochures and Reports .....	8
Audio Recording .....	8
Video Recording.....	9
Online Videos (e.g. TED, YouTube, etc.) .....	9
Government Documents (Canadian) .....	9
Letters (previously unpublished) in Published Collections .....	10
<b>Websites and Blogs.....</b>	<b>10</b>
<b>SPECIAL CASES.....</b>	<b>10</b>

# CHICAGO DOCUMENTATION STYLE

## General Format

- **Double space** the paper.
- **Single space** notes and the bibliography.
- Use **one-inch margins** and a **12-point, easy-to-read font** (such as Times New Roman), and **left-hand justify** margins.
- **Indent** all paragraphs five spaces or one tab.
- **Capitalize** the first word and all principal words in titles, regardless of how they are printed on the sources.
- Typically, **numbers** zero to one hundred are spelled out (for exceptions, see section 9.0 in the *CMOS*).
- **Italicize** the title of **any individually published work** (e.g., a book, play, journal, pamphlet, magazine, radio or TV program, DVD, CD, ballet, opera, painting, sculpture, or government publication).
- **Use double quotation marks** around the title of any **work published within a larger work** (e.g., an article, essay, chapter, poem, short story, song title, or TV episode).

## Documenting Sources

For Chicago documentation style, use either footnotes, which appear at the bottom of each page, or endnotes, which appear at the end of the paper before the bibliography. **Footnotes** are usually **preferred** because they allow the instructor to easily view a student's use of sources. However, if notes include lengthy explanations or are so numerous that they will take up more than half of each page, it is better to use endnotes.

Plagiarism is presenting the words or thoughts of another writer as if they were your own. Whether you are quoting directly or putting the ideas of an author into your own words (paraphrasing), **you must formally acknowledge the source of your material**. Even though most plagiarism is unintentional, there are serious consequences for plagiarizing in writing assignments.

You must always cite your sources by using footnotes or endnotes and a bibliography.

## Quotations

- When you **use the exact words of a source** in your paper, enclose them in quotation marks.
- If you need to **add or change a few words**, use square brackets around the words you've added or changed.
- If you **leave out part of the original**, replace the omitted words with ellipsis points ( . . . ).

For example,

*Original:* "The closure of the mine spelled disaster for the people and economy of Sydney."<sup>1</sup>

*Modified:* "The closure of the mine spelled [economic] disaster for . . . Sydney."<sup>1</sup>

If you are **quoting a passage that already has quotation marks** in it, change the author's double quotation marks to single quotation marks. In the following, the original author used double quotation marks around the word *immodest*:

“Although many scholars have described Marie Antoinette as ‘immodest,’ her personal diaries suggest that this [description] was not entirely true of her character.”<sup>3</sup>

For **long quotations** (more than three typed lines\*), indent one tab from the left margin, and type the entire quotation on the indented margin, double spaced, and without quotation marks:

As pointed out by Samson Dalmar,

The closure of the mine spelled disaster for the people and economy of Sydney.

Most miners and their families packed what they could and left, heading to the

mainland for what they hoped would be better job opportunities. With so few

consumers left behind, businesses also folded, forcing many remaining residents

into bankruptcy.<sup>14</sup>

\*The *CMOS* advises writers to use this block format for quotations over 100 words; however, many instructors advise students to use the block format for any quotation of more than three lines. See sections 13.9-10 of the *CMOS* for additional guidelines and exceptions.

## Paraphrases

When you rewrite an author’s idea in your own words, you **must** indicate your source in a note. The following example is a paraphrase of the above quotation:

Dalmar explains that the population shifts that occurred as a result of the Sydney mine closure led to economic disaster for Sydney.<sup>8</sup>

## Creating Footnotes or Endnotes

To create a footnote or endnote, place a number in superscript (e.g., <sup>1</sup>) at the end of the quotation or paraphrase. This number corresponds to a footnote at the bottom of the page or an endnote at the end of your paper.

Provide a **complete note the first time a source is cited** in a footnote or endnote but a **shortened note for that source thereafter**.

You must also **include all your sources in a bibliography**. See pages 3-10 for examples of complete notes, shortened notes, and bibliographic entries.

### *General Information about Notes:*

- In the body of your paper, always **place the superscripted number after the punctuation** unless that punctuation is a dash.
- Indent the first line of a note 5 spaces or 1 tab.
- Include publication information (in parentheses) the first time you cite a source.
- List authors by their first names first (e.g. Jane Doe).
- Abbreviate terms such as “editor” (ed.), “translator” (trans.) and “volume” (vol.).
- Provide the page number(s), if available, on which you found the information.

The following is an example of a paraphrase (indicated by the superscripted number) and its corresponding note:

Although the Galapagos Islands themselves have generally been spared the negative effects of human activity, rare sea animals in the surrounding waters are vulnerable to a vast number of poachers.<sup>27</sup>

27. Benjamin Garcia, *No Man's Water: The Challenge of Protecting Endangered Sea Life*, trans. Edward Lowry (Baltimore: John Hopkins University Press, 2002), 272-273.

## Examples of Notes, Shortened Notes and Bibliographic Entries

In this section, the following abbreviations are used:

N = Complete Note

- Follow these examples the first time you cite each source.

SN = Shortened Note

- Follow these examples after you've already provided a full note the first time you used a source. Note that authors' first names are omitted, titles are shortened if they are more than four words long, and publication information is omitted.

B = Bibliography

- Follow these examples when compiling your bibliography.

## Books

### One Author

N:	<b>First Name</b> <b>Last Name,</b>	<b>Book Title: Subtitle</b>	<b>(Place: Publisher,</b>
	1. William Kelleher Storey, <i>Writing History: A Guide for Students</i> (New York: Oxford		
	Year), Page Number.		
	University Press, 1999), 48.		
SN:	<b>Last Name,</b> <b>Book Title: Subtitle, Page Number.</b>		
	3. Kelleher Storey, <i>Writing History</i> , 34.		
B:	<b>Last Name, First Name.</b>	<b>Book Title: Subtitle.</b>	<b>Place: Publisher,</b>
	Kelleher Storey, William. <i>Writing History: A Guide for Students.</i> New York: Oxford		
	Year.		
	University Press, 1999.		

### Two or Three Authors

N: 1. Debbie Guice-Longman, Rhonda Atkinson, and Marcy Kudd, *College Learning and Study Skills*, 3rd ed. (New York: West Publishing, 1993), 89-90.

SN: 3. Guice-Longman, Atkinson, and Kudd, *College Learning*, 23.

B: Guice-Longman, Debbie, Rhonda Atkinson, and Marcy Kudd. *College Learning and Study Skills*, 3rd ed. New York: West Publishing, 1993.

⇒FYI: Only the first author's name is inverted in the bibliography entry.

**Four or More Authors**

N: 1. Jesus Gabarro et al., *Native Tribes of South America* (Tucson, AZ: University of Arizona Press, 1992), 54.

SN: 5. Gabarro et al., *Native Tribes of South America*, 72.

B: Gabarro, Jesus, Isabel Pulido, Carlos Gamboa, Fidel de Gotari and Matilde Cevallos. *Native Tribes of South America*. Tucson, AZ: University of Arizona Press, 1992.

⇒FYI: When a work has **more than four authors**, list the first author, followed by “et al.” (meaning “and the others”) in your note. In the bibliography, list all authors.

**Article or Chapter in a Book**

N: 1. Kathleen Wilker, “‘Club’: Laundering Clothing in Newfoundland,” in *Framing Our Past: Canadian Women’s History in the Twentieth Century*, ed. Sharon A. Cook, Lorna R. McLean, and Kate O’Rourke (Kingston, ON: McGill-Queen’s University Press, 2001), 73.

SN: 22. Wilker, “‘Club,’” 75.

B: Wilker, Kathleen. “‘Club’: Laundering Clothing in Newfoundland.” In *Framing Our Past: Canadian Women’s History in the Twentieth Century*. Edited by Sharon A. Cook, Lorna R. McLean, and Kate O’Rourke, 70-76. Kingston, ON: McGill-Queen’s University Press, 2001.

⇒FYI: In the above examples, the numbers “70-76” indicate the page numbers of the entire article or chapter. The numbers “73” and “75” at the end of the N and SN examples indicate the page numbers on which you found your information.

**Electronic Book**

N: 1. Catherine Julien, *Reading Inca History* (Iowa City, IA: University of Iowa Press, 2002), eBrary Reader e-book, chap. 7.

SN: 17. Julien, *Reading Inca History*, chap. 4.

B: Julien, Catherine. *Reading Inca History*. Iowa City, IA: University of Iowa Press, 2002. eBrary e-book.

⇒FYI: Use a chapter or section number in notes and shortened notes for electronic books that do not have stable page numbers (i.e., e-books that are not in pdf format).

**Edited Book**

N: 1. Samuel Tynes, ed., *After the Great War* (Chicago: University of Chicago Press, 1998), 23.

SN: 19. Tynes, *After the Great War*, 131.

B: Tynes, Samuel, ed. *After the Great War*. Chicago: University of Chicago Press, 1998.

⇒FYI: The abbreviation “ed.” is omitted in the shortened note.

**Translated Book**

N: 1. Gilles Harvard, *The Great Peace of Montreal of 1701: French-Native Diplomacy in the Seventeenth Century*, trans. Phyllis Aronoff and Howard Scott (Kingston, ON: McGill-Queen's University Press, 2001), 130.

SN: 36. Harvard, *Great Peace of Montreal*, 130.

B: Harvard, Gilles. *The Great Peace of Montreal of 1701: French-Native Diplomacy in the Seventeenth Century*. Translated by Phyllis Aronoff and Howard Scott. Kingston, ON: McGill-Queen's University Press, 2001.

**Book by an Organization**

N: 1. Canadian Museum of Civilization, *In the Shadow of the Sun: Perspectives on Contemporary Native Art* (Hull, QC: Canadian Museum of Civilization, 1993), 454.

SN: 8. Canadian Museum of Civilization, *Shadow of the Sun*, 454.

B: 17. Canadian Museum of Civilization. *In the Shadow of the Sun: Perspectives on Contemporary Native Art*. Hull, QC: Canadian Museum of Civilization, 1993.

**Reference Materials**

⇒FYI: A page number is not required in notes for encyclopedias or dictionaries. Instead, write "s.v." (the abbreviation for "*sub verbo*", meaning "under the word"), followed by the title of the entry you are citing. If you cite more than one entry, write "s.vv." (the plural form of "s.v.").

**Encyclopedia or Dictionary Entry**

N: 1. *Encyclopedia Britannica*, 15th ed., s.v. "capital punishment."

SN: There is no shortened version of this note. All notes must follow the above model.

B: A bibliographic entry is not required for well-known encyclopedias and dictionaries (such as *Webster's Dictionary* or *Encyclopedia Britannica*).

**Online Reference Works (Dictionaries or Encyclopedias)**

N: 1. *Encyclopedia Britannica Online*, s.v. "Vlad III," accessed June 9, 2011, <http://www.britannica.com/EBchecked/topic/631524/Vlad-III>.

SN: There is no shortened version of this note. All notes must follow the above model.

B: A bibliographic entry is not required for well-known encyclopedias and dictionaries (such as *Oxford Dictionary* or *Encyclopedia.com*).

**Specialized Encyclopedia or Dictionary**

N: 1. Anastasia Frank, *Encyclopedia of Literary Terms*, 2nd ed. (Winnipeg, MB: Green Tree Press, 2004), s.v. "Point of View."

SN: 11. Frank, *Encyclopedia of Literary Terms*, 2nd ed., s.v. "Point of View."

B: Frank, Anastasia. *Encyclopedia of Literary Terms*, 2nd ed. Winnipeg, MB: Green Tree Press, 2004.

⇒FYI: Publication information must be included in the first note, and the source must be included in your bibliography.

## Periodicals (e.g. journals, magazines and newspapers)

### *Journal Article with a DOI*

	First Name Last Name,	“Article Title,”	Journal Title	Volume, Issue
N:	1. Harold James,	“Arctic Voices: Throat Singing in Canada,”	<i>Canadian Traditions</i>	79, no. 3
	(Date):	Page No. of Citation,	DOI.	
	(December 2004):	38,	doi:10.1086/CT793/12.2004.	
	Last Name, “Shortened Article Title,”	Page.		
SN:	3. James,	“Arctic Voices,”		47.
	Last Name, First Name.	“Article Title.”	Journal Title	Volume, Issue
B:	James, Harold.	“Arctic Voices: Throat Singing in Canada.”	<i>Canadian Traditions</i>	79, no. 3
	(Date):	Pages of Article.	DOI.	
	(December 2004):	36-40.	doi:10.1086/CT793/12.2004.	

⇒ FYI: Notes for articles from print journals follow the examples above and below but end after the page numbers.

### *Journal Article without a DOI (include the URL of the journal article)*

N: 1. James B. Waldram, “The Efficacy of Traditional Medicine: Current Theoretical and Methodological Issues,” *Medical Anthropology Quarterly* 14, no. 4 (December 2000): 605, <http://www.jstor.org/stable/pdfplus/649723.pdf>.

SN: 44. Waldram, “Efficacy of Traditional Medicine,” 605.

B: Waldram, James B. “The Efficacy of Traditional Medicine: Current Theoretical and Methodological Issues.” *Medical Anthropology Quarterly* 14, no. 4 (December 2000): 603-625. <http://www.jstor.org/stable/pdfplus/649723.pdf>.

⇒ FYI: Whenever possible, use a stable URL or permalink rather than your browser’s full link.

### *Online Magazine or Newspaper Article*

N: 1. Brenda Wallager, “The New Face of Capitalism,” *Political Review*, December 17, 2006, <http://www.politicalreview.org/Capitalism/20060117>.

SN: 7. Wallager, “The New Face of Capitalism,” <http://www.politicalreview.org/Capitalism/20060117>.

B: Wallager, Brenda. “The New Face of Capitalism.” *Political Review*. December 17, 2006. <http://www.politicalreview.org/Capitalism/20060117>.

### *Article in a Magazine or Newspaper (Author Listed)*

N: 1. Simone Vaughn, “The Endangered Apostrophe,” *Canada Today*, July 23, 2001, 14.

SN: 29. Vaughn, “The Endangered Apostrophe,” 14.

B: Vaughn, Simone. “The Endangered Apostrophe.” *Canada Today*. July 23, 2001.

**Article in a Magazine or Newspaper (No Author Listed)**

N: 1. *New Yorker*, “Red Wine on a Hot Summer Day,” April 7, 2008, F6.

SN: 4. *New Yorker*, “Red Wine on a Hot Summer Day,” F6.

B: *New Yorker*. “Red Wine on a Hot Summer Day.” April 7, 2008.

⇒FYI: When no author is listed, start citations with the name of the magazine or newspaper.

**Other Types of Sources****Sacred Works (e. g. Torah, Qur’an, Bible)**

	Book #	Book Name	Chapter #:	Verse #	(Version)
N:	1.	2 Kings	11:8		(New Revised Standard Version)
SN:	9.	2 Kings	11:8		
B:		No bibliographic entry is required.			

**Classical Greek and Latin Works (As Primary Sources)**

N: 1. Thucydides, 8.44.4.

SN: 12. Thuc. 2.40.2–3.

B: A bibliographic entry is not required for classical primary source citations.

⇒FYI: If you need to cite an introduction, notes, or other information provided by a modern author, treat the classical work like a book and provide a bibliography entry as in the example below.

**Classical Greek and Latin Works (Modern Editions or Translations)**

N: 1. Aristotle, *Complete Works of Aristotle: The Revised Oxford Translation*, ed. J. Barnes (Princeton, NJ: Princeton University Press, 1983), 86.

SN: 55. Aristotle, *Complete Works of Aristotle*, 86.

B: Aristotle. *Complete Works of Aristotle: The Revised Oxford Translation*. Edited by J. Barnes. 2 vols. Bollingen Series. Princeton, NJ: Princeton University Press, 1983.

**Pamphlets, Brochures and Reports**

N: 1. Tree Planters of Alberta, *Alberta’s Boreal Forests: Annual Report, 2007*, (Calgary, AB: TPA, 2008), 34.

SN: 6. Tree Planters of Alberta, *Alberta’s Boreal Forests*, 34.

B: Tree Planters of Alberta. *Alberta’s Boreal Forests: Annual Report, 2007*. Calgary, AB: TPA, 2008.

**Audio Recording**

N: 1. Canadian Broadcasting Corporation, *Arabian Nights: CBC Radio One* (Toronto, ON: Canadian Broadcasting Corporation, 2000), disc 2.

SN: 15. Canadian Broadcasting Corporation, *Arabian Nights*, disc 1.



- B: Canadian Broadcasting Corporation. *Arabian Nights: CBC Radio One*. Toronto, ON: Canadian Broadcasting Corporation, 2000. 3 CDs.

### **Video Recording**

N: 1. John Cleese et al., “Commentaries,” disc 2, *Monty Python and the Holy Grail*, special ed., DVD, directed by Terry Gilliam and Terry Jones (Culver City, CA: Columbia TriStar Home Entertainment, 2001).

SN: 6. Cleese et al., “Commentaries,” disc 2, *Monty Python and the Holy Grail*.

B: Cleese, John, Terry Gilliam, Eric Idle, Terry Jones, and Michael Palin. “Commentaries.” Disc 2. *Monty Python and the Holy Grail*, special ed. DVD. Directed by Terry Gilliam and Terry Jones. Culver City, CA: Columbia TriStar Home Entertainment, 2001.

### **Online Videos (e.g. TED, YouTube, etc.)**

N: 1. Neil MacGregor, “Neil MacGregor: 2600 Years of History in One Object,” filmed July 2011, TED video, 19:37, posted February 2012, [http://www.ted.com/talks/lang/en/neil\\_macgregor\\_2600\\_years\\_of\\_history\\_in\\_one\\_object.html](http://www.ted.com/talks/lang/en/neil_macgregor_2600_years_of_history_in_one_object.html).

SN: 24. MacGregor, “2600 Years of History,” [http://www.ted.com/talks/lang/en/neil\\_macgregor\\_2600\\_years\\_of\\_history\\_in\\_one\\_object.html](http://www.ted.com/talks/lang/en/neil_macgregor_2600_years_of_history_in_one_object.html).

B: MacGregor, Neil. “Neil MacGregor: 2600 Years of History in One Object.” Filmed July 2011. TED video, 19:37. Posted February 2012. [http://www.ted.com/talks/lang/en/neil\\_macgregor\\_2600\\_years\\_of\\_history\\_in\\_one\\_object.html](http://www.ted.com/talks/lang/en/neil_macgregor_2600_years_of_history_in_one_object.html).

⇒FYI: In the above examples, “19:37” means 19 minutes and 37 seconds, the full length of the video. You do not need to include a timestamp of the specific element you are citing.

### **Government Documents (Canadian)**

Begin citations with the word *Canada*, even if an author is listed. In the example below, Wendy Moss is the author of the article, but the document was released by the Library of Parliament, Law and Government Division.

N: 1. Canada, Library of Parliament, Law and Government Division, Wendy Moss, “History of Discriminatory Laws Affecting Aboriginal People,” *Backgrounder* (Ottawa, ON: Library of Parliament, 1987), 7.

SN: 10. Canada, Library of Parliament, Law and Government Division, Moss, “History of Discriminatory Laws Affecting Aboriginal People,” *Backgrounder*, 7.

B: Canada. Library of Parliament. Law and Government Division. Moss, Wendy. “History of Discriminatory Laws Affecting Aboriginal People.” *Backgrounder*. Ottawa, ON: Library of Parliament, 1987.

⇒FYI: For information about citing government documents from other countries, consult sections 14.281-14.317 of the *CMOS*.

**Letters (previously unpublished) in Published Collections** (see sections 14.239 – 14.242 of the *CMOS* for variations)

N: 1. John A. MacDonald to Archbishop Taché, 27 December 1871. Excerpt reprinted in *A Source-Book of Canadian History: Selected Documents and Personal Papers*, edited by J. H. Stewart Reid, Kenneth McNaught, and Harry S. Crowe (Toronto, ON: Longmans Canada Limited, 1999), 180.

SN: 4. John A. MacDonald to Archbishop Taché, 27 December 1871. Excerpt reprinted in *A Source-Book of Canadian History: Selected Documents and Personal Papers*, 180.

B: John A. MacDonald to Archbishop Taché, 27 December 1871. Excerpt reprinted in *A Source-Book of Canadian History: Selected Documents and Personal Papers*, edited by J. H. Stewart Reid, Kenneth McNaught, and Harry S. Crowe. Toronto, ON: Longmans Canada Limited, 1999.

## Websites and Blogs

According to the *CMOS*, most websites are cited only in-text. For example,

As of October 20, 2011, the “Google Privacy Policy” indicated, “We take appropriate security measures to protect against unauthorized access to or unauthorized alteration, disclosure or destruction of data.”

However, if your instructor requests notes and bibliographic entries for websites, model the notes and bibliographic entries on the following examples:

N: 1. “Google Privacy Policy,” last modified October 20, 2011, <http://www.google.com/intl/en/privacy/privacy-policy.html>.

SN: 7. “Google Privacy Policy.”

B: “Google Privacy Policy.” Last modified October 20, 2011. <http://www.google.com/intl/en/privacy/privacy-policy.html>.

⇒FYI: For websites that do not provide a last modified date, replace “last modified” with “accessed” and use the date you accessed the website.

## Special Cases

- If you use **several sources to make a single point**, list them all in a single footnote or endnote, and separate each source with a semicolon. List the sources in the order in which they were mentioned in your sentence, and use either a full note or a shortened note as per the rules on page 3. In the bibliography, cite each source separately.
- If you cite the **same source two or more times in a row**, provide all necessary information for the first citation, and use “Ibid.” (“*ibidem*”, meaning “in the same place”) to indicate that the following note(s) is/are from the same source.

1st Time: 1. Francis Brady, *The New Wild West: Alberta's Oil Economy and its Impact on Local Populations* (Edmonton, AB: Tree Stone Publishing House, 1999), 24.

Following note: 2. Ibid.

⇒FYI: If the page number is the same for both notes, "Ibid." is sufficient. If the subsequent citation(s) is/are from another page/other pages, indicate the page number(s) after Ibid. (e.g., "Ibid., 43.").

- When another author's work is cited in the source you are using, your source becomes **indirect or secondary**. In your note, include the primary source first, followed by the secondary source (i.e., the one you have). Include only the source you have in your bibliography.

N: 1. Amy Lumsden, "Pemberly and the Picturesque," *Jane Austen Literature Review* 104 (February 1992), 47, quoted in Bonnie McKendrick, *Redefining Jane* (Cambridge, MA: Harvard University Press, 2004), 163.

SN: 11. Lumsden, "Pemberly and the Picturesque," quoted in McKendrick, *Redefining Jane*, 163.

B: McKendrick, Bonnie. *Redefining Jane*. Cambridge, MA: Harvard University Press, 2004.

⇒FYI: *CMOS* (16th ed.) discourages citations from secondary sources; whenever possible, find the original source and cite it directly.

- **Personal Communications** (e.g., an interview, letter, telephone conversation, lecture, or e-mail) are cited in the body only and are **not** included in the bibliography.

N: 1. Faye Henson, e-mail message to author, January 17, 2012.

N: 8. Sylvia Irwin, History 341 course lecture, October 3, 2011.

N: 16. Don Iveson, telephone conversation with author, April 20, 2012.

In cases where it would be a breach of confidentiality to give a person's name, give your readers relevant information to establish the source's credibility.

N: 1. Interview with historian, October 6, 2011.

N: 41. Letter from archivist, January 9, 2012.

N: 62. Morse code telegraph from museum curator, February 29, 1895.

⇒FYI: There are ethical issues when you use personal communications (regardless of whether you use a person's name), so always check with your instructor if you are considering using personal communications in your paper.