

## Documentation Guidelines

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With the exception of legal books, UBC Press follows the *Chicago Manual of Style*, 16th ed., which presents **two basic documentation systems: (1) author-date and (2) notes and bibliography**. In general, the author-date system (which consists of in-text citations and a list of references or works cited) is appropriate for physical, natural, and social sciences, whereas notes and bibliography are appropriate for the humanities, including those in literature, history, and the arts. Keep in mind, however, that the author-date system is more scholarly. If you would like your book to capture the interest of general readers, consider using notes and bibliography to free up the text from intrusive in-text citations.

**The *Chicago-Style Citation Quick Guide*, freely available online, offers excellent examples of how to cite various materials in each system.** Make sure that your documentation conforms to the examples in terms of format, capitalization, and punctuation. If your documentation does not conform to the guidelines, the manuscript may be returned to you for further revision.

In addition to the *Chicago* guidelines, please note the following UBC Press preferences:

### Documentation System 1: Author-Date

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#### *In-Text Citations*

The syntax and content of the sentence govern the location of the citation. When an author-date citation occurs with a quotation, the citation should follow the author's name, not the quotation. Keep in mind that your book will have a larger audience than would a dissertation or a journal article, and you can't assume that readers will be familiar with scholars or their works. Provide the scholar's first name and a gloss to let readers know who you are citing.

Canadian sociologist Vic Satzewich (2015, 221) argues in *Points of Entry* that "...

not

Satzewich (2015) argues that "... (221).

Satzewich argues that "... (1989, 221).

Citations with more than one entry should be divided by semicolons (Webber 2012; Iacovetta 2007). Avoid long citations with multiple entries that do not pertain directly to the point being made. If a long citation is unavoidable, consider moving its contents to a note instead.

In in-text citations, use "et al." for four or more authors; in the running text, use "and colleagues."

#### *References or Works Cited*

A reference list, or works cited list, generally contains all and only those works cited in the text. They are presented in alphabetical order by author and, if an author has several works, chronologically from oldest to most recent. If two or more works by the same author share a publication year, the letters *a*, *b*, *c*, and so on are affixed to the date, and they are presented in alphabetical order.

#### References [SAMPLE]

Atwood, Margaret. 1970. *The Journals of Susanna Moodie*. Toronto: Oxford University Press. [book]

—. 1972. *Survival: A Thematic Guide to Canadian Literature*. Toronto: Anansi.

- Baeker, G. 2002. "Sharpening the Lens: Recent Research on Cultural Policy, Cultural Diversity, and Social Cohesion." *Canadian Journal of Communication* 27: 179–96. [journal article]
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- . 1995. *The Birth of the Museum: History, Theory, Politics*. London: Routledge.
- . 2004. *Pasts beyond Memory: Evolution, Museums, Colonialism*. London: Routledge.
- . 2006a. "Culture and Difference: Discourse and Policy." Paper presented at "Quando la Cultura Fa la Differenza: Patrimonio, Arti e Media Nella Società Multiculturale," Genova, Italy, November 19-21, 2006. [paper presentation]
- . 2006b. "Exhibition, Difference and the Logic of Culture." In *Museum Frictions: Public Cultures/Global Transformations*, ed. Ivan Karp, Corinne A. Kratz, Lynn Szwaja, and Tomás Ybarra-Frausto, 46–69. Durham, NC: Duke University Press. <http://dx.doi.org/10.1215/9780822388296-003>.
- . 2011. "Thinking (with) Museums: From Exhibitionary Complex to Governmental Assemblage." Paper presented at "Re-visiting the Contact Zone: Museums, Theory, Practice," Linköping, Sweden, July 19, 2011.

## Documentation System 2: Notes and Bibliography

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### Notes

We generally follow the practice of including full citation information for each item when it is introduced in each chapter. However, we will consider using short form notes only and a full bibliography if the length of your book is an issue. Make sure that full citation information is provided when a citation is introduced in each chapter. Give the author's name, a short title, and page number for subsequent citations in the same chapter.

Here are some sample notes from one chapter:

- 1 Priscilla Blower, *The Family Business: War and Valour* (Oxford: Victoria Press, 1987), 16.
- 2 Ibid., 18. [ibid. used if a note contains exactly the same citation as the preceding note, when that note contains only one citation]
- 3 Ibid. [ibid. without a page number signifies the same page number as the preceding note]
- 4 Theda Skocpol and Margaret Somers, "The Uses of Comparative History in Macrosocial Inquiry," *Comparative Studies in Society and History* 22, 2 (1980): 183. [journal article]

- 5 Adam Przeworski, "Methods of Cross-National Research, 1970-1983: An Overview," in *Comparative Policy Research: Learning from Experience*, ed. Meinolf Dierkes, Hans N. Weiler, and Ariane Berthoin Antal, 38-59 (Brookfield, VT: Gower, 1987). [book chapter]
- 6 Blower, *Family Business*, 28. [short title used for second and subsequent citations of a work within a given chapter]
- 8 National Association of Investors Corporation, NAIC Online, 20 September 1999, <http://www.better-investing.org>. [web-only material]
- 9 Letter from A.L. Jolliffe to J.G. Levy (Private Secretary to the Minister), Library and Archives Canada (hereafter LAC), RG 76, vol. 830, file 552-1-644, pt. 2. [archival material]

## ***Bibliography***

Avoid the temptation to break the bibliography into many short parts, such as primary Canadian sources, primary British sources, books, articles, unpublished manuscripts, and so on – this can make it hard to find a given item. Generally, only the following divisions are necessary, depending upon the discipline and nature of the book:

### *Archival Sources*

Archival sources should be listed alphabetically by archive. Under the name of each archive, list only the name of the record or manuscript groups consulted and the record group or accession number. Do not list each manuscript and document. If you only use a handful of manuscripts or documents from an archival collection, they can be listed separately under "Archival Sources" and alphabetized by document title or author.

### *Newspapers and Magazines*

Only list the names of newspapers or magazines. Do not include individual magazine or newspaper articles.

### *Legislation and Jurisprudence*

The *Chicago Manual of Style* does not recommend listing legislation and jurisprudence, but they should be listed if the book is in formal legal style (McGill style).

### *Other Sources*

This section should include theses, dissertations, government publications, and all published books and articles (primary and secondary).

## **Bibliography [SAMPLE]**

### **Archival Sources**

*Canadian War Museum Archives, Ottawa (CWM)*  
 May Bastedo fonds, 58A 1 2.1  
 Gertrude Ellinor Halpenny fonds, 58A 1 46.11

*Library and Archives Canada, Ottawa (LAC)*  
 Department of Militia and Defence, RG 9  
 Records of the Minister of Militia, A. E. Kemp, MG 27 111 D  
 Margaret Clothilde Macdonald fonds, MG 30 E45  
 Sophie Hoerner fonds, MG 30 E290

*University of British Columbia Archives, Vancouver (UBCA)*  
 Laura Holland fonds

### **Newspapers**

*Calgary Herald*  
*Regina Leader*

*Toronto Star*  
*Washington Post*

### Other Sources

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- . *The First Contingent to the Autumn of 1915*. Vol. 1, *War Story of the Canadian Army Medical Corps*. Toronto: Canadian War Records Office, 1918. [volume in a multivolume work and published primary source]
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