

Documentation Samples

The citation examples given below follow the preferred conventions of the Press for capitalization, punctuation, abbreviations, etc., for the two Chicago Style types of documentation – **notes and bibliography** and **author-date and references**. For more extensive detail on both systems, consult the [Chicago-Style Citation Quick Guide](#). If you have any questions about any aspect of documentation, please ask your acquisitions editor, who may direct you to a production editor. If your documentation is deemed substandard when it reaches production, it may be returned to you to fix or you may be required to pay the extra costs associated with a copy editor fixing it. In either case, the schedule would be compromised.

Notes and Bibliography

History and law and some humanities and arts use the notes and bibliography style of documentation. The bibliography may or may not be comprehensive. If the endnotes contain full citations, it is acceptable and sometimes even desirable to include only a selected bibliography of useful works or a bibliographical essay.

NOTES

UBC Press uses endnotes, rather than footnotes. Make sure that full citation information is provided when a citation is introduced in each chapter. The author's name plus a short title is given for subsequent citations in the same chapter. Please note though that the full citation must be given again when the same citation occurs in a subsequent chapter. If a chapter needs a specific acknowledgment or epigraph citation, this can be included at the beginning of the notes for that chapter, with numbered notes following thereafter.

Below is a sample showing the endnotes for a chapter, starting with a general acknowledgment/source note and the first nine numbered notes.

Chapter 2: Going to War

A version of this chapter was presented as a paper to the Canadian Historical Association annual general meeting, Toronto, June 3, 2007. The epigraph is taken from a letter Malcolmson wrote to his mother on the battlefield, June 17, 1857, now in the possession of his sole descendant, Edna Helen Malcolmson.

- 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 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 (Brookfield, VT: Gower, 1987), 38-59. [chapter an edited volume]
- 5 Blower, *Family Business*, 28. [short title used for second and subsequent citations of a work within a given chapter]
- 6 Theda Skocpol and Margaret Somers, "The Uses of Comparative History in Macrosocial Inquiry," *Comparative Studies in Society and History* 22, 2 (1980): 183. [older journal article with no URL or DOI]
- 7 Tonya Browning, "Embedded Visuals: Student Design in Web Spaces," *Kairos: A Journal for Teaching Writing in Webbed Environments* 3, 1 (1997), <http://english.ttu.edu/kairos/2.1/features/browning/index.html>. [journal article published online showing URL]
- 8 Carolyn Ellis and Jerry Rawicki, "More than Mazel? Luck and Agency in Surviving the Holocaust," *Journal of Loss and Trauma: International Perspectives on Stress and Coping* 19, 2 (2014): 99-120, doi:10.1080/15325024.2012.738574. [DOI is a permanent locator and is preferred over URL]
- 9 National Association of Investors Corporation, NAIC Online, September 20, 1999, <http://www.better-investing.org>. [web-only material]

- 10 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, etc. – this can make it hard to find a given item. Generally, only two main divisions are necessary: Archival Sources, and Other Sources. In other words, anything that can be found in an archive should be grouped together, subdivided by repository and by record group or manuscript collection. Everything else can be grouped together, whether published recently or long ago, and whether published (books, periodicals, pamphlets) or unpublished (dissertations, conference papers). Archival sources are most easily found by location; all other works are most easily found by author name.

The following shows various types of citation – not their organization – within a single bibliography.

Book

- Berger, Carl. *Science, God, and Nature in Victorian Canada*. Toronto: University of Toronto Press, 1983.
- Bermingham, Ann. *Landscape and Ideology: The English Rustic Tradition, 1740-1860*. Berkeley: University of California Press, 1986.
- Bevan, Jonquil. *Izzak Walton's The Compleat Angler: The Art of Recreation*. Brighton, UK: Harvester, 1988.

Article

- Booth, Doug. "Escaping the Past? The Linguistic Turn and Language in Sport History." *Rethinking History* 8, 1 (2004): 103-25.
- Carolyn Ellis and Jerry Rawicki. "More than Mazel? Luck and Agency in Surviving the Holocaust," *Journal of Loss and Trauma: International Perspectives on Stress and Coping* 19, 2 (2014): 99-120, doi:10.1080/15325024.2012.738574.

Part of a book

- Buckley, Suzann, and Janice Dickin McGinnis. "The Failure to Resolve the Problem of VD among the Troops during World War I." In *War and Society*, edited by Brian Bond and I. Roy, 58-72. London: Croom Helm, 1977.
- Crosby, Alfred W. *Ecological Imperialism*. Cambridge: Cambridge University Press, 1986.
- . "Ecological Imperialism: The Overseas Migration of Western Europeans as a Biological Phenomenon." In *The Ends of the Earth: Perspectives on Modern Environmental History*, ed. Donald Worster, 103-17. Cambridge: Cambridge University Press, 1988.

Thesis

- Maddocks, Roy R. "A.G.L. McNaughton, R.B. Bennett and the Unemployment Relief Camps, 1932-1935." Master's thesis, Carleton University, 1974.

Archival sources

The following shows several sorts of archival citations. Note that each is categorized under a heading showing its location. The level of specificity can vary: ideally, the notes contain document-specific information, and the bibliography cites the collections more generally. If you cite only a few documents from a particular archive, and from different collections within that archive, list them separately.

<heading>Library and Archives Canada (LAC)
RG 10, Department of Indian Affairs
RG 18, Royal Canadian Mounted Police fonds

<heading>McCord Museum of Canadian History

J.W. Ross papers, p217-d/12.

≤heading≥Metropolitan Toronto Reference Library

Turner, Alice W. "Sequences of Economic Events in Canada, 1914-1923." Report to the Advisory Committee on Reconstruction, n.d.

Author-Date and References

The author-date style consists of in-text citations and a list of references or works cited.

IN-TEXT REFERENCES

The syntax and content of the author's sentence govern the location of the citation. When an author-date citation occurs with a quotation we prefer the following styles:

Paul Smith (1989, 221) noted that "the narrow path is difficult."
Constitutional experts agree that "the narrow path is difficult" (Smith 1989, 221; also Jones 2001; Ray 2003).

not

Paul Smith (1989) noted that "the narrow path is difficult" (221).
Smith noted that "the narrow path is difficult" (1989, 221).

Author and date in parentheses

(Smith 1993)
(Smith 1993, 123)
(Smith forthcoming)
(Smith n.d.)
(Smith and Jones 1996; White 1998, 2000; Smith et al. 2001)
(Environment Canada 1999)

Author noted in the running text

Smith (1993)
Smith (1993, ch. 1)
Smith (1993, 123)
Smith (forthcoming)
Smith (n.d.)
Mary Smith (personal communication, 31 January 2000)
Smith and Jones (1996)
Smith, Jones, and White (1998)
Smith et al. (2001) [four or more authors]

REFERENCES

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 chronologically from oldest to most recent if an author has several works. 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 listed in alphabetical order.

The following are examples of types of works in an author-date list. In a standard reference list, they would be grouped together and alphabetized.

Book

Goldberg, Daniel T., ed. 1994. *Multiculturalism: A Critical Reader*. Oxford: Blackwell.

Hallam, Susan. 2002a. *Ability and Disability: The Myths and Facts*. London: Edward Arnold.
--. 2002b. *Ability Grouping in Schools*. Perspectives on Education Policy no. 13. London: Institute of Education, University of London.

Part of a Book

Brydon, Diana, and William D. Coleman. 2008. "Globalization, Autonomy, and Community." In *Renegotiating Community: Interdisciplinary Perspectives, Global Contexts*, edited by Diana Brydon and William D. Coleman, 1-28. Vancouver: UBC Press.

Article

Berlant, Lauren. 2004. "Critical Inquiry, Affirmative Culture." *Critical Inquiry* 30 (2): 445-51.

Website

Kellner, Douglas. 2006. "Globalization and the Postmodern Turn." Courses, UCLA Graduate School of Education and Information Studies. <http://www.gseis.ucla.edu/courses/.htm>.