

Guidance for Submission of Articles for CAPS Publications

MANUSCRIPT FORMAT

Text Formatting

The main text is to be in Times New Roman Font Style, font size 12 with 1.5 line spacing.

Page Numbering Arabic numerals are to be used for page numbering. Page numbers are to be placed three quarters of an inch from bottom edge of the paper centered between the margins

Date **Format**

Month (in words) Date (DD), Year (YYYY)

Example: September 26, 2013

Online Sources

In case of online sources, the date on which the article/news item was accessed is to be written in the end

Example: Accessed on January 21, 2011

Language Use Indian (British) spellings except in direct quotations, proper names and source titles.

Example: "U.S. Department of Defense" and "U.S. Department of Labor".

Numerals Numbers, Units of Measurement, Time or Money

Numbers under 10 are to be spelt out, except for units of measurement, time or money, which are always expressed in figures.

Example: five homes, \$7, 4 hours, 3 cm

Percentages

For percentages, under 10, both the number and word "percent" are spelled out.

Percentages of 10 or more, except at the beginning of a sentence are written in figures. Roman numerals are to be avoided.

The percent symbol (%) is acceptable and often preferred for clarity and brevity in tables and charts. Reports, charts, and tables filled with percentage comparisons or quantitative analyses. In such contexts, clarity and brevity are often prioritised, making symbols (like %) more suitable

Example: 12 percent, five percent, Seventy percent of the earth is covered with water.

Slash Slash is used with fractions, between lines of quoted poetry, in Internet addresses (URLs), to signify "or" or "and/or", with dates (informal) and in abbreviations, There is no space on either side of the slash

Example: 1991/92" (instead of an En Dash)

Spacing Use one space after a colon or period (full stop).
If you write 52", there's no space after the symbol for feet

And so on (...) Three dots are used to indicate some portion of text, which is omitted in between while quoting some text.

Example: "The difference between what we do and what we are capable... most of the world's problems."

Four dots are used to indicate some portion of text omitted at the end of quoted text. Three dots denote 'and so on' and the last dot as full stop.

Example: "The difference between what we do and what we are capable of doing would suffice most..."

Abbreviations/Acronyms All abbreviations/acronyms are to be expanded at the first instance of their usage in the text. At later stage, only the abbreviations/acronyms can be used.

Example: The North Atlantic Treaty Organization (NATO) also called the North Atlantic Alliance, is an intergovernmental military alliance based on the North Atlantic Treaty which was signed on April 04, 1949. NATO's headquarters are in Brussels, Belgium

Paragraph Indentation

- Always use a tab, not the spacebar, for paragraph indents.
- Do not indent the first line of the paragraph under a subheading.
- Subsequent paragraphs in a section should have their first line indented.

Vertical Lists (Paragraph) Using Paragraph numbers/Bullets help the reader understand key points within sections, paragraphs, and sentences.

Numbers/Bullets **Numbers/Bullets**

In Vertical Lists, elements are preceded by Arabic numerals/Bullets followed by

full stop. The run over lines are aligned with the first word following the Number/Bullet.

Decimals and Uniformity

- Numbers with decimals should always be in numerical form (e.g., 3.5, 7.2) to maintain clarity.
- For uniformity, it's best to use numerals consistently for all numbers in the same context or section, especially if decimals are involved. For instance:
 - If a section includes "3.5," "5," and "9," using numerals for all (3.5, 5, 9) would enhance readability, even for numbers under 10.

Numbers in titles and headings: Numerals are usually used **in titles, headings, or captions**, regardless of their size. Example:

- **"The 5 Most Effective Leadership Strategies"**
- **"Understanding the Impact of 21st-Century Technology on Education"**

Captions:

- **"Figure 4: Economic Growth Over the Past 20 Years"**
- **"Map 1: Distribution of Forests Across 5 States"**

Capitalisation

Do not capitalise the first letter of each numbered/bulleted item in a list unless each entry in it is a complete and independent sentence and ends with a colon or full stop.

Semi-Colons/Full Stop

In a vertical list that completes a sentence, which had begun with an introductory element and consists of phrases or sentences with internal punctuation-semicolons are to be used between the bulleted points and a full stop is to follow the final item.

Example:

Reporting for the Development Committee, Jobson reported that:

- a fundraising campaign director was being sought;
- the salary for this director, about \$50,000 a year, would be paid out of campaign funds; and
- the fund raising campaign would be launched in the spring of 2005.

Currency Formatting Guidelines

1. Specify the Currency:

- Always indicate the currency before the numerical figure, especially when the context involves multiple countries or currencies

2. Use of Currency Codes:

- Use ISO currency codes (eg, USD, INR, GBP) or a recognizable prefix (e.g., US\$) to avoid ambiguity
- **Examples:**
 - USD 1 billion or US\$1 billion (United States Dollar)
 - 90 million Nepalese Rupees or NPR 90 million (Nepalese Rupee)

3. Singular vs. Plural

- Use singular forms when the currency is specified with figures.

- Correct: USD 1 billion
 - Incorrect: USD 1 billions
 - For written-out currencies, ensure the plural is used as appropriate
 - Correct 90 million Nepalese Rupees
4. Formatting Figures:
- Use commas to separate thousands, millions, etc., for easier readability
 - Example: USD 1,000,000 or 1 million USD

Square Add Information

**Brackets or
Brackets []**

Brackets are also known as Square brackets in American English. They are used to add information that explains the text it follows.

Example: It [electricity] is really just organised lightning.

Replace Text

Often, square brackets are used to replace text in a quote to make the quote clearer for the reader.

Example: Cooper said that "from the moment [he] leave[s] [his] house or hotel room, the public owns [him]."

[sic]

The term "[sic]" is used within square brackets to show that the word it follows featured in the original text. Often, "[sic]" is used to draw attention of the reader who may assume that it was an error in the transcription rather than in the original. It does not show the corrected text.

Example: The minister believed that his statement was "appropriate and did not undermine the moral [sic] of our troops." (should be "morale" not "moral")

**Hyphen,
En Dash &
Ein Dash**

Use of Hyphen (-)

A Hyphen is used to join words, which are intimately related or function together as a single concept. It is used after some prefixes or between two countries related to single issue. There is no space on either side of the Hyphen.

Example: Toll-free call, two-third, Sub-editor, co-operative, pre-1997, post-reformist, neo-classical

- India-Russia relations refer to the bilateral relations between the Republic of India and the Russian Federation.

Use of En Dash (-)

An En Dash is used to express range of numbers, ratios and relationships. It is used for explaining the previous argument or is an extension of the previous argument. The En

Dash connects things that are related to each other by a distance eg. Jan-Jun issue of a journal (Feb, Mar, Apr & May are also included in this range). There is no space on either side of the En Dash. (Type ALT + 0150 to get an En Dash or Insert Symbols and select En Dash or Ctrl+Num-or press option and dash key simultaneously on Mac).

Example: July 9-August 17; pp.37-59; Apr-Jun

- Use an en dash for inclusive ranges (e.g., "20-30 percent").
- From...to Format: Use "from" with "to" rather than an en dash (eg, "from 5 to 10 percent," not "from 5-10 percent").

Quoting and Blocking

Long quotations (running over two sentences) are to be single spaced and left indented.

Quoting Exact Text When copying exact words of a text, even if a few words, use double quotation marks ("..."). The passage is to be copied precisely as it appears and give credit to the author in the form of a (superscript) number. The number will correspond to a footnote or endnote

Five or More Lines For passage of five or more lines, use the block quotation method:

Single-space blocked quotations, indenting the whole quotation a half inch from the left margin and removing the quotation marks. Leave one blank line before and after a blocked quotation.

Citing Indirect Source When using a quotation of an indirect source-that is, if the source has quoted from another source-include the name of the original speaker or writer of the quotation and then cite the source where the quote was taken from The original speaker or writer of the words may be identified in the sentence and is to be cited in the footnote or endnote.

Example: Ian Hacking, *The Social Construction of What?* (Cambridge, MA: Harvard University Press, 1999), 103, quoted in Manuel DeLanda, *A New Philosophy of Society* (New York: Continuum, 2006).

Highlight/Emphasis (Single) Use single quotation (...) to highlight or to emphasise certain part of a sentence.

Example: "The passing crowd' is a phrase coined in the spirit of indifference. Yet, to a man of what Plato calls 'universal sympathies and even to the plain, ordinary denizens of this world, what can be more interesting than those who constitute 'the passing crowd??"

Single quotes can also be used within a quotation.

Example: "When I say 'immediately', I mean some time before August", said the manager.

Italics (Colloquial) Use italics to show emphasis of certain colloquial words or words used from different language. This is also used to show the difference from standard

language

Words, from Different Language or Standard Language)
used as

and the word used.

Example: difference from

Jugaad is a colloquial Hindi-Urdu word that can mean an innovative fix or a work-around, used for solutions that bend rules, or a resource that can be used as such, or a person who can solve a complicated issue.

1. **Newspaper names are considered titles of standalone publications, so they are italicised.**
 - "The" is included in italics if it is part of the official title, as in *The New York Times of The Hindu*.
2. **Foreign Words and Phrases**
 - Italicise foreign words that are not commonly used in English (e.g., *raison d'être sine qua non*).
 - Words and phrases that have been fully absorbed in English like "ballet" or "vis-à-vis", are not italicised
 - "Ibid." is not italicised.
 - [sic] is italicised
3. **Emphasis**
 - CMOS advises using italics sparingly for emphasis. Instead, it encourages using structure or word choice to convey emphasis
 - If italics are used for emphasis, use them consistently and avoid overuse in professional writing.
4. **Scientific Names**
 - Italicise the Latin names of genera, species, and varieties:
 - *Homo sapiens*, *Canis lupus*
5. **Words as Words [optional]**
 - Italicise a word when discussing it as the word itself, such as:
 - The term *phenomenon* is often misunderstood.
6. **Names of Legal Cases**
 - Italicise case names in legal documents and general writing:
 - *Roe v. Wade*
7. **Ships, Aircraft, and Spacecraft**
 - Italicise the names of ships, aircraft, and spacecraft
 - *HMS Victory*, *Apollo 11*

Endnotes

Endnotes are to be written in "Times New Roman" font Size-10.

Page Number

To be written as 'p. 34' or 'pp. 34-68' not "P. 34

Several Citation in One Note

To be separated by a semi colon ()

- Sutton, "The Analysis of Free Verse Form, Illustrated by a Reading of Whitman," *Journal of Aesthetics and Art Criticism* 18, no. 2, pp. 241-54, Herman Kogan, *The First Century: The Chicago Bar Association, 1874-1974*, Chicago: Rand McNally, 1974.

Commas:

To be placed inside the quotes eg. Noah Baumbach, "The Zagat History of My Last Relationship," in David Remnick, ed., *Secret Ingredients: The New Yorker Book of Food and Drink*, (New York: Random House, 2007), p. 409.

Journal Articles:

Sequence Author(s), Title of the Article, Title of the Journal (Italicised, headline capitalisation), Volume and Issue Number, year, Page Numbers, URL

Citing You tube Video

- Structure:
Author/Creator, "Title of Video, YouTube, date of publication, URL
Example: National Geographic, "Amazing Animals: A Deep Dive into Wildlife, YouTube, May 15, 2022, <https://www.youtube.com/watch?v=example>

Notes

- Use the uploader's name as the author (eg, National Geographic).
- Italicise the platform (YouTube).

Citing Tweets:

- Structure:
- Author (Twitter handle), "Entire text of the tweet, X (formerly Twitter), date and time of the post, URL
- **Example:**

Jane Doe (@Jane Doe), "Excited to share our latest research on climate change! Link in bio, X (formerly Twitter), August 10, 2023, 2:45 pm, <https://twitter.com/Jane Doe/status/1234567890>

Notes:

- Include the author's name and handle (if both are available).

Option 1: Truncate the Tweet

- Include only the most relevant part of the tweet, followed by an ellipsis (...) to indicate omission.
- Example:

Jane Doe (@Jane Doe), "Excited to share our latest research on climate change....." X (formerly Twitter), August 10, 2023, 2:45 pm, <https://twitter.com/Jane Doe/status/1234567890>.

Option 2: Paraphrase the Tweet

- Summarise the content of the tweet in your own words, then specify that it is a paraphrase in the citation.
- Example:

Jane Doe (@Jane Doe), tweet about new climate research, X (formerly Twitter), August 10, 2023, 2:45 pm, <https://twitter.com/Jane Doe/status/1234567890>

Citation of Government bodies, Non-Governmental bodies, International Organisations, Other Organisations Government Bodies

- Placement: The name of the government body comes first in the citation, followed by the title of the document or report
- **Examples:** Ministry of External Affairs, India's Foreign Policy in 2033 (New Delhi: Government of India, 2023), p. 45.

Non-Governmental Bodies (NGOs)

- Placement The organisation's name is first, followed by the title of the report or document
- **Example:** Amnesty International Human Rights in Crisis: Global Report 2023 (London: Amnesty International, 2023), p. 67.

International Organisations

- Placement: The name of the organisation appears first, followed by the title of the publication or document.
- **Example:** United Nations, Climate Change 2023 Mitigation of Climate Effects (New York: United Nations, 2023), p. 123.

Other Organisations

- Placement Similar to NGOs and international organisations, the organisation's name is first, followed by the document or publication title
- **Example:** CRISIL, Global Economic Trends and Policies 2024 (Washington, DC: Brookings Institution, 2024), p. 89.

Misc. Websites

- The name of the website (e.g. WebFX) is treated as the publisher and appears after the article or page title.
- Example:
John Doe, "Advances in Satellite Technology," WebFX, July 15, 2023, <https://www.webfx.com/advances-in-satellite-technology>. Accessed on November 1, 2024.

If No Author is Provided

Begin with the title of the page or article, followed by the website name.

- **Example:**
Global Trends in Space Exploration, WebFX, November 7, 2024, <https://www.webfx.com/global-trends>. Accessed on November 1, 2024.

NB: News Websites will be italicised in citations provided it is a website that primarily deals with news/journalism. Websites/Companies that primarily do not cover news but also host news/articles, etc., are not be italicised.

FOOTNOTE/ENDNOTE

Footnotes/Endnotes are to be written in "Times New Roman" font Size-10

Page Numbers in Footnotes/Endnotes

If citing from In case of citing from books, journals and report (government or non-government), **Book/Journal/** if the citation is from one page then the page number is to be written as p.,

followed **Report** by the page number.
(**Single Page**)

Example: Edward O. Laumann et al., *The Social Organization of Sexuality: Sexual Practices in the United States* (Chicago: University of Chicago Press, 1994), p. 262.

If citing from In case of citing from books, journals and report (government or non-government), **Book/Journal** if the citation is from more than one page then the page number is to be written as **Report** pp., followed by the page numbers.

(**More than one**

Page)

Example: Benjamin A. Shaw and Linda S. Spokane, "Examining the Association Between Education Level and Physical Activity Changes During Early Old Age," *Journal of Aging and Health* vol 20, no. 7, 2008, pp. 770-779

Legal and Public Documents

Type of Format for Footnote/Endnote

Resource

Government

Report/

Documents

(**with Author**)

Example: U.S. Department of Education, National Centre for Education Statistics, *The Road Less Traveled? Students Who Enroll in Multiple Institutions*, by Katharin Peter, Emily Forrest Cataldi and C. Dennis Carrell, NCES 2005-157 (Washington, D.C.: United States Government Printing Office, 2005), p. 12.

Government Bills and Resolutions/Laws and Statutes

Report/

Document

(**without**

Author)

Complete name of the Act, Bill No./Publication No., Session details, (Year), Page No(if any).

Example: Homeland Security Act of 2002, Pub. L. No. 107-296, 116 Stat. 2135 (2002). Homeland Security Act of 2002, H.R. 5005, 107th Cong. (2002).

Congressional Debates

Session Title/Other related details, (Year), Page No (if any).

Example: 147 Cong. Rec. 19,000 (2001), p. 10.

Treaties

Treaty Name, Date, Other relevant Document details, Page No (if any).

Example: Treaty Banning Nuclear Weapon Tests in the Atmosphere, in Outer Space and Under Water, U.S.-U.K.-U.S.S.R., August 05, 1963, 14 U.S.T. 1313.

Hearings

Title of the hearing in full (in *Italics*), Session details (Year) (Name and designation of the individual whose statement is being quoted).

Example: Homeland Security Act of 2002: Hearings on H.R. 5005, Day 3, Before the Select Comm. On Homeland Security, 107th Cong. 203 (2002) (statement of David Walker, Comptroller General of the United States)

Secondary Sources and Freestanding Publications:

Name of Department/Organisation, Title, Pg. No/Table heading & No., URL, accessed on Month Date, Year,

Example: U.S. Census Bureau, "Health Insurance Coverage Status and Type of Coverage by Sex, Race and Hispanic Origin: 1987 to 2005," *Historical Health Insurance*
<http://www.census.gov/hhes/www/hlthins/data/historical/orghihist1.html>, accessed on November 7, 2013.
Table HI-1,
OI

Title of paper/publication(s) (in *italics*), Vol. no./Vol(s) (Place: Publisher name, Year), Page No(s).

Example: *Public Papers of the Presidents of the United States: Herbert Hoover, 1929-1933*, 4 vols. (Washington, DC: Government Printing Office, 1974-77), vol. 1, no. 34, p. 65.

Books

Book: One Author

Author Name (First name first), Title (in *italics*) (Place: Publisher, year of publication), Page No.

Example: David Foster Wallace, *A Supposedly Fun Thing I'll Never Do Again: Essays and Arguments* (Boston: Little Brown and Company, 1998), p. 45

Book: Two and Three Authors

Name of Authors (first names first), Title (in *italics*) (Place: Publisher, Year of Publication), Page No. [Note: names of authors should be written in order as it is written in the book].

Example: Don Tapscott and Anthony D. Williams, *Wikinomics: How Mass Collaboration Changes Everything* (New York: Portfolio, 2006), pp. 151-182.

Book: More than three author Authors

Name of first author et al., Title (in *italics*) (Place: Publisher, year), Page No. in the case when there are more than four authors, the name of the first should be written followed by et al.]

Example: Edward O. Laumann et al., *The Social Organization of Sexuality: Sexual Practices in the United States* (Chicago: University of Chicago Press, 1994), p. 262.

Book: Editor, Page Translator, or Compiler (instead of author) Translators Name, trans/Ed./Compil, Title (in italics) (Place: Publisher, year), No.
[Note 1: If the book is translated or a compilation of someone else's work then translated/compiled has to be mentioned after the name of the author separated by a comma]

[Note 2: This format needs to be followed only when the translator's name is mentioned in the place of original author]

Example: Bernard O'Donoghue, trans., *Sir Gawain and the Green Knight* (New York: Penguin, 2006), pp. 36-7.

Book: Editor, Translator, or Compiler (in addition to author) Author Name, Title (in italics), trans/ed./Compil. Author Name (Place: Publisher, year), Page No.
[Note 1: This format needs to be followed only when both the original writer and translator's name are to be mentioned]

[Note 2: If the book is translated or a compilation of someone else's work then translated/compiled has to be mentioned after the title of the book and before the name of the translators separated by commas].

Example: Jorge Luis Borges, *Collected Fictions*, trans. Andrew Hurley (New York: Viking, 1998), p. 234.

Book: Chapter Contributor Author Name, "Title of Chapter," in Book Name (in italics), edited by Editor's Name (Place: Publisher, Year), Page No.

Example: Noah Baumbach, "The Zagat History of My Last Relationship." in David Remnick, ed., *Secret Ingredients: The New Yorker Book of Food and Drink*, (New York: Random House, 2007), p. 409.

Book: Preface, Foreword, Introduction, or Similar Part Author's name, introduction/forward to Title of book (in italics) by Author's name (Place: Publisher, Year), Page No.

Example: Adrienne Rich, "Introduction" to Judy Grahn, *The Work of a Common Woman: The Collected Poetry of Judy Grahn, 1964-1977*, (New York: St. Martin's Press, 1980), pp. xx-xxi

Periodicals, Interviews, Other Unpublished & Informally Published Material

Journal Article	<p>Author's Name, "Title of article," Name of Journal (in italics), Vol no. (Year): Page No.</p> <p>Example: Benjamin A. Shaw and Linda S. Spokane, "Examining the Association Between Education Level and Physical Activity Changes During Early Old Age," <i>Journal of Aging and Health</i> vol 20, no. 7, 2008, p. 770.</p>
Magazine Articles	<p>Author's Name, "Title of article," Magazine's Name (in italics), Month Year, Page No.</p> <p>Example: Jeremy Miller, "The Tyranny of the Test: One Year as a Kaplan Coach in the Public Schools," <i>Harper's Magazine</i>, September 2008, p.39.</p>
Newspaper Article	<p>Author's Name, "Title of the Article," Newspaper's Name (in italics), Month, date, Year, Section, Edition</p> <p>Example: William S. Niederkorn, "A Scholar Recants on His 'Shakespeare Discovery,'" </p>
Book Review Article	<p>Name of Reviewer, "Title of Review," review of the Title of Book (in italics), by Author's Name, Name of Journal (in italics), Vol (Month Date, Year): Page No.</p> <p>Example: Bill McKibben, "Green Fantasia," review of <i>Hot, Flat, and Crowded: Why We Need a Green Revolution-And How It Can Renew America</i>, by Thomas L. Friedman, <i>The New York Review of Books</i> 55, no. 17, November 6, 2008, p.38.</p>
Thesis or Dissertation	<p>Author's Name, Title of Thesis" (PhD/MA/M.Phil thesis/Diss., University, Year), Page No.</p> <p>Example: M. Amundin, "Click Repetition Rate Patterns in Communicative Sounds from the Harbour Porpoise, <i>Phocoenaphocoena</i>" (PhD diss., Stockholm University, 1991), pp.22-29, p.35.</p>
Conference or Meeting Paper	<p>Speaker's Name, "Title of Paper Presented" (Paper presented at name of event, Place, Country name, Month Date, Year),</p> <p>Example: Brian Doyle, "Howling Like Dogs: Metaphorical Language in Psalm 59" (paper presented at the annual international meeting for the Society of Biblical Literature, Berlin, Germany, June 19-22, 2002),</p>
Unattributed/ Unpublished/ personal interview	<p>Unattributed:</p> <p>Interview with description of interviewee, Month Date, Year.</p> <p>Example: Interview with health care worker, March 23, 2010,</p> <p>Personal: Name of the interviewee (First name first) (interviewee's description), in discussion with the author, Month Date, Year</p>

Example: Andrew Macmillan (Principal Adviser, Investment Center Division, FAO), in discussion with the author, September 1998.

Unpublished:

Name of interviewee (first name first), interview by Name of interviewer (first name first), Month Date, Year, interview no., transcript

Example: Harvey Kail, interview by Laurie A. Pinkert, March 15, 2009, interview 45B, transcript.

**Published/
Broadcasted
interview**

Name of interviewee, interview by (Name of interviewer), Source of interview, Month Date, Year.

Examples: Carrie Rodriguez, interview by Cuz Frost, Acoustic Café, 88.3 WGWG FM, November 20, 2008.

McGeorge Bundy, interview by Robert MacNeil, MacNeil/Lehrer NewsHour, PBS, February 7, 1990.

**Encyclopedia
Article**

Encyclopedia title (in italics), Year or Edition/ed., s.v.*, "Article Title."

Example: Encyclopedia Britannica, 2010 ed., s.v., "World War II"

*No page number is given when a work is arranged alphabetically; instead, the topic referred is named, and the abbreviation s.v. (sub verbo which means "under the word") is used.

Online/Digital Resources

Audio/Visual

Sound Recordings

Musical Recordings

Artist name. Title of Recording (in italics). Name of recording company Other details, Year, Format. Originally released in Year.

Example: Pink Floyd. Atom Heart Mother. Capitol CDP 7 46381 2, 1990, compact disc. Originally released in 1970.

Recordings of Literature, Lectures, etc.

Name of Speaker (First name First), Month Date, Year, type & details about the recording, volume/edition, Name of institution, URL.

Example: Harry S. Truman, "First Speech to Congress", April 16, 1945, transcript and Adobe Flash audio, 18:13, Miller Center of Public Affairs, University of Virginia, <http://millercenter.org/scripps/archive/speeches/detail/3339>

or

Name of Author, Title of Book (in italics), Read by Name of narrator. Place: Name of publisher, Year. Audiobook, details; Total audio time.

Example: Scholsser, Eric. *Fast Food Nation: The Dark Side of the All-American Meal*. Read by Rick Adamson. New York: Random House Audible, 2004. Audiobook, 8 compact discs; 9 hrs.

Video Recordings:

Title of scene/video, Title of Source (in italics), Name of maker (Original Year; Location: Name of production, Year of edition Accessed), Source format.

Example: "Crop Duster Attack," North by Northwest, directed by Alfred Hitchcock (1959; Burbank, CA: Warner Home Video, 2000), DVD.

Online Multimedia:

From Online Multimedia Databases

Artist name (first name first), Title of the Multimedia (in italics) (Recording/Production co., Original Year of Production), Format of filming, from source, Title of the source (in italics), Video format, Time duration of multimedia, URL, accessed on Month Date, Year.

Example: AE. Weed, *At the Foot of the Flatiron* (American Mutoscope and Biograph Co., 1903), 35mm film, from Library of Congress, *The Life of a City. Early Films of New York, 1898-1906*, MPEG video, 2:19. <http://lcweb2.loc.gov/ammem/papr/nychome.html>, accessed on March 4, 2015,

From Online video hosting sites

"Title of multimedia", YouTube video, Time duration of multimedia, Recording/Production Co., Original Date of production, posted by "Name of Uploader/Name of YouTube channel", Date of posting (in Month Date, Year), URL, accessed on Month Date, Year

Example: "Funeral of Hiram Cronk," YouTube video, 3:55, American Mutoscope and Biograph Company, May 25, 1905. posted by "IgnatzKolisich," February 28, 2009, at <http://www.youtube.com/watch?v=AkQUYODMxcs&feature=related> 17 March 2012, accessed on November 12, 2013.

Electronic Book

Name of the author, Title of the book (in Italics), (Place: Publisher, Year), Page No. Available online at URL, accessed on Month Date, Year.

Example: William R. Blackburn, *The Sustainability Handbook: The Complete Management Guide to Achieving Social, Economic and Environmental Responsibility* (London: Earthscan, 2007), 67. Available online at <http://www.ebrary.com> accessed on Jamiary 4, 2008.

Online Journal Article Author's name. "Title of Article." *Journal Name* (in Italics), Vol No, Issue No (Year). URL, accessed on Month Date, Year.

Example: Saper, Craig. "Toward A Visceral Scholarship Online: Folkvine.org and Hypermedia Ethnography", *Journal of e-Media Studies*, 1, issue 1 (2008), at <http://journals.dartmouth.edu/cgi-bin/WebObjects/Journals.woa/2/xmlpage/4/article/285>, accessed on September 26, 2008.

Online Magazine Article Author's Name, Title of Article, Name of Magazine (Italics), Month Date, Year, URL, accessed on Month Date, Year.

Example: Barron Young Smith, "Green Room, *Slate*, February <http://www.slate.com/id/2202431/>, accessed on February 24, 2010. 2009,

Article in year): Online Database Author/s Name, "Article Title," Name of Database, Volume, Number (month Page No. at URL, accessed on Month DD, YYYY.

Example: James E. Katz and Chih-Hui Lai, "News Blogging in Cross-Cultural Contexts: A Report on the Struggle for Voice," *Knowledge, Technology, and Policy*, 22, no. 2 (June 2009): 95-107, <http://www.springerlink.com>, accessed on June 23, 2009.

Website Name of Website, "Name of Webpage", URL, accessed on Month Date, Year.

Example: The New York Public Library, "History," <http://www.nypl.org/pr/history.cfm>, accessed on December 22, 2008,

Blog Entry or Comment Author's name, Title of blogpost, Name of Blog where published, (Month Date, Year), URL, accessed on Month Date, Year.

Example: Tankboy, "Rockin' Our Turntable: Sonic Youth", *Chicagoist*, (June 23, 2009), http://chicagoist.com/2009/06/23/rockin_our_turntable_sonic_youth.php, accessed on June 30, 2009.

Email Message Name of Sender, email to Name of Receiver, Month Date, Year.

Example: Amanda Holbrooke, email to James McAninch, September 3, 2008.

1. When to Use "Ibid."

- Use "Ibid" only when you are citing the exact same source as the citation immediately above it.

Example: 1. John Smith, *History of the World*, p. 52.

2. Ibid.

- Here. "Ibid" tells the reader that citation 2 refers to the same source and page number (52) as citation 1.

2. When to Use "Ibid." with a Page Number

- If you are citing the same source as the previous citation but a different page, use "Ibid." followed by a comma and the new page number.
- **Example:** 1. John Smith, History of the World, p. 52.
2. Ibid., 53.
- This means citation 2 refers to the same book, History of the World, but on page 53.

3. When NOT to Use "Ibid."

- If the citation is not immediately consecutive, do not use "Ibid."
- Instead, use a shortened form of the citation with the author's last name, a shortened title (if needed), and the page number.
- Chicago recommends using a shortened title for clarity, especially if

There are multiple works by the same author in the text.

There are other authors with the same last name.

Example: 1. John Smith, "History of the World" p. 52.
2. Mary Smith, "Economics Today," p. 32.
3. Smith, History, p. 54.