



Condensed Style and Reference Guide for Native Studies

A few notes on referencing:

- Keep in mind the essay writer is trying to help the reader locate each source. For this reason, the first time something is referenced, it must be done with as much detail as possible.
- Subsequent references should be shortened, as the pertinent information is located in the first reference.
- Note: If the *Italics* function is not available, it is permissible to use the underline function for titles.

BIBLIOGRAPHIC REFERENCES

- The Bibliographic references are located at the end of the essay. They are formatted differently than the footnote references.
- Note that the second line of the bibliographic entry is indented. To do this, press the <TAB> button once. If you experience difficulties, place the cursor at the beginning of the second line and press <ENTER>, then <TAB>.

FOOTNOTE REFERENCES

- Footnotes are to be presented following proper formatting procedures (10pt font size, indented first line at the number, etc).
- Footnotes are to be placed at the bottom of the page.
- To insert a footnote in Microsoft Word 98 or later (2000, XP or 2002, 2003), press and hold <CTRL> and <ALT>, then press <F> (while holding <CTRL> and <ALT>. Or, on the toolbar, select <INSERT>, then <REFERENCE>, then <FOOTNOTE>.
- For the first time a work is referenced, one must present the reference in full.
- For subsequent references, one must present the reference in the following format:
 - Author's last name, Name of book *Italicised* (if more than one from the same author is being used), page number.
 - EXAMPLE: Author's Last Name, *Name of Book*, page #.

BIBLIOGRAPHIC ENTRIES

Books with One Author

Miller, J. R. *Skyscrapers Hide the Heavens: A History of Indian-White Relations in Canada*. Toronto: University of Toronto Press, 2000.

Books with Two Authors

Frideres, James S. and René R. Gadacz. *Aboriginal Peoples in Canada: Contemporary Conflicts* 6th Ed. Toronto: Prentice-Hall / Pearson Education Canada Inc., 2001.

Books with Three or More Authors

Francis, R. Douglas, et al. *Destinies: Canadian History Since Confederation*. Toronto: Harcourt Canada Ltd., 2000.

Collected Work with Editor (Chapters by different authors)

Yellowhorn, Eldon. "Algonquians / Plains," in Paul Robert Magocsi, ed. *Aboriginal Peoples of Canada: A Short Introduction*. Toronto: University of Toronto Press, 2002.

Book with More than One Volume

Campbell, Joseph. *The Masks of God*. 4 vols. New York: Viking Press, 1960-68.

Article in a Scholarly Journal

Horn, Kahn-Tineta. "Beyond Oka: Dimensions of Mohawk Sovereignty," *Studies* ⇒ *in Political Economy*, 35, 1991: 350-385.

Published Interview

Davies, Robertson. "Interview with Robertson Davies: The Bizarre and Passionate Life of the Canadian People." Interview by Silver Donald Camerson (9 November 1971). *Conversations with Canadian Novelists*. Toronto: Colbert Agency, Inc., 1973.

Dissertations

Gates, David. "The Image of the Labyrinth in Some Victorian Novels." Ph.D. diss., The University of Western Ontario, 1982.

FOOTNOTE REFERENCES

Books with One Author (Footnote Reference)

¹ J.R. Miller. *Skyscrapers Hide the Heavens: A History of Indian-White Relations in Canada*. (Toronto: University of Toronto Press, 2000), 100.

Books with Two Authors

² James S. Frideres and René R. Gadacz. *Aboriginal Peoples in Canada: Contemporary Conflicts* 6th Ed. (Toronto: Prentice-Hall / Pearson Education Canada Inc., 2001), 150.

Books with Three or More Authors

³ R. Douglas Francis, et al. *Destinies: Canadian History Since Confederation*. (Toronto: Harcourt Canada Ltd., 2000), 10.

Book: Edited

⁴ Eldon Yellowhorn. "Algonquians / Plains," in Paul Robert Magocsi, ed. *Aboriginal Peoples of Canada: A Short Introduction*. (Toronto: University of Toronto Press, 2002), 90.

Book with More than One Volume

⁵ Joseph Campbell. *The Masks of God*. 4 vols. (New York: Viking Press, 1960-68), 199.

Article in a Scholarly Journal

⁶ Horn, Kahn-Tineta. "Beyond Oka: Dimensions of Mohawk Sovereignty," *Studies in Political Economy*, 35, (1991), 385.

Published Interview

⁷ Robertson Davies. "Interview with Robertson Davies: The Bizarre and Passionate Life of the Canadian People." Interview by Silver Donald Cameron (9 November 1971). *Conversations with Canadian Novelists*. (Toronto: Colbert Agency, Inc., 1973), 79.

Dissertations

⁸ Gates, David. "The Image of the Labyrinth in Some Victorian Novels." Ph.D. diss., (The University of Western Ontario, 1982), 85.

The following sources were used in the compilation of this introductory guide. In addition, students should refer to the following sources for additional clarification and examples of quality writing. Many of these sources are available in the Education Centre Library, or can be ordered from any book store.

Buckley, Joanne. *Fit to Print: The Canadian Student's Guide to Essay Writing*. Toronto: Harcourt Brace & Company Canada, Ltd., 1998.

⇒ This is an excellent source for examples and covers all three main forms of citation. This is a resource that can be used by students for many courses.

Rampolla, Mary Lynn. 3rd ed. *A Pocket Guide to Writing in History*. Bedford / St. Martin's, 2001.

Turabian, Kate L., et al. *A Manual for Writers of Term Papers, Theses, and Dissertations*. 6th ed. Chicago: University of Chicago Press, 1996.

University of Chicago Press. *The Chicago Manual of Style*. 14th ed. Chicago: University of Chicago Press, 1993.