

# Guide to *The Chicago Manual of Style*

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The following is a brief guide to the “Author-Date” referencing system as described in *The Chicago Manual of Style*, 16th ed. (Chicago: University of Chicago Press, 2010). For more detailed information, consult the *Manual*, which can be found in the reference section of the library (call number Z253.U69.2010).

## 1. References

Every reference cited in the text must be in the References list, and every item in the References list must be cited in the text at least once. The References list begins on a new page. The title of the list is “References,” not “Bibliography.” The word **References** is centred and bold-faced.

References are listed alphabetically by author or by title (if there is no author). Multiple entries by the same author(s) are arranged chronologically, beginning with the earliest.

Smith, Anne. 1998.

———. 2000a.

———. 2000b.

Smith, Anne, and T. H. Brown. 1994.

In the above example, the 2000a and 2000b entries are also by Anne Smith (these would be listed alphabetically by title). The author’s name is not repeated. Instead, use a combination of three “em” (long) dashes. In a Word computer program, the “em” dash can be found under “Insert” → “Symbol.” If you can’t find it, just cobble together six hyphens (-----).

(a) For book references:

- list the *publisher* of the book, not the copyright holder (identified next to the symbol ©, though note that occasionally the publisher and the copyright holder are one and the same);
- list the city where the *publisher* is located, not the city where the printer is located;
- list the *city* of publication, not only the province or state of publication; and
- in general, there is no need to list the country of publication (such as “UK,” “USA,” or “Canada”).

- (b) Drop words and abbreviations such as Inc., Ltd., Co., and Publishing/Publishers from the publisher's name.

Harper and Row	<i>not</i>	Harper and Row Publishers
Macmillan	<i>not</i>	The Macmillan Press Ltd.
Transaction	<i>not</i>	Transaction Publishers
Hutchinson	<i>not</i>	Hutchinson and Co. Pub.

- (c) Drop the word "Press" or "Books" from entries, if what remains makes it clear who the publisher is.

Beacon	<i>rather than</i>	Beacon Press
Westview	<i>rather than</i>	Westview Press
Zed	<i>rather than</i>	Zed Books

- (d) If the publisher's name would look odd without the final word, then keep it in place.

New Press *not* New

- (e) Always keep the word "Press" for a university press.

Princeton University Press  
University of Alberta Press

- (f) Drop "The" from the publisher's name.

Free Press *not* The Free Press

- (g) Use only one city and one publisher, even if more than one is listed. When in doubt, see which publisher is listed on the first (cover) page of the book and choose that one.
- (h) If the book is published in a large, well-known city, the state or province information is not necessary. However, for smaller cities and towns that are not readily identifiable, you should add the state or province, using standard postal abbreviations (these can be found in the *Manual*, pp. 498-99).

New York: Verso.

Toronto: University of Toronto Press.

Winnipeg: Arbeiter Ring.

Aurora, ON: Garamond.

Black Point, NS: Fernwood.

Lanham, MD: Rowman and Littlefield.

You do not require the state/province information if it is part of the name of the press.

Chapel Hill: University of North Carolina Press.

In your References list, pay careful attention to the following:

- Have only one space (not zero or two) between the components of a reference entry (author, date, title, etc.). An exception is for journal articles where only the volume number is used. In these cases, there is no space between the colon and the page number (for an example, see Alber 1998 on p. 22).
- While it is always acceptable to use the issue number with a volume number, you only have to use the issue number when each issue of a journal begins from page 1. For example, articles from the *Journal of Sociology and Social Welfare* require both the volume and issue number.

26 (3): 12-31.

- For journal articles, do not use the abbreviation “Vol.” with the volume number.
- Drop the word “The” from journal titles.

*Journal of Politics* not *The Journal of Politics*

- Do not drop the word “The” from book titles.

*The Cuts Machine* not *Cuts Machine*

- Do not say, for example, “Retrieved from EBSCOhost database ...” if the article is in a PDF file (which is an exact reproduction of the paper copy of the journal).

- Provide both the first and last page number for articles and book chapters (for example, 55-61 or 225-29). Do not have something like “7pp.” For information on condensing inclusive numbers (using 100-8 and not 101-08, for instance), see the *Manual*, p. 483.
- For books, include the sub-title as well as the title.
- In all titles, use “and,” not “&”.
- If you have used only one chapter from an edited collection, then in the text cite the author(s) of the chapter, and not merely the collection itself (see “Chapter in an Edited Book” below, in Section 2.b., #22).
- Use double quotation marks (“ ”), not single quotation marks (‘ ’), for titles that have a word(s) in quotes.

*The Importance of the “Self”: A Study of Erving Goffman.*

- Do not have a question mark and a period at the end of a book title.

*Is Socialism Dead?* not *Is Socialism Dead?*.

- Do not use a colon immediately following a question mark in the title of an article.

“How Social Is the Animal? The Human Capacity for Caring.”

not “How Social Is the Animal?: The Human Capacity for Caring.”

## 2. Sample References

The *Manual* (pp. 653-810) provides information on every conceivable kind of reference. The following sections cover some of the most common reference types.

### A. Periodicals

A periodical is any publication that appears periodically – daily, weekly, biweekly, monthly, quarterly, or annually.

*Chicago* recommends the use of DOIs (digital object identifiers) and URLs (uniform resource locators) for journal articles, but for SWLF papers, you do not require a DOI or a URL (a web address) unless your source is a journal, magazine, blog, or similar publication that is typically found only on the Web (and usually available free of charge to users).

1. Journal Article, Volume Paginated by Volume

Alber, Jens. 1988. "Continuities and Changes in the Idea of the Welfare State." *Politics and Society* 16:451-68.

2. Journal Article, Volume Paginated by Issue (requires volume and issue numbers)

Wexler, Sandra, and Rafael J. Engel. 1999. "Historical Trends in State-Level ADC/AFDC Benefits: Living on Less and Less." *Journal of Sociology and Social Welfare* 26 (2): 37-61.

3. Journal Article, Issue Number Only (each issue of the journal has a unique number)

Patriquin, Larry. 2011. "More Democracy, Less Poverty." *New Politics*, no. 51: 79-89.

4. Journal Article, Three or More Authors

Duncan, Greg J., Kathleen Mullan Harris, and Johanne Boisjoly. 2000. "Time Limits and Welfare Reform: New Estimates of the Number and Characteristics of Affected Families." *Social Service Review* 74:55-75.

For magazines, newsletters, and newspapers, volume and issue numbers are not used in references. Instead, the precise date of the publication is incorporated into the reference.

5. Magazine Article (web and print examples)

Lepore, Jill, 2008. "Just the Facts, Ma'am: Fake Memoirs, Factual Fictions, and the History of History." *New Yorker*, March 24. [http://www.newyorker.com/arts/critics/atlarge/2008/03/24/080324cra\\_tlarge\\_lepore](http://www.newyorker.com/arts/critics/atlarge/2008/03/24/080324cra_tlarge_lepore)

Wilson-Smith, Anthony. 2002. "Goodbye to all That – Soon!" *Maclean's*, September 2, 18-19.

6. Newsletter Article with Author

Kapoor, Pam. 2001. "Canada's Not-so-Best Kept Secret: Deepening Poverty." *NAPO News*, July/August, 2-3.

7. Newsletter Article without Author

"Declaration of the Rights of Homeless Canadians." 2001. *NAPO News*, July/August, 13.

8. Newspaper Article with Author (web and print examples)

Borzi, Pat. 2010. "Retirement Discussion Begins Anew for Favre." *New York Times*, January 25. [http://www.nytimes.com/2010/01/26/sports/football/26vikings.html?\\_r=0](http://www.nytimes.com/2010/01/26/sports/football/26vikings.html?_r=0)

DeParle, Jason. 1999. "Wisconsin Welfare Overhaul Justifies Hope and Some Fear." *New York Times*, January 15, A1, A21.

9. Newspaper Article without Author

"As Welfare Rolls Drop, Requests to Charities Rise." 1998. *New York Times*, August 18, B5.

10. Letter to the Editor

Fairchild, Susan, letter to the editor. 2006. *North Bay Daily Planet*, September 9, A7.

## **B. Books, Book Chapters, and Book Reviews**

### 11. Authored Book

Axinn, June, and Herman Levin. 1992. *Social Welfare: A History of the American Response to Need*. New York: Longman.

### 12. Book, One Volume of a Multi-Volume Work

Pelican, Jaroslav. 1971. *The Christian Tradition: A History of the Development of Doctrine*. Vol. 1, *The Emergence of the Catholic Tradition (100-1600)*. Chicago: University of Chicago Press.

### 13. Book, New Edition

Reiman, Jeffrey. 2001. *The Rich Get Richer and the Poor Get Prison: Ideology, Class, and Criminal Justice*. 6th ed. Boston: Allyn and Bacon.

In a new edition, the authors have made revisions to their text, ranging from minor editorial changes to major alterations, such as adding a new chapter.

### 14. Book, Reprint

Webb, Sidney, and Beatrice Webb. 1963. *English Poor Law History, Part Two: The Last Hundred Years*. Vol. 1. Hamden, CT: Archon Books. First published 1929.

A reprint, unlike a new edition, is a reproduction of a work where the author's text has not been altered in any way, though the book might contain a special introduction, foreword, or afterword by the author or some other person.

15. Book, Author and Editor

Wood, Ellen Meiksins. 2013. *The Ellen Meiksins Wood Reader*. Edited by Larry Patriquin. Chicago: Haymarket.

16. Book, Author and Translator

Laplace, Pierre-Simon. 1951. *A Philosophical Essay on Probabilities*. Translated by Frederick Wilson Truscott and Frederick Lincoln Emory. New York: Dover. First published 1814.

17. Book, Author, Editor, and Translator

After the book title have, for example:

Edited by Henri Lotz. Translated by Mary Walker.

Translated and edited by Anne Wright.

18. Book, Translator without Author

Silverstein, Theodore, trans. 1974. *Sir Gawain and the Green Knight*. Chicago: University of Chicago Press.

19. Book, No Author or Editor

*Merriam-Webster's Collegiate Dictionary*. 10th ed. 1993. Springfield, MA: Merriam-Webster.

20. Book with a Group, Corporate, or Government Author

Canada. 1999. *Income Distributions by Size in Canada*. Ottawa: Statistics Canada.

CDF (Children's Defense Fund). 2000. *The State of America's Children Yearbook*. Washington, DC: CDF.

Note that in the previous example, the Children's Defense Fund is both publisher and author.

Ontario. 1988. *Transitions: Report of the Social Assistance Review Committee*. Toronto: Ministry of Community and Social Services.

University of Chicago Press. 2010. *The Chicago Manual of Style*. 16th ed. Chicago: University of Chicago Press.

USA Bureau of Census. 1997. *Statistical Abstract of the United States*. Washington, DC: Government Printing Office.

21. Edited Book

Aston, T. H., and C. H. E. Philpin, eds. 1985. *The Brenner Debate: Agrarian Class Structure and Economic Development in Pre-Industrial Europe*. Cambridge: Cambridge University Press.

Robinson, Daniel N., ed. 1992. *Social Discourse and Moral Judgment*. San Diego: Academic Press.

22. Chapter in an Edited Book

Flora, Peter, and Jens Alber. 1981. "Modernization, Democratization, and the Development of Welfare States in Western Europe." In *The Development of Welfare States in Europe and America*, edited by Peter Flora and A. J. Heidenheimer, 37-80. New Brunswick, NJ: Transaction.

If you have used only one chapter from an edited collection, you must use this format. In this example, Flora and Alber are the authors of the chapter; “Modernization ...” is the title of their chapter; Flora and Heidenheimer are the editors of the book; and *The Development of ...* is the title of the book.

23. Introduction, Preface, Afterword

Mansfield, Harvey, and Delba Winthrop. 2000. Introduction to *Democracy in America*, by Alexis de Tocqueville, xvii-lxxxvi. Translated and edited by Harvey Mansfield and Delba Winthrop. Chicago: University of Chicago Press.

24. Book Review with Title

Lummis, C. Douglas. 2002. “New Book Finds ‘Free Market’ to Be an Anti-Democratic Force,” review of *The No-Nonsense Guide to Democracy*, by Richard Swift. *CCPA Monitor* 9 (3): 38.

25. Book Review without Title

Mabrey, Tracey. 2001. Review of *Black Working Wives: Pioneers of the American Family Revolution*, by Bart Landry. *Journal of Sociology and Social Welfare* 28 (3): 223-25.

**C. Unpublished Works**

Titles of unpublished works are placed in quotation marks, not italics.

26. Paper Presented at a Meeting or a Conference

Scott, Ellen K., Andrew London, and Kathryn Edin. 2000. “Good Cause: Domestic Violence and the Mandates of Welfare Reform.” Paper presented at the Annual Meeting of the American Sociological Association, Washington, DC, May.

27. Paper or Manuscript

Mueser, Peter R., Julie L. Hotchkiss, Christopher T. King, Phillip S. Rokicki, and David W. Stevens. 2000. "The Welfare Caseload, Economic Growth, and Welfare-to-Work Policies: An Analysis of Five Urban Areas." Unpublished manuscript, University of Missouri, Columbia.

28. Doctoral Dissertation

Hefler, Victoria. 2001. "Just History? An Argument for Critical Cosmopolitan Histories of Harm." PhD diss., York University.

29. Master's Thesis

Smylie, Gay. 1998. "Solving Problems Using Role-Playing Skills." Master's thesis, Nipissing University.

**D. Electronic Media**

Very long web addresses should be cut off at some point, while still making it relatively easy for a researcher to find your source. However, do not cut off the address if the work is from an obscure source or one that is not well organized, such as a blog entry.

30. Article in an Internet-Only Journal

Sankey, Michael. 2002. "Considering Visual Literacy When Designing Instruction." *e-Journal of Instructional Science and Technology* 5 (2). [http://www.ascilite.org.au/ajet/e-jist/docs/Vol5\\_No2/Sankey-final.pdf](http://www.ascilite.org.au/ajet/e-jist/docs/Vol5_No2/Sankey-final.pdf)

31. Dated Document from an Organization

Food Research and Action Center. 2001. "September 2001 Food Stamp Program Participation," last modified November 27, [http://frac.org/newsite/wp-content/uploads/2010/05/sep\\_2001\\_snap.pdf](http://frac.org/newsite/wp-content/uploads/2010/05/sep_2001_snap.pdf)

32. Undated Document from an Organization

McDonald's Corporation. 2008. "McDonald's Happy Meal Toy Safety Facts," accessed July 19, 2008, <http://www.mcdonalds.com/corp/about/factsheets.html>

For undated documents only, you must include the date you accessed the material online.

33. Video (DVD and web examples)

Moore, Anne, and Michael Moore. 2009. *Capitalism: A Love Story*, DVD. Directed by Michael Moore. Beverly Hills, CA: Overture Films.

Anne Moore and Michael Moore are the producers of this DVD.

Pollan, Michael. 2007. "Michael Pollan Gives a Plant's-Eye View." Filmed March 2007. TED video, 17:31. Posted February 2008. [http://www.ted.com/talks/michael\\_pollan\\_gives\\_a\\_plant\\_s\\_eye\\_view.html](http://www.ted.com/talks/michael_pollan_gives_a_plant_s_eye_view.html)

34. Blog Entry

Smith, Patricia. 2011. "NDP Surge in Quebec," *Loveablelefty* (blog), January 31, <http://leftyblog.org/surge.php>

\*\* To view a sample References list, see pages 22-23 below. \*\*

### 3. In-Text Citations

- (a) Use the author-date method of citation.

Walker (2005) compared reaction times ...

In a recent study of reaction times (Walker 2005), it was ...

- (b) When there are two or three authors, cite all names.

Another survey (Johnston and Keil 1974) concluded that ...

- (c) When there are four or more authors, cite only the first author's name, followed by "et al."

Wallace et al. (1997) discovered ...

- (d) For corporate authors, begin the References list entry with an acronym (like "NBDHC"), then note the full name in parentheses. Use the abbreviated name for in-text citations.

NBDHC (North Bay and District Health Council). 1999.

(NBDHC 1999)

- (e) If a work has no author (for example, a newspaper editorial), cite the first few words of the title and the year.

("As Welfare Rolls" 1998)

- (f) For citing more than one reference from the same author, separate the years with a comma.

(Gogel 1984, 1990)

- (g) For works by the same author with the same year of publication, add a, b, c, and so on, to the publication dates.

(Johnson 1991a, 1991b, 1996)

- (h) In citing more than one author, list the authors alphabetically.

(Andrews 1990, 1992; Smith 1986; Thomas 2002)

- (i) To cite an entire edited book, drop the “ed.” (for “editor”). For example, a book edited by Daniel N. Robinson (1992) would be cited as follows.

(Robinson 1992) *not* (Robinson, ed. 1992)

- (j) When there is no date of publication:

(Singh, n.d.)

The comma is required because the author’s name is not immediately followed by a year.

- (k) To credit an author for discovering a work, when you have not read the original:

Smith’s study (quoted in Wood and Wood 1993, 54) ...

In this example, Wood and Wood would appear in your References list; Smith would not.

- (l) The following are a few more examples of in-text references:

(Ramlogan et al. 2013, chap. 7)

(Thompson 1967, 82-97)

(Michaels 1984, 316-18, 325)

(Lawson 2008, vol. 2)

(Fisher 2005, 210n3) (This refers to page 210, footnote/endnote number 3.)

- (m) For SWLF papers, *all* citations (whether for quotations, paraphrases, or summaries) *must* include a specific page number or numbers.

(Andrews and Smith 1981, 12)

Andrews and Smith (1981, 12) argue that the “most important ...

- (n) In general, you should avoid overtly discussing authors. That's what references are for. All references will (typically) appear quietly at the end of the sentence or sometimes before a comma in mid-sentence.

Conservatives feel that excessive government planning will "lead to unbridled oppression and tyranny" (Hayes 1994, 41).

- (o) The same method is used if you are summarizing information (as opposed to quoting it).

The Social Democrats received 36.4 percent of the vote and 37.5 percent of the seats in Sweden's 1998 election (Johnston 2001, 349).

- (p) You may feel the need to mention an author from time to time. In such cases, the citation would look like the following:

Taylor (1998, 331-32) argues, in contrast, that the conservative view ignores the harsher aspects of a capitalist economy.

- (q) There is one exception to the rule about citing page numbers. This is when you are making a *very general* reference to a text.

McNally (2002) is a strong advocate of the socialist position.

- (r) To avoid cluttering your paper with in-text citations, the *Chicago Manual* (p. 798) gives the following advice:

When the same page (or page range) in the same source is cited more than once in one paragraph, the parenthetical citation can be placed after the last reference or at the end of the paragraph (but preceding the final period). When referring to different pages in the same source, however, include a full parenthetical citation at the first reference; subsequent citations [in parentheses] need only include page numbers.

- (s) You may occasionally want to have a few endnotes where you elaborate on issues raised in the text, add something that is slightly tangential, provide overly technical information, and so on. In doing so, use superscript Arabic numerals (1, 2, 3, etc.), not Roman numerals (I, II, III, etc.). The numerals are usually placed at the end of the sentence, "like this."<sup>1</sup> (If you are quoting, the format is: period + quotation mark + superscript number.) In SWLF papers, begin any **Notes** on a separate page, after the main body of text and before the **References**.

#### 4. Brief Style Guide for Academic Papers

(i) Use / Do Not Use

Use	Do Not Use
Between 2.5 and 4.0 years of age	between 2.5-4.0 years of age
one, two, and three	one, two and three
April 18, 1992, was the date.	April 18, 1992 was the date.
(Smith 1993, 24)	(Smith, 1993, p. 24)
1950s	1950's
Vol. 3	vol. III
US	U.S.
vis-à-vis	vis – á – vis
*1,029	1029

\* The exception is for page numbers. In this case, use page 1029, not page 1,029.

(ii) When to Use Numerals and When to Use Words

- Use digits for numbers 10 and above.
  - 25 years old
  - 10th-grade students
  - the 15th trial
- Use words for numbers below ten.
  - seven lists
  - two words
  - ran three times

Some exceptions to this rule are:

- Numbers below 10 grouped with numbers above 10
  - 3 of 21 analyses
  - in the 2nd and 11th grades

- Fractions and percentages
  - 5 percent (non-technical context)
  - 5% (technical/scientific context)
  - the 3rd percentile
  - 2.7 times as many
- Units of measurement
  - 3 cm
  - 9.7 km
- A specific place in a numbered series
  - grade 8
  - chapter 5
  - volume 2
  - page 7
- Dates, times, ages, and exact sums of money
  - March 3, 1994 *or* 3 March 1994
  - 2:30 a.m. (*but* five o'clock)
  - 4-year old
  - paid \$5 each
- Use words for common fractions.
  - one-half of the class
  - two-thirds majority
- Use numbers for exact amounts.
  - The paid attendance was 16,485.
- Combine words and numerals for large, rounded numbers.
  - around 3 million people *or* around three million people
  - a budget of \$69.5 billion
- Use words at the beginning of a sentence.
  - Forty-eight percent of the sample showed an increase.
  - Four patients died.

(iii) *A Few More Stylistic Pointers and Suggestions*

- (a) Sub-headings must begin at the left margin, bolded, with uppercase and lowercase letters. The first sentence after a sub-heading is left-justified. Do not skip any lines before or after a new section. Sub-headings must look similar to the following:

... In order to draw out this point, it is necessary to move beyond the standard interpretations of the history of capitalism.

### **The Origins of Capitalism**

Capitalism is a social relationship ...

- (b) Do not skip to a new page when you begin a new section. Put in a sub-title, then continue the text on the next line. See the example above. An exception is when the sub-title is an orphan, by itself, at the bottom of a page. In such cases, bump the sub-title to the following page.
- (c) Use double quotation marks. Use single quotation marks for a quotation within a quotation.

Smith (1992, 54) noted that “the ‘placebo effect’ had been greatly reduced.”

She said: “You haven’t read “The Wasteland.””

In the above example, at the end of the sentence, note the single quotation mark followed by double quotation marks.

- (d) Incorporate quotations of fewer than forty words directly into the text. You do not need an ellipsis (...) at the beginning or the ending of a short quotation.

She said it “was the greatest sports event in history” (Smith 1987, 26).

- (e) For quotations of 40 or more words, type a block of text that is separated off from the main text, indented two “tabs” from the left margin and single-spaced. Do *not* use quotation marks; the indenting and single-spacing replace these marks. Left-justify the first sentence after an extended quotation. See the following example:

Oliver and Shapiro (1995, 2) explain the roles of wealth, and the importance of controlling it, as follows:

Wealth is a special form of money not used to purchase milk and shoes and other life necessities. More often it is used to create opportunities, secure a desired stature and standard of living, or pass class status along to one’s

children. In this sense the command over resources that wealth entails is more encompassing than is income or education, and closer in meaning and theoretical significance to our traditional notions of economic well-being and access to life chances.

Given this, it is possible to ...

*Note: If the author were not introduced in the preceding paragraph/ quotation, the end of the quotation and the reference would look like the following (with no period after the reference):*

access to life chances. (Oliver and Shapiro 1995, 2)

- (f) Have one line between paragraphs, not two.
- (g) Have one space between sentences, not two.
- (h) Margins must be one inch on all four sides.
- (i) Use twelve-point font; do not use a font that is smaller or larger than 12 points.
- (j) Do not use “fancy” typescripts. The typescript must be Times New Roman, which looks like this.
- (k) Page numbers must be placed in the top right-hand corner of the text. “Hand write” these numbers in if you cannot get this feature to work in Word.
- (l) Do not have any “headers” alongside the page number.
- (m) Do not put your name as part of a header. Your name should appear only on the front cover.
- (n) The text must be doubled-spaced throughout (except for indented quotations, which are single-spaced). Do not use one and one-half spacing anywhere in the paper. There are approximately twenty-three (23) lines of text per double-spaced page.
- (o) Page 1 is the first page of the text, not the cover page.
- (p) Do not have a table of contents page.
- (q) Do not right-justify the text – leave it “ragged.” If you right-justify, you produce a square block of text that is difficult to read.

- (r) Place a period or a comma inside a quotation mark.

She said she was “tired of life and all its pain.”

“It worked well,” he said.

- (s) Place a semi-colon or a colon outside a quotation mark.

Smith said she was “out of her league”; however, others disagreed with his view.

The numbers “came in the following sequence”: two, four, six, and so on.

- (t) Question marks and exclamation points are placed inside quotation marks (if they belong with the quotation) or outside quotation marks (if they do not belong with the quotation).
- (u) Do not surround your paper with plastic or cardboard covers; hold it together with a staple (or a paper clip if you do not have a stapler handy).
- (v) Unless otherwise instructed, do not attach any sources to your paper (photographs, newspaper articles, brochures, and so on).
- (w) On the cover, list the following:
  - (i) the title of the paper (near the *top* of the page);
  - (ii) your name (near the *middle* of the page); and
  - (iii) the course number/course name, the professor’s name, the name of the university, and the due date of the paper (all on separate lines, beginning near the *bottom* one-third of the page).

All this information should be centred, using both uppercase and lowercase letters. Do not use “fancy” typescripts or bold font and do not add any distracting text or images.
- (x) Do not say “Paper #1” (or something similar) anywhere in the title. Have an interesting title, preferably one that explicitly delineates the thesis/argument.
- (y) A sample title page follows:

You Get What You Give: The Case for Inequality

Mary Livingstone

SWLF 1006: Introduction to Social Welfare and Social Development

Prof. Larry Patriquin

Nipissing University

12 March 2013

## References

- Alber, Jens. 1988. "Continuities and Changes in the Idea of the Welfare State." *Politics and Society* 16:451-68.
- "As Welfare Rolls Drop, Requests to Charities Rise." 1998. *New York Times*, August 18, B5.
- Axinn, June, and Herman Levin. 1992. *Social Welfare: A History of the American Response to Need*. New York: Longman.
- Borzi, Pat. 2010. "Retirement Discussion Begins Anew for Favre." *New York Times*, January 25. [http://www.nytimes.com/2010/01/26/sports/football/26vikings.html?\\_r=0](http://www.nytimes.com/2010/01/26/sports/football/26vikings.html?_r=0)
- Canada. 1999. *Income Distributions by Size in Canada*. Ottawa: Statistics Canada.
- CDF (Children's Defense Fund). 2000. *The State of America's Children Yearbook*. Washington, DC: CDF.
- "Declaration of the Rights of Homeless Canadians." 2001. *NAPO News*, July/August, 13.
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- Food Research and Action Center. 2001. "September 2001 Food Stamp Program Participation," last modified November 27, [http://frac.org/newsite/wp-content/uploads/2010/05/sep\\_2001\\_snap.pdf](http://frac.org/newsite/wp-content/uploads/2010/05/sep_2001_snap.pdf)
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