CFC Guide for Academic Writing

5th Edition – August 2012
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FOREWORD

This fifth edition of the CFC Guide for Academic Writing provides guidance to staff and students on the mechanics of documenting references in footnotes and bibliographies. In addition, this edition provides guidance on the basic formatting requirements for research papers and written assignments completed while at the College. For all academic writing, the College standard is The Chicago Manual of Style (CMS) 16th Edition. Military and operational writing will continue to be completed in accordance with A-AD-121-C01/FP-000 Staff and Writing Procedures for the Department of National Defence and the Canadian Forces.

The material and examples provided in the guide demonstrate the expected requirements for citation in CFC academic writing exercises. The guide provides examples of the more common types of citations that students will likely come across in their research and writing for CFC writing assignments. Should staff or students require an example for a type of source not listed in the guide, they should consult the actual CMS (IRC Call # 808.02 C44 2010). As well, individuals should be aware that RefWorks, the Online Research Management, Writing and Collaboration Tool available on the IRC web page, will not always provide the same format as that found in either the printed CMS or this guide. This is primarily due to how an individual inputs citation data. What matters is consistent and correct entry of the information into RefWorks. If RefWorks is used it should be used for all entries. Annex B of this guide provides the RefWorks entries for the examples used in this guide.

This guide does not provide guidance for grammar and general writing matters. It is intended to highlight some of the key writing conventions for academic writing at CFC. Students and staff members who need to improve this aspect of their writing or who want information on advanced writing mechanics should use The Little, Brown Handbook or Grevisse’s Le bon usage.

Dr J.C. Stone, Ph.D.
Director of Academics
PART I — CFC WRITING MECHANICS

Cover Page

The standard CFC Title page for all written deliverables is also used for major research papers.

Headings

Long research papers can be divided into parts, chapters or other types of divisions. The decision on method lies with the author but should be consistent throughout the paper. For most research papers undertaken at the College it is unlikely that both parts and chapters would be required. The preferred method of division is sections using headings.

Regardless of how a paper is divided (chapter or parts), it is quite likely that headings will be required to indicate changes in topic or just to guide the reader through a sequence of argumentation. Headings should be short, be meaningful and, like chapters, be parallel in structure and tone. Headings are set on a separate line, placed in accordance with the level of subhead, and never more than one line in length. The exception to this is the lowest level of subhead, which is run in at the beginning of the paragraph. It is usually set in italics and followed by a period. **NOTE to students writing their MDS:** Be advised that the first-level heading as shown below will be a chapter heading and will be centred on the page. Examples of heading levels, including their format, are provided below:

**FIRST-LEVEL HEADING**

**Second-Level Heading**

Third-Level Heading

*Fourth-Level Heading (Paragraph title).* Note that the paragraph text commences after one space.

Font and Justification

Times New Roman, 12 point, and left justified. Footnotes and epigraphs are Times New Roman, 10 point. Page numbering is Times New Roman, 12 point.

Emphasis

Underlining should not be used to emphasize words. The appropriate method to provide emphasis is to use *italics*.

Italics should be used to distinguish or emphasize certain words or to distinguish unfamiliar foreign words and phrases. Italics should be used sparingly; otherwise they lose their force.
Italics should not be used to distinguish words or phrases that have a technical or specific meaning contrary to the generic meaning. This should be done using quotation marks. For example, “Military Ethos” (the dimension) and military ethos (the thing). Finally, epigraphs are placed in italics and 10pt font size to set them apart from the main text and block quotes.

**Bullets and Numbering**

- No paragraph numbering;
- Bullets (as seen here) or letters (lower case) are acceptable; and
- Page numbering to be top right corner of the page (entered as a header).

**Margins**

- Left edge — 3.8 cm (1.5”);
- Right Edge — 2.5 cm (1”);
- Top Edge — 2.5 cm (1”);
- Bottom Edge — 2.5 cm (1”);
- Block Quotes and Epigraphs — 5 cm (2”) from the left edge and 3.8 cm (1.5”) from the right edge;
- Bullets and para starts — 5 cm (2”) from left edge;
- Footnotes — 3.8 cm (1.5”); and
- Note Entry — Microsoft Word’s default setting for footnotes is 10-point Times New Roman, with superscript for the footnote number.

**Spacing**

- Main text should be double-spaced;
- Block quotes and epigraphs are single-spaced;
- Two lines between headings and paragraphs;
- Two lines between the footnote division line and the first footnote; and
- One space after a period between sentences.
Word Count

All papers will be assigned a word count. Submissions may be +/- 10% (for English) and +15% plus +/- 10% (for French). Word counts do not include the cover page, epigraphs, all headings, indented quotes, or the bibliography. Examples are:

<table>
<thead>
<tr>
<th>Language</th>
<th>3000-Word Paper</th>
<th>2500-Word Paper</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>2700-3300</td>
<td>2250-2750</td>
</tr>
<tr>
<td>French</td>
<td>3000 + 15% = 3450</td>
<td>2500 + 15% = 2875</td>
</tr>
<tr>
<td></td>
<td>3450 +/- 10% = 3005-3795</td>
<td>2875 +/- 10% = 2587-3163</td>
</tr>
</tbody>
</table>

Table of Contents

If necessary, a table of contents (usually used for the MDS paper) should list all the material that follows it but not anything that precedes it. A table of contents should include the title and beginning page number of each major section or part of a paper, including the appendices and bibliography. An example of a table of contents is provided below:

TABLE OF CONTENTS

Table of Contents         ii
List of Figures (if necessary)         iv
List of Tables (if necessary)         v
Abstract         vi

Chapter

1. Introduction         1
2. Meeting the Challenges of the Future Strategic Environment         12
3. A Force Structure for the Future         35
4. The Defence Budget         55
5. The Need for Doubling the Defence Budget         70

Appendix 1         76
Appendix 2         78
Bibliography         83
Lists of Figures and Tables

Providing a list of figures and/or tables is a personal decision. If there is a large number of either figures or tables within the paper it is useful to provide a list. Should a list be provided, it begins on a separate page after the Table of Contents and follows the same formatting as the Table of Contents. The figure/table number is listed prior to the title of the figure/table in the sequence of appearance within the paper. If the paper is long with chapters, then the numerical designator of the figure/table takes on the chapter number first, followed by a decimal point then the actual number of the figure/table within that chapter. If a list of figures and a list of tables are both necessary, a tables list follows the figures list on a separate page. An example of how to list figures and tables is provided below for a paper with two chapters or more:

List of Figures

Figure 1.1: The Defence Planning Environment 8
Figure 2.1: Force Planning Scenarios and the Spectrum of Conflict 14
Figure 2.2: Trend in DND Expenditure Allocations 1961–2002 (Percentages) 21
Figure 3.1: The Expenditure Management Process of the Government of Canada 35

List of Tables

Table 2.1: Alternative Approaches to Force Planning 16
Table 2.2: Defence Expenditures Australia, Canada, the Netherlands, the United Kingdom, the United States, 1990-2001 26
Table 3.1: NATO Defence Expenditures 46

Abstract

An abstract is a summary of the arguments and main conclusions of the paper. It should be no longer than one page and should leave the reader with a clear understanding of what the paper covers, including the key findings and the conclusion.

Briefing Note

A briefing note is used to present material in a condensed fashion, usually 1-2 pages. At CFC, briefing notes will normally contain 800-1000 words, thus being somewhere in the neighbourhood of 5-6 pages. A template for briefing notes at CFC is found at Annex A.

The following common scholarly conventions in academic writing apply specifically to CFC:
Abbreviations

The *Chicago Manual of Style* 10.43 provides a list of abbreviations that may be used in scholarly text and in notes. In addition, the same chapter of the CMS provides the rules and examples of abbreviations for names, geographic locations, the Bible, measurements, etc. However, students should, in general, keep abbreviations out of running text except for technical matters; confine abbreviations such as etc., e.g., and i.e. to parenthetical references; and use purely scholarly abbreviations such as *ibid.*, cf., and trans. in notes. Some of the more common scholarly forms students may come across or wish to use are provided below:

(1) ann. annex
(2) app. appendix
(3) art. article
(4) c. or ca. (*circa*) about
(5) cf. (*confer*) compare; refer to
(6) chap. chapter
(7) col. column
(8) comp. compiler; compiled by
(9) ed. edition; editor; edited by
(10) e.g. (*exempli gratia*) for example
(11) *et al. (et alia/alii*) and others
(12) etc. (*et cetera*) and so forth
(13) *ibid. (ibidem)* in the same place
(14) i.e. (*id est*) that is
(15) no. number
(16) trans. translator; translated by
(17) vs. (*versus*) against
Quotations

If you use a quote less than three lines long, incorporate it into the text in quotation marks. If it is three lines or longer, it is to be set apart from the text, single-spaced, and with margins of a further 1.2 cm (0.5”) on each end. This is called a block quote. Do not use quotation marks. For example:

The planning was very good, but as Douglas and Greenhous noted in their book Out of the Shadows:

. . . because a Canadian officer with a copy of the plan accidentally drove into their lines (where he was killed) the night before the attack, the Germans not only expected it but also knew precisely how it would develop and adjusted their defences accordingly.32

If you add content to a quotation or to a note, you must enclose your content in square brackets [ ]. For example “yet in matters most vital to the NPAM we neither are listened to nor have their [NDHQ’s] support.” Block quotes are not included in the paper’s word count.

Ellipsis

When material is omitted from a quotation, the omission is marked by three spaced periods, known as ellipsis points. There should be a space before each dot, unless the first dot is a period of an abbreviation or sentence, and a space after the last dot if a word follows. An example: “He recalled the discussion with . . . the Defence Council, wherein the problems . . . were discussed.” If the omission is at the end of a sentence, four periods must be used.

Errors in the Original Text Quoted

To assure the reader that any faulty logic, error in fact, incorrect usage or spelling, unusual term or the like is not that of the paper’s author but appears exactly that way in the original source, the Latin word sic (“so” or “thus”) may be placed after the error in square brackets ([ ]). For example:

“When the fog lifted, they were delighted to see that the country was heavily timbered and emmence [sic] numbers of fowl were flying in every direction.”

Inserting Your Own Comments or Changes in Original Quotes

If you need to explain, clarify, change tense or capitalization of the words of the writer you quote, place your changes in a pair of square brackets. You may also wish to emphasize a certain word or phrase in a quote. To show this emphasis, use square brackets to inform the reader. For example:
Subsequent investigations would eventually reveal that “[a] complex interplay of many psychological factors [emphasis added] and command insufficiencies . . . [had established] a pervasive [sic] atmosphere” that allowed for their occurrence.

Epigraphs

An epigraph is a quotation set at the beginning of a paper or one of its sections to suggest its theme. It is formatted in the same way as a block quote. It is set apart from the text, single-spaced, and with margins of a further 1.5 cm. The epigraph is in italics and does not use quotation marks. The source of the epigraph (author and/or title) is given on a separate line immediately beneath, usually preceded by a dash and flush right. See CMS 13.34. For example:

Never tell people how to do things. Tell them what to do, and they will surprise you with their ingenuity.

— Lieutenant General George S. Patton, War as I Knew It

Figures

In written work a figure should appear as soon as possible after the first text reference to it. Figures should be numbered and all text references to them should be by the number: “as Figure 2 shows” or “if one compares Figures 2.3 and 3.4” In addition to a title, figures must also have an acknowledgement of their source unless the figure is a creation of the author. Figure titles are set after the figure with the source following the title as shown below.

The numbering of figures for a simple paper should follow a simple 1, 2, 3 format. For larger research papers and projects, the figure number should be preceded by a chapter number. Figure 3 in chapter 3 should be reflected as Figure 3.3. The example given below represents Figure 1 of Chapter 2. Note that it is centred on the page.
Tables

Tables should appear as soon as possible after the first text reference to them, they should be numbered, and all text references to them should be by the number. Unlike figures, the title of a table is set before the table and the source is set after the table as shown below:

Table 2.1 — Alternative Approaches to Force Planning

<table>
<thead>
<tr>
<th>Approaches</th>
<th>Drivers</th>
<th>Strengths</th>
<th>Pitfalls</th>
</tr>
</thead>
<tbody>
<tr>
<td>Top-Down</td>
<td>• Interests</td>
<td>• Systematic focus on ends</td>
<td>• Constraints considered later</td>
</tr>
<tr>
<td></td>
<td>• Objectives</td>
<td>• Integrates tools of power</td>
<td>• Possibly inflexible</td>
</tr>
<tr>
<td></td>
<td>• Strategies</td>
<td>• Descriptors lend focus</td>
<td>• Lack of detail about executability</td>
</tr>
</tbody>
</table>

Figure 2.1 - Strategy and Force Planning Framework
<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Bottom-Up</strong></td>
<td>• Existing capability&lt;br&gt;• Practical current focus&lt;br&gt;• Emphasizes real world&lt;br&gt;• Improves existing forces&lt;br&gt;• Present emphasized over future&lt;br&gt;• Neglects long-term creativity&lt;br&gt;• Neglects integrated global view</td>
</tr>
<tr>
<td><strong>Scenario</strong></td>
<td>• Specific situations&lt;br&gt;• Tangible focus&lt;br&gt;• Encourages priorities&lt;br&gt;• Dynamic — treats time well&lt;br&gt;• World unpredictable&lt;br&gt;• May take on “a life of its own”</td>
</tr>
<tr>
<td><strong>Threat and Vulnerability</strong></td>
<td>• Risk&lt;br&gt;• Adversaries&lt;br&gt;• Own weak points&lt;br&gt;• Focus on potential adversaries&lt;br&gt;• Both broad and specific focus&lt;br&gt;• Emphasizes force capabilities&lt;br&gt;• Identification contentious&lt;br&gt;• Reactive&lt;br&gt;• Biased toward quantitative data</td>
</tr>
<tr>
<td><strong>Technology</strong></td>
<td>• Dominant systems&lt;br&gt;• Stresses knowledge&lt;br&gt;• Encourages creativity&lt;br&gt;• Creates military leverage&lt;br&gt;• Risks high cost for small gain&lt;br&gt;• May undervalue human factors</td>
</tr>
<tr>
<td><strong>Fiscal</strong></td>
<td>• Budget&lt;br&gt;• Defense linked to the economy&lt;br&gt;• Requires priority setting&lt;br&gt;• Foster’s fiscal discipline&lt;br&gt;• May lead to underfunded needs&lt;br&gt;• Tends to create cyclic spending&lt;br&gt;• Leads to “fair sharing”</td>
</tr>
</tbody>
</table>

PART II — EXAMPLES OF ATTRIBUTION IN CFC ACADEMIC WRITING

Notes and Footnotes

**Notes.** Notes are numbered consecutively throughout the whole of the essay. The number is in superscript, i.e., in a smaller point size and placed one-half space above, and immediately following, the last word of the text to which the note refers. The note reference follows any punctuation mark except a dash. Note references go outside a closing parenthesis and, if possible, should be at the end of a sentence rather than elsewhere in the sentence.

**Footnotes.** The traditional location of footnotes is at the bottom of the page to which they apply, placed in numerical order and separated from the text by a solid line or separator, which runs from the left-hand margin of type for approximately 7 cm. The line is separated from the text by a double space and the first footnote is separated from the line by a double space. The footnotes are single-spaced. Each footnote begins on a new line, indented by the same proportional amount (allowing for the smaller point size) as are the paragraphs in the text, i.e., approximately .9 cm. Second and subsequent lines are not indented. There is a vertical space of 3 cm from the last line of the last footnote to the page number if any, or to the bottom of the page. Note, however, that attribution of illustrations, figures and tables are to be placed immediately below the item rather than at the bottom of the page.

At CFC, the style is to use superscript numerals, like the footnote reference within the text, without punctuation (example below). Superscript is the default setting in Microsoft Word software:


**Formatting Conventions**

First Reference

The first time a reference is used it is written out in full. For example:


Short Forms (CMS 14.24-31)

Now it is discovered that the next note is to be from Evangelista as well; then one would use *Ibid.* This word is an abbreviation of the Latin *ibidem* (in the same place) and is used when one makes two or more *consecutive* references to the same work. For example:


The use of *op. cit.* and *loc. cit.*, formerly common in scholarly references, is discouraged.
If the next note is again from Evangelista and the page has not changed, then one would use *Ibid.* again with no page number. For example:


Now let us say that five intervening notes have been used and then there is cause to cite Evangelista once more; then one would use the short form. Use either the full title or an abbreviation, but ensure that all is clear and that you are consistent. Note the use of the ellipsis (set of three periods) to indicate a shortened title. For example:

13 Evangelista, *Innovation and the Arms Race* . . . , 12.

*Note that if the online bibliographic management program RefWorks is utilized, *Ibid* is not italicized by its software.*

**Bibliographies (CMS 14.56-14.67)**

There are a variety of ways to compile a bibliography. For the College, a full bibliography is expected. In accordance with the *CMS*, a full bibliography includes all works cited in the text and notes. In addition, bibliographies may include particularly relevant works that may have been consulted but not used. For ease of reference, it may be useful to separate the bibliography into categories such as Primary and Secondary Sources or perhaps Books, Journals and Electronic Sources. General guidance for arranging bibliographies is as follows:

- by author, where an author is stated;
- if no author, by the title of the publication; and
- if a government publication, by the name of the country of origin.

**Entries of Works Cited (Bibliographies)**

Bibliographies identify the works cited in the research. Specifics for their presentation include:

- They do not begin with a number;
- The first line is justified left;
- Subsequent lines are indented (.5”);
- They begin with the author’s last name;
- Periods are used between elements, followed by one space;
- Publication information is preceded by a period; parentheses are not used;
The title “Bibliography” is considered a level one subhead; and

Page numbers are omitted except for parts of books or articles in periodicals, where the entire page range of the article is given.

Example:


**Citations**

The material and examples provided below demonstrate the more common types of citations that students will likely come across in CFC academic writing exercises. If students are unsure they should consult the actual *CMS*.

**Data Missing from Facts of Publication**

When data are missing from the facts of publication the following notations can be used in place of the missing data:

- “n.d.” to indicate no date of publication (*CMS 14.152*); or
- “n.p.” to indicate no place of publication (*CMS 14.138*).

If the publisher is unknown, use place and date only (*CMS 14.143*). If the work is unpaginated, you may use a chapter or section heading to assist the reader in locating the reference (*CMS 14.17*).

**Books (*CMS 14.68-14.71*)**

The order of information, as applicable, is Author, Title, Editor (Compiler or Translator), Edition, Volumes/volume number, Title of volume, Series Title, Publication facts (city, publisher, date), Page numbers and URL for Internet sources or an indication of the medium if electronic (DVD, CD-ROM, database, etc.). Please also note that titles in English are capitalized in “headline style” (i.e. first and last words of the title and subtitle, and all other major words, are capitalized). For detailed guidance, consult *CMS 8.157*. Titles in French are not capitalized, except for the first word and any proper noun found in the title. For instance,

*Note Entry*


*Bibliographic Entry*

One Author (*CMS 14.75*)

*Note Entry*


*Bibliographic Entry*


Two Authors (*CMS 14.76*)

*Note Entry*


*Bibliographic Entry*


Three Authors (*CMS 14.76*)

*Note Entry*


*Bibliographic Entry*


More Than Three Authors (*CMS 14.76*)

*Note Entry*

Bibliographic Entry


Multiple Page Reference (*CMS 14.155*)

Note Entry


Bibliographic Entry

Bibliographic entry is not affected.

Association, Institution, or Organization as “Author” (*CMS 14.92*)

Note Entry


Bibliographic Entry


Author’s Work Translated or Edited by Another (*CMS 14.88*)

Note Entry


Bibliographic Entry


Component Part by One Author in a Work Edited by Another (*CMS 14.112*)

Note Entry

Bibliographic Entry


Chapter or Part of a Book *(CMS 14.111)*

Note Entry


Bibliographic Entry


Legal Citations *(CMS 14.305-308, 14.316-317)*

Note Entry


Bibliographic Entry


Note Entry


Bibliographic Entry

Canadian Statute (*CMS 14.307*)

**Note Entry**


**Bibliographic Entry**

A bibliography entry is not necessary for laws and statutes.

Part of a Series (*CMS 14.128*)

**Note Entry**


**Bibliographic Entry**


Editions Other Than the First (*CMS 14.118*)

**Note Entry**


**Bibliographic Entry**


**Periodicals**

Article in a Journal (Print Format) (*CMS 14.175-198*)

**Note Entry**


**Bibliographic Entry**

Article in a Journal (Electronic) [ProQuest, JSTOR, EBSCOhost]

Note Entry


Bibliographic Entry


Note Entry


Bibliographic Entry


Article in a Magazine

Note Entry


Bibliographic Entry


Encyclopedia (CMS 14.247-248)

Note that well-known reference books are generally not listed in the bibliography. In notes, the facts of publication are generally omitted, but the edition, if not the first, must be specified.

Signed Article

Note Entry

Bibliographic Entry


Unsigned Article

Note Entry


Bibliographic Entry

Well-known reference works are normally cited only in notes, not in the bibliography.

Article in a Newspaper (CMS 14.203-213)

Signed Article

Note Entry


Bibliographic Entry


Editorial

Note Entry


Bibliographic Entry


Note Entry

Bibliographic Entry


Unpublished Materials (*CMS 14.224-231*)

Thesis or Dissertation

Note Entry


Bibliographic Entry


CFC Student Paper (*CMS 14.224-226*)

These are similar to unpublished documents and should follow the same format as theses. This also applies to student papers from other Staff and War Colleges.

Note Entry


Bibliographic Entry


Note Entry


Bibliographic Entry

CFC Activity Package

Note Entry


Bibliographic Entry


Correspondence (Letters, Memoranda and Messages) (CMS 14.232-242)

Note Entry

2 John D. Wiggins, Cancellation of Canadian Forces Aesthetics Training — Predicted Impact on Recruiting (Canadian Forces Base Borden: file 4599–1 (CFSXX), message number (if applicable), 15 May 95 (or date time group, if applicable).

Bibliographic Entry

Wiggins, John D. Cancellation of Canadian Forces Aesthetics Training — Predicted Impact on Recruiting. Canadian Forces Base Borden: file 4599–1 (CFSXX), message number (if applicable), 15 May 95 (or date time group, if applicable).

Access to Information Request

Note Entry


Bibliographic Entry


Electronic Sources

The Chicago Manual of Style highlights the importance that electronic content and online media are now having for academic work. Nevertheless, the nature of the electronic media re-
quires authors to remain cognizant of some of the pitfalls associated with electronic media and the impermanence that can be associated with this type of source. For example, the location of a source may change or become unavailable. As well, some sources may be available in both print and electronic forms but the potential for differences requires that the actual source consulted be cited. Listed below are some of the more common forms of electronic sources that members of the college may come across in their research.

CD-ROMs (CMS 14.168)

Note Entry


Bibliographic Entry


A Website (CMS 14.245)

When citing a website, a wiki, or other Internet content subject to change, include the date on which the page was last modified if this can be determined. If it cannot, include the date on which you accessed the page. See CMS 14.7-8.

Note Entry


Bibliographic Entry


A Blog (CMS 14.246)

Note Entry


Bibliographic Entry

Bibliographic entries are not normally necessary for blog citations.

A Podcast (CMS 14.221)

Note Entry


Bibliographic Entry


An IRC Database Search Engine (EBSCOhost, JSTOR, ProQuest)

See page II-7/17 — Periodicals.

Speeches (CMS 14.226)

The relevant elements for citing a speech are: author, title in quotation marks (if the speech has a formal title), sponsoring body, location and date.

Note Entry


Bibliography Entry


Interviews (CMS 14.218-223)

References to conversations conducted in person or by phone, or to letters received by the author, may be included in the text or in a note. There is no need to include such references in the bibliography since personal communications are seldom available to the public.

Note Entry

3Ronald G. Haycock, telephone conversation with author, 3 September 2002.

More formal types of interviews should follow a format that includes the name of the individual interviewed, the title of the interview (if available), the word interview by followed by the interviewer’s name, the medium in which the interviewed person appeared (book, journal,
radio, etc.), identity of editor, translator or director (as applicable), facts of publication, and repository.

**Note Entry**

2 Kameto Kuroshima, interview by Gordon W. Prange, November 28, 1964, box 25, transcript, Gordon W. Prange papers, Special Collections, University of Maryland Libraries, College Park, MD.

**Attribution with Permission from a College Lecturer or Other Unpublished Speech (CMS 14.226)**

**Note Entry**

4 Paul Mitchell, “Canadian Foreign Policy” (lecture, Canadian Forces College, Toronto, ON, October 5, 2003), with permission.

**Bibliographic Entry**


**Citations Taken From Secondary Sources (CMS 14.273)**

Citing a source from a secondary source is generally discouraged in scholarly writing. Students are expected to examine the works that they cite. However, if the original source is not available, writers may find themselves wanting to use a quotation written by one author and quoted in another author’s work. In this case, both sources must be cited.

**Note Entry**


**Bibliographic Entry**


**Public Documents**

The latest version of the CMS makes a huge change from previous editions in the treatment of public documents. Essentially, CMS has given up maintaining any independent standard for citing public documents and recommends the use of an appropriate legal style guide instead (*Bluebook* or *ALWD Citation Manual* for the U.S., *Canadian Guide to Uniform Legal Citation* for Canada).
for Canada, etc.). See CMS 14.281. The implication of this is that footnotes for legal documents would no longer follow traditional Chicago format, and there would be no bibliographic entries for such publications either, since the use of bibliographic entries is not common in legal citation.

However, a small exception is allowed at 14.303, whereby writers may use a more “normal” Chicago format in specific cases. At CFC most of the public documents that students use for their research fall into the category of doctrine manuals, government reports, government policy documents, or proceedings of committees. In essence, all of these documents can be treated as books following the rules articulated earlier in the document. Some commonly used examples are provided below.

**Note Entry**

1Department of Foreign Affairs and International Trade, *Canada in the World* (Ottawa: Canada Communication Group, 1995), 4.

**Bibliographic Entry**


**Note Entry**


**Bibliographic Entry**


**Note Entry**


**Bibliographic Entry**


**DND Doctrine Manuals**

This applies to all publications and other documents controlled by National Defence Index of Documentation (NDID) numbers: e.g., A-AD-121-FO1/JX-000.
Note Entry


Bibliographic Entry


Public Archives

Public archives in Canada are identified by record group, the series number and the volume. An example of a Government document, as provided on the Library and Archives Canada website, is shown below.

Note Entry


US Government Publications

US government publications are issued by both Houses of Congress (Senate and House of Representatives) and by the executive departments and agencies. Printing of most government publications is done by the Government Printing Office in Washington, DC. Citations can use “Washington, DC:” followed by U.S. Government Printing Office, Government Printing Office, GPO or just the date, but the same method must be used consistently. In addition there are forms for a variety of other types of US public documents such as Hearings, State Legislative documents, Presidential Reports, etc.

In the same vein, students should use the formats presented in this section for other national governments.

Note Entry


Bibliographic Entry

Note Entry


Bibliographic Entry


Others

Note Entry


Bibliographic Entry


Yearbooks

Note Entry


Bibliographic Entry

ANNEX A

BRIEFING NOTE (BN) TEMPLATE

BRIEFING NOTE FOR THE DS

SUBJECT OF THE BRIEFING NOTE

ISSUE

1. The issue paragraph (2-3 lines) introduces the issue and provides a clear statement of the intent of the BN. Any time sensitivity of the BN should be indicated here.

BACKGROUND

2. This section explains why the BN was written.

DISCUSSION

3. The discussion is an examination by argument with essential information. While BNs should run two pages at the most, at CFC they are between five and six pages to satisfy an academic word count requirement. In the interest of clarity, acronyms and abbreviations should be avoided.

4. Page numbering is contained in the footer, is left justified, and is formatted as page number/number of pages (e.g., 1/2).

5. The BN is not a decision document and should not include recommendations but may include options and options analysis. Any request for recommendations or decisions should be included in the covering memo.

CONCLUSION

6. This section summarizes and focuses the issue at hand and should be kept brief. The conclusion should remain entirely objective and should not make recommendations on courses of action.

7. The responsibility block should not be orphaned at the top of a page. Include at least two lines from the preceding text block.

Prepared by:  
Name, Rank, Title, Telephone number

Date prepared:  
The date the document was initialed

Annex: If included, annexes are to be listed at the bottom of the Briefing Note. Extraneous documents not referred to in the BN should not be included.
ANNEX B

REFWORKS ENTRIES FOR PART II

Citations generated by RefWorks

The citations below, based on the examples provided in this guide, were generated from RefWorks. While RefWorks can handle the sources most commonly used for student papers (such as books and journal articles) without difficulty, some of the less common sources may cause problems for students. For each example below, we have provided a Reference Type (i.e., the document format that you should select when entering the item into RefWorks) and some notes on which fields to use for entering various types of information, or other problems which may need to be corrected manually to insure that the citation displays appropriately.

Books

   Reference Type: Book, Whole
   Note: Non-English titles may not capitalize correctly; correct manually.

One Author

   Reference Type: Book, Whole

Two Authors

   Reference Type: Book, Whole
   Note: Authors’ names must be entered with surname first (Hillmer, Norman; Granatstein, J.L.); RefWorks will correct output to display as above.

Three Authors

   Reference Type: Book, Whole
   Note: See above under Two Authors.
More than Three Authors


Reference Type: Book, Whole
Note: See above under Two Authors

Association, Institution or Organization as “Author”


Reference Type: Book, Whole
Note: RefWorks will display message: “This author name was not entered in the recommended format”; click OK to proceed.

Author’s Work Translated or Edited by Another


Reference Type: Book, Whole
Note: Enter translators’ and editors’ names in direct order (Michael Howard and Peter Paret). RefWorks will display message: “This author name was not entered in the recommended format”; click OK to proceed.

Component Part by One Author in a Work Edited by Another


Reference Type: Book, Section
Note: Enter editors’ names in direct order (David B. Dewitt and David Leyton-Brown). RefWorks will display message: “This author name was not entered in the recommended format”; click OK to proceed.

Chapter or Part of a Book


Reference Type: Book, Section
Legal Citations


Reference Type: Book, Section
Note: RefWorks will display messages for author and editor: “This author name was not entered in the recommended format”; click OK to proceed.

Part of a Series

Reference Type: Book, Whole
Note: Enter series information (including number) in the Series Title field.

Editions Other Than the First

Reference Type: Book, Whole
Note: Enter numeral only in the Edition field; RefWorks will supply the rest.

Periodicals

Article in a Journal (Print Format)

Reference Type: Journal Article
Notes: For multiple authors, enter authors’ names in inverted order (Bartlett, Henry C.; Holdman, G. Paul); RefWorks will correct output to display as above. Enter entire page range in Start Page field.

Article in a Journal (Electronic)

Reference Type: Journal Article
Note: To display URL, enter entire page range in “Start Page” field and URL in “Other Pages” field.

**Article in a Magazine**

Reference Type: Newspaper Article
Note: Do not use “Magazine Article” as Reference Type or citation will display incorrectly.

**Encyclopedia**

Signed Article

Reference Type: Book, Section

**Article in a Newspaper**

Signed Article

Reference Type: Newspaper Article

**Editorial**

Reference Type: Newspaper Article

**Book Review in a Journal**

Reference Type: None
Note: RefWorks does not have a Reference Type for this; construct bibliography entry manually.
Unpublished Materials

Thesis or Dissertation
Reference Type: Dissertation/Thesis

CFC Student Paper

Reference Type: Dissertation/Thesis
Note: Place type of paper (e.g., “National Security Studies course paper”) in Degree Type field.

CFC Activity Package
Reference Type: Unpublished Material
Note: Place all information other than Author and Title in Type of Work field; include the parentheses.

Correspondence (Letters, Memoranda and Messages)
Reference Type: Book, Whole
Note: Place location of file in Place of Publication field, file no., and other info in Publisher field, and date in Pub Year field.

Access to Information Request
Reference Type: Unpublished Material
Note: Place all information other than Author and Title in Type of Work field.
Electronic Sources

CD-ROMs

Reference Type: Book, Section
Notes: Place “CD-ROM” after year in Pub Year field;
If there is no author (i.e., if the title is the first element in the citation), quotation marks will cause title to alphabetize incorrectly; correct manually.

A Website

http://www.ndu.edu/icafe/defeconomics/semester/lesson.htm
Reference Type: Web Page
Note: RefWorks will display only a last accessed date, not the last modified date preferred by Chicago.

A Podcast

Reference Type: Newspaper Article

Attribution with Permission from a College Lecturer or Other Unpublished Speech

Mitchell, Paul T. “Canadian Foreign Policy.” Lecture, Canadian Forces College, Toronto, ON, October 5, 2003, with permission.

Reference Type: Unpublished Material
Note: Place all information other than Author and Title in Type of Work field.

Citations Taken from Secondary Sources

Reference Type: None
Note: Construct bibliography entry manually.
Public Documents


Reference Type: Book, Whole

Reference Type: Generic
Note: Place supplementary information (number, date, pages) in Title, Secondary field.

DND Doctrine Manuals

Reference Type: Book, Whole
Note: Add CF publication number at end of Authors field.

US Government Publications


Reference Type: Book, Whole

Others

Reference Type: Book, Whole

Yearbooks

Reference Type: Book, Whole