This guide provides examples of endnotes and bibliographic entries for citing the types of sources most commonly used by students in the School of Management. It follows the 16th edition of *The Chicago Manual of Style* (Z 253 U69 2010) as closely as possible. Some entries have been adapted to suit the needs of Langara students and instructors.

**GENERAL NOTES ON CHICAGO STYLE**

- **Endnotes**
  - In Chicago notes/bibliography style, references to quotations and paraphrases are provided in notes, preferably supplemented by a bibliography.
  - **Endnotes** are listed on a separate page at the end of the report. They are numbered consecutively, beginning with the number 1.
  - In the text of the report, a note number (superscript) is placed at the end of a sentence or at the end of a clause. The number follows any punctuation mark except for the dash, which it precedes.

  A MarketLine report indicates that the Canadian beer industry generated total revenues of $12 billion in 2011, and is expected to reach $12.5 billion by 2016.\(^1\)

  - Each note number corresponds to an endnote that provides bibliographic information and page number(s) cited for each source. The numbers in the notes are full size (not superscript) and followed by a period. Indent the first line of the note 0.5 inch from the left margin and align the subsequent line(s) with the left margin. For example:


- **Shortened notes**
  - When citing the same source not immediately after you first cited it in full, you may create a short note that includes: corporate author (or author’s last name), main title of the work (usually shortened if more than four words), and the specific page(s) cited. For example:


  - When citing the same source immediately after you cited it in either full or short form, you may cite it with the abbreviation “Ibid.” and page number(s) if they are different. (“Ibid.” is Latin for “in the same place.”) For example:

    6. Ibid.
    7. Ibid., 15-16.

- **Bibliography**
  - A bibliography is a list of all the sources cited in the notes. The entries are arranged alphabetically by the last names of the authors (or by the title, if no author or editor is given).
  - The bibliography appears at the end of the report, after the endnotes, if any.
  - Begin each entry flush with the left margin, and indent the subsequent line(s) 0.5 inch from the left margin.
EXAMPLES OF CITATIONS

You may not always find guidelines or examples specific to the kind of source you want to cite. Keep in mind that the intent of the notes/bibliography of your report is to give enough information for the reader to locate the works. Do the best you can, and make sure the format of all your citations is consistent. When in doubt, err on the side of more rather than fewer details.

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**Annual Reports (Online)**

**Mergent Online**

**Endnote**


**Bibliography**


**Company Website**

**Endnote**


**Bibliography**


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**Articles (Print)**

**Journal article**

**Endnote**


**Bibliography**


**Magazine article**

**Endnote**


**Bibliography**


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**Articles (Online)**

**Journal article from a library database**

**Endnote**


**Bibliography**


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### Bibliography

**Endnote**


**Bibliography**


### Endnote


**Bibliography**


### Endnote


**Bibliography**


### Endnote


**Bibliography**


### Books (Print)

**Endnote**


**Bibliography**


**Four to ten authors**

Endnote


**Bibliography**


**Chapter or titled part of a book**

Endnote


**Bibliography**


**Books (Online)**

Endnote


**Bibliography**


**Case Studies**

Endnote


**Bibliography**


**Company Profiles (Online)**

Endnote


**Bibliography**

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<tr>
<td><strong>Industry Reports (Online)</strong></td>
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<tr>
<td><strong>Interviews and Personal Communications</strong></td>
<td></td>
</tr>
<tr>
<td>Note: The following are best cited in text or in notes, and rarely listed in a bibliography:</td>
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<tr>
<td>Unpublished interviews</td>
<td>Endnote 23. John Smith (Marketing Director, BBA Enterprises), interview by Emily Moore, November 18, 2013.</td>
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<tr>
<td></td>
<td>24. Interview with BBA Enterprises employee, October 20, 2013.</td>
</tr>
<tr>
<td></td>
<td>(Note: An interview with a person who prefers to remain anonymous may be cited in notes without identifying information.)</td>
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## Market Research Reports (Online)

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<thead>
<tr>
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<th>Title</th>
<th>Publisher</th>
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<th>Access</th>
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<tr>
<td>Deschamps, Norman</td>
<td>Gluten-Free Foods in Canada</td>
<td>Packaged Facts, August 2013</td>
<td>MarketResearch.com</td>
<td>Academic</td>
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## Bibliography


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## Market Share Reporter (Online)

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## Bibliography


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## Media

### DVD

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<th>Date</th>
<th>Access</th>
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<td>Inside the Meltdown</td>
<td>Michael Kirk</td>
<td>WGBH Educational Foundation</td>
<td>2009</td>
<td>DVD</td>
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## Bibliography


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### Streaming videos from the library

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<th>Title</th>
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<th>Publisher</th>
<th>Date</th>
<th>Access</th>
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<tbody>
<tr>
<td>Supermarkets: Aisles of Persuasion</td>
<td>Kevin McCarthy</td>
<td>Learning Seed</td>
<td>2012</td>
<td>Streaming</td>
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</table>

## Bibliography


### YouTube videos

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<tr>
<th>Title</th>
<th>Director</th>
<th>Date</th>
<th>Access</th>
</tr>
</thead>
</table>

## Bibliography

Statistics Sources (Online)

CANSIM

Endnote

Bibliography

Census data via Statistics Canada

Endnote


Bibliography


PCensus

Endnote


Bibliography

Print Measurement Bureau (PMB) Endnote
38. Print Measurement Bureau, “Demographics – Restaurants: Pizza Restaurant(s) Eat at Most Often,” in PMB 2013 2-Year Fall Database.

Bibliography
Print Measurement Bureau. “Demographics – Restaurants: Pizza Restaurant(s) Eat at Most Often.” In PMB 2013 2-Year Fall Database.

Web Sources

Note: When citing pages or documents from the Web:
- Include author (corporate or individual), title of the page (or document), title or owner of the site, and URL.
- Include an access date only when no date of publication or revision can be determined from the source.
- For endnotes, include page number(s) only if viewing PDF documents.

Company information Endnote

Bibliography

Corporate reports Endnote

Bibliography

Press releases Endnote

Bibliography

Webpages/documents Endnote

Bibliography