JSGS Referencing Quick Guide
(Chicago Manual of Style, 16th ed.)
(Updated Jan. 12, 2012)

The following examples show how to use the *Chicago Manual of Style* author-date system with commonly used documents.

For more details and many more examples, please see chapter 15 of the *Chicago Manual of Style*:
http://www.chicagomanualofstyle.org/16/ch15/ch15_toc.html

Document	Reference List Entry	In Text Citation (or Parenthetical Citation)
Single Authored Book (Monograph)	Marchildon, Gregory P. 2006. *Health Systems in Transition: Canada*. Toronto: University of Toronto Press.	(Marchildon 2006, 98-100)
Two Authors Book	Pitsula, James, and Ken Rasmussen. 1990. *Privatizing a Province: The New Right in Saskatchewan*. Vancouver: New Star Books.	(Pitsula and Rasmussen 1990, 54)
Single Author Chapter from a Book	Rasmussen, Ken. 2005. "Canada's water management system: Economic development and institutional paralysis." In *The Institutional Arrangements for Water Management in the 19th and 20th Centuries*, edited by J.C.N. Raadschelders, 179-194. Amsterdam: ISO Press.	(Rasmussen 2005, 183)
Two or Three Authors Chapter from a Book	Rasmussen, Ken, and Gregory P. Marchildon. 2005. "Saskatchewan's executive decision-making style: The centrality of planning." In *Executive Styles in Canada: Cabinet Structures and Leadership Practices in Canadian Government*, edited by L. Bernier, K. Brownsey and M. Howlett, 184-207. Toronto: University of Toronto Press.	(Rasmussen and Marchildon 2005, 203-205)
Single Authored Article from Journal	McNutt, Kathleen. 2006. "Do virtual policy networks matter? Research note: Tracing network structure online." *Canadian Journal of Political Science* 39 (2): 391-405.	(McNutt 2006)
Two Authors - Journal Article	Marchildon, Gregory P., and Kathleen McNutt. 2007. "Infostructure and the revitalization of public health in Canada." *Healthcare Papers* 8 (1): 11-28.	(Marchildon and McNutt 2007)
Three Authors – Journal Article	Rasmussen, Ken, David Malloy, and James Agarwal. 2003. "The ethical climate of government and non- profit organizations: Implications for public-private partnerships." *Public Management Review* 5 (1): 83-97.	(Rasmussen, Malloy and Agarwal 2003, 85-86)
Four or More Authors Journal	Berry, Frances S., Ralph S. Brower, Sang Ok Choi, Wendy Xinfang Goa, HeeSoun Jang, Myungjung Kwon, and Jessica Word. 2004. "Three traditions of network research: What the public management research agenda can learn from other research communities." *Public Administration Review* 64 (5): 539-552.	(Berry et al. 1997, 550)
Same Author Different Years A repeated name in a reference list is replaced with 3 em dashes (———): Windows: alt+0151 Mac: option+shift+-	Rasmussen, Ken. 1999. "Policy capacity in Saskatchewan: Strengthening the equilibrium." *Canadian Public Administration* 42 (3): 331-48. ———. 2005. "Canada's water management system: Economic development and institutional paralysis." In *The Institutional Arrangements for Water Management in the 19th and 20th Centuries*, edited by Jos C. N. Raadschelders, 179-194. Amsterdam: ISO Press.	(Rasmussen 1999, 2005)

Same Author Same Year A repeated name in a reference list is replaced with 3-em dashes (———): Windows: alt+0151 Mac: option+shift+-	McNutt, Kathleen. 2006a. "Do virtual policy networks matter? Research note: Tracing network structure online." *Canadian Journal of Political Science* 39 (2): 391-405. ———. 2006b. "Virtual Policy Networks." In *The Encyclopedia of Digital Government*, edited by Ari-Veikko Anttiroiko and Matti Mälkiä, 418-425. Finland: Idea Groups.	(McNutt 2006a, 2006b)
Edited Collection	Bemelmans-Videc, Matthew, Roland Rist, and Edward Vedung, eds. 1998. *Carrots, Sticks and Sermons: Policy instruments and their Evaluation.* New Brunswick, N.J.: Transaction Publishers.	(Bemelmans-Videc, Rist and Vedung 1998)
Book Review	Rasmussen, Ken. 1996. "Deconstructing Bureaucracy." Review of *Thatcher, Reagan, Mulroney: In search of a new bureaucracy*, by Donald J. Savoie. *Canadian Journal of Administrative Sciences* 13 (2): 184-86.	(Rasmussen 1996)
Articles in Press	McNutt, Kathleen. Forthcoming. Lesson from Canada: Designing a virtual state. *Russian Journal of Political Science* 40, forthcoming.	(McNutt, forthcoming)
Paper presented at a meeting or conference	Rounce, Andrea. 2005. "Working horizontally in a vertical system: Challenges for government." Paper presented at the Canadian Political Science Association annual meeting, London, Ontario, June 2-4.	(Rounce 2005)
Magazine Articles	McNutt, Kathleen. 2004. "Entering the Corridor of Hyper Technology." *Canadian Dimensions*, May- June: 34-36.	(McNutt 2004)
Newspaper Article	Marchildon, Gregory P. 2006. "Province Needs to Have a Dialogue on Future of Nuclear Power." *Regina Leader-Post.* January 12.	(Marchildon 2006)
Thesis or Dissertation	McNutt, Kathleen. 2006. Virtual policy networks: Navigating the policy web. PhD diss., Simon Fraser University.	(McNutt 2006)
Parliamentary Document	Canada. House of Commons. 1997a. *Debates,* 35th Parliament. 2nd Session, 1996-1997, vol. 134, No.151, April 8. Ottawa: Canadian Government Publishing.	(Canada 1997a)
Legislative	Canada. 1997. Bill C-3: *An Act respecting DNA identification and to make consequential amendments to the Criminal Code and other Acts.* 1st Reading, September 25, 1997, 36th Parliament, 1st Session, 1997. Ottawa: Public Works and Government Services Canada.	(Canada 1997)
Commissions	Canada. 1996. Commission of Inquiry into Certain Events at the Prison for Women in Kingston. *Report.* Ottawa: Public Works and Government Services Canada. Cat. No. JS42-73/1996E. (Commissioner: The Honourable Louise Arbour).	(Canada 1996)
Standing Committees	Canada. Parliament. House of Commons. 1995. Standing Committee on Canadian Heritage. Evidence. (Issue No. 58, February 23, 1995) 35th Parliament, 1st Session, 1994-1995. Ottawa: Public Works and Government Services.	(Canada 1995)
Public Archive n.d. is used when there is no date for the publication.	Canada. Privy Council Office Records. n.d. Series 1. vol. 1477/ Public Archives of Canada.	(Canada n.d.)
Government Departments	Berthelot, Jean-Marie, and Claudia Sanmartin. 2006. *Access to Health Care Services in Canada, 2001.* (82-575-XIE) Ottawa, Ontario: Statistics Canada. Health Analysis and Measurement Group [producer and distributor].	(Berthelot and Sanmartin 2006)

Government Department as Authors	Statistics Canada. 2004. *2001 Census of Canada: Profile of Census Divisions and Subdivisions*. Ottawa: Industry Canada. Cat. No. 95-2222-XPB.	(Statistics Canada 2004)
Institutional Authors	Rounce, Andrea, and Norm Beaudry. 2002. *Using Horizontal Mechanisms to Work Across Boundaries: Lessons Learned and Signposts for Success*. Ottawa, ON: Canadian Centre for Management Development.	(Rounce and Beaudry 2002)
Institution as Author (first option)	International Monetary Fund (IMF). 1977. *Surveys of African economies*. Vol. 7, *Algeria, Mali, Morocco, and Tunisia.* Washington, D.C.: International Monetary Fund.	(International Monetary Fund 1977)
Institution as Author (second option)	IMF (International Monetary Fund). 1977. *Surveys of African economies*. Vol. 7, *Algeria, Mali, Morocco, and Tunisia.* Washington, D.C.: International Monetary Fund.	(IMF 1977)
Institutional Websites	Canadian Environmental Assessment Agency. 1997. *Guide to the Preparation of a Comprehensive Study for Proponents and Responsible Authorities May.* Accessed January 20, 2007. http://www.ceaa- acee.gc.ca/013/0001/0003/comps_e.htm.	(Canadian Environmental Assessment Agency 1997)
Article in an electronic journal (e-journal) If the DOI is not available, please use the stable URL.	Jackson, Madeleine. 1997. "Assessing the structure of communication on the World Wide Web." *Journal of Computer-Mediated Communication* 3 (1): 410-25. Accessed July 10, 2007. doi:10.1086/599247.	(Jackson 1997)
Industry Publications	Accenture. 2003. *High Performance in Government eGovernment Leadership: HighPerformance, Maximum Value.* Accessed January 22, 2007. http://www.accenture.ca/content/en/.	(Accenture 2003)

Provincial Abbreviations

Alberta	AB	British Columbia	BC
Manitoba	MB	New Brunswick	NB
Newfoundland and Labrador	NL	Northwest Territories	NT
Nova Scotia	NS	Nunavut	NU
Ontario	ON	Prince Edward Island	PE
Quebec	QC	Saskatchewan	SK
Yukon	YT		

Percentages
– Always use numerical form
    20 percent
    20%
When used to describe humans (use the word)
    Only 20 percent of the students participated
    68 percent of all Canada children have Internet access
When used in scientific or statistical (use the symbol)
    The new vaccine decreased the occurrence of cancer 36%
    59 % of all Canada households have Internet access