CFC Guide for Academic Writing

6th Edition – August 2015
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FOREWORD

This sixth edition of the *CFC Guide for Academic Writing* provides guidance to members of the Canadian Forces College 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 for English writers, and le *Guide du rédacteur* for French writers. Consequently, French writers must refer to the French version of this guide. 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 members of the College will likely come across in their research and writing for CFC assignments. Should members 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) or the online version of the CMS. 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 D of this guide provides the RefWorks entries for the examples used in this guide. One must also note that in the case of inconsistencies between RefWorks and CMS, the format promulgated in the latter shall prevail.

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. Members who need to improve this aspect of their writing or who want information on advanced writing mechanics should use the reference book *Academic Writing for Military Personnel — The Little, Brown Handbook*, or its French version, the *Manuel de rédaction à l’usage des militaires — Grevisse’s Le bon usage*.

The updating of this sixth edition includes a number of improvements recommended and inserted by Mr Jeff Josselyn-Creighton, the College Electronic Resources Librarian, based on feedback and discussions with the student body over the past three years. In addition, Annex D of the guide, examples of RefWorks entries for the examples contained in Part II of the guide, was done entirely by Mr Josselyn-Creighton.

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

1. **Cover Page**

   The standard CFC Title Page can be found at Annex A of this guide and must be used for all written deliverables. As outlined in the template, the overall cover page must be bilingual with the exception of the title, which should appear only in the language in which the text is written. The title is to appear both on the title page and at the top of the first page of the main body, centre justified.

2. **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 (chapters 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, meaningful and, like chapters, 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 a Directed Research Project: 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.

3. **Font, Justification and Spelling**

   Text of the main body is Times New Roman, 12 point, left justified. Footnotes are Times New Roman 10 point, left justified. Page numbering is Times New Roman, 12 point, set in the upper right corner of the page. Epigraphs are Times New Roman 10 point, left justified and in italics. Spelling for both academic and military deliverables is at the author’s discretion as long as it remains uniform throughout the text; i.e., Canadian, US, UK, etc. for English, and Canadian, French, Belgian, etc. for French.

4. **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 as well as ships’ names (HMCS *Preserver*) and military deployments (Operation *Apollo*) in academic papers. While the national designator (HMCS in this case) may be dropped thereafter, the actual ship’s name (*Preserver*) is not to be abbreviated. Military writing conventions apply for briefing notes and service papers (HMCS PRESERVER (PRE), OP APOLLO). 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 specific dimension as presented in CAF doctrine) and military ethos (the concept recognized in the general literature).

5. **Bullets and Numbering**

- Paragraphs for academic papers are not numbered but indented while those in briefing notes and service papers are numbered;
- Bullets (as seen here) or letters (lower case) are acceptable; and
- Page numbering for academic papers is entered as a header in the top right corner of the page with the single page number. Page numbering for briefing notes and service papers is at the bottom left as a footer in accordance with military writing convention — e.g., 1/2, 4/4, etc. Page numbering does not appear on the cover page, and the cover page is not to be included in the total number of pages for either academic or military deliverables.

6. **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 and with its first line of text indented by .6 cm (.25”) from the left margin.
7. Spacing

- Main text for academic papers should be double-spaced but single-spaced for briefing notes and service papers;
- An extra line is not required between double-spaced paragraphs in academic papers but it is expected in single-spaced briefing notes and service papers;
- An extra line is not required between headings and paragraphs for double-spaced academic papers but it is expected in single-spaced briefing notes and service papers;
- Block quotes, epigraphs and footnotes are single-spaced; and
- One space is required after a period between sentences.

8. 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, footnotes, the bibliography in academic and service papers, or the references in briefing notes. Examples are:

<table>
<thead>
<tr>
<th>Language</th>
<th>3,000-Word Paper</th>
<th>800-Word Briefing Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>2,700-3,300</td>
<td>720-880</td>
</tr>
<tr>
<td>French</td>
<td>3,000 + 15% = 3,450</td>
<td>800 + 15% = 920</td>
</tr>
<tr>
<td></td>
<td>3,450 +/- 10% = 3,105-3,795</td>
<td>920 +/- 10% = 828-1,012</td>
</tr>
</tbody>
</table>

9. Table of Contents

A table of contents is not required for papers of 5,000 words or less but is necessary for longer works such as Directed Research Projects. The table of contents 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

10. Lists of Figures and Tables

Providing a list of figures and/or tables is a personal decision. If there are 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

11. Abstract

Abstracts are not required for papers of 5,000 words or less but necessary for longer works such as Directed Research Projects. 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.

12. Briefing Note

A briefing note is used to present material in a condensed fashion, usually 800 words at CFC. The purpose, audience, etc. of BNs will be promulgated in the relevant Learning Outcome Guide (LOG) for any given course. A template is found at Annex B.

13. Service Papers

Service papers are subject to the conventions of military writing as amended in this guide for the purpose of meeting the required Learning Objectives. The purpose, audience, length, etc. of service papers will be promulgated in the relevant LOG for any given course. A template is found at Annex C.

14. 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
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. Block quotes must be separated from the paragraph of the main body above and below by a single-spaced line. 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, 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 while shorter quotes imbedded in paragraphs are.

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 intro-
duces its line of type or 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 ends a sentence, four periods must be used.

17. 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.”

18. 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.

19. 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 1.2 cm. The epigraph is in italics, font size 10, and does not use quotation marks. The source of the epigraph (author’s name and title of the work the quote is taken from) is given on a separate line beneath (separated from the text of the epigraph by a single space line font size 10), preceded by a dash and aligned right, also in font size 10. Epigraphs do not necessitate footnotes. Writers must then leave one single-spaced line font size 12 before the next paragraph. 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

20. Dates

For academic papers, dates are to be formatted as day/month/year in full (26 March 2015). The abbreviated form can be used for briefing notes and service papers (26 Mar 15). It should be noted that CMS allows either day/month/year (26 March 2015) or month/day/year with a comma (March 26, 2015) (see CMS 4.65). The citation examples in CMS, however, consistently use month/day/year. In this guide, citation examples give dates in day/month/year format.
21. Numbers

In both academic and military deliverables, single-digit numbers (i.e. zero to nine) shall be spelt out and numerals used for all others (i.e. 10 and more). In English, a comma is placed between hundreds and thousands, thousands and millions, etc (1,000; 1,000,000 — CMS 9.3) while in French a space is used (1 000; 1 000 000). To express fractional quantities in the millions or more, a mixture of numerals and spelled-out numbers is used (two billion; 2.3 million; 14 billion — CMS 9.8).

22. 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. This negates the need for a footnote.

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


I-9/9
PART II — EXAMPLES OF ATTRIBUTION IN CFC ACADEMIC WRITING

1. 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 blank line space. The footnotes are single-spaced and there are no blank lines between footnotes. 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 .6 cm (0.25ʺ). 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, as in the footnote reference within the text, without punctuation (example below). Superscript is the default setting in Microsoft Word software:


2. 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:

6Ibid., 36.

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 the reader is clear about the reference and that you are consistent. Note the use of the ellipsis (set of three periods) to indicate a shortened title. For example:

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

Two citations in one note (CMS 14.23, 14.52)

Although more than one footnote reference should never appear at a single location (such as 5, 6), a single footnote may contain more than one citation. These are separated by a semi-colon:


Citations Plus Commentary (CMS 14.32)

When a note contains both a citation and substantive material, the citation comes first and a period separates the two:

1 T.C. Greenwood and T.X. Hammes, “War Planning for Wicked Problems.” *Armed Forces Journal* 147, no. 5 (Dec 2009): 18-37. Wicked problems are those that defy easy quantification and, because of rapidly changing variables and unpredictable consequences, tend to introduce more problems as they are tackled.

Quotations within a Note (CMS 14.33)

When a note includes a quotation and its source, the citation follows the terminal punctuation of the quotation:


3 Bibliographies (CMS 14.56-14.67)

There are a variety of ways to compile a bibliography. For the College, a full bibliography is expected for academic papers of any length and service papers but not for briefing notes, wherein supporting documents are listed as references. In accordance with the CMS, a full bibliography includes all works cited in the text and notes, except for sources which do not require a bibliographic entry. These are noted below in this guide, and in CMS. 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 (0.5”);
• They begin with the author’s last name;
• For successive entries by the same author, a 3-em dash (represented on most keyboards by CTL+Alt+top right corner character on the numeric keyboard), followed by a period, is used for all entries but the first.
• Periods are used between elements, followed by one space;
• Publication information is preceded by a period; parentheses are not used;
• Although the title “Bibliography” is considered a level one subhead, it should be justified centre, in capital letters and in bold at the top of the page following the end of the main text; and
• Page numbers are omitted except for parts of books or articles in periodicals, where the entire page range is given.

Examples:


4. Citations

The material and examples provided below demonstrate the more common types of citations that members of the College will likely come across in CFC academic writing exercises. If members are unsure they should consult the actual CMS.
5. 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).


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 all other major words of the title and subtitle 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

1Donald J. Savoie, Governing from the Centre: The Concentration of Power in Canadian Politics (Toronto: University of Toronto Press, 1999), 155.

Bibliographic Entry


Two Authors (CMS 14.76)

Note Entry

2Norman Hillmer and J.L. Granatstein, Empire to Umpire: Canada and the World to the 1990s (Toronto: Copp Clark Longman, 1994), 123.

Three Authors (CMS 14.76)

Note Entry


More Than Three Authors (CMS 14.76)

Note Entry

4G. Vézina et al, Parallel Spatial Analysis and Interactive Visualisation: C² and SAR Passport Project Requirements (Quebec City: Defence Research Establishment Valcartier, 1997), 9.


Multiple Page Reference (CMS 14.155)

Note Entry


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**


**Note Entry**


**Bibliographic Entry**

Note Entry


Bibliographic Entry


Canadian Court Martial Decisions (CMS 14.306)

Note Entry


Canadian Court Martial Appeal Court Decisions (CMS 14.306)

Note Entry


Canadian Federal Court Decisions (CMS 14.306)

Note Entry


Bibliographic Entry

A Bibliographic Entry is not necessary for court decisions.

Canadian Statute (CMS 14.307)

Note Entry


Bibliographic Entry

A Bibliographic 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


Illustrations and Tables (CMS 14.165)

For an unnumbered illustration or table from a numbered page of a book, the page is cited. For a numbered illustration on an unnumbered page, the illustration number is cited, preceded by fig., table, map, plate, etc. When both are present, the page number precedes the illustration number.

Note Entry

1 Chaz Bowyer, Bomber Barons (Barnsley, UK: Leo Cooper, 2001), plate 1.

To acknowledge the source of an illustration included in a paper, see Part I, “Figures” and “Tables”.

7. 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


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.

9. Article in a Newspaper (CMS 14.203-213)

Signed Article

Note Entry


Editorial

Note Entry

2Editorial, Toronto Star, 5 May 2003.

Bibliographic Entry

A Bibliographic Entry is not necessary for newspaper articles.


Note Entry


Bibliographic Entry


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 the Thesis or Dissertation example above. 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, CANFORGEN and Messages) (CMS 14.232-242)

Note Entry
Inquiry into the Deployment of the Canadian Forces to Somalia, 1997. CD-ROM.

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


DVDs (CMS 14.279)

Note Entry

1Battle of Algiers, directed by Gillo Pontecorvo (New York: Criterion Collection, 2004), DVD.
Note Entry for an Indexed Scene


Bibliographic Entry


Online videos (CMS 14.280)

Note Entry


Bibliographic Entry


Social media (CMS 14.246)

Note Entry


Bibliographic Entry

A Bibliographic Entry is not necessary for social media comments.

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

See page II-8/18 — Periodicals.

13. **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

Bibliographic Entry


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

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

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

Note Entry

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

Bibliographic Entry

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

16. 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 in the footnote.

Note Entry


Bibliographic Entry

17. Public Documents

Recently the *CMS* has made a 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, 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 and Publications

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 (CMS 14.232-242)

Footnotes should cite a specific document within a collection. Bibliographic entries need cite only the collection, unless only one item is cited in the notes.

Note Entry

1War Diary of 6 Canadian Armoured Regiment (1H) from 1 April 44 to 30 April 44, Department of National Defence Fonds, RG 24, C-3, vol. 14213, file 3, microfilm reel T-12567, Library and Archives Canada.

Bibliographic Entry

War Diaries. Department of National Defence Fonds. Library and Archives Canada.

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**


**US Doctrine Manuals or DoD Publications**

**Note Entry**


**Bibliographic Entry**


**Others**

**Note Entry**


**Bibliographic Entry**


**Yearbooks**

**Note Entry**


**Bibliographic Entry**

ANNEX A

CFC COVER PAGE

CANADIAN FORCES COLLEGE/COLLÈGE DES FORCES CANADIENNES
JCSP or NSP X/PCEMI ou PSN X
SUBMISSION DATE/DATE DE REMISE

COURSE NUMBER AND TITLE/NUMÉRO ET TITRE DU COURS

TITLE or/ou TITRE

By Major first and last name
Par le major prénom et nom de famille

“This paper was written by a candidate attending the Canadian Forces College in fulfilment of one of the requirements of the Course of Studies. The paper is a scholastic document, and thus contains facts and opinions which the author alone considered appropriate and correct for the subject. It does not necessarily reflect the policy or the opinion of any agency, including the Government of Canada and the Canadian Department of National Defence. This paper may not be released, quoted or copied, except with the express permission of the Canadian Department of National Defence.”

Word Count: X,XXX

Nombre de mots : X XXX
BRIEFING NOTE (BN) TEMPLATE

BRIEFING NOTE FOR ...

SUBJECT OF THE BRIEFING NOTE

REFERENCES:

A.

ISSUE

1. The issue paragraph (2-3 lines) introduces the issue and provides a clear statement of the intent of the Briefing Note (BN). Any time sensitivity of the BN should be indicated here. The last sentence could start with: This briefing note will discuss...

BACKGROUND

2. This section explains why the BN was written. It can include a description of past events or chronological facts related to the topic at hand.

3. It is best to keep the Background within only one or two paragraph(s) to focus on the Discussion portion of the BN.

DISCUSSION

4. The discussion is an examination by argument with essential information. BNs should usually run two pages at the most. Drafters should assume a third party voice so as to provide the information in a clear and objective manner. The text is to be written in accordance with the principles of military writing, i.e., accuracy, brevity and clarity. One way to approach this is to cover one idea per paragraph.

5. In the interest of clarity, acronyms and abbreviations should be limited. Although there is no need to explain commonly used acronyms, such as RCAF, RCN, ISR, more complex or technical acronyms that will be used in the document are to be spelled out in full in the first instance followed by the acronym listed in parenthesis. The acronym can be used thereafter.

6. All paragraphs are numbered in sequential order through the entire document. A half-inch indent is used after each paragraph number. Page numbering is contained in the footer, is left justified, is formatted as page number/number of pages (e.g., 1/2), and does not include the cover page. The word count includes paragraph numbers and text; it does not include the cover page, headings, signature blocks, footnotes (if used) or annexes. The word count for this template is 468.
7. BNs are used to provide the intended senior leader with a concise summary on a given topic, for their information or for seeking a decision or approval. At CFC, BNs use the informative approach only, thus negating the requirement for a formal recommendation by the drafter.

8. BNs must contain relevant information culled from a variety of sources, but not to the extent of a research paper; a brief description of all of the references used should be included under the References banner, and in sufficient detail to enable the reader to be able to source them. For CFC purposes, all information from external references must be noted within the text (in the form “Ref A, p. 23”).

**CONCLUSION**

9. 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. For the purpose of CFC written assignments, there is no requirement to include a “Reviewed by” block.

*Prepared by:* Maj A.B.C. Tremblay

*Date prepared:* 13 November 2014

*Annex(es):* If included, annexes are to be listed at the bottom of the BN.
ANNEX C

SERVICE PAPER TEMPLATE

TITLE

AIM

1. The aim of the service paper should be presented here in a short and concise paragraph, including one sentence stating explicitly the purpose of the paper. There must be only one fundamental issue being addressed therein but the writer should also use this paragraph to elaborate on one’s intent in terms of writing a reflection and/or an information piece, suggesting areas of further study, providing a specific recommendation for a course of action, etc. Any such amplification is to reflect the instructions found in the relevant Learning Outcome Guide (LOG) for this specific course.

INTRODUCTION

2. This section explains why the service paper was written by providing the necessary context and initial background information that will not need repeating in the main body. The writer must include a selected approach or method for treating the question at hand as well as a brief outline of the discussion’s structure. The introduction section should be no more than two paragraphs.

DISCUSSION

3. The discussion is an examination by argument with essential information. The writer should assume a third party voice so as to provide the information in a clear and objective manner. The text must be persuasive in a manner similar to that of an academic paper, using techniques discussed in the reference book Academic Writing for Military Personnel. The use of quotes (three lines or less within a paragraph or block quotes when more than three lines in length) is authorized.

4. All acronyms and abbreviations, including common military ones such as RCN, must be spelt out in full in the first instance followed by the acronym listed in parentheses — e.g., the Royal Canadian Navy (RCN). The acronym can be used thereafter.

5. Subheadings within the discussion section may be used for clarity but are not mandatory.

6. All paragraphs are numbered in sequential order through the entire document. A half-inch indent is used after each paragraph number. Page numbering is contained in the footer, is left justified, is formatted as page number/number of pages (e.g., 1/2), and does not include the cover page. The word count includes paragraph numbers, original text and quotes within paragraphs; it does not include the cover page, headings, block quotes, footnotes, or annexes (if used). The word count for this template is 460.
7. Service papers must contain relevant information culled from a variety of sources as would be required for a persuasive paper. Footnotes and a bibliography are to be included using the conventions published in the *CFC Guide for Academic Writing*.

**CONCLUSION**

8. This section provides the summation of the argument, summarizing the previous discussion before listing conclusions as required by the LOG. The conclusion should closely reflect the problematic as laid out in the aim and introduction sections.

**RECOMMENDATION**

9. This section is not always necessary depending on the nature of the service paper. The requirement for a recommendation section will be specified in the relevant LOG.

**Annex(es):** A. If included, annexes are to be listed here.
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 is displayed in accordance with the rules found in the Chicago Manual of Style.

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.
Canadian Court Martial Decisions (CMS 14.306)


Canadian Court Martial Appeal Court Decisions (CMS 14.306)


Canadian Federal Court Decisions (CMS 14.306)


Reference Type: Case/Court Decisions

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.; Holman, G. Paul); RefWorks will correct output to display as above. Enter entire page range in Start Page field.

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


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 Bibliographic Entry manually.

**Unpublished Materials**

**Thesis or Dissertation**

Reference Type: Dissertation/Thesis

**CFC Student Paper**

A Podcast

Reference Type: Web Page

DVDs

Reference Type: Video/DVD

Online videos

https://www.youtube.com/watch?v=cc6i9Bc2O54
Reference Type: Web page

Social media

1Jason Kenney’s Facebook page, 18 April 2015, accessed 23 April 2015, 

2Anne Juneau, comment on Jason Kenney’s Facebook page, 18 April 2015, accessed 23 April 2015, 

1Justin Trudeau, Twitter post, 30 March 2015, 3:32 p.m., accessed 14 April 2015, 
https://twitter.com/justintrudeau.

2Allan Wood, comment on Justin Trudeau, Twitter post, 30 March 2015, 3:32 p.m., accessed 14 April 2015, 
https://twitter.com/justintrudeau

Reference Type: Web page

Attribution with Permission from a College Lecturer or Other Unpublished Speech

Mitchell, Paul T. “Canadian Foreign Policy.” Lecture, Canadian Forces College, Toronto, ON, 5 October 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 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 and Publications

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

Public Archives

1War Diary of 6 Canadian Armoured Regiment (1H) from 1 April 44 to 30 April 44, Department of National Defence Fonds, RG 24, C-3, vol. 14213, file 3, microfilm reel T-12567, Library and Archives Canada.
Reference Type: Unpublished Material

US Government Publications


Reference Type: Book, Whole

U.S. Doctrine Manuals or DoD Publications

Others

Reference Type: Book, Whole

Yearbooks

Reference Type: Book, Whole