



THE NORMAN GIRVAN LIBRARY

INSTITUTE OF INTERNATIONAL RELATIONS
UNIVERSITY OF THE WEST INDIES
ST AUGUSTINE CAMPUS



INFORMATION LITERACY AND LIBRARY MANUAL



Institute of International Relations
The University of the West Indies
St. Augustine

© 2005-2023

NGL INFORMATION LITERACY AND LIBRARY MANUAL

TABLE OF CONTENTS

1. INTRODUCTION	1
The Institute of International Relations	1
Institute of International Relations, The Library	1
The Library Manual	3
2. USING AND LOCATING INFORMATION IN THE LIBRARY	5
The Circulations Desk.....	5
Registering to become a reader.....	5
Reference books.....	5
Periodicals.....	5
Thesis and student papers	5
3. USING THE CATALOGUE.....	7
4. E-INFORMATION PORTAL - UWILinC.....	7
5. LIBRARY RULES.....	8
Rules	8
The Library Collection.....	9
Reserve Collection - loan periods	9
Open Collection - loan periods	9
Reference collection/journal collection	10
Electronic resources	10
DVD Policy.....	10
Borrowing	8
Returns	11
Renewals	11
Electronic book theft detection system	12
Fines	12
Computers	13
Photocopying	14
Lockers.....	14
Binding.....	14
Dissertation /Thesis Checking	15

New Acquisitions	16
Instructional Services	16
Clearance.....	18
6. CITATION STYLES.....	19
7. CHICAGO MANUAL OF STYLE	19
8. LIBRARY SERVICES	49
Staff.....	49

1. INTRODUCTION

***Welcome! Bienvenidos! Bienvenue! Benvenuto! Boa vinda!
Welkom! Willkommen!***

*You have joined the ranks of noble persons as a student at the
Institute of International Relations: a family of national, regional
& international alumni!*



The Institute of International Relations

The Institute of International Relations of the University of the West Indies (UWI), on the St Augustine Campus though headquartered in Trinidad, has a regional character boasting of prestigious alumni throughout the Caribbean Diaspora.

Established in October 1966 by an agreement between the Governments of Trinidad and Tobago and Switzerland, the Institute's programmes were a collaborative effort between the UWI and the Graduate Institute of International Studies in Geneva and continued over a six-year period up until 1972. After 1972, the Institute adopted a new constitution and now operates as an autonomous and independent academic institution, within the framework of UWI.

Institute of International Relations, The Library

We are all familiar with the term “boutique” as it applies to the hotel industry and the connotation that it implies: welcoming, warm interior, exceptional location, and personalized service to name the key characteristics. Within recent years, we are seeing the application of the “boutique” concept to another customer-oriented service sector, the Library and information sector. In their 2010 article Boutique libraries at your service, Andy Priestner and

Elizabeth Tilley¹ contend that: “The boutique library service benefits from being distinct and separate enough from other parts of the model to allow autonomous service development, but sufficiently integrated into the whole to provide a coherent environment.”

Situated on the St. Augustine campus of the University of the West Indies where the programmes of the Institute are conducted, the Library at the Institute of International Relations aptly encompasses this approach. The Library provides a warm welcoming ambience and projects excellence in the delivery of its services, offering specialized library services to its core clientele and centralized services as part of the St. Augustine Campus Libraries network.

When the Institute was established in 1966, a special grant of US \$4000 was made by the United Nations Educational, Scientific and Cultural Organization (UNESCO) to establish the Library; this was also accompanied by a gift of UN documents. The Government of Switzerland also provided an initial contribution of 20,000 Swiss francs. Today, the Library has a specialized collection of over 26,000 monographs, 240 journal titles, 100+ e-journal titles, access to databases related to the study of international relations and global studies, and a burgeoning DVD collection. The Library is also home to the collections of books and papers of the late Dr. Roy Prieswerk, former Director of the Institute and Dr. Herb Addo, a former Reader.

As a postgraduate library in the St Augustine Campus Libraries network, it supports research and curriculum development with an international focus and a regional character. It houses a comprehensive collection of information resources on the international relations of the Caribbean, while also reflecting an interest in Latin American affairs. The Library is an integral part of

¹ Andy Priestner and Elizabeth Tilley (2010), “Boutique libraries at your service,” *Library and Information Update*, available at <http://personalisedlibraries.files.wordpress.com/2011/01/boutiquelibraries.pdf>.

the infrastructure of the Institute not only for its teaching and research but for the specialized services that it offers to Students, Staff, Alumni, Fellows and visiting researchers.

Within the realm of centralized services, the Library has gone on stream with the Integrated Library system, ALEPH, acquired by the Alma Jordan Library for the St. Augustine Campus Libraries, offers access to online journals, databases and e-resources via the St. Augustine Campus Libraries portal and engages in a high level of cooperation and collaboration as part of the St. Augustine Campus Libraries network.

Today, over 50 years old, the IIR Library continues to respond to the demands of the IIR curriculum, the changing international climate and the growing IIR base, serving not only the postgraduate IR scholar but also the undergraduate student, the Campus community, the diplomatic community, the nation, the region and an international network of Alumni. The Staff at the IIR Library remains committed to a high level of service, adopting sterling information service as their motto.



Despite the pressures of changing climates, budget pinches and a dynamic subject focus, the Library continues to capture an endearing quality that always makes patrons 'feel at home'.

The Institute's Library was renamed the Norman Girvan Library on June 21st, 2016 to posthumously honour the late Jamaican Professor, Norman Girvan, Professor Emeritus and Professorial Research Fellow of the Institute.

The Library Manual

This Library manual is a one-stop guide on Library Services intended for students of the Institute. It is also intended to provide skills that help students identify, locate and evaluate materials in the Library for effective use: this skill is also known as information literacy.

Additionally, the Alma Jordan Library at the University of The West Indies offers an information literacy tutorial aimed at assisting users to effectively search, evaluate, and select information from library sources in order to help with on-going research at the University. The aim is to cultivate lifelong learners. This tutorial is offered at the beginning of every academic year and is also available online.

This information literacy booklet, prepared by the Library staff is an adjunct to the Library's orientation and information literacy programme. It is not intended to be exhaustive, but rather instructive.

It is necessary for several reasons:

- Although students of UWI would be exposed to the Information Literacy programmes of the Alma Jordan Library, the Institute's Library has different procedures. These differences are outlined in this booklet.
- This booklet acts as a handbook for research students; in it are citation examples from the Chicago Manual of Style.
- It lists useful websites and e-resources for the IR student.
- In it, are the rules that govern the use of resources in the Library and the conduct of users



2. USING AND LOCATING INFORMATION IN THE LIBRARY

The Circulations Desk

Library staff at the Circulations Desk handles the majority of student activity - including loans, fines, photocopy charges, locker rentals and reserve material. Here, most of your questions are answered.

Registering to become a reader of the Library

Students of the Institute automatically become patrons of the Library and can borrow library materials. External users are only allowed reading, photocopying (copyright restrictions apply) and reference privileges.

Open Collection

The Library has available for loan burgeoning information resources on and related to the teaching and study of International Relations.

Reference books

An excellent selection of materials is available to students and staff for reference use only. Inclusive are local, regional and international statistics, Constitutions of the World, International Law Reports, Record of World Events, Yearbooks of the United Nations and UNDP Human Development Reports.



Periodicals

Hundreds of social sciences periodicals are made available to students for research purposes. A *periodical listing* is conveniently located at the entry to selected journal book stacks. This listing must be consulted to locate the call number (shelf address) of the required journal/serial.

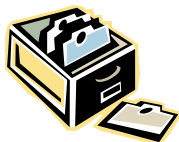
Thesis and student papers

Students who successfully complete a course of study at the Institute, must submit, at the post graduate level, seminar papers; at

the Masters level research papers and at the MPhil/PhD level, a thesis containing the results of independent study and research.

Theses/dissertations and seminar papers written by past students (from 1974-present) are available for consultation in the Library only and must be requested at the Circulations Desk. Kindly note that digital reproductions of student research papers can be found in UWI Space, the University of the West Indies Institutional Repository for Research and Scholarship at <http://uwispace.sta.uwi.edu/dspace/handle/2139/13233>.

3. USING THE CATALOGUE



Types of catalogues

The IIR Library has a printed card catalogue with material organized by author/title and subject (up to 2005).

An integrated UWI Campus Libraries online catalog, *UWILinC*, is also available listing the resources in the catalogs of the Libraries on Campus, including books at the Institute's Library (2008 onwards).

4. E-INFORMATION PORTAL - *UWILinC*



UWILinC is the e-information portal for the UWI Libraries allowing

search and discovery from a single interface. All four UWI campuses – St Augustine, Cave Hill, Mona, Open Campus - can be accessed via *UWILinC* in all information formats including books, electronic books, electronic journals and databases.

Searching in *UWILinC*

You can search very easily in *UWILinC*. Just type one or more words that you are looking for and click the **Search** button. The **Advanced Search** option offers numerous features for making searches more precise and returning results that are more useful.

Search All

By selecting **Search All**, the user can search all UWI and other scholarly resources. Full text is available for some of these resources. You can tailor the *UWILinC* user interface so that it reflects the way you usually search. For example, you can specify

the default language, the maximum numbers of search results per page, your default e-mail address, and your cell phone number.

UWI Collections

By selecting **UWI Collections**, the user can search all four UWI Campus catalogues, all UWI subscribed electronic resources and the UWI institutional repositories.

Articles by Subject

By selecting **Articles by Subject**, the user can search subject categories comprised of selected databases as well as search the *Primo Central* index (the default option). The *Primo Central* index is a mega-aggregation of scholarly electronic resources including journal articles, electronic books, reviews and legal documents from primary and secondary sources.

Searching for Databases

The **All Databases** tab displays all of the databases to which UWI has subscribed. If you would like to search for specific databases, fill in the relevant fields and then click the **Find Databases** button. You can select databases from either the All Databases tab or the Databases Results tab. There may be some restrictions due to authorization issues, databases that are marked as restricted cannot be searched.

5. LIBRARY RULES

Rules

- The Library is open to all registered students of the Institute and to academic and non-academic staff of the Institute and the University.
- Students who are not registered with the Institute may be granted reading and reference privileges at the discretion of the Librarian.

≈ Borrowing by external readers is not permitted.

PROHIBITIONS

Students are not allowed in areas marked “Employees only”, Librarian’s office or Library staff areas, or behind the Circulation desk. Students are not allowed to use the computers designated to Library staff without staff permission or assistance. Additionally, use of the telephone in the Library is strictly prohibited.

The Library Collection

There are three library collections accessible to students: Open collection with books on loan, the reference collection and the reserve collection. The open collection houses books that can be borrowed. Two Special collections, the *Roy Prieswerk* Collection and the Herb Addo Collection also form part of the open collection. Within the reference collection are general factual information, important reports, statistics and reference books. Journals also form part of the reference collection as they are for library use only, and cannot be borrowed. The reserve section includes theses and seminar papers and frequently used material.

Reserve Collection - loan periods

1. Students are allowed to borrow two (2) reserve items per course.
2. All students (Diploma, Masters, Doctoral) must return reserve items by 12 noon the following day.
3. Hold requests can be placed on reserve items which are already out on loan

Open Collection - loan periods

Readers are allowed to borrow up to six (6) items at a time from the open shelves.

Open Collection - Loan Period

Diploma students, Masters students, Doctoral students

ONE WEEK

Reference collection / Journal collection

Material in this section is not available for loan, however users are allowed to photocopy from these documents (unless otherwise stated).



Electronic resources

Using *UWILinc*, users can interrogate multiple electronic resources via one search interface. This is accessible via the Campus Libraries website.

DVD Policy

The Library at the Institute of International Relations is continually seeking to enhance student learning through access to resources, and has added multimedia materials to its collection. This collection consists of DVDs of Movies, Documentaries and Docudramas highlighting thematic issues relating to the study of international relations and global studies. DVDs hosting information that is either rare or of heritage value can be used only in the library for a period of three hours. One overnight loan is permissible to IIR students but the DVD must be returned by 10am the following day at the Circulations Counter.

Borrowing

UWI ID Cards must be used by the IIR student in order to borrow items from the Collection. The due date for return of material is stamped on date slip of the book/document.

Loans must be made at the Circulations Desk.



In the event of loss of electrical power or power outage, all loans will cease, pending the return of electrical service

Returns

Library users are responsible for material loaned from the Library. The responsibility for the item ends when the material is returned to the Library and the loan record is cancelled. Readers are encouraged to handbooks over to Circulation Staff members and ensure that the loan record is cancelled; only when this is done is the responsibility for the material relinquished to the Library.

Students are encouraged to return all borrowed items to the Circulations Desk. When the library is closed, a book return unit adjacent to the Library's Entrance is available for the deposit of Library Resources. Please note that the Unit would be cleared when the library reopens on the next business day; any overdue items will still accrue fines. Any dispute can be lodged on the Loans Complaint Forms available at the Circulations Desk.

Renewals

Using the Online catalogue, users can check to see when items are due. In the event that a renewal is required this can be made in person; however, patrons can also call in their request for renewal to the Library [Ext. 83245].

Loaned items can be renewed only once provided that another reader has not requested that item. If there is a fine on the item, the book cannot be renewed and the fine must be settled promptly.

Once a request for an item on loan is made, it will be subject to recall and must be returned immediately. It will not be eligible for renewal.

Electronic book theft detection system

An electronic book theft detection system is in operation. If you leave the library without checking out material and having it desensitized, a gate alarm will sound. Patrons must return to the Circulations Desk to verify that all books were properly processed. Please respect our library resources. They are here for everyone.

Key Library resources that are not allowed to leave the Library include:

- ≈ ***Reference material***
- ≈ ***Journals, periodicals and serials***
- ≈ ***Newspapers***
- ≈ ***Thesis/Seminar papers***

Fines

A fine will be imposed on any reader who fails to return Library material within the prescribed period:-

- A fine for late return of books on normal loan will be **\$1.00 per day** for each day past the due date (inclusive of weekends).
- The fine for late return of reserve material will be **\$1.00 per hour**.

The maximum fine for each overdue item is \$500.00 per item

Readers must settle all fines promptly at the Library. Failure to do so will result in the suspension of borrowing privileges at any library in the Campus Libraries network.

The Accounts Unit will be opened from 9am to 4:00 pm from Monday to Friday to allow for patrons to settle fines. When paying

finer, kindly provide the exact dollar amount indicated. If required, users will receive a receipt for all fines paid. This receipt can be used to query any claims.

The times of transaction for the receipt of cash are as follows:

Accounts Unit: Monday-Friday 9:00 am – 4:30 pm
Circulations Desk: Weekdays after 4:30 pm and on
Saturdays

Email notices will be issued to readers with outstanding fines. An automatic block will be placed on users with fines which will prevent borrowing of any item until the fine is paid and recorded.

The Librarian exercises the discretion to reduce, waive or remit fines.

Any loss or damage to Library material should be reported to the Librarian. The reader must pay the replacement cost of the lost or seriously damaged item. A \$35.00 processing fee is added to the cost.

Computers

Computers are available for use in the Library to search the Library database and the catalogue/databases within the UWI Campus Libraries network only.

The Library does not offer printing services. Students are also advised to use the Information Technology Unit (ITU) to conduct research on the Internet or to print materials. Printing on the laser printer costs **50 cents per page**.

Laptop computers may be used in the Library; however the Library does not accept liability for any theft or damage to personal computers used on the premises

Photocopying

Only students of the Institute and external users, at the discretion of the Librarian, have access to the photocopiers. Photocopying machines are available for use.

Charge: 25 cents per copy (2 sided = 50 cents)

All copies, spoilt and otherwise, must be paid for



Intellectual property/copyright laws

Due to intellectual property considerations and copyright laws, only 10% of any thesis or seminar paper can be copied. For example, if a seminar paper is 100 pages long, permission is only granted for the copying of 10 pages of the study, usually only the bibliography. This guideline is strictly adhered to.

Lockers

Book bags, laptop bags, knapsacks and large handbags will not be allowed in the library. Only bags which conform to the library's standard dimensions of 15x20 centimeters will be permitted.

Lockers are provided for storing bulky items and are available for this purpose; they are available to students at a cost of \$20 per semester or at a cost of \$1.00 per day-rental. Keys are available from the Library Staff.

Binding

Students cannot bring documents to the Library to be bound. The Library does not offer binding services. Institute students may be able to have documents bound at the Secretariat. Barring that option,

binding services are available at stationery stores on the outskirts of the University Campus.

Dissertation /Thesis Checking

Before final submission, theses should be presented for scrutiny to the Library to ensure that graduate students comply with the requirements of the **UWI Thesis Guide** and **Chicago Manual of Style** on appropriate citation styles for references and bibliographies. Once these requirements are satisfied, the Library then certifies the thesis as acceptable. When a student's thesis/dissertation has been approved by The University, The Alma Jordan Library's Bindery will bind it at a cost. The thesis must also be submitted on CD-ROM at final submission to Graduate Studies.

Plagiarism

The University has instituted a policy on graduate student plagiarism. Plagiarism is defined as the "unacknowledged use of the words, ideas or creations of another." Students are encouraged, therefore, to use ethical information practices and not infringe on the intellectual property rights of other persons. There are two levels of plagiarism, level one and level two and the associated penalties range from a zero grade for the paper to total disqualification from the final examination

Online tools

Turnitin is a software package licensed by UWI that encourages best practices for using and citing other people's written material. Turnitin is available via Myelearning and allows both Lecturers and Students to check Students' work for improper citation or potential plagiarism by comparing it against continuously updated databases of web pages (current and archived), student papers, newspapers, magazines, scholarly journals, and books.

Endnote is a bibliographic management and research software program that is available for use at the Institute. With EndNote

individuals can store, organize, cite and format bibliographic references, change your bibliography and share your library. In addition you can attach images, PDFs and other files to citations in your library, making them easier to access.

Libguides are available through the Campus Library Portal [<http://libguides.sta.uwi.edu>], and are librarian created pathfinders to *high quality* research. Use Libguides to find information, format research papers and prepare bibliographies.

New Acquisitions

The Library publishes monthly a listing of the newest acquisitions to its collection. This listing is shared with all members of staff. New books are also displayed in the shelving area of the Library titled *Recent Additions*.

Instructional Services

Library Orientation and Information Literacy form an integral part of the Library's services. Library Staff will assist users in navigating information resources, including use of the online catalogue, searching online journal databases and general search engines on the web. This is all aimed at honing students' research skills and cultivating lifelong learners.

Conduct

Readers are reminded that the Library is provided exclusively for the purpose of academic study and research. Conduct at all times must be consistent with this purpose.

1. Cell phones and mobile devices must be switched off or placed on silent and all calls should be taken outside of the Library.
2. No bags/briefcases are allowed in the Library.
3. Food and drink are not allowed in the Library.
4. The Library is a smoke-free environment – smoking is not permitted.

5. Books and periodicals taken from the shelves should not be re-shelved; all library material that has been used should be left on study tables or placed on the returns-trolley adjacent to the circulations desk.
6. On leaving the Library, readers/users must show all material in their possession if requested to do so.
7. The ID cards of external users are to be left at the Circulation desk when requesting reserve material or using the daily locker facility. The cards will be returned upon departure.

The removal of books and other Library material will be considered a major offence. Any person who commits such an offence may be reported to the appropriate University authority for disciplinary action

Students are reminded of UWIs Code and Principles and Responsibilities of Students, Appendix C:

*MISCONDUCT IN RESPECT OF WHICH A STUDENT MAY
APPEAR BEFORE A DISCIPLINARY COMMITTEE*

**A STUDENT CAN BE REPORTED TO A DISCIPLINARY
COMMITTEE FOR THE FOLLOWING:**

- REMOVAL OF AN ITEM FROM CAMPUS OR OTHER UNIVERSITY LIBRARY WITHOUT COMPLYING WITH THE PROCEDURES IN FORCE FOR THE LOAN OF PUBLICATIONS
- REFUSAL, AFTER DUE NOTICE, TO RETURN MATERIALS BORROWED FROM CAMPUS OR OTHER UNIVERSITY LIBRARY OR PAY THE APPROPRIATE FINE OR REPLACEMENT COST FOR NON-RETURN

- MARKING, DEFACING OR DAMAGING A BOOK OR OTHER LIBRARY MATERIAL OR FURNISHING

Clearance

All users are required to return promptly to the Library, all items on loan on completion of his/her period of study.

At the end of each academic year, records are checked to ensure that all material belonging to the Library has been returned and all fines paid. If students have nothing outstanding, they are issued with a clearance slip.

If however, records show that fines have not been paid or material has not been returned to the Library, the Bursary may be asked to deduct the fines/cost of material from the students' caution money.

6. CITATION STYLES

The **Chicago Manual of Style** is the style type recommended and accepted by the University of the West Indies for theses and other scholarly writing in the Social Sciences. The Manual offers two options:

- 1 - Documentation 1 or Humanities Style, which makes use of Notes/endnotes and a bibliography,
- 2 - Documentation 2 or Author-Date Style, which gives for in-text citations and a reference list with the full bibliographic citation.

Scholars in International Relations often use Documentation – 1 or the humanities style. Examples of both are outlined below. Do note, however, that the **Chicago Manual of Style (17th ed.)** is available in the Library for consultation. The full text of the manual is also available online at <http://www.chicagomanualofstyle.org/home.html>. This is useful as it provides extensive guidelines on the proper citation style for resources consulted.

7. CHICAGO MANUAL OF STYLE

DOCUMENTATION 1

Humanities Style — Examples & Variations

The following examples illustrate citations using the **Humanities Style**. Take note of the differences in the indentation and capitalization between the Note entry and the bibliographic entry as well as the general differences between the two options. For more details and many more examples, see Chapter 14 of *The Chicago Manual of Style*, 17th edition.

BOOKS (CMS 14.18)

ONE AUTHOR:

Format

Note:

1. Author First Name Last Name, *Book Title* (Place: Publisher, Year), Cited Page(s).

Bibliography:

Author Last Name, First Name. *Book Title*. Place: Publisher, Year.

For e-books, include the provider of the book, the URL, or e-book application/device at the end of the citation.
(CMOS,14.159-14.163)

Examples

Note Example:

1. Tom Nairn, *Faces of Nationalism: Janus Revisited* (London: Verso, 1997), 17.

2. Ellen K. Feder, *Family Bonds: Genealogies of Race and Gender* (Oxford: Oxford University Press, 2007), 44, ProQuest ebrary.

3. K. J. Stewart, *A Geography for Beginners* (Richmond: J. W. Randolph, 1864), 186,
<http://docsouth.unc.edu/imps/stewart/stewart.html>.

Bibliography Example:

Feder, Ellen K. *Family Bonds: Genealogies of Race and Gender*. Oxford: Oxford University Press, 2007.
ProQuest ebrary.

Nairn, Tom. *Faces of Nationalism: Janus Revisited*. London: Verso, 1997.

Stewart, K. J. *A Geography for Beginners*. Richmond: J. W. Randolph, 1864.
<http://docsouth.unc.edu/imls/stewart/stewart.html>.

TWO AUTHORS:

Format

Note:

1. First Author's First Name Last Name and Second Author's First Name Last Name, *Title of Book: Subtitle if Any* (Place of publication: Publisher, Year), Page Number.

Bibliography:

First Author's Last Name, First Name, and Second Author's First Name Last Name. *Title of Book: Subtitle if Any*. Place of publication: Publisher, Year.

Note Example:

1. Brian Grazer and Charles Fishman, *A Curious Mind: The Secret to a Bigger Life* (New York: Simon & Schuster, 2015), 12.

Shortened Notes:

2. Grazer and Fishman, *Curious Mind*, 37.

Bibliography Example:

Grazer, Brian, and Charles Fishman. *A Curious Mind: The Secret to a Bigger Life*. New York: Simon & Schuster, 2015.

FOUR OR MORE AUTHORS:

For four or more authors, list all of the authors in the bibliography; in the note, list only the first author, followed by et al. (“and others”):

Format

Note:

1. First Author's First Name Last Name et al., *Title of Book: Subtitle if Any*, Edition if given and is not first edition (Place of publication: Publisher, Year), Page Number.

Bibliography:

First Author's Last Name, First Name, Second Author's First Name Last Name, Third Author's First Name Last Name, and Fourth Author's First Name Last Name. *Title of Book: Subtitle if Any*. Edition if given and is not first edition. Place of publication: Publisher, Year.

Note Example:

1. David M. Kroenke et al., *Experiencing MIS*, 5th Cdn ed. (North York, ON: Pearson Canada, 2019), 45

Bibliography Example:

David M. Kroenke, Randall J Boyle, Andrew Gemino, and Peter Tingling. *Experiencing MIS*. 5th Cdn ed. North York, ON: Pearson Canada, 2019.

EDITOR RATHER THAN AUTHOR:

*A book with an editor in place of an author includes the abbreviation **ed.** (editor; for more than one editor, use **eds.**)*

For more information see: *Chicago Manual of Style*, 14.103

Format

Note:

1. Editor's First Name Last Name, ed., *Title of Book: Subtitle if Any*, Edition if given and is not first edition (Place of publication: Publisher, Year), Page Number.

Bibliography:

Editor's Last Name, First Name, ed. *Title of Book: Subtitle if Any*. Edition if given and is not first edition. Place of publication: Publisher, Year.

Note Example

1. Roger Matuz, ed., *Contemporary Canadian Artists* (Toronto: Gale Canada, 1997), 35.

Bibliography Example

Matuz, Roger, ed. *Contemporary Canadian Artists*. Toronto: Gale Canada, 1997.

Chapter or Essay in Book

For more information see: *Chicago Manual of Style*, 14.107

Format

Note:

1. Author's First Name Last Name, "Title of Chapter, Short Story, or Essay," in *Title of Book: Subtitle if Any*, Edition if given and is not first edition, ed. Editor's First Name Last Name (Place of publication: Publisher, Year), Page Number.

Bibliography:

Author's Last Name, First Name. "Title of Chapter, Short Story, or Essay." In *Title of Book: Subtitle if Any*. Edition if given and is not first edition, edited by Editor's First Name Last Name, Page Range of Chapter or Part. Place of publication: Publisher, Year.

Note Example:

1. Colin Ross, "The Story of Grey Owl," in *Fiction/Non-Fiction: A Reader and Rhetoric*, 2nd ed., eds. Garry Engkent and Lucia Engkent (Toronto: Thomson Nelson, 2006), 328.

Bibliography Example:

Ross, Colin. "The Story of Grey Owl." In *Fiction/Non-Fiction: A Reader and Rhetoric*. 2nd ed, edited by

Garry Engkent and Lucia Engkent, 327-333.
Toronto: Thomson Nelson, 2006.

BOOK PUBLISHED ELECTRONICALLY:

If a book is available in more than one format, cite the version you had consulted. For books consulted online, list a URL; include an access date. If no fixed page numbers are available, you can include a section title or a chapter or other number.

eBook From a Library Database

Format

Note:

1. Author's First Name Last Name, *Title of Book:*
Subtitle if Any (Place of publication: Publisher, Year), Page
Number, Name of Library Database.

Bibliography:

Author's Last Name, First Name. *Title of Book: Subtitle if
Any.* Place of publication: Publisher, Year. Name of
Library Database.

Note Example:

1. Paul Waldau, *Animal Rights: What Everyone
Needs To Know* (New York: Oxford University Press,
2010), 45, eBook Collection (EBSCOhost).

Bibliography Example:

Waldau, Paul. *Animal Rights: What Everyone Needs To Know*. New York: Oxford University Press, 2010. eBook Collection (EBSCOhost).

eBook From a Website

1. Author's First Name Last Name, *Title of Book: Subtitle if Any* (Place of publication: Publisher, Year), Page Number, URL.

Bibliography:

Author's Last Name, First Name. *Title of Book: Subtitle if Any*. Place of publication: Publisher, Year. URL.

Note Example:

1. George Alfred Henty, *The Cat of Bubastes: A Tale of Ancient Egypt* (London: Blackie and Son, 1889), chap. 2, babel.hathitrust.org/cgi/pt?id=mdp.39015073478847.

Bibliography Example:

Henty, George Alfred. *The Cat of Bubastes: A Tale of Ancient Egypt*. London: Blackie and Son, 1889. babel.hathitrust.org/cgi/pt?id=mdp.39015073478847.

JOURNAL ARTICLES (CMS 14.170)

Citations of journals include the volume and issue number and date of publication. The volume number follows the italicized journal title in roman and with no intervening punctuation. A specific page reference is included in the text; the page range for an article is included in the bibliography, preceded by a colon. The issue number often appears in parentheses. If a journal is paginated consecutively across a volume or if the month or season is included in the Bibliography, however, the issue number (or month or season) may be omitted.

Format

Note:

1. Author First Name Last Name, "Article Title," *Journal Title* Volume, no. Issue (Year): Cited Page(s), URL/DOI.

Bibliography:

Author Last Name, First Name. "Article Title." *Journal Title* Volume, no. Issue (Year): Page Range of Article. URL/DOI.

For journal articles consulted online, use a URL based on a DOI (begins with <https://doi.org/>). Otherwise, use the URL provided with the article.

Note Example:

1. Margaret Hunter, "Colorism in the Classroom: How Skin Tone Stratifies African American and Latina/o Students," *Theory into Practice* 55, no. 1 (2016): 58, <https://doi.org/10.1080/00405841.2016.1119019>.

2. Maxine S. Thompson and Verna M. Keith, "The Blacker the Berry: Gender, Skin Tone, Self-Esteem, and Self-Efficacy," *Gender and Society* 15, no. 3 (2001): 340, <http://www.jstor.org/stable/3081888>.

Bibliography Example:

Hunter, Margaret. "Colorism in the Classroom: How Skin Tone Stratifies African American and Latina/o Students." *Theory into Practice* 55, no. 1 (2016): 54-61.
<https://doi.org/10.1080/00405841.2016.1119019>.

Thompson, Maxine S., and Keith Verna M. "The Blacker the Berry: Gender, Skin Tone, Self-Esteem, and Self-Efficacy." *Gender and Society* 15, no. 3 (2001): 336-57.
<http://www.jstor.org/stable/3081888>.

Thesis or Dissertation

Note Example:

1. Cynthia Lillian Rutz, "King Lear and Its Folktale Analogues" (PhD diss., University of Chicago, 2013), 99–100.

Bibliography Example:

Rutz, Cynthia Lillian. "King Lear and Its Folktale Analogues." PhD diss., University of Chicago, 2013.

NEWSPAPERS (CMS 14.203)

Newspaper/Magazine Article

Articles from newspapers or news sites, magazines, blogs, and the like are cited similarly. Page numbers, if any, can be cited in a note but are omitted from a Bibliography. If you consulted the article online, include a URL or the name of the database.

Note Example:

1. Rebecca Mead, "The Prophet of Dystopia," *New Yorker*, April 17, 2017, 43.

2. Farhad Manjoo, “Snap Makes a Bet on the Cultural Supremacy of the Camera,” *New York Times*, March 8, 2017, <https://www.nytimes.com/2017/03/08/technology/snap-makes-a-bet-on-the-cultural-supremacy-of-the-camera.html>.

3. Rob Pegoraro, “Apple’s iPhone Is Sleek, Smart and Simple,” *Washington Post*, July 5, 2007, LexisNexis Academic.

4. Tanya Pai, “The Squishy, Sugary History of Peeps,” *Vox*, April 11, 2017, <http://www.vox.com/culture/2017/4/11/15209084/peeps-easter>.

Bibliography Example:

Manjoo, Farhad. “Snap Makes a Bet on the Cultural Supremacy of the Camera.” *New York Times*, March 8, 2017. <https://www.nytimes.com/2017/03/08/technology/snap-makes-a-bet-on-the-cultural-supremacy-of-the-camera.html>.

Mead, Rebecca. “The Prophet of Dystopia.” *New Yorker*, April 17, 2017.

Pai, Tanya. “The Squishy, Sugary History of Peeps.” *Vox*, April 11, 2017. <http://www.vox.com/culture/2017/4/11/15209084/peeps-easter>.

Pegoraro, Rob. “Apple’s iPhone Is Sleek, Smart and Simple.” *Washington Post*, July 5, 2007. LexisNexis Academic.

WEBSITE CONTENT (CMS 14.243)

A citation to website content can often be limited to a mention in the text ("As of July 19, 2008, the Arthur Lock Jack Graduate School of Business listed on its website . . ."). If a more formal citation is desired, it may be styled as in the examples below. Because such content is subject to change, include an access date or, if available, a date that the site was last modified. In the absence of a date of publication, use the access date or last-modified date as the basis of the citation. Titles of blog entries should be in quotation marks.

Web Page

For more information see: *Chicago Manual of Style*, [14.207](#)

Format

Note:

1. Author First Name Last Name, "Page Title," Website Title or Site Sponsor, last modified Date, URL.

Bibliography:

Website content is usually cited in notes or in the text only. (CMOS,14.207) If a Bibliography is needed, use the format below.

Author Last Name, First Name. "Page Title." Website Title or Site Sponsor. Last modified Date. URL.

If there is no personal author, start with the page title or site sponsor. If there is no last modified date, use the accessed date and change "last modified" to "accessed."

Note Example:

1. "Privacy Policy," Privacy & Terms, Google, last modified April 17, 2017,
<https://www.google.com/policies/privacy/>.

2. “About Yale: Yale Facts,” Yale University, accessed May 1, 2017, <https://www.yale.edu/about-yale/yale-facts>.

3. Katie Bouman, “How to Take a Picture of a Black Hole,” filmed November 2016 at TEDxBeaconStreet, Brookline, MA, video, 12:51, https://www.ted.com/talks/katie_bouman_what_does_a_black_hole_look_like.

Bibliography Example:

Bouman, Katie. “How to Take a Picture of a Black Hole.”

Filmed November 2016 at TEDxBeaconStreet, Brookline, MA. Video, 12:51.

https://www.ted.com/talks/katie_bouman_what_does_a_black_hole_look_like.

Google. “Privacy Policy.” Privacy & Terms. Last modified April 17, 2017. <https://www.google.com/policies/privacy/>.

Yale University. “About Yale: Yale Facts.” Accessed May 1, 2017. <https://www.yale.edu/about-yale/yale-facts>.

Blog Post

For more information see: *Chicago Manual of Style*, 14.208

Format

Note:

3. Author First Name Last Name, "Post Title," *Blog Title* (blog), Date, URL.

Bibliography:

Blog posts are usually cited in notes only.

If the blog has the word "blog" as part of its name, "(blog)" should not be included in the citation. If the blog is a part of a larger publication, include that title, too.

Example

3. Jenell Stewart, "Natural Hair Creates a More Inclusive Standard," *My Natural Hair Journey* (blog), *Huffington Post*, July 12, 2016, http://www.huffingtonpost.com/jenell-stewart/natural-hair-creates-a-more-inclusive-beauty-standard_b_10949874.html.

Blog Comment

For more information see: *Chicago Manual of Style*, 14.208

Format

Note:

4. Commenter Name, Timestamp of Comment, comment on Blog Post Citation.

Bibliography:

Comments are usually cited in notes only.

If the blog post has been cited previously, the blog post citation can be shortened.

Bibliography Example

4. Silver H., August 16, 2014 (3:17 p.m.), comment on Jack Halberstam, "You Are Triggering Me! The Neo-Liberal Rhetoric of Harm, Danger and Trauma," *Bully Bloggers*, July 5, 2014, <https://bullybloggers.wordpress.com/2014/07/05/you-are-triggering-me-the-neo-liberal-rhetoric-of-harm-danger-and-trauma/#comment-9001/>.

Social Media

For more information see: *Chicago Manual of Style*, 14.209

Citations for social media content can often be incorporated into the text:

Citations of content shared through social media can usually be limited to the text (as in the first example below). A note may be added if a more formal citation is needed. In rare cases, a Bibliography may also be appropriate. In place of a title, quote up to the first 160 characters of the post. Comments are cited in reference to the original post.

Text

Conan O'Brien's tweet was characteristically deadpan: "In honor of Earth Day, I'm recycling my tweets" (@ConanOBrien, April 22, 2015).

Note Example:

1. Pete Souza (@petesouza), "President Obama bids farewell to President Xi of China at the conclusion of the Nuclear Security Summit," Instagram photo, April 1, 2016, <https://www.instagram.com/p/BDrmfXTtNCt/>.

2. Chicago Manual of Style, "Is the world ready for singular they? We thought so back in 1993," Facebook, April 17, 2015, <https://www.facebook.com/ChicagoManual/posts/10152906193679151>.

Bibliography Example:

Chicago Manual of Style. “Is the world ready for singular they?

We thought so back in 1993.” Facebook, April 17, 2015.

<https://www.facebook.com/ChicagoManual/posts/10152906193679151>.

Personal communication

Personal communications, including email and text messages and direct messages sent through social media, are usually cited in the text or in a note only; they are rarely included in a bibliography.

Note Example:

1. Sam Gomez, Facebook message to author, August 1, 2017.

Legal and Government Documents

The Chicago Manual of Style recommends using *The Bluebook: A Uniform System of Citation* to cite legal and public documents.

Legal publications rarely include bibliographies. Thus, the examples below are for notes only.

Congressional Hearings

For more information see: *The Bluebook*, R13.3

Format

Note:

1. *Hearing Title*, Congress Number Cong. Cited Page(s) (Year) (statement of First Name Last Name, Position Title, Organization/Affiliation).

If the hearing was found online, include the database name (in parentheses) or URL at the end of the citation.

Note Example:

1. *Facebook, Google and Twitter: Examining the Content Filtering Practices of Social Media Giants: Hearing Before the H. Comm. on the Judiciary*, 115th Cong. 5-6 (2018) (statement of Monika Bickert, Head of Global Policy Management, Facebook). <https://www.govinfo.gov/app/details/CHRG-115hhrg33418/CHRG-115hhrg33418>.

2. *Federal Role in Urban Affairs. Part 14: Hearings Before the Subcomm. on Exec. Reorganization of the Sen. Comm. on Gov't Operations*. 89th Cong. 2970 (1966) (statement of Dr. Rev. Martin Luther King, Jr., President, Southern Christian Leadership Conference). (ProQuest Congressional Publications).

Congressional Debates

For more information see: *The Bluebook*, R13.5

Format

Note:

3. Volume no. Cong. Rec. Cited Page(s) (Year)

If citing the daily edition, replace Year with "daily ed." and full date. If needed, the identity of the speaker may be included in parentheses. For debates in the predecessors of the *Congressional Record* (before 1873), see *The Bluebook*, R13.5.

Note Example:

3. 156 Cong. Rec. 4133 (2010)

4. 156 Cong. Rec. H1819 (daily ed. March 21, 2010) (statement of Rep. Wilson).

Laws

For more information see: *The Bluebook*, R12.4

Format

Note:

5. Name of Act, Pub. L. No. Public Law Number, Volume Stat. First Page (Year).

Note Example:

5. Don't Ask, Don't Tell Repeal Act of 2010, Pub. L. No. 111-321, 124 Stat. 3515 (2010)

6. Patient Protection and Affordable Care Act of 2010, Pub. L. No. 111-148 § 1501, 124 Stat. 119, 242-49 (2010).

Court Cases

For more information see: *The Bluebook*, R10

Format

Note:

7. First Party v. Second Party, Volume No. Reporter Abbreviation First Page, Cited Page (Date of Decision).

Note Example:

7. Griswold v. Connecticut, 381 U.S. 479, 492 (1965)

Supreme Court cases are reported in *United States Reports* which is abbreviated U.S.

DOCUMENTATION 2

Author-Date References — Examples & Variations

The following examples illustrate citations using the **Author-Date** system. Each example of a reference list entry is accompanied by an example of a corresponding in-text citation. For more details and many more examples, see Chapter 15 of *The Chicago Manual of Style*, 17th edition.

BOOKS (CMS 15.9)

ONE AUTHOR

Format

Author Last Name, First Name. Year. *Book Title*. Place: Publisher.

Reference

Naipaul, V. S. 1995. *A House for Mr. Biswas*. New York: Random House

In-text citation:

Author's surname and year of publication

(Naipaul 1997)

(Naipaul 1995, 25–27)

SAME AUTHOR, SAME YEAR

Two or more works by the same author in the same year must be differentiated by the addition of an a, b, c and so forth and the works are listed alphabetically by title. The text citation consists of author and year plus a letter.

Reference:

Naipaul, V. S. 1995a. *A House for Mr. Biswas*. New York: Random House.

———. 1995b. *V. S. Naipaul Archive*. Tulsa, OK: McFarlin Library.

In-text citation:

(Naipaul 1995a, 25–27)

(Naipaul 1995b, 15–20)

TWO AUTHORS

For a book with two authors, only the first-listed name is inverted in the reference list.

Reference:

Dewitt, Dave, and Mary Jane Wilan. 1993. *Callaloo, Calypso and Carnival: The Cuisine of Trinidad and Tobago*. Freedom, CA: Crossing Press.

In-text citation:

(Dewitt and Wilan 1993, 83)

FOUR OR MORE AUTHORS

Reference:

Dibb, Sally, Lyndon Simkin, William M. Pride, and O. C. Ferrell. 2005. *Marketing: Concepts and Strategies*. 5th ed. Boston, MA: Houghton Mifflin.

In-text citation:

(Dibb et al. 2005, 183)

EDITOR RATHER THAN AUTHOR

Format

Author Last Name, First Name, ed. Year. *Book Title*. Place: Publisher.

Reference:

Dmytryshyn, Basil, ed. 1999. *Imperial Russia: A Source Book, 1700-1917*. New York: Academic International Press.

In-text citation:

(Dmytryshyn 1999, 12)

CHAPTER IN AN EDITED BOOK

Format

Author Last Name, First Name. Year. "Chapter/Essay Title."
In *Book Title*, edited by Editor First Name Last Name,
Inclusive Pages of Chapter/Essay. Place: Publisher.

Reference:

Athiyaman, Adeel. 1984. "Strategic Choices in the International Hospitality Industry." In *The International Hospitality Industry: Structure, Characteristics and Issues*, edited by Bob Brotherton, 142–160. Oxford: Butterworth-Heinemann.

In-text citation:

(Athiyaman 1984, 153)

BOOK PUBLISHED ELECTRONICALLY

If a book is available in more than one format, cite the version you consulted. For e-books, include the provider of the book,

the URL, or e-book application/device at the end of the citation. (CMOS, [14.159-14.163](#))

Book Published Electronically / E-book (Online – URL)

Reference:

Pratt, Shannon P. 2002. *Cost of Capital: Estimation and Applications*. Hoboken, NJ: John Wiley.
<http://www.netlibrary.com/Reader>.

In-text citation:

(Pratt 2002, chap. 2)

Book Published Electronically / E-book (Online – DOI)

Reference:

Antokoletz, Elliot. 2008. Musical Symbolism in the Operas of Debussy and Bartok. New York: Oxford University Press.
<https://doi.org/10.1093/acprof:oso/9780195365825.001.0001>.

In-text citation:

(Antokoletz 2008, 2)

PAPER PUBLISHED IN CONFERENCE PROCEEDINGS

Reference:

Rittgen, Peter. 2006. “Integrating Organizations in a Supply Chain with Electronic Contracts.” In *Managing Information in the Digital Economy: Issues & Solutions - Proceedings of the 6th International Business Information Management Association (IBIMA) Conference, 19-21 June 2006*, edited by Khalid S. Soliman, 176–183. Bonn, Germany: IBIMA.

In-text citation:

(Rittgen 2006, 180)

LECTURES, PAPERS PRESENTED AT MEETINGS (CMS 14.226)

Reference:

Fernandez-Aballi, Isidro. 2007. "Challenges and Opportunities of Digital Libraries and Digital Repositories." Paper presented at the Caribbean Digital Libraries Workshop, National Library and Information System Authority (NALIS), Port-of-Spain, Trinidad and Tobago, July 10–14, 2007.

In-text citation:

(Fernandez-Aballi 2007)

JOURNAL ARTICLES (CMS 15.9)

Citations of journals include the volume and issue number and date of publication. The volume number follows the italicized journal title in roman and with no intervening punctuation. A specific page reference is included in the text; the page range for an article is included in the reference list, preceded by a colon. The issue number often appears in parentheses (as in the first pair of examples below). If a journal is paginated consecutively across a volume or if the month or season is included in the reference list entry, however, the issue number (or month or season) may be omitted (as in the second and third pairs of examples).

Reference:

Persad, Sherry-Ann. 2008. "Caribbean Banking: On a Sure Footing, but Potential Risks Abound." *Contact* 8 (2): 52–55.

In-text citation:

(Persad 2008, 53–54)

For citations of journals consulted online, Chicago recommends the inclusion of a DOI or a URL; the DOI is preferred to a URL. Note that for journal articles consulted online, use a URL based on a DOI

(begins with <https://doi.org/>). Otherwise, use the URL provided with the article.

Reference:

Format

Author Last Name, First Name. Year. "Article Title." *Journal Title* Volume (Issue): Page Range of Article. URL/DOI.

Reference

Erskine, James A. K., and George J. Georgiou. 2010. "Effects of Thought Suppression on Eating Behaviour in Restrained and Non-Restrained Eaters." *Appetite* 54 (3): 499–503. <https://doi.org/10.1016/j.appet.2010.02.001>.

Greenidge, Kevin, and Tiffany Grosvenor. 2010. "Forecasting Non- Performing Loans in Barbados." *Journal of Business, Finance and Economics in Emerging Economies* 5 (1): 79–108. [http:// www.ccmf-uwi.org/files/publications/journal/2010_1_5 /79_108.pdf](http://www.ccmf-uwi.org/files/publications/journal/2010_1_5/79_108.pdf).

In-text citation:

(Greenidge and Grosvenor 2010, 103)

NEWSPAPERS AND MAGAZINES (CMS 15.47)

Magazine articles can be cited in the running text (e.g., As Scott Spencer mentions in his May 1979 Harper's article "Childhood's End,") and not included in the reference list. However, if a formal citation is needed, follow the example below, repeating the year with the month and day.

MAGAZINE

Format

Author Last Name, First Name. Year. "Article Title." *Magazine Title*, Month Day, Year, Page Range of Article.

If citing an online magazine, end the citation with the URL, library database, or app.

Reference

Mendelsohn, Daniel. 2010. "But Enough about Me." *New Yorker*, January 25.

Tobar, Héctor. 2016. "Can Latinos Swing Arizona?" *New Yorker*. August 1, 2016.
<http://www.newyorker.com/magazine/2016/08/01/promise-arizona-and-the-power-of-the-latino-vote>.

Tobar, Héctor. 2016. "Can Latinos Swing Arizona?" *New Yorker* (iPhone app). August 1, 2016.

Newspapers

Newspaper articles can be cited in the running text (e.g. As John Eligon mentioned in his November 18, 2015 New York Times article) and not included in the reference list. However, if your professor requires it, follow the examples below, repeating the year with the month and day.

Format

Author Last Name, First Name. Year. "Article Title." *Newspaper Title*, Month Day, Year. sec. Section.

Page numbers are not included because articles can appear on different pages in different editions. For regularly occurring columns, cite with both the column name and headline or just the column name. If citing an online newspaper, include the URL at the end. If citing from a library database, include the database name.

Reference:

Taitt, Ria. 2010. "Senator: Gov't Driving Economy to Ground." *Trinidad Express*, November 9.

In-text citation:

(Taitt 2010, 4)

Reference:

Smedley, Marie. 2010. "Coral Bleaching in Tobago." *Trinidad Express*, December 2.
<http://www.trinidadexpress.com/featured-news/Coral-bleaching--in-Tobago-111166274.html>.

In-text citation:

(Smedley 2010)

WEBSITE CONTENT (CMS 15.51)

A citation to website content can often be limited to a mention in the text ("As of July 19, 2008, the McDonald's Corporation listed on its website . . ."). If a more formal citation is desired, it may be styled as in the examples below. Because such content is subject to change, include an access date or, if available, a date that the site was last modified. In the absence of a date of publication, use the access date or last-modified date as the basis of the citation.

Website

Format

Author Last Name, First Name. Last Modified Year. "Page Title."
Website Title. Last modified Month Day, Year. URL.

If there is no personal author, start with the page title or site sponsor. If there is no last modified date, use n.d.

Reference:

UNEP (United Nations Environment Programme). n.d. "About Us." Accessed September 13, 2022.
<https://www.unep.org/about-un-environment>.

In-text citation:

(UNEP, n.d.)

Reference:

United States. EPA (Environmental Protection Agency). 2022.
"Laws & Regulations." Last updated February 18, 2022.
<https://www.epa.gov/laws-regulations>.

In-text citation:

(United States. EPA 2022)

To cite an undated online document in a reference list, use an access date rather than n.d. (no date).

Blog Posts and Comments

Blog posts and comments are generally cited in the running text and omitted from the reference list. If a reference list entry is needed, follow the example below.

Format

Author Last Name, First Name. Year. "Post Title," *Blog Title* (blog), Month Day, Year. URL.

If the blog has the word "blog" as part of its name, "(blog)" should not be included in the citation. If the blog is a part of a larger publication, include that title, too.

Reference

Girvan, Norman. 2007. "Caribbean Integration and CARICOM." *Caribbean Political Economy*, blog, October 18. [http://www .normangirvan.info/caribbean-integration](http://www.normangirvan.info/caribbean-integration).

In-text citation:

(Girvan 2007)

Social Media

For more information see: *Chicago Manual of Style*, 14.209 and 15.52

Citations for social media content can often be incorporated into the text:

Reacting to the *Obergefell v. Hodges* decision, Obama tweeted, "Today is a big step in our march toward equality. Gay and lesbian couples now have the right to marry, just like anyone else. #LoveWins" (@POTUS44, June 26, 2015).

If you cite an account frequently or an extensive thread, use the format below for the reference list. Direct or private messages shared through social media are treated as personal communication (see *COMS*, 15.53).

Format

Author's Real Last Name, First Name (Screen name). Year. "up to 160 characters of text of post." Social Media Service Name, Month Day, Year. URL.

Use the screen name in the author position if there is no real name. If you have already fully quoted the text of the post, that element is not needed in the note. If relevant,

include media type (photo, video, etc.) after the name of the social media service.

Reference

Obama, Barack (@POTUS). 2015. "Today is a big step in our march toward equality. Gay and lesbian couples now have the right to marry, just like anyone else. #LoveWins." Twitter. June 26, 2015.
<http://twitter.com/POTUS/status/614435467120001024>.

Unpublished/Archival (CMS 14.228)

Interview/Discussion

For more information see: *Chicago Manual of Style*, [15.48](#)

Unpublished interviews are cited as an in-text citation only; they do not appear in the reference list.

- In the parenthetical citation, put "personal communication" after the name of the person being interviewed.

(Maud Mandel, personal communication)

- For class discussions, put the course number, "class discussion," and the date of the class.

(ECON 110 class discussion, April 19, 2019)

Reference:

Mohammed, Anne-Marie. 2008. "The Impact of Regulatory Independence on Telecommunications Infrastructure in Developing Countries: An Empirical Analysis." Master's thesis. The University of the West Indies, St. Augustine, Trinidad and Tobago.

In-text citation:

(Mohammed 2008, 20)

Dissertation

Reference:

Choi, Mihwa. 2008. "Contesting Imaginaires in Death Rituals during the Northern Song Dynasty." PhD diss., University of Chicago. ProQuest (AAT 3300426).

In-text citation

(Choi 2008, 25)

The full text of the Chicago Manual of Style is available online at
<http://www.chicagomanualofstyle.org/home.html>

Contact information	
Address:	The Norman Girvan Library Institute of International Relations University of the West Indies, St Augustine Campus St Augustine, Trinidad and Tobago
Phone:	662 2002 ext 83245, 84250, 82086, 82291
Email:	iir.library@sta.uwi.edu

8. OTHER LIBRARY SERVICES



Other Library Services include:

- Reference and referral services
- Inter-library loans
- Selective dissemination of Information
- Ask-a-Librarian

Staff

One (1) Librarian and three (3) Library Assistants provide quality services to Library users

Opening hours	
Semester time	Vacation time
Monday - Thursday: 8:30 am – 6:00 pm Friday: 8:30 am - 4:30 pm Saturday: 9:00 am - 1:00 pm Sunday: Closed	Monday – Friday: 8:30am – 4:30pm Saturday – Sunday: Closed

Useful websites		
Local	NALIS UWI IIR TT Gov't	http://www.nalis.gov.tt http://www.sta.uwi.edu/iir http://www.gov.tt
Regional	ACS CARICOM CDB IADB IICA OAS OECS UNECLAC UNIC	http://www.acs-aec.org/ http://www.caricom.org http://www.caribank.org http://www.iadb.org http://www.agroinfo.org/caribbean/iicacarc/ http://www.oas.org http://www.oecs.org/ http://www.eclacpos.org http://portofspain.unic.org
International	UN ILO WTO	http://www.un.org http://www.ilo.org/ http://www.wto.org