

# UBC Centre for Migration Studies Working Paper Series Style Guide

All CMS working papers should be submitted using Chicago Note Style using footnotes. The Chicago Manual of Style [Notes and Bibliography Quick Guide](#) uses footnotes to cite and explain sources cited and includes a corresponding bibliography at the end of the document.

UBC Library provides online access to [The Chicago Manual of Style \(17th edition\)](#). This guide covers the most commonly cited types of sources and provides examples for a range of sources.

**Articles should not exceed 8000 words**, excluding notes and bibliography.

Formatting guidelines included in this document are not required for submission but will be requested if your paper is approved.

## Basic Reference Structure

- Use footnotes to reference pieces of work in the text.
- To cite from a source a superscript number is placed after a quote or a paraphrase.
- The footnote number should always be inserted after the punctuation.
- Citation numbers should appear in sequential order.
- The first time you cite a source, you will include a full citation. For all subsequent references to that text, your footnote citation will be in abbreviated form as a shortened note. (More detail below.)
- Footnotes must appear at the bottom of the page that they are referred to.
- Footnotes are paired together with a bibliography at the end of the research publication. The bibliography should appear on a separate page in alphabetical order.

## Example for journal article references

### Footnotes

1. Susan Satterfield, "Livy and the *Pax Deum*," *Classical Philology* 111, no. 2 (April 2016): 170.
2. Shao-Hsun Keng, Chun-Hung Lin, and Peter F. Orazem, "Expanding College Access in Taiwan, 1978–2014: Effects on Graduate Quality and Income Inequality," *Journal of Human Capital* 11, no. 1 (Spring 2017): 9–10, <https://doi.org/10.1086/690235>.
3. Peter LaSalle, "Conundrum: A Story about Reading," *New England Review* 38, no. 1 (2017): 95.

### Shortened notes

4. Satterfield, "Livy," 172–73.
5. Keng, Lin, and Orazem, "Expanding College Access," 23.
6. LaSalle, "Conundrum," 101.

### Bibliography entries (in alphabetical order)

Keng, Shao-Hsun, Chun-Hung Lin, and Peter F. Orazem. "Expanding College Access in Taiwan, 1978–2014: Effects on Graduate Quality and Income Inequality." *Journal of Human Capital* 11, no. 1 (Spring 2017): 1–34. <https://doi.org/10.1086/690235>.

LaSalle, Peter. "Conundrum: A Story about Reading." *New England Review* 38, no. 1 (2017): 95–109.

Satterfield, Susan. "Livy and the *Pax Deum*." *Classical Philology* 111, no. 2 (April 2016): 165–76.

## Example for book references

### Footnotes

1. Zadie Smith, *Swing Time* (New York: Penguin Press, 2016), 315–16.
2. Brian Grazer and Charles Fishman, *A Curious Mind: The Secret to a Bigger Life* (New York: Simon & Schuster, 2015), 12.

### Shortened notes

3. Smith, *Swing Time*, 320.
4. Grazer and Fishman, *Curious Mind*, 37.

### Bibliography entries (in alphabetical order)

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

Smith, Zadie. *Swing Time*. New York: Penguin Press, 2016.

For additional referencing guidelines please refer to the [The Chicago Manual of Style \(17th edition\), Notes and Bibliography Quick Guide](#).

## Formatting Guidelines

### Headings, font style & size:

Level 1 Heading – Palatino 16

Level 2 heading – Palatino 13

Normal text – Palatino 11

### Spacing:

1.5 spacing; leave a blank line between sections

### Margins:

Left align body of text

Normal margins

(Top: 2.54cm / 1 inch; Bottom: 2.54cm / 1 inch; Left: 2.54cm / 1 inch;  
Right: 2.54cm / 1 inch)

### Page numbering:

Bottom right alignment, no page number on title page, begin page count at 0 so that page count on second page begins with 1.

### Length:

8000 word limit excluding footnotes and bibliography

### Title Page:

Please provide a cover page in the format below. Suppress page number.

UBC Centre for Migration Studies  
Working Paper Series

*[Title of Paper]*

*[Full name listing of Author(s) and institutional affiliation]*

*[Date: mm/yyyy]*

Editors:

Antje Ellermann, Matthew Wright and Gaoheng Zhang



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