Guide to Citing Bibliographic References

Journal article
Author Year, Title. *Journal*, Volume#(Issue#): Pages.

Electronic article
Author Year, Title. *Periodical_Title*, Volume#(Issue#): p. Pages^Number_of_Pages p. (in Language) ("Translated_Title") Accessed: Date_Accessed. URL: URL_link

Authored book
Author Year, *Title*. *Vol. Volume#* (Edition# ed.) (translated by Translator). Series_Title Vol. Series_Volume#. Publisher, Place_Published, Number_of_Pages p.

Authored electronic book
Author Year, *Title*. *Vol. Volume#* (Edition# ed.) (translated by Translator). Series_Title Vol. Series_Volume#. Publisher, Place_Published, Number_of_Pages p.; Accessed: Date_viewed. URL: URL_link

Edited book (volume, collection of articles)
Editor (Ed^Eds.) Year, *Title*. *vol. Volume#*, (Edition# ed.), Series_Title Vol. Series_Volume#. Publisher, Place_Published, Number_of_Pages p.

Book section
Author Year, Title. In: *Book_Title*, Vol. Volume# (Editor, Ed.^Eds.), Series_Title Vol. Series_Volume#, Publisher, Place_Published: p. Pages.

Electronic book section
Author Year, Title. In: *Book_Title*, Vol. Volume# (Editor, Ed.^Eds.), Series_Title Vol. Series_Volume#, Publisher, Place_Published: p. Pages^Number_of_Pages p.; Accessed: Date_viewed. URL: URL_link

Thesis
Author Year, *Title*. Thesis_Type thesis no. Document_Number# at the Academic_Department, University, University_Location, Number_of_Pages p.
> Thesis_Type. For example, Doctoral thesis, Ph.D. thesis, Master's thesis, MA thesis, BA thesis

Conference presentation
Presenter (Year), *Title* (oral presentation^poster). presented at the Conference_Name (Edition#), Conference_Location, Date.

Report
Author Year, *Title*. (Type, Report No. Report_Number#), Series_Title Vol. Series_Volume#. Published^Unpublished report for the Institution, on file^not on file. Institution_Place, Number_of_Pages p.^p. Pages; Date: Date#.

Unpublished manuscript (intended for publication)
Author (Year), *Title*. State_of_manuscript, Place_Published. Number_of_Pages p.
State of manuscript =
    Manuscript in preparation, unsubmitted
    Manuscript submitted and accepted, under revision
    Unpublished edited volume **[This should have editors listed instead of authors.]**

Unpublished work (not intended for publication)
Author (Year), *Title*. (unpublished) Type_of_Work, Institution, Institution_Place. Number_of_Pages p.

Pamphlet
Author (Year), *Title*. (pamphlet), Institution, Institution_Place. Number_of_Pages p.

Map
Cartographer Year, *Series_Title, scale Scale#, Title [Type]*. Publisher, Place_Published.

Computer program
Programmer (Year), Title (Version Version#) [Type]. Producer, Place_Produced. URL: URL_link

Online database
Author Year, *Title*. Name_of_Database. Publisher. Retrieved Date_Viewed. URL: URL_link

Web page
Author Year, *Title*. Publisher. Retrieved Date_Viewed. URL: URL_link

Film or broadcast
Director#, (director)^(directors) Year_Released, *Title*. Produced by Producer#. Credits: Credits#. Distributor, Place_Produced. Running time: Running_Time.

Magazine article
Author (Year, Date), Title. *Magazine*, Volume# (Issue#), p.^pp. Pages.

Newspaper article
Reporter (Year, Issue# Date), Title. *Newspaper*, p.^pp. Pages.

NOTES:

<u>Author</u>
List all authors.
For more instructions on author names, see the general instructions for authors.

<u>Chapters in an authored book.</u>
If you want to cite a chapter in a book in which all of the chapters were written by the same author or authors, you can do it two ways. Either note it in the citation as (McDonald 2010: chap 3), or create a reference specifically for that chapter of the book. In the first case, the reference should follow the format of an authored book. In the second case, cite the work as (McDonald 2010) and the reference should follow the format of a book section in which .the author and editor will be the same person.

In press

"in press" should only be used for works which have been **accepted for publication** but which have not yet been published. The journal or book in which they will be published must be noted. If the article has been assigned a DOI, this must also be included.

The text "in press" should take the place of the year (i.e. after the author name) and be in *italics*.

A year is not required but may be added at the end to indicate when the final draft of the article was accepted. For example, "(Accepted for publication 15 January 2015)"

If the page numbers are unknown then the total number of pages should be indicated (based on the manuscript which our author received).

Unpublished works

If a manuscript has not been accepted for publication (whether or not it has been submitted) then one must assume that the draft which our author has read was not necessarily a final draft. The year of the manuscript should be indicated in parentheses. This year is the year in which our author received the manuscript (optionally, a month may be added after the year). After the title, it should be indicated one of the following.

        Unsubmitted manuscript
        Manuscript submitted for publication
        Unpublished edited volume [This should have editors listed instead of authors.]

References to unpublished manuscripts must indicate the number of pages in the manuscript. These references should not indicate where the manuscript was submitted.

If a manuscript has been accepted for publication, then it should be considered an "in press" publication.

Language and title translation

All references which are not in English should contain the following.

(in Language) ("Translated_Title")

This should appear at the end of the citation but before the DOI or URL.

This is not followed by a period.

DOI and URL

All publications which have a DOI must note it in the reference. If in doubt, do a search on Google for the title of the publication. If it does not appear in Google, then you can be very sure that it has no DOI.

If it does appear (particularly for articles), follow the link. Look at the abstract page of the article and see if a DOI is noted anywhere. If you are uncertain of where it should normally appear, sue the search function (CTRL+f on most browsers) to search for the text "doi".

If the publication has no doi but it does have a web page, copy the URL and note it in the reference.

If the publication has neither a DOI nor an URL, then leave this blank on the reference.

Another alternative method of searching for a DOI is to copy and paste the entire reference into the CrossRef search page.

http://search.crossref.org/references

It is also possible copy your entire bibliography into the search page and search for all of the publications at once.

If the CrossRef search page appears to find a DOI for a book, make sure that it actually for the book and not simply a review article about the book.

If there is a DOI, do not list also the URL. DOIs are mandatory (it's a regulation made by CrossRef in order for our own articles to have DOIs). URLs are simply preferred.

The DOI or URL should be at the very end of the reference. Use the following format.

DOI: DOI link
URL: URL_link