

## General

Up to three authors may be listed. If more are provided, then list the first three authors and represent the rest by et al. Fewer authors followed by et al. is also acceptable.

Please capitalize the meaningful words in titles, e.g.: Scheer, Monique et al. (eds.) (2013): *Out of the Tower. Essays on Culture and Everyday Life*. Tübingen: Tübinger Vereinigung für Volkskunde.

## Text citations

- All references in the text and notes must be specified by the authors' last names and dates of publication together with page numbers if given.
- Do not use *ibid.*, *op. cit.*, *infra.*, *supra.* instead, show the subsequent citation of the same source in the same way as the first.
- Direct quotes should be in "double quotation marks".
- Longer quotes or block quotations longer than three lines are not set off with quotation marks. They are emphasized by an indented paragraph.
- Ellipses within a quotation are indicated with square brackets [...].
- 'Single quotation' marks are used for quotes within quotes.

### Note the following for the style of text citations:

If the author's name is in the text, follow with year in parentheses:

... Watson (2002) has argued ...

If author's name is not in the text, insert last name, comma and year:

... several works (Watson, 2002) have described ...

Where appropriate, the page number follows the year, separated by a colon:

... it has been noted (Watson, 2002: 19-24) that ...

Where there are two authors, give both names, joined by 'and'; if three or more authors, use et al.:

... it has been stated (Watson and Bryson, 2000) ...

... some investigators (Watson et al., 2000) ...

If there is more than one reference to the same author and year, insert a, b, etc. in both the text and that list:

... it was described (Watson, 2001a, 2008b) ...

Enclose within a single pair of parentheses a series of references, separated by semicolons:

... and it has been noted (Scott and Smith, 1998; Watson and Bryson, 2000; Zander, 2012) ...

**PLEASE ORDER ALPHABETICALLY BY AUTHOR NAMES.**

If two or more references by the same author are cited together, separate the dates with a comma:

... the author has stated this in several studies (Zander, 1999, 2001, 2013, 2016) ...

**PLEASE START WITH THE OLDEST PUBLICATION.**

Enclose within the parentheses any brief phrase associated with the reference:

... several investigators have claimed this (but see Watson, 2002: 19-24) ...

For any institutional authorship, supply the minimum citation from the beginning of the complete reference:

... a recent statement (UNESCO, 2017: 12-14) ...  
 ... occupational data (Molecular Physics Bureau, 2012: 33-49) reveal ...

For authorless articles of studies, use the name of the magazine, journal, newspaper or sponsoring organization, and not the title of the article:

... it was stated (New York Magazine, 2018) that ...

Citations from personal communications are not included in the reference list:

... has been hypothesized (Emma Smith, 2013, personal communication).

Two successive pages are cited as 10f, multiple pages as pp. 10-15 in the reference list, in the text citation there is no “pp.” but the page numbers only.

## Reference list

- Check that the list is in alphabetical order (treat Mc as Mac).
- Names should be in upper and lower case.
- Where several references have the same author(s), do not use ditto marks or em dashes; the name must be repeated each time.
- Last names containing de, van, von, De, Van, Von, de la etc. should be listed under D and V respectively. List them as: De Roux DP and not DP, de. When cited in the main text without the first name, use capitals for De, Van, Von, De la, etc. E.g.: Van Dijk (2013).
- Check that all periodical data are included – volume, issue and page numbers, publisher, place of publication, etc.
- Journal titles should not be abbreviated.
- When citing multiple publication by one author, the entries are sorted in ascending order according to the year of publication.

- In the case of same author and same year of publication, the entries are ascribed a lower-case letter (a, b, c, ...). These can be used when referring to publication in footnotes.
- For texts of volumes written or edited by multiple authors, please separate the names using a slash. The same applies to multiple publishing locations. E.g.: Glück, Fred/Smith, Emma (eds.) (2022): Spectrum Migration. Another Point of View. Barcelona/Vienna.
- One publishing author should be listed as “(ed.)”, more publishing authors as “(eds.)” between the authors’s/s’ name/s and the year of publication.

## Reference styles

### Book

Lash, Scott (ed.) (2002): Critique of Information. New York: W. W. Norton.

### Book chapter

Traweek, Sharon (1987): Discovering Machines. Nature in the Age of Its Mechanical Reproduction. In: Frank A. Dubinkas (ed.): Making Time. Anthropologies of Time in Science and High Technology Organizations. Philadelphia: Temple University Press, pp. 39-91.

### Journal article

De Bondt, Werner and Thaler, Richard (1985): Does the Stock Market Overreact? In: Journal of Finance 40, pp. 557-581.

### Journal article published ahead of print

McKeage, Kate (2013): Tobramycin Inhalation Powder. A Review of Its Use in the Treatment of Chronic Pseudomonas aeruginosa Infection in Patients with Cystic Fibrosis. In: Drugs. Pub ahead of print 6 November 2013. DOI: 10.1007/s40265-013-0141-0.

### Website

National Center for Professional Certification (2002): Factors affecting organizational climate and retention. Available at: [www.cwla.org./programmes/triechmann/2002fbwflies](http://www.cwla.org./programmes/triechmann/2002fbwflies) (accessed 10 July 2010).

### Thesis/dissertation

Bolliger, Guido (2003): On the Properties of Financial Analysts' Earning Forecasts. Some New Evidence. PhD dissertation, University of Neuchâtel, CH.

### Newspaper/magazine

Morgenson, Gretchen (2001): S.E.C. Leader Cites Conflicts of Analysts at Large Firms. In: New York Times, 1 August, p. C1-2.

### Blog

Schmidt, Gavin (2018): Transparency in climate science. In: RealClimate. Climate science from climate scientists. Available at: <http://www.realclimate.org/index.php/archives/2018/05/transparency-in-climate-science/> (accessed 1 June 2018).

### Archival sources cited in footnotes

Tarkington, Booth (8 May 1924): Letter to George Ade. George Ade Papers, 1878-2007. Purdue University Archives and Special Collections (PUA): Box 10, Folder 5. Purdue University Libraries, West Lafayette, IN.

Landesstelle für Volkskunde, Stuttgart (LVS) ...  
(Place name, shelf mark).

PLEASE USE THE CITATION FORMAT SPECIFIED BY THE PARTICULAR ARCHIVE. THE FIRST REFERENCE SHOULD INCLUDE THE FULL NAME OF THE ARCHIVE. FOLLOW-UP REFERENCES TO THE SAME ARCHIVE MAY BE ABBREVIATED.

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