

Smarthinking Guide to Harvard and Vancouver Style

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Introduction

Harvard referencing style encompasses a range of similar approaches, including the six options outlined below. The first two approaches are detailed in the 2020 update to the *Style Manual*, which is published in a freely accessible [online resource](#) by the Commonwealth of Australia and covers author-date style and documentary-note style. It was designed for consistent content creation across Australian Government documents. The 6th edition of the *Style Manual* by Loma Snooks et al. and published by John Wiley & Sons in 2002 is also detailed below; it covers author-date style, documentary-note style, and Vancouver style. For brevity, the *Style Manual* is often referred to as the *Manual* below. Finally, another approach to Harvard style is detailed in the 11th edition of *Cite Them Right* by Richard Pears and Graham Shields.

If your instructor has asked you to use Harvard style, it's important to identify which variation of Harvard you should use. The 6th edition of the *Style Manual* is used at many universities in Australia and New Zealand and offers comprehensive details about formatting documents and referencing sources. The 2020 update to the *Style Manual* is used at some Australian and New Zealand universities and is provided via a freely accessible online resource. However, the 2020 *Style Manual* update is not as comprehensive as the 6th edition, released in print in 2002. For example, as of October 2021, the 2020 update to the *Style Manual*, while covering digital sources, lacks information about less common source types and other topics that were covered in the original print 6th edition from 2002. The 2020 update to the *Style Manual* also does not currently provide any information about Vancouver style. As you read through the information below, please keep these potential gaps or discrepancies between the two versions of the *Style Manual* in mind. Gaps in the guidance in the 2020 update are indicated with contextual explanations below. Additionally, keep in mind that both the 6th edition of the *Style Manual* and the 2020 update to the *Style Manual* are meant for writers creating documents in the context of professional publishing and layout, so the details contained in these resources won't always be relevant for university students.

Alternatively, *Cite Them Right*, which is commonly used at universities in the United Kingdom, is aimed at a student audience. The book's author-date reference style is similar to the author-date style described by Snooks et al. but with some notable differences outlined below.

A university will sometimes publish its own guide to Harvard referencing style, which might require a varied approach to author-date citation style. For example, a university's approach to punctuation or capitalization within a reference entry might differ from the approaches described in the *Manual* and/or *Cite Them Right*. Additionally, neither the *Manual* nor *Cite Them Right* provide layout or spacing guidelines for university writing assignments, so a university's guide might present specific requirements for formatting your essay or project. Check with your instructor or review your school's website for any school-specific style guides. While many schools use Harvard referencing style in name, there are often variations in their approach.

Formatting Quotations Using the Author-Date System [*Style Manual, 2020 Update*]

The 2020 update to the *Style Manual* advises writers to use single quotation marks and include terminal punctuation after the quotation mark when directly quoting material, as in this example:

Lowe (2016:9) aims to answer whether the victim's 'worst choices outweigh his best ones'.

However, if the content being quoted is from an interview transcript or is dialogue in a play, quotation marks should *not* be used if the speaker's name is directly before the quotation:

Nurse MILLER: The patient was diagnosed with diabetes only late in life, after turning 80.
Dr SMITH: And what medications were administered at that time?

As shown here, when quoting a transcript or dialogue in a play, the name of the person being quoted should be in all caps, but the *Manual* models using what it calls normal capitalization practices on an individual's title.

Inserting or Changing Material Within Quotations

Square brackets can be used for several purposes within a quotation: to clarify the meaning of a word, phrase, or idea; to add further information; or to identify errors. Their use should not obscure the meaning of the quoted passage. Some style guides, such as MLA, require square brackets when you change the capitalization of a letter at the beginning of a quotation, while other style guides, such as APA, allow changes to capitalization without this indicator. The *Style Manual* does not provide guidance either way, so choose one approach and use it consistently.

Omitting Material From Quotations

An ellipsis uses three dots with a space before and after (...) to indicate omitted material, whether that material consists of a single word or several sentences. A question mark, quotation mark, or exclamation mark are the only punctuation marks that should precede or follow an ellipsis. When you're using a block quotation, if you omit one or more paragraphs from the quotation, then you should place the ellipsis on a line of its own.

Formatting Long Quotations From Prose

Quotations more than thirty words long should be set off as block quotations but without quotation marks; indent these from the left margin and use smaller type than the surrounding text. The *Style Manual* doesn't provide guidelines for the indentation measurement or the font size, so consult your instructor or your university's style guide as needed.

Formatting Short Quotations From Poetry and Drama

The 2020 update to the *Style Manual* provides guidelines for formatting poetry, drama, and classic literature:

- The titles of shorter works should be set in quotation marks while the titles of longer works should be set in italics: 'After apple picking', *The odyssey*
- Preserve the author's styling for the title of a poem, including any unique capitalization or punctuation: 'b o d y' by James Merrill
- If you're unsure of any unique styling, use minimal capitalization: 'After apple picking'
- When citing plays, poems, and other literary works in text, use the full name of the writer unless they can be recognized easily by surname alone; additionally, for classic works, you may cite the title of the work in text rather than a publication year: (Marlowe *Doctor Faustus*, act 1, scene 1)
- If divisions are numbered with a play or poem, cite them in text, such as the line numbers of a poem or the act and scene numbers of a play: (Homer *The odyssey*, book 16, lines 25-26); thereafter, cite only the numbers: (Homer *The odyssey*, 16.30-32)

The *Manual* includes various guidelines for quoting plays and poems. If you follow a speaker's name with dialogue, quotation marks are not needed:

JIM: You'll never forgive me. I bet that was your favorite piece of glass.

LAURA: I don't have favorites much. It's no tragedy, Freckles. Glass breaks so easily. No matter how careful you are. The traffic jars the shelves and things fall off them.

When citing a play within the text of your sentence, use quotation marks and in-text citations:

However, just a few moments earlier, Laura had remarked, 'My glass collection takes up a good deal of my time. Glass is something you have to take good care of.' (Tennessee Williams *The glass menagerie*, scene 7)

If the play is written in verse, use forward slashes to separate lines:

Building the refrain, Hamlet's mother cries, 'This is mere madness; / And thus a while the fit will work on him.' (Shakespeare *Hamlet*, act 5, scene 1)

Use forward slashes to separate lines of poetry when including direct quotes in your text. According to the *Manual*, only the poem's author and title are needed in text for most poems:

In 'b o d y', James Merrill invites readers into the poem through the title, to see 'how like a little kohlr-immed moon / o plots her course from b to d.'

However, if a poem has divisions, such as cantos, stanzas, verses, and lines, marked on it, these should be included in an in-text citation:

Early in the journey, the Gentle Knight did not sense the warning of the troubles to come when pausing in a shaded grove 'Whose loftie trees yclad with sommers pride, / Did spread so broad, that heauens light did hide.' (Spenser *The Faerie Queen*, book 1, canto 1, stanza 7)

Subsequent citations only need to include the part numbers:

(Spenser *The Faerie Queen*, 1.11.4)

Formatting Quotations From a Secondary Source

The 2020 update to the *Manual* does not address quoting a secondary source. If you need to quote a secondary source, check with your instructor to determine formatting preferences. If you should follow the guidelines in the 6th edition of the *Manual*, use single quotation marks around the quotation. Indicate a distinction between the secondary source and the original source within the citation:

One study found that 'over 20% of the geese have disappeared from the county area' (Smith, cited in Jones 2015:23).

Smith (cited in Jones 2015:23) found that 'over 20% of the geese have disappeared from the county area'.

Formatting Source Titles Using the Author-Date System [*Style Manual*, 2020 Update]

The author-date system's guidelines for formatting titles are markedly different from MLA and APA styles, so study the approach carefully.

Quotation Marks

Use quotation marks when referring to the titles of shorter works, such as chapters in published works, articles in periodicals, essays, lectures, short poems and songs, and similar short sources. The *Manual* recommends single quotation marks rather than double quotation marks.

Italics

The titles of longer works, such as books, periodicals, newspapers, magazines, films, plays, and long poems, should be italicized both in text and in references entries.

Capitalization

The *Manual* provides two guidelines for capitalization, and they apply whether a source title is mentioned in text, in a citation, or in a reference. These guidelines are specific and differ from other referencing styles, so understanding them is vital to using Harvard referencing style correctly.

Minimal Capitalization

Most source titles should follow what the *Manual* calls minimal capitalization. The following guidelines for minimal capitalization apply to titles mentioned in text, in a citation, or in a reference:

- The first letter of the first word of the title should be uppercase, as should the first letter of any proper noun or name. Acronyms should follow their usual case, whether uppercase (CDC) or lowercase (scuba).
- All other words should be lowercase, including the first letter of the first word of any subtitle.

Minimal capitalization applies to almost all types of sources: dissertations, books, reports, articles, poems, chapters, films, television shows, songs, and so on.

Maximal Capitalization

Only two types of sources use what is referred to as maximal capitalization: titles of periodicals (magazines, journals, newspapers, etc.) and titles of legislation. When using maximal capitalization, you will capitalize the first letter of the first word and every other word in the title except articles, prepositions, and conjunctions. Periodical titles and legislation titles should follow maximal capitalization whether mentioned in text, in a citation, or in a reference.

Source Title Examples

These examples illustrate how to use quotation marks, italics, and capitalization for various types of sources:

- Book: *In search of lost time*
- Article: 'The monster of Florence'
- Magazine: *The New Republic*
- Journal: *Virginia Quarterly Review*

For poem titles, the 2020 update notes that writers should apply the poet's use of capitalization and punctuation, as seen in these examples:

- 'Earth (you are here)' by Jack Cooper
- '*the second birth*' by Rupi Kaur
- 'b o d y' by James Merrill

If you're uncertain of a poet's stylistic preference for a title, the *Manual* suggests using minimal capitalization: 'A servant to servants' by Robert Frost.

Formatting In-Text Citations Using the Author-Date System [*Style Manual, 2020 Update*]

The *Manual* provides several guidelines for the placement of citations:

- If the author's name is part of the signal phrase, place the citation (indicating the publication year and possibly locator information) immediately after the author's name: Smith (2016) found that most of the geese have disappeared from the county area.
- If the author's name is located in the citation, place the citation at the end of the sentence, before the full stop: One study found that most of the geese have disappeared from the county area (Smith 2016).
- If a citation refers to one segment of the sentence, the 6th edition of the *Manual* noted that it can fall at the end of the relevant clause or phrase: Although one source found that most of the geese have disappeared from the county area (Smith 2016), county officials have disputed its findings.

A citation generally includes an author's name and a publication year. When paraphrasing a source, the *Manual* does *not* require a page number or other locator information; however, sharing locator information can be helpful for readers, and your instructor might require it. When quoting a paginated source, you must cite the page number. Additionally, the 2020 update to the *Manual* does not specify formatting standards when quoting sources that aren't paginated; therefore, check with your instructor for formatting preferences. If you should follow standards outlined in the 6th edition of the *Manual*, consider citing other locator information, such as section numbers:

(Timmons 2021, sec 3)

(Timmons 2021, secs 4, 6)

Author

In many cases, a source will have a single, easily identifiable author, but some will not.

Multiple Authors

If the source has two authors, both authors' names should be identified in the signal phrase or the in-text citation. The conjunction "and" should be used in a signal phrase and an in-text citation:

(Smith and Jones 2013)

Smith and Jones (2013) reported . . .

If the source has three or more authors, all signal phrases and in-text citations should use only the first author's surname and the phrase *et al.*, which stands for *et alia* (and others):

(Crooks et al. 2015)

Crooks et al. (2015) found that . . .

The names of all authors should be provided in the corresponding reference entry for such a source, regardless of the number of authors.

Multiple Sources by the Same Author

If citing more than one source by the same author, indicate the author's name and the dates of the sources in chronological order:

(Smith 2015, 2016)

For reference entries, the *Manual* models including the author's surname and initial(s) if you cite only two works by the author. However, if you cite the same author many times, the second and all other reference entries should substitute what the *Manual* calls "2 unspaced em dashes" for the author's name, meaning two em dashes directly beside each other:

Smith J (2015)

—(2016)

—(2018)

As seen in these examples, there should not be an intervening space between the em dash and the opening bracket that follows.

If citing more than one source by the same author but both with the same publication year, differentiate the sources by placing a letter next to the publication year in the in-text citation and the reference entry. The 6th edition of the *Manual* suggested selecting these letters based on the alphabetization of the sources' titles, excluding initial definite or indefinite articles (a, an, the). However, the 2020 update to the *Manual* recommends placing a lowercase a after the first source cited, a lowercase b after the second source cited, and so on. Three works by Jones, all published in 2010, would be referenced as 2010a, 2010b, and 2010c:

Jones S (2010a)

——(2010b)

——(2010c)

In text, you might cite the sources in the same in-text citation if applicable: (Jones 2010a, 2010b, 2010c).

Multiple Authors With the Same Name

If citing two different authors with the same surname, you can include their initial or initials or, if needed, full name to differentiate them:

(Smith J 2015)

(Smith S 2011)

Corporate Author

If a corporate author, such as a government department or a university, has a long name and regularly uses a shortened form of the name, such as an acronym, you may use the shortened form in your text. However, the corresponding entry in the reference list should include the shortened form and the full name, spelled and in brackets. For example, since the Centers for Disease Control and Prevention regularly refers to itself as the CDC, it could appear like this:

The CDC (2014) investigated SARS quickly when it emerged.

The reference list would then begin with the acronym at the relevant alphabetical point, followed by the full name in brackets:

CDC (Centers for Disease Control and Prevention)

If you use more than one source from a corporate author with a shortened name, after the first entry in the reference list, cite only the shortened form at the start of each entry.

Editors and Others as Authors

Some sources are represented with an editor, translator, director, or presenter in the author position in the reference list. When citing such sources in text, list the individual's surname:

(Clarke 2013:45)

However, the corresponding reference entry for such a source would also indicate the role, abbreviated in brackets:

Clarke S (ed) (2013)

No Author

If a source has no identifiable author, the 2020 update to the *Manual* provides an option for beginning its reference entry but doesn't specify how to format corresponding in-text citations.

If the source is a periodical like a newspaper, blog, or magazine, the name of the periodical—not the article title—should take the place of the author's name in the reference entry. For such sources, provide the name of the periodical in text:

In a recent article, *The Economist* (2021) reported . . .

The reference entry for this source would then begin with the name of the magazine:

The Economist (22 May 2021) 'Why English-speakers should not give up on foreign languages', *The Economist*, accessed 10 September 2021.

One Citation, Multiple Sources

If you find a particular fact in two or more separate sources, or if you mention ideas from multiple sources in a single sentence, cite all of those sources in one in-text citation. When citing multiple sources within one citation, organize them chronologically by date and separate them with semicolons:

(Smith 2000; Barks 2015; Torres 2016)

Date

Many sources have a clearly specified publication year, but some do not. Follow the procedures discussed below for such sources.

Reference entries for all such sources below should correspond with their in-text citations. For example, a reference entry for a source by Sally Jones published in 1995 would begin like this:

Jones S (1995)

No Date

If a source doesn't have a clearly specified publication year, use one of the following approaches, depending on the scenario. If the source has no known date, cite n.d. for no date. While the 2020 update to the *Style Manual* now generally prefers abbreviations without full stops, it does maintain the full stops in the n.d. abbreviation:

(Smith n.d.)

Circa

The 2020 update to the *Manual* offers no guidance on citing approximate dates. However, if the source's date can roughly be established, the 6th edition of the *Manual* suggested using c or circa to cite it:

(Jones circa 1995)

If you cite a source with an approximate date, consult your instructor to determine their preference for formatting the date for the source.

In Press

If the work has been accepted and is in the process of being published, indicate this with the words in press:

(Jones in press)
Jones (in press) reported . . .

The corresponding reference list entry would begin similarly, using in press in place of a publication year:

Jones (in press)

Locator Information

For most sources, the *Manual* requires that you cite a page number, if available, when quoting a work. Other sources may include other locator information.

Page Numbers

If the source is paginated, you should cite the page number for direct quotes. Separate the page number from the publication year with a colon but no space, and do not use an abbreviation, such as p:

(Smith 2015:23)

When quoting a paginated source, you may wish to cite the page number along with other locator

information, such as a volume number. While the 6th edition of the *Manual* included guidelines on citing other locator information, the 2020 update does not. Consult your instructor if you think you should cite such information, and if relevant, follow guidelines from the 6th edition:

(Smith 2014, vol 1)

The *Manual* doesn't require locator information when merely paraphrasing a source. Even though the *Manual* doesn't require it, check with your instructor or school style guide to see if you should.

Other Locator Information

A page number is the most common and often the most relevant locator information to cite; however, in some cases, a source will not be paginated.

Within in-text citations, the 2020 update to the *Manual* does not illustrate abbreviating or spelling locator words such as para for paragraph or pl for plate. In the examples below, the abbreviations are provided without full stops, aligning with the 2020 update's preference for abbreviations without full stops. Also note that while the 6th edition of the *Manual* provided a list of locator abbreviations that can commonly be used in such citations, the 2020 update doesn't include this list. Nonetheless, some abbreviations are presented here without full stops:

- app for appendix
- ch for chapter
- col or cols for column(s)
- l or ll for line(s)
- pl for plate
- vol or vols for volume(s)

In in-text citations, abbreviations also would not need full stops:

(Smith 2000, sec 7)

(Smith 2000, secs 3, 7)

(Jones 2016, para 2)

(White 1999, paras 3, 5)

According to the 2020 update, locator abbreviations generally do not require full stops. See the online [Style Manual](#) for additional discussion about abbreviations. If you need to create a locator abbreviation that isn't listed, check with your instructor or your school's citation guide.

Poetry and Plays

Rather than a page number, a citation for a play should indicate the act, scene, and line number(s):

(Shakespeare *Hamlet*, act 2, scene 3, lines 45-56)

If a poem has numbered parts, these should be cited in text:

(Spenser *The Faerie Queen*, book 1, canto 1, stanza 7)

Subsequent citations only need to include the part numbers:

(Spenser *The Faerie Queen*, 1.11.4)

The 2020 update to the *Manual* indicates that if a poem does not have numbered parts, you have the option to link its title to a reputable online version of the poem.

Audiovisual Material

When referring to a film, video, television program, or radio broadcast, cite the title of the work and the year in text rather than the name of a creator or contributor. In addition, use italics and minimal capitalization on film titles:

(*Interstellar* 2014)
Babette's feast (1987)

Films with longer titles should be listed in full at first mention but thereafter can be listed by a shortened title. For example, *Fantastic beasts and where to find them* could be listed by full title initially and then referred to as *Fantastic*.

Even though sources like films and television programs are listed by title in text, begin the corresponding entry in the reference list with the director:

Nolan C (director) (2014) *Interstellar* [motion picture], Legendary Pictures, Syncopy, Lynda Orbst Productions, USA.

The *Manual* doesn't provide guidance for citing audiovisual locator information, such as timestamps. Check with your instructor to see if this information is required.

Formatting References Using the Author-Date System [*Style Manual, 2020 Update*]

A few principles guide the format and organization of references:

- Internally, most items in a reference entry are separated by commas, not full stops. However, a space alone separates the author from the publication year.
- Source titles should be minimally capitalized with the exception of periodical titles and titles of legislation, both of which are maximally capitalized.
- Single quotation marks indicate the title of a chapter, article, or other source that is usually part of a larger work, while italics indicate the title of a book, periodical, or other stand-alone source.
- The reference list should be organized in alphabetical order by author's surname. However, if you're drafting a longer work, such as a chapter or a dissertation, reference-list entries can be grouped in other ways. For example, a reference list could be grouped into themes with sources related to each theme organized alphabetically by author's surname. Alternatively, a reference list could be grouped by subject or source type with books in one section, journal articles in another section, and so on.
- References don't require hanging indentations or double-spacing; however, check with your instructor to find out their preference.

Author

The reference entry should present the author's surname followed by the author's first initial or initials without full stops or spaces between initials. No comma should be used to separate the author's surname from initials:

Smith JB (2000)

References for sources with multiple authors should always list all authors. The conjunction "and" should be before the final author and should not be preceded by a comma:

Smith J, Jones F and Markham B (2015)

If a source has a corporate author and you abbreviate that name in text, follow the procedure mentioned in [Corporate Authors](#) above for listing the abbreviated and full names in your references.

If a source has no identifiable author, place the name of the publication, such as a blog, newspaper, or magazine, in the author position in the reference entry. Alternatively, if a source like a media release has no identifiable author, use the name of the organization responsible for producing the work. Alphabetize such entries based on the first word in the author position, disregarding any article (a, an, the).

Date

The reference entry should include the publication year of the source in brackets. Separate it from the author's name by a single space; do *not* put a comma or full stop between the name and the publication year.

Your reference entry should use the same date used in corresponding in-text citations. For example, if you cite n.d. for the source or if you use in press in an in-text citation, your reference entry should indicate this same information:

Apostel S (in press) 'Addressing social media presence: shifting from place to space in career/transfer ePortfolios', *Journal of Faculty Development*.

If you're citing an older source that has been republished, include both the original date and the republication date:

Coleridge ST (1798/1971) *The rime of the ancient mariner*, Coward, McCann & Geoghegan, New York.

Title

Use the complete, unabbreviated title of a source. Additionally, use [maximal capitalization](#) for periodicals and legislation and [minimal capitalization](#) for all other sources. Italicize the titles of long works, such as books and periodicals, and place the titles of short works, such as articles and chapters, in single quotation marks. See [Quotation Marks](#), [Italics](#), and [Capitalization](#) above for a complete discussion of title capitalization.

In the rare instance that a source has no title, the 2020 update provides some options for citing the source. For example, social media posts should be cited by the full post or up to ten words followed by an ellipsis for longer posts. Or, if you cite a written document like a poem that's untitled, place the first line in the title spot and do not use italics:

Sexton A (1988) 'It's music you've never heard', in Middlebrook DW and George DH (eds), *Selected poems of Anne Sexton*, Houghton Mifflin Company, Boston.

Since the poem is untitled, the content in brackets in this example is the full first line of the poem.

Descriptor

When useful, place a descriptor, like [media release], in lowercase and in square brackets after the source's title. Such descriptors can clarify the nature of an unusual source:

PBS NewsHour (15 January 2021) '[WATCH: Amanda Gorman reads her poem, "The Miracle of Morning" \[video\]](#)', *PBS NewsHour*, YouTube, accessed 31 August 2021.

When the descriptor identifies an editor or similar role, it's set in brackets:

Rosslyn W and Tosi A (eds) (2012) *Women in nineteenth-century Russia: lives and culture*, Open Book Publishers, doi:10.2307/j.ctt5vjszk.

Publisher

With one exception, the publisher's name should be spelled in full. If the publisher is an organization that authors a work you're citing, it should be abbreviated in the publisher position in a reference-list entry:

DFAT (Department of Foreign Affairs and Trade) (2020) [The Australian NGO Cooperation Program \(ANCP\) 2019-2020 fact sheet](#), DFAT, accessed 10 September 2021.

In this example, DFAT is sufficient in the publisher position because readers will understand, due to the information in the author position, that the abbreviation represents the Department of Foreign Affairs and Trade.

Location

Citing only the city of publication is usually acceptable. For books, the 2020 update specifies that

citing the location of the publisher is necessary if it adds credibility or clarity to your work. For example, if you're writing about a topic related to a specific country, citing sources published in that country can lend credibility to your writing. Or, if a publisher has offices in different locations, specifying the location will add clarity to your work. However, if your source is a book and the name of the publisher already indicates the city of publication (e.g., University of Toronto Press), the reference entry does *not* need to indicate publisher location.

Page Numbers

The *Manual* doesn't require page numbers in a reference entry for a book. However, reference entries for periodicals should include a page number or a page range, depending on whether the source is on a single page (such as a poem, advertisement, etc.) or multiple pages (a journal article, short story, etc.). In the reference entry, the page or page range should be indicated without the abbreviation p or pp and should be flush left against a colon:

Brennan T (1996) 'Epicurus on sex, marriage and children', *Classical Philology*, 91(4):346-352.

While the 6th edition encouraged writers to eliminate repeated page numbers (e.g., 190-8 rather than 190-198), the 2020 update doesn't mention this but illustrates fully numbered page ranges, such as 21-22 or 145-167. If you would like to eliminate numbers in page ranges, check with your instructor to verify preferences for doing so.

Other Details

In general, other relevant information, such as edition number, volume number, and issue number, should be included in a reference. In this example, 3rd edn denotes the third edition of the publication:

Canadian Hostelling Association Nova Scotia (1977) *Hiking trails of Nova Scotia*, 3rd edn, Canadian Hostelling Association Nova Scotia, Halifax.

In the following example, the volume number is 28 while the issue number is 1, identified in brackets.

Barragán M (2021) 'The fabric of the city: magazines, dressmakers, and Madrid's Gran Via', *Modernism/Modernity*, 28(1):1-24, doi:10.1353/mod.2021.0014.

Access Date

When referencing an electronic source, always include the date you accessed the source at the end of the entry. While the 6th edition of the *Style Manual* used the word "viewed" and then the access date, the 2020 update uses the word "accessed" followed by the date the source was accessed:

Inman M (n.d.) [Dentist cat](#) [comic], The Oatmeal website, accessed 2 September 2021.

URL

When referencing an electronic source, include a stable URL whenever possible and embed it in the title of the work in the reference entry:

NEA (National Endowment for the Arts) (2019) [Artists and other cultural workers: a statistical portrait](#), NEA, accessed 28 August 2021.

If a source doesn't have a stable URL, embed the main URL of the website or source. If necessary, include a descriptor tag such as [media release] after the title. If the source is a PDF, the *Manual* strongly recommends linking to the landing page rather than the PDF itself. However, if there isn't a landing page and you must link directly to a PDF, indicate that and the file size in the descriptor:

Writing Centre (2014) [Note-taking abbreviations: Writing Centre learning guide \[PDF 324 KB\]](#), The University of Adelaide, accessed 10 September 2021.

If your document will only be provided in print, not digitally, then place the URL at the end of the reference:

Writing Centre (2014) *Note-taking abbreviations: Writing Centre learning guide*, The University of Adelaide, accessed 10 September 2021. <https://www.adelaide.edu.au/writingcentre/resources/writing-resources#preparing-for-quizzes-and-exams>

Contributor

The 2020 update to the *Style Manual* provides limited guidelines for referencing additional material, such as information about contributors. For example, a book may be listed by its editor or editors in the author position:

Todd M (ed) (1995) *Reformation to revolution: politics and religion in early modern England*, Routledge, London.

Other contributors could be presenters of radio programs, directors of films, or translators of works, all of which are illustrated in examples below.

Examples of In-Text Citations and References Using the Author-Date System [*Style Manual*, 2020 Update]

The examples below illustrate author-date references and in-text citations for various kinds of sources. Keep in mind that the *Manual* doesn't discuss requirements for double-spacing essays or references, nor are there formatting requirements for references, such as hanging indentation. For the sake of consistency, the examples below are left-aligned and single-spaced.

Print Books	Print Periodicals and Legal Documents
Book, One Author Book, Two Authors Book, Three or More Authors Corporate Author Book, Scholarly or Republished Edition Book, Second or Later Edition Book With Editor but No Author Book With Translator Article From a Reference Book Article or Chapter From an Edited Book or Anthology One Volume of a Multivolume Work	Article in a Scholarly Journal Article in a Magazine Article in a Newspaper Government Report Data Set
	Other Types of Sources
	Published Dissertation Brochure or Pamphlet Media Release
Electronic Sources	Miscellaneous Sources
Book With DOI Article From an Online Reference Book Article in an Online Scholarly Journal Article With DOI From a Journal Article in an Online Newspaper or Magazine Online Professional Organization Report Webpage YouTube Video Tweet Email Blog Post	Interview Radio Broadcast Television Show Film Song Recording From Album Work of Visual Art Cartoon or Comic Strip Advertisement Lecture, Speech, or Presentation

Book, One Author References

Author (publication year) *Title*, Publisher, Location.

Aber A (2019) *Hard damage*, University of Nebraska Press, Lincoln.

In-Text Citations

Aria Aber's (2019) poetry often reflects an analysis of her own identity as a child born in Germany to

Afghan refugees.

When citing a literary writer in text, the 2020 update to the *Style Manual* specifies that you should spell the author's full name at first use unless the author is frequently referenced by surname alone.

Book, Two Authors

References

Author and Author (publication year) *Title*, Publisher, Location.

Hopkins K and Beard M (2005) *The Colosseum*, Profile Books, London.

In-Text Citations

Hopkins and Beard (2005) discuss the consequences of the Colosseum becoming significant within Christianity.

Book, Three or More Authors

References

Author, Author and Author (publication year) *Title*, Publisher, Location.

Ostrom H, Bishop W and Haake K (2001) *Metro: journeys in writing creatively*, Longman, London.

In-Text Citations

Welcoming memory as a resource for writing, Ostrom et al. (2001:60) liberate writers who can 'return to places in their minds, a journey that may be charged as much, or more, by time as it is by geography'.

According to the 2020 update to the *Manual*, while all authors' surnames are included in reference entries for sources with three or more authors, in-text citations for such sources should use et al. If not in a signal phrase, include et al. in the bracketed in-text citation: (Ostrom et al. 2001).

Corporate Author

References

Author (publication year) *Title*, Publisher, Location.

Canadian Hostelling Association Nova Scotia (1977) *Hiking trails of Nova Scotia*, 3rd edn, Canadian Hostelling Association Nova Scotia, Halifax.

In this instance, the author of the work is an organization, and the organization is also the publisher.

In-Text Citations

The Canadian Hostelling Association Nova Scotia (1977) provides maps and advice for reaching hard-to-find trails in the province.

Book, Scholarly or Republished Edition

References

Pseudonym (Original Name) (publication year) *Title* (Editor ed), Publisher, Location.

Eliot George (pseud of Mary A Evans) (1871/1997) *Middlemarch* (Huse M ed), Könnemann, New York.

The 6th edition of the *Manual* offered guidance on citing pseudonymous works while the 2020 update does not. This example is based on the 6th edition's guidance with one exception: there is no full stop after the abbreviation in the first set of brackets. Also, two publication dates are included for this book because the first signifies the date of original publication and the second denotes the year when the book was published.

In-Text Citations

When the new physician arrived, his reputation was quickly beyond his control: 'There was a general impression, however, that Lydgate was not altogether a common country doctor, and in Middlemarch at that time, such an impression was significant of great things being expected from him' (George

Eliot 1871/1997:165).

When citing literary works in text, the *Manual* suggests providing the author's full name upon first use so that the author is easily identified. Exceptions can be made, however, for authors who are commonly recognized by surname alone, such as Shakespeare.

Book, Second or Later Edition

References

Author (publication year) *Title*, edition, Publisher, Location.

Spatt B (2011) *Writing from sources*, 8th edn, Bedford/St. Martin's, New York.

According to the *Manual*, the th in 8th should not be a superscript, and the abbreviation for edition is edn without a full stop.

In-Text Citations

Many students do not realize that a very close paraphrase, one that just replaces a few words with synonyms, is plagiarism (Spatt 2011:112).

Book With Editor but No Author

References

Editor (ed) (publication year) *Title*, Publisher, Location.

Todd M (ed) (1995) *Reformation to revolution: politics and religion in early modern England*, Routledge, London.

The author component may refer to the individual(s) primarily responsible for producing the source. If this individual didn't write the source's content, follow the name with a label that identifies their role. In the source above, the role is one of editor. While the 6th edition of the *Style Manual* suggested a full stop in the ed. abbreviation, the 2020 update does not include one.

In-Text Citations

The battle between church and state was not novel to the time of King Henry VIII (Todd 1995:21-22).

Book With Translator

References

Author (publication year) *Title* (Translator trans), Publisher, Location.

Freud S (1965) *The interpretation of dreams* (Strachey J trans), Avon Books, New York.

In this example, the translator is noted by the appropriate abbreviation, trans, and is not followed by a full stop.

In-Text Citations

Discussing why dreams are forgotten, Freud (1965:550) pointed to memory, saying it is untrustworthy and 'positively inaccurate and falsified'.

In text, the author should be cited rather than the translator.

Article From a Reference Book (Encyclopedia, Dictionary, etc.)

References

Reference Work With Author

Author (publication year) *Title*, edition, *Series title*, Publisher, Location.

Peterson RT (1947) *A field guide to the bird: giving field marks of all species found east of the Rockies*, 2nd edn, *The Peterson field guide series*, Houghton Mifflin, Boston.

This source is part of a series. According to the 2020 update of the *Manual*, a series title should use minimal capitalization and be placed in italics.

Reference Work Without Author

The 2020 update to the *Style Manual* notes that a reference entry is *not* necessary for a reference work such as a dictionary or encyclopedia entry.

In-Text Citations

Reference Work With Author

Peterson (1947) says that the adult little blue heron, like the green heron, appears black from a distance.

Reference Work Without Author

Also known as a seaplane, a hydroplane can skim the surface of a body of water at high speeds using hydrofoils or a flat bottom rising in steps to the stern (*Webster's New World college dictionary* 1997).

Article or Chapter From an Edited Book or Anthology

References

Author (publication year) 'Article title', in Editors (eds) *Book title*, Publisher.

Hartog F (1989) 'Self-cooking beef and drinks of Ares', in Detienne M and Vernant JP (eds) *The cuisine of sacrifice among the Greeks*, University of Chicago Press.

In the example above, the location of the publisher (Chicago) is evident from the publisher's name, so the entry does *not* need to specify publisher location.

In-Text Citations

Hartog (1989) gives one explanation for the popularity of the war god in Thrace: if Ares is capable of occupying a central place in Scythian space, it is because he is marginal in Greece.

One Volume of a Multivolume Work

References

Editor (ed) (publication year) *Title*, edition, volume number, Publisher, Location.

Sherman S (ed) (2006) *The Longman anthology of British literature*, 3rd edn, vol 1c, Longman, London.

The 2020 update to the *Manual* does not specify how to cite a work published as a volume. According to the 6th edition, if the work is not the first edition, place the edition number immediately after the title and before any volume number. If the volume number includes a letter, set the letter in lowercase, in line with the *Manual's* preference for minimal capitalization: vol 1c rather than vol 1C.

In-Text Citations

Sherman (2006:2499) notes that Jonathan Swift became a Tory to support the Anglican Church.

Article in a Scholarly Journal

References

Author (publication year) 'Article title', *Periodical Title*, volume number(issue number):pages.

Brennan T (1996) 'Epicurus on sex, marriage and children', *Classical Philology*, 91(4):346-352.

In-Text Citations

Brennan (1996) briefly discusses the philosopher Epicurus's views on the education of children.

Article in a Magazine

References

Author (publication month publication year) 'Article title', *Magazine Title*.

Leckart S (March 2013) 'The shiver system', *Wired*.

Many magazines use volume and issue numbers. The 2020 update to the *Manual* does not model

including volume and issue numbers for magazine articles, so if a magazine you're citing from includes one or both of these, check with your instructor to see if the numbers should be listed. Additionally, this magazine only lists the month and year for its date; if a magazine you cite includes a more specific date, include it, such as 9 September 2021.

In-Text Citations

After having sacrificed his own warmth to test the theory that cold leads to faster weight loss, Leckart (2013) found that he burned more fat by swimming in a 70-degree pool than when jogging or cycling.

Article in a Newspaper

References

Author (publication date publication year) 'Article title', *Newspaper Title*.

Elliott J (24 June 2001) 'Southern writer Eudora Welty dies', *Anderson Independent-Mail*.

In-Text Citations

Celebrating Eudora Welty's stories, memoirs, photography, and characters, Elliott (2001) gave the acclaimed author a proper tribute.

Government Report

References

Abbreviation (Author or Agency) (publication year) *Report title*, catalogue number, Agency, Government, access date.

AIHW (Australian Institute of Health and Welfare) (2020) [Australian bushfires 2019-20: exploring the short-term health impacts](#), catalogue number PHE 276, AIHW, Australian Government, accessed 18 October 2021.

If a report you're citing doesn't have a catalogue number, simply skip that element and move to the next. Additionally, if a government agency is attributed to the report, list the agency first followed by a comma and then the government in the publisher element.

In-Text Citations

Although long-term effects from bushfires and bushfire smoke have not been extensively studied, \$5 million will go toward research on effects to physiological and mental health (AIHW 2020).

Data Set

References

Abbreviation (Author) (publication year) *Title* [descriptor], Website, access date.

NNTT (National Native Title Tribunal) (2013) [Indigenous land use agreements](#) [data set], data.gov.au, accessed 18 October 2021.

The 2020 update to the *Manual* specifies that when the name of a website is a URL, it alone should be listed. For many websites, such as those that are not periodicals, include the name of the website followed by "website": The Oatmeal website.

In-Text Citations

The NNTT (2013) noted that within Australia, the indigenous land use agreements are frequently updated and aid in management of land or water between native title groups and non-native title interest holders.

Published Dissertation

References

Author (publication year) *Title* [descriptor], Publisher, access date.

Ball C (2005) [New media reading strategy](#) [doctoral dissertation], Michigan Technological University, accessed 27 August 2021.

If you're citing a thesis rather than a dissertation, change the descriptor accordingly: [master's thesis].

In-Text Citations

Ball (2005) argued that combined methods of rhetorical criticism aid in interpreting new media texts.

Brochure or Pamphlet

References

Author (publication year) *Title* [descriptor], Publisher, Location.

University of King's College Archives (2006) *General information* [printed pamphlet], University of King's College, Halifax.

In-Text Citations

The archives contain everything from specimens of natural history to college trophies and historical records of counties across the province (University of King's College Archives 2006).

Media Release

References

Author or Organization (publication date publication year) *Title* [descriptor], Publisher, access date.

ACT Government (11 August 2021) [Sydney, Melbourne buildings to be revitalised](#) [media release], ACT Government, accessed 27 August 2021.

In-Text Citations

Upcoming revitalisation to historic sites in Sydney and Melbourne will include updates in public spaces and improvements in safety and connectivity to eligible buildings (ACT Government 2021).

Book With DOI

References

Editors (eds) (publication year), *Book title*, Publisher, doi:number.

Rosslyn W and Tosi A (eds) (2012) *Women in nineteenth-century Russia: lives and culture*, Open Book Publishers, doi:10.2307/j.ctt5vjzsk.

In-Text Citations

Khvoshchinskaia's protagonist is portrayed not as a female artistic genius but rather as a woman who could at least support herself independently as a visual artist (Rosslyn and Tosi 2012).

Article From an Online Reference Book

References

No reference entry is needed for an online or offline reference work without an author since the in-text citation provides enough information for readers to locate the work.

In-Text Citations

Frequently used in Canada, a toque is a tight-fitting cap (*Oxford English dictionary* 2016).

Article in an Online Scholarly Journal

References

Author (publication year) 'Article title', *Journal Title*, volume number(issue number), access date.

Welsh S (2020) 'Forgetting as a function: when the internet wants to remember, how can we learn to forget?', *Kairos: A Journal of Rhetoric, Technology, and Pedagogy*, 24(2), accessed 27 August 2021.

Some online journal articles do not feature page numbers, which is the case with the article in this example. If you cite a journal article that isn't in a database but does include page numbers, add them based on the example below of a journal article from a database.

In-Text Citations

In case a social media post unwantedly goes viral, Welsh (2020) advised that more posts redirecting people's attention will essentially help them forget the post that grabbed their attention in the first place.

Article With DOI From a Journal

References

Author (publication year) 'Article title', *Journal Title*, volume number(issue number):pages, doi:number.

Barragán M (2021) 'The fabric of the city: magazines, dressmakers, and Madrid's Gran Via', *Modernism/Modernity*, 28(1):1-24, doi:10.1353/mod.2021.0014.

The *Manual* emphasizes including the DOI if one has been assigned to an article you're citing.

In-Text Citations

Barragán (2021) concluded that increased access to urban spaces for all social classes contributed significantly to Madrid's modernization.

Article in an Online Newspaper or Magazine

References

Article With Author

Author (publication date publication year) 'Article title', *Newspaper Title*, access date.

Weule G (2 September 2021) '[Hubble Space Telescope captures rare Herbig-Haro object in stunning detail](#)', *ABC Science*, accessed 2 September 2021.

Article Without Author

Newspaper Name (publication date publication year) 'Article title', *Newspaper Title*, access date.

ABC (2 September 2021) '[German police charge six men with robbery, arson over Dresden's Green Vault museum heist](#)', *ABC*, accessed 2 September 2021.

If no author is listed with an article in a newspaper, magazine, or blog, the *Manual* advises using the name of the periodical in the author position in plain font.

In-Text Citations

Article With Author

The image shows the birth of a star system, or a baby star with blue gas and a dust cloud surrounding it (Weule 2021).

Article Without Author

Although six suspects are in custody for the alleged museum heist, none of the 4,300 stolen diamonds have been recovered (ABC 2021).

The 2020 update to the *Manual* specifies that numbers with four or more digits should include commas, separating three-digit units from right to left: 4,300.

Online Professional Organization Report

References

Abbreviation (Author) (publication year) *Report title*, Publisher, access date.

NEA (National Endowment for the Arts) (2019) '[Artists and other cultural workers: a statistical portrait](#)', NEA, accessed 28 August 2021.

If the report is available as a PDF, the *Manual* prefers that the title links to the landing page of the PDF rather than the PDF itself.

In-Text Citations

In the film industry, occupations like acting, directing, and film editing are predicted to steadily grow

while other occupations in the arts, including photography, should experience a decrease in employment (NEA 2019).

Webpage

References

Author (publication year) *Webpage title*, Website Title website, access date.

Braunlich D (n.d.) [The history of the Sea Turtle Preservation Society](#), Sea Turtle Preservation Society website, accessed 31 August 2021.

In-Text Citations

Braunlich (n.d.) explained that the Sea Turtle Preservation Society's early beginnings were in 1982 when founder Peter Bandré began rescuing sea turtle hatchlings with fellow surfers before requesting and receiving a permit to actually do so.

YouTube Video

References

Owner of Video (publication date publication year) 'Title of video' [video], *Name of Channel*, YouTube, access date.

PBS NewsHour (15 January 2021) ['WATCH: Amanda Gorman reads her poem, "The Miracle of Morning"'](#) [video], *PBS NewsHour*, YouTube, accessed 31 August 2021.

The 2020 update to the *Manual* allows writers to preserve the capitalization of a poem's title as written by the author; however, the *Manual* illustrates the author's own capitalization as well as minimal capitalization: 'A servant to servants'. If needed, check with your instructor to determine which style of formatting is preferred for poem titles.

In-Text Citations

Gorman (2021) praised the beauty and necessity of togetherness in the face of despair and mourning.

Tweet

References

Author (publication date publication year) 'Title' [descriptor], Page of Post, access date.

Rushdie S (16 September 2013) ['Dear #Franzen: @MargaretAtwood @JoyceCarolOates @nycnovel @NathanEnglander @Shteyngart and I are ...'](#) [Tweet], Salman Rushdie, accessed 20 August 2015.

When referencing an untitled social media post, the *Manual* suggests using the first 10 words of the post as the source's title followed by an ellipsis, as seen in the example above. Salman Rushdie, whose Twitter handle is @SalmanRushdie, authored this Tweet. However, the *Manual* doesn't provide guidance on whether to include a handle or username for sources like Tweets, Reddit posts, etc., so Rushdie's username isn't included. If referencing social media posts or similar content, check with your instructor to see whether to reference usernames or handles in addition to or instead of author names. The label [Tweet] indicates the type of post; other posts could be indicated by [Facebook status], [Instagram post], etc.

In-Text Citations

Responding to Jonathan Franzen's critique of Twitter, Salman Rushdie (2013) had some critical words of his own.

To cite a post in your text, include the name of the person who posted, the year of publication, and information that will tell your readers you're citing a social media post.

Email

References

Mention emails and personal communication in text but not in references.

In-Text Citations

Chris Barris (personal communication, 11 February 2018) wrote . . .

Unlike the 6th edition, the recent update to the *Manual* doesn't specify whether you must secure the permission of the person with which you communicated.

Blog Post References

Author (publication date publication year) 'Post title', *Blog Title*, access date.

Kellogg K (2 June 2017) '[A sentimental minimalist](#)', *Going Zero Waste*, 21 September 2021.

In-Text Citations

If eliminating clutter around the home is a personal goal, Kellogg (2017) advises that separating memory from personal items promotes minimalization.

Interview References

Published Interview

Interviewer (publication date publication year) *Interviewer Full Name interviews Interviewee Full Name: Interview title* [descriptor], Publisher, access date.

Georgiadis C (28 May 2021) [Costa Georgiadis interviews Karen Mundine: Grassroots change – extended interview](#) [interview video file], ABC, accessed 21 September 2021.

If you access an audio file or a transcript of an interview, change the descriptor accordingly: [interview audio file] or [interview transcript].

Unpublished Interview

Including a reference for an unpublished interview may not be necessary because it qualifies as a personal communication, similar to an email or face-to-face interview. Therefore, only an in-text citation is needed.

In-Text Citations

Published Interview

Mundine discussed Reconciliation Week in light of gardening and the site of The Royal Botanic Garden Sydney (Georgiadis 2021).

As seen in the example above, the interviewer's name should always be used in in-text citations for interviews.

Unpublished Interview

Ronit Berger (personal communication, 5 February 2015) noted, 'students working in online courses need to be extra diligent about understanding assignments and researching'.

In this instance, the interviewee's full name appears in the signal phrase, followed by words of the interviewee. The in-text citation includes the date, month, and year of the interview and the nature of the source.

Radio Broadcast References

Presenter (presenter) (publication date publication year) 'Episode title' [descriptor], *Series title*, Publisher, Location.

Shine L (presenter) (26 March 2021) 'Top 500 90s countdown' [radio program], *Friday ride home*, WFPK, Louisville.

In-Text Citations

Smells like teen spirit was voted the best album of the 1990s during an episode of *Friday ride home* (2021).

Television Show

References

Director (director) (publication year) 'Episode title' [descriptor], *Series title* (season number, episode number), Publisher, Location.

Dunlevy K (director) (2010) 'The Mandalore plot' [television program], *Star Wars: the Clone Wars* (season 2, episode 12), Lucasfilm Animation, San Francisco.

In-Text Citations

Death Watch unsuccessfully attempts to assassinate Satine in *Star Wars: the Clone Wars*, 'The Mandalore plot' (2010).

Film

References

Director (director) (publication year) *Title* [descriptor], Publisher, Location.

Hawks H (director) (2001) *The misfits* [motion picture], Metro-Goldwyn-Mayer, Beverly Hills.

When a descriptor falls after the author position, it's set in brackets. In this position, the role could be that of director or producer. When a descriptor is after the title position, it's set in square brackets.

In-Text Citations

In *The misfits* (2001), Guido reminisces about his time as a pilot in the war, saying 'I sure must've broken a lot of dishes, but I never saw them'.

Song Recording From Album

References

Author (publication year) 'Song title' [Descriptor], *Album title*, Publisher.

Minogue K (2010) 'Cupid boy' [Song], *Aphrodite*, EMI.

In-Text Citations

In 'Cupid boy', Kylie Minogue (2010) sings, 'I'm hooked on your line / Under your spell / Your love is king'.

When quoting poetry or lyrics, separate lines of verse or song lyrics with a forward slash, as above. If the musician noted in text did not write the song, include the original composer in the in-text citation: (Kylie Minogue, 'Cupid boy' 2010).

Work of Visual Art

References

Museum

Author (publication year) *Title or description of work* [medium], Website, Exhibition or Gallery, Location, access date.

Albani F (circa 1633) *Christ child and the young Saint John the Baptist in a landscape* [painting], [European Galleries](#), Blanton Museum of Art, Austin, Texas, accessed 26 August 2021.

The 2020 update to the *Manual* doesn't model using circa for an approximate date, so find out your instructor's preference if you want to use it. The update also doesn't illustrate linking to a website housing a work of art but does request a website name for a work of art accessed online. Consult your instructor to find out their preference for linking to a website for an online work of art.

Print

Author (publication year) *Work title* [medium], in Editors (eds), Publication title, Publisher, Location.

Burne-Jones E (1998) *The lament* [painting], in S Wildman and J Christian (eds), *Edward Burne-Jones: Victorian artist-dreamer*, Abrams, New York.

The 2020 update to the *Manual* notes that a list of artworks used in a piece of writing should not be included in the main reference list. Instead, include the full citation information for artworks separately, after the main reference list.

In-Text Citations

Museum

Albani's devotional work *Christ child and the young Saint John the Baptist in a landscape* [oil on copper] represents his style of early Baroque classicism.

The 2020 update to the *Manual* notes that the medium of a piece of artwork should be included in square brackets if the year of production is unknown. However, the 6th edition allowed writers to use circa to approximate a production date. Depending on your instructor's preference, instead of including the medium in square brackets, you could insert circa in an in-text citation: (circa 1633).

Print

Burne-Jones's (1998) *The lament*, a painting that depicts the grief elicited by a song for the dead, reveals the influences of Greek sculpture on the painter's imagination.

Cartoon or Comic Strip

References

Author (publication year) *Comic title* [descriptor], Website Title website, access date.

Inman M (n.d.) [Dentist cat](#) [comic], The Oatmeal website, accessed 2 September 2021.

In-Text Citations

Inman (n.d.) shows a cat serving as a dentist that unexpectedly plays with the human patient's tonsils as if they are a toy.

Advertisement

References

Print

Author (publication year) *Title* [descriptor], Publisher, Location.

Genuine Scooter Company (2011) *Stella* [advertisement], Genuine Scooter Company, Chicago.

Web

Author (publication year) *Title* [descriptor], *Webpage title*, Website Title website, access date.

Volkswagen (2019) *Lemonade* [advertisement], [Pitch perfect: Volkswagen's best ads through history](#), Driving website, accessed 19 October 2021.

In-Text Citations

Print

To premier the Stella, Genuine Scooter Company (2011) featured five of the scooters, showing the range of colors from which customers can choose.

Web

In the text of the advertisement, Volkswagen (2019) promised to be carbon neutral across the globe by 2050.

Lecture, Speech, or Presentation

References

Author (date range convention year) 'Presentation title' [descriptor], *Convention Title*, Location.

Carpenter RG, Fairchild JL, Apostel K, McGrath O, Young J, Head K, Cuny KM and Apostel S (19-22 November 2015) 'Embracing opportunities: reflections of sustainable communication centers' [unpublished conference presentation], *National Communication Association 101st Annual Convention*, Las Vegas.

If you're citing from a conference presentation that's been published, such as in a journal, link to the publication in the presentation's title, change the descriptor to [conference presentation], insert a comma after the location, and add an access date to the end of the entry.

In-Text Citations

During the presentation, Carpenter et al. (2015) discussed how to foster sustainable, creative learning spaces in the university setting.

Formatting Quotations Using the Documentary-Note System [*Style Manual, 2020 Update*]

Under the documentary-note system, the *Manual* does not provide specific guidelines for formatting quotations in text, so unless your instructor has specified otherwise, [use the formatting guidelines described under the author-date system above](#).

Formatting Source Titles Using the Documentary-Note System [*Style Manual, 2020 Update*]

Under the documentary-note system, the *Manual* provides the same guidelines as the author-date system for formatting source titles in text, so unless your instructor has specified otherwise, [use the formatting guidelines described under the author-date system above](#).

Formatting Notes Using the Documentary-Note System [*Style Manual, 2020 Update*]

Rather than using parenthetical citations, the documentary-note system's main difference is that it uses in-text markers (usually superscript numbers), and these in-text markers correspond with a numbered list of references.

Selection and Placement of Superscript Numerals

In general, use arabic numerals (¹, ², ³) for in-text markers. Symbols such as an asterisk (*) can be used if you have a limited number of notes or if you're writing in the field of mathematics, where arabic numerals would be potentially confusing. If you use symbols, sequence them in the following order from the start of each new page:

- * asterisk
- † dagger
- ‡ double dagger
- § section
- # hash

In-text markers should be placed after punctuation marks, such as commas and full stops, and after phrases, clauses, and sentences. Place the superscript numeral at the end of the quotation whenever possible:

One study found that 'over 20% of the geese have disappeared from the county area'.¹

Another study found that the decline is less than 10%,² but problems in data collection make its findings unreliable.

Footnotes vs. Endnotes

The *Manual* explains that the choice of whether to use footnotes or endnotes is left up to the writer; footnotes can become unwieldy and potentially distracting when numerous notes are used, so the *Manual* indicates that endnotes may be preferable in that case. However, if you use symbols instead of numerals in text, the *Manual* suggests using footnotes for ease of reference.

First Notes

Under the documentary-note system, the *Manual* provides general guidelines on formatting notes

while indicating that adaptations and adjustments are acceptable. Check with your instructor to find out whether they have additional guidelines.

A first note for any source follows the same format as a reference in the author-date system with two important differences: the format of author name and the placement of the publication year.

Unlike the author-date system, under the documentary-note system, an author's initials should precede the author's surname: JD Smith, rather than Smith JD.

Additionally, the year of publication is placed close to or at the end of the note. For example, a first note for a book with one author might read as follows:

¹ ST Asma, *On monsters: an unnatural history of our worst fears*, Oxford University Press, London, 2009.

The p or pp abbreviation is not used when the page range encompasses the work as a whole, as when noting a journal article:

¹ T Brennan, 'Epicurus on sex, marriage and children', *Classical Philology*, 1996, 91(4):346-352.

If necessary, indicate the page or page range to which the note refers, using the abbreviation p or pp without a full stop:

¹ ST Asma, *On monsters: an unnatural history of our worst fears*, Oxford University Press, London, 2009, p 10.

If a source you're citing was published online, link to the source in the title position:

¹ C Ball, [New media reading strategy](#) [doctoral dissertation], Michigan Technological University, 2005, accessed 27 August 2021.

The *Manual* illustrates one space between the in-text marker and the author's initials as above. If your instructor requires a different approach to spacing, follow that approach instead.

Second and Subsequent Notes

A second or subsequent note should include the author's surname without initials and the title or a shortened form of it. For example, do not include a subtitle in a second or subsequent note:

² Asma, *On monsters*.

The 2020 update to the *Manual* does not model including a page number in a subsequent note. If you would like to focus on a specific page or page range in a subsequent note, consult your instructor to determine what is preferred.

If your source was published online, its title in the first note should link directly to the source, but the title in the subsequent note should *not* include a link:

² Ball, [New media reading strategy](#).

If you're referencing the same source two or more times in a row, the 2020 update to the *Style Manual* says that you should *not* use the abbreviations *ibid.*, *op. cit.*, *loc. cit.*, or *id.* for repeated citations. This is a departure from the 6th edition of the *Manual*, which encouraged such usage.

Multiple Sources in a Note

The *Manual* suggests that writers can cite multiple sources in a footnote or endnote. To do so, separate the works with a semicolon and use only one in-text marker:

Other researchers reported on the consistently evolving methods for reading and writing texts critically and creatively.¹

¹ C Ball, *New media reading strategy* [doctoral dissertation], Michigan Technological University, 2005, accessed 27 August 2021; KB Yancey, 'Made not only in words: composition in a new key', *College Composition and Communication*, 2004, 56(2):297-328, doi:10.2307/4140651.

As this example note shows, a period does *not* end the first source's reference information; only a semicolon should be placed between sources.

Examples of Notes Using the Documentary-Note System [*Style Manual*, 2020 Update]

Print Books	Print Periodicals and Legal Documents
Book, One Author Book, Two Authors Book, Three or More Authors Corporate Author Book, Scholarly or Republished Edition Book, Second or Later Edition Book With Editor but No Author Book With Translator Article From a Reference Book Article or Chapter From an Edited Book or Anthology One Volume of a Multivolume Work	Article in a Scholarly Journal Article in a Magazine Article in a Newspaper Government Report Data Set
	Other Types of Sources
	Published Dissertation Brochure or Pamphlet Media Release
Electronic Sources	Miscellaneous Sources
Book With DOI Article From an Online Reference Book Article in an Online Scholarly Journal Article With DOI From a Journal Article in an Online Newspaper or Magazine Online Professional Organization Report Webpage YouTube Video Tweet Email Blog Post	Interview Radio Broadcast Television Show Film Song Recording From Album Work of Visual Art Cartoon or Comic Strip Advertisement Lecture, Speech, or Presentation

Book, One Author

First Note

Author, *Title*, Publisher, Location, publication year.

¹ A Aber, *Hard damage*, University of Nebraska Press, Lincoln, 2019.

Subsequent Note

Author, *Title*.

² Aber, *Hard damage*.

In-Text

Aria Aber's poetry often reflects an analysis of her own identity as a child born in Germany to Afghan refugees.¹

When citing a literary writer in text, the 2020 update to the *Style Manual* suggests spelling the author's full name upon first use if the author isn't well-known by surname alone.

Book, Two Authors

First Note

Author and Author, *Title*, Publisher, Location, publication year.

¹ K Hopkins and M Beard, *The Colosseum*, Profile Books, London, 2005.

Subsequent Note

Author and Author, *Title*.

² Hopkins and Beard, *The Colosseum*.

In-Text

Hopkins and Beard discuss the consequences of the Colosseum becoming significant within Christianity.²

Book, Three or More Authors**First Note**

Author, Author and Author, *Title*, Publisher, Location, publication year, page.

¹ H Ostrom, W Bishop and K Haake, *Metro: journeys in writing creatively*, Longman, London, 2001, p 60.

When citing a specific page or page range within a work, use the p or pp abbreviation without a full stop. While the 2020 update to the author-date system only requires page number(s) when a work has page numbers and is directly quoted in the text, the update to the documentary-note system doesn't specify the same standard. If you're unsure when to cite page numbers, consult your instructor to find out their preference.

Subsequent Note

Author et al., *Title*.

² Ostrom et al., *Metro*.

The *Manual* specifies that if a source has a subtitle, it should not be included in a second or subsequent note, as seen in this example. Furthermore, if a source has three or more authors, second and subsequent notes should list the first author's surname followed by et al.

In-Text

Welcoming memory as a resource for writing, Ostrom et al. liberate writers who can 'return to places in their minds, a journey that may be charged as much, or more, by time as it is by geography'.¹

Corporate Author**First Note**

Author, *Title*, Publisher, Location, publication year.

¹ Canadian Hostelling Association Nova Scotia, *Hiking trails of Nova Scotia*, 3rd edn, Canadian Hostelling Association Nova Scotia, Halifax, 1977.

In this instance, the author of the work is an organization, and the organization is also the publisher. The work features an edition number, but if your source does not, simply omit that element and move to the next.

Subsequent Note

Author, *Title*.

² Canadian Hostelling Association Nova Scotia, *Hiking trails of Nova Scotia*.

In-Text

The Canadian Hostelling Association Nova Scotia provides maps and advice for reaching hard-to-find trails in the province.²

Book, Scholarly or Republished Edition

First Note

Pseudonym (Original Name), *Title*, (Editor ed), Publisher, Location, publication year, page.

¹ George Eliot (pseud of Mary A Evans), *Middlemarch*, (M Huse ed), Könnemann, New York, 1871/1997, p 165.

The 6th edition of the *Manual* offered guidance on citing pseudonymous works while the 2020 update does not. This example is based on the 6th edition's guidance with one exception: there is no full stop after the abbreviation in the first set of brackets. Also, two publication dates are included for this book because the first signifies the date of original publication and the second denotes the year when the book was published.

Subsequent Note

Author, *Title*.

² Eliot, *Middlemarch*.

In-Text

When the new physician arrived, his reputation was quickly beyond his control: 'There was a general impression, however, that Lydgate was not altogether a common country doctor, and in Middlemarch at that time, such an impression was significant of great things being expected from him'.¹

Book, Second or Later Edition

First Note

Author, *Title*, edition, Publisher, Location, publication year.

¹ B Spatt, *Writing from sources*, 8th edn, Bedford/St. Martin's, New York, 2011.

According to the *Manual*, the th in 8th should not be a superscript, and the abbreviation for edition is edn without a full stop.

Subsequent Note

Author, *Title*.

² Spatt, *Writing from sources*.

In-Text

Many students do not realize that a very close paraphrase, one that just replaces a few words with synonyms, is plagiarism.¹

Book With Editor but No Author

First Note

Editor (ed), *Title*, Publisher, Location, publication year.

¹ M Todd (ed), *Reformation to revolution: politics and religion in early modern England*, Routledge, London, 1995.

In this example, the author component refers to the individual(s) primarily responsible for producing the source. If this individual didn't write the source's content, follow the name with a label that identifies their role. In the source above, the role is one of editor.

Subsequent Note

Editor, *Title*.

² Todd, *Reformation to revolution*.

In-Text

The battle between church and state was not novel to the time of King Henry VIII.¹

Book With Translator

First Note

Author, *Title* (Translator trans), Publisher, Location, publication year, page number.

¹ S Freud, *The interpretation of dreams* (J Strachey trans), Avon Books, New York, 1965, p 550.

In this example, the translator is noted by the appropriate abbreviation, trans, and is not followed by a full stop.

Subsequent Note

Author, *Title*.

² Freud, *The interpretation of dreams*.

As this example shows, the author rather than the translator should be listed in a subsequent note for a translated work.

In-Text

Discussing why dreams are forgotten, Freud points to memory, saying it is untrustworthy and 'positively inaccurate and falsified'.¹

Article From a Reference Book (Encyclopedia, Dictionary, etc.)

First Note and Subsequent Note

The *Manual* explains that a first or subsequent note is *not* necessary for a reference work, such as a dictionary entry. Instead, applicable information should be provided in text.

In-Text

Webster's New World college dictionary (WNWCD) defines a hydroplane as a small motorboat that can skim the surface of a body of water at high speeds using hydrofoils or a flat bottom rising in steps to the stern.

Article or Chapter From an Edited Book or Anthology

First Note

Author, 'Article title', Editors (eds), *Book title*, Publisher, publication year.

¹ F Hartog, 'Self-cooking beef and drinks of Ares', in M Detienne and JP Vernant (eds), *The cuisine of sacrifice among the Greeks*, University of Chicago Press, 1989.

In the example above, the location of the publisher (Chicago) is evident from the publisher's name, so the entry does *not* need to specify publisher location.

Subsequent Note

Author, 'Article title'.

² Hartog, 'Self-cooking beef and drinks of Ares'.

In-Text

Hartog gives one explanation for the popularity of the war god in Thrace: if Ares is capable of occupying a central place in Scythian space, it is because he is marginal in Greece.¹

One Volume of a Multivolume Work

First Note

Editor (ed), *Title*, edition, volume number, Publisher, Location, publication year.

¹ S Sherman (ed), *The Longman anthology of British literature*, 3rd edn, vol 1c, Longman, London, 2006.

The 2020 update to the *Manual* does not specify how to cite a work published as a volume. According to the 6th edition, if the work is not the first edition, place the edition number immediately after the title and before any volume number. If the volume number includes a letter, set the letter in lowercase, in line with the *Manual's* preference for minimal capitalization: vol 1c rather than vol 1C.

Subsequent Note

Editor, *Title*.

² Sherman, *The Longman anthology of British literature*.

In-Text

Sherman notes that Jonathan Swift became a Tory to support the Anglican Church.¹

Article in a Scholarly Journal

First Note

Author, 'Article title', *Periodical Title*, publication year, volume number(issue number):pages.

¹ T Brennan, 'Epicurus on sex, marriage and children', *Classical Philology*, 1996, 91(4):346-352.

The 2020 updated *Manual* differs from the 6th edition: the publication year now follows directly after the journal title, and the volume and issue numbers now follow this format: volume(issue number). If you'd like to specify a page number in a note, add it at the end:

¹ T Brennan, 'Epicurus on sex, marriage and children', *Classical Philology*, 1996, 91(4):346-352, p 350.

Subsequent Note

Author, 'Article title'.

² Brennan, 'Epicurus on sex, marriage and children'.

In-Text

Brennan briefly discusses the philosopher Epicurus's views on the education of children.¹

Article in a Magazine

First Note

Author, 'Article title', *Magazine Title*, publication date publication year.

¹ S Leckart, 'The shiver system', *Wired*, March 2013.

Many magazines use volume and issue numbers. The 2020 update to the *Manual* does not model including volume and issue numbers for magazine articles, so if a magazine you're citing from includes one or both of these, check with your instructor to see if the numbers should be listed. Additionally, this magazine only lists the month and year for its date; if a magazine you cite includes a more specific date, list it, such as 9 September 2021.

Subsequent Note

Author, 'Article title'.

² Leckart, 'The shiver system'.

In-Text

After having sacrificed his own warmth to test the theory that cold leads to faster weight loss, Leckart found that he burned more fat by swimming in a 70-degree pool than when jogging or cycling.¹

Article in a Newspaper

First Note

Author, 'Article title', *Newspaper Title*, publication date publication year.

¹ J Elliott, 'Southern writer Eudora Welty dies', *Anderson Independent-Mail*, 24 June 2001.

Subsequent Note

Author, 'Article title'.

² Elliott, 'Southern writer Eudora Welty dies'.

In-Text

Celebrating Eudora Welty's stories, memoirs, photography, and characters, Elliott gave the acclaimed author a proper tribute.¹

Government Report

First Note

Author or Agency (Abbreviation), *Report title*, catalogue number, Agency, Government, publication year, access date.

¹ Australian Institute of Health and Welfare (AIHW), [Australian bushfires 2019-20: exploring the short-term health impacts](#), catalogue number PHE 276, AIHW, Australian Government, 2020, accessed 18 October 2021.

If a report you're citing doesn't have a catalogue number, simply skip that element and move to the next. Additionally, if a government agency is attributed to the report, list the agency first followed by a comma and then the government in the publisher element.

Subsequent Note

Author, *Report title*.

² AIHW, *Australian bushfires 2019-20*.

In-Text

Although long-term effects from bushfires and bushfire smoke have not been extensively studied, the report noted that \$5 million will go toward research on effects to physiological and mental health.¹

Data Set

First Note

Author or Agency (Abbreviation), *Title* [descriptor], Website, publication year, access date.

¹ National Native Title Tribunal (NNTT), [Indigenous land use agreements](#) [data set], data.gov.au, 2013, accessed 18 October 2021.

Subsequent Note

Author, *Title*.

² NNTT, *Indigenous land use agreements*.

In-Text

Within Australia, the indigenous land use agreements are frequently updated and aid in management of land or water between native title groups and non-native title interest holders.¹

Published Dissertation

First Note

Author, *Title* [descriptor], Publisher, publication year, access date.

¹ C Ball, [New media reading strategy](#) [doctoral dissertation], Michigan Technological University, 2005, accessed 27 August 2021.

If you're citing a thesis rather than a dissertation, change the descriptor accordingly: [master's thesis].

Subsequent Note

Author, *Title*.

² Ball, *New media reading strategy*.

The *Manual* specifies that titles include links only in first note but not in second or subsequent notes, so the above subsequent note doesn't need to include a link.

In-Text

Ball argued that combined methods of rhetorical criticism aid in interpreting new media texts.¹

Brochure or Pamphlet**First Note**

Author, *Title* [descriptor], Publisher, Location, publication year.

¹ University of King's College Archives, *General information* [printed pamphlet], University of King's College, Halifax, 2006.

Subsequent Note

Author, *Title*.

² University of King's College Archives, *General information*.

In-Text

The archives contain everything from specimens of natural history to college trophies and historical records of counties across the province.¹

Media Release**First Note**

Author, *Title* [descriptor], Publisher, publication date publication year, access date.

¹ ACT Government, [Sydney, Melbourne buildings to be revitalised](#) [media release], ACT Government, 11 August 2021, accessed 27 August 2021.

When documenting an online source, include a stable URL for the particular document or source you're referencing whenever possible, embedded in the title of the source. End the note with the date you accessed the source. The source above has a specific, stable URL, but for any electronic source, such as a journal article, with a digital object identifier (DOI), include doi followed by a colon and the particular DOI the source has been assigned.

Subsequent Note

Author, *Title*.

² ACT Government, *Sydney, Melbourne buildings to be revitalised*.

In-Text

Upcoming revitalisation to historic sites in Sydney and Melbourne will include updates in public spaces and improvements in safety and connectivity to eligible buildings.¹

Book With DOI**First Note**

Editors (eds), *Book title*, Publisher, publication year, doi:number.

¹ W Rosslyn and A Tosi (eds), *Women in nineteenth-century Russia: lives and culture*, Open Book Publishers, 2012, doi:10.2307/j.ctt5vjszk.

The *Manual* notes that if a book has a DOI, no location is needed for the publisher. Additionally, if a book you cite with a DOI has an author, place author name(s) where this example shows editors and omit the abbreviation in brackets.

Subsequent Note

Editors, *Book title*.

² Rosslyn and Tosi, *Women in nineteenth-century Russia*.

In-Text

Khvoshchinskaia's protagonist is portrayed not as a female artistic genius but rather as a woman who could at least support herself independently as a visual artist.¹

Article From an Online Reference Book**First Note and Subsequent Note**

No notes are needed for an online reference work according to the *Manual*.

In-Text

Frequently used in Canada, the *Oxford English dictionary* defines a toque as a tight-fitting cap.

Article in an Online Scholarly Journal**First Note**

Author, 'Article title', *Journal Title*, publication year, volume number(issue number), access date.

¹ S Welsh, 'Forgetting as a function: when the internet wants to remember, how can we learn to forget?', *Kairos: A Journal of Rhetoric, Technology, and Pedagogy*, 2020, 24(2), accessed 27 August 2021.

Some online journal articles do not feature page numbers, which is the case with the article in this example. If you cite a journal article that isn't in a database but does include page numbers, add them based on the example below of a journal article from a database.

Subsequent Note

Author, 'Article title'.

² Welsh, 'Forgetting as a function'.

In-Text

If a social media post unwantedly goes viral, Welsh advised that more posts redirecting people's attention will essentially help them forget the post that grabbed their attention in the first place.¹

Article With DOI From a Journal**First Note**

Author, 'Article title', *Journal Title*, publication year, volume number(issue number):pages, doi:number.

¹ M Barragán, 'The fabric of the city: magazines, dressmakers, and Madrid's Gran Via', *Modernism/Modernity*, 2021, 28(1):1-24, doi:10.1353/mod.2021.0014.

The *Manual* emphasizes including the DOI if one has been assigned to an article you're citing.

Subsequent Note

Author, 'Article title'.

² Barragán, 'The fabric of the city'.

In-Text

Barragán concluded that increased access to urban spaces for all social classes contributed significantly to Madrid's modernization.¹

Article in an Online Newspaper or Magazine**First Note**

Article With Author

Author, 'Article title', *Newspaper Title*, publication date publication year, access date.

¹ G Weule, '[Hubble Space Telescope captures rare Herbig-Haro object in stunning detail](#)', *ABC Science*, 2 September 2021, accessed 2 September 2021.

Article Without Author

Newspaper Name, 'Article title', *Newspaper Title*, publication date publication year, access date.

¹ ABC, '[German police charge six men with robbery, arson over Dresden's Green Vault museum heist](#)', *ABC*, 2 September 2021, accessed 2 September 2021.

If no author is listed with an article in a newspaper, magazine, or blog, the *Manual* advises using the name of the periodical in the author position in plain font.

Subsequent Note

Article With Author

Author, 'Article title'.

² Weule, 'Hubble Space Telescope captures rare Herbig-Haro object in stunning detail'.

Article Without Author

Newspaper Name, 'Article title'.

² ABC, 'German police charge six men with robbery'.

In-Text

Article With Author

The image shows the birth of a star system, or a baby star with blue gas and a dust cloud surrounding it.¹

Article Without Author

Although six suspects are in custody for the alleged museum heist, none of the 4,300 stolen diamonds have been recovered.¹

The 2020 update to the *Manual* specifies that numbers with four or more digits should include commas, separating three-digit units from right to left: 4,300.

Online Professional Organization Report

First Note

Author (Abbreviation), *Report title*, Publisher, publication year, access date.

¹ National Endowment for the Arts (NEA), '[Artists and other cultural workers: a statistical portrait](#)', NEA, 2019, accessed 2 September 2021.

If the report is available as a PDF, the *Manual* prefers that the title links to the landing page of the PDF rather than the PDF itself.

Subsequent Note

Abbreviation, *Report title*.

² NEA, *Artists and other cultural workers*.

The 2020 update to the *Manual* recommends that when an organization uses an acronym to shorten its name, the shortened form alone should be used in subsequent notes while the shortened form should be in brackets after the full name in the first note.

In-Text

In the film industry, occupations like acting, directing, and film editing are predicted to steadily grow

while other occupations in the arts, including photography, should experience a decrease in employment.¹

Webpage

First Note

Author, *Webpage title*, Website Title website, publication year, access date.

¹ D Braunlich, [The history of the Sea Turtle Preservation Society](#), Sea Turtle Preservation Society website, n.d., accessed 31 August 2021.

Subsequent Note

Author, *Webpage title*.

² Braunlich, *The history of the Sea Turtle Preservation Society*.

In-Text

Braunlich explained that the Sea Turtle Preservation Society's early beginnings were in 1982 when founder Peter Bandré began rescuing sea turtle hatchlings with fellow surfers before requesting and receiving a permit to actually do so.¹

YouTube Video

First Note

Owner of Video, 'Title of video' [video], *Name of Channel*, YouTube, publication date publications year, access date.

¹ PBS NewsHour, '[WATCH: Amanda Gorman reads her poem, "The Miracle of Morning"](#)' [video], *PBS NewsHour*, YouTube, 15 January 2021, accessed 31 August 2021.

The 2020 update to the *Manual* allows writers to preserve the capitalization of a poem's title as written by the author; however, the *Manual* illustrates the author's own capitalization as well as minimal capitalization: 'A servant to servants'. If needed, check with your instructor to determine which style of formatting is preferred for poem titles.

Subsequent Note

Owner of Video, 'Title of video'.

² PBS NewsHour, 'WATCH'.

As this example shows, subtitles are not included in second or subsequent notes.

In-Text

Gorman praised the beauty and necessity of togetherness in the face of despair and mourning.¹

Tweet

First Note

Author, 'Title' [descriptor], publication date publication year, access date.

¹ S Rushdie, '[Dear #Franzen: @MargaretAtwood @JoyceCarolOates @nycnovel @NathanEnglander @Shteyngart and I are...](#)' [Tweet], 16 September 2013, accessed 20 August 2015.

Salman Rushdie, whose Twitter handle is @salmanrushdie, authored this Tweet. However, the *Manual* doesn't provide guidance on whether to include a handle or username for sources like Tweets, Reddit posts, etc., so Rushdie's username isn't included here. If referencing social media posts or similar content, check with your instructor to see whether you should reference usernames or handles in addition to or instead of author names. Additionally, the *Manual* doesn't model including the name of the social media platform. In this example, the descriptor, [Tweet], indicates the platform is Twitter. Other descriptors could be [Facebook status] or [Instagram post]. Compose your descriptor based on the social media platform you're citing.

Subsequent Note

Author, 'Title'.

² Rushdie, 'Dear #Franzen: @MargaretAtwood @JoyceCarolOates @nycnovel @NathanEnglander @Shteyngart and I are...'

The 2020 update to the *Manual* suggests that if a social media post is lengthy, the first and any subsequent notes should only include the first 10 words of the post followed by an ellipsis, as modeled in both examples of notes above.

In-Text

Responding to Jonathan Franzen's critique of Twitter, Rushdie had some critical words of his own.¹

Email

First and Subsequent Note

For emails and personal communication, the *Manual* says that you should mention them in text but not in a note.

In-Text

Chris Barris (personal communication, 11 February 2018) wrote . . .

Unlike the 6th edition, the 2020 update to the *Manual* doesn't specify whether you must secure the permission of the person with which you communicate.

Blog Post

First Note

Author, 'Article title', *Blog Title*, publication date publication year, access date.

¹ K Kellogg, 'A sentimental minimalist', *Going Zero Waste*, 2 June 2017, accessed 9 September 2021.

Subsequent Note

Author, 'Article title'.

² Kellogg, 'A sentimental minimalist'.

In-Text

If eliminating clutter around the home is a personal goal, Kellogg advises that separating memory from personal items promotes minimalization.¹

Interview

First Note

Published Interview

Interviewer, *Interviewer interviews Interviewee: Interview title* [descriptor], Publisher, publication date publication year, access date.

¹ C Georgiadis, *Costa Georgiadis interviews Karen Mundine: Grassroots change – extended interview* [interview video file], ABC, 28 May 2021, accessed 21 September 2021.

If you access an audio file or a transcript of an interview, change the descriptor accordingly: [interview audio file] or [interview transcript].

Unpublished Interview

Use the same guidelines as those for [personal communication](#), explained above.

Subsequent Note

Author, *Interviewer interviews Interviewee*.

² Georgiadis, *Costa Georgiadis interviews Karen Mundine*.

As seen in this example, the surname of the interviewer should appear in subsequent citations.

In-Text

Published Interview

Mundine discussed Reconciliation Week in light of gardening and the site of The Royal Botanic Garden Sydney.¹

Unpublished Interview

Ronit Berger (personal communication, 5 February 2015) noted, 'students working in online courses need to be extra diligent about understanding assignments and researching'.

In this instance, the interviewee's full name appears in the signal phrase, followed by words of the interviewee. The brackets include the date, month, and year of the interview and the nature of the source.

Radio Broadcast

First Note

Presenter, 'Broadcast title' [descriptor], *Program title*, Publisher, Location, publication date publication year.

¹ L Shine, 'Top 500 90s countdown' [radio program], *Friday ride home*, WFPK, Louisville, 26 March 2021.

According to the 2020 update to the *Manual*, under the author-date system, a reference entry for a radio program should begin with the presenter. The *Manual* does not specify how to cite a radio program under the documentary-note system, so consult your instructor to find out their preference when citing a radio broadcast.

Subsequent Note

Presenter, 'Program title'.

² Shine, 'Top 500 90s countdown'.

In-Text

Smells like teen spirit was voted the best album of the 1990s during an episode of *Friday ride home*.¹

Television Show

First Note

Director, 'Episode title' [descriptor], *Series title* (season number, episode number), Publisher, Location, publication year.

¹ K Dunlevy, 'The Mandalore plot' [television program], *Star Wars: the Clone Wars* (season 2, episode 12), Lucasfilm Animation, San Francisco, 2010.

According to the 2020 update to the *Style Manual*, under the author-date system, a reference entry for a television show should begin with the director. The *Manual* does not specify how to cite a television show under the documentary-note system, so consult your instructor to find out their preference when citing a television show. Additionally, if your instructor prefers that you include the role of the director, follow their surname with the role: K Dunlevy (director).

Subsequent Note

Director, 'Episode title'.

² Dunlevy, 'The Mandalore plot'.

In-Text

In 'The Mandalore plot', Satine realizes that Death Watch is a grave threat when they unsuccessfully attempt to assassinate her.¹

Film

First Note

Director, *Title* [descriptor], Publisher, Location, publication year.

¹ H Hawks, *The misfits* [motion picture], Metro-Goldwyn-Mayer, Beverly Hills, 2001.

While the 2020 update to the *Style Manual* indicates that title descriptors are used for some source types under the documentary-note system, the update doesn't indicate whether descriptors are required for author roles (as under the updated author-date system). If your instructor prefers a descriptor for the author role, consider following the surname with the descriptor:

¹ H Hawks (director), *The misfits* [motion picture], Metro-Goldwyn-Mayer, Beverly Hills, 2001.

Subsequent Note

Director, *Title*.

² Hawks, *The misfits*.

In-Text

Reminiscing about his time as a pilot in the war, Guido says, 'I sure must've broken a lot of dishes, but I never saw them'.¹

Song Recording From Album

First Note

Author, 'Song title' [Descriptor], *Album title*, Publisher, publication year.

¹ K Minogue, 'Cupid boy' [Song], *Aphrodite*, EMI, 2010.

Subsequent Note

Author, 'Song title'.

² Minogue, 'Cupid boy'.

In-Text

Minogue sings, 'I'm hooked on your line / Under your spell / Your love is king'.¹

The 2020 update to the *Manual* doesn't illustrate using slashes to separate lines of song or poetry in the documentary-note system, so this example is based on the *Manual's* guidance for the author-date system.

Work of Visual Art

First Note

Museum or Private Collection

Author, *Work title* [medium], Website, Exhibition or Gallery, Location, publication year.

¹ F Albani, *Christ child and the young Saint John the Baptist in a landscape* [painting], [European Galleries](#), Blanton Museum of Art, Austin, Texas, circa 1633.

While the 6th edition offered guidance on using circa to denote an approximate date, the 2020 update to the *Manual* does not mention circa. If you need to cite a work of art for which the date of creation is uncertain, consult your instructor to find out whether circa is preferred. In addition, the update also doesn't illustrate linking to a website housing a work of art but does request a website name for a work of art accessed online. Consult your instructor to find out their preference for linking to a website for an online work of art.

Print

Author, *Work title* [medium], in Editors (eds), *Publication title*, Publisher, Location, publication year, page(s).

¹ E Burne-Jones, *The lament* [painting], in S Wildman and J Christian (eds), *Edward Burne-Jones: Victorian artist-dreamer*, Abrams, New York, 1998.

Subsequent Note

Museum or Private Collection
Author, *Work title*.

² Albani, *Christ child*.

If you refer to a source more than once in the text, the *Manual* states that a shortened form of the source's title can be used in second and subsequent notes.

Print

Author, *Work title*.

² Burne-Jones, *The lament*.

In-Text

Museum or Private Collection

Albani's devotional work *Christ child and the young Saint John the Baptist in a landscape* represents his style of early Baroque classicism.¹

Print

In *The lament*, Burne-Jones depicts the grief elicited by a song for the dead, which points to the influences of Greek sculpture on the painter's imagination.²

Cartoon or Comic Strip

First Note

Author, *Comic title* [descriptor], Website Title website, publication year, access date.

¹ M Inman, *Dentist cat* [comic], The Oatmeal website, n.d., accessed 1 September 2021.

Subsequent Note

Author, *Comic title*.

² Inman, *Dentist cat*.

In-Text

Inman shows a cat serving as a dentist that unexpectedly plays with the human patient's tonsils as if they are a toy.¹

Advertisement

First Note

Print

Author, *Title* [descriptor], Publisher, Location, publication year.

¹ Genuine Scooter Company, *Stella* [advertisement], Genuine Scooter Company, Chicago, 2011.

Web

Author, *Title* [descriptor], *Webpage title*, Website Title website, publication year, access date.

¹ Volkswagen, *Lemonade* [advertisement], *Pitch perfect: Volkswagen's best ads through history*, Driving website, 2019, accessed 19 October 2021.

Subsequent Note

Print

Author, *Title*.

² Genuine Scooter Company, *Stella*.

Web
Author, *Title*.

² Volkswagen, *Lemonade*.

In-Text

Print

To premier the Stella, Genuine Scooter Company featured five of the scooters, showing the range of colors from which customers can choose.¹

Web

In the text of the advertisement, Volkswagen promised to be carbon neutral across the globe by 2050.¹

Lecture, Speech, or Presentation

First Note

Author, 'Presentation title' [descriptor], *Convention Title*, Location, convention date range.

¹ RG Carpenter, JL Fairchild, K Apostel, O McGrath, J Young, K Head, KM Cuny and S Apostel, 'Embracing opportunities: reflections of sustainable communication centers' [unpublished conference presentation], *National Communication Association 101st Annual Convention*, Las Vegas, 19-22 November 2015.

The documentary-note system doesn't place a limit on the number of authors that can be listed in the first note. Check with your instructor or your school's style guide to confirm any special requirements.

Subsequent Note

Author, 'Presentation title'.

² Carpenter et al., 'Embracing opportunities'.

The *Manual* recommends including no more than two surnames in a second or subsequent note. Since this source has more than two presenters, et al. is used in the subsequent note.

In-Text

During the presentation, Carpenter et al. discussed how to foster sustainable, creative learning spaces in the university setting.¹

Formatting Quotations Using the Author-Date System [*Style Manual*, 6th Edition]

The *Manual* recommends that writers use single quotation marks when directly quoting material and include terminal punctuation after the quotation mark, as in this example:

Lowe (2016, p. 9) aims to answer whether the victim's 'worst choices outweigh his best ones'.

There is one exception: if the quoted material is a full sentence and stands completely alone, such as in an interview transcript, the terminating punctuation should fall within the quotation mark:

Patient: 'I was diagnosed with diabetes only late in my life, after I had turned 80.'

Nurse: 'And what medications did you receive at the time?'

Inserting or Changing Material Within Quotations

Square brackets can be used for several purposes within a quotation: to clarify the meaning of a word, phrase, or idea; to add further information; or to identify errors. Their use should not obscure the meaning of the quoted passage. Some style guides, such as MLA, require square brackets when you change the capitalization of a letter at the beginning of a quotation, while other style guides, such as

APA, allow changes to capitalization without this indicator. The *Manual* does not provide guidance either way, so choose one approach and use it consistently.

Omitting Material From Quotations

An ellipsis uses three dots with a space before and after (...) to indicate omitted material, whether that material consists of a single word or several sentences. A question mark, quotation mark, or exclamation mark are the only punctuation marks that should precede or follow an ellipsis. If you're using a block quotation and you omit one or more paragraphs within the quotation, place the ellipsis on a line of its own.

Formatting Long Quotations From Prose

Quotations more than thirty words long should be set off as block quotations without quotation marks; indent these from the margin and use smaller type than the surrounding text. The *Style Manual* doesn't provide guidelines for the indentation measurement or the font size, so consult your instructor or your university's style guide as needed.

Formatting Short Quotations From Poetry and Drama

The *Manual* also provides no guidance on formatting short or long quotations from literature, such as drama, poetry, and lyrics.

Formatting Quotations From a Secondary Source

To quote a secondary source, use single quotation marks. Indicate a distinction between the secondary source and the original source within the citation:

One study found that 'over 20% of the geese have disappeared from the county area' (Smith, cited in Jones 2015, p. 23).

Smith (cited in Jones 2015, p. 23) found that 'over 20% of the geese have disappeared from the county area'.

Formatting Source Titles Using the Author-Date System [*Style Manual*, 6th Edition]

The author-date system's title formatting guidelines are markedly different from MLA and APA styles, so study the approach carefully.

Quotation Marks

Use quotation marks when referring to the titles of unpublished documents as well as shorter works, such as chapters in published works, articles in periodicals, essays, lectures, short poems and songs, and similar types of short sources. The *Manual* recommends the use of single quotation marks rather than double quotation marks.

Italics

The titles of longer works, such as books, periodicals, newspapers, magazines, plays, and long poems, should be italicized both in text and in reference entries.

Capitalization

The *Manual* provides two guidelines for capitalization, and they apply whether a source title is mentioned in text, in a citation, or in a reference. Because these guidelines are specific and differ from other reference styles, understanding them is important to using Harvard referencing style correctly.

Minimal Capitalization

Most source titles should follow what the *Manual* calls minimal capitalization. The following guidelines for minimal capitalization apply to titles mentioned in text, in a citation, or in a reference:

- The first letter of the first word of the title should be uppercase, as should the first letter of any proper noun or name. Acronyms should follow their usual case, whether uppercase (CDC) or lowercase (scuba).
- All other words should be lowercase, including the first letter of the first word of any subtitle.

Minimal capitalization applies to almost all types of sources: dissertations, books, reports, articles, poems, chapters, films, television shows, songs, etc.

Maximal Capitalization

Only two types of sources do *not* follow minimal capitalization: titles of periodicals (magazines, journals, newspapers, etc.) and titles of legislation. Instead, these follow what the *Manual* calls maximal capitalization. In this format, capitalize the first letter of every word in the title except articles, prepositions, and conjunctions. Periodical titles and legislation titles should follow maximal capitalization when mentioned in text, in a citation, or in a reference.

Source Title Examples

The examples below illustrate use of quotation marks, italics, and capitalization for various source types:

- Book: *In search of lost time*
- Poem: 'Rain light'
- Article: 'The monster of Florence'
- Magazine: *The New Republic*
- Journal: *Virginia Quarterly Review*

Formatting In-Text Citations Using the Author-Date System [*Style Manual*, 6th Edition]

The *Manual* provides several guidelines for the placement of citations:

- If the author's name is part of the signal phrase, place the citation (indicating the publication year and possibly locator information) immediately after the author's name: Smith (2016) found that most of the geese have disappeared from the county area.
- If the author's name is located in the citation, place the citation at the end of the sentence, before the full stop: One study found that most of the geese have disappeared from the county area (Smith 2016).
- If a citation refers to one segment of the sentence, it can fall at the end of the relevant clause or phrase: Although one source found that most of the geese have disappeared from the county area (Smith 2016), county officials have disputed its findings.

A citation generally includes an author's name and a publication year. If you're paraphrasing a source, including locator information, such as page or paragraph numbers, is optional; however, sharing locator information can be helpful for readers, and your instructor might require it. If you quote a paginated source, you must cite the page number. If you quote a source that isn't paginated (e.g., an online source), you must cite other locator information, such as a paragraph number.

Author

Many sources will have a single, easily identifiable author. However, some sources won't be so simple.

Multiple Authors

If the source has two or three authors, all authors should be identified in the signal phrase or in the parenthetical citation:

(Smith, Jones & Weston 2013)

An ampersand is used in a parenthetical citation, but the conjunction "and" is used in a signal phrase: Smith, Jones and Weston (2013) found that . . .

If the source has four or more authors, all signal phrases and citations should use only the first author's surname and the phrase et al., which stands for *et alia* (and others):

Crooks et al. (2015) found that . . .

The names of all authors should be provided in the corresponding reference entry for such a source, regardless of their number.

Multiple Sources by the Same Author

If citing more than one source by the same author, indicate the author's name and the dates of the sources in chronological order:

(Smith 2015, 2016)

In the reference-page entries, your first entry for the author should list the author's name, but the second entry should substitute what the *Manual* calls a "two-em rule" for the author's name, meaning two em dashes directly beside each other:

Smith, J 2015,

—2016,

If citing multiple sources by the same author and with the same publication year, differentiate the sources by placing a letter next to the publication year in the citation and in the corresponding reference entry. Select these letters based on the alphabetization of the sources' titles, excluding initial definite or indefinite articles (a, an, the). For example, two books by Jones, both published in 2010, titled *The effects of white-nose syndrome* and *The migration of bats in Nova Scotia*, would be referenced as 2010a and 2010b respectively:

Jones, S 2010a, *The effects of white-nose syndrome*

—2010b, *The migration of bats in Nova Scotia*

Multiple Authors With the Same Name

If citing two different authors with the same surname, include their initial or initials in text to differentiate them:

(Smith, J 2015)

(Smith, S 2011)

Corporate Author

If a corporate author, such as a government department or a university, has a long name, using its acronym in text is acceptable. However, the corresponding entry in the reference list should include a cross-reference that identifies the acronym. For example, if the Centers for Disease Control and Prevention is mentioned in the text of an essay, it could appear like this:

The Centers for Disease Control and Prevention investigated SARS quickly when it emerged (CDC 2014). The CDC found that . . .

The reference list would need to include a cross-reference at the relevant alphabetical point:

CDC—see Centers for Disease Control and Prevention.

The cross-reference uses a two-em dash, italicizes the word *see*, and ends with a full stop. The corresponding reference entry would be under Centers for Disease Control and Prevention. Therefore, a single source would have the usual reference entry as well as an associated cross-reference to the main reference entry.

Editors and Others as Authors

Occasionally, an editor, translator, compiler, or reviser might take the place of the author in a citation if this person's role is particularly prominent. Such contributors' roles are abbreviated as ed., trans., comp., and rev., and they fall before the name of the person when cited in text:

(ed. Clarke 2013, p. 45)

The corresponding reference entry for such a source would also indicate this person's role, abbreviated in brackets directly after their name:

Clarke, S (ed.) 2013,

No Author

If a source has no identifiable author, cite the complete title of the source in text: (*All about bats* 2001).

The work's title should then fall in place of the author's name in the corresponding reference entry. One exception to this rule is newspaper articles that don't specify their authors, such as some editorials. An in-text citation for a newspaper article without an author should provide the name of the newspaper, the date of its publication, and a page reference:

(*Financial Times* 20 December 2016, p. 13)

Since the citation has provided the relevant information for locating the article, no reference entry is needed for such a source.

One Citation, Multiple Sources

If you find a particular fact in two or more separate sources, or if you mention ideas from multiple sources in a single sentence, cite all of those sources in one citation. When citing multiple sources within one citation, organize them alphabetically by author's surname rather than chronologically by date. Also, separate them with a semicolon:

(Barks 2015; Smith 2000; Torres 2016)

Date

Many sources have a clearly specified publication year, but some do not. Follow the procedures discussed below for such sources.

No Date

If a source doesn't have a clearly specified publication year, use one of the following approaches, depending on the scenario. If the source has no known date, cite n.d. for no date:

(Smith n.d.)

Circa

If the source's date can roughly be established, use c. for circa:

(Jones c. 1995)

Unclear Date

If the source's date is unclear, place a question mark after the estimated date:

(Barnes 2000?)

Forthcoming

If the work has been accepted by a publisher but is not yet published, indicate this with forthcoming:

(Sparks forthcoming)

In Press

If the work has been accepted and is in the process of being published, indicate that it is in press:

(Jones in press)

The distinction between forthcoming and in press is subtle. Your professor might refer you to a book

chapter they recently wrote. If the chapter, book, or both are still being written or edited, use forthcoming, but if the chapter and book are complete and in the publisher's hands, use in press.

Reference entries for all such sources should correspond with their in-text citations. For example, a reference entry for a source by Sally Jones published circa 1995 would begin like this:

Jones, S c. 1995,

Locator Information

The *Manual* requires that you cite locator information, such as a page or paragraph number, when quoting a work.

Page Numbers

If the source is paginated, you should cite the page number:

(Smith 2015, p. 23)

When quoting a paginated source, you can cite the page number along with relevant locator information, such as the volume number:

(Smith 2014, vol. 1, p. 56)

If you quote a source that isn't paginated, cite another relevant piece of locator information, such as a paragraph number:

(Jones 2015, para. 3)

The *Manual* doesn't provide specific guidance on citing locator information when merely paraphrasing a source. Even though the *Manual* doesn't require it, citing locator information when paraphrasing can help a reader locate the relevant information in the original source. In addition, your instructor or school style guide might require it. When quoting or paraphrasing ideas from two separate locations within the same source, use a single citation:

(Smith 1995, p. 23, 36)

Other Locator Information

A page number is the most common and often the most relevant locator information to cite; in some cases, however, a source will not be paginated. Even if a source is paginated, when paraphrasing a work, you might prefer to cite one or more paragraphs or sections rather than a particular page number. For example, if you mention a particular plate in a paginated book of numbered plates, you could cite the number of the plate rather than the page number:

(Clark 2016, pl. 3)

The *Manual* provides a list of locator abbreviations that can commonly be used in such citations. These abbreviations include the following options:

- app. for appendix
- ch. for chapter
- col. or cols for column(s)
- l. or ll. for line(s)
- pl. for plate
- vol. or vols for volume(s)

These abbreviations would be used as seen in the following examples:

(Smith 2000, sec. 7)

(Smith 2000, secs 3, 7)

(Jones 2016, para. 2)

(White 1999, paras 3, 5)
(Frost 1965, ll. 2-3)

Locator abbreviations ending with the letter *s* should not end with a full stop, while all other locator abbreviations should end with a full stop. However, don't confuse this rule with the contributor abbreviation *trans.* for translator; this contributor abbreviation *does* end with *s* and a full stop. See p. 191 of the *Manual* for the complete list of locator abbreviations. If you need to create a locator abbreviation that isn't listed, check with your instructor or your school's style guide.

Poetry and Plays

Rather than a page number, a citation for a play should indicate the act, scene, and line number(s), and a citation for poetry should indicate the line number(s):

(Shakespeare 1960, ac. 2, sn. 3, ll. 45-56)

(Frost 1965, ll. 3-4)

The *Manual* doesn't specify whether locator abbreviations such as *l.* or *ll.* can be left out if repeatedly citing from the same source, so use your best judgment when deciding whether to omit the abbreviation.

Audiovisual Material

When referring to a film, video, television program, or radio broadcast, cite the title of the work and the year in text rather than the name of a creator or contributor:

(*Interstellar* 2015)

The *Manual* doesn't provide guidance for citing audiovisual locator information such as timestamps. Check with your instructor to see if this information is required.

Formatting References Using the Author-Date System [*Style Manual, 6th Edition*]

A few principles guide the format and organization of references:

- Internally, the items in a reference are separated by commas, not full stops. However, a space alone separates the author from the publication year.
- Source titles should be minimally capitalized with the exception of periodical titles and titles of legislation, both of which are maximally capitalized.
- Single quotation marks indicate the title of a chapter, article, or other source that is usually part of a larger work, while italics indicate the title of a book, periodical, or other stand-alone source.
- The reference list should be organized in alphabetical order by author's surname. However, if you're drafting a longer work, such as a chapter or a dissertation, reference-list entries can be grouped in other ways. For example, a reference list could be grouped into a handful of themes with sources related to each theme organized alphabetically by author's surname. Alternatively, a reference list could be grouped by subject or source type with books in one section, journal articles in another section, and so on.
- References don't require hanging indentations or double-spacing; however, check with your instructor to find out their preference.

Author

The reference entry should present the author's surname followed by the author's first initial or initials without full stops or spaces:

Smith, JB 2000

If the author is well known, such as Ernest Hemingway, the author's full name can be used, but this isn't required. If the author is known by a pseudonym, listing the real name of the author isn't

required but can be helpful. If you do so, place the name in brackets after the pseudonym:

Bell, Acton (pseud. of Anne Brontë) 1848,

References for sources with multiple authors should always list all authors. An ampersand, not the conjunction "and," should link the final author and shouldn't be preceded by a comma:

Smith, J, Jones, F & Markham, B 2015,

If a source has a corporate author and you abbreviate that name in text, follow the procedure mentioned in [Corporate Authors](#) above for cross-referencing the source in your references.

If a source has no identifiable author, place the source's title in the author position in the reference entry, and alphabetize the entry based on the title's first word, disregarding any article (a, an, the). An exception to this rule is that newspaper articles without authors, such as some editorials, are not cited on the references page. Instead, in-text citations for such sources indicate the author of the newspaper or periodical: (*Financial Times* 20 December 2016, p. 13).

Date

The reference entry should include the publication year of the source. Separate it from the author's name by a single space; do *not* put a comma or full stop between the name and the publication year.

Your reference entry should use the same date your citation uses. For example, if you cite n.d. for the source, or if you use c., ?, forthcoming, or in press in your citation, your reference entry should indicate this same information:

Jones, S c. 1995,

Title

Use the complete, unabbreviated title of a source. Additionally, use [maximal capitalization](#) for periodicals and legislation and [minimal capitalization](#) for all other sources. Italicize the titles of long works, such as books and periodicals, and place the titles of short works, such as articles and chapters, in single quotation marks. See [Quotation Marks, Italics, and Capitalization](#) above for a complete discussion of title capitalization. In the rare instance that a source has no title, place a lowercase source descriptor, without quotation marks or italics, in the title spot in the reference entry, as seen here with the word "advertisement":

Volkswagen of America 1961, advertisement, *Life*, vol. 7, p. 4.

Descriptor

When useful, place a descriptor, like media release or DVD, in lowercase after the source's title. Such descriptors can clarify the nature of an unusual source:

ACT Government 2021, *Sydney, Melbourne buildings to be revitalized*, media release

Publisher

With two exceptions, the publisher's name should be spelled in full. If the publisher's name appears in multiple entries in the references, it can be abbreviated after the first instance, although this abbreviation is not required. For example, John Wiley & Sons could be abbreviated to Wiley after the first instance. Separately, if the publisher's name is lengthy, it can be abbreviated on the first and subsequent instances, as long as the abbreviation is clear. For example, McGill-Queens University Press could be abbreviated to McGill-Queens UP. This abbreviation is also optional.

Location

Citing only the city of publication is usually acceptable. The name of the state or country in which the city is located should be included only if it's necessary to avoid confusion. If the name of the publisher already indicates the city of publication (e.g., University of Toronto Press), the reference entry does *not* need to indicate publisher location.

Page Numbers

The *Manual* doesn't require page numbers in a reference entry for a book. However, reference entries for periodicals should include page numbers or a page range, preceded by the abbreviation p. or pp., respectively:

Brennan, T 1996, 'Epicurus on sex, marriage and children', *Classical Philology*, vol. 91, no. 4, pp. 346-52.

As this example shows, if you indicate a page range in a reference entry, you can eliminate any repeated numbers. Therefore, a page range would indicate 190-8 rather than 190-198, or 33-5 rather than 33-35.

Other Details

In general, other relevant information, such as edition number, volume number, and issue number, should be included in a reference.

Access Date

When referencing an electronic source, always include the access date, placing it before the URL. The access date should be preceded by "viewed," in this format:

ACT Government 2021, *Sydney, Melbourne buildings to be revitalised*, media release, ACT Government, Canberra, 11 August, viewed 27 August 2021, <<https://www.act.gov.au/our-canberra/latest-news/2021/august/sydney-melbourne-buildings-to-be-revitalised>>.

URL

When referencing an electronic source, include a stable URL whenever possible and place it in angled brackets, also called chevrons (<>), at the end of the reference. If a source doesn't have a stable URL, its reference entry should indicate the main URL of the website or source. If needed, break a URL at the end of a line, but don't add a hyphen when you do so. Use your best judgment, breaking the URL so that its information remains clear.

Contributor

Additional material, such as information about contributors or other relevant details, can be included after the closing full stop of the reference entry. In all cases, follow this information with a full stop:

Mundine, K 2021, 'Grassroots change – extended interview', *Gardening Australia*, 28 May, viewed 21 September 2021, <<https://www.abc.net.au/gardening/grassroots-change---extended-interview/13364418>>. Interview by Costa Georgiadis.

Examples of In-Text Citations and References Using the Author-Date System [*Style Manual*, 6th Edition]

The examples below illustrate author-date references and in-text citations for various kinds of sources. These examples follow guidelines outlined in the 6th edition, released in 2002. Although the *Manual* was updated in 2020, adhere to the guidelines below if the 6th edition is required by your instructor or school. Also, keep in mind that the *Manual* doesn't discuss requirements for double-spacing essays or references, nor are there formatting requirements for references, such as hanging indentation. For the sake of consistency, the examples below are left-aligned and single-spaced.

Print Books	Print Periodicals
Book, One Author Book, Two Authors Book, Three or More Authors Corporate Author Book, Scholarly or Republished Edition Book, Second or Later Edition Book With Editor but No Author Book With Translator	Article in a Scholarly Journal Article in a Magazine Article in a Newspaper

Article From a Reference Book Article or Chapter From an Edited Book or Anthology One Volume of a Multivolume Work	Other Types of Sources Published Dissertation Brochure or Pamphlet Media Release
Electronic Sources	Miscellaneous Sources
Print Book Accessed Online Article From an Online Reference Book Article in an Online Scholarly Journal Article With DOI From a Journal Article in an Online Newspaper or Magazine Online Professional Organization Report Webpage YouTube Video Tweet Email Blog Post	Interview Radio Broadcast Television Show Film Song Recording From Album Work of Visual Art Cartoon or Comic Strip Advertisement Lecture, Speech, or Presentation

Book, One Author

References

Author publication year, *Title*, Publisher, Location.

Aber, A 2019, *Hard damage*, University of Nebraska Press, Lincoln.

In-Text Citations

Aber's (2019) poetry often reflects an analysis of her own identity as a child born in Germany to Afghan refugees.

Book, Two Authors

References

Author & Author publication year, *Title*, Publisher, Location.

Hopkins, K & Beard, M 2005, *The Colosseum*, Profile Books, London.

In-Text Citations

Hopkins and Beard (2005) discuss the consequences of the Colosseum becoming significant within Christianity.

Book, Three or More Authors

References

Author, Author & Author publication year, *Title*, Publisher, Location.

Ostrom, H, Bishop, W & Haake, K 2001, *Metro: journeys in writing creatively*, Longman, London.

In-Text Citations

Welcoming memory as a resource for writing, Ostrom, Bishop and Haake (2001, p. 60) liberate writers who can 'return to places in their minds, a journey that may be charged as much, or more, by time as it is by geography'.

Corporate Author

References

Author publication year, *Title*, Publisher, Location.

Canadian Hostelling Association Nova Scotia 1977, *Hiking trails of Nova Scotia*, 3rd edn, Canadian Hostelling Association Nova Scotia, Halifax, Nova Scotia.

The author in this work is an organization, and the organization is also the publisher. The *Manual* does

not provide guidance on omitting the publisher from the reference entry when the publisher is also the author, but check with your instructor to see if this information should be repeated.

In-Text Citations

The Canadian Hostelling Association Nova Scotia (1977) provides maps and advice for reaching hard-to-find trails in the province.

Book, Scholarly or Republished Edition

References

Pseudonym (Original Name) publication year, *Title*, ed. Editor, Publisher, Location.

Eliot, George (pseud. of Mary A Evans) 1997 (1871), *Middlemarch*, ed. M Huse, Könnemann, New York.

If a work is by a well-known author, indicating their first name rather than the first initial can be helpful. In addition, for pseudonymous works, the author's real name can be included in brackets, as seen in the example above. The example also features two publication dates: the year of the republished work followed by the year of original publication set in brackets.

In-Text Citations

When the new physician arrived, his reputation was quickly beyond his control: 'There was a general impression, however, that Lydgate was not altogether a common country doctor, and in Middlemarch at that time, such an impression was significant of great things being expected from him' (Eliot 1997, p. 165).

Book, Second or Later Edition

References

Author publication year, *Title*, edition, Publisher, Location.

Spatt, B 2011, *Writing from sources*, 8th edn, Bedford/St. Martin's, New York.

According to the *Manual*, the th in 8th should not be a superscript, and the abbreviation for edition is edn without a full stop rather than ed.

In-Text Citations

Many students do not realize that a very close paraphrase, one that just replaces a few words with synonyms, is plagiarism (Spatt 2011, p. 112).

Book With Editor but No Author

References

Editor (ed.) publication year, *Title*, Publisher, Location.

Todd, M (ed.) 1995, *Reformation to revolution: politics and religion in early modern England*, Routledge, London.

The author component may refer to the individual(s) primarily responsible for producing the source. If this individual didn't write the source's content, follow the name with a label that identifies their role. In the source above, the role is editor.

In-Text Citations

The battle between church and state was not novel to the time of King Henry VIII (ed. Todd 1995, pp. 21-2).

Book With Translator

References

Author publication year, *Title*, trans. Translator, Publisher, Location.

Freud, S 1965, *The interpretation of dreams*, trans. J Strachey, Avon Books, New York.

The 6th edition of the *Manual* doesn't indicate whether the publication year should be the original date

or translated date. In this example, the translated date is included. If you're citing a source that's been translated, check with your instructor to determine which date or dates to include.

In-Text Citations

Discussing why dreams are forgotten, Freud (1965, p. 550) pointed to memory, saying it is untrustworthy and 'positively inaccurate and falsified'.

Article From a Reference Book (Encyclopedia, Dictionary, etc.)

References

Reference Work With Author

Author publication year, *Title*, edition, Series title, Publisher, Location.

Peterson, RT 1947, *A field guide to the bird: giving field marks of all species found east of the Rockies*, 2nd edn, The Peterson field guide series, Houghton Mifflin, Boston.

Here, the reference work is part of a series. If a work is part of a series, the name of the series should not be italicized and should appear after the title of the work, separated from the title by a comma.

Reference Work Without Author

While a reference entry is needed for an article from a reference work when an author is specified, one is *not* necessary for a reference work without an author, such as a dictionary entry.

In-Text Citations

Reference Work With Author

Peterson (1947) says that the adult little blue heron, like the green heron, appears black from a distance.

Reference Work Without Author

Also known as a seaplane, a hydroplane can skim the surface of a body of water at high speeds using hydrofoils or a flat bottom rising in steps to the stern (*Webster's New World college dictionary* 1997).

Article or Chapter From an Edited Book or Anthology

References

Author publication year, 'Article title', in Editors (eds), *Book title*, Publisher, pages.

Hartog, F 1989, 'Self-cooking beef and drinks of Ares', in M Detienne & JP Vernant (eds), *The cuisine of sacrifice among the Greeks*, University of Chicago Press, pp. 170-82.

In the example above, the location of the publisher (Chicago) is evident from the publisher's name, so the entry does *not* need to specify publisher location.

In-Text Citations

Hartog (1989) gives one explanation for the popularity of the war god in Thrace: if Ares is capable of occupying a central place in Scythian space, it is because he is marginal in Greece.

One Volume of a Multivolume Work

References

Editor (ed.) publication year, *Title*, edition, volume number, Publisher, Location.

Sherman, S (ed.) 2006, *The Longman anthology of British literature*, 3rd edn, vol. 1c, Longman, London.

If the work is not the first edition, place the edition number immediately after the title and before any volume number. If the individual volume has a title, place it after the volume number. The title of the individual volume should be in italics, and it should follow [minimal capitalization](#). If the volume number includes a letter, set the letter in lowercase, in line with the *Manual's* preference for minimal capitalization: vol. 1c rather than vol. 1C.

In-Text Citations

Sherman (2006, p. 2499) notes that Jonathan Swift became a Tory to support the Anglican Church.

Article in a Scholarly Journal

References

Author publication year, 'Article title', *Periodical Title*, volume number, issue number, pages.

Brennan, T 1996, 'Epicurus on sex, marriage and children', *Classical Philology*, vol. 91, no. 4, pp. 346-52.

In-Text Citations

Brennan (1996) briefly discusses the philosopher Epicurus's views on the education of children.

Article in a Magazine

References

Author publication year, 'Article title', *Magazine Title*, publication date, pages.

Leckart, S 2013, 'The shiver system', *Wired*, March, pp. 104-9, 133.

When referencing an article in a magazine, place the publication year after the author's name, as usual. However, the specific publication date of the article (whether a specific date or a month) should fall after the magazine's title, with the month unabbreviated.

In-Text Citations

After having sacrificed his own warmth to test the theory that cold leads to faster weight loss, Leckart (2013) found that he burned more fat by swimming in a 70-degree pool than when jogging or cycling.

Article in a Newspaper

References

Author publication year, 'Article title', *Newspaper Title*, publication date, pages.

Elliott, J 2001, 'Southern writer Eudora Welty dies', *Anderson Independent-Mail*, 24 July, pp. 1a, 6a.

In-Text Citations

Celebrating Eudora Welty's stories, memoirs, photography, and characters, Elliott (2001) gave the acclaimed author a proper tribute.

Published Dissertation

References

Author publication year, *Title*, Publisher, Location, access date, <URL>.

Ball, C 2005, *New media reading strategy*, Michigan Technological University, Houghton, Michigan, viewed 27 August 2021, <<https://digitalcommons.mtu.edu/etds/82/>>.

Since the location of Houghton might not be familiar to all readers, the entry also specifies the state: Michigan.

In-Text Citations

Ball (2005) argued that combined methods of rhetorical criticism aid in interpreting new media texts.

Brochure or Pamphlet

References

Author publication year, *Title*, descriptor, Publisher, Location.

University of King's College Archives 2006, *General information*, pamphlet, University of King's College, Halifax, Nova Scotia.

In-Text Citations

The archives contain everything from specimens of natural history to college trophies and historical records of counties across the province (University of King's College Archives 2006).

Media Release

References

Author publication year, *Title*, descriptor, Publisher, Location, publication date, access date, <URL>.

ACT Government 2021, *Sydney, Melbourne buildings to be revitalised*, media release, ACT Government, Canberra, 11 August, viewed 27 August 2021, <<https://www.act.gov.au/our-canberra/latest-news/2021/august/sydney-melbourne-buildings-to-be-revitalised>>.

When documenting an online source, include a stable URL for the particular document or source you're referencing whenever possible. The source above has a specific, stable URL. If no stable URL is available, reference the URL for the website as a whole.

In-Text Citations

Upcoming revitalisation to historic sites in Sydney and Melbourne will include updates in public spaces and improvements in safety and connectivity to eligible buildings (ACT Government 2021).

Print Book Accessed Online

References

Editors (eds) publication year, *Book title*, Publisher, Location, Website Title, access date, <URL>.

Rosslyn, W & Tosi, A (eds) 2012, *Women in nineteenth-century Russia: lives and culture*, Open Book, Cambridge, United Kingdom, Google books, viewed 21 December 2016, <<http://books.google.ca/books?id=rUqU5305GxEC>>.

In-Text Citations

Khvoshchinskaiia's protagonist is portrayed not as a female artistic genius but rather as a woman who could at least support herself independently as a visual artist (Rosslyn & Tosi 2012, p. 10).

Article From an Online Reference Book

References

No reference entry is needed for an online reference work without an author since the in-text citation provides enough information for readers to locate the work.

In-Text Citations

Frequently used in Canada, a toque is a tight-fitting cap (*Oxford English dictionary* 2016).

Article in an Online Scholarly Journal

References

Author(s) publication year, 'Article title', *Journal Title*, volume number, issue number, access date, <URL>.

Welsh S 2020, 'Forgetting as function: when the internet wants to remember, how can we learn to forget?', *Kairos: A Journal of Rhetoric, Technology, and Pedagogy*, vol. 24, no. 2, viewed 27 August 2021, <<https://kairos.technorhetoric.net/24.2/disputatio/welsh/index.html>>.

In-Text Citations

In case a social media post unwantedly goes viral, Welsh (2020) advised that more posts redirecting people's attention will essentially help them forget the post that grabbed their attention in the first place.

Many online journals include page numbers with their articles. While this journal doesn't use page numbers, if you cite an article that has page numbers, include them as well, as seen in the next example.

Article With DOI From a Journal

References

Author publication year, 'Article title', *Journal Title*, volume number, issue number, pages, access date, <DOI>.

Barragán, M 2021, 'The fabric of the city: magazines, dressmakers, and Madrid's Gran Via', *Modernism/Modernity*, vol. 28, no. 1, pp. 1-24, viewed 29 May 2021, <doi:10.1353/mod.2021.0014>.

The 6th edition of the *Manual* predates the use of DOIs in references; however, many journal articles use DOI numbers. If one is available, many instructors prefer the DOI rather than the source's URL.

In-Text Citations

Barragán (2021) concluded that increased access to urban spaces for all social classes contributed significantly to Madrid's modernization.

Article in an Online Newspaper or Magazine

References

Article With Author

Author publication year, 'Article title', *Newspaper Title*, publication date, access date, <URL>.

Weule, G 2021, 'Hubble Space Telescope captures rare Herbig-Haro object in stunning detail', *ABC Science*, 2 September, viewed 2 September 2021, <<https://www.abc.net.au/news/science/2021-09-02/hubble-space-telescope-captures-rare-herbig-haro-object/100428328>>.

Article Without Author

No reference entry is needed for a newspaper article without an author. Instead, this information should be provided in text, as shown below.

In-Text Citations

Article With Author

The image shows the birth of a star system, or a baby star with blue gas and a dust cloud surrounding it (Weule 2021).

Article Without Author

Although six suspects are in custody for the alleged museum heist, none of the 4300 stolen diamonds have been recovered (*ABC* 2 September 2021).

Online Professional Organization Report

References

Author publication year, *Title*, Publisher, Location, publication date, access date, <URL>.

National Endowment for the Arts 2019, *Artists and other cultural workers: a statistical portrait*, National Endowment for the Arts, Washington, D.C., April, viewed 28 August 2021, <<https://www.arts.gov/impact/research/publications/artists-and-other-cultural-workers-statistical-portrait>>.

In-Text Citations

In the film industry, occupations like acting, directing, and film editing are predicted to steadily grow while other occupations in the arts, including photography, should experience a decrease in employment (National Endowment for the Arts 2019).

Webpage

References

Author publication year, 'Webpage title', Website title, access date, <URL>.

Braunlich, D n.d., 'The history of the Sea Turtle Preservation Society', Sea Turtle Preservation Society, viewed 31 August 2021, <<https://seaturtlespacecoast.org/our-history/>>.

In-Text Citations

Braunlich (n.d.) explained that the Sea Turtle Preservation Society's early beginnings were in 1982 when founder Peter Bandré began rescuing sea turtle hatchlings with fellow surfers before requesting and receiving a permit to actually do so.

YouTube Video

References

Author publication year, *Video title*, descriptor, Website title, publication date, access date, <URL>.

PBS NewsHour 2021, *WATCH: Amanda Gorman reads her poem, 'The miracle of morning'*, video, YouTube, 15 January, viewed 31 August 2021, <<https://www.youtube.com/watch?v=XOieGJl6g4s>>.

In-Text Citations

Gorman (2021) praised the beauty and necessity of togetherness in the face of despair and mourning.

Tweet

References

Author publication year, 'Title', descriptor, Website title, publication date, access date, <URL>.

Rushdie, S 2013, 'Dear #Franzen: @MargaretAtwood @JoyceCarolOates @nycnovel @NathanEnglander @Shteyngart and I are fine with Twitter. Enjoy your ivory tower', Tweet, Twitter, 16 September, viewed 20 August 2015, <<http://www.twitter.com/salmanrushdie/status/379518868571435008>>.

Salman Rushdie, whose Twitter handle is @salmanrushdie, authored this Tweet. However, the *Manual* doesn't provide guidance on whether to include a handle or username for sources like Tweets, Reddit posts, etc., so Rushdie's username isn't included here. If you're referencing social media posts or similar content, check with your instructor to see whether to reference usernames or handles in addition to or instead of author names.

In-Text Citations

Responding to Jonathan Franzen's critique of Twitter, Rushdie (2013) had some critical words of his own.

Email

References

Sender (publication year), descriptor, publication date, <username@email.com>.

Barris, C 2018, email, 11 February, <cbarris@cbarris123.com>.

The *Manual* states that if you wish, you can add a reference entry for an email, but this isn't required.

In-Text Citations

Barris shared his research observations with colleagues prior to publication in an email on 11 February 2018.

If you refer to personal communication, the *Manual* recommends that you cite that exchange in text, and obtain the permission of the person with which you communicate.

Blog Post

References

Author publication year, 'Post title', descriptor, *Blog Title*, publication date, access date, <URL>.

Kellogg, K 2017, 'A sentimental minimalist', blog post, *Going Zero Waste*, 2 June, viewed 21 September 2021, <<https://www.goingzerowaste.com/blog/a-sentimental-minimalist-learn-how-to-let-go-of-sentimental-items/>>.

In-Text Citations

If eliminating clutter around the home is a personal goal, Kellogg (2017) advises that separating memory from personal items promotes minimalization.

Interview

References

Published Interview

Interviewee publication year, 'Interview title', Website title, publication date, access date, <URL>. Interview by Interviewer.

Mundine, K 2021, 'Grassroots change – extended interview', Gardening Australia, 28 May, viewed 21 September 2021, <<https://www.abc.net.au/gardening/grassroots-change---extended-interview/13364418>>. Interview by Costa Georgiadis.

Note that the interviewer's name appears after the entry as a contributor.

Unpublished Interview

Including a reference for an unpublished interview may not be necessary because it qualifies as a personal communication, similar to an email or face-to-face interview. Only an in-text citation is needed. If you wish to cite or reference a personal communication, the 6th edition of the *Manual* specifies that you *must* have permission from the participant.

In-Text Citations

Published Interview

Georgiadis asked questions (in Mundine 2021) to explore Reconciliation Week in light of gardening and The Royal Botanic Garden Sydney.

Unpublished Interview

According to one online writing tutor, 'students working in online courses need to be extra diligent about understanding assignments and researching' (R Berger 2015, pers. comm., 5 February).

In this instance, the interviewee's first initial and surname appear first in the citation, followed by the year of the interview, the nature of the source (abbreviated), and the date of the interview. Here, pers. comm. stands for personal communication.

Radio Broadcast

References

'Episode title' publication year, *Series title*, Publisher, Location, publication date.

'Top 500 90s countdown' 2021, *Friday ride home*, WFPK, Louisville, 26 March.

According to the 6th edition of the *Manual*, a reference entry for a film, video, television show, or radio program should always begin with the source's title.

In-Text Citations

Smells like teen spirit was voted the best album of the 1990s during an episode of *Friday ride home* (2021).

An in-text citation or signal phrase for a film, video, television show, or radio program should indicate the title of the work, not a creator or contributor. In this case, the title of the radio broadcast is identified in the sentence.

Television Show

References

'Episode title' publication year, *Series title*, Publisher, Location, publication date.

'The Mandalore plot' 2010, *Star Wars: the Clone Wars*, Lucasfilm Animation, San Francisco, 29 January.

In-Text Citations

Death Watch unsuccessfully attempts to assassinate Satine in *Star Wars: the Clone Wars*, 'The Mandalore plot' (2010).

Film

References

Title publication year, descriptor, Publisher, Location.

The misfits 2001, motion picture, Metro-Goldwyn-Mayer, Beverly Hills.

In-Text Citations

In *The misfits* (2001), Guido reminisces about his time as a pilot in the war, saying 'I sure must've broken a lot of dishes, but I never saw them'.

Song Recording From Album

References

Author publication year, 'Song title', *Album title*, Publisher, Location.

Minogue, K 2010, 'Cupid boy', *Aphrodite*, EMI, London.

In-Text Citations

Minogue (2010) sings, 'I'm hooked on your line / Under your spell / Your love is king' (ll. 4-6).

As noted in [Formatting Short Quotations From Poetry and Drama](#), the 6th edition of the *Manual* provides no guidance on formatting when quoting lyrics or poetry. Many instructors prefer that students separate lines of verse or lyrics of a song with a forward slash, as above. Check with your instructor to confirm their preferred formatting guidelines.

Work of Visual Art

References

Museum or Private Collection

Author publication year, *Title*, Institution, Location.

Albani, F c. 1633, *Christ child and the young Saint John the Baptist in a landscape*, Blanton Museum of Art, Austin, Texas.

Print

Author publication year, *Work title*, in Editors (eds), *Publication title*, Publisher, Location, page.

Burne-Jones, E 1998, *The lament*, in S Wildman & J Christian (eds), *Edward Burne-Jones: Victorian artist-dreamer*, Abrams, New York, p. 131.

In-Text Citations

Museum or Private Collection

Albani's (c. 1633) devotional work *Christ child and the young Saint John the Baptist in a landscape* represents his style of early Baroque classicism.

Print

Burne-Jones's (1998, p. 131) *The lament*, a painting that depicts the grief elicited by a song for the dead, reveals the influences of Greek sculpture on the painter's imagination.

Cartoon or Comic Strip

References

Author publication year, 'Comic title', descriptor, Website title, access date, <URL>.

Inman, M n.d., 'Dentist cat', comic, The oatmeal, viewed 2 September 2021, <https://theoatmeal.com/comics/dentist_cat>.

In-Text Citations

Inman (n.d.) shows a cat serving as a dentist that unexpectedly plays with the human patient's tonsils as if they are a toy.

Advertisement

References

Author publication year, 'Title', descriptor, *Publication title*, pages.

Genuine Scooter Company 2011, 'Stella', advertisement, *Genuine Scooter Company: 'it's who we are'*, pp. 7-8.

In-Text Citations

To premier the Stella, Genuine Scooter Company (2011) featured five of the scooters, showing the range of colors from which customers can choose.

Lecture, Speech, or Presentation

References

Author publication year, 'Presentation title', *Convention Title*, convention date, Location.

Carpenter, RG, Fairchild, JL, Apostel, K, McGrath, O, Young, J, Head, K, Cuny, KM & Apostel, S 2015, 'Embracing opportunities: reflections of sustainable communication centers', *National Communication Association 101st Annual Convention*, 20 November, Las Vegas.

The author-date system doesn't place a limit on the number of authors you can list in a reference entry. Check with your instructor or your school's style guide to confirm any special requirements.

In-Text Citations

During the presentation, Carpenter et al. (2015) discussed how to foster sustainable, creative learning spaces in the university setting.

Formatting Quotations Using the Documentary-Note System [*Style Manual*, 6th Edition]

Under the documentary-note system, the 6th edition of the *Manual* does not provide specific guidelines for formatting quotations in text, so unless your instructor has specified otherwise, [use the formatting guidelines described under the author-date system above](#).

Formatting Source Titles Using the Documentary-Note System [*Style Manual*, 6th Edition]

Under the documentary-note system, the 6th edition of the *Manual* does not provide specific guidelines for formatting source titles in text, so unless your instructor has specified otherwise, [use the formatting guidelines described under the author-date system above](#).

Formatting Notes Using the Documentary-Note System [*Style Manual*, 6th Edition]

Rather than using in-text citations, the documentary-note system uses in-text markers (usually superscript numbers), and these in-text markers correspond with a numbered list of references.

Selection and Placement of Superscript Numerals

In general, use arabic numerals (¹, ², ³) for in-text markers. Symbols such as an asterisk (*) or the pound sign (#) can be used if you have a limited number of notes or if you are writing in the field of mathematics, where arabic numerals would be potentially confusing.

A numeral should be placed before punctuation marks such as commas, colons, and semicolons but after any end-punctuation marks such as full stops and closing quotation marks. Place the superscript numeral at the end of the quotation whenever possible:

One study found that 'over 20% of the geese have disappeared from the county area'.¹

Another study found that the decline is less than 10%², but problems in data collection make its findings unreliable.

Footnotes vs. Endnotes

The 6th edition of the *Manual* explains that the choice of whether to use footnotes or endnotes is left up to the writer; however, footnotes can become unwieldy and potentially distracting when numerous

notes are used, so endnotes may be preferable.

First Notes

Under the documentary-note system, the *Manual* provides general guidelines on formatting notes while indicating that adaptations and adjustments are acceptable. Check with your instructor for any additional guidelines you may need to follow.

A first note for any given source follows a similar format as a reference in the author-date system. However, there are two important differences: the format of author name and the placement of the publication year. Unlike the author-date system, under the documentary-note system, an author's initials should precede the author's surname: JD Smith, rather than Smith, JD.

Additionally, the year of publication is placed close to or at the end of the note. For example, a first note for a book with one author might read as follows:

1. ST Asma, *On monsters: an unnatural history of our worst fears*, Oxford University Press, London, 2009.

If necessary, indicate the page or page range to which the note refers:

1. ST Asma, *On monsters: an unnatural history of our worst fears*, Oxford University Press, London, 2009, p. 10.

The *Manual* illustrates two spaces between the full stop after the numeral and before the author's initials, so this lesson illustrates that approach. If your instructor requires a different approach to spacing, follow that approach instead.

Second and Subsequent Notes

In general, a second or subsequent note should contain enough information for readers to identify the source, such as the author's name and, if relevant, a page number:

2. Asma, p. 89.

If you're referencing more than one work by the same author, subsequent citations should be differentiated in some way; for instance, you might include the work's title (abbreviated or complete) in the subsequent citation:

1. Asma, *On monsters*, p. 99.

If you're referencing the same source two or more times in a row, you can use the abbreviation *ibid.*, which should be lowercase and without italics:

2. *ibid.*, p. 52.

The *Manual* notes other, less common abbreviations that are rough equivalents to *ibid.* are also acceptable:

op. cit., loc. cit., id.

Examples of Notes Using the Documentary-Note System [*Style Manual*, 6th Edition]

Print Books	Print Periodicals
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<p>Book, One Author Book, Two Authors Book, Three or More Authors Corporate Author Book, Scholarly or Republished Edition Book, Second or Later Edition Book With Editor but No Author Book With Translator Article From a Reference Book Article or Chapter From an Edited Book or Anthology One Volume of a Multivolume Work</p>	<p>Article in a Scholarly Journal Article in a Magazine Article in a Newspaper</p> <p style="text-align: center;">Other Types of Sources</p> <p>Published Dissertation Brochure or Pamphlet Media Release</p>
Electronic Sources	Miscellaneous Sources
<p>Print Book Accessed Online Article From an Online Reference Book Article in an Online Scholarly Journal Article With DOI From a Journal Article in an Online Newspaper or Magazine Online Professional Organization Report Webpage YouTube Video Tweet Email Blog Post</p>	<p>Interview Radio Broadcast Television Show Film Song Recording From Album Work of Visual Art Cartoon or Comic Strip Advertisement Lecture, Speech, or Presentation</p>

Book, One Author

First Note

Author, *Title*, Publisher, Location, publication year, page.

1. A Aber, *Hard damage*, University of Nebraska Press, Lincoln, 2019, p. 12.

Subsequent Note

Author, page.

2. Aber, p. 10.

In-Text

Aber’s poetry often reflects an analysis of her own identity as a child born in Germany to Afghan refugees.²

Book, Two Authors

First Note

Author & Author, *Title*, Publisher, Location, publication year.

1. K Hopkins & M Beard, *The Colosseum*, Profile Books, London, 2005.

Subsequent Note

Author.

2. Hopkins & Beard.

In-Text

Hopkins and Beard discuss the consequences of the Colosseum becoming significant within Christianity.²

Book, Three or More Authors

First Note

Author, Author & Author, *Title*, Publisher, Location, publication year, page.

1. H Ostrom, W Bishop & K Haake, *Metro: journeys in writing creatively*, Longman, London, 2001, p. 60.

Subsequent Note

Author, page.

2. Ostrom, Bishop & Haake, p. 75.

In-Text

Welcoming memory as a resource for writing, Ostrom, Bishop, and Haake liberate writers who can 'return to places in their minds, a journey that may be charged as much, or more, by time as it is by geography'.¹

Corporate Author**First Note**

Author, *Title*, Publisher, Location, publication year.

1. Canadian Hostelling Association Nova Scotia, *Hiking trails of Nova Scotia*, 3rd edn, Canadian Hostelling Association Nova Scotia, Halifax, Nova Scotia, 1977.

In this instance, the author of the work is an organization, and the organization is also the publisher. The *Manual* does not provide guidance on omitting the publisher from the note when the publisher is also the author, but check with your instructor for any specific requirements.

Subsequent Note

Author.

2. Canadian Hostelling Association Nova Scotia.

In-Text

The Canadian Hostelling Association Nova Scotia provides maps and advice for reaching hard-to-find trails in the province.²

Book, Scholarly or Republished Edition**First Note**

Pseudonym (Original Name), *Title*, ed. Editor, Publisher, Location, publication year, page.

1. George Eliot (pseud. of Mary A Evans), *Middlemarch*, ed. M Huse, Könnemann, New York, 1997, p. 165.

If a work is by a well-known author, indicating their first name rather than the first initial can be helpful, and for pseudonymous works, the author's real name can be included in brackets. Additionally, the example above illustrates only the publication year of the republished source. For the author-date system, the 6th edition of the *Manual* allowed writers to include the original publication year in brackets after the publication year of the republished source; however, the same is not illustrated for the documentary-note system. Consult your instructor to determine if the original publication year is needed.

Subsequent Note

Author, page.

2. Eliot, p. 45.

In-Text

When the new physician arrived, his reputation was quickly beyond his control: 'There was a general impression, however, that Lydgate was not altogether a common country doctor, and in Middlemarch

at that time, such an impression was significant of great things being expected from him'.¹

Book, Second or Later Edition

First Note

Author, *Title*, edition, Publisher, Location, publication year, page.

1. B Spatt, *Writing from sources*, 8th edn, Bedford/St. Martin's, New York, 2011, p. 112.

According to the *Manual*, the th in 8th should not be a superscript, and the abbreviation for edition is edn without a full stop rather than ed.

Subsequent Note

Author, page.

2. Spatt, p. 116.

In-Text

Many students do not realize that a very close paraphrase, one that just replaces a few words with synonyms, is plagiarism.¹

Book With Editor but No Author

First Note

Editor (ed.), *Title*, Publisher, Location, publication year, pages.

1. M Todd (ed.), *Reformation to revolution: politics and religion in early modern England*, Routledge, London, 1995, pp. 21-2.

The author component in a note may refer to the individual(s) primarily responsible for producing the source. If the individual(s) didn't write the source's content, follow the name(s) with a label that identifies their role. In the source above, the role is editor.

Subsequent Note

Editor, page.

2. Todd, p. 56.

In-Text

The battle between church and state was not novel to the time of King Henry VIII.¹

Book With Translator

First Note

Author, *Title*, trans. Translator, Publisher, Location, publication year, page.

1. S Freud, *The interpretation of dreams*, trans. J Strachey, Avon Books, New York, 1965, p. 550.

The 6th edition of the *Manual* doesn't provide any guidance regarding whether the date in a documentary-note system note for a translated work should be the translation date or the original publication date. If you're citing a source that's been translated, check with your instructor to determine which date or dates to include.

Subsequent Note

2. Freud, p. 555.

In-Text

Discussing why dreams are forgotten, Freud pointed to memory, saying it is untrustworthy and 'positively inaccurate and falsified'.¹

Article From a Reference Book (Encyclopedia, Dictionary, etc.)

First Note

Reference Work With Author

Author, *Title*, edition, Series title, Publisher, Location, publication year.

1. RT Peterson, *A field guide to the bird: giving field marks of all species found east of the Rockies*, 2nd edn, The Peterson field guide series, Houghton Mifflin, Boston, 1947.

Here, the reference work is part of a series. If a work is part of a series, the name of the series should not be italicized and should appear after the title of the work, separated from the title by a comma.

Reference Work Without Author

While a note is needed for an article from a reference work when an author is specified, one is *not* necessary for a reference work without an author, such as a dictionary entry. Instead, this information should be provided in text.

Subsequent Note

Author.

2. Peterson.

In-Text

Reference Work With Author

Peterson says that the adult little blue heron, like the green heron, appears black from a distance.¹

Reference Work Without Author

Also known as a seaplane, a hydroplane can skim the surface of a body of water at high speeds using hydrofoils or a flat bottom rising in steps to the stern (*Webster's New World college dictionary*, 1997).

Article or Chapter From an Edited Book or Anthology

First Note

Author, 'Article title', in Editors (eds), *Book title*, Publisher, publication year, pages.

1. F Hartog, 'Self-cooking beef and drinks of Ares', in M Detienne & JP Vernant (eds), *The cuisine of sacrifice among the Greeks*, University of Chicago Press, 1989, pp. 170-82.

In the example above, the location of the publisher (Chicago) is evident from the publisher's name, so the entry does *not* need to specify publisher location.

Subsequent Note

Author, page.

2. Hartog, p. 75.

In-Text

Hartog gives one explanation for the popularity of the war god in Thrace: if Ares is capable of occupying a central place in Scythian space, it is because he is marginal in Greece.¹

One Volume of a Multivolume Work

First Note

Editor (ed.), *Title*, edition, volume number, Publisher, Location, publication year, page.

1. S Sherman (ed.), *The Longman anthology of British literature*, 3rd edn, vol. 1c, Longman, London, 2006, p. 2499.

If a work is not the first edition, place the edition number immediately after the title and before any volume number. If the individual volume has a title, place it after the volume number. The title of the individual volume should be in italics and should follow [minimal capitalization](#). If the volume number includes a letter, use lowercase in line with the *Manual's* preference for minimal capitalization: vol. 1c rather than vol. 1C.

Subsequent Note

Editor, page.

2. Sherman, p. 2565.

In-Text

Sherman notes that Jonathan Swift became a Tory to support the Anglican Church.¹

Article in a Scholarly Journal**First Note**

Author, 'Article title', *Periodical Title*, volume number, issue number, publication year, pages.

1. T Brennan, 'Epicurus on sex, marriage and children', *Classical Philology*, vol. 91, no. 4, 1996, pp. 346-52.

Subsequent Note

Author, page.

2. Brennan, p. 350.

In-Text

Brennan briefly discusses the philosopher Epicurus's views on the education of children.¹

Article in a Magazine**First Note**

Author, 'Article title', *Magazine Title*, publication date publication year, pages.

1. S Leckart, 'The shiver system', *Wired*, March 2013, pp. 104-9, 133.

When referencing an article in a magazine, place the publication date or month before the publication year, separated by a space alone.

Subsequent Note

Author, page.

2. Leckart, p. 109.

In-Text

After having sacrificed his own warmth to test the theory that cold leads to faster weight loss, Leckart found that he burned more fat by swimming in a 70-degree pool than when jogging or cycling.¹

Article in a Newspaper**First Note**

Author, 'Article title', *Newspaper Title*, publication date publication year, pages.

1. J Elliott, 'Southern writer Eudora Welty dies', *Anderson Independent-Mail*, 24 July 2001, pp. 1a, 6a.

Note a key difference between the author-date system and the documentary-note system regarding this example. In the documentary-note system, a comma and a space, rather than a space alone, should separate the publication title from the publication date.

Subsequent Note

Author, page.

2. Elliott, p. 1a.

In these examples of notes, the format of the letter in the page number follows the *Manual's* guidelines for [minimal capitalization](#): 1a. Newspapers often use letters to indicate sections, and such letters form part of the relevant page numbers. These letters should be lowercase in a citation and in

a reference entry.

In-Text

Celebrating Eudora Welty's stories, memoirs, photography, and characters, Elliott gave the acclaimed author a proper tribute.¹

Published Dissertation

First Note

Author, *Title*, Publisher, Location, publication year, access date, <URL>.

1. C Ball, *New media reading strategy*, Michigan Technological University, Houghton, Michigan, 2005, viewed 27 August 2021, <<https://digitalcommons.mtu.edu/etds/82/>>.

Since the location of Houghton might not be familiar to all readers, the entry also specifies the state: Michigan.

Subsequent Note

Author, page.

2. Ball, p. 7.

In-Text

Ball argued that combined methods of rhetorical criticism aid in interpreting new media texts.²

Brochure or Pamphlet

First Note

Author, *Title*, descriptor, Publisher, Location, publication year.

1. University of King's College Archives, *General information*, pamphlet, University of King's College, Halifax, Nova Scotia, 2006.

Subsequent Note

Author.

2. University of King's College Archives.

In-Text

The archives contain everything from specimens of natural history to college trophies and historical records of counties across the province.¹

Media Release

First Note

Author, *Title*, descriptor, Publisher, Location, publication date publication year, access date, <URL>.

1. ACT Government, *Sydney, Melbourne buildings to be revitalised*, media release, ACT Government, Canberra, 11 August 2021, viewed 27 August 2021, <<https://www.act.gov.au/our-canberra/latest-news/2021/august/sydney-melbourne-buildings-to-be-revitalised>>.

When documenting an online source, include a stable URL for the particular document or source you're referencing whenever possible. The source above has a specific, stable URL, but if no stable URL is available, reference the URL for the website as a whole.

Subsequent Note

Author.

2. ACT Government.

In-Text

Upcoming revitalisation to historic sites in Sydney and Melbourne will include updates in public spaces

and improvements in safety and connectivity to eligible buildings.¹

Print Book Accessed Online

First Note

Editors (eds), *Book title*, Publisher, Location, Website title, publication year, access date, <URL>.

1. W Rosslyn & A Tosi (eds), *Women in nineteenth-century Russia: lives and culture*, Open Book, Cambridge, United Kingdom, Google books, 2012, viewed 21 December 2016, <<http://books.google.ca/books?id=rUqU5305GxEC>>.

Subsequent Note

Editors.

2. Rosslyn & Tosi.

In-Text

Khvoshchinskaia's protagonist is portrayed not as a female artistic genius but rather as a woman who could at least support herself independently as a visual artist.¹

Article From an Online Reference Book

First Note and Subsequent Note

No notes are needed for an online or offline reference work without an author since the in-text citation provides enough information for readers to locate the work.

In-Text

Frequently used in Canada, a toque is a tight-fitting cap (*Oxford English dictionary*, 2016).

Article in an Online Scholarly Journal

First Note

Author, 'Article title', *Journal Title*, volume number, issue number, publication date publication year, access date, <URL>.

1. S Welsh, 'Forgetting as a function: when the internet wants to remember, how can we learn to forget?', *Kairos: A Journal of Rhetoric, Technology, and Pedagogy*, vol. 24, no. 2, 2020, viewed 27 August 2021, <<https://kairos.technorhetoric.net/24.2/disputatio/welsh/index.html>>.

If an online journal you're citing includes page numbers, cite them after the publication year as seen in the next journal example.

Subsequent Note

Author.

2. Welsh.

In-Text

If a social media post unwantedly goes viral, Welsh advised that more posts redirecting people's attention will essentially help them forget the post that grabbed their attention in the first place.¹

Article With DOI From a Journal

First Note

Author, 'Article title', *Journal Title*, volume number, issue number, publication year, pages, access date, <DOI>.

1. M Barragán, 'The fabric of the city: magazines, dressmakers, and Madrid's Gran Via', *Modernism/Modernity*, vol. 28, no. 1, 2021, pp. 1-24, viewed 29 May 2021, <[doi:10.1353/mod.2021.0014](https://doi.org/10.1353/mod.2021.0014)>.

Check with your instructor regarding the use of Digital Object Identifiers (DOIs) in place of URLs. The 6th edition of the *Manual* predates the use of DOIs; however, many journal articles use DOI numbers,

and, if one is available, many instructors prefer the DOI rather than the source's URL.

Subsequent Note

Author, page.

2. Barragán, p. 24.

In-Text

Barragán concluded that increased access to urban spaces for all social classes contributed significantly to Madrid's modernization.¹

Article in an Online Newspaper or Magazine

First Note

Article With Author

Author, 'Article title', *Newspaper Title*, publication date publication year, access date, <URL>.

1. G Weule, 'Hubble Space Telescope captures rare Herbig-Haro object in stunning detail', *ABC Science*, 2 September 2021, viewed 2 September 2021, <<https://www.abc.net.au/news/science/2021-09-02/hubble-space-telescope-captures-rare-herbig-haro-object/100428328>>.

Article Without Author

No notes are needed for a newspaper article without an author. Instead, this information should be provided in text, as shown below.

Subsequent Note

Article With Author

Author.

2. Weule.

In-Text

Article With Author

The image shows the birth of a star system, or a baby star with blue gas and a dust cloud surrounding it.¹

Article Without Author

A recent article in *ABC* (2 September 2021) explained that although six suspects are in custody for an alleged museum heist, none of the 4300 stolen diamonds have been recovered.

The 6th edition of the *Manual* explains that if a newspaper article has no author, details regarding the article—i.e., the publication title, publication date and page number—should be provided in text. Since this is an online newspaper article, only the date is provided in text.

Online Professional Organization Report

First Note

Author, *Title*, Publisher, Location, publication date publication year, access date, <URL>.

1. National Endowment for the Arts, *Artists and other cultural workers: a statistical portrait*, National Endowment for the Arts, Washington, D.C., April 2019, viewed 2 September 2021, <https://www.arts.gov/sites/default/files/Artists_and_Other_Cultural_Workers.pdf>.

Subsequent Note

Author.

2. National Endowment for the Arts.

In-Text

In the film industry, occupations like acting, directing, and film editing are predicted to steadily grow while other occupations in the arts, including photography, should experience a decrease in

employment.¹

Webpage

First Note

Author, *Title*, Publisher, publication date, access date, <URL>.

1. D Braunlich, *The history of the Sea Turtle Preservation Society*, Sea Turtle Preservation Society, n.d., viewed 31 August 2021, <<https://seaturtlespacecoast.org/our-history/>>.

The 6th edition doesn't illustrate any documentary-note system first note or subsequent note examples for sources without dates, so if you're citing a source that has no date listed on it, check with your instructor to determine how it should be cited.

Subsequent Note

2. Braunlich.

In-Text

Braunlich explained that the Sea Turtle Preservation Society's early beginnings were in 1982 when founder Peter Bandré began rescuing sea turtle hatchlings with fellow surfers before requesting and receiving a permit to actually do so.¹

YouTube Video

First Note

Author, *Video title*, descriptor, Website title, publication date publication year, access date, <URL>.

1. PBS NewsHour, *WATCH: Amanda Gorman reads her poem, 'The miracle of morning'*, video, YouTube, 15 January 2021, viewed 31 August 2021, <<https://www.youtube.com/watch?v=XOieGJI6g4s>>.

Subsequent Note

2. PBS NewsHour.

In-Text

Gorman praised the beauty and necessity of togetherness in the face of despair and mourning.¹

Tweet

First Note

Author, 'Title', descriptor, Website title, publication date publication year, access date, <URL>.

1. S Rushdie, 'Dear #Franzen: @MargaretAtwood @JoyceCarolOates @nycnovel @NathanEnglander @Shteyngart and I are fine with Twitter. Enjoy your ivory tower', Tweet, Twitter, 16 September 2013, viewed 20 August 2015, <<http://www.twitter.com/salmanrushdie/status/379518868571435008>>.

Salman Rushdie, whose Twitter handle is @salmanrushdie, authored this Tweet. However, the 6th edition of the *Manual* doesn't provide guidance on whether you should include a handle or username for sources like Tweets, Reddit posts, etc., so Rushdie's username isn't included here. If referencing social media posts or similar content, check with your instructor to see whether you should reference usernames or handles in addition to or instead of author names.

Subsequent Note

Author.

2. Rushdie.

In-Text

Responding to Jonathan Franzen's critique of Twitter, Rushdie had some critical words of his own.¹

Email

First Note

Sender, descriptor, publication date publication year, <username@email.com>.

1. C Barris, email, 11 February 2018, <cbarris@cbarris123.com>.

If you reference a personal communication, the *Manual* specifies that you *must* secure the permission of the sender. Also, since this source has no title, a descriptor in lowercase and without quotation marks or italics is used in place of the title.

Subsequent Note

Author.

2. Barris.

In-Text

Barris shared his research observations with colleagues prior to publication.¹

Blog Post

First Note

Author, 'Entry title', descriptor, *Blog Title*, publication date publication year, access date, <URL>.

1. K Kellogg, 'A sentimental minimalist', blog post, *Going Zero Waste*, 2 June 2017, viewed 21 September 2021, < <https://www.goingzerowaste.com/blog/a-sentimental-minimalist-learn-how-to-let-go-of-sentimental-items/>>.

Subsequent Note

Author.

2. Kellogg.

In-Text

If eliminating clutter around the home is a personal goal, Kellogg advises that separating memory from personal items promotes minimalization.¹

Interview

First Note

Published Interview

Interviewee, 'Interview title', *Publication Title*, publication date publication year, access date, <URL>.
Interview by Interviewer.

1. Mundine K, 'Grassroots change – extended interview', *ABC*, 28 May 2021, viewed 21 September 2021, <<https://www.abc.net.au/gardening/grassroots-change---extended-interview/13364418>>.
Interview by Costa Georgiadis.

Note that the interviewee's name is in the author position and the interviewer's name appears after the entry as a contributor.

Unpublished Interview

Interviewee, descriptor, interview date interview year.

1. R Berger, interview with the author, 5 February 2015.

In this case, the interviewee is in the author position.

Subsequent Note

Published Interview

Author.

2. Mundine.

Unpublished Interview

2. Berger.

In-Text

Published Interview

Mundine discussed Reconciliation Week in light of gardening and the site of The Royal Botanic Garden Sydney.¹

Unpublished Interview

Berger noted, 'students working in online courses need to be extra diligent about understanding assignments and researching'.¹

Radio Broadcast

First Note

'Episode title', *Series title*, Publisher, Location, publication date publication year.

1. 'Top 500 90s countdown', *Friday ride home*, WFPK, Louisville, 26 March 2021.

According to the *Manual*, under the author-date system, a reference entry for a film, video, television show, or radio program should always begin with the source's title. The *Manual* does not state whether this approach also applies under the documentary-note system; for the purposes of consistency, this lesson applies that approach here and in the entries for multimedia sources.

Subsequent Note

'Episode title'.

2. 'Top 500 90s countdown'.

In-Text

During *Friday ride home*, Laura Shine was thrilled to announce *Smells like teen spirit* as the best album of the 1990s.¹

Television Show

First Note

'Episode title', *Series title*, Publisher, Location, publication date publication year.

1. 'The Mandalore plot', *Star Wars: the Clone Wars*, Lucasfilm Animation, San Francisco, 29 January 2010.

Subsequent Note

'Episode title'.

2. 'The Mandalore plot'.

In-Text

In 'The Mandalore plot', Satine realizes that Death Watch is a grave threat when they unsuccessfully attempt to assassinate her.¹

Film

First Note

Title, descriptor, Publisher, Location, publication year.

1. *The misfits*, motion picture, Metro-Goldwyn-Mayer, Beverly Hills, 2001.

Subsequent Note

Title.

2. *The misfits*.

In-Text

Reminiscing about his time as a pilot in the war, Guido says, 'I sure must've broken a lot of dishes, but I never saw them'.¹

Song Recording From Album**First Note**

Author, 'Song title', *Album title*, Publisher, Location, publication year, lines.

1. K Minogue, 'Cupid boy', *Aphrodite*, EMI, London, 2010, ll. 4-6.

Subsequent Note

Author.

2. Minogue.

In-Text

Minogue sings, 'I'm hooked on your line / Under your spell / Your love is king'.¹

As noted in [Formatting Short Quotations From Poetry and Drama](#), the *Manual* provides no guidance on formatting when quoting lyrics or poetry. Many instructors prefer that students separate lines of verse or lyrics of a song with a forward slash, as above, so ask your instructor for their preference.

Work of Visual Art**First Note**

Museum or Private Collection

Author, *Title*, Institution, Location, publication year.

1. F Albani, *Christ child and the young Saint John the Baptist in a landscape*, Blanton Museum of Art, Austin, Texas, c. 1633.

Print

Author, *Work title*, in Editors (eds), *Publication title*, Publisher, Location, publication year, page.

1. E Burne-Jones, *The lament*, in S Wildman & J Christian (eds), *Edward Burne-Jones: Victorian artist-dreamer*, Abrams, New York, 1998, p. 131.

Subsequent Note

Museum or Private Collection

Author.

2. Albani.

Print

Author, page.

2. Burne-Jones, p. 131.

In-Text

Museum or Private Collection

Albani's devotional work *Christ child and the young Saint John the Baptist in a landscape* represents his style of early Baroque classicism.¹

Print

In *The lament*, Burne-Jones depicts the grief elicited by a song for the dead, which points to the influences of Greek sculpture on the painter's imagination.²

Cartoon or Comic Strip**First Note**

Author, 'Comic title', descriptor, Website title, publication date publication year, access date, <URL>.

1. M Inman, 'Dentist cat', comic, The oatmeal, n.d., 2 September 2021, <https://theoatmeal.com/comics/dentist_cat>.

Subsequent Note

Author.

2. Inman.

In-Text

Inman shows a cat serving as a dentist that unexpectedly plays with the human patient's tonsils as if they are a toy.¹

Advertisement

First Note

Author, 'Title', descriptor, *Publication title*, publication year, pages.

1. Genuine Scooter Company, 'Stella', advertisement, *Genuine Scooter Company: 'it's who we are'*, 2011, pp. 7-8.

Subsequent Note

Author, page.

2. Genuine Scooter Company, p. 8.

In-Text

To premier the Stella, Genuine Scooter Company featured five of the scooters, showing the range of colors from which customers can choose.¹

Lecture, Speech, or Presentation

First Note

Author, 'Presentation title', *Convention Title*, convention date convention year, Location.

1. RG Carpenter, JL Fairchild, K Apostel, O McGrath, J Young, K Head, KM Cuny & S Apostel, 'Embracing opportunities: reflections of sustainable communication centers', *National Communication Association 101st Annual Convention*, 20 November 2015, Las Vegas.

The documentary-note system doesn't place a specific limit on the number of authors that can be listed in a note. Check with your instructor or your school's style guide to confirm any special requirements regarding this issue.

Subsequent Note

Author.

2. Carpenter, Fairchild, Apostel, McGrath, Young, Head, Cuny & Apostel.

In-Text

During the presentation, Carpenter et al. discussed how to foster sustainable, creative learning spaces in the university setting.¹

Formatting Quotations Using the Vancouver System [*Style Manual*, 6th Edition]

Under the Vancouver system, the *Manual* does not provide specific guidelines for formatting quotations in text, so unless your instructor has specified otherwise, use the formatting guidelines described under the [author-date system](#) above.

Formatting Source Titles Using the Vancouver System [*Style Manual*, 6th Edition]

Under the Vancouver system, the *Manual* does not provide specific guidelines for formatting source titles mentioned in text, so unless your instructor has specified otherwise, use the formatting guidelines described under the [author-date system](#) above.

Formatting References Using the Vancouver System [*Style Manual*, 6th Edition]

The Vancouver system uses a notes system for referencing, but with some important distinctions from the documentary-note system. The *Manual* explains that the Vancouver system can be adapted in various ways, but the approach described below is recommended.

Under the Vancouver system, each source is uniquely identified by one arabic numeral, meaning that even if a source is referenced more than once, each instance uses the same numeral. For example, a first mention of a source might look like this:

Asma analyzes 'the emotion of eerie dread'¹ in the works of H.P. Lovecraft.

All subsequent references for the Asma source will use the same superscript arabic numeral ¹, and the source will be listed in the references using the same arabic numeral 1:

1. Asma ST. On monsters: an unnatural history of our worst fears. London: Oxford University Press, 2009;10-15.

In this example, the student's essay references various passages between pages 10 and 15 of the source. As you will note from this example, the formatting of the reference-list entry is also unique to the Vancouver system, which is described further below.

Placement of Superscript Numerals

In general, use arabic numerals (¹, ², ³) as in-text markers. A numeral should be placed before punctuation marks such as commas, colons, and semicolons but after any end-of-sentence punctuation marks such as full stops and closing quotation marks. Place the superscript numeral at the end of its quotation whenever possible:

One study found that 'over 20% of the geese have disappeared from the county area'.¹

Another study found that the decline is less than 10%², but problems in data collection make its findings unreliable.

Reference-List Order

Since each numeral identifies a specific source, a reference list in the Vancouver system is organized by the order of arabic numerals in the writing, resulting in a numbered reference list, not a reference list organized alphabetically by author.

Reference-List Format

For the Vancouver system, the *Manual* provides these formatting specifications for reference-list entries while noting that adaptations and adjustments are acceptable:

- Authors are presented with surnames first. Author initials follow the surname, separated by a space only.
- If a source has six or fewer authors, all authors should be listed. If a source has more than six authors, the first six authors are listed, and et al. is added to the end of the list.
- Titles are not set in italics or quotation marks.
- The location of the publisher falls before the name of the publisher, separated by a colon. The publication date falls at or close to the end of the entry.
- The elements of a reference-list entry are generally separated by full stops, not commas, except for the publication date, which is separated by a comma.
- Any relevant page number(s) or other locator information is listed at the end of the reference,

separated by a semicolon.

- Special punctuation guidelines apply when referencing periodicals. A semicolon separates the volume number from the publication date, and a colon separates the publication date from the page range. Additionally, journal titles are shortened, either by abbreviating main words (without full stops) in the title or by using the journal’s common acronym, if it has one.

As mentioned above, the *Manual* accepts that the Vancouver system can have various interpretations, so check whether your instructor has separate formatting guidelines from those described here.

Examples of References Using the Vancouver System [*Style Manual, 6th Edition*]

Print Books	Print Periodicals
Book, One Author Book, Two Authors Book, Three or More Authors Corporate Author Book, Scholarly or Republished Edition Book, Second or Later Edition Book With Editor but No Author Book With Translator Article From a Reference Book Article or Chapter From an Edited Book or Anthology One Volume of a Multivolume Work	Article in a Scholarly Journal Article in a Magazine Article in a Newspaper Other Types of Sources Published Dissertation Brochure or Pamphlet Media Release
Electronic Sources	Miscellaneous Sources
Print Book Accessed Online Article From an Online Reference Book Article in an Online Scholarly Journal Article With DOI From a Journal Article in an Online Newspaper or Magazine Online Professional Organization Report Webpage YouTube Video Tweet Email Blog Post	Interview Radio Broadcast Television Show Film Song Recording From Album Work of Visual Art Cartoon or Comic Strip Advertisement Lecture, Speech, or Presentation

Book, One Author

Reference

Author. Title. Location: Publisher, publication year;page.

1. Aber A. Hard damage. Lincoln: University of Nebraska Press, 2019;11.

In the above example, the student has referenced page 11 from the work. However, if the student references more than one page or a range of pages, the reference should instead indicate that. In the first example below, the student references a range of pages; in the second example below, the student references several different pages:

1. Aber A. Hard damage. Lincoln: University of Nebraska Press, 2019;11-3.
1. Aber A. Hard damage. Lincoln: University of Nebraska Press, 2019;11;15;20.

In-Text

Aber’s poetry often reflects an analysis of her own identity as a child born in Germany to Afghan

refugees.¹

Book, Two Authors

Reference

Author & Author. Title. Location: Publisher, publication year.

1. Hopkins K & Beard M. *The Colosseum*. London: Profile Books, 2005.

In-Text

Hopkins and Beard discuss the consequences of the Colosseum becoming significant within Christianity.¹

Book, Three or More Authors

Reference

Author, Author & Author. Title. Location: Publisher, publication year;page.

1. Ostrom H, Bishop W & Haake K. *Metro: journeys in writing creatively*. London: Longman, 2001;60.

In-Text

Welcoming memory as a resource for writing, Ostrom, Bishop, and Haake liberate writers who can 'return to places in their minds, a journey that may be charged as much, or more, by time as it is by geography'.¹

Corporate Author

Reference

Author. Title. Location: Publisher, publication year.

1. Canadian Hostelling Association Nova Scotia. *Hiking trails of Nova Scotia*. 3rd edn. Halifax, Nova Scotia: Canadian Hostelling Association Nova Scotia, 1977.

In this instance, the author of the work is an organization, and the organization is also the publisher. The *Manual* does not provide guidance on omitting the publisher from the reference-list entry when the publisher is also the author; check with your instructor to see if this is required.

In-Text

The Canadian Hostelling Association Nova Scotia provides maps and advice for reaching hard-to-find trails in the province.¹

Book, Scholarly or Republished Edition

Reference

Pseudonym (Original Name). Title. Editor, ed. Location: Publisher, publication year;page.

1. Eliot George (pseud. of Evans MA). *Middlemarch*. Huse M, ed. New York: Könemann, 1997;165.

If a work is by a well-known author, indicating the first name rather than the first initial can be helpful, and for pseudonymous works, the author's real name can be included in brackets. Additionally, the example above illustrates only the publication year of the republished source. For the author-date system, the 6th edition of the *Manual* allowed writers to include the original publication year in brackets after the publication year of the republished source; however, the same is not illustrated for the Vancouver system. Consult your instructor to determine if the original publication year is needed.

In-Text

When the new physician arrived, his reputation was quickly beyond his control: 'There was a general impression, however, that Lydgate was not altogether a common country doctor, and in Middlemarch at that time, such an impression was significant of great things being expected from him'.¹

Book, Second or Later Edition

Reference

Author. Title. Edition. Location: Publisher, publication year;page.

1. Spatt B. Writing from sources. 8th edn. New York: Bedford/St. Martin's, 2011;112.

According to the *Manual*, the th in 8th should not be a superscript, and the abbreviation for edition is edn without a full stop rather than ed.

In-Text

Many students do not realize that a very close paraphrase, one that just replaces a few words with synonyms, is plagiarism.¹

Book With Editor but No Author

Reference

Editor, ed. Title. Location: Publisher, publication year;pages.

1. Todd M, ed. Reformation to revolution: politics and religion in early modern England. London: Routledge, 1995;21-2.

The author component in a note may refer to the individual(s) primarily responsible for producing the source. If the individual(s) didn't write the source's content, follow the name(s) with a label that identifies their role, using an abbreviation and a comma. In the source above, the role is editor.

In-Text

The battle between church and state was not novel to the time of King Henry VIII.¹

Book With Translator

Under the Vancouver system, the *Manual* does not provide guidance on citing a book that's been translated. Check with your instructor to determine their preference for citing this type of source, both parenthetically in text and in a reference-list entry.

Article From a Reference Book (Encyclopedia, Dictionary, etc.)

Reference

Reference Work With Author

Author. Title. Edition. Series title. Location: Publisher, publication year.

1. Peterson RT. A field guide to the bird: giving field marks of all species found east of the Rockies. The Peterson field guide series. 2nd edn. Boston: Houghton Mifflin, 1947.

Here, the reference work is part of a series.

Reference Work Without Author

Under the Vancouver system, the *Manual* does not provide guidance on citing an article from a reference work without an author, such as a dictionary entry. Check with your instructor to see whether this type of source can be cited parenthetically in text or whether a reference is needed.

In-Text

Reference Work With Author

Peterson says that the adult little blue heron, like the green heron, appears black from a distance.¹

Article or Chapter From an Edited Book or Anthology

Reference

Author. Article title. In: Editors, eds. Book title. Location: Publisher, publication year;pages.

1. Hartog F. Self-cooking beef and drinks of Ares. In: Detienne M & Vernant JP, eds. The cuisine of sacrifice among the Greeks. Chicago: University of Chicago Press, 1989;170-82.

Even if the location of the publisher is clear based on the name of the publisher, the location should nonetheless be included in the reference.

In-Text

Hartog gives one explanation for the popularity of the war god in Thrace: if Ares is capable of occupying a central place in Scythian space, it is because he is marginal in Greece.¹

One Volume of a Multivolume Work

Reference

Editor, ed. Title. edition. volume number. Location: Publisher, publication year;page.

1. Sherman S, ed. The Longman anthology of British literature. 3rd edn. vol. 1c. London: Longman, 2006;2499.

If the work is not the first edition, place the edition number immediately after the title and before any volume number. If the individual volume has a title, place it after the volume number. The title of the individual volume should follow [minimal capitalization](#). If the volume number includes a letter, set the letter in lowercase, in line with the *Manual's* preference for minimal capitalization: vol. 1c rather than vol. 1C.

In-Text

Sherman notes that Jonathan Swift became a Tory to support the Anglican Church.¹

Article in a Scholarly Journal

Reference

Author. Article title. Abbreviated Periodical Title publication year;volume number(issue number):pages.

1. Brennan T. Epicurus on sex, marriage and children. *Class Phil* 1996;91(4):346-52.

In this example, *Class Phil* is an abbreviation for *Classical Philology*.

In-Text

Brennan briefly discusses the philosopher Epicurus's views on the education of children.¹

Article in a Magazine

Reference

Author. Article title. Magazine Title publication date publication year:page.

1. Leckart S. The shiver system. *Wired* March 2013:109.

When referencing an article in a magazine, place the publication date or month before the publication year, separated by a space alone.

In-Text

After having sacrificed his own warmth to test the theory that cold leads to faster weight loss, Leckart found that he burned more fat by swimming in a 70-degree pool than when jogging or cycling.¹

Article in a Newspaper

Reference

Author. Article title. Newspaper Title publication date publication year:page.

1. Elliott J. Southern writer Eudora Welty dies. *Anderson Independent-Mail* 24 July 2001:1a.

In-Text

Celebrating Eudora Welty's stories, memoirs, photography, and characters, Elliott gave the acclaimed author a proper tribute.¹

Published Dissertation

Reference

Author. Title. Website title. Location: Publisher, publication year;page, access date, <URL>.

1. Ball C. New media reading strategy. Digital commons. Houghton, Michigan: Michigan Technological University, 2005;7, viewed 27 August 2021, <<https://digitalcommons.mtu.edu/cgi/viewcontent.cgi?article=1081&context=etds>>.

In-Text

Ball argued that combined methods of rhetorical criticism aid in interpreting new media texts.¹

Brochure or Pamphlet

Reference

Author. Title. Descriptor. Location: Publisher, publication year.

1. University of King's College Archives. General information. Pamphlet. Halifax, Nova Scotia: University of King's College, 2006.

In-Text

The archives contain everything from specimens of natural history to college trophies and historical records of counties across the province.¹

Media Release

Reference

Author. Title. Descriptor. Website title. Location: Publisher, publication date publication year, access date, <URL>.

1. ACT Government. Sydney, Melbourne buildings to be revitalised. Media release. Our CBR. Canberra: ACT Government, 11 August 2021, viewed 27 August 2021, <<https://www.act.gov.au/our-canberra/latest-news/2021/august/sydney-melbourne-buildings-to-be-revitalised>>.

When documenting an online source, include a stable URL for the particular document or source you're referencing whenever possible. The source above has a specific, stable URL, but if no stable URL is available, reference the URL for the website as a whole.

In-Text

Upcoming revitalisation to historic sites in Sydney and Melbourne will include updates in public spaces and improvements in safety and connectivity to eligible buildings.¹

Print Book Accessed Online

Reference

Editors, eds. Book title. Location: Publisher, publication year. Website title, access date, <URL>.

1. Rosslyn W & Tosi A, eds. Women in nineteenth-century Russia: lives and culture. Cambridge, United Kingdom: Open Book, 2012. Google books, viewed 21 December 2016, <<http://books.google.ca/books?id=rUqU5305GxEC>>.

In-Text

Khvoshchinskaia's protagonist is portrayed not as a female artistic genius but rather as a woman who could at least support herself independently as a visual artist.¹

Article From an Online Reference Book

Under the Vancouver system, the *Manual* does not provide guidance on citing an article from an online reference work. Check with your instructor to see whether this type of source can be cited parenthetically in text or whether a reference-list entry is needed.

Article in an Online Scholarly Journal

Reference

Author. Article title. Abbreviated Periodical Title publication year;volume number(issue number), access date, <URL>.

1. Welsh S. Forgetting as function: when the internet wants to remember, how can we learn to forget? *Kairos: A Journal of Rhet, Tech, and Ped* 2020;24(2), viewed 27 August 2021,

<<https://kairos.technorhetoric.net/24.2/disputatio/welsh/index.html>>.

This online journal doesn't feature page numbers. If an online journal you consult uses page numbers on articles, include the page range of the article after the issues number, as seen in the next journal article example below.

In-Text

If a social media post unwantedly goes viral, Welsh advised that more posts redirecting people's attention will essentially help them forget the post that grabbed their attention in the first place.¹

Article With DOI From a Journal

Reference

Author. Article title. Periodical Title publication year;volume number(issue number):pages, access date, <DOI>.

1. Barragán M. The fabric of the city: magazines, dressmakers, and Madrid's Gran Via. *Modernism/Modernity* 2021;28(1):1-24, viewed 29 May 2021, <doi:10.1353/mod.2021.0014>.

If needed, check with your instructor regarding the use of Digital Object Identifiers (DOIs) in place of URLs. The *Manual* predates the use of DOIs; however, many journal articles use DOIs, and if one is available, many instructors prefer the DOI rather than the source's URL.

In-Text

Barragán concluded that increased access to urban spaces for all social classes contributed significantly to Madrid's modernization.¹

Article in an Online Newspaper or Magazine

Reference

Article With Author

Author. Article title. Newspaper Title publication date publication year, access date, <URL>.

1. Weule G. Hubble Space Telescope captures rare Herbig-Haro object in stunning detail. *ABC Science* 2 September 2021, viewed 2 September 2021, <<https://www.abc.net.au/news/science/2021-09-02/hubble-space-telescope-captures-rare-herbig-haro-object/100428328>>.

Article Without Author

Under the Vancouver system, the *Manual* does not provide guidance on citing a newspaper article without an author. Check with your instructor to see whether this type of source can be cited parenthetically in text or whether a reference-list entry is needed.

In-Text

Article With Author

The image shows the birth of a star system, or a baby star with blue gas and a dust cloud surrounding it.¹

Online Professional Organization Report

Reference

Author. Title. Location: Publisher, publication date publication year, access date, <URL>.

1. National Endowment for the Arts. Artists and other workers: a statistical portrait. Washington, D.C.: National Endowment for the Arts, April 2019, viewed 2 September 2021, <https://www.arts.gov/sites/default/files/Artists_and_Other_Cultural_Workers.pdf>.

In-Text

In the film industry, occupations like acting, directing, and film editing are predicted to steadily grow while other occupations in the arts, including photography, should experience a decrease in employment.¹

Webpage

Reference

Author. Title. Website title, publication year, access date, <URL>.

1. Braunlich D. The history of the Sea Turtle Preservation Society. Sea Turtle Preservation Society, n.d., viewed 31 August 2021, <<https://seaturtlespacecoast.org/our-history/>>.

In-Text

Braunlich explained that the Sea Turtle Preservation Society's early beginnings were in 1982 when founder Peter Bandré began rescuing sea turtle hatchlings with fellow surfers before requesting and receiving a permit to actually do so.¹

YouTube Video

Reference

Author. *Title*. Descriptor. Website title, publication date publication year, access date, <URL>.

1. PBS NewsHour. *Amanda Gorman reads her poem, 'The miracle of morning'*. Video. YouTube, 15 January 2021, viewed 31 August 2021, <<https://www.youtube.com/watch?v=XOieGJl6g4s>>.

In-Text

Gorman praised the beauty and necessity of togetherness in the face of despair and mourning.¹

Tweet

Reference

Author. Title. Descriptor. Website title, publication date publication year, access date, <URL>.

1. Rushdie S. Dear #Franzen: @MargaretAtwood @JoyceCarolOates @nycnovel @NathanEnglander @Shteyngart and I are fine with Twitter. Enjoy your ivory tower. Tweet. Twitter, 16 September 2013, viewed 20 August 2015, <<http://www.twitter.com/salmanrushdie/status/379518868571435008>>.

Salman Rushdie, whose Twitter handle is @salmanrushdie, authored this Tweet. However, the *Manual* doesn't provide guidance on whether you should include a handle or username for sources like Tweets, Reddit posts, etc., so Rushdie's username isn't included here. If referencing social media posts or similar content, check with your instructor to see whether you should reference usernames or handles in addition to or instead of author names.

In-Text

Responding to Jonathan Franzen's critique of Twitter, Rushdie had some critical words of his own.¹

Email

Reference

Sender. Descriptor. publication date publication year.

1. Barris C. Email. 11 February 2018.

If you reference personal communication, the 6th edition of the *Manual* specifies that you *must* secure the permission of the sender. This source has no title, so a descriptor falls in place of the title.

In-Text

Barris shared his research observations with colleagues prior to publication.¹

Blog Post

Reference

Author. Entry title. Descriptor. Blog title, publication date publication year, access date, <URL>.

1. Kellogg K. A sentimental minimalist. Blog post. Going zero waste, 2 June 2017, viewed 21 September 2021, <<https://www.goingzerowaste.com/blog/a-sentimental-minimalist-learn-how-to-let-go-of-sentimental-items/>>.

In-Text

If eliminating clutter around the home is a personal goal, Kellogg advises that separating memory from personal items promotes minimalization.¹

Interview

Under the Vancouver system, the *Manual* does not provide guidance on citing an interview, whether published or unpublished. Check with your instructor to see if this type of source can be cited parenthetically in text or if a reference-list entry is needed.

Radio Broadcast

Reference

Episode title. Series title. Location: Publisher, publication date publication year.

1. Top 500 90s countdown. Friday ride home. Louisville: WFPK, 26 March 2021.

According to the *Manual*, under the author-date system, a reference entry for a film, video, television show, or radio program should always begin with the source's title. The *Manual* does not state whether this approach also applies under the Vancouver system; for the purposes of consistency, this lesson applies that approach here and in the entries for multimedia sources that follow.

In-Text

Smells like teen spirit was voted the best album of the 1990s during an episode of *Friday ride home*.¹

Television Show

Reference

Episode title. Series title. Location: Publisher, publication date publication year.

1. The Mandalore plot. Star Wars: the Clone Wars. San Francisco: Lucasfilm Animation, 29 January 2010.

In-Text

In 'The Mandalore plot', Satine realizes that Death Watch is a grave threat when they unsuccessfully attempt to assassinate her.¹

Film

Reference

Title. Descriptor. Location: Publisher, publication year.

1. The misfits. Motion picture. Beverly Hills: Metro-Goldwyn-Mayer, 2001.

In-Text

Reminiscing about his time as a pilot in the war, Guido says, 'I sure must've broken a lot of dishes, but I never saw them'.¹

Song Recording From Album

Reference

Author. Song title. Album title. Location: Publisher, publication year;lines.

1. Minogue K. Cupid boy. Aphrodite. London: EMI, 2010;4-6.

In-Text

Minogue sings, 'I'm hooked on your line / Under your spell / Your love is king'.¹

As noted in [Formatting Short Quotations From Poetry and Drama](#), the *Manual* provides no guidance on formatting when quoting lyrics or poetry. Many instructors prefer that students separate lines of verse or lyrics of a song with a forward slash, as above. Determine your instructor's specific preference.

Work of Visual Art

Reference

Museum or Private Collection

Author. Title. Location: Institution, publication year.

1. Albani F. Christ child and the young Saint John the Baptist in a landscape. Austin, Texas: Blanton Museum of Art, c. 1633.

Print

Author. Work title. In: Editors, eds. Publication title. Location: Publisher, publication year;page.

1. Burne-Jones E. The lament. In: Wildman S & Christian J, eds. Edward Burne-Jones: Victorian artist-dreamer. New York: Abrams, 1998;131.

In-Text

Museum or Private Collection

Albani's devotional work *Christ child and the young Saint John the Baptist in a landscape* represents his style of early Baroque classicism.¹

Print

In *The lament*, Burne-Jones depicts the grief elicited by a song for the dead, which points to the influences of Greek sculpture on the painter's imagination.¹

Cartoon or Comic Strip

Reference

Author. Comic title. Descriptor. Website title, publication date publication year, access date, <URL>.

1. Inman M. Dentist cat. Comic. The oatmeal, n.d., viewed 2 September 2021, <https://theoatmeal.com/comics/dentist_cat>.

In-Text

Inman shows a cat serving as a dentist that unexpectedly plays with the human patient's tonsils as if they are a toy.¹

Advertisement

Reference

Author. Title. Descriptor. Publication title publication year:pages.

1. Genuine Scooter Company. Stella. Advertisement. Genuine Scooter Company: 'it's who we are' n.d.:7-8.

In-Text

To premier the Stella, Genuine Scooter Company featured five of the scooters, showing the range of colors from which customers can choose.¹

Lecture, Speech, or Presentation

Reference

Author. Presentation title. Location: Convention Name, convention date convention year.

1. Carpenter RG, Fairchild JL, Apostel K, McGrath O, Young J, Head K, et al. Embracing opportunities: reflections of sustainable communication centers. Las Vegas: National Communication Association 101st Annual Convention, 20 November 2015.

Under the Vancouver system, if a source has more than six authors, the first six authors are listed, followed by the abbreviation et al.

In-Text

During the presentation, Carpenter et al. discussed how to foster sustainable, creative learning spaces in the university setting.¹

Formatting In-Text Citations Using the UK Author-Date System

In *Cite Them Right*, Pears and Shields stress flexibility on the location of in-text citations but establish requirements regarding content in these citations. A citation generally includes an author's surname and a publication year. If you quote a paginated source, you must cite the page number. If you're paraphrasing a source, including a page number is optional; however, citing the page number can be helpful for readers, and your instructor might require it. Pears and Shields don't require locator information when quoting a source that isn't paginated, but check with your instructor to find out whether this is required for your document or project. The citation elements—author, publication year, and page number—are discussed below.

Author

Often, a source will have a single, easily identifiable author. However, some sources aren't so simple.

Multiple Authors

If the source has two or three authors, all authors should be identified in a signal phrase or an in-text citation:

(Smith, Jones and Weston, 2013)

The conjunction "and," not an ampersand (&), is used in an in-text citation and a signal phrase:

Smith, Jones and Weston (2013) found that . . .

If the source has four or more authors, all signal phrases and in-text citations should use only the first author's surname and the abbreviation *et al.* (in italics), which stands for *et alia* (and others):

Crooks *et al.* (2015) found that . . .

The corresponding reference entry for such a source will also indicate the first author's surname and *et al.* in italics.

Multiple Sources by the Same Author in the Same Publication Year

If citing more than one source by the same author and published in the same year, use lowercase letters to distinguish them:

(Smith, 2016a; Smith, 2016b)

On the references page, each entry should list the author's name:

Smith, J. (2016a)
Smith, J. (2016b)

Pears and Shields don't provide other guidelines for citing sources by the same author or different authors with the same name, so check with your instructor if you encounter one of these scenarios.

Corporate Author

If a corporate author such as a government department or a university has a long name, using its acronym in text is acceptable, but the name should be written in full the first time you use it, with the abbreviation cited in the in-text citation:

The Centers for Disease Control and Prevention investigated SARS quickly when it emerged (CDC, 2014). The CDC found that . . .

The corresponding reference entry for the source would use the abbreviation: CDC.

Editors and Others as Authors

If an editor or other contributor takes the place of an author in a reference entry, then the corresponding in-text citation(s) for the source must include the name of that contributor.

No Author

If a source has no identifiable author, cite the complete title of the source in text: (*All about bats*, 2001).

The work's title should then take the place of an author's name in the corresponding reference entry.

One Citation, Multiple Sources

If you find a particular fact in two or more sources, or if you mention ideas from multiple sources in a single sentence, cite all of the sources in one citation. When citing multiple sources within one citation, cite them chronologically by date rather than alphabetically by author's surname, and separate them with a semicolon:

(Smith, 2000; Barks, 2015; Torres, 2016)

However, if more than one work was published in the same year, organize the sources alphabetically by the authors' surnames:

(Barks, 2015; Miller, 2015; Torres, 2016)

Date

Typically, the year of publication follows the author's surname in an in-text citation, and the two are separate with a comma:

(Smith, 2016)

No Date

If a source doesn't have a clearly specified publication year, use the phrase "no date," not the abbreviation n.d.:

(Smith, no date)

For the source's corresponding reference entry, the phrase "no date" should also be in brackets and in place of the publication year.

Pears and Shields don't provide guidelines for referencing sources for which the publication date is ambiguous or roughly estimated, such as using circa for works with an approximate publication date. Check with your instructor if you encounter this scenario.

Page Numbers

If quoting a paginated work, you must cite the page number:

(Smith, 2015, p. 23)

When paraphrasing or summarizing a paginated work, page numbers are not required. Pears and Shields don't mention a requirement to cite locator information when quoting from a non-paginated work, so check with your instructor to see if this is required. Additionally, Pears and Shields don't provide guidelines for citing locator information such as lines of poetry, timestamps in audio-visual material, etc., so check with your instructor when citing these works.

Formatting References Using the UK Author-Date System

A few principles guide the format and organization of references:

- A full stop falls after the first initial(s) of the author(s) in a reference entry, but a full stop doesn't separate the author's name from the publication year; therefore, a reference for a corporate author doesn't need a full stop after the organization's name: Smith, J. (1999); Centers for Disease Control (2000) or CDC (2000).
- The publication year is set in brackets without a full stop.
- A full stop, not a comma, falls after the source's title.
- When referencing an edition other than the first, the edition details are separated from the source's title by a full stop, not a comma.

- The publisher's location falls before the publisher's name, separated by a colon and a space.
- For sources with two or more authors, the conjunction "and," not an ampersand (&), links the two authors; this applies to both reference entries and in-text citations. Source titles should follow [minimal capitalization](#) with the exception of periodical titles, titles of series, and titles of legislation, all of which should follow [maximal capitalization](#).
- Single quotation marks indicate the title of a chapter, article, or other source that is usually part of a larger work while italics indicate the title of a book, periodical, or other stand-alone source.
- The reference list should be organized in alphabetical order by author's surname.
- Reference entries don't require hanging indentations or double-spacing; however, check with your instructor for any specific course guidelines.

Author

The reference entry should present the author's surname followed by their initial(s) with full stop(s):

Smith, J.B. (2000)

Reference entries for sources with one, two, or three authors should always list all authors' surnames and initials. The conjunction "and" should come before the final author's name and shouldn't be preceded by a comma:

Smith, J. and Jones, B. (2015)

If a source has a corporate author and you abbreviate that name in text, use the abbreviation in your reference entry for the source.

If a source has no identifiable author, place the source's title in the author position in the reference entry, retaining any article (a, an, the). Pears and Shields don't specify whether an initial article should be considered when alphabetizing sources listed by title. Consult your instructor when including such sources in your references. Also, a space alone should separate the source's title from the publication year:

Canadian Oxford dictionary (2004) 2nd edn. Toronto: Oxford University Press.

Date

The reference entry should include the publication year of the source. Separate it from the name(s) of the author(s) by a single space. Also note that a full stop falls after the initial(s) of author(s) in a reference entry; otherwise, a full stop doesn't separate the name(s) of the author(s) from the publication year:

Smith, J. (2013)

CDC (2014)

Your reference entry should use the same date used in corresponding in-text citations. For example, if you cite no date for the source, your reference entry should indicate this same information, unabbreviated:

Jones, S. (no date)

Title

Use the complete, unabbreviated title of a source. Additionally, use [maximal capitalization](#) for periodicals and legislation and [minimal capitalization](#) for all other sources. Italicize titles of long works, such as books and periodicals, and place titles of short works, such as articles and chapters, in single quotation marks. Pears and Shields don't provide guidelines for sources without titles, but they do offer source-specific guidelines. For example, for an advertisement, Pears and Shields suggest placing a descriptive phrase in place of the title:

Volkswagen of America (1961) *Car advertisement* [Advertisement], *Life*, 7, p. 4.

Descriptor

When useful, place a descriptor, like [Media release] or [DVD], after the title; the first word of the descriptor and any proper nouns in it should be capitalized.

Publisher

The publisher's name should be written in full in the reference entry.

Location

Citing only the city of publication is usually acceptable. The name of the state or country in which the city is located should be included only if it's necessary to avoid confusion.

Page Numbers

Pears and Shields don't require page numbers in a reference entry for a book. However, reference entries for periodicals should include page numbers or a page range, preceded by p. or pp.:

Brennan, T. (1996) 'Epicurus on sex, marriage and children', *Classical Philology*, 91(4), pp. 346-352.

If you indicate a page range in your reference entry, don't eliminate any repeated numbers. For example, a page range would indicate 190-198 rather than 190-98.

Other Details

In general, other relevant information, such as edition number, volume number, and issue number, should be included in a reference.

Access Date

When referencing an electronic source, always include the access date, placing it in brackets after the URL. The access date should be preceded by the word "Accessed" followed by a colon:

Mundine, K. (2021) 'Grassroots change – extended interview'. Interview by Costa Georgiadis. ABC. Available at: <https://www.abc.net.au/gardening/grassroots-change---extended-interview/13364418> (Accessed: 21 September 2021).

URL

When referencing an electronic source, include a stable URL whenever possible. If an electronic source doesn't have a stable URL, its reference entry should indicate the main URL of the website or source. Use your best judgment regarding URL format, breaking the URL (if needed) so that its information remains clear. The URL should be preceded by "Available at:", as seen above.

Contributor

Pears and Shields don't provide guidelines for referencing introductions, prefaces, etc. from larger works, so check with your instructor if you're using this type of source. One option is to identify the type of source followed by the author contributing it to the larger work:

Brontë, E. (2000) *Wuthering Heights*. Introduction by Beth Newman. Peterborough, Ontario: Broadview Press.

Examples of In-Text Citations and References Using the UK Author-Date System

Print Books	Print Periodicals
Book, One Author Book, Two or Three Authors Book, Four or More Authors Corporate Author Book, Scholarly or Republished Edition Book, Second or Later Edition Book With Editor but No Author	Article in a Scholarly Journal Article in a Magazine Article in a Newspaper
	Other Types of Sources

Book With Translator Article From a Reference Book Article or Chapter From an Edited Book or Anthology One Volume of a Multivolume Work	Published Dissertation Brochure or Pamphlet Media Release
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Electronic Sources	Miscellaneous Sources
Print Book Accessed Online Article From an Online Reference Book Article in an Online Scholarly Journal Article With DOI From a Journal Article in an Online Newspaper or Magazine Online Professional Organization Report Webpage YouTube Video Tweet Email Blog Post	Interview Radio Broadcast Television Show Film Song Recording From Album Work of Visual Art Cartoon or Comic Strip Advertisement Lecture, Speech, or Presentation

**Book, One Author
References**

Author (publication year) *Title*. Location: Publisher.

Aber, A. (2019) *Hard damage*. Lincoln: University of Nebraska Press.

In-Text Citations

Aber's (2019) poetry often reflects an analysis of her own identity as a child born in Germany to Afghan refugees.

**Book, Two or Three Authors
References**

Author and Author (publication year) *Title*. Location: Publisher.

Hopkins, K. and Beard, M. (2005) *The Colosseum*. London: Profile Books.

In-Text Citations

Hopkins and Beard (2005) discuss the consequences of the Colosseum becoming significant within Christianity.

**Book, Four or More Authors
References**

Author *et al.* (publication year) *Title*. Location: Publisher.

Roeder, K. *et al.* (1967) *Nerve cells and insect behaviour*. Cambridge: Harvard University Press.

When a book has four or more authors, only the first author is listed, followed by the abbreviation *et al.* The same italicized abbreviation is used in the in-text citation.

In-Text Citations

Researchers determined that 'the velocity of impulse transmission in various nerves ranges from a few centimeters per second through 10 to 50 meters per second' (Roeder *et al.*, 1967, p. 28).

**Corporate Author
References**

Author (publication year) *Title*. Edition. Location: Publisher.

Canadian Hostelling Association Nova Scotia (1977) *Hiking trails of Nova Scotia*. 3rd edn. Halifax,

Nova Scotia: Canadian Hostelling Association Nova Scotia.

Since this corporate author doesn't end with an abbreviation (such as an author's first initial), no full stop separates the author's name from the publication year. In this instance, the author of the work is an organization, and the organization is also the publisher. Pears and Shields don't provide guidelines on omitting the publisher from the reference entry when the publisher is also the author, but check with your instructor to see if the publisher's name should be repeated.

In-Text Citations

The Canadian Hostelling Association Nova Scotia (1977) provides maps and advice for reaching hard-to-find trails in the province.

Book, Scholarly or Republished Edition

References

Pseudonym (Original Name) (original publication year) *Title*. Edited by Editor. Reprint, Location: Publisher, reprint publication year.

Eliot, G. (pseud. of Evans, M.A.) (1871) *Middlemarch*. Edited by M. Huse. Reprint, New York: Kōnemann, 1997.

Pears and Shields don't provide guidelines for referencing pseudonymous works, so check with your instructor if you encounter this scenario. In the example above, the author's real name is included in brackets for clarity. Additionally, for a republished source, include "Reprint," followed by a comma and preceding the publisher's location. Also include the reprint's publication year at the end of the entry, followed by a full stop.

In-Text Citations

When the new physician arrived, his reputation quickly spread: 'There was a general impression, however, that Lydgate was not altogether a common country doctor, and in Middlemarch at that time, such an impression was significant of great things being expected from him' (Eliot, 1871, p. 165).

According to Pears and Shields, only the original publication year is needed in the in-text citation for a source that has been republished.

Book, Second or Later Edition

References

Author (publication year) *Title*. Edition. Location: Publisher.

Spatt, B. (2011) *Writing from sources*. 8th edn. New York: Bedford/St. Martin's.

According to Pears and Shields, the th in 8th should not be a superscript, and the abbreviation for edition is edn.

In-Text Citations

Many students do not realize that a very close paraphrase, one that just replaces a few words with synonyms, is plagiarism (Spatt, 2011, p. 112).

Book With Editor but No Author

References

Editor (ed.) (publication year) *Title*. Location: Publisher.

Todd, M. (ed.) (1995) *Reformation to revolution: politics and religion in early modern England*. London: Routledge.

The author component may refer to the individual(s) primarily responsible for producing the source. If the individual(s) didn't write the source's content, follow the name(s) with a label that identifies their role. In the source above, the role is editor.

In-Text Citations

The battle between church and state was not novel to the time of King Henry VIII (Todd, 1995, pp. 21-22).

Book With Translator

References

Author (publication year) *Title*. Translated by Translator. Location: Publisher.

Freud, S. (1965) *The interpretation of dreams*. Translated by J. Strachey. New York: Avon Books.

Cite Them Right explicitly indicates that only the date of translation should be included in brackets.

In-Text Citations

Discussing why dreams are forgotten, Freud (1965, p. 550) pointed to memory, saying it is untrustworthy and 'positively inaccurate and falsified'.

Article From a Reference Book (Encyclopedia, Dictionary, etc.)

References

Reference Work With Author

Author (publication year) *Title*. Edition. Location: Publisher (Series Title).

Peterson, R.T. (1947) *A field guide to the bird: giving field marks of all species found east of the Rockies*. 2nd edn. Boston: Houghton Mifflin (The Peterson Field Guide Series).

Here, the reference work is part of a series. *Cite Them Right* explains that if a work is part of a series, the title of the series should follow maximal capitalization and should fall in parentheses after the name of the publisher.

Reference Work Without Author

Title (publication year) Edition. Location: Publisher.

Canadian Oxford dictionary (2004) 2nd edn. Toronto: Oxford University Press.

In-Text Citations

Reference Work With Author

Peterson (1947) says that the adult little blue heron, like the green heron, appears black from a distance.

Reference Work Without Author

A toque is a kind of 'close-fitting knitted hat' (*Canadian Oxford dictionary*, 2004, p. 1642).

Article or Chapter From an Edited Book or Anthology

References

Author (publication year) 'Article title', in Editors (eds.) *Book title*. Location: Publisher, pages.

Hartog, F. (1989) 'Self-cooking beef and drinks of Ares', in Detienne, M. and Vernant, J.P. (eds.) *The cuisine of sacrifice among the Greeks*. Chicago: University of Chicago Press, pp. 170-182.

When referencing a chapter or article from an edited book, the editor's or editors' first initial(s) appear after their surname(s), followed by (eds.). A space alone, not a comma or full stop, separates (eds.) from the work's title. Since this example references a particular article within a book, the reference includes the page range of the article.

In-Text Citations

Hartog (1989) gives one explanation for the popularity of the war god in Thrace: if Ares is capable of occupying a central place in Scythian space, it is because he is marginal in Greece.

One Volume of a Multivolume Work

References

Author (publication year) *Title* (volume). edition. Location: Publisher.

Sherman, S. (ed.) (2006) *The Longman anthology of British literature* (vol. 1c). 3rd edn. London: Longman.

The title of the individual volume should be italicized and should follow [minimal capitalization](#). If the volume number includes a letter, set the letter in lowercase. Place the volume number in brackets immediately after the title. If the volume isn't the first edition, place the edition number after the title, separated by a full stop.

In-Text Citations

Sherman (2006, p. 2499) notes that Jonathan Swift became a Tory to support the Anglican Church.

Article in a Scholarly Journal

References

Author (publication year) 'Article title', *Periodical Title*, volume number(issue number), pages.

Brennan, T. (1996) 'Epicurus on sex, marriage and children', *Classical Philology*, 91(4), pp. 346-352.

In-Text Citations

Brennan (1996) briefly discusses the philosopher Epicurus's views on the education of children.

Article in a Magazine

References

Author (publication year), 'Article title', *Magazine Title* (publication date), pages.

Leckart, S. (2013) 'The shiver system', *Wired* (March), pp. 104-109, 133.

When referencing a magazine article, place the publication year after the author's name, as usual. However, the specific publication date of the article (or if the publication does not use a specific date, then the publication month, or months, or season, etc.) should fall in brackets after the magazine's title, and the month shouldn't be abbreviated.

In-Text Citations

After having sacrificed his own warmth to test the theory that cold leads to faster weight loss, Leckart (2013) found that he burned more fat by swimming in a 70-degree pool than when jogging or cycling.

Article in a Newspaper

References

Author (publication year) 'Article title', *Newspaper Title* (publication date), pages.

Elliott, J. (2001) 'Southern writer Eudora Welty dies', *Anderson Independent-Mail* (24 July), pp. 1a, 6a.

In-Text Citations

Celebrating Eudora Welty's stories, memoirs, photography, and characters, Elliott (2001) gave the acclaimed author a proper tribute (p. 1a).

Note the format of the letter in the page number: 1a. Newspapers often use letters to indicate sections, and such letters form part of the relevant page numbers. These letters should be lowercase in an in-text citation and a reference entry.

Published Dissertation

References

Author (publication year) *Title*. Location: Publisher. URL (access date).

Ball, C. (2005) *New media reading strategy*. Houghton, Michigan: Michigan Technological University. Available at: <https://digitalcommons.mtu.edu/etds/82/> (Accessed: 27 August 2021).

The location of Houghton might be unfamiliar to readers, so the entry specifies the state: Michigan.

In-Text Citations

Ball (2005) argued that combined methods of rhetorical criticism aid in interpreting new media texts.

Brochure or Pamphlet

References

Author (publication year) *Title* [Descriptor]. Location: Publisher.

University of King's College Archives (2006) *General information* [Pamphlet]. Halifax, Nova Scotia: University of King's College.

The first word of a necessary descriptor is capitalized, as in [Pamphlet] or [Media release].

In-Text Citations

The archives contain everything from specimens of natural history to college trophies and historical records of counties across the province (University of King's College Archives, 2006).

Media Release

References

Author (publication year) *Title* [Descriptor]. Location: Publisher. publication date. URL (access date).

ACT Government (2021) *Sydney, Melbourne buildings to be revitalised* [Media release]. Canberra: ACT Government. 11 August. Available at: <https://www.act.gov.au/our-canberra/latest-news/2021/august/sydney-melbourne-buildings-to-be-revitalised> (Accessed: 27 August 2021).

If the author of the media release has a relevant publisher and publishing location, include it. Additionally, when referencing an online source, include a stable URL for the particular document or source you're referencing whenever possible. The source above has a specific, stable URL, but if no stable URL is available, reference the URL for the website as a whole.

In-Text Citations

Upcoming revitalisation to historic sites in Sydney and Melbourne will include updates in public spaces and improvements in safety and connectivity to eligible buildings (ACT Government, 2021).

Print Book Accessed Online

References

Editors (eds.) (publication year) *Book title*. Location: Publisher.

Rosslyn, W. and Tosi, A. (eds.) (2012) *Women in nineteenth-century Russia: lives and culture*. Cambridge, United Kingdom: Open Book.

For this type of source, Pears and Shields specify that you should reference the source in the same way that you would the printed version.

In-Text Citations

Khvoshchinskaia's protagonist is portrayed not as a female artistic genius but rather as a woman who could at least support herself independently as a visual artist (Rosslyn and Tosi, 2012, p. 10).

Article From an Online Reference Book

References

Title (publication year) Location: Publisher. URL (access date).

Oxford English dictionary (2019) Oxford: Oxford University Press. Available at: <https://www.oed.com/> (Accessed: 13 August 2019).

If the online reference book has a print version and both follow the same update schedule, reference the online book the same way you would the print version. If the online reference book follows a different update schedule (e.g., the online version is being updated but the print version is not), include the URL and access date with your reference entry for the book.

In-Text Citations

Frequently used in Canada, a toque is a tight-fitting cap (*Oxford English dictionary*, 2019).

Article in an Online Scholarly Journal

References

Author (publication year) 'Article title', *Journal Title* (publication date), volume number(issue number). URL (access date).

Welsh, S. (2020) 'Forgetting as function: when the internet wants to remember, how can we learn to forget', *Kairos: A Journal of Rhetoric, Technology, and Pedagogy* (Spring), 24(2). Available at: <https://kairos.technorhetoric.net/24.2/disputatio/welsh/index.html> (Accessed: 27 August 2021).

If an online journal article you're citing uses page numbers, include them after the volume and issue numbers, as shown in the next journal example.

In-Text Citations

If a social media post unwantedly goes viral, Welsh advised that more posts redirecting people's attention will essentially help them forget the post that grabbed their attention in the first place (Welsh, 2020).

Article With DOI From a Journal

References

Author (publication year) 'Article title', *Journal Title*, volume number(issue number), pages. DOI

Barragán, M. (2021) 'The fabric of the city: magazines, dressmakers, and Madrid's Gran Via', *Modernism/Modernity*, 28(1), pp. 1-24. doi:10.1353/mod.2021.0014.

The DOI falls at the end of the reference, preceded by a full stop. Ask your instructor if it's preferable to use the newer, URL-based DOI string, such as this: <https://doi.org/10.1177/0741088307312940>.

In-Text Citations

Barragán (2021) concluded that increased access to urban spaces for all social classes contributed significantly to Madrid's modernization (p. 24).

Article in an Online Newspaper or Magazine

References

Article With Author

Author (publication year) 'Article title', *Newspaper Title* (publication date). URL (access date).

Weule, G. (2021) 'Hubble Space Telescope captures rare Herbig-Haro object in stunning detail', *ABC Science* (2 September). Available at: <https://www.abc.net.au/news/science/2021-09-02/hubble-space-telescope-captures-rare-herbig-haro-object/100428328> (Accessed: 2 September 2021).

Article Without Author

'Article title' (publication year) *Newspaper Title* (publication date). URL (access date).

'German police charge six men with robbery, arson over Dresden's Green Vault museum heist' (2021) *ABC* (2 September). Available at: <https://www.abc.net.au/news/2021-09-02/police-charge-six-over-dresden-museum-heist/100430694> (Accessed: 2 September 2021).

In-Text Citations

Article With Author

The image shows the birth of a star system, or a baby star with blue gas and a dust cloud surrounding it (Weule, 2021).

Article Without Author

Although six suspects are in custody for the alleged museum heist, none of the 4300 stolen diamonds have been recovered ('German police charge six men with robbery, arson over Dresden's Green Vault

museum heist', 2021).

Online Professional Organization Report

References

Author (publication year) *Title*. Location: Publisher. URL (access date).

National Endowment for the Arts (2019) *Artists and other cultural workers: a statistical portrait*. Washington, D.C.: National Endowment for the Arts. Available at: https://www.arts.gov/sites/default/files/Artists_and_Other_Cultural_Workers.pdf (Accessed: 28 August 2021).

In-Text Citations

In the film industry, occupations like acting, directing, and film editing are predicted to steadily grow while other occupations in the arts, including photography, should experience a decrease in employment (National Endowment for the Arts, 2019).

Webpage

References

Author (publication year) *Title*. URL (access date).

Braunlich, D. (no date) *The history of the Sea Turtle Preservation Society*. Available at: <https://seaturtlespacecoast.org/our-history/> (Accessed: 31 August 2021).

Cite Them Right only illustrates citing the name of the specific page being referenced, whether it's the homepage of the website or an individual page within the website. If you need to cite a website as a whole, consult your instructor to determine how it should be cited.

In-Text Citations

Braunlich (no date) explained that the Sea Turtle Preservation Society's early beginnings were in 1982 when founder Peter Bandré began rescuing sea turtle hatchlings with fellow surfers before requesting and receiving a permit to actually do so.

YouTube Video

References

Author (publication year) *Title*. URL (access date).

PBS NewsHour (2021) *WATCH: Amanda Gorman reads her poem, 'The miracle of morning'*. Available at: <https://www.youtube.com/watch?v=XOieGJl6g4s> (Accessed: 31 August 2021).

When illustrating a reference for a YouTube video, *Cite Them Right* doesn't include the name of the website (YouTube), so it's left out of this example. Additionally, while videos are given an exact date of publication on YouTube, *Cite Them Right* currently only requires the publication year.

In-Text Citations

Gorman (2021) praised the beauty and necessity of togetherness in the face of despair and mourning.

Tweet

References

Author (publication year) [*Descriptor*] publication date. URL (access date).

Rushdie, S. (2013) [*Twitter*] 16 September. Available at: <http://www.twitter.com/salmanrushdie/> (Accessed: 20 August 2015).

A reference entry for a tweet should include the author's real name, the publication year, the descriptor in italics, the date of the tweet, the URL for the author's Twitter page (not the URL of the individual post), and the access date.

In-Text Citations

Responding to Jonathan Franzen's critique of Twitter, Rushdie (2013) had some critical words of his

own.

Email

References

Sender (publication year) Email to Recipient, publication date.

Jones, S. (2019) Email to John Smith, 25 October.

In this case, John Smith is the name of the person who received the email, and Sally Jones is the name of the person who sent the email.

In-Text Citations

Jones (2019) described a similar experience in her email.

Blog Post

References

Author (publication year) 'Article title', *Blog title*, publication date. URL (access date).

Kellogg, K. (2017) 'The sentimental minimalist', *Going zero waste*, 2 June. Available at: <https://www.goingzerowaste.com/blog/a-sentimental-minimalist-learn-how-to-let-go-of-sentimental-items/> (Accessed: 21 September 2021).

In-Text Citations

If eliminating clutter around the home is a personal goal, Kellogg advises that separating memory from personal items promotes minimalization (Kellogg, 2017).

Interview

References

Published Interview

Interviewee (publication year) 'Interview title'. Interview with Interviewee. Interviewed by Interviewer for *Publication Title*, publication date. URL (access date).

Mundine, K. (2021) 'Grassroots change – extended interview'. Interview with Karen Mundine. Interviewed by Costa Georgiadis for *ABC*, 28 May. Available at: <https://www.abc.net.au/gardening/grassroots-change---extended-interview/13364418> (Accessed: 21 September 2021).

Unpublished Interview

Interviewer (publication year) Conversation with Interviewee, interview date.

Smith, J. (2019) Conversation with Sally Jones, 25 October.

While a published interview reference entry begins with the interviewee's name, a reference entry for an unpublished interview begins with the interviewer's name. In this case, Smith, J. is the name of the student, and Sally Jones is the name of the person with whom the student conversed. If you interview someone in a different format (other than face-to-face, as illustrated here), change the descriptor accordingly: Telephone conversation with Interviewee, *FaceTime* conversation with Interviewee, Text message to Interviewee, Letter to Interviewee, and so on.

In-Text Citations

Published Interview

Georgiadis asked Mundine (2021) about Reconciliation Week in light of gardening and the site of The Royal Botanic Garden Sydney.

Unpublished Interview

Jones (2019) agreed with my assessment.

Radio Broadcast

References

'Episode title' (publication year) *Series title*, Publisher, publication date.

'Top 500 90s countdown' (2021) *Friday ride home*, WFPK, 26 March.

Pears and Shields indicate that, while the publisher (the name of the radio channel) is required for the reference entry, the publisher's location isn't required.

In-Text Citations

During the 'Top 500 90s countdown' (2021), *Smells like teen spirit* was announced as the best album of the 1990s.

An in-text citation or signal phrase for a film, video, television show, or radio program should indicate the title of the work, not a creator or contributor. In this case, the signal phrase indicates the episode title of the radio broadcast.

Television Show

References

'Episode title' (publication year), *Series title*, Series number, episode, Publisher, publication date.

'The Mandalore plot' (2010), *Star Wars: the Clone Wars*, Series 2, episode 1, Lucasfilm Animation, 29 January.

When referencing a particular television show, Pears and Shields suggest spelling "Series" and "episode." "Series" is capitalized while "episode" is not.

In-Text Citations

In 'The Mandalore plot' (2010), Satine realizes that Death Watch is a grave threat when they unsuccessfully attempt to assassinate her.

Film

References

Title (publication year) Directed by Director [Descriptor]. Location: Publisher.

The misfits (2001) Directed by H. Hawks [DVD]. Beverly Hills: Metro-Goldwyn-Mayer.

When referencing a film on DVD, include the name of its original release year. Also include the name of the director (first initial followed by surname), the publisher's location, and the publisher.

In-Text Citations

In *The misfits* (2001), Guido reminisces about his time as a pilot in the war, saying 'I sure must've broken a lot of dishes, but I never saw them'.

Song Recording From Album

References

Author (publication year) 'Song title', *Album title* [Descriptor]. Location: Publisher.

Minogue, K. (2010) 'Cupid boy', *Aphrodite* [CD]. London: EMI.

In-Text Citations

Minogue (2010) sings, 'I'm hooked on your line / Under your spell / Your love is king' (ll. 4-6).

Pears and Shields don't provide guidelines for including line numbers as locator information. The example above uses them for clarity, but ask your instructor for their preference.

Work of Visual Art

References

Museum or Private Collection

Author (publication year) *Title* [Descriptor], Institution, Location.

Albani, F. (c. 1633) *Christ child and the young Saint John the Baptist in a landscape* [Oil on copper],

Blanton Museum of Art, Austin, Texas.

This work is known to have been completed circa 1633 but doesn't have an exact date. Pears and Shields don't provide guidelines for citing sources for which dates are estimated or approximately known. Check with your instructor if you need to reference sources with approximate dates. Separately, the descriptor field should indicate the particular medium of the work—in this case, oil on copper—rather than its broad medium, such as painting or sculpture.

Print

Author (publication year) *Work title*, in Editors (eds), *Publication title*. Location: Publisher, page.

Burne-Jones, E. (1998) *The lament*, in Wildman, S. and Christian, J. (eds), *Edward Burne-Jones: Victorian artist-dreamer*. New York: Abrams, p. 131.

In-Text Citations

Museum or Private Collection

Albani's (c. 1633) devotional work *Christ child and the young Saint John the Baptist in a landscape* represents his style of early Baroque classicism.

Print

Burne-Jones's (1998, p. 131) *The lament*, a painting that depicts the grief elicited by a song for the dead, reveals the influences of Greek sculpture on the painter's imagination.

Cartoon or Comic Strip

References

Author (publication year) 'Comic title', *Website title*. URL (access date).

Inman, M. (no date) 'Dentist cat', *The oatmeal*, Available at: https://theoatmeal.com/comics/dentist_cat (Accessed: 2 September 2021).

In-Text Citations

Inman (no date) shows a cat serving as a dentist that unexpectedly plays with the human patient's tonsils as if they are a toy.

Advertisement

References

Author (publication year) *Advertisement title* [Descriptor], *Publication title*, pages.

Genuine Scooter Company (2011) *Stella* [Advertisement], *Genuine Scooter company: 'it's who we are'*, pp. 7-8.

When an advertisement has no title (as is often the case), a descriptive phrase in italics can take the place of the title. Whether or not the advertisement has a title, the [Advertisement] descriptor falls within the title element.

In-Text Citations

To premier the *Stella*, Genuine Scooter Company (2011) featured five of the scooters, showing the range of colors from which customers can choose.

Lecture, Speech, or Presentation

References

Author (year) *Presentation title*, *Convention Title*. Location. date.

Carpenter, R.G. et al. (2015) *Embracing opportunities: reflections of sustainable communication centers*, *National Communication Association 101st Annual Convention*. Las Vegas. 20 November.

When referencing a lecture, seminar, presentation, etc., the title should be italicized. The title of the convention should also be italicized, separated from the presentation title by a comma.

In-Text Citations

During the presentation, Carpenter *et al.* (2015) discussed how to foster sustainable, creative learning spaces in the university setting.