

## CITATIONS AND BIBLIOGRAPHY GUIDELINES

Revised August 2019

All typescripts **MUST** follow the following guidelines; those that do not conform will be returned to the author for revision.

*CIPEG Journal* now uses an 'AUTHOR-DATE' referencing system. Therefore **no** abbreviations can be used in footnotes – e.g. 'PM' or '*Top Bib*' must NOT be used for Porter and Moss's *Topographical Bibliography*, nor '*Urk*' for Sethe and Helck's *Urkunden*, etc.).

Note that entire works should only be cited as such if the **WHOLE** book or article is relevant to the **SPECIFIC** point you are referencing. Normally, one would expect the relevant pages to be cited.

All references must be placed in **footnotes**, NOT as in-line citations in the main text, with a Bibliography at the end of the article. The following formatting should be used for footnotes and their corresponding bibliographic entries.

### Single-author book

Bloggs, A.S. 1902. *Embalming for Beginners*. London: Crippin & Co.

*Cited as:* Bloggs 1902; (where specific page(s) involved, Bloggs 1902: 10–15.

### Two-author book

Jekyll, D. and M. Hyde. 1967. *Changing Times*. Bristol: Wills.

*Cited as:* Jekyll and Hyde 1967.

### Multi-author book

Smith, K., L. Jones and P. Townshend 2012. *Windmills*. Leiden: Rappenburg.

*Cited as:* Smith, Jones and Townshend 2012

Borgia, L., F. Burke, C.S. Pease and W. Gladstone 2010. *The Life of Alexander*. New York: Times Square Press.

*Cited as:* Borgia et al. 2010.

Please note that 'et al.' should only be used for the citation of a work with four or more authors/editors.

### Edited volume

Where each section of a volume has a separately-identified author, each section must be cited as a **separate work** under that author's name, NOT under the editor of the volume itself, UNLESS you are simply citing the whole volume, rather than a page or pages within it. This applies regardless of whether the volume is explicitly presented as an encyclopaedia, as a collection of essays/articles or as a coherent work arranged in chapters.

### Entire volume (no specific page[s]):

Harker, J. (ed.) 1935. *Encyclopaedia of the Undead*. Highgate: Transylvanian Publishing.

*Cited as:* Harker (ed.) 1935

### **Specific article/chapter**

(note that the whole page-span of the article must be included, not just the page(s) specifically being referenced in your work):

Smith, J. 1935. 'Zombies'. In *Encyclopaedia of the Undead*, edited by J. Harker, 666-90. Highgate: Transylvanian Publishing.

*Cited as:* Smith 1935.

### **Article in a periodical**

Similar rules apply, but there is not normally a need to provide editorial or publisher details. Please give the full title of the journal, even if it is a very common one, such as the *Journal of Egyptian Archaeology* or the *Annales du Service*.

Alucard, V. 2000. 'Stakeholder Management in early Romania'. *Journal of Transylvanian Studies* 39: 222-25.

*Cited as:* Alucard 2000.

### **Multiple volume authored works**

Bloggs, A.S. 1902–3. *Embalming for Beginners*, 2 volumes. London: Crippin & Co.

*Cited as:* Bloggs 1902–3

(where specific page(s) involved: Bloggs 1902–3: II, 10)

### **Specific volume of multiple volume authored works**

Smith, J. 1935. 'Zombies'. In *Encyclopaedia of the Undead*, edited by J. Harker, IV, 666-90. Highgate: Transylvanian Publishing.

*Cited as:* Smith 1935

(where specific page(s) involved, Smith 1935: 680 – i.e. volume number not relevant as this is the only volume in the bibliography)

### **A book with an author, plus an editor or translator:**

Marquez, G.G. 1988. *Love in the Time of Cholera*, translated by E. Grossmann, 242–55. London: Cape.

*Cited as:* Marquez 1988: 242-55.

### **Unpublished thesis:**

Hendrix, J. 1968. *Burning Guitars* (PhD dissertation, University of Southend).

### **Websites**

<www.\*\*\*\*\*.edu>