In-Text Citations

Single Sources
Identify a source by author, year and page number where applicable; place at the end of the sentence:
(Herman 1987: 13).

Multivolume Works
Add the volume number between the date and the page number (1979, vol. 4: 132).

Multiple Sources
(Herman 1987; Browner 1995; Pisani 2005).
> A semi-colon separates multiple works by multiple authors.
> A comma separates multiple works by a single author.
> Use “and” only in a sentence: See Whittaker (1967) and Wiens (2005) for a discussion of this.

Republished Material
Include both the new date and the original date of publication in your in-text citation.
(AUTHOR NEWER DATE [ORIGINAL DATE OF PUBLICATION])
(Vander 1996 [1988])

Multiple Authors or Editors
If there are 3 or fewer authors or editors, list all the names in the in-text citation.
(Herman, Browner and Pisani 2010: 18)
If there are more than 3 authors or editors, list only one name, and then write “et al.”
(Herman et al. 2011: 23)

Multiple, Consecutive Citations from a Single Source
When citing multiple times from one source, include only the page number (45), as long as the source of the citation is clear – usually, if the citations are in the same paragraph. If not, restate the author and date (Jameson 1991: 45). Avoid the use of “ibid.”

Interviews and Personal Communication (including Email Correspondence)
Indicate emails, interviews and other forms of personal communication with the appropriate phrase in the in-text citation and the reference list:
> As he once told me, "music is not always the food of love" (personal communication, May 3, 2010).
She insisted that she does it for the musician’s equivalent of “the love of the game” (interview, July 14, 2012). Quotations from oral interviews should be edited for punctuation rather than allowed to remain incorrect.

Reference List

The reference list (called References) should appear after the endnotes. Preserve the original capitalization of the source’s title.

1. Books

1.1 Books
LAST NAME, FIRST NAME. DATE. TITLE. PLACE: PUBLISHER.

1.2 Books with an editor or editors
LAST NAME, FIRST NAME, ed. DATE. TITLE. PLACE: PUBLISHER.
LAST NAME, FIRST NAME, FIRST NAME Last Name, and First Name Last Name, eds. DATE. TITLE. PLACE: PUBLISHER.

1.3 Books with an author, editor, and translator
LAST NAME, FIRST NAME OF AUTHOR. DATE. TITLE. Trans. NAME OF TRANSLATOR. Ed. NAME OF EDITOR. PLACE: PUBLISHER.

1.4 Multiple Works by One Author
In cases where there are multiple references by the same author, after the first reference, replace the author’s name with 3 em dashes.
> Works by a single author should be in chronological order, oldest to newest.

1.5 Multiple Authors
> First author’s name is inverted (LAST, FIRST); subsequent names are not (FIRST LAST).
> **For 10 names or fewer, list all names.** For more than 10 names, list the first 7 authors, then write “et al.”

### 1.6 Multiple Works by One Author but with Different Coauthors

Single-author entries precede multi-author entries beginning with the same name:


When one author has coauthored with different authors, the entries are alphabetized according to coauthors’ last names:


### 1.7 Chapter in Book

**AUTHOR. DATE. TITLE OF CHAPTER.** In *TITLE OF BOOK*, PAGE NUMBERS OF CHAPTER. **Trans. NAME OF TRANSLATOR.** ed. **NAME OF EDITOR.** **PLACE:** **PUBLISHER.**


> "Ed.” here stands for “edited by,” so “eds.” never appears here, even when there are multiple editors.

> Note that “in” is not in italics. No “in” used for periodicals.

### 1.8 Multivolume Sets

#### Citing the Whole Work

**NAME OF EDITOR, ed. DATE. TITLE OF SERIES.** **TOTAL NUMBER OF VOLUMES** **vols.** **PLACE:** **PUBLISHER.**


#### Citing one Volume

**NAME OF AUTHOR. DATE. TITLE OF INDIVIDUAL VOLUME.** Ed. **EDITOR OF INDIVIDUAL VOLUME.** Vol. **NUMBER OF TITLE OF SERIES, ed.** **EDITOR OF SERIES.** **PLACE:** **PUBLISHER.**


### 1.8 Edition other than the first


> Revised edition is abbreviated: Rev. ed.
1.9 Reprinted Works
AUTHOR. NEWER DATE [ORIGINAL DATE]. TITLE. Reprinted with an introduction by NAME. PLACE: PUBLISHER.

> Note that a reprinted work is different from multiple editions of a work.

2. ARTICLES

2.1 Articles in Academic Journals
AUTHOR. DATE. TITLE OF ARTICLE. TITLE OF JOURNAL VOLUME NUMBER (ISSUE NUMBER): PAGE NUMBERS OF ARTICLE.

2.2 Articles in Newspapers
AUTHOR. YEAR. TITLE OF ARTICLE. TITLE OF NEWSPAPER. DAY MONTH, SECTION AND PAGE NUMBER.

> If there is no author, use the title of the article or a description of the article as the first element in the entry.

3. DISSERTATION, THESIS, AND OTHER UNPUBLISHED PRINT MATERIAL

3.1 Dissertations and Theses

3.2 Program notes

4. ONLINE SOURCES

4.1 Online Articles
Include as much of the following information as possible:
AUTHOR. DATE. TITLE OF PAGE. TITLE OF WEBSITE. OWNER OR PUBLISHER OF WEBSITE. URL (accessed DAY MONTH YEAR).

> If there is no clear author, use the owner or name of the site as the author.
> If there is no clear date, use the year of the date of access as the year.

4.2 MySpace pages, Homepages, and Other Common Websites
If there is no clear title for the website, such as MySpace pages, add a descriptive phrase in place of the title and put it in square brackets.

4.3 Online Interviews
NAME OF INTERVIEWEE. DATE. TITLE OF INTERVIEW. Interviewed by NAME OF INTERVIEWER. TITLE OF SITE. (DAY MONTH OF INTERVIEW). URL (accessed DAY MONTH YEAR OF ACCESS).

5. Audiovisual Material
> Sound recordings are listed separately, after the References, in a list entitled “Discography”
> Films are listed separately, after the References, in a list entitled “Videography”
> Specify the medium, and include an identifying number (such as a catalogue number) wherever possible
> If there is no number, signal this fact with [n.n.]

NAME OF ARTIST. DATE. TITLE OF ALBUM. LABEL CATALOGUE NUMBER. MEDIUM.

> If you are primarily citing the liner notes, list the entry with the other references, not in the discography:

NAME OF ARTIST. DATE. Liner notes. TITLE OF ALBUM. LABEL CATALOGUE NUMBER. MEDIUM.

6. Interviews and Personal Communications
List interviews and other forms of personal communication in a separate list, after the References, but before the Discography, using an appropriate title.
LAST NAME, FIRST NAME OF CORRESPONDENT. YEAR OF COMMUNICATION. TYPE OF COMMUNICATION with the author. PLACE OF COMMUNICATION. DAY MONTH OF COMMUNICATION.
Spelling

> Use “-our” endings (labour, behaviour, flavour, etc.)
> Use “z” spellings (analyze, organized, characterize, etc.)

Common spelling concerns

<table>
<thead>
<tr>
<th>Word</th>
<th>Correct Spelling</th>
</tr>
</thead>
<tbody>
<tr>
<td>acknowledgement</td>
<td>Montréal</td>
</tr>
<tr>
<td>adviser</td>
<td>multi (no hyphen, usually; e.g., multicultural)</td>
</tr>
<tr>
<td>artifact</td>
<td>naïve; naïvete</td>
</tr>
<tr>
<td>benefited, benefiting</td>
<td>postcolonial</td>
</tr>
<tr>
<td>centre, centred, centring</td>
<td>postmodern</td>
</tr>
<tr>
<td>cheque</td>
<td>poststructural</td>
</tr>
<tr>
<td>coefficient</td>
<td>program (but programmed, programming)</td>
</tr>
<tr>
<td>cooperate BUT co-operative</td>
<td>Protestant</td>
</tr>
<tr>
<td>coordinate</td>
<td>Québec</td>
</tr>
<tr>
<td>email</td>
<td>sizable</td>
</tr>
<tr>
<td>enrolment</td>
<td>skeptical</td>
</tr>
<tr>
<td>focused, focuses, focusing</td>
<td>St. Anne (NOT St Anne)</td>
</tr>
<tr>
<td>fulfill, fulfilled</td>
<td>toward (NOT towards)</td>
</tr>
<tr>
<td>internet</td>
<td>tradition bearer</td>
</tr>
<tr>
<td>interrelated</td>
<td>World Wide Web</td>
</tr>
<tr>
<td>judgement</td>
<td>licence = noun; license = verb</td>
</tr>
<tr>
<td>modelled</td>
<td></td>
</tr>
</tbody>
</table>

Other Notes

Format of Date

The date format is always MONTH DAY, YEAR both in the body of the text and in the reference lists. If there’s no year, then it’s MONTH DAY.

Placement of Acknowledgements

If you’d like to acknowledge thanks for an article, do so in an unnumbered endnote that appears before the first endnote.

Hyphens and Dashes

<table>
<thead>
<tr>
<th>Name</th>
<th>Symbol</th>
<th>How to create it in Word</th>
<th>Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>hyphen</td>
<td>-</td>
<td>type -</td>
<td>used to hyphenate words, separate</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>telephone numbers, separate</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>page numbers</td>
</tr>
<tr>
<td>em dash</td>
<td>—</td>
<td>CTRL+ALT+NumPadMinus</td>
<td>used for parenthetical remarks</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>insert spaces around em dash</td>
</tr>
<tr>
<td>3-em dash</td>
<td>———</td>
<td>CTRL+ALT+NumPadMinus x3</td>
<td>replaces author’s name when multiple</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>entries for a single author in</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>reference list</td>
</tr>
</tbody>
</table>

Ellipses

Should have space on either side, unless preceded by a period, in which case only a space after
**Duplicate Entry in References and Discography**

Occasionally, an in-text citation will lead you to an entry in the References and Discography (Marshall 2005), if Marshall has written a book and recorded an album in the same year, for example. When this happens, include the title in the in-text citation, in order to avoid confusion (Marshall, *Avoiding Confusion* 2005).

**Italics for Emphasis in Quoted Material**

In case emphasis is added, or appears in original, use: (2001; emphasis in original) or (2001; emphasis added). Note use of semi-colon.

**Figures**

- Abbreviate “Figure” to “Fig.” Plural is still “Fig.”
- Capitalize “Fig.” if referred in-text: See, for example, Fig. 1-2.
- Remember to indicate placement in text, but submit images to editor as separate files.

**Common Abbreviations**

- e.g., i.e., no italics and followed by comma
- et al. period after “al”; no italics, no comma
- [sic] italicize; no period

**Block Quotations / Direct Quotations**

Direct quotations of *forty words or more* should appear in a block quotation: they should be indented and single-spaced without quotation marks. Include a blank line before and after a block quotation. The in-text parenthetical citation appears after the final punctuation; don’t forget to capitalize the first letter of your parenthetical citation:

> There is no relationship of power without the means of escape or possible flight... At the very heart of the power relationship, and constantly provoking it, are the recalcitrance of the will and the intransigence of freedom. *(Foucault 1983: 142)*

**Acronyms in Reference List**

Sometimes the author of a source is an institution with a very long name. When this is the case:

- Write out the first in-text instance in full, with the acronym in brackets: Australian Institute of Aboriginal and Torres Strait Islanders Studies (AIATSIS).
- Subsequent in-text references can be cited as (AIATSIS 2010).
- The reference list entry should begin with the acronym and then include the full name of the institution in brackets:


**Secondary Sources that have Quoted Other Sources**

If you quote a source that is quoting another source, write “qtd. in” in your in-text parenthetical citation:

Frank London describes the klezmer revival as "really start[ing] in the middle of nowhere" *(qtd. in Kirshenblatt-Gimblett 2002: 143)*.
Foreign Languages
The English translation of foreign languages should go in round brackets. The translation should not be in italics, even if the text of the original language is:

Other Notes
> There is no space between single and double quotation marks: She told me that “her father said it was ‘all part of his plan to take over the world.’”
> Commas and periods go inside punctuation; colons and semi-colons go outside: Jones claimed, “It’s all ethnomusicology to me.”
> When quoting material, preserve original spelling, punctuation, etc. Signal changes with [sic] only when to not signal these differences would be distracting for the reader.
> Write out centuries in numerical form, with no superscript: 20th century.
> Italicize foreign words at first mention but leave in roman type (no italics) afterwards.
> Names of dance tunes appear in uppercase but not in italics or quotation marks: the Rabbit Dance, the White Cockade, the Eightsome Reel

Revised April 2018