

Rocznik Orientalistyczny/Yearbook of Oriental Studies Style of Reference

All articles in Rocznik Orientalistyczny/Yearbook of Oriental Studies will use a modified Chicago Manual of Style as their system of referencing.

It is a simple documentary style system consisting of three elements:

- a. Citations in the main body of the text, using a superscript (raised) number, at the end of a sentence after the full stop.
- b. Footnotes at the bottom of each page (endnotes are not permissible for our publications).
- c. Bibliography at the end of the article, in alphabetical order.

1. Footnotes Defined

Footnotes should be used whenever information or ideas from other sources are discussed in the text of your article. Sources such as books, journals, reports, newspapers, interviews, radio, television and information from the Internet must be acknowledged in text and detailed in footnotes. Footnote reference numbers will appear within your article as a superscript number to show the reader that you have referenced source material. Footnotes themselves will appear at the bottom of each page and will be used instead of endnotes, which appear at the end of an article.

There are two instances in which footnotes should be used when writing your chapter:

- Summarising or paraphrasing material from a source; and
- Quoting word for word from a source.

A. Summarising and Paraphrasing

When summarising or paraphrasing materials from an outside source, the footnote reference number should appear after the full stop (period) that ends the sentence containing the summarised or paraphrased information.

For example:

Joe Bloggs notes that Cerberus, in ancient Greek mythology, is a three-headed dog that guards the gates of the underworld.¹

B. Direct Quote

When quoting a source word for word, the footnote reference number should appear directly after the quote.

Here are two examples of a correctly placed reference number when used with a direct quote:

Joe Bloggs notes, ‘Cerberus, the mythical three-headed beast guarding the entrance to Hades and the underworld, is said to be sent to sleep by the music of a harp.’¹

Joe Bloggs, in his epic blog concerning ancient Greek mythology notes, ‘Cerberus, the mythical three-headed beast guarding the entrance to Hades and the underworld, is said to be sent to sleep by the music of a harp,’¹ but I strongly disagree.

Note: The footnote reference number always appears outside of punctuation.

2. Formatting Footnotes – Overview

A. Elements of a Footnote – First Appearance

The first time a reference is used, it generally lists the author, title, and facts regarding the publication, in that order. Elements are separated by commas with the facts of publication enclosed in parentheses.

These are the elements of the footnotes and the precise method in which they are to be formatted when referenced for the first time.

- Author’s name(s) appear using their full name listed as First Name, M.I (if used), Last Name, exactly as it appears in the publication you are referencing.
- Full titles italicised.
- City and year of publication.
- Page number(s) within the source where you found your information. Note: The letter ‘p.’ or ‘pp.’ is used preceding a page number.

B. Second and Subsequent Footnotes

When the same source is cited more than once in the text body of your article, the footnote will be formatted differently than it was the first time. This method is called ‘the short form’. (See section C below)

These are the elements of the footnotes and the precise method in which they are to be formatted when using the source for the second and subsequent times.

- Author’s last name(s) only.
- Short title of publication or source.
- Page number(s). Note: The letter ‘p.’ or ‘pp.’ is used preceding a page number.

C. Short Form for Titles

The short title contains the key word or words from the main title. These are the general rules when referencing your source for the second and subsequent times. Please note, if referencing your source more than two times in the footnotes, each short title must appear exactly the same as the short title before.

Here are the general rules for using short titles:

- If the first word of the title is *A* or *The*, it is usually omitted.
- The order of the words should not be changed.
- Titles of four words or fewer are seldom shortened.
- The short title is italicised.

D. Examples of First Appearance and Second/Subsequent Footnotes

For these examples we will show the reference of a Book with one author. Later in this guide, you will learn about different types of sources and the precise manner in which they are to be formatted.

1st Appearance:

¹ Michael Pollan, *The Omnivore’s Dilemma: A Natural History of Four Meals*, New York 2006, pp. 99-100.

2nd and Subsequent Appearances:

²² Pollan, *Omnivore’s Dilemma*, p. 3.

E. Editors and Translators in Place of an Author's Name

Often an editor or translator is used instead of an author's name when referencing a source. In these cases, the editor or translator's full name is used in the same manner an author's is followed by '(ed.)' or '(trans.)'.

¹ George Brown (ed.), *Making Time for Family: A Guide to Multi-Tasking* New York 2010, pp. 35-125.

² Terrence J. Long (trans.), *Singing in the Key of Si: The Latino Guide to Vocal Coaching*, New York 2010, pp. 41-65.

F. Using Ibidem

The abbreviation 'Ibidem' (meaning in Latin 'in the same place') usually refers to a single work cited in the note immediately preceding. Here are the particular rules that apply when using Ibidem. It is used in place of the author's name(s) as well as the title of the work that is referenced.

- The abbreviation Ibidem is to be capitalized.
- Ibidem must never be used if the preceding note contains more than one referenced work.
- If the referenced material is found on the same page as the previous note, there is no need to place a page number after the abbreviation Ibidem.
- If the page number is different yet the referenced material is exactly like the previous reference, the abbreviation Ibidem is followed by a comma and then page number.

The following are examples of the proper use of Ibidem in your footnotes.

¹ Michael Pollan, *The Omnivore's Dilemma: A Natural History of Four Meals*, New York 2006, p. 99-100.

² Ibidem.

³ Ibidem, p. 45.

⁴ Ibidem, p. 55-62.

G. Op. cit. and loc. cit.

Chicago Style disallows the Latin abbreviations, op. cit. and loc. cit. for subsequent cited references. Instead, use the short forms mentioned above.

3. Referencing Different Types of Sources

There are many types of sources available to authors and each type has a particular manner of referencing. This section will show you exactly how to reference each type of source.

A. Books & Journals

A book or a journal is considered a 'large work'. The title of a large work is italicised in a footnote. The following examples show you the proper way to format the reference of a book as well as the proper format of a book in its shortened form as described in section 2-C above:

Book – One Author

¹ Michael Pollan, *The Omnivore's Dilemma: A Natural History of Four Meals*, New York 2006, pp. 99-100.

² Pollan, *Omnivore's Dilemma*, p. 42.

Book – Two or Three Authors

¹ Douglas Simms and John Q. Public, *Reaching for the Stars*, London 2009, pp. 23-44.

² Simms and Public, *Reaching for the Stars*, p. 68.

Book – Four or More Authors

¹ James T. Masterson et al., *The Study of Primates: Every Man and His Monkey*, St. Louis 2001, pp. 167-184.

² Masterson et al., *Study of Primates*, p. 289.

Book – Editor, Translator or Compiler Instead of an Author

¹ Blake Talmut (ed.), *Geriatric Studies in America: Making Sense of Ageing*, New York 2004, pp. 12-97.

² Talmut, *Geriatric Studies*, p. 48.

Book – Editor, Translator or Compiler in Addition to an Author

¹ Barry G. Goldham, *If I Were the King of the Forest*, (trans.) Mark Knopler, London 2000, p. 45.

² Goldham, *King of the Forest*, p. 56.

B. Chapter or Other Part of a Book or Journal

When referencing a chapter or other part that appears in a larger work such as a book or journal, the chapter or other part appears inside quotation marks in roman (non-italicised). Note: the method of referencing an editor or translator of the book or journal is different from referencing them in place of an author in a larger work.

¹ Dewey P. Riddles, 'The Making of a Tree: From Seed to Majestic Oak', in: *Biology is Your Friend: Nature at Its Finest*, ed. Barbara Fuller, New York 2001, pp. 25-33.

² Riddles, 'Making of a Tree', p. 31.

C. Preface, Foreword or Introduction of a Book

When citing a preface, foreword or introduction of a book or journal, the term used (preface, foreword, introduction) is not placed inside quotation marks. Note: the author is referenced using the word 'by' followed by the author's full name.

¹ Jerry T. Johnson, Preface to *The Golden Years: Finding Peace Later in Life*, by Austin Powers-Nelson, Minneapolis 1992, p. ix-xxi.

² Johnson, Preface, p. xxiv.

D. Books or Journals Published Electronically

If your reference is available in more than one format, cite only the format that you used for viewing the material. If your source material was viewed on the Internet, you must include the URL and the date you viewed the material. Note: page numbers may not appear in some electronic versions. If that is the case for your source material, you may use a chapter or section number in lieu of the page number(s).

¹ Jane Austen, *Pride and Prejudice*, New York 2007, Kindle edition.

² Michael Pollan, *The Omnivore's Dilemma: A Natural History of Four Meals*, New York 2006, Viewed 29 February 2009, <<http://www.booksarethebomb.com/pollan/the-omnivores-dilemma.html>>.

³ Austen, *Pride and Prejudice*.

⁴ Pollan, *Omnivore's Dilemma*, chap. 6.

Note: the URL should not be a working hyperlink.

E. Article in a Journal

When citing an article that appears in a journal, list the specific page number or numbers, if any, that are used.

¹ Bailey G. Nicholson, 'Saving Money the Old Fashioned Way', *Banking Today* 45 (2002), pp. 21-25.

² Nicholson, 'Old Fashioned Way', p. 29.

F. Newspaper or Magazine Article

If your source material is an article that appears in a newspaper or magazine that you viewed online, you must use the URL and the date it was viewed. The same rules for URLs apply for eBooks vs. hard copies as is referenced in Part D of this section. If no author name is given, begin your footnote reference with the title of the article.

¹ Jonathon D. Plummer, 'Bringing Home the Bacon', *New Yorker*, 14 February 2008, p. 87.

² Plummer, 'Bringing Home the Bacon', p. 91.

G. Book Review

¹ Gail DeVaney, 'What's for Dinner Tonight?' review of *The Omnivore's Dilemma: A Natural History of Four Meals*, by Michael Pollan, *Daily Mirror*, 5 August 2010, Weekly Book Review.

² DeVaney, 'What's for Dinner Tonight?'

H. Thesis or Dissertation

¹ Barbara Breyersville, 'Bringing the Extended Family Together Again: Hope and Healing after Time Passes By' (PhD diss., Northern Illinois University, 2004).

⁴ Breyersville, 'Extended Family'.

I. Website

¹ 'Google Privacy Policy', Viewed 14 September 2010, <<http://www.google.com/intl/en/privacypolicy.html>>.

²² 'Google Privacy Policy'.

J. Email or Text Message

¹ Linda Havelin, text message to author, 25 April 2009.

4. References – Bibliography at the end of the article, in alphabetical order

A. Book

Potolsky Matthew, *Mimesis*, Routledge, New York-London 2006.

Maalouf Amin, *In The Name of Identity. The Violence and The Need To Belong*, (trans.) Barbara Bray, Penguin Books, New York 2000.

Said Edward W., *Orientalism. Western Conceptions of the Orient*, Penguin Books, London 1991 (1st ed. 1978).

Bartmiński Jerzy and Stanisława Niebrzegowska-Bartmińska, *Tekstologia*, PWN, Warszawa 2009.

B. Article in a journal

Molla M.K.U., ‘The Bengal Cabinet Crisis of 1945’, *Journal of Asian History* 14/2 (1980), pp. 127-148.

Numansen Sofia and Marinus Ossewaarde, ‘Patterns of Migrant Post-memory: the Politics of Remembering the Sayfo’, *Communication, Politics & Culture* 48/3 (2015), pp. 41-52.

C. Chapter

Kongslien Ingeborg, ‘The Scandinavian ‘Migrant Novel’ – a New National Narrative and a Cosmopolitical Tale’, in: *Le roman migrant au Québec et en Scandinavie/The Migrant Novel in Quebec and Scandinavia*, Svante Lindberg (ed.), Peter Lang, Frankfurt am Main 2013, pp. 125-139.

D. Online article

Khemiri Jonas Hassen, ‘As You Would Have Told It To Me (Sort Of) If We Had Known Each Other Before You Died’, *The New Yorker*, 25 September 2017, Viewed 19 June 2019, <<https://www.newyorker.com/magazine/2017/09/25/as-you-would-have-told-it-to-me>>.

‘Jonas Hassen Khemiri Interview: Reading Has To Be Dangerous’, *Louisiana News*, 6 April 2017, Viewed 20 June 2019, <https://www.youtube.com/watch?v=CPN3qBbg_A8>.

E. Website

Ett öga rött (Wikipedia entry), Viewed 20 June 2019, <https://en.wikipedia.org/wiki/Ett_öga_rött>.

F. Dissertation

Parveen Ghausia, 'Communal Strife in Bihar 1946-1992' (PhD diss., Aligarh Muslim University, 2015).

G. Unpublished conference paper

Lehtimäki Markku, 'Self-Fashioning in *Seven Brothers*. Narrative and Identity In a Classic Finnish Novel' (unpublished paper presented during the conference 'Northern Self-Fashionings: Narrating the Self in the Nordic Region', Kolding, Denmark, 21 November 2009).