REFERENCE STYLE*
(Updated 26/11/2010)

Note: When in doubt and/or you need to reference any material that is not exposed here, please consult directly with the editor in charge.

1. QUOTES
2. BIBLIOGRAPHY

1. QUOTES:

Author’s name is in the text:

Surname (year of publication, page/s) …

Ex. 1: Smith (1996, pp.54-55) says…
Ex. 2: …point of view supported with work from Smith (1996, pp.54-55).

Author’s name is not in the text:

(Surname, year of publication).

Ex. 1: (Smith, 1973).

One author has more than one publication in the same year:

Surname (year of publication. Lower case, alphabetically) …

Ex. 1: Smith (1955a) backs up… again, Smith (1955b).
Ex. 2: Smith (1955a, b) suggests…

One author has published in different years:

…Smith (year of publication, subsequent year).

Ex. 2: (Smith 1992, 1996).

When quoting two, three or four authors with the same or different year of publication:

Various formats.

Ex. 1: Smith (1955) and Jones (1958) developed…
Ex. 2: …at the end of the 50’s (Smith, 1955; Jones, 1958) has demonstrated…
Ex. 3: Smith and Jones (1960) say…

When quoting more than 4 authors:

Surname, et al. (year of publication) …

Ex. 1: Smith, et al. (2005) proposes…
Ex. 2: …recently proposed (Smith, et al. 2005).

Missing data:

- Anonymous or not identified author.

Ex. 1: Marketing (Anon., 2001).
- Publication date is unknown (n.d.).
Ex. 1: Smith (n.d.) has written…
Ex. 2: …recent research (Smith, n.d.) has written…

- Probable year.
Ex. 1: Smith (¿1995?) has written…
Ex. 2: …recent research (Smith, ¿1995?) has written…

- Approximate year.
Ex. 1: Smith (as of 1995) has written…
Ex. 2: …recent research (Smith, as of 1995) has written…

- The decade is confirmed, the year is not known for sure.
Ex. 1: Smith (199-) has written…
Ex. 2: …recent research (Smith, 199-) has written…

- The decade is probable.
Ex. 1: Smith (¿199?) has written…
Ex. 2: …recent research (Smith, ¿199?) has written…

**Information from a secondary source:**

Various formats.
Ex. 2: Smith (1975 quoted in Jones, 1979, p.38).
Ex. 3: (Smith, 1975 quoted in Jones, 1979, p.38).

**When length is more than 4 lines:**

Should be set out in one block and separated from the paragraph with both left and right indentations measuring 1 cm (0.39”), without inverted commas. Then, according to the setting, consider the aforementioned points: *Author’s name is or is not in the text in the text.*
2. BIBLIOGRAPHY:

BOOKS

Printed book, one author:

Surname, Name -or initial-., year of publication. Title. Edition (not necessary in first edition). Published in…: Editorial.

Printed book. One to four authors:


Printed book. More than four authors:


More than one publication, same author, same year:


Translated Book:

Surname, Name -or initial-. year of publication. Title. Edition (not necessary in first edition). Translated from a foreign language by or Translated by, Name -or initial-. year. Or Published in…: Editorial.

Corrected book by one editor:

Surname, Name -or initial-. ed., year of publication. Title. Edition (not necessary in first edition). Published in…: Editorial.

Corrected book by two or more editors:

Surname, Name -or initial-. eds., year of publication. Title. Edition (not necessary in first edition). Published in…: Editorial.

**Chapter in a corrected book:**


**E-BOOKS**

**E-book. One Author:**


**E-book corrected by 2 or more editors:**


**ITEMS**

**Item in a printed magazine:**

Surname, Initial., year of publication. Item Title. *Magazine Name*, day month/s or season, volume (number), pages.


**Item in magazine from an electronic source:**

Surname, Initial., year of publication. Item Title. *Magazine Name*, [Online] day month/s or season, volume (number), pages. Available at: Institution providing it Web page [Date of access: --/--/--].


**Item in printed newspaper:**

Surname, Initial., year of publication. Item Title. *Newspaper Name*, day month. Page.

Item in electronic newspaper:
Surname, Initial., year of publication. Item Title. Newspaper Name, [Internet] day month. Available at: Web page [Date of Access: --/--/----].

Item from a Database:
Surname, Initial., year of publication. Item Title. Magazine Name, [Online] day month/s or season, volume(number). Only abstract. Available at: Institution providing it Web page [Date of Access: --/--/----].

Item .pdf:
Surname, Initial., year of publication. Item title. Magazine Name, [pdf] day month/s or season, volume (number), pages. Available at: Institution providing it Web page [Date of Access: --/--/----].

WEB PAGE
Institution, or Surname, Initial. year of publication. Web page Name [Online] Published at: Editorial. (update). Available at: Web page [Date of Access: --/--/----].

OTHER
Conference Report:
Institution Acronym (Institution), year of presentation. Title of the meeting and/or congress. Country: City of presentation, day month and year.

Conference paper:
Surname, Initial., year of publication. Title of paper. At: Institution Acronym (Institution), Title of the meeting and/or congress. Country: City of presentation, day month and year.

Lecture:
Surname, Initial., year of publication. Title of Lecture. City: Institution.
Video, film and broadcasts:


TV Show:

Title of show, year of production. [TV Show] Channel, day month year of broadcast, time.

Portrait, images and printed photography:

Author Surname, Initial., year of publication. Title of material. [support or format] (Title of Exhibition, Location of the exhibition).

Portrait, images and electronic photography:

Surname, Initial., year of publication. Title of material. [Online] Available at: Institution providing it Web page [Date of Access: --/--/--].

E-mail:

Surname, Initial., recipient e-mail, year of reception. Subject [e-mail] Message from: Initial. Surname (e-mail from). Sent on date year, time. Available at: Official Page [Date of Access: --/--/--].

Unpublished Works:

Surname, Initial., (not published). Title. City or (accepted for publication: month year).
Ex. 1: Smith, J., (not published). Today’s Sounds. (accepted for publication: September 2011).

Personal communication (letter, phone call, etc.)

Surname, Initial., year. Title [letter] (Personal Communication, day month year).

Though with modifications, the reference style is based in: Guide to the Harvard Style of Referencing (2008). The examples are totally fictitious.