

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. 1: ...suggested by Smith (1992, 1996).

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. 1: Smith (1975) quoted in Jones (1979).

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.

Ex. 1: Smith, J., 2002. *Electro-Acoustic Music*. Madrid: Publicaciones Españolas.

Ex. 2: Smith, J., 2005. *Electro-Acoustic Music*. 2nd. ed. Madrid: Publicaciones Españolas.

Ex. 3: Jones, Paul P., 2002. *Electro-Acoustic Music*: Publicaciones Españolas.

Printed book. One to four authors:

Surname, Initial. and Surname, Initial. year of publication. *Title*. Edition (not necessary in first edition).
Published in...: Editorial.

Ex. 1: Smith, J. and Jones, P. 1998. *Tonal-functional Harmony*. 6th. ed. Buenos Aires: El Palo de Lluvia.

Printed book. More than four authors:

Surname, Initial. et al., year of publication. *Title*. Edition (not necessary in first edition).
Published in...: Editorial.

Ex. 1: Smith, J. et al., 1990. *History of Music in the West*. Mexico: Del norte publicaciones.

More than one publication, same author, same year:

Surname, Initial. year of publication and lower case, alphabetically. *Title*. Edition (not necessary in first edition).
Published in...: Editorial.

Ex. 1: Smith, D. 1999a. *Reading. Basic Course1*. Morelia: La Central.

Ex. 2: Smith, D. 1999b. *Reading. Basic Course2*. Morelia: La Central.

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.

Ex. 1: Smith, J., 1986. *The perfect excuse*. 3rd. ed. Translated from German by P.P. Jones, 1988.
Madrid: Publicaciones Españolas

Ex. 2: Smith, John. 1998. *Short Stories*. 5th. ed. Translated by P.P. Jones. Madrid: Publicaciones Españolas.

Corrected book by one editor:

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

Ex. 1: Smith, J. ed., 2002. *Manipulating Sensors*. 2nd. ed. Mexico: Del norte publicaciones

Ex. 2: Smith, John. ed., 2005. *Manipulating Sensors*. 2nd. ed. Mexico: Del norte publicaciones

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.

Ex. 1: Smith, J. and Jones P, P. eds., 2000. *Intelligent Computers*. Buenos Aires: El Palo de Lluvia.

Chapter in a corrected book:

Surname, Initial., year of original publication. Name of chapter. In: Initial. Surname, ed. year of publication. *Title*. Edition (not necessary in first edition). Published in...: Editorial, pages.

Ex. 1: Smith, J. 1970. Information Sources. In: J. Jones, ed. 1985. *Current information*. Mexico: Del norte publicaciones, pp.80-96.

Ex. 2: Smith, J. 1970. Information Sources. In: J. Jones, ed. 1985. *Current Information*. Mexico: Del norte publicaciones.

E-BOOKS

E-book. One Author:

Surname, Initial., year of publication. *Title*. [E-book] Edition (not necessary in first edition). Published in...: Editorial. Available at: Institution providing it Web page [Date of access: --/--/----].

Ex. 1: Smith, J., 2003. *New Technologies*. [E-book] Rosario: Todo digital. Available at: Biblioteca_Universitaria/Libros_digitales/e-books <http://www.universidad.net/E-books> [Date of Access: 03/04/2009].

E-book corrected by 2 or more editors:

Surname, Initial, and Surname, Initial. eds. year of publication. *Title*. [E-book] Edition (not necessary in first edition). Published in...: Editorial. Available at: Institution providing it Web page [Date of access: --/--/----].

Ex. 1: Smith, J. and Jones, P., eds. 2003. *Sensors*. [E-book] Rosario: Todo digital. Available at: Biblioteca_Universitaria/Libros_digitales/e-books <http://www.universidad.net/E-books> [Date of access: 04/08/2008].

ITEMS

Item in a printed magazine:

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

Ex. 1: Smith, J., 2000. Paper Instruments. *Music Magazine*, Jan-Feb, 4(2), pp.20-25.

Ex. 2: Smith, J., 2006. Live Music. *Orfeo*, 20 January, 6(1), pp.45-49.

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: --/--/----].

Ex. 1: Smith, J., 1999. Computer Music. *La musical*, [Online] 7 March, 1(1), pp.33-34. Available at: Biblioteca_Universitaria/Libros_digitales/e-books <http://www.universidad.net/revista> [Date of Access: 18/07/2002].

Ex. 2: Smith, J., 2008. Orchestral Directing. *Profesional*, [Online] May, 5(1). Available at: <http://www.universidad.net/revista> [Date of Access: 06/06/2009].

Item in printed newspaper:

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

Ex. 1: Smith, J., 2007. Music Today. *El correo*, 7 December. p.6.

Item in electronic newspaper:

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

Ex. 1: Smith, J., 2007. Music Today. *El correo*, [Online] 7 December. Available at: <http://www.universidad.net/periodico> [Date of Access: 01/01/2008].

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: --/--/----].

Ex. 1: Smith, J., 1999. Computer Music. *La musical*, [Online] 7 March, 1(1). Only abstract. Available at: Biblioteca_Universitaria/directorio <http://www.universidad.net/revista> [Date of Access: 18/07/2002].

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: --/--/----].

Ex. 1: Smith, J., 2005. Hearing or listening. *Sonidos en el mundo*, [pdf] Fall, 7(2), pp.7-9. Available at: Biblioteca_Universitaria/pdf <http://www.universidad.net/revista> [Date of Access: 26/03/2007].

WEB PAGE

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

Ex. 1: Biblioteca de la Música, 2006. *Online Catalog* [Online] Spain: On-line (update: 05/07/2001). Available at: <http://www.bibliotecadelamusica.org/catalogo> [Date of Access: 25/04/2006].

Ex. 2: Smith, J., 1999. Money in Art [Online] (update: 06/01/2000). Available at: <http://www.ricardocarpio.org> [Date of Access: 25/10/2008].

OTHER**Conference Report:**

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

Ex. 1: UN (United Nations), 2007. *World Poverty*. USA.: New York, 26 May 2007.

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.

Ex. 1: Smith, J., 2009. Demographic Evolution and Poverty in Honduras. At: UN (United Nations), *World Poverty*. USA.: New York, 26 May 2007.

Lecture:

Surname, Initial., year of publication. *Title of Lecture*. City: Institution.

Ex. 1: Smith, J., 2006. *Stochastic Music*. Mexico: Centro Nacional de las Artes (CENART).

Video, film and broadcasts:

Title of video, film or broadcasts, year of production. [support or format] Directed by: Name and Surname. Country: Production Company. (Narration by: Initial. Surname).

Ex. 1: *Music in Latin-America*, 1999. [Video] Directed by: John Smith. Mexico: Video Productions. (Narrated by: P. P. Jones).

Ex. 2: *The Music Teacher*, 1998. [film] Directed by: Paul Jones. Venezuela: Solo películas.

TV Show:

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

Ex. 1: Sounds of Silence, 1997. [TV Show] Channel 9, 20 September 2005, 20:00pm.

Portrait, images and printed photography:

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

Ex. 1: Smith, J., 1945. *Verdi's piano*. [Photograph] (Photography Collection, Italian Music, Barcelona Museum).

Portrait, images and electronic photography:

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

Ex. 1: Smith, J., 1945. *Verdi's piano*. [Online] Available at: Museo virtual de Santa Fe <http://www.museosantafe.com.ar> [Date of Access: 25/05/2009].

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: --/--/----].

Ex. 1: Smith, J., jsmith@gmail.com, 2006. *About Music* [e-mail] From: P. Jones (pjones@yahoo.com). Sent on 25 September 2005. Available at: http://www.santafe.com.ar/archivo_2005_25_09_archivo.html [Date of access: 7 July 2006].

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).

Ex. 1: Smith, J., 2008. *Music current affairs in Mexico*. [letter] (Personal communication, 2 July 2008).

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