

References checklist

References cited in the text

- All published works cited in the text included in References list and vice versa.
- In-text citation style: Author (2020); Author & Author (2020); Author et al. (2020).
- Multiple references cited in parentheses should be listed in date order, earliest first.
- Multiple works by the same author and published in the same year styled Author 2011a; 2011b; 2011c, and so forth.
- Articles *accepted* for publication referred to as ‘forthcoming’.
- Unpublished works and papers in preparation described in footnotes.
- Avoid ‘author cited in author(s)’.
- Personal communications style: (A.B. Name, personal communication 2020).
- ‘ibid’ and ‘op. cit.’ not used.

Reference list (published works only)

- Entries listed in alphabetical order by author surname/family name.
- Give titles in the original language of the publication. No translations of titles.
- All authors listed.
- Page numbers/ranges given for articles in periodicals and chapters in books.
- Internet sources: publication date is the web page date. For undated web pages enter ‘n.d.’ Add date last accessed (day, month, year).
- Titles of articles in periodicals or series and chapters in books in lower case letters (except for proper names).
- Titles of books and journals in italic, with capital first letter of each main word.
- Titles of periodicals or series given in full, not abbreviated.
- The place of publication (city or town name), followed by publisher.