

QUOTES AND BIBLIOGRAPHY**AUTHOR-DATE**

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AUTHOR-DATE

1. QUOTES IN THE TEXT

The work is cited in abbreviated form within the text under the author-date system, indicating the surname(s) of the author, the year of publication of the work and, if necessary, the page number between round brackets. If the surname(s) of the quoted author was (were) recently indicated in the text, only the date is needed between round brackets for any subsequent quotes in the text.

For example:

Especificar cuáles son las funciones del sistema de puntuación es aún más difícil si consideramos, además, que ni siquiera está cerrada la nómina de los elementos que integran el sistema (Rosselló 2008). La cuestión de cuántos son los signos de puntuación y en qué tipos se pueden subdividir, en virtud de su función, o de su nuclearidad, es relativamente habitual, según Cassany (1999).

Works by the same author in the same year should be differentiated by adding a lower-case letter.

For example:

(Chaume Varela 2004a, 45-46).

(Chaume Varela 2004b, 356).

When the date of publication of a work cannot be determined, the abbreviation (n.d.) takes the place of the year.

For example:

(Nano, n.d.)

Works accepted for publication with an unknown publication date must use "in press" instead of a date.

For example:

(Sánchez Iglesias, in press)

For unknown authors, a shortened version of the title can be used without including the initial article.

For example:

(*Colección de las particularidades* 1796)

When the work is identified by the pseudonym of the author, this should be included instead of their surname.

For example:

(Azorín 1905)

When an institution becomes the author of a work, an abbreviation should be included.

For example:

(ILO 2007)

2. LIST OF REFERENCES

The corresponding full bibliographic reference is included in a list at the end of the document. References should be ordered alphabetically, with hanging indentation.

For example:

Cassany, Daniel. 1999. "Puntuación: Investigaciones, concepciones y didáctica". *Letras* 58: 21-54.

Rosselló Verdeguer, Jorge. 2008. "El aprendizaje de los signos de puntuación a través de los libros de estilo". *Textos de didáctica de la lengua y la literatura* 49, no. 3: 111-121.

If several works by the same author are going to be referenced, the name and surname(s) are indicated in each case and they are ordered by year of publication. Undated (n.d.) or "in press" works are listed after the dated works.

For example:

Segura Munguía, Santiago. 2005. *Los jardines en la Antigüedad*. Bilbao: Universidad de Deusto.

Segura Munguía, Santiago. 2007. *Diccionario por raíces del latín y de las voces derivadas*. Bilbao: Universidad de Deusto.

Segura Munguía, Santiago. 2010. *Nuevo diccionario etimológico latín-español y de las voces derivadas*. Bilbao: Universidad de Deusto.

Works by the same author should be differentiated by adding a lower case letter and ordered alphabetically by the title.

For example:

Chaume Varela, Frederic. 2004a. *Cine y traducción*. Cátedra: Madrid.

Chaume Varela, Frederic. 2004b. "Modelos de investigación en traducción audiovisual". *Íkala, Revista de Lenguaje y Cultura* 9, no. 15: 351-365.

When the date of publication of a work cannot be determined, the abbreviation (n.d.) takes the place of the year.

For example:

Nano, Jasmine L. n.d. *Title of the work*

Works accepted for publication with an unknown publication date must use "in press" instead of a date.

For example:

Sánchez Iglesias, Jorge. In press. "Norma y estilo en la fase de revisión". In *Un espacio de confluencias: Traducción, edición y corrección*, edited by Esther Monzó. Seville: Arcibel.

If the author is unknown, the entry in the list of references should begin with the title. In cases where the title begins with an article, this should not be considered for alphabetization.

For example:

Colección de las particularidades de la vida y muerte de un pretendido filósofo moderno. 1796. Madrid.

When the reference includes the pseudonym of the author, this should precede the full name in square brackets.

For example:

Azorín [José Martínez Ruiz]. 1905. *Los pueblos (Ensayos sobre la vida provinciana)*. Madrid: Biblioteca Nacional y Extranjera.

If a work published by an institution lacks an author name, the institution can appear as the author. The reference should include the abbreviated and full names of the organization.

For example:

ILO (International Labour Office). 2007. *Convenio número 169 sobre pueblos indígenas y tribales: Un manual*. Geneva: ILO.

Journal articles

(Single authorship)

In-text quotation:

For example:

(Gielen 1994, 784)

Bibliography model: Author Surname(s), Name. Year. "Name of the Article". *Title of the journal* volume of the journal, no. of the journal: pages on which the article appears.

For example:

Gielen, Arthur. 1994. "Interpersonal Conflict and Physical Violence". *Social Science and Medicine* 39, no. 6: 781-787.

(Two or three authorships)

In-text quotation:

For example:

(Graham and Jones 2019, 442)

(Cheng, Smith and López 2000, 94)

Bibliography model: Author 1 Surname(s), Name, Author 2 Name Surname(s), and Author 3 Name Surname(s). Year. "Name of the Article". *Title of the journal* volume of the journal, no. of the journal: pages on which the article appears.

For example:

González Pascual, Julián, and Marta López Serrano. 2012. "La relación laboral en los concursos de acreedores". *Información Comercial Española. Revista de Economía*, no. 866: 153-172.

Lipsky, Sarah, Alice Holt and Roberta Easterling. 2005. "Police-Reported Intimate Partner Violence during Pregnancy: Who is at Risk?". *Violence and Victims* 20, no. 1: 69-86.

(Between four and ten authorships)

In-text quotation:

For example:

(Arsenault et al. 2002, 497)

Bibliography model: Author 1 Surname(s), Name, Author 2 Name Surname(s), Author 3 Name Surname(s), and Author X Name Surname(s). Year. "Name of the Article". *Title of the journal* volume of the journal, no. of the journal: pages on which the article appears.

For example:

Arseneault, Linda, Ron Tremblay, Marie Jones, Brendan Boulerice, and Jane Saucier. 2002. "Obstetrical Complications and Violent Delinquency: Testing Two Developmental Pathways". *Child Development* 73, no. 2: 496-508.

(More than ten authorships)

For more than ten authorships, the first seven are listed in the bibliography followed by *et al.*

Books

(Single authorship)

In-text quotation:

For example:

(Shabot 2019, 85)

Bibliography model: Author Surname(s), Name. Year. *Title of the book*. City: Publisher.

For example:

Shabot, Alice. 2019. *Amigas, Sisters: We're being Gaslighted*. Basingstoke: Macmillan.

(Two to three authorships)

In-text quotation:

For example:

(Alvar, Mainer and Navarro 1997)

Bibliography model: Author 1 Surname(s), Name, Author 2 Name Surname(s), and Author 3 Name Surname(s). Year. *Title of the book*. City: Publisher.

For example:

Alvar, Carlos, José Carlos Mainer, and Rosa Navarro. 1997. *Breve historia de la literatura española*. Madrid: Alianza.

(Four to ten authorships)

In-text quotation:

For example:

(Domínguez Monedero et al. 1999)

Bibliography model: Author 1 Surname(s), Name, Author 2 Name Surname(s), Author 3 Name Surname(s) and Author X Name Surname(s). Year. *Title of the book*. City: Publisher.

For example:

Domínguez Monedero, Adolfo, Domingo Plácido Suárez, Javier Gómez Espelosín and Fernando Gascó de la Calle. 1999. *Historia del mundo clásico a través de sus textos: Grecia*. Madrid: Alianza.

(More than ten authorships)

For more than ten authorships, the first seven are listed in the bibliography followed by *et al.*

In-text quotation:

For example:

(Domínguez Monedero et al. 1999)

Bibliography model: Author 1 Surname(s), Name, Author 2 Name Surname(s), Author 3 Name Surname(s), and Author X Name Surname(s). Year. *Title of the book*. City: Publisher.

(Citing an editor, translator or coordinator instead of author)

Additionally, if an editor, translator or coordinator is to be cited instead of the author, the bibliographical entry should be formatted as follows:

Surname(s), Name, ed. / trans. / coord. Year. *Title of the book*. City: Publisher.

For example:

Notario Ruiz, Antonio, ed. 2005. *Contrapuntos estéticos*. Salamanca: Ediciones Universidad de Salamanca.

Book chapters

In-text quotation:

For example:

(Braqui 2020, 52)

Bibliography model: Author Surname(s), Name. Year. "Title of the chapter". In *Title of the book*, ed. by Editor Name Surname(s), pages on which the chapter appears. City: Publisher.

For example:

Braqui, Margarita. 2020. "Radiografía de un experimento sociológico". In *Feminismo 2.0*, ed. by Luis Santos, 27-63. Barcelona: Ínsula.

For two or more authorships, the rules for books and journal articles should be followed.

Prefaces, prologues, introductions or similar sections of a work should be cited as follows:

Author Surname(s), Name. Year. Introduction / Preface / Prologue to *Title of the book*, ed. by Editor Name Surname(s), pages on which the chapter appears. City: Publisher.

For example:

Rieger, James. 1982. Introduction to *Frankenstein; or, The Modern Prometheus*, by Mary Wollstonecraft Shelley, XI-XXXVII. Chicago: University of Chicago Press.

If the cited work is an edited or coordinated book, the information concerning the editor should be formatted as in the book chapter's entry.

For example:

Gómez Sanz, Jorge Jesús. 2022. Preface to Jornada «Aprendizaje Eficaz con TIC en la UCM», coord. by Luis Hernández Yáñez, 15-16. Madrid: Ediciones Complutense.

Websites

In-text quotation:

For example: (Sabín 2017)

Bibliography model: Author Surname(s), Name. Year. "Title of the article". *Title of the website*. Date of consultation/modification of the resource. URL of the resource.

For example:

Sabín, Carlos. 2017. "No, Wigner no pensaba eso". *Investigación y Ciencia: Cuantos completos*. Last modified on 17 April 2017.
<https://www.investigacionyciencia.es/blogs/fisica-y-quimica/85/posts/no-wigner-no-pensaba-eso-17931>.

For two or more authorships, the rules for books and journal articles should be followed.

Academic works

In-text quotation:

For example:

(Hernán de la Hoz 1968)

Bibliography model: Author Surname(s), Name. Year. "Title of the dissertation". Doctoral dissertation / Master's Degree dissertation / Bachelor's Degree dissertation. University at which it was produced.

For example:

Hernán de la Hoz, Felicitas. 1968. "Las fronteras del negacionismo en un ecosistema racionalista. Problemática asociada a las comunidades indígenas". Doctoral dissertation. Universidad de Murcia.

Conference presentations

In-text quotation:

For example:

(Chaparro 1999, 12-13)

Bibliography model: Author Surname(s), Name. Year. "Title of the communication". Communication presented at *Title of the conference*, Location of the conference, date of the conference (excluding year).

For example:

Chaparro, Ana. 1999. "La mirada y la memoria: historia compartida catalanoaragonesa". Communication presented at the *2nd Conference on Alternative History*, Belchite, 15-17 May.

For two or more authorships, the rules for books and journal articles should be followed.