EDICIONES COMPLUTENSE

QUOTES AND BIBLIOGRAPHY

The quotes and references system is based on *The Chicago Manual Style* (17th edition) and the *Manual de Estilo Chicago-Deusto*.
On occasions, the numbered reference (or Vancouver system) will be accepted for biomedical sciences, the rules of the Institute of Electrical and Electronical Engineers (IEEE) for engineering and the American Chemical Society (ACS) style for chemical sciences.
In any case, the author or editor of a collective volume will be responsible for unifying both the quotes within the text and the list of bibliographic references at the end of the book or chapter according to the references system followed.

Authors must follow the citation guidelines compiled in the 17th edition of the Chicago Manual of Style (CMS), adhering to the system of their choice when formatting quotes (i.e.author-date system or the bibliography and notes system):

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1. AUTHOR-DATE

1.1. 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)

1.2. 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, Felícitas. 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.

2. NOTES AND BIBLIOGRAPHY

2.1. CITATIONS AND NOTES

When a work is quoted, the main bibliographic data for the document are indicated in a note using superscript numbers in the page footer or at the end of the chapter.

For example:

[1] Gonzalo Fernández Hernández, "Los orígenes de Grecia", *Revista de arqueología* 32, no. 367 (2011): 46-55.

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

If the same work is going to be quoted later on, the successive notes need only refer to the reference in an abbreviated form. This should include the surname(s) of the author, without such abbreviations as ed. or trans., and the first words of the title if this contains more than four. When there are more than three authorships for the work, the surname(s) of the first is (are) followed by "et al".

For example:

[1] Fernández Hernández, "Los orígenes de Grecia", 46-55.

[2] Arseneault et al., "Obstetrical Complications", 499.

The corresponding full bibliographic reference is included in a list at the end of the document. References should be ordered alphabetically, with hanging indentation. 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. *Los jardines en la Antigüedad*. Bilbao: Universidad de Deusto, 2005.

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

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

When two or more studies from the same year by a single authorship are quoted, they should be listed alphabetically.

For example:

García Yebra, Valentín. *El realismo metódico*. Barcelona: Estudios Editorial, 1991.

García Yebra, Valentín. *Religiosidad popular en la Alta Edad Media*. Granada: Anuario, 1991.

2.2. BIBLIOGRAPHY

Journal articles

The specific page number being quoted should be included in the page footer or at the end of the chapter. The pages on which the full article appears should be included in the bibliography.

► Article in a printed journal

(Single authorship)

Note model: Author Name Surname(s)**,** **"**Title of the article**"**, *Title of the journal in italics* volume of the journal**,** no. of the journal **(**Year of publication**):** pages from which the quote is taken**.**

Bibliography model: Author Surname(s), Name**,** **"**Title of the article**"**, *Title of the journal in italics* volume of the journal**,** no. of the journal **(**Year of publication**):** first and last page of the article**.**

For example:

Note: Arthur Gielen, "Interpersonal Conflict and Physical Violence", *Social Science and Medicine* 39, no. 6 (1994): 783.

Abbreviated note: Gielen, "Interpersonal Conflict", 783.

Bibliography entry:

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

(Two or three authorships)

Note model: Author 1 Name Surname(s), Author 2 Name Surname(s), and Author 3 Name Surname(s)**,** **"**Title of the article**"**, *Title of the journal* volume of the journal**,** no. of the journal **(**Year of publication**):** pages from which the quote is taken**.**

Bibliography model: Author 1 Surname(s), Name, Author 2 Name Surname(s), and Author 3 Name Surname(s). "Title of the article". *Title of the journal* volume of the journal**,** no. of the journal **(**Year of publication**):** first and last page of the article**.**

For example:

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

Abbreviated note: Lipsky, Holt and Easterling, "Police-Reported Intimate", 81.

Bibliography entry:

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

(Between four and ten authorships)

Note model: Author 1 Name Surname(s) et al., **"**Title of the article**"**, *Title of the journal* volume of the journal**,** no. of the journal **(**Year of publication**):** pages from which the quote is taken.

Bibliography model: Author 1 Surname(s), Name, Author 2 Name Surname(s), Author 3 Name Surname(s) and Author X Name Surname(s). "Title of the article". *Title of the journal* volume of the journal**,** no. of the journal **(**Year of publication**):** first and last page of the article**.**

For example:

Note: Linda Arseneault et al., "Obstetrical Complications and Violent Delinquency: Testing Two Developmental Pathways", *Child Development* 73, no. 2 (2002): 496-508.

Abbreviated note: Arseneault et al., "Obstetrical Complications", 499.

Bibliography entry:

Arseneault, Linda, Ron Tremblay, Marie Jones, Brendan Boulerice, and Jane Saucier. "Obstetrical Complications and Violent Delinquency: Testing Two Developmental

Pathways". *Child Development* 73, no. 2 (2002): 496-508.

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

► **Article in a digital journal**
For articles consulted online, the DOI, URL or name of the database should be included. In the

case of various authorships, the rules for printed journals are followed.

Note model: Author Name Surname(s)**,** **"Title of the article"**, *Title of the journal* volume of the journal**,** no. of the journal **(**Year of publication**)**: pages from which the quote is taken, DOI or URL of the resource.

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

For example:

Note: Ofelia Calvo Aguilar, "Obstetric Violence Criminalised in Mexico: A Comparative Analysis of Hospital Complaints Filed with the Medical Arbitration Commission", *BMJ Sexual and Reproductive Health* 46, no. 1 (2020): 38-45, https://doi.org/10.1136/bmjsrh-2018-200224200224.

Abbreviated note: Calvo Aguilar. "Obstetric Violence Criminalised in Mexico", 44.

Bibliography entry:

Calvo Aguilar, Ofelia. "Obstetric Violence Criminalised in Mexico: A Comparative Analysis of Hospital Complaints Filed with the Medical Arbitration Commission". *BMJ Sexual and Reproductive Health* 46, no. 1 (2020): 38-45. https://doi.org/10.1136/bmjsrh-2018-200224200224.

Special editions, supplements, annexes
Articles contained in a special edition, supplement or annex should be quoted in the following manner.

Note model: Author Name Surname(s), "Title of the article", in "Title of the special edition", ed. / coord. Editor/coordinator Name Surname(s), number of the special edition / supplement / annex, *Title of the journal* volume of the journal, no. of the journal (Year of publication): pages from which the quote is taken.

Bibliography model: Author Surname(s), Name, "Title of the article". In "Title of the special edition", edited / coordinated by Editor/Coordinator Name Surname(s). Number of the special edition / Supplement / Annex, *Title of the journal in italics* volume of the journal, no. of the journal (Year of publication): first and last page of the article.

For example:

Note: Sharon Sassler, "Learning to Be an 'American lady? Ethnic Variation in Daughters' Pursuits in the Early 1900s", in "Emergent and Reconfigured Forms of Family Life", ed. Lora Bex Lempert and Marjorie L. DeVault, special edition, *Gender and Society* 14, no. 1 (2000): 201, http://www.jstor.org /stable/190427.

Abbreviated note: Sassler, "Learning to Be", 202.

Bibliography entry:

Sassler, Sharon. "Learning to Be an 'American lady? Ethnic Variation in Daughters' Pursuits in the Early 1900s". In "Emergent and Reconfigured Forms of Family Life", edited by Lora Bex Lempert and Marjorie L. DeVault. Special edition, *Gender a n d Society* 14, no. 1 (2000): 184-209. http://www.jstor.org/stable/190427.

The special edition, supplement or annex as a whole is quoted in the following manner.
Bibliography model: Author Surname(s), Name, ed. / coord. "Title of the special edition". Special edition, *Title of the journal* volume of the journal, no. of the journal (Year of publication).

For example:

Good, Thomas L., ed. "Non-Subject-Matter Outcomes of Schooling". Special edition, *Elementary School Journal* 99, no. 5 (1999).

Books

► **Book in printed format**

(Single authorship)

Note model: Author Name Surname(s)**,** *Title of the book***,** Edition**,** Volume **(**City: Publisher, Year of publication**),** pages from which the quote is taken.

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

For example:

Note: Alice Shabot, *Amigas, Sisters: We're being Gaslighted* (Basingstoke: Macmillan, 2019), 64-66.

Abbreviated note: Shabot, *Amigas, Sisters*, 64-66.

Bibliography entry:

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

(Two or three authorships)

Note model: Author 1 Name Surname(s)**,** Author 2 Name Surname(s), and Author 3 Name Surname(s), *Title of the book***,** Edition**,** Volume **(**City: Publisher, Year of publication**),** pages from which the quote is taken.

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

For example:

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

Abbreviated note: Alvar, Mainer and Navarro, *Breve historia de la literatura española*...

Bibliography entry:

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

(Four to ten authorships)

Note model: Author 1 Name Surname(s) et al., *Title of the book***,** Edition**,** Volume **(**City: Publisher, Year of publication**),** pages from which the quote is taken.

Bibliography model: Author 1 Surname(s), Name**,** Author 2 Name Surname(s), Author 3 Name Surname(s) and Author 4 Name Surname(s), *Title of the book***,** Edition**,** Volume. City: Publisher, Year of publication.

For example:

Note: Adolfo Domínguez Monedero et al., *Historia del mundo clásico a través de sus textos: Grecia* (Madrid: Alianza, 1999).

Abbreviated note: Domínguez Monedero et al., *Historia del mundo clásico...*

Bibliography entry:

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

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

Note model: Author Name Surname(s), ed. / trans. / coord. *Title of the book* **(**City: Publisher, Year of publication**),** pages from which the quote is taken.

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

For example:

Note: Salvador Fernández Ramírez, ed. *La enseñanza de la gramática y la literatura* (Madrid: Arco/Libros, 1985), 145-46

Nota abreviada: Fernández Ramírez, *La enseñanza...*, 33.

Bibliography entry:

Fernández Ramírez, Salvador, ed. *La enseñanza de la gramática y la literatura*. Madrid: Arco/Libros, 1985.

► **Book in digital format**
For two or more authorships, the rules for printed books should be followed.

Note model: Author Name Surname(s)**,** *Title of the book***,** Edition**,** Volume. **(**City: Publisher, Year of publication**)**, DOI or URL of the resource.

Bibliography model: Author Surname(s), Name. *Title of the book.* Edition. Volume. City: Publisher, Year of publication. DOI or URL of the resource.

For example:

Note: Carolina Domenech Belda, *La escritura jeroglífica egipcia* (Alicante: Biblioteca Virtual Miguel de Cervantes, 2004), http://www.cervantesvirtual.com/nd/ark:/59851/bmcx06f9.

Abbreviated note: Domenech Belda, *La escritura jeroglífica egipcia*...

Bibliography entry:

Domenech Belda, Carolina. *La escritura jeroglífica egipcia*. Alicante: Biblioteca Virtual Miguel de Cervantes, 2004. http://www.cervantesvirtual.com/nd/ark:/59851/bmcx06f9.

Book chapter
The specific pages are quoted in the note but the page range of the chapter is quoted in the bibliography. Digital book chapters can include a DOI.

(Single authorship)

Note model: Author Name Surname(s), "Title of the chapter", in *Title of the book in italics, ed. / coord. Editor/Coordinator Name Surname(s) (City: Publisher, Year of publication), pages*

from which the quote is taken.

Bibliography model: Author 1 Surname(s), Name. "Title of the chapter". In *Title of the book*, edited/coordinated by Editor/Coordinator Name Surname(s), pages on which the chapter appears. City: Publisher, Year of publication.

For example:

Note: Sebastian Balfour, "España desde 1931 hasta hoy", in *Historia de España*, ed. by Raymond Carr (Barcelona: Península, 2007), 249-292.

Abbreviated note: Balfour, "España desde 1931 hasta hoy", 249-292.

Bibliography entry:

Balfour, Sebastian. "España desde 1931 hasta hoy". In *Historia de España*, edited by Raymond Carr, 249-292. Barcelona: Península, 2007.

(Two or three authorships)

Note model: Author 1 Name Surname(s), Author 2 Name Surname(s) and Author 3 Name Surname(s), "Title of the chapter", in *Title of the book in italics,* ed. / coord. Editor/Coordinator Name Surname(s) (City: Publisher, Year of publication), page(s) from which the quote is taken.

Bibliography model: Author 1 Surname(s), Name, Author 2 Name Surname(s) and Author 3 Name Surname(s). "Title of the chapter". In *Title of the book in italics*, edited/coordinated by Editor/Coordinator Name Surname(s), pages on which the chapter appears. City: Publisher, Year of publication.

For example:

Note: María Teresa Beltrán Noguer and Antonio Peñafiel Ramón, "Ópera de corte y presencia mitológica en la España de los primeros Borbones", in *Historia y sociabilidad*, coordinated by Juan Bautista Vilar Ramírez (Murcia: Universidad de Murcia, 2007), 329-346.

Abbreviated note: Noguer and Peñafiel Ramón, "Ópera de corte y presencia mitológica", 329-346.

Bibliography:

Beltrán Noguer, María Teresa, and Antonio Peñafiel Ramón. "Ópera de corte y presencia mitológica en la España de los primeros Borbones". In *Historia y sociabilidad*, coordinated by Juan Bautista Vilar Ramírez, 329-346. Murcia: Universidad de Murcia, 2007.

(Prefaces, prologues, introductions or similar sections of a work)

Note model: Author Name Surname(s), Introduction / Preface / Prologue to *Title of the book in italics,* by Author Name Surname(s) (City: Publisher, Year of publication), pages from which the quote is taken.

Bibliography model: Author 1 Surname(s), Name. Introduction / Preface / Prologue. *Title of the book*, by Author Name Surname(s), pages on which the chapter appears. City: Publisher, Year of publication.

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:

Note: James Rieger, introduction to *Frankenstein; or, The Modern Prometheus*, de Mary Wollstonecraft Shelley (Chicago: University of Chicago Press, 1982), XX-XXI.

Abbreviated note: Rieger, introduction, XXXIII…

Bibliography entry:

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

Academic works

Note model: Author Name Surname(s), "Title of the academic work" (Doctoral dissertation / Master's Degree Dissertation / Bachelor's Degree Dissertation, University at which it was produced), page from which the quotation is taken, URL of the resource.

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

For example:

Note: Francisco José Hernández Rubio, "Los límites del eliminacionismo: Una solución epigenética al problema mente-cerebro" (Doctoral dissertation, Universidad de Murcia, 2010), 145, http://hdl.handle.net/10201/17600.

Abbreviated note: Hernández Rubio, "Los límites de eliminacionismo", 150.

Bibliography entry:

Hernández Rubio, Francisco José. "Los límites del eliminacionismo: Una solución epigenética al problema mente-cerebro". Doctoral dissertation, Universidad de Murcia, 2010. http://hdl.handle.net/10201/17600.

Conference presentations

(Single authorship)

Note model: Author Name Surname(s), "Title of the communication", communication presented at Title of the conference, Location, Date, URL of the resource.

Bibliography model: Author Surname(s), Name. "Title of the communication". Communication presented at Title of the conference, Location, Date. URL of the resource.

For example:

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

Abbreviated note: Chaparro, "Mirada", 44.

Bibliography entry:

Chaparro, Ana. "La mirada y la memoria: historia compartida catalanoaragonesa". Communication presented at uBelchite, 15-17 May 1999.

(Two or three authorships)

Note model: Author 1 Name Surname(s), Author 2 Name Surname(s) and Author 3 Name Surname(s), "Title of the communication" (communication presented at Title of the conference, Location, Date), URL of the resource.

Bibliography model: Author 1 Surname(s), Name, Author 2 Name Surname(s) and Author 3 Name Surname(s). "Title of the communication". Communication presented at Title of the conference, Location, Date. URL of the resource.

For example:

Note: Nora Martín Martín and Virginia Martínez Escalona, "Tratamiento de la información internacional en los periódicos regionales y locales españoles"

(communication presented at the 3rd International Latin Conference on Social Communication, Tenerife, 5-9 December 2011), http://www.revistalatinacs.org/11SLCS/actas_2011_IIICILCS/226_Virginia.pdf.

Abbreviated note: Martín Martín and Martínez Escalona, "Tratamiento de la información internacional".

Bibliography entry:

Martín Martín, Nora, and Virginia Martínez Escalona, "Tratamiento de la información internacional en los periódicos regionales y locales españoles". Communication presented at the 3rd International Latin Conference on Social Communication, Tenerife, 5-9 December 2011), http://www.revistalatinacs.org/11SLCS/actas_2011_IIICILCS/226_Virginia.pdf.

Interviews

► Unpublished
It is recommended to quote unpublished interviews in the text or in a note, although they may sometimes appear in the list of references.

Note model: Interviewee Name Surname(s), interviewed by / in conversation with Interviewer Name Surname(s), Location and/or date of the interview, signature, transcription, Name of the document group, Institution, Location.

Bibliography model: Author Surname(s), Name. Interviewed by / in conversation with Interviewer Name Surname(s). Location and/or date of the interview. Signature, transcription. Name of the document group. Institution. Location.

For example:

Note: Bertrand de Born (CEO, Schismatix Group), interviewed by Dante Lighthead, 2 March 2017.

Abbreviated note: De Born, interview.

Bibliography entry:

De Born, Bertrand (CEO, Schismatix Group). Interviewed by Dante Lighthead. 2 March 2017.

Note: Amish Killjoy, in conversation with the author, 15 September 2002.

Abbreviated note: Killjoy, conversation.

Bibliography entry: Killjoy, Amish. Conversation with the author. 15 September 2002.

Note: Benjamin Spock, interviewed by Milton J. E. Senn, 20 November 1974, interview 67 A, transcription, Senn Oral History Collection, National Library of Medicine, Bethesda, MD.

Abbreviated note: Spock, interview.

Bibliography entry:

Spock, Benjamín. Interviewed by Milton J. E. Seen. 20 November 1974. Interview 67 A, transcription. Senn Oral History Collection. National Library of Medicine. Bethesda, MD.

► Published

(Blogs)

Note model: Interviewee Name Surname(s), interviewed by Interviewer Name Surname(s),

Name of the blog (blog), date of the interview, URL of the resource.

Bibliography model: Interviewee Surname(s), Name. Interviewed by Interviewer Name Surname(s), *Name of the blog* (blog). Date of the interview. URL of the resource.

For example:

Note: Kim Jong-un, interviewed by Dennis Rodman, *Embrace the Worm* (blog), 8 January 2018, https://www.embracetheworm.wordpress.com/.

Abbreviated note: Jong-un, interview.

Bibliography entry:

Jong-un, Kim. Interviewed by Dennis Rodman. *Embrace the Worm* (blog). 8 January 2018. https://www.embracetheworm.wordpress.com/.

(Journal articles)

Note model: Interviewee Name Surname(s), "Title of the interview", by Interviewer Name Surname(s), Title of the journal volume of the journal, no. of the journal (Year of publication): pages from which the quote is taken.

Bibliography model: Interviewee Surname(s), Name. "Title of the interview". By Interviewer Name Surname(s). *Title of the journal* volume of the journal, no. of the journal (Year of publication): first and last page of the article.

For example:

Note: Michael Rode, "What's New in the Recording Industry: Interview with Michael Rode", by Jim Shure, The Right Focus 2, no. 5 (2017): 99-104.

Abbreviated note: Rode, interview.

Bibliography entry:

Rode, Michael. "What's New in the Recording Industry: Interview with Michael Rode". By Jim Shure. The Right Focus 2, no. 5 (2017): 99.

Press article

► Printed media

Note model: Author Name Surname(s), "Title of the article", *title of the newspaper in italics*, day of the month of the year of publication.

Bibliography model: Author Surname(s), Name. "Title of the article". *Title of the newspaper in italics*, day of the month of the year of publication.

For example:

Note: Raúl Limón, "Jornaleros con tierra y sin comité", *El País*, 7 November 2010.

Abbreviated note: Limón, "Jornaleros con tierra".

Bibliography entry: Limón, Raúl. "Jornaleros con tierra y sin comité". *El País*, 7 November 2010.

► Digital media

Note model: Author Name Surname(s), "Title of the article", *Title of the newspaper in italics*, day of the month of the year of publication, URL of the resource

Bibliography model: Author Surname(s), Name. "Title of the article". *Title of the newspaper in italics*, day of the month of the year of publication. URL of the resource.

For example:

Note: Antonio Rodríguez de las Herras, "Digital: más oral que escrito", *El País*, 15 September 2012,
http://sociedad.elpais.com/sociedad/2012/09/15/actualidad/1347729715_451265.html.

Abbreviated note: Rodríguez de las Heras, "Digital: más oral".

Bibliography entry:

Rodríguez de las Herras, Antonio. "Digital: más oral que escrito". *El País*, 15 September 2012.
http://sociedad.elpais.com/sociedad/2012/09/15/actualidad/1347729715_451265.html.

Legislation and jurisprudence

In academic texts, these are mentioned in both the body of the text and in a note.

Note model: Type of regulation number/year, of day month, on full name of the regulation (Location and date of publication).

For example:

Spanish Constitutional Law 8/1980, of 22 September, on Regional Government Financing, (OSG no. 236 of 1 October 1980), hereinafter LOFCA.

Spanish Law 14/2007, of 26 November, on Historic Heritage in Andalusia (Official Gazette of Andalusia no. 248 of 19 December 2007).

Spanish Royal Decree 1065/2007, of 27 July, approving the General Regulations governing tax inspection and management actions and procedure and developing the common regulations governing procedures applicable to taxation (OSG no. 213 of 5 September 2007).

Jurisprudence should be quoted making reference to the ruling body, the number and the date, using abbreviations for the ruling term and the mention of the ruling body.

For example:

The text from the STC 185/2012, of 17 October, states, in its preamble...

This means, according to the STC 11/1981, that workers have a right to exercise...

Manuscripts

A note should be used to indicate the specific document (letter, royal decree of grace, royal provision, memorandum, telegram, report, etc.). The list of references should include the document group to which the manuscript belongs.

Generally speaking, such abbreviations as the following should be used: ms./mss. (manuscript/s), p./pp. (page/s), fol./fols. (folio/s), doc./docs. (document/s), no./s (número/s), v. (verse), p (passage), d (docket), f (file).

Note model: Author Name and Surname(s) of the document **to** Recipient of the document, Type of document, Date of the document, Name of the document group, Signature, Institution, Location.

Bibliography model: Name of the document group. Institution. Location.

For example:

Note: Burton to Merrian, telegram, 26 January 1923, Charles E. Merrian Papers, University of Chicago Library.

Abbreviated note: Burto to Merrian, telegram.

Bibliography entry: Charles E. Merriam Papers. University of Chicago Library.

Note: Prince Alberto to Queen Victoria, letter, 17 June 1859, Victoria Papers, Royal Pane Archives, London.

Abbreviated note: Prince Albert to Queen Victoria, letter.

Bibliography entry: Victoria Papers. Royal Pane Archives. London.

More than one manuscript from the same document group can also be quoted in a note or text.

For example:

Letters from the family of Jorge Juan. Archivo de la marquesa del Bosch, Alicante.

Correspondence received by the relatives of Miguel de Unamuno. Casa-Museo Unamuno, Salamanca.

Archivo Gerardo Gombau. BNE.

Websites

If the website does not indicate the date of publication or review, the date of access should be included.

(Without author name)

Note model: *Name of the website,* consulted on date of consultation, URL of the resource.

Bibliography model: *Name of the website.* Consulted on date of consultation. URL of the resource.

For example:

Note: *OVO Chile*, consulted on 1-4-2020, https://ovochile.cl/

Abbreviated note: *OVO Chile*

Bibliography: *OVO Chile*. Consulted on 1-4-2020, https://ovochile.cl/

(With author name)

Note model: Author Name Surname(s), "Title of the entry between inverted commas", *Name of the website,* consulted on date of consultation, URL of the resource.
Bibliography model: Author Surname(s), Name. "Title of the entry between inverted commas". *Name of the website.* Consulted on date of consultation. URL of the resource*.*

For example:

Note: Carlos Sabín, "No, Wigner no pensaba eso", *Investigación y Ciencia: Cuantos completos*, consulted on 27-3-2020, https://www.investigacionyciencia.es/blogs/fisica-y-quimica/85/posts/no-wigner-no-pensaba-eso-17931

Abbreviated note: Sabín, "No, Wigner".

Bibliography entry:

Sabín, Carlos. "No, Wigner no pensaba eso". *Investigación y Ciencia: Cuantos completos*. Consulted on 27-3-2020. https://www.investigacionyciencia.es/blogs/fisica-y-quimica/85/posts/no- wigner-no-pensaba-eso-17931.

Blogs

Quotes from blog entries usually only appear in a note. If a blog is quoted frequently, it may be included in the bibliography.

Note model: Author Name Surname(s), "Title of the entry between inverted commas", *Title of the blog* (blog), date of publication, URL of the resource.

Bibliography model: *Title of the blog in italics (blog).* URL of the resource.

For example:

Note: Whitney Anne Trettien, "Digital humanities vs. the digital humanist", *Hyperstudio - Digital Humanities at MIT* (blog), 26 April 2010, http://hyperstudio.mit.edu/blog/thoughts/digital-humanities-vs-the-digital-humanist/.

Abbreviated note: Trettien, "Digital humanities vs. the digital humanist".

Bibliography entry:

Hyperstudio - Digital Humanities at MIT (blog). http://hyperstudio.mit.edu/blog/thoughts/digital-humanities-vs-the-digital- humanist/.

Online videos

Note model: Author Name Surname(s) / Institution, "Title of the video", video from Source of the video, duration of the video, published on Date of publication, URL of the resource.

Bibliography model: Author Surname(s), Name / Institution. "Title of the video". Video from Source of the video, duration of the video. Published on Date of publication. URL of the resource.

For example:

Note: Esther Taillash, "Interview with a Scandinavian Merman", video from YouTube, 2:03, published on 2 January 2018, https://youtu.be/bri2n_y83.

Abbreviated note: Taillash, "Interview with a Scandinavian".

Bibliography entry:

Taillash, Esther. "Interview with a Scandinavian Merman". Video from YouTube, 2:03. Published on 2 January 2018. https://youtu.be/bri2n_y83.

Dictionaries and enciclopedias

These works are usually quoted in a note. The publication data (editorial footnote) are omitted but the edition should be specified if it is not the first. The item or entry should be quoted (not the volume or page number) preceded by *s. v.* (*sub verbo); plural s. vv.*).

For example:

Encyclopaedia Britannica, 15th ed., *s. v.* "salvation".

RAE, *Diccionario de la Real Academia de la Lengua Española*, 22nd ed. (CD-ROM), *s.v.* "anatematizar".

Dictionary of American Biography, *s. v.* "*Wadsworth*, Jeremiah".

► Online dictionaries and enciclopedias

Online versions of encyclopaedias and dictionaries should be quoted in the same manner as printed versions. If there is no date of review or publication for the entry being quoted, include the date of access.

For example:

Wikipedia, *s. v.* "Filiberto Villa lobos", last modified on 16 July 2012, http://es.wikipedia.org/wiki/Filiberto_ Villalobos.

> *Enciclopedia libre universal en español*, *s. v.* "bioética", accessed on 30 November 2009, http://enciclopedia.us.es.

> *Encyclopaedia Britannica Online*, *s. v.* "Sibelius, Jean", accessed on 19 July 2008, http://original.britannica.com/eb/article-9067596.

> *Grove Music Online*, *s. v.* "Toscanini, Arturo", by David Cairns, accessed on 19 July 2008, http://www.oxfordmusiconline.com/.

When the entries have an author signature, they should be quoted as a collective work. These quotes can be included in the bibliography.

> For example:

> Baldwin, Olive, and Thelma Wilson. "Ann Catley (1745-1789)". In *Oxford Dictionary of National Biography*. Oxford University Press, 2004. Accessed on 8 October 2009. DOI: 10.1093/ref:odnb/4895.

> Masolo, Dismas. "African Sage Philosophy". In *Stanford Encyclopedia of Philosophy*. Stanford University, 1997. Article published on 14 February 2006. http://plato.stanford.edu/entries/african-sage/.

Classical greco-latin and mediaeval works

References to primary classical sources are made in the text or a note. They are only included in the bibliography when referencing information or an annotation provided by a modern author.

> For example:

> "The period of 80 days of inactivity by the Peloponnesian fleet in Rhodes referred to by Thucydides (8.44.4)…"

► Abbreviations in references to classical works

The most common pattern in this regard is the list of abbreviations included in the *Index Scriptorum Latinorum.*

> For example:

> Cic., *Verr*. 1.3.21, 2.3.120; Cés., *B. Gall.* 6.19; Tác., *Germ*. 10.2-3.

> Sén., *Contr*. 2.2.8.

> Plin., *Ep*. 5.16.10.

> Safo, *Invocación a Afrodita*, estr. I, vv. 1-6.

► Quote from specific editions of classical works

> For example:

> Epictetus, *Dissertationes*, ed. Heinrich Schenkl (Stuttgart: Teubner 1916).

> Herodotus, *El Egipto*, adaptation by Miguel Balagué (Madrid: Editorial Bibliográfica Española, 1947).

> Solon (numbering by Edmond) 36.20-27.

> Ovid, *Cartas desde el Ponto*, ed. and trans. by Ana Pérez Vega and Francisco Socas Gavilán (Madrid: Alma Mater, 2000), 155.

> Aristotle. *Complete Works of Aristotle: The Revised Oxford Translation*. Edited by J. Barnes. 2 vols. Bollingen Series. Princeton, NJ: Princeton University Press, 1983.

> Xenophon. *Anábasis*. Editing and translation by Carlos Varias. Madrid: Cátedra, 1999

► **References to mediaeval works**

Agustine, *De civitate Dei* 20.2.

Agustine, *Confesiones,* trans. by Agustín Uña Juárez (Madrid: Tecnos, 2006), 11.2.3.

Inscriptions

For example:

IG 22.3274. [= *Inscriptiones graecae*, vol. 2, 2.0 ed., inscription no. 3274]

IG Rom. 3.739.9-10. [*IG Rom.* = *Inscriptiones graecae ad res romanas pertinentes*] *POxy.* 1485. [= *Oxyrhynchus papyri*, document no. 1485]

Certain collections are only quoted by the name of the editor given that, in this case, the editor appears instead of the title, with no comma required.

Dessau 6964.23-29. [= H. Dessau, ed., *Inscriptiones latinae selectae*]

Scores

► **Published scores**

These are treated in the same way as books.

For example:

Note: Cario Gesualdo, *Tres sacrae cantiones* (London: Boosey & Hawkes, 1960).

Note: Giuseppe Verdi, *Il corsaro (melodramma tragico in three acts)*, libretto by Francesco Maria Piave, ed. Elizabeth Hudson, 2 vols., *The Works of Giuseppe Verdi*, ser. 1, Operas (Chicago: University of Chicago Press; Milan: G. Ricordi, 1998).

Bibliography entry:

Bretón, Tomás. *Los amantes de Teruel: Drama lírico en cuatro actos y un prólogo*, libretto by Tomás Bretón based on the drama by Juan Eugenio Hartzenbush. Critical ed. by Francesc Bonastre. Madrid: Instituto Complutense de Ciencias Musicales, 1998.

Schubert, Franz. "Das Wandern (Wandering)", *Die schöne Müllerin (The Maid of the Mill)*. In *First Vocal Album (for high voice).* New York: G. Schinner, 1895.

► **Unpublished scores**

For example:

Ralph Shapey, "Partita for Violin and Thirteen Players", score, 1966, Special Collections, Joseph Regenstein Library, University of Chicago.

Recordings

► **Sound recordings**

(Album or complete recording)

For example:

Note: Johan Hippelhammock, violinist, *Austrian Folk Dances*, with the Waltzburg Orchestra, conducted by Simone Prattle, recorded on 19 January 2011, Strudel Records SR 743, 2013, 2 compact discs.

Note: Johann Sebastian Bach, *Two Violin Concertos for the Three Fingered Violinist*, performed by Axel Yoyo, with the Sweetness and Light Orchestra, conducted by William Nimble, Capital CDP 18766, 1967, 33 ⅓ rpm.

Bibliography entry:

Hippelhammock, Johan, violinist. *Austrian Folk Dances*. Waltzburg Orchestra, Simone Prattle. Recorded on 19 January 2011. Strudel Records SR 743, 2013, 2 compact discs.

Bach, Johann Sebastian. *Two Violin Concertos for the Three Fingered Violinist*. Performed by Axel Yoyo. Sweetness and Light Orchestra, William Nimble. Capital CDP 18766, 1967, 33 ⅓ rpm.

(Single from an album or recording)

For example:

Note: Fred Whitesock, performer, "Sandal Tap Dance no. 5", track 3 on *Fabric or Friction*, Over the Top Records OTT 387, 2018, compact disc.

Note: Bob Jammer, vocalist, "Leaving You", by Gregory Samsanov and Hilda Smith, recorded in February 2004, track 5 on *The Divorce Proceedings*, Cumbria Records, 2004, compact disc.

Bibliography entry:

Whitesock, Fred, performer. "Sandal Tap Dance no. 5". Track 3 on *Fabric or Friction*.Over the Top Records OTT 387, 2018, compact disc.

Bob Jammer, *The Divorce Proceedings*. Recorded in February 2004. Cumbria Records CR 763, 2004, compact disc.

(Digital music file)

For example:

Note: Katy Sweet, "Bubblegum Girl", MP3 audio, track 9 on *Summer Drives*, Cutie Patootie Media, 2017.

Bibliography entry:

Sweet, Katy. "Bubblegum Girl". Track 9 on *Summer Drives.* Cutie Patootie Media, 2017, MP3 audio.

► Image recordings

For example:

Note: Ender Pot, *The History of Fizzbin* (2006; Montreal: Shatner Productions, 2008), DVD.

Note: "An Unexpected Find", *Searching for Unicorns in Southern Mongolia*, directed by Elmer Watkins, narrated by Cindy Crewneck (Toronto: Imaginary Castles Society, 1990), Videocassette (VHS).

Note: Pilar Miró, *El pájaro de la felicidad* (Madrid: Divisa Home Video, 1993), Videocasete (VHS), 122 min.

Bibliography entry:

Pot, Ender, dir. *The History of Fizzbin*. 2006; Montreal: Shatner Productions, 2008. DVD.

Watkins, Elmer, dir. *Searching for Unicorns in Southern Mongolia*. Narrated by Cindy Crewneck. Toronto: Imaginary Castles Society, 1990. Videocassette (VHS).

Miró, Pilar. *El pájaro de la felicidad*. Madrid: Divisa Home Video, 1993. Videocasete (VHS), 122 min.