APPENDIX H
REFERENCES AND REFERENCE LIST GUIDELINES

Note: The following information assumes you will be following CMS style for reference citations and the reference list in your book. If you and your HK editor have agreed that a different style will be used, disregard this section and refer to the appropriate style guide for preparing references.

Any sources you cite in your manuscript must be referenced using the CMS author-date system. The following are examples of the more common forms of reference documentation. For more details on how to cite your references correctly in text, please refer to The Chicago Manual of Style, chapter 16, sections 16.3-16 (pp. 641-45).
In-Text Citations

The following rules apply to citations included within the running text.

1. If the name of the author appears as part of the narrative, cite only the year of publication in parentheses:
   Walker (2003) compared teaching styles . . .

2. Otherwise, place both the name and date, without punctuation, in parentheses:
   A recent study of fitness leaders (Crist 2001) compared . . .

3. Within a paragraph, the year of publication need not be repeated in subsequent references to a study as long as it cannot be confused with other studies you have cited:
   In an innovative study of the effect of imaging on skill performance, Davenport (2002) found that . . . Ohnemus also determined . . .

4. When both the author and year are given in the narrative, parentheses are not needed:
   In 2000 Cartwright compared the teaching styles of . . .

5. If a work has two or three authors, cite all names every time the reference occurs in the text:
   Tocco and Rhodes (2000) used the following . . .

6. If a work has more than three authors, include only the surname of the first author followed by “et al.” (not underlined and with no period after “et”) or and others and the year of publication:
   Gilly et al. (2001) found that . . .

*Exceptions to rule 6: Sometimes two references with the same publication year shorten to the same form. For example, Wright, Gilly, and Mustain (2000) and Wright, Gilly, and Walker (2000) both shorten to Wright et al. (2000). In these cases cite either all names or the first name plus et al. and a short identifying title to avoid confusion (see CMS 16.7). Also include the surnames of all authors every time the citation occurs in footnotes, tables, and figures.
   (Wright, Gilly, and Mustain 2000) or
   (Wright et al., Writing for HK, 2000)

7. Another method is to cite the surnames for as many of the authors as are needed to distinguish between the two.

8. Join the names of two authors by using the word “and” in a nonparenthetical text citation or in parenthetical material, tables, and the reference list:
   Certain styles of writing were found to be more conducive to reader retention (Campbell and Sanner 2000) . . .
   Schrag and Feld (2000) found that . . .
9. For three or more names use a comma after each, including before the word *and* but not before the date (see CMS 16.5 and 16.7 for examples):

(Marx, Clark, Laskowski, and Rogers 2000)

10. When listing several works by different authors within parentheses, list the citations alphabetically by the first author’s surname, separating each work by semicolons:

Several studies (Mustain, Gunn, and Bernard 2001; Rhoda and Enderle 2003; Stahl 2000) . . .

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**The Reference List**

In authored (as opposed to edited) books, authors are responsible for consolidating all of the references throughout the text into a single list at the end of the manuscript. Authors are also responsible for ensuring that the sources appearing in the text citations and the reference list have matching spelling and dates and that reference list citations contain all necessary information required by CMS or the style guide used.

In edited books, chapter authors have the same responsibilities for their chapters as those just described for authors of books. If you are the editor of a book, you are responsible for seeing that your contributors provide complete, accurate, and consistent references both in text and in their reference lists. For edited books, we do not require that all chapter references be consolidated into one list at the end of the book. References may stay with each chapter.

Each entry in the reference list should contain the following elements: (a) author, (b) year of publication, (c) title, (d) publishing data, and (e) all necessary information for unique identification and library search. Arrange reference list entries in alphabetical order by the surname of the first author. A single author entry precedes a multiauthor entry beginning with the same name. References by the same author (or authors in the same order) are arranged chronologically, starting with the earliest entry. References with identical authorship and publication date are alphabetized by title and lowercase letters (a, b, etc.) and are placed immediately after the year. The 3-em dash (———) replaces the name of an author or editor for successive works attributable to the same person (see CMS 16.28-31).


———. 2003b. From manuscript to book.

**Periodicals**

The elements of a reference to a journal, magazine, or newspaper article should be arranged in the following order (see CMS 16.97-16.118):
Author(s). The first author name listed is in reverse order, that is, last name followed by a comma, then initials. (You may use whole Christian names or initials as long as you are consistent. However, HK prefers that you use initials.) For more than one author, names are separated by commas. Second and subsequent author names appear with initials first, followed by surname. Any time an author’s name has more than one initial, close up the space between initials. The word and, not an ampersand, precedes the final name. Finish the element with a period.

Date of publication. Give the year the work was copyrighted (for an unpublished work, state the year it was produced). If the article is from a popular magazine, give the month (and day, if used) of publication. If it is from a newspaper, always provide both the month and day of publication. Finish the element with a period.

Alexander, L., and A. Ewing. 2000

Title of article. Do not underline or place quotation marks around the title of the cited article in the reference list. (However, titles of periodical articles are enclosed by quotation marks in credit lines.) Capitalize only the first word, proper nouns, and the first word following a colon or a dash in the title. Finish the element with a period.

Periodical name and publication information. State the periodical name in full, in upper- and lowercase letters, and italicize it. However, CMS does allow abbreviation of periodical titles in the sciences (see CMS, 16.101). Also state the volume number. Do not use “Vol.” before the volume number or use boldface type. No punctuation is needed between the periodical title and the volume number. Provide the issue number in parentheses for periodicals not continuously paginated. Use a colon to separate volume and page numbers, leaving a space after the colon. Give beginning and ending page numbers for the material cited following the guidelines for inclusive numbers (see CMS, 8.69). Finish every element with a period.


Books

The elements of a reference to an entire book should be arranged in the following order:

Author(s) or editor(s). For an edited book, follow the name or names with ed. or eds.

Date of publication. Follow the date with a period.

Title. Italicize the title of a book and capitalize only the first word, proper nouns, and the first word following a colon or a dash. Finish the element with a period.
City and state (or country). Use the two-letter postal abbreviation for the state, if the city is not widely known, following it with a colon.

Name of publisher. Omit superfluous words, such as Co. or Inc. Finish the element with a period.

Sample Reference Citations to Journals and Books

Book, One Author


Journal, Two Authors


Journal Supplement


Edited Book


Article in an Edited Book


Book in Press


Unpublished Doctoral Dissertation

Patterson, J.A. 1981. The acquisitional process of selected spatial and temporal aspects of a waltz sequence. PhD diss., University of Illinois, Urbana-Champaign.

Reports


For additional examples of how to format citations in reference lists, consult The Chicago Manual of Style, chapters 15 and 16.