

Reference Style of *Built Heritage* – Instruction for Authors

Built Heritage uses Chicago Author-date as standard reference style. It is a system widely used in the physical, natural and social science. For full information on this style, please see Chicago Manual of Style (16th edition) or the following link:

http://www.chicagomanualofstyle.org/tools_citationguide/citation-guide-2.html

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In the Text

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| Placement | <p>Sources are cited in the text, usually in parentheses, by the author's surname, the publication date of the work cited, and a page number if necessary. Full details are given in the reference list (under the heading References). Place the reference at the appropriate point in the text; normally just before punctuation. If the author's name appears in the text, it is not necessary to repeat it, but the date should follow immediately:</p> <p>Jones and Green (2012) did useful work on this subject.</p> <p>Khan's (2012) research is valuable.</p> <p>If the reference is in parentheses, use square brackets for additional parentheses: (see, e.g., Khan [2012, 89] on this important subject).</p> |
| Within the same parentheses | <p>Separate the references with semicolons. The order of the references is flexible, so this can be alphabetical, chronological, or in order of importance, depending on the preference of the author of the article. If citing more than one work by an author, do not repeat the name:</p> <p>(Smith 2010, 2012; Khan 2012)</p> <p>(Smith 2010, 2012, 84; Khan 2012, 54–60)</p> <p>(Smith 2012a, 2012b, 82; Khan 2012, 9)</p> |
| Repeat mentions in the same paragraph | <p>Place the parenthetical citation after the last reference in the paragraph or at the end of the paragraph before the final full stop (period). If the reference is to a different page, however, put the full citation at the first reference and then include only the page number at the next mention:</p> <p>Text (Smith 2012, 54) ... more text ... "quoted text" (68).</p> |
| With a quotation | <p>Citation of the source normally follows a quotation, but may be placed before the quotation to allow the date to appear with the author's name:</p> <p>As Smith (2012, 67) points out, "quoted text."</p> <p>As Smith points out, "quoted text" (2012, 67).</p> <p>After a displayed quotation, the source appears in parentheses after the final punctuation: end of displayed quotation. (Smith 2012, 67)</p> |
| Page number or other locator | <p>(Smith 2012, 6–10)</p> <p>(Jones 2012, vol. 2)</p> |
| One author | Smith (2012) or (Smith 2012) |
| Two authors | Smith and Jones (2012) or (Smith and Jones 2012) |
| Three authors | Smith, Jones, and Khan (2012) or (Smith, Jones, and Khan 2012) |
| Four or more authors | <p>Smith et al. (2012)</p> <p>(Smith et al. 2012)</p> <p>If the reference list contains two publications in the same year that would both shorten to the same form (e.g. Smith et al. 2012), cite the surnames of the first author and as many others as necessary to distinguish the two references, followed by comma and et al. (NB:</p> |

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| | you cannot use et al. unless it stands for two authors or more.). If this would result in more than three names having to be used, cite the first author plus a short title: (Smith et al., “Short Title,” 2012) (Smith et al., “Abbreviated Title,” 2012) |
| Author with the same surname | G. Smith 2012 and F. Smith 2008 |
| No author | Cite first few words of title (in quotation marks or italics depending on journal style for that type of work), plus the year. |
| Groups of authors that would shorten to the same form | Cite the surnames of the first author and as many others as necessary to distinguish the two references, followed by comma and et al. |

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Notes

Endnotes should be kept to a minimum. Any references cited in notes should be included in the reference list.

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Tables and figures

References cited in tables or figure legends should be included in the reference list.

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Reference List

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| Use the heading References. Do not use a 3-em dash to replace author names. | |
| Order | <p>Alphabetically by last name of author. If no author or editor, order by title. Follow Chicago's letter-by-letter system for alphabetizing entries. Names with particles (e.g. de, von, van den) should be alphabetized by the individual's personal preference if known, or traditional usage.</p> <p>A single-author entry precedes a multi-author entry that begins with the same name. Successive entries by two or more authors when only the first author is the same are alphabetized by co-authors' last names. If references have the same author(s), editor(s), etc., arrange by year of publication, with undated works at the end.</p> <p>If the reference list contains two or more items by the same author in the same year, add a, b, etc. and list them alphabetically by title of the work:</p> <p>Green, Mary. 2012a. <i>Book Title</i>.</p> <p>Green, Mary. 2012b. <i>Title of Book</i>.</p> |
| Form of author name | Generally, use the form of the author name as it appears on the title page or head of an article. Please do indicate the full name of the author in the reference list. |
| Punctuation | Headline-style capitalization is used. In headline style, the first and last words of title and subtitle and all other major words (nouns, pronouns, verbs, adjectives, adverbs) are capitalized. For non-English titles, use sentence-style capitalization. |

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Book

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| One author | Smith, John. 2017. <i>Book Title: The Subtitle</i> . Shanghai: Tongji University Press. |
| Two authors | Smith, John, and Jane Jones. 2017. <i>Book Title: The Subtitle</i> . Shanghai: Tongji University Press. |
| Three authors | Smith, John, Jane Jones, and Mary Green. 2017. <i>Book Title: The Subtitle</i> . Shanghai: Tongji University Press. |
| Four to ten authors | Give all authors' name |
| More than ten authors | List the first seven authors followed by et al. |
| Organization as author | University of Chicago Press. 2017. <i>The Chicago Manual of Style</i> . 16th ed. Chicago: University of Chicago Press. |
| No author | Begin the bibliography entry with the title, and ignore "the", "a" or "an" for the purposes of alphabetical order. |
| Chapter | Chapter in a single-author book: |

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| | <p>Zhang, San. 2017. "Chapter Title." Chap. 3 in <i>Book Title</i>. Shanghai: Tongji University Press.</p> <p>Chapter in a multi-author book:</p> <p>Jones, Sam. 2017. "Chapter Title." In <i>Book Title</i>, edited by John Smith, 341–346. Shanghai: Tongji University Press.</p> |
| Edited | <p>Zhang, San, ed. 2017. <i>Book Title</i>. Shanghai: Tongji University Press.</p> <p>Smith, John, and Jane Jones, eds. 2012. <i>Book Title</i>. Shanghai: Tongji University Press.</p> |
| Edition | <p>University of Chicago Press. 2012. <i>The Chicago Manual of Style</i>. 16th ed. Chicago: University of Chicago Press.</p> |
| Reprinted work | <p>Maitland, F. W. (1898) 1998. <i>Roman Canon Law in the Church of England</i>. Reprint, Union, NJ: Lawbook Exchange.</p> |
| Multivolume work | <p>Zhang, San. 2015. <i>Collected Correspondence</i>. Vol. 2 of <i>The Collected Correspondence of San Zhang</i>. Shanghai: Tongji University Press, 2000–.</p> <p>Zhang, San. 2012–17. <i>Collected Works</i>. 2 vols. Shanghai: Tongji University Press.</p> |
| Translated | <p>Smith, John. 2012. <i>Collected Style Manuals</i>. Translated and edited by Jane Jones. Shanghai: Tongji University Press.</p> |
| Not in English | <p>If an English translation of the title is needed, it follows this style:</p> <p>Qing Chang. 2003. <i>Jianzhu yichan de shengcun celve</i> [A Conservation Strategy of Architectural Heritage]. Shanghai: Tongji University Press.</p> |
| Online | <p>If you used an online version, cite the online version, include the URL:</p> <p>Zhang, San. 2012. <i>Book Title: The Subtitle</i>. Shanghai: Tongji University Press. http://xxxxxxxxx/.</p> |
| Place of publication | <p>Where two cities are given, include the first one only. If the city could be confused with another, add the abbreviation of the state, province, or country:</p> <p>Cambridge, MA: Harvard University Press</p> <p>Cambridge: Cambridge University Press</p> <p>Oxford: Clarendon Press</p> <p>New York: Macmillan</p> <p>Englewood Cliffs, NJ: Prentice Hall</p> <p>Washington, DC: Smithsonian Institution Press</p> <p>When the publisher's name includes the state name, the abbreviation is not needed:</p> <p>Chapel Hill: University of North Carolina Press</p> |
| Publisher | <p>Omit initial "the", and "Inc.", "Ltd", "Co.", "Publishing Co.", etc.</p> |

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Journal

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| One author | <p>Smith, John. 2017. "Article Title: The Subtitle." <i>Journal Title in Full</i> 10 (1): 30–40.</p> |
| Two authors | <p>Smith, John, and San Zhang. 2017. "Article Title: The Subtitle." <i>Journal Title in Full</i> 10</p> |

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| | (1): 200–210. |
| Three authors | Smith, John, San Zhang, and Mary Green. 2012. “Article Title: The Subtitle.” <i>Journal Title in Full</i> 10 (1): 33–39. |
| Four to ten authors | Giver all authors’ name |
| More than ten authors | List the first seven authors followed by et al. |
| Translated | Zhang, San. 2017. “Article Title in English.” [In Chinese.] <i>Journal Title in Full</i> 10 (3): 10–29. |
| Not in English | Capitalize sentence-style, but according to the conventions of the relevant language. |
| Other article types | Smith, John. 2017. “Title of Book Review.” Review of Book Title, by San Zhang. <i>Journal Title in Full</i> 10 (1): 33–39. |
| Issue number | <p>The issue number can be omitted if the journal is paginated consecutively through the volume (or if month or season is included), but it is not incorrect to include it.</p> <p>When volume and issue number alone are used, the issue number is within parentheses. If only an issue number is used, it is not within parentheses:</p> <p>Journal Title, no. 25: 63–69.</p> <p>If using month, abbreviate as Jan., Feb., etc. If using season, spell out in full.</p> |

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Conference

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| Proceedings | Individual contributions to conference proceedings are treated like chapters in multi-author books. If published in a journal, treat as an article. |
| Paper | Smith, John. 2012. “Title of Paper.” Paper presented at the annual meeting for the Society of XXXX, Oxford, November 21–24. |
| Poster | Smith, John. 2012. “Title of Poster.” Poster presented at the annual meeting for the Society of XXXX, Oxford, November 21–24. |

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Thesis

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| | Zhang, San. 2018. “Title of Thesis.” PhD diss., Tongji University. |
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Internet

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| Document | <p>Reference depending on the type of document. Access dates are not required unless no date of publication or revision can be found.</p> <p>Where date of publication is given access dates are not required, <i>but should be retained when supplied by the author</i>, e.g.:</p> <p>Dorling, Danny. 2013. "Are today's second-year students the unluckiest cohort ever?" <i>The Guardian</i>, October 28. http://www.theguardian.com/education/2013/oct/28/danny-dorling-letter-to-students</p> <p>OR</p> <p>Dorling, Danny. 2013. "Are today's second-year students the unluckiest cohort ever?" <i>The Guardian</i>, October 28. Accessed 13 April 2015. http://www.theguardian.com/education/2013/oct/28/danny-dorling-letter-to-students</p> <p>If citing an undated online document, give an access date and use the year of access as year of publication:</p> <p>Oxford Library. 2012. "Library Strategy." Oxford Library. Accessed June 3 2012. http://www.ol.org/library/strategy.html</p> |
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Newspaper or magazine

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| | <p>Newspapers and magazines are cited in the text, and no entry is needed in the bibliography:</p> <p>"quotation from newspaper" (<i>Sunday Times</i>, April 8, 2012)</p> <p>... as noted in a <i>Guardian</i> article on February 27, 2012 ...</p> <p>If a reference is needed or preferred, use this style:</p> <p>Author. 2012. "Article Title." <i>Sunday Times</i>, April 8. http://xxxxxxxxxxxxxx.</p> <p>(If no author is identified, begin the citation with the article title.)</p> |
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Report

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| | <p>Treat pamphlets, reports, brochures and freestanding publications such as exhibition catalogues as books. Give sufficient information to identify the document.</p> |
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