

# **Rocznik Orientalistyczny (The Yearbook of Oriental Studies)**

## **Style of Reference**

All articles in Rocznik Orientalistyczny (The Yearbook of Oriental Studies) will use a modified Chicago Manual of Style as their system of referencing.

It is a simple documentary style system consisting of two elements:

- a. Citations in the main body of the text, using a superscript (raised) number, at the end of a sentence after the full stop.
- b. Footnotes at the bottom of each page (endnotes are not permissible for our publications).

### **1. Footnotes Defined**

Footnotes (Times New Roman 10) should be used whenever information or ideas from other sources are discussed in the text of your article. Sources such as books, journals, reports, newspapers, interviews, radio, television and information from the Internet must be acknowledged in text and detailed in footnotes. Footnote reference numbers will appear within your article as a superscript number to show the reader that you have referenced source material. Footnotes themselves will appear at the bottom of each page and will be used instead of endnotes, which appear at the end of an article.

There are two instances in which footnotes should be used when writing your chapter:

- Summarising or paraphrasing material from a source; and
- Quoting word for word from a source.

#### **A. Summarising and Paraphrasing**

When summarising or paraphrasing materials from an outside source, the footnote reference number should appear after the full stop (period) that ends the sentence containing the summarised or paraphrased information.

For example:

Max Weber notes that every form of domination requires voluntary submission.<sup>1</sup>

## **B. Direct Quote**

When quoting a source word for word, the footnote reference number should appear directly after the quote.

Here are two examples of a correctly placed reference number when used with a direct quote:

Max Weber notes, ‘every genuine form of domination implies a minimum of voluntary compliance.’<sup>1</sup>

Max Weber, in his great sociological treatise notes, ‘every genuine form of domination implies a minimum of voluntary compliance,’<sup>1</sup> but I strongly disagree.

Note: The footnote reference number always appears outside of punctuation.

## **2. Formatting Footnotes – Overview**

### **A. Elements of a Footnote – First Appearance**

The first time a reference is used, it generally lists the author, title, and facts regarding the publication, in that order. Elements are separated by commas with the facts of publication enclosed in parentheses.

These are the elements of the footnotes and the precise method in which they are to be formatted when referenced for the first time.

- Author’s name(s) appear using their full name listed as First Name, M.I (if used), Last Name, exactly as it appears in the publication you are referencing.
- Full titles italicised.
- City and year of publication.
- Page number(s) within the source where you found your information. Note: The letter ‘p.’ or ‘pp.’ is used preceding a page number.

### **B. Second and Subsequent Footnotes**

When the same source is cited more than once in the text body of your article, the footnote will be formatted differently than it was the first time. This method is called ‘the short form’. (See section C below)

These are the elements of the footnotes and the precise method in which they are to be formatted when using the source for the second and subsequent times.

- Author’s last name(s) only.
- Short title of publication or source.
- Page number(s). Note: The letter ‘p.’ or ‘pp.’ is used preceding a page number.

### C. Short Form for Titles

The short title contains the key word or words from the main title. These are the general rules when referencing your source for the second and subsequent times. Please note, if referencing your source more than two times in the footnotes, each short title must appear exactly the same as the short title before.

Here are the general rules for using short titles:

- If the first word of the title is *A* or *The*, it is usually omitted.
- The order of the words should not be changed.
- Titles of four words or fewer are seldom shortened.
- The short title is italicised.

### D. Examples of First Appearance and Second/Subsequent Footnotes

For these examples we will show the reference of a Book with one author. Later in this guide, you will learn about different types of sources and the precise manner in which they are to be formatted.

1<sup>st</sup> Appearance:

<sup>1</sup> Manuel Castells, *The Power of Identity*, Blackwell, Oxford 2004, pp. 6-8.

2<sup>nd</sup> and Subsequent Appearances:

<sup>22</sup> Castells, *Power of Identity*, p. 10.

### E. Editors and Translators in Place of an Author's Name

Often an editor or translator is used instead of an author's name when referencing a source. In these cases, the editor or translator's full name is used in the same manner an author's is followed by '(ed.)' or '(trans.)'.

<sup>1</sup> Fredrik Barth (ed.), *Ethnic Groups and Boundaries. The Social Organization of Culture Difference*, Universitetsforlaget, Oslo 1996, pp. 9-38.

<sup>2</sup> Helen Craig McCullough (trans.), *The Tale of the Heike*, Stanford University Press, Stanford 1995, pp. 41-65.

### F. Using Ibidem

The abbreviation 'Ibidem' (meaning in Latin 'in the same place') usually refers to a single work cited in the note immediately preceding. Here are the particular rules that apply when using Ibidem. It is used in place of the author's name(s) as well as the title of the work that is referenced.

- The abbreviation Ibidem is to be capitalized.
- Ibidem must never be used if the preceding note contains more than one referenced work.
- If the referenced material is found on the same page as the previous note, there is no need to place a page number after the abbreviation Ibidem.
- If the page number is different yet the referenced material is exactly like the previous reference, the abbreviation Ibidem is followed by a comma and then page number.

The following are examples of the proper use of Ibidem in your footnotes.

<sup>1</sup> Manuel Castells, *The Power of Identity*, Blackwell, Oxford 2004, pp. 6-8.

<sup>2</sup> Ibidem.

<sup>3</sup> Ibidem, p. 45.

<sup>4</sup> Ibidem, p. 55-62.

#### G. **Op. cit. and loc. cit.**

Chicago Style disallows the Latin abbreviations, op. cit. and loc. cit. for subsequent cited references. Instead, use the short forms mentioned above.

### 3. **Referencing Different Types of Sources**

There are many types of sources available to authors and each type has a particular manner of referencing. This section will show you exactly how to reference each type of source.

#### A. **Books & Journals**

A book or a journal is considered a 'large work'. The title of a large work is italicised in a footnote. The following examples show you the proper way to format the reference of a book as well as the proper format of a book in its shortened form as described in section 2-C above:

##### Book – One Author

<sup>1</sup> Manuel Castells, *The Power of Identity*, Blackwell, Oxford 2004, pp. 6-8.

<sup>4</sup> Castells, *Power of Identity*, p. 10.

##### Book – Two or Three Authors

<sup>1</sup> Patricia Crone and Michael Cook, *Hagarism: The Making of the Islamic World*, Cambridge University Press, Cambridge 1977, pp. 23-44.

<sup>14</sup> Crone and Cook, *Hagarism*, p. 68.

##### Book – Four or More Authors

<sup>1</sup> Dennis A. Trinkle et al., *The History Highway: A Guide to Internet Resources*, M.E. Sharpe, Armonk 1997, pp. 25-47.

<sup>23</sup> Trinke et al., *History Highway*, p. 66.

#### Book – Editor, Translator or Compiler Instead of an Author

<sup>1</sup> Fredrik Barth (ed.), *Ethnic Groups and Boundaries. The Social Organization of Culture Difference*, Universitetsforlaget, Oslo 1996, pp. 9-38.

<sup>31</sup> Barth, *Ethnic Groups*, p. 48.

#### Book – Editor, Translator or Compiler in Addition to an Author

<sup>1</sup> Salwa Bakr, *The Wiles of Men and Other Stories*, (trans.) Denys Johnson-Davies, University of Texas Press, Austin 1993, p. 45.

<sup>14</sup> Bakr, *Wiles of Men*, p. 56.

### **B. Chapter or Other Part of a Book or Journal**

When referencing a chapter or other part that appears in a larger work such as a book or journal, the chapter or other part appears inside quotation marks in roman (non-italicised). Note: the method of referencing an editor or translator of the book or journal is different from referencing them in place of an author in a larger work.

<sup>1</sup> Sebastian Brock, *Syriac Views of Emergent Islam*, in: *Studies on the First Century of Islamic Society*, Southern Illinois University Press, Carbondale 1982, pp. 15-16.

<sup>52</sup> Brock, *Syriac Views*, p. 20.

### **C. Preface, Foreword or Introduction of a Book**

When citing a preface, foreword or introduction of a book or journal, the term used (preface, foreword, introduction) is not placed inside quotation marks. Note: the author is referenced using the word ‘by’ followed by the author’s full name.

<sup>1</sup> John Anderson and Raymond Hinnebusch, Foreword to *Religious Leadership in the Middle East: The Political Role of the Patriarch*, by Fiona McCallum, The Edwin Meller Press, Lewiston-Queenstone-Lampeter 2010, p. i-ii.

<sup>22</sup> Anderson and Hinnebusch, Foreword, p. iii.

### **D. Books or Journals Published Electronically**

If your reference is available in more than one format, cite only the format that you used for viewing the material. If your source material was viewed on the Internet, you must include the URL and the date you viewed the material. Note: page numbers

may not appear in some electronic versions. If that is the case for your source material, you may use a chapter or section number in lieu of the page number(s).

<sup>1</sup> Hamid Dabashi, *The Arab Spring: The End of Postcolonialism*, London-New York 2012, Kindle edition.

<sup>2</sup> Fedwa Malti-Douglas, *Nawal El Sadawi and Arab Feminist Poetics*, Berkeley-Los Angeles-London 1995, Viewed 28 February 2013, <<http://publishing.cdlib.org/ucpressebooks/view?docId=ft8c6009n4&chunk.id=ch6&toc.depth=1&toc.id=ch6&brand=ucpress>>.

<sup>33</sup> Dabashi, *Arab Spring*.

<sup>39</sup> Malti-Douglas, *Nawal El Sadawi*, chap. 6.

Note: the URL should not be a working hyperlink.

#### **E. Article in a Journal**

When citing an article that appears in a journal, list the specific page number or numbers, if any, that are used.

<sup>1</sup> Adeed Dawisha, *Requiem for Arab Nationalism*, “Middle East Quarterly” 1 (2003), pp. 117-119.

<sup>39</sup> Dawisha, *Requiem*, p. 123.

#### **F. Newspaper or Magazine Article**

If your source material is an article that appears in a newspaper or magazine that you viewed online, you must use the URL and the date it was viewed. The same rules for URLs apply for eBooks vs. hard copies as is referenced in Part D of this section. If no author name is given, begin your footnote reference with the title of the article.

<sup>1</sup> Nevine El-Aref, *Is nothing sacred now?*, “Al-Ahram Weekly”, 20 February 2013, p. 3.

<sup>72</sup> El-Aref, *Is nothing sacred now?*, p. 4.

#### **G. Book Review**

<sup>1</sup> Francis Sarguis, Review of *Iraqi Assyrian Christians in London: The Construction of Ethnicity*, by Madawi Al-Rasheed, JAAS, Vol. 14, No. 1, 2000.

<sup>12</sup> Sarguis, Review.

**H. Thesis or Dissertation**

<sup>1</sup> Peyton Randolph Helm, “‘Greeks’ in the Neo-Assyrian Levant and ‘Assyria’ in Early Greek Writers” (PhD diss., University of Pennsylvania, 1980), p. 28.

<sup>4</sup> Helm, “‘Greeks’ in the Neo-Assyrian Levant”, p. 53.

**I. Website**

<sup>1</sup> *Google Privacy Policy*, Viewed 28 February 2013, <<http://www.google.com/intl/en/privacypolicy.html>>.

<sup>22</sup> *Google Privacy Policy*.

**J. Email or Text Message**

<sup>1</sup> John Smith, text message to author, 15 March 2012.