SAMUS Referencing Style Guide

SAMUS uses the author-date system. For full information on this style, see *The Chicago Manual of Style* (16th edn) or
http://www.chicagomanualofstyle.org/tools_citationguide.html (click on the tab marked author-date to ensure you are using the right style).

It should be noted that this style guide does not contain exhaustive information or examples, but merely the information required to specify in-house style where multiple possibilities exist. Please consult the Chicago Manual of Style for comprehensive notes on referencing.

In the text	
In-text formatting	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. Full details are given in the reference list (under the heading References). Format the reference as follows: (Surname Date, Page). Do not include a comma after the surname, and do not include a full stop inside the parentheses. (Smith 2013, 13)
Placement	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: Smith and Walker (2013) have done important work on this subject. Smith's (2012) research is valuable. Include the author's first name the first time he/she is mentioned in the text, however do not include first names in in-text citations: John Smith (2012, 13) argues that this is appropriate. This is appropriate (Smith 2012, 13).
Multiple references within the same parentheses	Separate the references with semicolons. The references should be ordered in reverse chronological order, i.e. with most recent first. For references published in the same year, order them alphabetically by surname: (Smith 2013; Barnard 2010; Walker 2009) (Smith 2013, 13; Walker 2013, 4; Barnard 2010) If citing more than one work by an author, do not repeat the name: (Smith 2012, 2010; Walker 2012) (Smith 2012, 13; 2010, 84; Walker 2012, 54–60) (Smith 2012a, 2012b, 82; Walker 2012, 9)

Repeat mentions in the same paragraph	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: Text (Smith 2012, 54) … more text … 'quoted text' (68).
With a quotation	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: As Smith (2012, 67) points out, 'quoted text'. The concert was described as 'a great success' (Smith 2012, 67). After an indented quotation, the source appears in parentheses after the final punctuation: end of quotation. (Smith 2012, 67)
Page number or other locator	(Smith 2012, 6–10) (Jones 2012, vol. 2)
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	Smith et al. (2012) (Smith et al. 2012) 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. If this would result in more than three names having to be used, cite the first author plus an abbreviated title: (Smith et al., *Abbreviated Title*, 2012) (Smith et al., 'Abbreviated Title', 2012)
Authors with the same surname	J. Smith 2012 and F. Smith 2010 (J. Smith 2012; F. Smith 2010)
No author	Cite first few words of title (in single quotation marks or italics depending on type of work), plus the year, and page number if appropriate.

Organization as author	The organization can be listed under its abbreviation so that the text citation is shorter. If this is the case, alphabetize the reference under the abbreviation rather than the full name: In the text: (BFI 2012) In the reference list: BFI (British Film Institute) 2012. Title …
Citing multiple works published in the same year by the same author	Put a, b, c after the year. (Smith 2013a, 13; 2013b, 24) Remember to be consistent throughout. When referring to a text again which had been listed earlier as 'a', 'b' etc., use the same alphabetical numbering to make clear that it is the same text.
Secondary source	When it is not possible to see an original document, cite the source of your information on it; do not cite the original assuming that the secondary source is correct: Smith's diary (as quoted in Walker 2012). 'Accuracy is important' (Smith 1998, cited in Walker 2012, 14).
Unknown date	(Smith, n.d.) If multiple undated sources by the same author are cited, use alphabetical indications to distinguish them: (Smith, n.d.a, 24; n.d.b, 13).
Endnotes	Endnotes should be kept to a minimum. Any references cited in notes should be included in the reference list. In-text numbering for endnotes should appear **after** punctuation, except in the case of en-dash, in which case the superscript number should be inserted before the dash. Numbers should preferably be placed at the end of a sentence.
Reference List	
Order	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. 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. When including multiple references by the same author, replace author's name with three em-dash after the first reference. 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: Smith, John L. 2012a. *Book Title*. — 2012b. *Title of Book*.
Form of author name	Generally, use the form of the author name as it appears on the title page or head of an article. **Include the first name of the author**, unless he/she used initials instead of a first name on the title page or article head. For instance, if the author published the source as J.L. Smith, style the reference as follows: Smith, J.L. 2012. *Book Title*. However, if he published as John L. Smith, style as follows: Smith, John L. 2012. *Book Title*. When a text has more than one author, include the first author's surname followed by name, and all additional authors with first name followed by surname: Smith, John, Anne C. Walker and Chris Barnard. 2012. **Note**: When listing a number of authors, editors or translators, always type out **and** in full. **Do not** abbreviate to &.
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 the conventions appropriate to the relevant language. Follow each section of information in the reference with a full stop, i.e. Author name. Date. 'Article Title'. *Journal Title* Journal number(Issue number), page numbers.: Smith, John. 2012. 'Referencing for Success: A Beginner's Guide'. *Elite Publication* 24(4), 124-147. **Note**: No punctuation after the title of the journal. **Note**: Inverted commas appear **before** punctuation. Or Author name. Date. *Book Title*. City: Publisher.: Smith, John. 2012. *The Complete Guide to Referencing*. London: Routledge.

	Note: Full stop at the end of each reference.
Book	Book title should be *Italicised*: Smith, John. 2012. *The Complete Guide to Referencing*. London: Routledge. Chapter from a book should be in 'single inverted commas'. Smith, John. 2012. 'Why Reference?'. In *The Complete Guide to Referencing*. London: Routledge, 33-72. **Note**: Inverted commas appear **before** punctuation. **Note**: Page numbers appear after publisher, preceded by a comma. Chapter from an edited volume should include name(s) of editor(s) after book title: Smith, John. 2012. 'Why Reference?'. In *The Complete Guide to Referencing*, eds. Anne C. Walker and Chris Barnard. London: Routledge, 33-72. Translated text should include name of translator after book title: Smith, John. 2012. *The Complete Guide to Referencing*, tr. Anne C. Walker. London: Routledge. Edited volume in full should include 'ed.' after name of editor: Smith, John, ed. 2012. *The Complete Guide to Referencing*. London: Routledge.
Journal	If you used an online version, cite the online version, include a DOI (preferably) or URL. Article titles should be in 'single inverted commas', while journal titles should be *italicised*: Smith, John. 2012. 'Why Reference?' *Elite Publication: Journal of the South African Writers' Association* 24(2), 33-70. doi:xxxxxxxxxxx.
Conference	Individual contributions to conference proceedings are treated like chapters in multi-author books. If published in a journal, treat as an article. Smith, John. 2012. 'Why Reference?'. Paper presented at the annual meeting of the South African Society of Journal Editors, Cape Town, 24-26 November.
Thesis	*Italicise* title, include name of institution: John Smith. 2012. *Referencing for Success*. Unpublished PhD dissertation. University of Cape Town.

Online references	Include all online sources, such as blogs, web pages, online documents and youtube videos. Provide access dates for all sources before the URL. Where no author is supplied, use the name of the organisation/individual to whom the website belongs: Website: Woolworths. 'Sustainability Policy'. Accessed 14 July 2016. http://www.woolworths.co.za/store/cat/sustainability. Blog John Smith. *My Referencing Blog*. Accessed 14 July 2016. http://wordpress.com/jsreferencing. John Smith. *Reference Notes* [Blog]. Accessed 14 July 2016. http://wordpress.com/jsreference. *Reference Blog*. 2013. 'There's A Right Way and a Wrong Way', 24 July. Accessed 12 February 2015. http://wordpress.com/reference/right-and-wrong. Online documents John Smith. 2012. 'Why Referencing Matters'. *The Sunday Times*, 14 July. Accessed 12 May 2015. http://www.sundaytimes.co.za/education/2012/jul/14/john-smith-referencing. Youtube video YouTube. n.d. 'Man Throwing Tantrum About Incorrect Referencing'. Accessed 12 May 2015. http://www.youtube.com/201345289345678. **Note**: Do not format URLs as hyperlinks. In other words, URLs should not be underlined and should not appear in any font colour other than black.
Personal communication	Personal communication such as e-mails, letters or conversations can be included in the reference list, however it is not imperative. Smith, John. 2012. Email to author. 5 May. Smith, John. 2012. Conversation with author. 5 May.
Interviews	If four or more interviews are cited in the text, or if the text mainly draws on information generated through interviews, create a separate section following the reference list, under the heading 'Interviews'. If fewer than four interviews are cited in the text, include their details in the main reference list. Smith, John. 2012. Author's interview. Johannesburg, 14 April.

Audio and Visual Media	If four or more audio and visual sources are used in the text, create a separate section following the reference list, under the heading 'Film and Discography'. If fewer than four audio-visual sources are used in the text, include their details in the main reference list. Sound recordings: Cite the recording by the element you are referring to: composer or performer. For CDs and DVDs, use the number on the spine of the case in the reference. This is the catalogue number of the recording. Composer. Date of recording release. *Title of Recording*. Performer/Ensemble. Conductor. Label Catalogue number. Format.: Eg. Glass, Philip. 1993. *Einstein on the Beach*. Philip Glass Ensemble. Michael Riesman. Electra Nonesuch 793232. 3 compact discs. Or Performer. Date of recording release. *Title of Recording*. Ensemble. Conductor (if a concerto recording). Label Catalogue number. Format.: Eg. Kissin, Evgeny. 2012. *F. Chopin Piano Concerti*. Berlin Philharmonic. Simon Rattle. Deutsche Grammophon DDD GH2. Compact disc. Video recordings are cited in the same way to sound recordings, but with the inclusion of publication information as required for books (place of publication, and publisher).
Score	Scores are treated the same as books or chapters in books (in the case of specific pieces within scored collections). Schubert, Franz. 1992. 'Fantasie in C, D.760'. In *Klavierstücke Klaviervariationen*. Munich: G. Henle Verlag, 42-62. Schubert, Franz. 1988. 'Fantasie in C, D.760'. In *Werke für Klavier zu zwei Händen, Band 4 Klavierstücke I*, ed. David Goldberg. Neue Ausgabe sämtlicher Werke, vol. 7, no. 2. Kassel: Bärenreiter, 83-97.