

Referencing and citation style

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This document has been created with the purpose of designing and maintaining a uniform template of citation and referencing in the dissertations generated at the Department of Linguistics, University of Mumbai. It is advised that every student / research scholar strictly adhere to the style and double-check their drafts for any discrepancy from time to time.

Please pay careful attention to the conventions of use of commas, semi-colons, full-stops, brackets, italics, capitulation etc.

Please note that this document only presents a template of citation and referencing, but does not advise on when to cite. In order to understand the ethics of academic writing, citation and referencing, please go through the material on plagiarism and a comprehensive manual of style (e.g. Manual of Style for TISS by N. Jayaram).

We follow APA author-year style for referencing.

Note for LaTeX users: LaTeX users may have to get apa style in Biblatex and apa-like style in Bibtex slightly modified.
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In the following text, templates of referencing and citation are presented with some examples.

Reference style

Journal article

Single authored research article:

- (1) Bhatt, Rajesh. 2005. Long distance agreement in Hindi. In *Natural Language & Linguistic Theory*, 23(4). 757-807. <https://doi.org/10.1007/s11049-004-4136-0>.

Notice that the title of the research article is in simple, non-italized font. Only the first letter is in capital. And the journal-name is italicized. As a rule, the chapter titles and article titles are written without quotes and without italics. The journal-names, book-names and names of edited volumes are always italicized. The doi may be given if available. Thus the template for referencing a single-authored journal article is

Surname, Name. Year. Article name without quote-marks. In <i>journal name in italics</i> , volume-issue in non-italics. page-numbers.

Multiple authored research article:

- (2) Deo, Ashwini & Devyani Sharma. 2006. Typological variation in the ergative morphology of Indo-Aryan languages. *Linguistic Typology* 10. 369–418. <https://doi.org/10.1007/s11049-004-4136-0>.

Notice that the second author name is in the Name Surname format without any comma separating the name and the surname. This order is to be followed for all the authors except the first author. In case of multiple authors, all author names will be separated by a comma and the last author may be preceded by ‘and’ or ‘&’ instead of a comma. The template is

Surname, Name, Name Surname, Name surname. Year. Article name without quote-marks. In *journal name in italics*, volume-issue in non-italics, page-numbers.

Single authored article or chapter in an edited volume:

- (3) Bhatt, Rajesh & Stefan Keine. 2017. Long-distance agreement. In Martin Everaert & Henk C. van Riemsdijk (eds.), *The wiley blackwell companion to syntax*, vol. IV, 2291–2321. Hoboken, NJ: Wiley-Blackwell. 2nd edn. <https://doi.org/10.1002/9781118358733.wbsyncom083>.

Notice that the editors’ names are not represented in Surname, Name format. They are presented in simple Name-Surname format. All other conventions are to be followed as in the case of a research article. For the sole editor, the editor’s name is followed by ‘ed.’ in brackets. For more than one editors, ‘eds.’ in brackets. The edition number may be mentioned optionally, as shown in the example, if necessary and pertinent. The place of publication is not mandatory. However, if it is omitted, then it should be omitted consistently through-out the reference list. The template is:

Surname, Name. Year. Chapter/article name without quote-marks. In Name Surname (ed.), *book-name in Italics*, page-numbers. Place: Publication.

Book:

- (4) Comrie, Bernard. 1989. *Tense*. Cambridge: Cambridge University Press. (authored book)
- (5) Lahiri, Aditi (ed.). 2000. *Analogy, leveling, markedness: Principles of change in phonology and morphology*. Berlin: Mouton de Gruyter.

As it can be inferred from the previous description, for giving a reference of a published book, monograph, handbook, edited volume etc., the name of the book, monograph, handbook or an edited volume must be italicized. All other conventions are as previously described. For an edited volume, the editor’s name should be mentioned just like an author, but ‘ed.’ in brackets should follow the editor’s name, as demonstrated in the example. The attribution of ‘(ed.)’ is not separated by any punctuation from the editor-name. Conventions for multiple authors / editors should be followed as previously mentioned. In case of multiple editors ‘(eds.)’ should follow the name of the last editor’s name. Edition number may be optionally specified if pertinent.

Surname, Name. Year. *Book-name in italics*. Place: Publication.

Unpublished dissertation:

- (6) Chandra, Pritha. 2007. *Agree: Movement and agreement reconsidered*. College Park, MD: University of Maryland doctoral dissertation.

An unpublished doctoral/ M.Phil or MA dissertations should be cited similar to a book. Instead of a publisher, the name of the institute should be mentioned as demonstrated in the example. The place of the institute is optional, just like the place of publication. If a url of the dissertation is available, it may be given as well, optionally.

Surname, Name. Year. <i>Dissertation title in Italics</i> . Place: University Name degree dissertation.

Order of the references in References / bibliography section: The full references must be listed in alphabetic order and then chronological, from oldest to latest. For one particular author, all her/his publications are listed in this manner and only after that, multiple-authored texts are to be listed in chronological order for which he/she is the first mentioned author. e.g. in the list the reference for Ramchand (1997) will come first, then the reference for Ramchand (2008), then Ramchand (2016) and only after that the references of Ramchand and Butt (2005), followed by Ramchand and Svenonious (2014) etc. would occur.

Style for in-text citation

Citation in the running text: For instance,

- (7) Butt (1995) defines complex predicates as ...
- (8) The importance of metaphors in every day language has been highlighted by Lakoff & Johnson (1981).
- (9) Bhatt et al (2011) discuss the modal constructions in Urdu in some detail.

Notice that in case of the citation in the running text, the publication year follows the surname of the author(s)/editors(s) in brackets. If there are more than one authors, then the surnames of both the authors are mentioned conjoined with '&'. For more than two authors, only the surname of the first author is mentioned followed by 'et al'. All authors must be mentioned in the full reference in the References / Bibliography section as discussed previously.

List of citations:

- (10) Marathi is an ergative language, exhibiting split not only along the lines of aspect and mood, but also along person (Damle 1970; Pandharipande 1997; Wali 2005; 2006; Dhongde & Wali 2009).

Notice that the inside the brackets, years are not placed in brackets. *(Damle (1970)) is bad. Also, the references are arranged chronologically from oldest to latest and inside that alphabetically. For instance, hypothetically, if Damle, Borkar and Kelkar have published in 1970, then the above bracket will now read: ... (Borkar 1970; Damle 1970; Kelkar 1970; Pandharipande 1997; Wali 2005; 2006;

Dhongde & Wali 2009). Since Wali has two publications, the years are listed without repeating the author name. Notice that every reference is separated by a semi-colon.

Paginated citation: For instance,

- (11) Butt (1995) defines complex predicates as She distinguishes them from serial verbs. According to her while serial verbs are multi-clausal constructions wherein each clause has its own subject, a complex predicate involves restructuring and has a single subject. She demonstrates the difference between the two constructions using the patterns of anaphor-binding, control and agreement (Butt 1995: 15-18).

Notice that since the citation is inside the brackets, the year has not been placed in brackets. No comma separates the author's surname and the year. The year is followed immediately by a colon and page-numbers follow the colon after one space. Notice that if a page-range is to be given instead of a single page, the range is specified by a hyphen as demonstrated in the example. The usual conventions are to be followed for two-authors and multiple-authors.

Citing an article or a chapter from an edited work:

- (12) An overview of the theories in the field of cognitive semantics has been presented by Zlatev (2000).

If one is referring to a chapter or an article in an edited volume, in the text only the author's reference should be given. The following style is NOT ACCEPTABLE:

- (13) *An overview of the theories in the field of cognitive semantics has been presented by Zlatev 2007 (as cited in Geeraerts and Cuyckens 2007).

Only in rare cases, where a direct quote or an example has been taken secondarily, i.e. a quote or example by one author cited /quoted in another work AND the original quote/ example could not be accessed, it is permitted to mention 'as cited in'. For instance, in the following example, discussion by Subbarao and Munshi has been referred secondarily, i.e. from Bhatt's article and the writer had no access to Munshi's original writing. Here, the year 2000 refers to the publication year of Subbarao and Munshi's work. Notice that the author's surname has not been mentioned in brackets since it was already mentioned in the same sentence.

- (14) Subbarao and Munshi demonstrate that the pattern of long distance agreement in Kashmiri is a mirror of the long distance agreement pattern of Hindi (2000 as cited in Bhatt 2005).

Such secondary citations are often used in quoting examples, but otherwise to the extent possible, such a referencing should be avoided.