



## Section 3-1

# Numbered references

A number is given sequentially in the text, and the reference is given at the end. Some examples are given below. The styles differ slightly across disciplines, and are therefore mixed in the examples below; students should consult their departments or refer to the [discipline-specific websites](#) for advice.

The laws of motion were first given by Newton [1], while the extension to high speeds was first proposed by Einstein [2].

[1] I Newton, *Philosophiae Naturalis Principia Mathematica*, 1st ed. (Streater, London 1687); see also the modern English translation, A Motte (later revised by A Cajori), *Sir Isaac Newton's Mathematical Principles of Natural Philosophy* (Univ of California Press, Berkeley and Los Angeles, 1934; paperback 1962).

[2] A Einstein, *Ann. Phys. (Germany)*, 17, 891-921 (1905).

One of the most widely used collections of canned programs is the *Statistical Package for the Social Sciences* (SPSS) [1].

[1] Nie, N.H., Hull, C.H., Jenkins, J.G., Steinbrenner, K., & Bent, D.H. *Statistical Package for the Social Sciences* (2nd ed.). New York: McGraw-Hill, 1975.

Social members experience various modes of control exerted over them. According to Berger, "Where human beings live or work in compact groups, in which they are personally known and to which they are tied by feeling of personal loyalty (the kind that sociologists call primary groups), very potent and simultaneously very subtle mechanisms of control are constantly brought to bear upon the actual or potential deviant. These are the mechanisms of persuasion, ridicule, gossip and opprobrium" [1].

[1] P Berger. *Invitation to Sociology* (London: Penguin, 1991), p 87.

「在西洋社會裏，國家社會這個團體是一個明顯的也是唯一特出的群己界線。在國家裏做人民的無所逃於這團體之外，..... 在我們傳統裏群的極限是模糊不清的'天下'..... 界線從來就是不清不楚的，..... 所以可以著手的，具體的只有己.....」 [1]

[1] 費孝通。《鄉土中國》（香港：三聯。1986），第 28 頁。

## Main variations

Different styles and formats for referencing have been adopted by different publishers and learned societies; they are all correct, but be sure to stick to single convention in any piece of writing. Also, consult the main journals in your field or your [department's guidelines](#) and follow the mainstream conventions.

- The reference number can be given in square or round brackets, or as a superscript with or without brackets, e.g.,

The laws of motion were first given by Newton [1].  
The laws of motion were first given by Newton (1).  
The laws of motion were first given by Newton<sup>1</sup>.  
The laws of motion were first given by Newton<sup>(1)</sup>.

- The reference number can also be given before or after the punctuation.

The laws of motion were first given by Newton [1].  
The laws of motion were first given by Newton. [1]

- The list of references may be provided either at the end of each page (footnotes) or at the end of the paper (endnotes).
- The name of the author may be cited as "I Newton", "I. Newton", "Newton, I" or "Newton, I." etc.
- The names of books and/or journals may be shown in italics.
- In the citation of journal articles, (a) sometimes only the volume is cited, sometimes both the volume and issue number are cited; (b) either the beginning page number is given, or both the beginning and ending page numbers are given; (c) the volume and number, page number and year may be cited in different orders, and the volume number in particular may be shown in italics, bold face or underlined; (d) the title of the journal article may or may not be included.
- For books, the publisher, place of publication and year may be shown in different orders.

### Comments

The main difficulty with this style is that numbering is completely disrupted whenever a reference is added or removed. As word processing software usually can handle such numbering automatically, the style is increasingly used.

.....

### Section 3-2

## Harvard style

Numbers are not used. Instead references are cited and ordered by the name of the author and the year of publication. Examples:

The laws of motion were first given by a long time ago (Newton, 1687), while the extension to high speeds was first proposed by Einstein (1905).

Einstein, A (1905). *Ann. Phys. (Germany)*, 17, 891-921.  
Newton, I (1687). *Philosophiae Naturalis Principia Mathematica*, 1st ed. (Streater, London); see also the modern English translation, A Motte (later revised by A Cajori), *Sir Isaac Newton's Mathematical Principles of Natural Philosophy* (Univ of California Press, Berkeley and Los Angeles, 1934; paperback 1962).

In this example note that "Einstein" is part of the sentence, so the name is not repeated inside the brackets.

Social members experience various modes of control exerted over them. According to Berger, "Where human beings live or work in compact groups, in which they are personally known and to which they are tied by feeling of personal loyalty (the kind that sociologists call primary groups), very potent and simultaneously very subtle mechanisms of control are constantly brought to bear upon the actual or potential deviant. These are the mechanisms of persuasion, ridicule, gossip and opprobrium" (Berger 1991:87).

Berger, Peter (1991). *Invitation to Sociology*. London: Penguin

「在西洋社會裏，國家社會這個團體是一個明顯的也是唯一特出的群己界線。在國家裏做人民的無所逃於這團體之外，..... 在我們傳統裏群的極限是模糊不清的‘天下’..... 界線從來就是不清不楚的，..... 所以可以著手的，具體的只有己 .....」( 費孝通 1986:28 )

費孝通。(1986)。《鄉土中國》。香港：三聯。

## Comments

- Sometimes the page number is given immediately when the source is cited; see the second and third examples above.
- The list of references is placed at the end of the article (endnote) and not at the end of each page.
- The list of references is ordered by the name of the (first) author, with family name written first; the year of publication always comes next.
- Usually a hanging format is adopted, so that the name of the (first) author stands out.
- If the name of the author already occurs in the text, then it is not repeated in the bracket; see the reference to Einstein in the above example.
- A publication by several co-authors is cited as, e.g.,

Nucleosynthesis was studied more than 50 years ago (Alpher, Bethe and Gamow, 1948).

- When there are more than three co-authors, name only the first and cite the others as "et al."

The hypothesis was further studied by a large collaboration (Alpher et al., 1950).

- If several sources from the same author and the same year are cited, they are distinguished by a, b, c, ..

Einstein published three important papers in one year: on relativity (Einstein, 1905a), brownian motion (Einstein, 1905b) and the photoelectric effect (Einstein, 1905c).

.....

Section 3-3

## Citation in the text

The reference is embedded in the text within parentheses.

The laws of motion were first given by Newton a long time ago (I Newton, Principia Mathematica, 1687), while the extension to high speeds was first proposed by Einstein (A Einstein, Ann. Phys, 1905).

This style should only be used for non-academic writing, e.g., a casual article in a newspaper column. In such citations, only the most essential bibliographic information is provided.

.....

Section 3-4

## Information for each discipline

Citation styles and conventions vary across disciplines (and even among different publishers / journals within the same discipline). In the following, links are given to the guidelines provided by a typical professional society or journal in each major discipline, as recommended by the school concerned. Many of these guidelines contain hints about manuscript preparation that go beyond citations.

Disciplines

- z [Arts](#)
- z [Business Administration](#)
- z [Engineering](#)
- z [Science](#)
- z [Social Science](#)

.....

Section 3-4

## Information for each discipline - Arts

Disciplines

- z [Arts](#)
- z [Business Administration](#)
- z [Engineering](#)
- z [Science](#)
- z [Social Science](#)

Discipline	Society / Journal	URL for guidelines
<b>Arts</b>		
Anthropology		<a href="http://www.cuhk.edu.hk/ant/tstyle.doc">http://www.cuhk.edu.hk/ant/tstyle.doc</a>
Chinese	《近代中国研究》（中国社会科学院近代历史研究所）	<a href="http://jds.cass.cn/">http://jds.cass.cn/</a>
	《中国语文》（中国社会科学院语言研究所）	<a href="http://www.zgyw.org.cn/">http://www.zgyw.org.cn/</a>
	臺灣中央研究院中國文哲研究所	<a href="http://www.litphil.sinica.edu.tw/home/6-5.pdf">http://www.litphil.sinica.edu.tw/home/6-5.pdf</a>
Cultural and Religious Studies	The Chicago Manual of Style Online	<a href="http://www.chicagomanualofstyle.org/tools_citationguide.html">http://www.chicagomanualofstyle.org/tools_citationguide.html</a>
	《中國文哲研究集刊》	<a href="http://www.litphil.sinica.edu.tw/home/6-5.pdf">http://www.litphil.sinica.edu.tw/home/6-5.pdf</a>
English (Literary Studies)	MLA style (see MLA Handbook)	<a href="http://www.mla.org/style_faq1">http://www.mla.org/style_faq1</a>
English (Applied English Linguistics)	APA Style	<a href="http://owl.english.purdue.edu/owl/resource/560/01/">http://owl.english.purdue.edu/owl/resource/560/01/</a>
Fine Arts	MLA style (see MLA Handbook)	<a href="http://www.mla.org/style_faq1">http://www.mla.org/style_faq1</a>
	APA Style	<a href="http://owl.english.purdue.edu/owl/resource/560/01/">http://owl.english.purdue.edu/owl/resource/560/01/</a>
History	漢學研究	<a href="http://ccs.ncl.edu.tw/ccs_old/ccs/TW/Publish1.asp">http://ccs.ncl.edu.tw/ccs_old/ccs/TW/Publish1.asp</a>
	Journal of Asian Studies	<a href="http://www.asian-studies.org/publications/JAS.htm">http://www.asian-studies.org/publications/JAS.htm</a>
	Modern Asian Studies	<a href="http://assets.cambridge.org/ASS/ASS_ifc.pdf">http://assets.cambridge.org/ASS/ASS_ifc.pdf</a>
Japanese Studies	The Chicago Manual of Style Online	<a href="http://www.chicagomanualofstyle.org/tools_citationguide.html">http://www.chicagomanualofstyle.org/tools_citationguide.html</a>
	MLA style (see MLA Handbook)	<a href="http://www.mla.org/style_faq1">http://www.mla.org/style_faq1</a>
Linguistics	APA Style	<a href="http://owl.english.purdue.edu/owl/resource/560/01/">http://owl.english.purdue.edu/owl/resource/560/01/</a>
	MLA style (see MLA Handbook)	<a href="http://www.mla.org/style_faq1">http://www.mla.org/style_faq1</a>
Music	American Musicological Society	<a href="http://ucpressjournals.com/journal.asp?j=jams&amp;jDetail=suubmit">http://ucpressjournals.com/journal.asp?j=jams&amp;jDetail=suubmit</a>
	Musicology	<a href="http://mypage.iu.edu/~jmoffice/JM_Style_Guide.htm">http://mypage.iu.edu/~jmoffice/JM_Style_Guide.htm</a>
	Society for Ethnomusicology Statement on Ethical Considerations	<a href="http://www.ethnomusicology.org/?EthicsStatement">http://www.ethnomusicology.org/?EthicsStatement</a>
	民俗曲藝 (Chinese)	<a href="http://www.shihhochengfoundation.org/style-guide.html">http://www.shihhochengfoundation.org/style-guide.html</a>
	The Chicago Manual of Style Online	<a href="http://www.chicagomanualofstyle.org/tools_citationguide.html">http://www.chicagomanualofstyle.org/tools_citationguide.html</a>
Philosophy	The Chicago Manual of Style Online	<a href="http://www.chicagomanualofstyle.org/tools_citationguide.html">http://www.chicagomanualofstyle.org/tools_citationguide.html</a>
Translation	Harvard Journal of Asiatic Studies	<a href="http://www.hjas.org/stylesheet_sep07.html">http://www.hjas.org/stylesheet_sep07.html</a>
	《中國文哲研究集刊》	<a href="http://www.litphil.sinica.edu.tw/home/6-5.pdf">http://www.litphil.sinica.edu.tw/home/6-5.pdf</a>

.....

# Information for each discipline - Business Administration

Disciplines

- z [Arts](#)
- z [Business Administration](#)
- z [Engineering](#)
- z [Science](#)
- z [Social Science](#)

Discipline	Society / Journal	URL for guidelines
<b>Business Administration</b>		
Accounting and Finance	Journal of Financial Economics	<a href="http://jfe.rochester.edu/jfestyle.htm">http://jfe.rochester.edu/jfestyle.htm</a>
Hotel Administration	Cornell Hotel and Restaurant Administration Quarterly	<a href="http://www.hotelschool.cornell.edu/research/chr/pubs/quarterly/submit.html">http://www.hotelschool.cornell.edu/research/chr/pubs/quarterly/submit.html</a>
Management	Academy of Management	<a href="http://www.aomonline.org/aom.asp?ID=24&amp;page_ID=54">http://www.aomonline.org/aom.asp?ID=24&amp;page_ID=54</a>
Marketing	American Marketing Association/Journal of Marketing	<a href="http://www.marketingpower.com/Pages/default.aspx">http://www.marketingpower.com/Pages/default.aspx</a>

.....

.....

Section 3-4

# Information for each discipline - Engineering

Disciplines

- z [Arts](#)
- z [Business Administration](#)
- z [Engineering](#)
- z [Science](#)
- z [Social Science](#)

Discipline	Society/ Journal	URL for guidelines
<b>Engineering</b>		
CSE	The University of Chicago	<a href="http://www.press.uchicago.edu/books/lipson/honestcollege/citationfaq.html">http://www.press.uchicago.edu/books/lipson/honestcollege/citationfaq.html</a> <a href="http://www.press.uchicago.edu/books/lipson/honestcollege/index.html">http://www.press.uchicago.edu/books/lipson/honestcollege/index.html</a>
EE/IE	IEEE	(on plagiarism related guideline) <a href="http://www.ieee.org/publications_standards/publications/rights/plagiarism.html">http://www.ieee.org/publications_standards/publications/rights/plagiarism.html</a>  (on style) <a href="http://www.ieee.org/publications_standards/publications/authors/authors_journals.html#sect1">http://www.ieee.org/publications_standards/publications/authors/authors_journals.html#sect1</a>
MAE	IEEE Journals	<a href="http://www.ieee.org/publications_standards/publications/authors/authors_journals.html#sect1">http://www.ieee.org/publications_standards/publications/authors/authors_journals.html#sect1</a>
	AIAA Journals	<a href="https://www.aiaa.org/Secondary.aspx?id=4597">https://www.aiaa.org/Secondary.aspx?id=4597</a>
	ASME Journals	<a href="http://journaltool.asme.org/Content/AuthorResources.cfm">http://journaltool.asme.org/Content/AuthorResources.cfm</a>
	IOP Journals	<a href="http://authors.iop.org/atom/usermgmt.nsf/AuthorServices">http://authors.iop.org/atom/usermgmt.nsf/AuthorServices</a>
SE	IOP Journals	<a href="http://authors.iop.org/atom/usermgmt.nsf/AuthorServices">http://authors.iop.org/atom/usermgmt.nsf/AuthorServices</a>

Section 3-4

# Information for each discipline - Science

Disciplines

- z [Arts](#)
- z [Business Administration](#)
- z [Engineering](#)
- z [Science](#)
- z [Social Science](#)

Discipline	Society / Journal	URL for guidelines
<b>Science</b>		
Life Sciences	Elsevier	<a href="http://www.elsevier.com/journals/bba-general-subjects/0304-4165/guide-for-authors#68000">http://www.elsevier.com/journals/bba-general-subjects/0304-4165/guide-for-authors#68000</a>

	Journal of Biological Chemistry	<a href="http://www.jbc.org/site/misc/ifora.xhtml#_References">http://www.jbc.org/site/misc/ifora.xhtml#_References</a>
	Biochemical Journal	<a href="http://www.biochemj.org/bj/bji2a.htm">http://www.biochemj.org/bj/bji2a.htm</a>
	Biochemistry	<a href="http://pubs.acs.org/page/bichaw/submission/index.html">http://pubs.acs.org/page/bichaw/submission/index.html</a>
	Cell	<a href="http://www.cell.com/authors#res_art_format">http://www.cell.com/authors#res_art_format</a>
	The Biological Bulletin	<a href="http://www.biolbull.org/site/misc/ifora.xhtml#references">http://www.biolbull.org/site/misc/ifora.xhtml#references</a>
	Journal of Experimental Biology	<a href="http://jeb.biologists.org/site/author/manuscript_preparation.xhtml#references">http://jeb.biologists.org/site/author/manuscript_preparation.xhtml#references</a>
	The American Physiological Society	<a href="http://www.the-aps.org/mm/Publications/Preparing-Your-Manuscript#unpublished">http://www.the-aps.org/mm/Publications/Preparing-Your-Manuscript#unpublished</a>
	Nature	<a href="http://www.nature.com/nature/authors/gta/index.html#a5.4">http://www.nature.com/nature/authors/gta/index.html#a5.4</a>
	Science	<a href="http://www.sciencemag.org/site/feature/contribinfo/prepare/res/refs.xhtml">http://www.sciencemag.org/site/feature/contribinfo/prepare/res/refs.xhtml</a>
	PNAS	<a href="http://www.pnas.org/site/authors/procedures.xhtml">http://www.pnas.org/site/authors/procedures.xhtml</a>
Chemistry	American Chemical Society	<a href="http://pubs.acs.org/userimages/ContentEditor/1246030496632/chapter14.pdf">http://pubs.acs.org/userimages/ContentEditor/1246030496632/chapter14.pdf</a>
Physics	Physical Review A	<a href="http://publish.aps.org/STYLE/">http://publish.aps.org/STYLE/</a>
Statistics	American Statistical Association	<a href="http://journals.taylorandfrancis.com/amstat/asa-style-guide/">http://journals.taylorandfrancis.com/amstat/asa-style-guide/</a>
	Journal of the Royal Statistical Society	<a href="http://www.rss.org.uk/site/cms/contentCategoryView.asp?category=90">http://www.rss.org.uk/site/cms/contentCategoryView.asp?category=90</a>
	Statistica Sinica	<a href="http://www3.stat.sinica.edu.tw/statistica/author_instru.html">http://www3.stat.sinica.edu.tw/statistica/author_instru.html</a>

.....

### Section 3-4

## Information for each discipline - Social Science

### Disciplines

- z [Arts](#)
- z [Business Administration](#)
- z [Engineering](#)
- z [Science](#)
- z [Social Science](#)

Discipline	Society / Journal	URL for guidelines
<b>Social Science</b>		
Economics	American Economic Association	<a href="http://www.aeaweb.org/sample_references.pdf">http://www.aeaweb.org/sample_references.pdf</a>
GPA	American Political Science Asso	<a href="http://writing.wisc.edu/Handbook/DocAPSA_RefList.html">http://writing.wisc.edu/Handbook/DocAPSA_RefList.html</a>
	Chicago Manual of Style	<a href="http://www.libs.uga.edu/ref/chicago2009.pdf">http://www.libs.uga.edu/ref/chicago2009.pdf</a>

