

## **Urban Development Issues Guidelines for Authors**

### **Technical Guidelines for Citations and References**

#### **In-text citations**

General scheme: (Tobler 1970)

When citing exact words from a publication, the page number(s) should always be provided (Tobler 1970: 236-237).

In the case of indirect citations (paraphrases), the page number is optional except for referring to exact data (such as numbers, dates, values etc.) or original ideas/concepts (including classifications, typologies etc.).

The page number should also be provided when you are referring to/citing figures or tables.

Should you wish to make reference to more than one work by one author, the in-text citation should be as follows: (Tobler 1970, 1973) if they were created in different years, or (Tobler 1970a, 1970b) if they were created in the same year.

Should you wish to make reference to more than one author, it is advisable to use a semicolon: (Tobler 1970: 236; Wellman & Haythornthwaite 2002). Use author–year style in chronological, then alphabetical, order.

Information about the source material of figures, photographs, and tables in the captions under them should be recorded in the same way as in in-text citations.

Referring to an author cited by another author whose work is actually your source of information, this fact should also be stated. In in-text citations, the page of a work which we are using, on which the original information can be found, should also be provided. Only works which are actually in our possession should be mentioned in the list of references.

#### **List of references**

<b>Source</b>	<b>In-text citations</b>	<b>'References' section</b>
Book – one author	(Neville 2010) or C. Neville (2010)	Neville, C. (2010) <i>The Complete Guide to Referencing and Avoiding Plagiarism</i> , Open University Press, Maidenhead.
	Comment: Only titles should be italicized	
Book – two or three authors	(Nayak & Jeffrey 2011) or A. Nayak & A. Jeffrey (2011)	Nayak, A. & Jeffrey, A. (2011) <i>Geographical Thought. An Introduction to Ideas in Human Geography</i> , Pearson Education Limited, Harlow.
	Comment: In in-text citations, reference must be made each time to both/all three authors.	
Book – four and more authors	(Churchill et al. 2013) or R. Churchill et al. (2013)	Churchill, R., Ferguson, P., Godinho, S., Johnson, N.F., Keddie, A., Lets, W. & Mackay, J. (2013) <i>Teaching: Making a difference</i> , John Wiley & Sons, Sydney.
	Comment: In in-text citations, only the first author should be mentioned followed by 'et al'. If a publication has more than 15 authors, in the 'References' section list the first 15 authors, then use 'et al.'. <b>Do the same in the case of articles or other scientific sources.</b>	
Book – organization as author	( <i>United Nations Development Program</i> [UNDP] 1999) (UNDP 1999)	<i>United Nations Development Program (1999) Human Development Report 1999. Globalization With a Human Face</i> , Oxford University Press, New York.
	Comment: if you intend to use acronyms in citations, then the full name of an institution which is the author of a publication should be used only in the case of the first citation,	

	followed by the use of its acronym. Further citations can be written as follows: (UNDP 2013). In the 'References' section always use the full name of the organization/institution, without acronym.	
Book – one editor	(Fontana-Giusti 2008) or G. Fontana-Giusti (2008)	Fontana-Giusti, G., ed., (2008) <i>Designing Cities for People: Social, Environmental and Psychological Sustainability</i> , Earthscan, London.
Book – two editors	(Sheng & Thuzar 2012) or Y.K. Sheng & M. Thuzar (2012)	Sheng, Y.K. & Thuzar, M., eds., (2012) <i>Urbanization in Southeast Asia</i> , Institute of Southeast Asian Studies, Singapore.
Chapter in a book	(Vagner 1975) or J. Vagner (1975)	Vagner, J. (2013) <i>General information about emerging thermal parks in the Czech Republic: just in the point of birth</i> , [in:] M. Dej, M. Huculak, W. Jarczewski, eds., <i>Recreational use of geothermal water in Visegrad Group countries</i> , Institute of Urban Development, Kraków, 174-180.
	Comment: in in-text citations, use a reference to an edited book only when you are referencing generally to the content of this book. When citing a particular part of this book, please refer to the relevant chapter, citing its author without the editor. In the 'References' section, both the title of a chapter and the book it comes from should be italicized.	
Book – available online	(Tarbell 1919) or I. Tarbell (1919)	Tarbell, I.M. (1919) <i>The Rising of the Tide. The Story of Sabinsport</i> , The Macmillan Company, New York. Available from: <a href="http://www.gutenberg.org">http://www.gutenberg.org</a> [accessed: 29.06.2014].
	(Pratt 1978) or V. Pratt (1978)	Pratt, V. (1978) <i>The Philosophy Of The Social Sciences</i> , Routledge, New York. DOI: 10.4324/9780203392768 [accessed: 29.06.2014].
Comment: Books, both those originally released in digital form and those digitized following their analogue first edition, should bear the address of the website from which they were downloaded (the address should, for practical reasons, refer only to the home page), and the date of access. Should a publication have a Digital Object Identifier [DOI number], put it in instead of 'Available from: website address [accessed: date]'. For dates, please use the following format: DD.MM.YYYY.		
Book in a series	(van Asperen 2014) or P. van Asperen (2014)	Asperen, P. van (2014) <i>Evaluation of Innovative Land Tools in Sub-Saharan Africa</i> (Sustainable Urban Areas, 49), Delft University Press, Delft.
	Comment: indicate the number of the volume in which a source publication is located and, if possible, the title of the volume and of the whole series.	
Article in a journal	(Tobler 1973) or W. Tobler (1973)	Tobler W., 1973, <i>A Continuous Transformation Useful for Districting</i> , <i>Annals of the New York Academy of Sciences</i> , 46, 215-220.
Article in a journal, available on-line	(Tobler 1970) or W. Tobler (1970)	Tobler, W. (1970) <i>A Computer Movie Simulating Urban Growth in the Detroit Region</i> , <i>Economic Geography</i> , 46(2), 234-240. Available from: <a href="http://www.geog.ucsb.edu">http://www.geog.ucsb.edu</a> [accessed: 9.07.2014].
	(Tovey 2008) or H. Tovey (2008)	Tovey, H. (2008) <i>Introduction: Rural Sustainable Development in the Knowledge Society Era</i> , <i>Sociologia Ruralis</i> , 48(3), 185-199. DOI: 10.1111/j.1467-9523.2008.00460.x.
Comment: only the title of an article should be italicized. In the case of articles published in digital form, it is necessary to indicate the Internet address from which such an article was retrieved, and the date of access (in the following format: DD.MM.YYYY), or the DOI number.		
Article in a newspaper (analogue version)	(Harvey 2014) or F. Harvey (2014)	Harvey, F., 29.07.2014, <i>IPCC climate change report's findings must be accepted, MPs say</i> , <i>The Guardian</i> , 43-44.
	Comment: the full date of publication (in the following format: DD.MM.YYYY) of such an article should be included only in the list of references. Only the title of the article should be italicized.	
Article published online (forum, portal etc.,	(Paumgarten 2015) or N. Paumgarten (2015)	Paumgarten, N., 07.09.2015, <i>The Death and Life of Atlantic City</i> , <i>The New Yorker</i> . Available from: <a href="http://www.newyorker.com/magazine/2015/09/07/the-death-and-life-of-atlantic-city">http://www.newyorker.com/magazine/2015/09/07/the-death-and-life-of-atlantic-city</a> [accessed: 10.03.2017].

online issue of a newspaper)	Comment: the full date of publication (in the following format: DD.MM.YYYY) of such an article should be included only in the list of references. Only the title of the article should be italicized.	
Publications with no author listed (dictionaries, maps, etc.)	( <i>Cambridge Phrasal Verbs Dictionary</i> 2006: 18) <i>Cambridge Phrasal Verbs Dictionary</i> (2006: 18)	<i>Cambridge Phrasal Verbs Dictionary</i> (2006) Cambridge University Press, Cambridge, New York.
	Comment: if the author of a publication is not listed, in in-text citations use only the title of the publication, year of publication and, if appropriate, page number. Only the title should be italicized (both in in-text citations and in the list of references). In the case of long titles (more than 4 words), in in-text citations please use the full title only when it appears for the first time, then use the first 2-3 words of the title, followed by suspension points (...). In the 'References' section always use the full title.	
Unpublished materials (conference speech/presentation etc.)	(Trzepacz 2013) Trzepacz (2013)	Trzepacz, P. (2013) <i>Traditional vs. new spatial behaviors of consumers in a post-socialist city</i> , presentation made at the International Geographical Union Regional Conference in August 2013, Kyoto.
	Comment: the list of references should indicate the type of unpublished material (using terms such as: 'presentation made', 'speech delivered', 'conference materials') and the date and place of presentation, speech, conference, etc.	
Manuscripts/internal materials	(Parker 1978) Parker (1978)	Parker, R.S. (1978) <i>Style notes for typescripts in the social sciences</i> , manuscript, Australian National University.
	Comment: it should be indicated that an article, manuscript, etc. was not published ('manuscript', 'PhD dissertation, unpublished', 'internal materials', etc.) and, if possible, the author's workplace should be indicated.	
Source materials published on websites (notes, articles, journalistic texts), anonymous and without date	( <i>UK to allow driverless cars on public roads in January</i> n.d.)	<i>UK to allow driverless cars on public roads in January</i> (n.d.). Available from: <a href="http://www.bbc.com">http://www.bbc.com</a> [accessed: 28.07.2014].
Website, portal (cited as a whole)	( <i>The geography site</i> )	<i>The geography site</i> : <a href="http://www.geography-site.co.uk">http://www.geography-site.co.uk</a> [accessed: 03.08.2014].
	Comment: In in-text citations do not indicate the date of access. References should only indicate the home page address.	

### Referencing to publications/sources in languages other than English.

Whenever possible, we prefer to quote literature and sources published in English. However, if you need to refer to sources published in other languages, please apply the following rules:

- for languages operating in Latin alphabet: the original title of the publication should be provided and the original language should be indicated in brackets [].
- if you refer to sources published in languages using alphabets other than Latin, the whole source should be provided in transliteration only (not in original alphabet)
- as for the place of publication, use English version of cities and other place names if they exist: 'Vienna', not 'Wien'; 'Warsaw', not 'Warszawa'.

#### Examples:

Gudowski, J. (2001) *Organizacja i ekonomika gospodarki pasterskiej na Huculszczyźnie* [in:] Gudowski, J., ed., *Pasterstwo na Huculszczyźnie. Gospodarka, kultura, obyczaj*, Wydawnictwo Akademickie Dialog, Warsaw, 21–62 [in Polish with French and Ukrainian abstracts].

Klymyshyn, O., Korzhynskyi, Ya. & Inkin, E. (2007) *Influencing of reservation on renewal of climatic high boundary of the forest in Chornogora (Ukrainian Carpathians)*, Visnyk of Lviv University. Biology Series, 45, 115–120 [in Ukrainian with English abstract].

Posysen, H. (1994) *Polonynas in the barbaric captivity*, Zeleni Karpaty, 1–2, 74–79 [in Ukrainian].