

GUIDELINES FOR CITATIONS AND REFERENCES

The use of the *Harvard Short Reference Style* has been adopted for referencing in the Yearbook. The main rules are as follows:

- when referencing in the text, in round brackets (parentheses) there is given the family name/last name of the author(s) and the year in which the source was published;
- the list of the cited sources (references) is placed at the end of the text, in alphabetical order by family name of the author;
- if for one and the same author there are cited several sources, published in the same year, to the year of the cited source there are added successively the letters a, b, c, etc.;
- in case of the exact citation of somebody else's text, in the text there is indicated the respective page;
- the sources in cyrillic are transliterated in the Latin alphabet in accordance with the Bulgarian *Law on Transliteration* (promulgated SG iss. 19/2009).

Below are given **referencing examples**. In all of the examples there is presented the indication of the source in the main text of the study as well as in the list of references at the end of the study.

1. Referencing individual publications (monographs).

The format of the citation in the text is (Author, year of publication) or Author (year of publication).

In the list of references there is typed:

Author, A. (year of publication), *Title of the book*, Place of publication, Publisher.

Example 1. One of the forms is to comment on the idea of the cited author, for instance: According to Chalke (2003)

Example 2. Another option is for the text to be cited literally, for instance "<text>" (Chalke, 2003, p. 55).

For Examples 1 and 2 the referencing in the bibliography list is as follows:

Chalke, s. (2003) *How to Succeed as a Working Parent*, London, Hodder & Stoughton.

2. Referencing a chapter from a monograph.

The format of the citation in the text is the same as in Examples 1 and 2.

In the list of references there is typed:

Author, A. (year of publication), Title of the chapter, in Author[s] (ed[s]), *Title of the book*, Place of publication, Publisher.

Example 3. In the text of the study there is typed "According to (Mason, 1994)....".

In the references there is given:

Mason, R. (1994) The educational value of ISDN, in Mason, R. and Bacsich, P. (eds) *ISDN: Applications in Education and Training*, Exeter, Short Run Press, pp. 58–83.

3. Referencing translated books.

The format of the citation in the text is the same as in Examples 1 and 2.

In the reference list there is typed:

Author, A. (year of publication of the translation [year of original edition, if known]), *Title of the book*, (trans. Name of translator) Place of publication, Publisher.

Example 4. In the text there is inserted (Golomstock, 1990).

In the references there is given:

Golomstock, I. (1995 [1992]) *Totalitarian Art in the Soviet Union, the Third Reich, Fascist Italy and the People's Republic of China* (trans. from Russian by R. Chandler), London, Collins Harvill.

4. Referencing e-books online.

The format of the citation in the text is the same as in Examples 1 and 2.

In the reference list there is typed:

Author, A. (year of publication), Title of the book, [Online], Place of publication, Publisher, if accessible, Available at URL (Date accessed).

Example 5. In the text there is inserted (Willie, 2003).

In the references there is given:

Willie, S. S. (2003) *Acting Black: College, Identity and the Performance of Race* [Online], New York, Routledge. Available at <http://library.open.ac.uk/linking/index.php?id=311027> (Accessed 10 April 2010).

5. Referencing articles from scientific journals.

The format of the citation in the text is the same as in Examples 1 and 2.

In the reference list there is typed:

Author, A. (year of publication), Title of the article. *Title of the journal*, volume [vol.], number [no.], pages [p. or pp].

Example 6. In the text there is inserted (Thompson, 2003).

In the references there is given:

Thompson, K. (2003) Fantasy, franchises, and Frodo Baggins: The Lord of the Rings and modern Hollywood, *The Velvet Light Trap*, vol. 52, no. 3, pp. 45–63.

If the journal has an online version, in the reference list there is given:

Author, A. (year of publication) Title of the article, *Title of the journal*, volume [vol.], number [no.], pages, if available [pp.] [online]. Available at URL, (date accessed).

6. Referencing papers, included in proceedings volumes of scientific conferences.

The format of the citation in the text is as in Examples 1 and 2.

In the reference list there is typed:

a) for printed editions

Author, A. (year of publication) Title of the paper, *Name of the conference*. Place, date of the conference. Place of publication, Publisher, page numbers.

Example 7. In the text there is inserted (Jones, 1994).

In the references there is given:

Jones, J. (1994) Polymer blends based on compact disc scrap, *Proceedings of the Annual Technical Conference - Society of Plastics Engineers*. San Francisco, 1–5 May. Brookfield, CT, Society of Plastics Engineers, pp. 2865–7.

b) for online editions

Author, A. (year of publication) Title of the paper, *Name of the conference*. Place, date of the conference., Publisher [online]. Available at URL (Date accessed).

Example 8. In the text there is inserted (Lord, 2009).

In the references there is given:

(Lord, 2009) Lord, J. (2009) What do consumers say?, *Changing Attitudes, Changing Strategies: Reaching China's Dynamic Consumer Markets. American Chamber of Commerce in Shanghai conference*, Shanghai, 15 October. AMCHAM, Shanghai [Online]. Available at www.amcham-shanghai.org/add-ons/marketingconference/default.aspx (Accessed 8 April 2010).

c) for unpublished papers

Author, A. (year of publication) Title of the paper, paper presented at Name of the conference. Place, date of the conference.

Example 9. In the text there is inserted (Brown, 2004).

In the references there is given:

Brown, S. (2004) Integrated obstacle detection framework, paper presented at *The IEEE Intelligent Vehicles Symposium*, Detroit, MI, 14–17 June.

7. Referencing opinion journalism (articles from newspapers and magazines).

The format of the citing in the text is the same as in Examples 1 and 2.

In the reference list there is typed:

Author, A. (year of publication), Title of the article. *Title of the edition (newspaper, magazine)*, date, pages [p. or pp].

Example 10. In the text there is inserted (Mackay, 2002).

In the references there is given:

Mackay, C. (2002) Alert over big cat, *The Daily Mirror*, 4 July, p. 28.

If the edition is online, in the list of references there is typed:

Author, A. (year of publication) Title of the article, *Title of the issue*, date [online]. Accessible at URL, (date accessed).

Example 11a. In the text there is given (Macleod, 2007).

In the references there is given:

MacLeod, D. (2007) Oxbridge trainee teachers twice as likely to get jobs, *Guardian*, 3 August [Online]. Available at <http://education.guardian.co.uk/higher/news/story/0,,2140513,00.html?gusrc=rss&feed=8> (Accessed 3 August 2007).

Example 11b. In the text there is given (Rawnsley, 2013).

In the references there is typed:

Rawnsley, A. (2013) A shining lesson that politics can be a tremendous force for good, *Observer*, 8 December, p. 39, [Online]. Available at Nexis UK (Accessed 11 December 2013).

8. Referencing publications of more than one author.

If the number of authors is two or three, in the main text there is typed (Author 1, Author 2 & Author 3, year of publication) or Author 1, Author 2 & Author 3 (year of publication).

In the references list there is typed:

Author 1, A1., Author 2, A2 & Author 3, A3. (year of publication), Title of the article. *Title of the edition*, date, pages [p. or pp].

It is admissible to use **and** instead of **&**.

Example 12. In the text there is inserted (Jones & McKay, 2005) .

In the references there is given:

Jones, H. M. & McKay, J. (2005) The attractions of stupidity, *The St. Croix e-Review*, vol. 30, no. 2, pp. 6–10 [Online]. Available at http://st_croix_e-review.com/index.php/articles/view/30/6/ (Accessed 28 October 2010).

If there are more than three authors, in the main text there is typed (Author 1 et al., year of publication) or Author 1 et al. (year of publication).

In the list of references there is given **the full list** of authors:

Author 1, A1. Author 2, A2. Author 3, A3. Author 4, A4. (year of publication), Title of the article. *Title of the edition*, date, pages [p. or pp].

Example 13. In the text there is inserted (Jones et al., 2005).

In the references there is given:

Jones, H. M., McKay, J., Alvarado, F., Plath, E., Jordan, A., Porter, M., Allsop, S. (2005) The attractions of stupidity, *The St. Croix e-Review*, vol. 30, no. 2, pp. 6–10 [Online]. Available at http://st_croix_e-review.com/index.php/articles/view/30/6/ (Accessed 28 October 2010).

9. Referencing publications of an unspecified author.

If the author is not specified, as the author there is given the title of the source. It is admissible for the latter to be shortened to the first few words in the text.

Example 14. In the text there is inserted (Macroeconomics, prices and quantities 1983).

In the references there is typed out the full name:

Macroeconomics, prices and quantities: essays in memory of Arthur M. Okun (1983), Blackwell, Oxford.

10. Referencing publications of unknown publication date.

If the date is not known, instead of date there is typed the abbreviation **n.d.**

Example 15. In the text there is inserted (Browne n.d.).

In the references there is given:

Browne, J. n.d., *Forensic science as a career*, Tower Publishing, London.

11. Referencing publications when the author is an institution.

If the source is issued by an institution, as the author there is indicated the institution.

Example 16. In the text there is given (National Bureau of Statistics of China, 2016).

In the references there is typed:

National Bureau of Statistics of China (2016) *Average Price of Food in 50 Cities, November 11-20, 2016* [online]. Available at

http://www.stats.gov.cn/english/PressRelease/201611/t20161125_1433848.html (Accessed 04 December 2016).

12. Secondary referencing.

It is possible to refer to a source, which was not accessible, but the author of the study acquainted themselves with its ideas from the publication of a third party. In this case in the text of the study there are indicated both sources. In the references, however, there is presented only the source which was actually accessible.

Example 17. In the text there is given Bloggs (2004), cited by Smith (2007).

In the references in this case there is given:

Smith, J. (2007) *Musings from Chocolate Lovers*, Bicester, JFJ Press.

13. Referencing several sources from the same author, published in the same year.

Example 18. In the text there are indicated consecutively (National Bureau of Statistics of China, 2016a), (National Bureau of Statistics of China, 2016b).

In the references in this case there is given:

National Bureau of Statistics of China, (2016a), *Average Price of Food in 50 Cities, November 11-20, 2016* [online]. Available at

http://www.stats.gov.cn/english/PressRelease/201611/t20161125_1433848.html (Accessed 04 December 2016).

National Bureau of Statistics of China, (2016b), *Average Salaries in 50 Cities, November 11-20, 2016* [online]. Available at

http://www.stats.gov.cn/english/PressRelease/201611/t20161125_1433849.html (Accessed 04 December 2016).