Author’s Guide to

Author–Date System

Author-Date system’s primary components are in-text citations (instead of notes) and a reference list that includes full bibliographic entries for each source cited. Also, the year of publication is placed behind the author name(s). It is typically used in the sciences. If your subject matter warrants a different style, please contact SISP.

In-Text Citations

For in-text citations, use the format below. Direct quotes should include page number(s) within the in-text citation.

“(author-last-name, year)” or “(author-last-name, in press) or “... author (year)”
“(author-last-name, year:page used)” or “... author (year:page)”

How to Display Author Names in In-Text Citations

Note that “et al.” is not italicized, and the period appears at the end.

Single author – surname (e.g., Smith, 2012)
Two co-authors – both surnames (e.g., Smith and Thomas, 2012)
Three or more co-authors – first author’s surname + et al. (e.g., Smith et al., 2012)

Unpublished Works or Personal Communications

If a source is one that a reader would not be able to access (e.g., a personal communication, a manuscript not yet submitted to or accepted by a publisher), it should be cited in the text but have no corresponding entry in the “References” section. In-text references for unpublished information or personal communications should appear in the following formats:

“... (A. B. Author, Affiliation, unpublished [or] unpublished data)”
“A. B. Author (Affiliation, personal communication) found that ...”

In subsequent citations that are attributed to the same person, the initials and affiliation need not be repeated, and “personal communication” may be abbreviated to “pers. comm.”:

“... (Last name, unpublished)”
“... (Last name, pers. comm.)”

Sources with issue dates and issuing entities, such as reports, that may not be formally “published” but can be accessed by readers for follow-on research are not considered unpublished works; they must have in-text citations as well as corresponding reference entries.

Reference List

Examples of the most common types of entries are provided at the end of this section.
Do not abbreviate titles of books, articles, journals, and monographic series. For titles, capitalize all words except articles, conjunctions, and prepositions. If a foreign title, use the capitalization rules of the language employed. Transliterate languages that use a non-Roman alphabet according to the Library of Congress system.

- Complete bibliographic information must be included in all citations. See examples below.
- Make sure citations are in order alphabetically by first author surname.
- For sequential entries with identical authorship, make sure citations are in chronological order.
- Use the word *and*, not ampersand (“&”), between authors’ names.
- Cite all references at least once in the manuscript; each in-text citation must have a full entry in the “References” section.
- Use brackets for anything that does not appear in the publication itself, but has been supplied by another source and for annotations.

**Authorship**

- a) Invert name for single or first author; subsequent author names appear in normal order.
- b) Use initials or full names consistently.
- c) Editor: Treat similar to author, but indicate with “ed.” designation.
- d) List all authors/editors in each reference. Do not use “et al.”
- e) Group author: When an organization is author, the organization’s name is spelled out and followed in parentheses by the abbreviation being used in the in-text references.
- f) For author names that begin with particles (e.g., van, von, de, di, van den), the bibliographic entry should be alphabetized by however the name is cited in the text.
- g) If an author’s last name begins with a particle and is traditionally lowercased, do not capitalize it in the bibliographic entry.
- h) Unknown author: If authorship has not been established, use "Anonymous."

**Publication Date**

- a) Use the date on the copyright page as the publication date.
- b) For entries that share author and publication date, use “a,” “b,” etc. (e.g., 1989a, 1989b).
- c) Inclusive dates may be used for works printed separately over a period of time (e.g., 1780–1782).
- d) If a source is not yet published but has been accepted by a publisher, use “In press” in place of the date. For multiple sources by the same author, use “In press a”, “In press b”, etc.
- e) If the year a work was issued is different from the year that is printed inside the publication, use the official publication year (printed inside) followed by the actual year of issue in square brackets (e.g., Smith, K. 1969 [1968].)
- f) If no date is provided or ascertainable, use the abbreviation for no date: “(n.d.).”

**Titles**

- a) Book titles should be italicized and displayed as on the book’s title page.
- b) Book chapters should be set in Roman type (i.e., no bold or italics) and not enclosed in quotation marks.
- c) Journal article titles should be set in Roman type (except where taxa are normally italicized) not enclosed in quotation marks, and displayed as on the first page of an article.
- d) Journal titles should be italicized and spelled out completely.
- e) Series titles should be set in Roman type and headline capitalization.
- f) Capitalize words in English-language titles according to “title capitalization”: first word, last word, first word after colon, all other words except articles, conjunctions, and prepositions.
- g) Capitalization of foreign-language titles should follow convention of that country. Exception: Latin follows English capitalization conventions.
h) If citing a specific volume within a multivolume work, a citation is needed only for the referenced volume. If citing an entire multivolume work, a citation is needed for the entire set of volumes. (See “Multi-volume sets” examples below.)

i) Abbreviate second or third edition as “2nd ed.” or “3rd ed.”

- **Page ranges**
  a) For books, cite specific pages in in-text reference, not in the References entry.
  b) For journal articles and chapters, include specific pagination cited.
  c) If a periodical or chapter/article in a larger work, verify that pages, tables, or figures included in the citation encompass all those cited in corresponding in-text references.
  d) For journals, use volume(number):pages system [e.g., “10(2):5–9”].
  e) Do not truncate page ranges (e.g., use “125–169” not “125–69”).

- **Publisher**
  a) For books, a place of publication and publisher name are required. A sponsoring organization may be given as the publisher.
  b) Use state abbreviations instead of postal codes for cities that require states. Refer to *Chicago Manual of Style*, 15th edition (sec. 15.29) for correct state abbreviations.
  c) If published by the author, list “Author” as the publisher.

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**Examples for Common Types of Sources**

**Book**

**Edited book**

**Chapter within a book**


**Multi-volume sets**


**Monograph series (e.g., Smithsonian Contributions Series)**


**Journal article**
Newspaper article (authored and “unsigned”)


Newsletter

Translation

Foreign-language sources


Identical authorship


Same-year publications authored by identical author(s)


Congressional Report (see Chicago Manual of Style, 15th Ed. for guidance citing government publications)

Thesis or dissertation


* Note: If a school’s location is in a well-known city (e.g., New York) or the state is identified by the name of the school (e.g., Mississippi State University), only the name of the city should follow the name of the school.

Proceedings paper


* Note: Examples are for a proceedings paper published in a journal, a published book that includes select papers from a symposium (not a full proceedings), a paper presented at a symposium, and a paper published in a book that is a true proceedings (i.e., all papers presented at a symposium).

**Handbook of North American Indians**

**Internet sources (e.g., DOI, web page, online PDF)**

* Note: No period at end of URL/URI.

* Note: In most cases, MS Word will either keep a URL on a single line or, if it falls beyond the end of a line, automatically break it while it is being typed. Do not manually insert a hyphen if a URL must be broken.

**Technical reports, papers, etc.**

**Archived documents and collections**

* Note: See *Chicago Manual of Style* 15th ed., pp. 707, 710–713 (sections 17.211–17.212, 17.222–17.229, 17.231–17.233) for additional examples and alternative forms that are acceptable if used consistently.