A. BIBLIOGRAPHY / WORKS CITED

1. **A bibliography contains only sources which in the primary text have been referred to. The sources are listed in alphabetical order usually by the author's last name.** If a work is written by one author, the bibliography entry begins with the author's last name, followed by a comma and then the author's first name or the initial(s) of the author's first name (e.g. Walschap, Gerard; Walschap, G.). If the author of a publication is unknown, the bibliography entry is arranged by the first word of the title (excluding article).

2. Books, magazine or journal articles, titles of magazines or journals etc. are included on **one alphabetically ordered** list.

Archival and internet sources are placed on (a) separate alphabetically ordered list(s).

3. **Academic titles** such as Dr., Lic and Ir are not included in a bibliography entry.

4. **Family names** that include DE, VAN, VAN DE(N/R) must be divided:

Berghe, Karel Van den

5. The **title** of a work appears as it does on the title page (not the cover) of the work being cited and in the same language in which it appears on the title page. The title is written in *italics*.

6. **Capitalization**:

Hungarian, Dutch and French: capitalize the first word of an entry plus proper names and other words that are usually written in capital letters.
German: capitalize the first word of an entry plus proper names and all nouns.
English: capitalize the first word of an entry plus proper names, nouns and adjectives (nouns and adjectives are not capitalized in titles of magazine or journal articles).

7. Periods appear **between the title and the subtitle**.

Droste, F.G., *Nederland en Vlaanderen. Een pamflet over grenzen*.

Titles of books and periodicals that are not written in the language in which the body text is written (except for Dutch, English, German or French), should be translated into the language in which the body text is written.

8. If there are more places of publication and publishers, use a semicolon to separate them. If there are two places of publication and one publisher, use a slash to separate the place names.

New York: Wilson; Glasgow: Holmes.
Frankfurt am Main/London: Peter Lang.

9. If the **place of publication does not appear** on the title page, the bibliography entry should include "s.l.". If the **year of publication does not appear** on the title page, the bibliography entry should include "s.d.".

The year or place of publication may be added in parentheses if the missing information is to be found elsewhere within the text or in square brackets if the missing information is to be found outside the text.
E.g.:
s.d. (1995)
s.d. [1995]

10. Other types of sources

a. Websites

[COMPANY, INSTITUTION, ORGANISATION year.] Title of article or title of the given part of the website (URL). (Date accessed).
Use:
REX MINING CORPORATION 2000. Stages in Diamond Exploration (http://www.rexmining.be/rdmc/linksandinfo.htm). (Date accessed: 29 July 2009).

b. Archival sources

First the name of the institution should be given where the source is to be found, then the name of the archives or collections cited, and finally, the name of the subdivision.

• Public collections, corporate collections etc.

William H. Hannon Library (WHHL), Loyola Marymount University (LMU), Bill Rosendahl-Adelphia Communications Corporation Collection of Public Affairs Television Programs, Department of Archives and Special Collections, Collection 104, inv.nr. 220, box 8 folder 5, f. 2 p. 3

• Private collections

Private archives P. Everts in Haarlem
- works / sources concerning the history of the Haarlem local broadcasting
- correspondence with board members at the Haarlem local broadcasting [inventory number may be added]

c. E-mails

SENDER, FIRST NAME OR INITIAL(S), date, (e-mail address, "subject"). E-mail to RECIPIENT, FIRST NAME OR INITIAL(S) (e-mail address).

SMITH, JOHN, 26 August 2009 (john.smith@yahoo.com, "good news"). E-mail to STK-staff (iedereen@stk.be).

d. Television or radio programmes
Title of programme date, television programme, place, broadcast network.

BBC World News, 17 October 2008, television programme, London, BBC.

For a specific contribution of a person in a television / radio programme:

AUTHOR, FIRST NAME OR INITIAL(S) date. In: title of programme, radio (…) programme. Place, broadcast network.

ALDISS, BRIAN 10 December 2013. In: Imagine…, radio programme, London, BBC One.

e. An interview, phone call, announcement…

NAME INTERVIEWEE, FIRST NAME OR INITIAL(S) [(function of the interviewee may be added)] date, verbal announcement. Via: interview, phone call, visit, informal conversation, … .
UFFELEN, H. VAN (prof. Dutch literature) 2 August 2009. Blauw bij Yves Klein. Verbal announcement. Via: phone call.

f. Other types of sources

ZAZA (cartoonist) 3 September 2009. In: DROEVEN, V. Leerlingen geven punten aan leerkrachten. De Standaard, p.8.

BERGER, J., WYSE, P. (cartoonists) 22 February 2014. Could you hold the line, please. In: The Guardian.
JANS, J. September 2008, First day at school (own photo).

ENDNOTES

In the notes only the last name of the author is given and you do not have to refer to the whole title of a book/journal article/chapter etc. These data will appear in the Bibliography/ Works Cited section.

• *Book*:
The title of a book appears in italics.
Brenner, *Neue deutsche Literaturgeschichte*, 12.

In the Bibliography / Works Cited section appears:
Brenner, P.J. 2004. *Neue deutsche Literaturgeschichte. Vom 'Ackermann' zu Günther Grass*. 2. Aufl. Tübingen: Niemeyer.

If the reference (endnote) includes a volume of a book:
Chadwick & Kershaw Wood, *The Growth of Literature*, 3:26.

3 means in this case volume 3, and 26 refers to the page number.

In the Bibliography / Works Cited section appears:
Chadwick, H.M. & Kershaw Wood, N. *The Growth of Literature*, 3 volumes. (Cambridge 1932-40; repr. 1986)

• *Chapter of a book*:
In this case, only the name of the chapter's author should be given; other information will appear in the Bibliography / Works Cited section. The title of a chapter does not appear in italics!

Clark, 'The young word maker', 234.

In the Bibliography / Works Cited section appears:
Clark, E.V. 1982. 'The young word maker: a case study of innovation in the child's lexicon.'
Wanner, E.& Gleitman, L. R. (eds). *Language Acquisition. The State of the Art.* Cambridge:
Cambridge University Press.

• *Magazine / journal / newspaper article*:
The title does not appear in italics.

Bresnan, 'Control and complementation' 345.

In the Bibliography / Works Cited section appears:
Bresnan, J. 1982. 'Control and complementation.' *Linguistic Inquiry* 13.3: 343-433.

13 means in this case year, and 3 refers to the number and 343-433 refer to all pages of the
article.

• *Website:*
(http://www.rexmining.be/rdmc/linksandinfo.htm). (Date accessed: 29 July 2009).

• *Archival source:*

General instructions:
When referencing to documents or other types of sources / works (pictures, sound
recordings), no single and complete instruction is given because the usage might be
different in each archive collection.
However, you should stick to some general guidelines:
· try to use proper references, be systematic, but try to handle the references as economical
as possible taking into consideration the space available in the text and the effort the reader
has to make;
· *always follow the designation and numbering system of the institution*!
· if there is a reference to the same collection in a note for the second time, the abbreviation
of the collection is sufficient in the second reference;
· use italics, lower case letters etc. according to the guidelines on sound recordings and
illustrations.

References in the Endnotes section have a fixed structure:
First provide the place of the collection, then the title of the source, the number of the
collection (inventory number), then the box number or the folder number (and / or page
number).

First reference to a collection:
William H. Hannon Library (WLLH), Loyola Marymount University (LMU), Bill Rosendahl-
Adelphia Communications Corporation Collection of Public Affairs Television Programs,
Department of Archives and Special Collections, Collection 104, inv.nr. 190, box 5 folder 2 f.
2 p. 4

Second reference to the same source:
WHHL, LMU, Department of Archives and Special Collections, Collection 104, inv.nr. 190, box
5 folder 2 f. 2 p. 4

• Reference to a work that was cited earlier:

- Reference to a work in the preceding endnote:

Ibidem

- Reference to a different page of a work in the preceding endnote:

Ibidem, 12.

- If you refer to a work that was cited earlier but not in the preceding endnote, use the reference to endnotes (last name, short title, page):

Brenner, *Neue deutsche Literaturgeschichte*, 12.

Reference to another work of the preceding author:

Idem, short title of his/her work, page.

B. SAMPLE BIBLIOGRAPHY / WORKS CITED PAGE

Brenner, P.J. 2004. *Neue deutsche Literaturgeschichte. Vom 'Ackermann' zu Günther Grass*. 2. Aufl. Tübingen: Niemeyer. (No space between the initials of the authors)
Bresnan, J. 1982. 'Control and complementation.' *Linguistic Inquiry*. 13.3: 343-433.
Chadwick, H.M. & Kershaw Wood, N. 1932-40. repr. 1986. *The Growth of Literature*. 3 delen. Cambridge: Cambridge University Press.
Clark, E.V. 1982. 'The young word maker: a case study of innovation in the child's lexicon.' Wanner, E. & Gleitman, L.R. (eds). *Language Acquisition. The State of the Art*. Cambridge: Cambridge Univ. Press.
Claus, H. 1994. *Le chagrin des Belges*. Traduit du néerlandais par Alain Van Crugten. Paris: Julliard. (Vert. van *Het verdriet van België*).
Claus, H. 2002. *The Sorrow of Belgium*. Transl. from the Dutch by Arnold J. Pomerans. Woodstock, N.Y.: Overlook Press. (Vert. van *Het verdriet van België*).
Declerck, R. 1991. *Tense in English. Its structure and use in discourse*. London/New York: Routledge.
Saussure, F. de 1916. *Cours de linguistique générale*. Publié par Charles Bally et Albert Sechehaye. Avec la collaboration de Albert Riedlinger. Paris/Lausanne: Payot.
Goosse, A. 1991. *Mélanges de grammaire et de lexicologie françaises (Bibliothèque des Cahiers de l'Institut de Linguistique de Louvain* 60). Louvain-la-Neuve: Peeters.
Haudricourt, A.G. 1966a. 'Quelques études de champs sémantiques.' *La Pensée*. 130: 44-46.
Hymes, D. 1974. 'Introduction. Traditions and paradigms.' Hymes, D. (ed.). *Studies in the History of Linguistics. Traditions and paradigms*. Bloomington: Indiana Univ. Press. 1-38.
Janssen, E.J. 1941. 'Over: Albe. *Ivoren toren*.' *Streven*. 8.3: 309.
Knott, A. & Sanders, T. 1998. 'The classification of coherence relations and their linguistic markers: an exploration of two languages.' *Journal of Pragmatics*. 30: 135-175.
Raat, G.F.H. 1996. 'De stem van de vitale mens.' *Het teken van de Ram* 2: 235-252.
Uytven, R. Van 1976. 'Vorst, adel en steden: een driehoeksverhouding in Brabant van de twaalfde tot de zestiende eeuw.' *Bijdragen tot de geschiedenis*. 59: 93-122.
Vervaeck, B. 2003. 'Hoe zwart was mijn dal? Realiteit en fictie in het Nederlandstalige proza van de jaren vijftig.' *Spiegel der letteren*. 45.2: 121-153.

In the Bibliography / Works Cited section, the e-mails and archival sources appear separately:

E-mailes:
REX MINING CORPORATION 2000. Stages in Diamond Exploration (http://www.rexmining.be/rdmc/linksandinfo.htm). (laatst geraadpleegd op 29 juli 2009).

Archivalia:

William H. Hannon Library, Loyola Marymount University, Bill Rosendahl-Adelphia Communications Corporation Collection of Public Affairs Television Programs, Department of Archives and Special Collections, Collection 104, inv.nr. 190, box 5 folder 2 f. 2 p. 4

C. QUOTATIONS

Quotations must be copied in the text **word for word**, including punctuation marks and misspelling. In the latter case you can indicate the misspelled word with [sic] enclosed in square brackets after the word. In-text quotations are enclosed within simple quotation marks: 'text'.
For quotations that are longer than three lines, place quotations in a free-standing block of text enclosed within double quotation marks and distinguish the block quotation from the rest of the text by using different spacing and letter size.
If you leave words out of a quotation, you must use ellipsis points enclosed in square brackets: [...].
If you cite in a citation, put the cited text between double quotation marks: "text".
Both in the case of a **word-for-word quotation and a paraphrase**, proper reference to a source must be given.

D. ABSTRACTS AND KEYWORDS

A short abstract (of ca. 120 words) and a list of keywords (both written in English) must be attached to each text.