Reference List and Citations Style Guide

For MDPI Humanities and Social Sciences Journals

Preface

This guide has been prepared specifically for people who edit the Humanities and Social Sciences Journals' manuscripts that will be published by MDPI. The guide has been divided into two parts:

Part I: An in-text citation.
Provides the "Author-Date" format of all the references mentioned in the main text.

Part II: A reference list.
Provides the information necessary for a reader to locate and retrieve any source you cite in the body of the paper. Each source you cite in the paper must appear in your reference list; likewise, each entry in the reference list must be cited in your text.

Most rules given in this style guide are collected from "*The Chicago Manual of Style (16th Edition!)*". For further details and more examples, see Chapters 14 and 15 of The Chicago Manual of Style (University of Chicago Press 2010) (Please note the MDPI Chicago layout guide is an adapted version of The Chicago Manual of Style, some changes were made to accommodate the online publishing method).

This style guide provides reference layout formatting instructions for MDPI Humanities and Social Sciences Journals. Please note that for General Guidelines (page and paragraph setting) and specific requirements of document content (text, graphics, equations, etc. except reference), please refer to the "The MDPI Layout Style Guide".

This style guide does not pretend to be either complete or neutral. It is intended to address some common errors and define the general criteria in MDPI publications.

Our thanks go to each of the copy editors who have given advice. We thank Jie Gu for providing the draft of this style guide. Thanks also to those at the editorial offices (and other MDPI departments) who have provided valuable comments regarding this style guide. We look forward to receiving further suggestions for improving the guide.

Humanities and Social Sciences Team

Contents

Part I. An in-Text Citation

1. The Scope of This Part

This Part describes the Chicago system of documentation, which uses parenthetical author-date references.

2. The Author-Date System—Overview

All the references mentioned in the text should be cited in the "(Author Date)" format, and be listed separately as the last section at the end of the manuscript, including references in text and those in tables, figures, and other non-text components.

The Citation in the gridlines table in the bottom left corner of the first page should be format as Chicago style:

Citation: Last name, First name, First name Last name, and First name Last name. Year. Title. *Journal Name* 17: x. https://doi.org/10.3390/xxxxxx.

Example

Citation: Aguirre, Javier, Jessica K. Gill, and Janina Harasim. 2021. Neoliberalism and Religion in Latin America. *Social Science* 12: 201. https://doi.org/10.3390/socsci10120485.

3. Text Citations—Basic Form

An author-date citation in running text or at the end of a block quotation consists of the author's last (family) name, followed by the year of publication of the work in question, and a page number if needed. In this context, author may refer not only to one or more authors or an institution but also to one or more editors, translators, or compilers. No punctuation appears between author and date. Abbreviations such as ed. or trans. are omitted.

Text citations:
(Tagliacozzo 2013) or Tagliacozzo (2013)

References:
Tagliacozzo, Eric. 2013. *The Longest Journey: Southeast Asians and the Pilgrimage to Mecca.* New York: Oxford University Press.

When two or more works by different authors with the same last name are listed in a reference list, the text citation must include an initial (or two initials or a given name if necessary).

Text citations:
(C. Doershuk 2010)
(J. Doershuk 2009)

References:
Doershuk, Carl. 2010. xxxx…
Doershuk, John. 2009. xxxx…

Text citations:

(C. Doershuk 2009)

(J. Doershuk 2009)

References:

Doershuk, Carl. 2009. xxxx…

Doershuk, John. 2009. xxxx…

Two or more works by the same author in the same year must be differentiated by the addition of a, b, and so forth (regardless of whether they were authored, edited, compiled, or translated), and are listed alphabetically by title. Text citations consist of author, year, and letter.

Text citations:

(Fogel 2004b)

(Fogel 2004a)

References:

Fogel, Carl. 2004a. xxxx…

Fogel, Carl. 2004b. xxxx…

When one work by two different authors with the same last name is listed in a reference list, the text citation consists of the two authors' last names and year.

Text citations:

(Yousefi and Yousefi 2004)

References:

Yousefi, Ayoub, and Tony S. Yousefi. 2004. The empirical role of the exchange rate on the crude-oil price formation. *Energy Economics* 26: 783–99.

4. Author-Date References—Examples and Variations

The examples that follow are intended to provide an overview of the author-date system, featuring books and journal articles as models. Each example includes a corresponding text citation and a reference list entry. For the sake of consistency, text citations are presented in parentheses, though they do not always appear that way in practice.

4.1. Reference with Single Author

For a reference with a single author, invert the name in the reference list; in the text, include only the last name.

(Pollan 2006) or Pollan (2006)

Pollan, Michael. 2006. *The Omnivore's Dilemma: A Natural History of Four Meals*. New York: Penguin.

A reference with an editor/translator/director in place of an author includes the abbreviation ed. (editor; for more than one editor, use eds.)/trans/dir./comp. Note that the text citation does not include ed.

(Woodward 1987) or Woodward (1987)

Woodward, David, ed. 1987. *Art and Cartography: Six Historical Essays*. Chicago: University of Chicago Press.

4.2. Reference with Multiple Authors

For a reference with two authors, only the first-listed name is inverted in the reference list.

(Ward and Burns 2007) or Ward and Burns (2007)

Ward, Geoffrey C., and Ken Burns. 2007. *The War: An Intimate History, 1941–1945.* New York: Knopf, p. 52.

For a reference with three or more authors, include all the authors in the reference list entry. Word order and punctuation are the same as for two or three authors. In the text, however, cite only the last name of the first-listed author, followed by et al.

(Barnes et al. 2008) or Barnes et al. (2008)

Barnes, Geoffrey C., Glenn Gould, and Ken Burns. 2008. *The War: An Intimate History, 1941–1945.* New York: Knopf.

4.3. Reference without Specific Author Name

For some references without a specific author name, we can use the institute instead of the author.

(Council of Europe 2019)

Council of Europe. 2019. Mechanisms for Collective Action to Prevent and Combat Online Child Sexual Exploitation and Abuse: A Comparative Review. Available online: https://rm.coe.int/191120-comparative-reviews-web-version/168098e10a (accessed on 2 May 2018).

If the author or institute is unknown, the reference list entry should normally begin with the title. Citations may refer to a short form of the title but must include the first word. This kind of situation is relatively rare and it is not recommended.

(*Stanze in lode della donna brutta* 1547) or (*Stanze* 1547)

Stanze in lode della donna brutta. 1547. Florence: Signet Classics.

5.   Page and Volume Numbers or Other Specific Locators in Text Citations

When a specific page, section, equation, or other division of the work is cited, it follows the date, preceded by a comma.

(Piaget 1980, p. 74)
(LaFree 2010, pp. 413, 417–18)
(Johnson 1979, sct. 24)
(Fowler and Hoyle 1965, eq. 87)
(GarcÃa 1987, vol. 2)
(Smith 2001, chp. 1)
(Watson 2008, l. 3)
(Watson 2008, ll. 88–90)
(Lawrence 1999, para. 3–5)
(USCCB 1986, #14)

6.   Text Citations in Relation to Surrounding Text and Punctuation

Author-date citations are usually placed just before a mark of punctuation.

Recent literature has examined long-run price drifts following initial public offerings (Ritter 1991; Loughran and Ritter 1995), stock splits (Ikenberry and Stice 1996), seasoned equity offerings (Loughran and Ritter 1995), and equity repurchases (Ikenberry and Vermaelen 1995).

Where the author's name appears in the text, it need not be repeated in the parenthetical citation. Note that the date should immediately follow the author's name; extra information (except 's) is not allowed between author and year when it refers to the reference citation.

Fiorina et al. (2005) and Fischer and Hout (2006) reach more or less the same conclusions. In contrast, Abramowitz and Saunders (2005) suggest that the mass public is deeply divided between red states and blue states and between churchgoers and secular voters. The examples that interest me, and that will be discussed here, are embedded narratives by two non-human characters, the Puma and the Falcon, whom I will treat as intradiegetic narrators, using a term from Gerard Genette (Genette 1988), and William Nelles (Nelles 1997), among others. Apart from the fact that these embedded narratives are lengthy and very noticeable in the text.

7.   Multiple Text References

Two or more references in a single parenthetical citation are separated by semicolons. The order in which they are given may depend on what is being cited, and in what order, or it may reflect the relative importance of the items cited.

(Armstrong and Malacinski 1989; Beigl 1989; Pickett and White 1985)

If two or more references in a single parenthetical citation have the same author, please merge them

(Stock and Watson 1999; Stock and Watson 2002a; Stock and Watson 2002b)

Should be written as

(Stock and Watson 1999, 2002a, 2002b)

If the page number is included,

(Crisp 2006, p. 6; Crisp 2013)

Should be written as

(Crisp 2006, p. 6; 2013)

8. The Use of "ibid." with Subsequent In-text Citations

If a second passage from the same source is quoted close to the first and there is no intervening quotation from a different source, ibid. (set in roman) may be used in the second parenthetical reference (e.g., "ibid., p. 114"); ibid. alone may be used if the reference is to the same page. Avoid overusing ibid.: for more than the occasional repeated reference to the same source—as in an extended discussion of a work of fiction—only a parenthetical page number is necessary. If a quotation from another source has intervened, a shortened reference may be given (e.g., "Hawking 2014, p. 114").

As for "ibid.", please highlight it and give comments. Do not delete it.

Part II. A Reference List

9. Function and Placement of Reference Lists

In the author-date system, the reference list is the prime vehicle for documentation. A reference list, like other types of bibliographies, is normally placed at the end of a work.

10. Alphabetical Arrangement of Reference List Entries

A reference list is always arranged alphabetically. All sources are listed by the last names of the authors and listed individually at the end of the manuscript. We recommend preparing the references with a bibliography software package, such as EndNote, ReferenceManager, or Zotero to avoid typing mistakes and duplicated references.

1. A reference list is always arranged alphabetically
2. For two references with the same first author but one has only one author and the other has more than one author, the correct order is

   Zhang, San. 2018. xxxx
   Zhang, San, and Si Li. 2018. xxx

3. When arranging the reference alphabetically, please pay attention, if the first names are the same, see the second author, and so on; if all author names are the same, see the year, and the older reference comes first.

11. Author Information

- First names may be given in full in place of initials. If an author uses his or her given name in one cited book and initials in another (e.g., "Mary L. Jones" versus "M. L. Jones"), the same form, preferably the fuller one, should be used in all references to that author.
- For authors who always use initials, full names should not be supplied, for example, T. S. Eliot, M. K. Fisher, O. Henry (pseud.), P. D. James, C. S. Lewis, J. D. Salinger, H. G. Wells. Note that a space is added between initials.
- Authors known only by their given names (i.e., and not by any surname) are listed and alphabetized by the given name. Titles such as "King" or "Saint" are omitted, for example, Augustine.
- If an author's real name is not known, *pseud*. (roman, in brackets) may follow the name. A widely used pseudonym is generally treated as if it were the author's real name, such as George Eliot.
- If a publication issued by an organization, association, or corporation carries no personal author's name on the title page, the organization is listed as the author in a reference entry, even if it is also given as publisher.
- If the author or editor is unknown, the reference entry should begin with the title.

12. Publisher, Place, and Date Information

Because text citations consist of the last name of the author or authors (or that of the editor or translator) and the year of publication, the year in the reference list appears directly after the name, not with the publication details. This arrangement facilitates easy searching of reference list entries.

- If the reference is published within several consecutive years, we can write the start year and end year, connecting with an en-dash, e.g., 1871–1875.
- When the publication date of a printed work cannot be ascertained, the abbreviation n.d. takes the place of the year in the publication details. A guessed date may either be substituted (in brackets) or added. (Edinburgh [1750?]) or (Edinburgh n.d., ca. 1750).
- For any works not yet published, the term *forthcoming* is used in place of the year.
- For one publisher with more than one location, please list the publisher information as below:
  Beijing, Shanghai and Wuhan: Publisher A.
- If a reference has more than 1 publisher, please list the publisher information as below:
  Beijing: Publisher A; Shanghai: Publisher B.
- A work for which no publisher, place, or date can be determined or reasonably guessed should be included in a reference only if accompanied by the location where

a copy can be found (e.g., "Two copies in the Special Collections Department of the University of Chicago Library").

- When the publisher is unknown, use just the place (if known) and date. Privately printed works should be cited with as much information as is known (e.g., Topeka: privately printed, or, if applicable, Topeka: printed by author).

13. Reprint Editions and Modern Editions—More Than One Date

When the original date is less important to the discussion, use the date of the modern source. The date of original publication may be included at the end of the reference list entry but need not be.

The original date is rendered as square brackets in the in-text citation.

(Trollope [1866] 1977)

(Trollope [1869] 1983)

Trollope, Anthony. 1977. *The Claverings*. With a new introduction by Norman Donaldson. New York: Dover. First published 1866.

Trollope, Anthony. 1983. *He Knew He Was Right*. 2 vols. New York: Dover. First published 1869.

14. "Forthcoming" in Author-Date References

When a book is under contract with a publisher and is already titled, but the date of publication is not yet known, *forthcoming* is used in place of the date. In text citations, forthcoming is preceded by a comma. Although *in press* is sometimes used (strictly speaking for a printed work that has already been typeset and paginated), Chicago recommends the more inclusive *forthcoming*, which can also be used for nonprint media, for any work under contract. If page numbers are available, they should be given. Books not under contract are treated as unpublished manuscripts.

(Faraday, forthcoming)

Faraday, Carry. Forthcoming. *Seven Trips beyond the Asteroid Belt.* Cape Canaveral: Launch Press.

If an article has been accepted for publication by a journal but has not yet appeared, *forthcoming* stands in place of the year and the page numbers. Any article not yet accepted should be treated as an unpublished manuscript. If an article is published by a journal electronically ahead of the official publication date, use the posted publication date. In such cases, information about pagination may not yet be available.

(Black 2008)

Black, Steven. 2008. Changing Epidemiology of Invasive Pneumococcal Disease: A Complicated Story. *Clinical Infectious Diseases* 47. Published electronically July 14. doi:10.1086/590002.

15. Common Types of References

15.1. Books

Format:

Author 1, Author 2, … Author 9, Author 10, and et al.[1]. Year. *Title of the Book.* City: Publisher, Page range (optional).

15.1.1.   With Editors or Translators

Format:

Chapter Author. Year. Chapter Title. In *Title of the Book*. Edited by editor name[2]. City: Publisher, Page range (optional).

Editor 1, and Editor 2, eds. 2007. *Book Title*. City: Publisher, Page range (optional).

Example:

Gould, Glenn. 1984. Streisand as Schwarzkopf. In *The Glenn Gould Reade.* Edited by Tim Page. New York: Vintage, pp. 310–12.

Holmes, John G., eds. 1961. *Experiences in Groups and Other Papers.* London: Tavistock Publications.

Barsade, Sigal G., and Donald E. Gibson. 1998. Group emotion: A view from top and bottom. In *Research on Managing Groups and Teams*. Edited by Petru Curşeu and Sandra Schruijer. Translated by Morton Deutsch. Stanford: JAI Press, pp. 81–102.

Bion, Wilfred R. 1961. *Experiences in Groups and Other Papers*. Edited and Translated by John G. Holmes. London: Tavistock Publications.

When an edition other than the first is used or cited, the number or description of the edition follows the title in the listing. Such wording as Second Edition, Revised and Enlarged is abbreviated simply as 2nd ed.; Revised Edition (with no number) is abbreviated as rev. ed. Other terms are similarly abbreviated.

Examples:

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[1]   For works by or edited by less than ten persons, all names are usually given in the reference entry. Use the conjunction—and (not an ampersand) before the last name. For works that have more than ten authors or editors, only the first ten   should be listed, and followed by et al.

[2]   Translator, compiler or such information is also shown in this position. Use *translated by*, *compiled by*, or *with the assistance of*, etc. in reference entry.

Harper-Dorton, Karen V., and Martin Herbert. 2002. *Working with Children, Adolescents, and Their Families*, 3rd ed. Chicago: Lyceum Books, p. 43.

Babb, Florence. 1989. *Between Field and Cooking Pot: The Political Economy of Marketwomen in Peru*, rev. ed. Austin: University of Texas Press, p. 199.

15.1.2.   Multiple Works

When a multivolume work is cited as a whole, the total number of volumes is given after the title of the work (or, if an editor as well as an author is mentioned, after the editor's name). If the volumes have been published over several years, the dates of the first and last volumes are given, separated by an en dash.

Format:

Author 1, Author 2, and Author 3. Year. Title of the chapter. In *Book Title*, rev. ed. Edited by Editor 1, Editor 2 and Editor 3 (optional). 3 vols. Series (optional). City: Publisher, Page range (optional).

Examples:

Aristotle. 1983. *Complete Works of Aristotle: The Revised Oxford Translation*. Edited by J. Barnes. 2 vols. Bollingen Series. Princeton: Princeton University Press.

Byrne, Muriel St. Clare, ed. 1981. *The Lisle Letters*. 6 vols. Chicago: University of Chicago Press.

15.1.3.   Original Plus Published Translation

A published translation is normally treated as illustrated. If, for some reason, both the original and the translation need to be cited, either of the following forms may be used, depending on whether the original or the translation is of greater interest to readers:

Furet, FranÃ§ois. 1995. *Le passÃ© d'une illusion*. Paris: Ãdditions Robert Laffont. Translated by Deborah Furet. 1999. As *The Passing of an Illusion.* Chicago: University of Chicago Press.

Furet, FranÃ§ois. 1999. *The Passing of an Illusion*. Translated by Deborah Furet. Chicago: University of Chicago Press. Originally published as 1995. *Le passÃ© d'une illusion.* Paris: Ãdditions Robert Laffont.

15.1.4.   Place and Date only

For books published before 1900, it is acceptable to omit publishers' names and to include only the place and date of publication.

Goldsmith, Oliver. 1766. *The Vicar of Wakefield.* Salisbury.

> Cervantes Saavedra, Miguel de. 1605–1615. *El ingenioso hidalgo Don Quixote de la Mancha.* 2 vols. Madrid.

If the book title is in English, please capitalize the first letters of substantives in book titles, If the book title is non-English, just capitalize the first letters of the first word in the title.

15.2. Journal Article

Format:

> Author 1, Author 2, and Author 3, … Author 8, Author 9, Author 10, and et al. Year. Title of the Article. *Journal Name* Volume:[3] Page range. DOI, URL or the form of publication (optional).

Example:

> Kaufman, Peter Iver. 2011. Hamlet's Religions. *Religions* 2: 427–48. doi:10.3390/rel2030427 (optional).

> Verhoef, Anne Hendrik. 2016. Transimmancence and the im/possible relationship between eschatology and transcendence. *Religions* 7 S2: 101–5.

15.2.1. Supplements

A journal supplement, unlike a Special Issue, is numbered separately from the regular issues of the journal. Like a Special Issue, however, it may have a title and author or editor of its own.

> MacDonald, Glenn, and Michael S. Weisbach. 2004. The Economics of Has-Beens. In *Papers in Honor of Sherwin Rosen*, supplement. *Journal of Political Economy* 112: S289–310. doi:10.1086/380948.

15.2.2. Special Issues

A journal issue (occasionally a double issue) devoted to a single theme is known as a Special Issue. It carries the normal volume and issue number (or numbers if a double issue). Such an issue may have an editor and a title of its own. An article within the issue is cited as in the first example; a Special Issue as a whole may be cited as in the second example.

> Sassler, Sharon. 2000. Learning to Be an American Lady? Ethnic Variation in Daughters' Pursuits in the Early 1900s. In *Emergent and Reconfigured Forms of Family Life*. Edited by Lora Bex Lempert and Marjorie L. DeVault. Special issue, Gender and Society 14: 201-2. Available online: http://www.jstor.org/stable/190427 (accessed on 1 September 2001).

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[3] When only a date is available, it becomes an indispensable element and should therefore not be enclosed in parentheses; a comma follows the journal title and the date. e.g., Saberhagen, Kelvin. 1928. Lake Superior Beluga? *Sturgeon Review*: 21–45.

Good, Thomas L., ed. 1999. Non-Subject-Matter Outcomes of Schooling. Special issue, Elementary School Journal 99, no. 5.

15.3. *Theses and Dissertations*

The kind of thesis, the academic institution, and the date should follow the title. Give identification number, URL or other available information after the facts of publication.

Template:

Author. Year. Title of Thesis. Level of thesis, Degree-Granting University, City, State, Country, Month Day (optional).

Example:

Choi, Mihwa. 2008. Contesting Imaginaires in Death Rituals during the Northern Song Dynasty. Ph.D. dissertation/thesis, University of Chicago, Chicago, IL, USA, May 1.

15.4. *Lectures, Papers Presented at Meetings, and the Like*

The information of sponsorship, location, and date of the meeting at which a speech was given or a paper presented should follow the title.

Template:

Author 1, Author 2, and Author 3. Year. Title of Presentation. In *Title of the Collected Work* (if available). Paper presented at Name of the Conference, Location of Conference, Date of Conference.

Example:

Teplin, Linda A., Gary M. McClelland, Karen M. Abram, and Jason J. Washburn. 2005. Early Violent Death in Delinquent Youth: A Prospective Longitudinal Study. Paper presented at the Annual Meeting of the American Psychology-Law Society, La Jolla, CA, USA, March 1.

15.5. *Pamphlets, Reports, Standard and The Like*

Pamphlets, corporate reports, brochures, and other freestanding publications are treated essentially as books. Data on author and publisher may not fit the normal pattern, but sufficient information should be given to identify the document.

Template:

Author. Year. *Report Title*, Report Number. Publication place (city, no state abbreivation): Publisher, Month Day (Optional).

Institute. Year. *Standard Title*. Standard Number. City: Publisher.

Example:

Clark, Hazel V. 1957. *Mesopotamia: Between Two Rivers.* Mesopotamia: Trumbull County Historical Society.

TIAA-CREF. 1996. *Lifestyles in Retirement*. Library Series. New York: TIAA-CREF.

Merrill Lynch & Co. 2009. *2008 Proxy Statement*. Available online: http://www.ml.com/annual meetingmaterials/2007/ar/pdfs/2008Proxy.pdf (accessed on 9 April 2009).

ISO (International Organization for Standardization). 1997. *Information and Documentation—Bibliographic References*. ISO 690-2. New York: American National.

15.6. *Newspapers and Magazines in Reference Lists*

It is usually sufficient to cite newspaper and magazines articles entirely within the text—a strategy that is identical in form in both systems of citation.

Template:

Author. Year. Article title. *Magazine/Newspaper Name*, month day, p. (if available).

Example:

Cole, Wendy, and Janice Castro. 1992. Scientology's Largesse in Russia. *Time*, April 13. Available online: http://www.time.com/time/magazine/article/0,9171,975290,00.html (accessed on 1 May 2016).

Michael, Weisberg. 2012. Cross-national studies in crime and justice. *New York Times*, March 3, p. 2.

15.7. *Patent*

Template:

Patent Owner 1, Patent Owner 2, Patent Owner 3, … Patent Owner 9, Patent Owner 10, and et al. Year. Title of Patent. Patent Number, Date (Month Day).

Example:

Iizuka, Masanori, and Hideki Tanaka. 1984. Cement Admixture. U.S. Patent 4,586,960, June 26.

Kraay, Aart. 1984. Transparency on Foreign Direct Investment. U.S. Patent 3,5871,325, June 26.

15.8. *Unpublished Manuscripts and Working Papers*

Include the term *unpublished manuscript* and the date of the version consulted, if possible (for electronic files, a last-saved or last-modified date may be appropriate).

Template:

Author 1, and Author 2. Year. Title of Unpublished Work. *Journal Title*, phrase indicating stage of publication.

Author. 2021. Article title. *Magazine/Newspaper Name*, phrase indicating stage of publication.

Example:

Nora Cotter, Cory. 2008. The Weakest Link: The Argument for On-Wrist Band Welding. Unpublished manuscript, last modified December 3. Microsoft Word file.

Lucki, Deborah D., and Richard W. Pollay. 1980. Content Analyses of Advertising: A Review of the Literature. Working Paper, History of Advertising Archives, Faculty of Commerce, University of British Columbia, Vancouver.

Dyer, Lee, and Jeff Ericksen. 1980. Complexity-Based Agile Enterprises: Putting Self-Organizing Emergence to Work. CAHRS Working Paper 08-01, School of Industrial and Labor Relations, Center for Advanced Human Resource Studies, Cornell University, Ithaca, NY, USA. Available online: http://digitalcommons.ilr.cornell.edu/cahrswp/473 (accessed on 1 March 2016).

15.9. Personal Communications

References to conversations (whether face-to-face or by telephone) or to letters, e-mail or text messages, and the like received by the author are usually included within the text or given in a note. They are rarely listed in a bibliography. For references to electronic mailing lists.

Miyasaka, C. 2012. Pennsylvania State University, University Park, PA, USA. Personal communication.

Conlon, Constance. 2000. e-mail message to author, April 17.

An e-mail address belonging to an individual should be omitted. Should it be needed in a specific context, it must be cited only with the permission of its owner.

15.10.   DVDS, Films and Videocassettes

Curtis, Michael, and Gregory S. Malins. 2003. The One with the Princess Leia Fantasy. In *Friends*, season 3, episode 1. Directed by Gail Mancuso. Aired 19 September 1996. Burbank: Warner Home Video. DVD.

Rossi, Andrew, dir. 2014. *Ivory Tower*. 2014. Los Angeles: Paramount Pictures.

15.11.   Online Multimedia

Template:

Author 1, and Author 2. Year. Title of the article. *Magazine*, month day. Available online: URL (accessed on Day Month Year).

Author 1, and Author 2. Year. Title of the cited article. Available online: URL (accessed on Day Month Year).

Example:

China Soul for Christ Foundation. 2012. The Canaan Hymns. (English version). Video, 7:00–7:33, posted by James Hee, October 21. Available online: https://youtu.be/xa1sai Wejjo (accessed on 28 March 2017).

Weed, A. E. 1898–1906. At the Foot of the Flatiron (American Mutoscope and Biograph Co., 1903), 35 mm film, from Library of Congress, The Life of a City: Early Films of New York, MPEG video, 2:19. Available online: http://lcweb2.loc.gov/ammem/papr/ny chome.html (accessed on 1 October 2016).

Harwood, John. 2008. The Pros and Cons of Biden. New York Times video, 2:00. August 23. Available online: http://video.on.nytimes.com/?fr_story=a425c9aca92f51bd19f2a 621fd93b5e266507191 (accessed on 1 October 2016).

15.12.   Sound Recording

Eskin, Virginia. 1992. *Fluffy Ruffle Girls: Women in Ragtime*. Northeastern Records NR 9003-CD, compact disc.

15.13.   Software

Template:

Author. Year Published. *Title* (version Issue number). Format. City: Publisher.

Example:

Sony. 2014. *Sony Vegas Trial* (version 13). Windows. Sony.

15.14.   Unpublished Interviews

Unpublished interviews are best cited in-text or in notes/footnotes, though they occasionally appear in bibliographies. Citations should include the names of both the person interviewed and the interviewer; brief identifying information, if appropriate; the place or date of the interview (or both, if known); and, if a transcript or recording is available, where it may be found. Permission to quote may be needed.

Template:

Last Name, First Name. Year. Interview by First Name Last Name. Interview Type. Location, Date Interviewed.

Example:

Macmillan, Andrew (principal adviser, Investment Center Division, FAO). 1998. In discussion with the author, September.

Spock, Benjamin. 1974. Interview by Milton J. E. Senn. Interview 67A, transcript, Senn Oral History Collection, National Library of Medicine, Bethesda, MD, USA, November 20.

Smith, John, and Jane Doe. 2009. Interview with Bob Anderson. Personal interview. Pittsburgh, Russia, February 11.

15.15.   *Legal Case and Agreement*

References to the Legal Cases and Agreements usually appear in-text in parentheses or as notes/footnotes rather than in references. If insisting on including it in the References section, the website and assessed date should be provided.

15.16.   *Bible Chapter and Verse or Other Sacred Works*

References to Jewish or Christian scriptures usually appear in-text in parentheses or as notes/footnotes rather than in references, include book (in roman and usually abbreviated), chapter, and verse—never a page number, and spell out the version or at least the first occurrence. A colon is used between chapter and verse.

2 Sm 11:1–17, 11:26–27; 1 Chr 10:13–14 (NIV).

15.17.   *"Quoted In" in Author-Date References*

Citing a source from a secondary source ("quoted in…") is generally discouraged, since authors are expected to have examined the works they cite. If an original source is unavailable, however, both the original and the secondary source must be listed.

Zukofsky, Louis. 1931. Sincerity and Objectification. Poetry 37: 269, quoted in Costello, Bonnie. 1981. *Marianne Moore: Imaginary Possessions*. Cambridge: Harvard University Press, p. 78.

16. Agreement of Text Citation

For each author-date citation in the text, there must be a corresponding entry in the reference list under the same name and date. It is the author's responsibility to ensure such agreement, as well as the accuracy of the reference. Manuscript editors can help authors by cross-checking text citations and reference lists and rectifying or querying any discrepancies or omissions.

17. Notes Section (for All Chicago Journal except "Laws")

Notes can be used to give additional information, but those should be satisfied with the following requirements.
- Always use notes instead of footnotes;

- Nots should not contain any figures or tables;
- Notes to the title or the authors of the article should use special note's symbols;
- Notes to the abstract should be not allowed;
- Footnotes in tables should be indicated by superscript letters (or asterisks for significance values and other statistical data), and just following the Tables. They should be distinguished from the notes in the text;
- Notes to the text should be indicated by superscript numbers and numbered consecutively.
- Notes should not either consistent with the reference citations, and they should never include the bibliographic details of a reference.

18   Footnotes (Only for "Laws" Journal)

Use footnotes (not endnotes) sparingly, numbered consecutively throughout the article, using superscript Arabic numbers. Take the three notes in this file as examples.

- All footnotes should be left indented 4.6 cm.
- There shouldn't be kept or added one free space before the footnote number in main text.
- When paragraph in footnotes, left indentation is 5.1 cm and the Special is first line 0.75 cm.
- When long text quotation in footnotes, left indentation is 5.85 cm, and right indentation is 0.75 cm. The spacing are before 3pt and after 3pt.
- Footnote is not allowed in Title, Affiliation, Abstract part.
- In Chicago paper, some reference may not place at the end of the paper, but listed in footnote. If so, we need to extracted the reference information from footnote and put into back reference list part.

References

Coghill, Anne M., and Lorrin R. Garson, eds. 2006. *The ACS Style Guide: Effective Communication of Scientific Information*, 3rd ed. Washington: American Chemical Society.

Rordorf, Dietrich. 2009. References List and Citations Style Guide for MDPI Journals. Version 2, May. Available online: http://www.mdpi.com/authors/references (accessed on 15 March 2017).

University of Chicago Press. 2010. *The Chicago Manual of Style*, 16th ed. Chicago: The University of Chicago Press.