

# PROSTOR

Scholarly journal of Architecture and Urban planning

## Reference guide

References must be incorporated into the text (not in endnote format) and must follow the Harvard Style of Referencing. References should be cited in the text as follows: (author, year: page). An alphabetical reference section (Bibliography) should follow the text. If there are more references by the same author published in the same year, letters should be added to the citation: a, b, c, etc. (e.g., 2020a; 2020b). When citing a source with two or three authors, state all surnames like so: (Mitchell, Smith and Thomson, 2017: 189), and when citing four or more authors the first author's surname should be stated followed by 'et al': (Mitchell et al, 2017: 189). When citing multiple works in one parenthesis, list the in-text citations in the normal way but with semicolons between different reference: (Mitchell, 2017: 189; Andrews, 1989: 165-176). When citing a secondary source, state the reference you used first followed by 'cited in' and the original author: (Smith, 2000, cited in Mitchell, 2017: 189). It is essential to add the DOI number for each reference that has it. Check them on: DOI Crossref.

Footnotes should be used instead of endnotes. Cited texts that are three lines or less should be integrated into the text. Cited text of four or more lines should be separated from the main text using a left indentation (only) and a font size of 10. They should not exceed ¼ of the primary text size. Formulations such as 'ibid.', 'op. cit.' "see note 1" and the like should be avoided.

## Bibliography

A list of bibliographic references comprises detailed references of all the used and cited source materials (an extensive list of bibliographic units that are not referred to in the text or notes is not acceptable). Bibliographic units are listed alphabetically according to the surname of the (first) author. If a particular text is written by several authors, their names are listed in the same way as they are printed in the original publication.

### Book

Author surname(s), initial(s). (Year Published) Title. Edition. Place of publication: publisher.

Mitchell, J.A. and Thomson, M. (2017) A guide to citation. 3rd ed. London: London Publishing.

### Edited Book

Edited books are collations of chapters written by different authors.

Editor surname(s), initial(s). (ed(s).) (Year Published). Title. Edition. Place of publication: publisher.

William, S.T. (eds.) (2015) Referencing: a guide to citation rules. New York: My Publisher.

### Chapter in an Edited Book

Author surname(s), initial(s). (Year Published) 'Title of Chapter' in Editor surname(s), initial(s). (ed(s).) Title of book. Edition. Place of publication: publisher, page numbers.

Troy B.N. (2015) 'Harvard citation rules' in Williams, S.T. (ed.) A guide to citation rules. New York: NY Publishers, pp. 34-89.

Note: p. refers to a single page, pp. refers to a range of pages

### E-Book

Author surname(s), initial(s). (Year) Title. Edition. Name of e-book collection or format [online or e-book reader]. Available at URL or DOI [Accessed: Day Month Year].

Mitchell, J.A., Thomson, M. and Coyne, R.P. (2017) A guide to citation. E-book library [online]. Available at: <https://www.mendeley.com/reference-management/reference-manager> [Accessed: 10 September 2016].

#### Journal Article

Author surname(s), initial(s). (Year Published) 'Title of Article', Title of Journal, volume(issue), page numbers.

Mitchell, J.A. 'How citation changed the research world', *The Mendeley*, 62(9), pp. 70-81.

#### Journal Article Online

Author surname(s), initial(s). (Year) 'Title of article', Title of journal, volume(issue) [online]. Available at: URL or DOI [Accessed: Day Month Year].

Mitchell, J.A. 'How citation changed the research world', *The Mendeley*, 62(9) [online]. Available at: <https://www.mendeley.com/reference-management/reference-manager> [Accessed: 15 November 2016].

#### Article in a Periodical

Author surname(s), initial(s). (Year Published) 'Article Title', Newspaper Title (edition), day, month, page number(s).

Note: edition is used only where applicable.

Mitchell, J.A. (2017) 'Changes to citation formats shake the research world', *The Mendeley Telegraph* (Weekend edition), 6 July, pp. 9-12.

#### Article in a Periodical online

Author surname(s), initial(s). (Year) 'Article Title', Newspaper Title (edition), day month [online].

Available at: URL or DOI [Accessed: Day Month Year].

Mitchell, J.A. (2017) 'Changes to citation formats shake the research world', *The Mendeley Telegraph* (Weekend edition), 6 July [online]. Available at: <https://www.mendeley.com/reference-management/reference-manager> [Accessed: 15 November 2017].

#### Conference Proceedings

Author surname(s), initial(s). (Year Published) Title of Paper or Proceedings. In: Name or Title of Conference. City: Publisher of the Proceedings, pages.

#### Conference Proceedings online

Author surname(s), initial(s). (Year) Title of Paper or Proceedings. In: Name or Title of Conference. [online] City: Publisher of the Proceedings, pages. Available at: URL [Accessed: Day Month Year].

#### Dissertation

Author surname, initial. (Year published). Dissertation title. Academic Level of the Author. Name of University, College, or Institution.

#### Archive Material

Author surname(s), initial(s). (Year published) Title of the material. [format] Name of the university, library, organization, collection name, code, or number. City.

#### Artwork

Author surname(s), initial(s). (Year created). Title. [Medium]. City that the artwork is/was displayed in: Gallery or Museum.

#### Online Image or Video

Author surname(s), initial(s). OR Corporate Author. (Year published). Title/description. [format] Available at: URL [Accessed Day Mo. Year].

#### Presentation and Lecture

Author surname(s), initial(s). (Year) Presentation Title.

#### Patent

Author surname(s), initial(s). OR Corporate Author (Year published). Title or Description of Patent.  
Patent number.

It should be noted that even if the information is found online, no online information needs to be included.

#### Dictionary Entry

Author surname(s), initial(s). (Year published) Entry title. In: Dictionary Title, Edition. City: Publisher, page.

#### Dictionary Entry online

Author surname(s), initial(s). (Year published) Entry title. In: Dictionary Title, Edition. City: Publisher, page. Available at: URL [Accessed: Day Month Year].

Note: If no author/editor/or contributor is given, omit it from the citation, use \*\*\* instead.

Note: If the publishing year is unavailable, use the abbreviation n.d., which stands for no date

#### Encyclopedia Article

Author surname(s), initial(s). (Year published) Article title. In: Encyclopaedia title, Edition. City published: Publisher, page(s).

#### Report

Corporate Author OR Government Agency OR Author surname(s), initial(s). (Year published) Title of Document or Article. City published: Publisher, Page(s).

#### Report online

Corporate Author OR Government Agency OR Author surname(s), initial(s). (Year published) Title of Document or Article. [online] City published: Publisher, Page(s). Available at: URL [Accessed: Day Month Year].

#### Web site

Author surname(s), initial(s). (Year of publishing) Title of page/site [online]. Available at: URL [Accessed: Day Month Year].

Mitchell, J.A. (2017) How and when to reference [Online]. Available at: <https://www.howandwhentoreference.com/> [Accessed: 27 May 2017].

#### Email

Sender's Last name, First initial. (Year published). Subject Line of Email. [email].

#### Interview

Last name of Interviewer, First initial. and Last name of Interviewee, First initial. (Year of Interview)  
Title or Description of Interview.