

# Author Guidelines

## Journal of Advances in Humanities and Social Sciences (JAHSS)

### Citations

Referencing is a formal way of acknowledging the sources of information and ideas that authors have used in their manuscript. Referencing is important to verify quotations, to enable readers for following up what authors have written and locate the cited author's work, to show that authors have properly researched the topic, and to avoid plagiarism. In short, references are authors' in-text, in parentheses, identifications of other research. Every work that has a citation needs to have a corresponding reference (see "References," below). The referencing system for JAHSS is largely based on the *Turabian* author-date citation styles with some particular variations.

**Name and year.** In the Journal's style, in-text citations require the name of the author(s), the year of publication, and the page number of an idea/text being cited. Comma (",") is used for separating publication year and page number. Comma is *not* used to separate name of authors and publication year. Examples:

*Name and year* — America has a long history of incoming flow of immigrants (Daniels 2002, 84).

*Year only* — Weber (1985, 42) has emphasized ...

**Page numbers in citations.** Page numbers are included in *all* in-text citations, for either a direct quote, an indirect one, or paraphrase a passage. A page number refers to the page of an idea/statement being cited. Examples:

Writing a book is "a long and arduous task" (Lee 1998, 3).

Few scholars have developed theories in which organizations are the primary actors (Stern and Barley 1996, 148).

**Order.** Order citations alphabetically, *not* based on publication years. Designate two or more works by one author (or by an identical group of authors) published in the same year by adding "a," "b," and so forth, after the year. Cite those works separately. Example:

... several studies (Coleridge 1884, 18; Franklin 1985, 54; Lei 1995a, 174; Lei 1995b, 221) support this conclusion.

**Multiple authors.** If a work has two authors, give both names every time you cite it. Before the last author, use the word "**and**" instead of using "&" symbol. For three or more authors, always use "*et al.*" in citations. Examples:

*Two authors* — (Lynd and Lynd 1929, 67)

*Three or more authors* — (Greenberger *et al.* 1974, 50)

NOTE: The corresponding reference should give all the names.

**Citing a secondary source.** If authors have not seen the original work, but have been made aware of it through another reference, name and give the citation for the *original* work. If possible, use the page number of *original* work provided within the secondary source. For example, if authors

use the idea from Parker (1996) on page number 203, which was cited by Johnson (1999) on page number 77, the in-text citations are:

Organizations are concentrating more on the “attitudinal and behavioral characteristics of employees” (Parker 1996, 203).

According to Parker (1996, 203) organizations are concentrating more on the “attitudinal and behavioral characteristics of employees.”

**Citations with no author.** For an article with no author, cite the periodical as author. Examples:

Analysts predicted an increase in service jobs (Wall Street Journal 1999, 889).

Economic analyst predict a significant decrease in unemployment rates (Wall Street Journal 1999, 889).

**Citing reports, handbooks, and the like.** Cite the “corporate author” that produced them. Example:

*Organization as author* — Analysts predict an increase in service jobs in the U.S. Industrial Outlook (U.S. Department of Commerce 1992, 58).

Such sources can also be identified informally. No corresponding reference will then be needed. Example:

*Informal citation* — According to the 1999 U.S. Industrial Outlook, published by the U.S. Department of Commerce, service jobs will increase.

**Electronic sources.** Use a regular citation (author year, page number) if an author of one of the types discussed above (human, periodical, or corporate) can be identified. If not, use the web address, which has become the source, in parentheses. No corresponding reference need be used in the latter case.

## References

References are entries in the form of an *alphabetical list at the end* of manuscript. The list should include only works that have been correspondingly cited within the text.

**Order.** Alphabetize references by the last name of a sole author, a first author, or an editor, or by the name of a corporate author (for instance, *U.S. Census Bureau*) or periodical (such as the *Wall Street Journal*) if there is no human author or editor. Order works by an identical author by year of publication, listing the *earliest first*. If the years of publication are also the same, differentiate entries by adding small letters (“a,” “b,” *etc.*) after the years. Repeat the author’s name for each entry.

**DOI.** Digital Object Identifier (DOI) is used to refer the original page of a work being listed in the reference list. DOI is persistent, meaning that the original webpage of an article may change, but the DOI will never be disappear from the internet. It is used to properly detect the interconnection between articles, making it easy to find correct information of every previous reference, which is being cited, from its original webpage. DOIs are open to the public, and are available to find by using online free DOI lookups, *e.g.* [www.crossref.org/guestquery](http://www.crossref.org/guestquery). If the DOI of a reference exists, *always* provide it at the end of the reference.

**Books.** For single author, follow this form:

Author Last, First. Year. *Title (Boldface italic, capitalize only the first letter of the first word and of the first word after a long dash or colon)*. City where published, Country where published: Name of publisher. **DOI:** DOI of the book

For two or more authors, includes all authors. Follow this form:

Author Last, First, and Author First Last. *Title (Boldface italic, capitalize only the first letter of the first word and of the first word after a long dash or colon)*. City where published, Country where published: Name of publisher. **DOI:** DOI of the book

Examples:

Borbye, Lisbeth. 2011. *Sustainable innovation: A guide to harvesting the untapped riches of opposition, unlikely combinations, and a plan B*. San Rafael, US: Morgan & Claypool. **DOI:** [10.2200/S00359ED1V01Y201105TME003](https://doi.org/10.2200/S00359ED1V01Y201105TME003)

Daniels, Roger. 2002. *Coming to America: A history of immigration and ethnicity in American life*. 2nd ed. New York, US: Harper Perennial.

Lunsford, Andrea, and Lisa Ede. 1990. *Singular texts/plural authors: Perspectives on collaborative writing*. Carbondale, US: Southern Illinois University Press.

Patten, Michael A., Guy McCaskie, and Philip Unitt. 2003. *Birds of the Salton Sea: Status, biogeography, and ecology*. Berkeley, US: University of California Press.

**Periodicals.** For single author, follow this form:

Author Last, First. Year. Title (regular type; same single-capital rule as for books). *Name of Periodical (boldface italic, title-style capitalization)* volume number, no. issue: page numbers. **DOI:** DOI of the periodical

For two or more authors, includes all authors. Follow this form:

Author Last, First, and Author First Last. Year. Title (regular type; same single-capital rule as for books). *Name of Periodical (boldface italic, title-style capitalization)* volume number, no. of issue: page numbers. **DOI:** DOI of the periodical

Examples:

Haraway, Donna J. 1994. A game of cat's cradle: Science studies, feminist theory, cultural studies. *Configurations* 2, no. 1: 59-71. **DOI:** [10.1353/con.1994.0009](https://doi.org/10.1353/con.1994.0009)

Jackson, Richard. 1979. Running down the up-escalator: Regional inequality in Papua New Guinea. *Australian Geographer* 14, no. 3: 175-184. **DOI:** [10.1080/00049187908702759](https://doi.org/10.1080/00049187908702759)

Pridmore, William, Mitchell Chamlin, and Adam Trahan. 1997. A test of competing hypotheses about homicide following terrorist attacks: An interrupted time series analysis of September 11 and Oklahoma City. *Journal of Quantitative Criminology* 24, no. 4: 381-396. **DOI:** [10.1007/s10940-008-9052-8](https://doi.org/10.1007/s10940-008-9052-8)

If an article has no author, the periodical is referenced. Examples:

*BusinessWeek*. 1998. The best B-schools. October 19: 86-94.

*Harvard Business Review*. 2003. How are we doing? 81, no. 4: 3-5.

**Chapters in books.** For single author, follow the following form:

Author Last, First. Year. Title of chapter (regular type, single-capital rule). In **Title**, ed. First Last, Page numbers. City, Country (same rules as above): Publisher. **DOI:** DOI of the chapter/book

For two or more authors, follow this form:

Author Last, First, and Author First Last. Year. Title of chapter (regular type, single-capital rule). In **Title**, ed. First Last, Page numbers. City, Country (same rules as above): Publisher. **DOI:** DOI of the chapter/book

Examples:

Coleridge, Samuel T. 1884. The complete works of Samuel Taylor Coleridge. In *Aids to reflection*, ed. William G.T. Shedd, vol.1. New York, US: Harper and Bros.

Sianipar, Corinthias P.M., Gatot Yudoko, and Kiyoshi Dowaki. 2014. Environmental forensics on Appropriate-Technology-enhanced supply chain of rural commodities. In *From sources to solution*, eds. Ahmad Z. Aris, Tengku H. Ismail, Razif Harun, Ahmad M. Abdullah, and Mohd Y. Ishak, ch. 11: 55-60. Singapore, SG: Springer. **DOI:** [10.1007/978-981-4560-70-2\\_11](https://doi.org/10.1007/978-981-4560-70-2_11)

Wells, Ida B. 1995. Lynch law in all its phases. In *With pen and voice: A critical anthology of nineteenth-century African-American women*, ed. Shirley W. Logan, 80-99. Carbondale, US: Southern Illinois University Press.

**Secondary source.** The original work must be referred first, followed by the secondary source. Example:

Barthes, Roland. 1968. *La mort de l'auteur* (The death of the author). *Manteia* 5: 147. Quoted in Wayne C. Booth. 1979. *Critical understanding: The powers and limits of pluralism*, no. 9: 372-373. Chicago, US: University of Chicago Press.

**Unpublished works.** These include working papers, dissertations, and papers presented at meetings. Examples:

Adelman, Rachel. 2009. '*Such stuff as dreams are made on*': *God's footstool in the Aramaic Targumim and Midrashic tradition*. Paper presented at the annual meeting for the Society of Biblical Literature, New Orleans, US, November 21–24.

Artioli, Gilberto. 1985. *Structural studies of the water molecules and hydrogen bonding in zeolites*. Ph.D. dissertation, University of Chicago, Chicago, US.

Fryer, Rolland G., Jr., and Steven D. Levitt. 2005. *The black-white test score gap through the third-grade*. NBER Working Paper no. 1049, National Bureau of Economic Research, Cambridge, US.

**Electronic documents.** These include e-only articles with no printed (neither hardcopies nor e-papers) version. If the date and/or year of publication is not available, remove the unavailable element from the citation. For referring to an entire site, follow this form:

Last Name, First Name. Date and year. **Title of site.** **URL:** URL of the site (accessed Month Day, Year).

For referring a single page on a site, follow this form:

Last Name, First Name (or Corporate Author Name). Date and year. Title of page. **Title of site.** **URL:** URL of the page (accessed Month Day, Year).

Examples:

Miller Center of Public Affairs. *American President*. URL: milltercenter.org/academic (accessed June 14, 2005).

Sun, Yee-Fan. Shacking up. *DigsMagazine.com*. URL: www.digsmagazine.com/lounge.htm (accessed March 2, 2005).

Weissmann, Anne. 2006. *Ernest Haeckel: Art forms in nature*. URL: www.mblwhoilibrary.org (accessed January 14, 2007).