

## Guide to citing and referencing<sup>1</sup>

References are those which identify citations or paraphrases; in other words, it refers to citing or rewording a text or another author. In *Luz* each citation or paraphrase should take a number<sup>2</sup>.

When citing, we should include the following information: Author or authors (just up to three) title, chapter of text cited or paraphrased, and the page or pages where to find the information cited or paraphrased. Articles with more than three authors are cited by the first authors last name followed by "et al.", which means "and others", within brackets.

Quoted or paraphrased expressions must be between quotation marks and in italics; up to five lines will remain within the same paragraph. If the cited or paraphrased expression is longer than that, it will be written in a next paragraph to eight-spaced typing; however, paraphrases are not quoted, indeed, they are written in italics.

Examples:

García Hernández, Miguel [et al.]. Ejemplos de la utilización del método problémico de enseñanza-aprendizaje en la asignatura Teoría del corte de los metales, p. 34-35.

García Ronda, Denia [et al.]. Los 400 de la literatura cubana, p. 155-156.

Maya Betancourt, Arnobio y Nohora Cecilia Pavajeau D. Inteligencia emocional y educación; una necesidad humana, curricular y práctica, p. 45.

Moral Pérez, María Esther del y Lourdes Villalustre Martínez. Evaluación de prácticas docentes universitarias desarrolladas en entornos virtuales, p. 153.

Robreño Dolz, Gustavo. Desde Montecristi: alumbrando el camino; en el aniversario 115, p. 3.

## Works Cited

In the article's Works Cited, or References Section, just write the works referenced in the intro or development of the article, and only the ones which are absolutely necessary to be referred to. It is not allowed to cite an author who is not included within the list of works cited or inserted footnote; or vice versa: it is not allowed to include, in the works cited section, an author who has not been cited within the article's body.

In the References or work cited section, list citations in alphabetical order according to the author's first last name. Your Literature Cited section will contain the complete information of the source cited.

Here are some types of citations and their corresponding examples.

### 1. Citing a book

Authors up to three are mentioned; write the first authors' first last name and name(s), then if there are two or three authors, write their names and first last names, as in the examples given below. When citing a more-than-three-author book, follow the specifications given in the first paragraph of references. It must be mentioned the following elements: title and subtitle of the source, place of publication, publisher, year of publication and amount of pages. Examples:

MAYA BETANCOURT, ARNOBIO Y NOHORA CECILIA PAVAJEAU D. Inteligencia emocional y educación; una necesidad humana, curricular y práctica. Colombia, Cooperativa Editorial Magisterio, 2003. 115 p.

PICK, SUSAN, MARTHA GIVAUDAN Y ÁNGELA MARTÍNEZ. Aprendiendo a ser papá y mamá; de niños y niñas desde el nacimiento hasta los 12 años. México, Grupo Editorial Planeta, 1995. 194p.

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<sup>1</sup> Updated in December 2013

<sup>2</sup> That is: references, insert footnote.

2. In citing parts of a book whose authors are the same, you should mention the chapter or part of the book cited, after that, write "In his/her", and then the title of the source cited, the year of publication, the publisher and the pages consulted.

GARCÍA HERNÁNDEZ, MIGUEL [ET AL.]. Ejemplos de la utilización del método problémico de enseñanza-aprendizaje en la asignatura Taller de ajuste mecánico. En su Métodos activos en la Educación Técnica y Profesional. La Habana, Editorial Pueblo y Educación, 1990, p. 36-41.

-----. Ejemplos de la utilización del método problémico de enseñanza-aprendizaje en la asignatura Teoría del corte de los metales. En su Métodos activos en la Educación Técnica y Profesional. La Habana, Editorial Pueblo y Educación, 1990, p. 29-35.

(Note here the use of five little dashes (-----) and a period to indicate that the work cited belongs to the same previously cited author; always following an alphabetical order).

3. In citing parts of a book whose authors are not the same, you should mention the chapter or part of the book cited, after that, write "In", and then the title of the source cited, the year of publication, the publisher and the pages consulted, as in the examples below.

LÓPEZ HURTADO, JOSEFINA. La orientación como parte de la actividad cognoscitiva de los escolares. En Compendio de pedagogía. La Habana, Editorial Pueblo y Educación, 2002, p. 102-108.

NÚÑEZ ARAGÓN, ELSA. ¿Qué sucede entre la escuela y la familia? Aproximación a una caracterización de la relación de las instituciones educacionales y la familia. En Compendio de pedagogía. La Habana, Editorial Pueblo y Educación, 2002, p. 232-277.

#### 4. Citing and Referencing Magazines and Journals

GARCÍA RONDA, DENIA [ET AL.]. Los 400 de la literatura cubana. *Temas* (La Habana) 55: 151-161, julio-septiembre 2008.

(In the case of a periodical publication, the order of the elements to be cited is as follows: author(s), title of article (and subtitle), title of journal (in italics), place of edition, volume or year, number. The page numbers, months and year are indicated after a colon).

ROBREÑO DOLZ, GUSTAVO. Desde Montecristi: alumbrando el camino; en el aniversario 115. *Granma* (La Habana) 24 marzo 2010:3.

(This is an example of a newspaper or journal, which elements differ little from magazines).

#### 5. World Wide Web/Internet source citations:

BLANCO BLANCO, ÁNGELES. Creencias de autoeficacia de estudiantes universitarios: un estudio empírico sobre la especificidad del constructo. *Relieve; Revista Electrónica de Investigación y Evaluación Educativa* (España) 16 (1), 2010.

[Disponible desde <http://www.uv.es/RELIEVE/v16n1/RELIEVEv16n12.htm>]

[Visitado 08/07//2010 5.50 PM]

MORAL PÉREZ, MARÍA ESTHER DEL Y LOURDES VILLALUSTRE MARTÍNEZ. Evaluación de prácticas docentes universitarias desarrolladas en entornos virtuales. *Píxel-Bit; Revista de Medios y Educación* (Sevilla) 34: 151-163, enero 2009.

[Disponible desde/ available from

<http://www.sav.us.es/pixelbit/pixelbit/articulos/n34/11.html>]

[Visitado/ cited date 08/07//2010 5.40 PM]

6. For citing government documents, resolutions, technical reports, etc:

CUBA. MINISTERIO DE EDUCACIÓN. Programas; décimo grado de la Educación Preuniversitaria y primer año de la Educación Técnica y Profesional, vigentes a partir del curso 2004-2005. 296p.

[Disponible desde <http://medioteca.rimed.cu/media/document/388.pdf>]

[Visitado 09/07//2010 10.45 AM]

7. For citing Publications resulted from seminars, congresses and other events

ENCUENTRO INTERNACIONAL DE ECONOMISTAS SOBRE GLOBALIZACIÓN Y PROBLEMAS DEL DESARROLLO; XI, 2009. Resúmenes. La Habana, Palacio de Convenciones, 2009. 275p.

SEMINARIO NACIONAL A DIRIGENTES, METODÓLOGOS E INSPECTORES DE EDUCACIÓN; XII, 1989. Temas presentados. La Habana, Ministerio de Educación, 1989. 1991p.

#### Latin phrases often used in the critical apparatus

1. *Ibídem* = *Ibid* = *Ídem* = *Ib.* ( There, the same, in the same place, the same source)

Used to employ right away the same work of an author; i.e., when in the next note is used the same source. This phrase will be used until the source changes, because it always refers to the immediately preceding note.

2. *Op. cit* (*Opus citátum*: cited work)

It is employed when a work by a particular author has been used, and it is re-cited subsequently, after several quotes from other publications. When the phrase *op. cit.* is used, it refers to the title of the work and not its author that has to be mentioned in every new event, as well as the location of the text. If two or more different works of an author are cited, the phrase *op.cit.* is useless, once the second is employed, due to is hard to say which of them is referring to the *op.cit*; unless, by some indication this is introduced, such as the year of publication of the work mentioned.

3. *Apud* (quoted by)

*Apud* or "quoted by" has no abbreviation. Several times, what really matters is the cited phrase by an author, but as it lacks the original source or the time to locate it, it can be cited with the clarification that has been taken from another text, and to make this clear, the word *apud* or the phrase "quoted by" are used. Footnote can begin with the name of the author of the original text, and the title of the work where the cited phrase is, followed by the word *apud* and the reference to the indeed consulted source (author, title and page).

4. *Cfr. conferre* (compare, collate)

It is used when you want to further information on a subject that is being analyzed and compared with similar or different assertions and providing at the same time bibliography.

5. (*Sic.*) (*Sicut*) (like that, the way it is, although it is unclear or wrong)

It is used between parenthesis, right after the phrase or word of interest.

6. *Vid.* (*See*).

It refers the reader to a certain chapter, epigraph or source (always to the text itself). It is usually accompanied by *infra* (next pages) or *supra* (previous pages). For example: *Vid. Infra Cap. 2.*

7. *n.b.* *Nota bene.* (notice it well)

It serves to draw the reader's attention and its abbreviated *n.b.*