

## Short Guide for In-text references

This section describes the required format for in-text citations and for the bibliography. (Source: extract from the Typographic Template of the J. ethics high. educ., 2022.)

### **In-text references**

All in-text references must use the parenthetical, author-year system. References to a whole book or article as a general reference could be done without mentioning page numbers (Meyer-Bisch 2011). Do note however that for sake of clarity, it is better to identify a relevant passage, or to use direct quotes which entail always indicating the page number or page range. The year and the page number or page range are separated by a colon. Page numbers are connected by a dash (en-dash) and not by a simple hyphen (Meyer-Bisch 2011: 23–24). Multiple references must be separated with a semicolon (Meyer-Bisch 2011; Stükelberger 2020). Expressions such as, “see also”, “ibid.”, “id.”, or “idem” should be as much as possible avoided. If necessary, the full reference ought to be repeated.

Alternative forms of citation are allowed, for instance, when the name of the author has already been mentioned in the body of the text. Consider the following example in which, say, Green is quoted as stating “an important fact” (2022: 23–24). The alternative notation referring to Green’s (2022: 23–24) statement of “an important fact” is also acceptable. It is also possible to refer to the work of, say, Stükelberger (2021) as shown in this very sentence. Publications by the same author published in the same year are made distinct using the letters a, b, ... after the publication year, without a space (Itty 2017a). Several references to works by the same authors published in the same year should be separated by a semicolon without repeating the author’s name (Itty 2017a; Itty 2017b). In case of authors with the same family name, the initial of the first name must be mentioned (S. Brown 2013; P. Brown 2005).

In case of publications with two or three authors, the names of all authors must be mentioned, separated by a slash “/” (Dembinski/Kamerling/Perret 2019). In case of publications with more than three authors, only the name of the first author needs to be mentioned, followed by the abbreviation “et al.” (Ike et al. 2019). Citations must be ordered firstly by date and then alphabetically (Stükelberger 2020; Gandolfi/Akkari 2020).

### **Bibliography**

What follows are examples of bibliographical entries for books, articles, edited books, chapters in edited books, encyclopaedia articles, and websites. The bibliography is organized alphabetically, and then according to the year of publication. The name of the author is included in each entry, middle names are abbreviated.

The title of an independent work (monograph, anthology, journal, and encyclopaedia) is italicised; dependent works (journal articles, anthology contributions, encyclopaedia articles) are enclosed in quotation marks. Since abbreviations for works (such as encyclopaedias and journals) are often not common internationally, we ask that titles be written in full.

Abbreviations of institutions and name of institutions should be following English standards and translated into English when translation is available, in case of French or Spanish institutions without translation, we invite to follow the French and Spanish ways of copyediting proper names, which is different from English conventions.

In the case of publishers with different locations, only the first location is mentioned. In case of missing information, the following abbreviations should be used: [s. l.] place of publication unknown; [s. d.] date of publication unknown; [s. t.] title unknown. If no author can be identified, then an attribution to the publication organ or an appropriate institution is permissible (Vatican 2022).

Online academic journals are cited in the same way as printed journals. In addition to the web address, texts on websites should, if possible, indicate the author, the year in which the text or the page version was created and the date of retrieval (in the format MM/DD/YYYY, at the end, in brackets), as in Vatican (2022), in order to facilitate research via the Internet Archive.

DOI number should also be given, whenever possible. If relevant/informative, the year of the first publication in the original language can be given in square brackets after the year of publication. The name of the translator should be credited after the title of the publication, when easily recognizable. Each reference ends with a period.

**Bibliography** (based on MLA standard):

**Webpage without author:**

Vatican. The Holy See, 2022, <https://www.vatican.va/content/vatican/en.html> (02/16/2022)

**Web page with author:**

Chan, D. "The AI that has nothing to learn from humans". *The Atlantic*, 2017, <https://www.theatlantic.com/technology/archive/2017/10/alphago-zero-the-ai-that-taught-itself-go/543450/> (10/20/2017)

**A book:**

Green, Erin, Divya Singh, Roland Chia, eds. *AI Ethics and Higher Education Good Practice and Guidance for Educators, Learners, and Institutions*, Globethics.net, 2022.

Ike, Obiora, Justus Mbae, Chidiebere Onyia, Herbert Makinda, eds. *Mainstreaming Ethics in Higher Education Vol. 2*, Globethics.net, 2021.

**Journal article:**

Koroleva, E. and Kuratova, A. "Higher Education and Digitalization of the Economy: The Case of Russian Regions", *International Journal of Technology*, vol. 11, no. 6, 2020, pp. 1181-1190, <https://doi.org/10.14716/ijtech.v11i6.4431>

**A translation (incl. place of publication):**

Weber, Max. *Economy and Society. An Outline of Interpretive Sociology*, translated by Guenther Roth / Claus Wittich, University of California Press, 1978, Berkeley.

**A chapter from an edited collection:**

Thottakara, Augustine. "Sanyasa: Dynamics of a Life of Renunciation." *New Horizons of Indian Christian Living: A Festschrift in Honour of Prof. Dr Vadakethala Francis Vineeth CMI*. Ed. Saju Chackalackal, Bangalore: Vidyavanam, 2009, pp. 557-582.

**An article in a newspaper:**

Norman, Michael. "The Once-Simple Folk Tale Analyzed by Academe." *New York Times*, 5 March 1984.