

References Style Guide for publications in Webbia, Journal of Plant Taxonomy and Geography

List of reference entries

The reference section is positioned at the end of the main text under the heading “References” and includes entries for all works cited throughout the text.

Arrangement of the reference entries

Reference entries are arranged according to the following criteria:

1. Reference entries are ordered alphabetically by their first authors’ surnames.
2. Reference entries credited to first authors who share surnames are ordered alphabetically by the first authors’ given-name initials.
3. Reference entries credited to the same first author are ordered as follows: References with one author appear first; references with truncated author lists – one author followed by “et al.” – appear next; references with two to five authors follow, ordered alphabetically by the subsequent authors’ surnames and given-names initials.
4. Reference entries featuring the same author lists are ordered chronologically by their publication dates (first, dated entries – precise and estimated dates, together; then “[date unknown]” entries; finally, “[forthcoming]” entries).
5. Reference entries featuring the same author lists and the same publication dates are ordered alphabetically by their titles, with introductory articles (“A”, “An”, “The”) ignored. Lower case alphabetical designators (“a”, “b”, “c” etc.) are affixed to the publication years of entries in this subset of references.
6. Reference entries with organizational authors are ordered alphabetically among the other entries by the organizations’ names. Introductory articles and abbreviations/acronyms, if provided, are ignored.
7. Reference entries with no credited authors are ordered alphabetically among the other entries by their titles. Introductory articles are ignored.

Dashes should not replace names repeated in the author listing of successive reference entries. Instead, the repeated names should be displayed.

All reference entries are set with a hanging indent.

Authors and other credited creators

In a reference entry, the names of individuals credited as authors or principal creators are presented in inverted, surname-first format. Given-names are recorded as initials, without periods after or spaces between the letters. Suffixes (e.g., “Jr”) are positioned after the given-name initials. No commas separate the surname, given-name initial, and suffix elements of an author’s name.

The name of an organization credited as an author is recorded in full. If organizational initialism or acronym is employed for in-text citations, the initialism or acronym appears in square brackets before the organization’s full name in the reference entry.

No conjunction – neither “and” nor an ampersand (“&”) – appears before the final author’s name unit in any entry with two to five credited authors. Commas separate individual authors’ name units in a reference entry’s author list with two to five credited authors. If a list mixes individual and organizational authors, a semicolon separates the individual author(s) and the organizational

author(s). Semicolons also separate organizational author names in lists with multiple organizational authors. If six or more authors are associated with a reference, the entry presents the first credited author, followed by the phrase “et al.”

When no authors can be credited, editors may be listed with the same rules that govern the formatting of names in author lists. The label “editor” ends the list if one editor serves the principal-creator role, and the label “editors” ends the list if multiple editors fill the author positions on the reference entry.

If the reference entry credits an author or authors, editors and/or translator names are added as a secondary list after a title element. Rules as in author lists: surname first, followed by given-name initials with no commas separating the unit’s main elements and no periods or spaces separating given-name initials. Labels placed at the end of the secondary lists identify the non-principal creators roles, plural when more than one non-principal creators are credited (i.e., “editors”, “translators”, etc.).

No conjunction – neither “and” nor an ampersand (“&”) – appears before the final name unit in a secondary list with two to five non-principal creators. Commas separate name units in a secondary list with two to five non-principal creators. If six or more non-principal creators are associated with a reference, the entry presents the first credited non-principal creator, followed by the phrase “et al.”

Periodical resources

The title of an article published in a journal is set in sentence case using Roman font in a reference entry. The title of the journal is reported in full (on this point Webbia deviates from the CSE guidelines, which prescribe abbreviating the titles of journals according to the ISO/LTWA standards) and is followed by a period.

The reference entry for an article that has been published in a journal whose volumes are divided into issues features a volume number and an issue number, the latter enclosed in parentheses, even if issues within the volume are continuously paginated. Volume number and issue number are not separated by a blank space. Volume number (or, when available, issue number enclosed in parentheses) are followed by a colon. No blank space follows the colon, but the opening page and the closing page of the journal article, connected by an en dash. Opening page number and closing page number are reported in full in the reference entry’s page range.

Non-periodical resources

The title of a book chapter, book, report, dissertation, or thesis is set in sentence case using Roman font in a reference entry.

A reference entry for a book or report includes the name of the publisher under most circumstances but omits the publisher’s location. An entry for a dissertation or thesis, similarly, features the name of the awarding institution but excludes the institution’s location.

The reference entry for a book chapter closes with a page range. The abbreviation “p” (without a period) appears before the book chapter’s page range. Opening page and closing page are connected through an en dash. All digits in the page range are displayed as in the journal articles’ page range.

If a reference entry features a non-English title, an author should supply an English-language translation of the title. The translated title, enclosed in square brackets and set in Roman font, is inserted after the original title. The capitalization rules of the original language determine the case of the non-English title, whereas sentence-case formatting is applied to the translated title. In the reference entry for a journal article or a book chapter, an English translation should be provided only for a non-English article or chapter title, not for the journal name or book title. A brief note identifying the resource’s original language closes the reference entry, unless the entry ends with a URL or DOI, as is the case with a journal’s article reference entry.

Reference entries of books edited more than once display the edition number (e.g., “3rd ed.”) between the book title and the publisher name.

URLs

A uniform resource locator (URL) closes the reference entry for a webpage or other online resource. In the reference entry for a webpage, the author does not record an access date if he or she can determine the resource’s date of publication or latest modification. The author records the date on which he or she accessed the webpage if he or she cannot identify a publication or revision date and must mark the year of publication as “[date unknown]”. An access date is also added before the URL in the reference entry for software if no version number can be identified.

DOIs

Digital object identifiers (DOIs) are commonly featured in reference entries for journal articles, as well as in entries for other types of electronic resources. Authors are kindly requested to add the DOI at the end of each reference entry when available.

In-text Citations

Citations of Reference entries in the text may be written in two ways: narrative citations and parenthetical citations.

In narrative citations, the author surname or surnames appear as part of the sentence. The publication year may either be set apart in parentheses after the surname(s) or be integrated into the sentence.

In parenthetical citations, author surname(s) and the publication year appear together in parentheses, not separated by a comma. Parenthetical citations should usually be placed at the end of a sentence, before the terminal punctuation. If positioned elsewhere in a sentence, the citation precedes any non-terminal punctuation (e.g., comma, semicolon).

Quotations of passages

A quoted passage is enclosed in quotation marks and is followed by a citation plus the page number. A comma separates the date from the page number. If passages from more than one consecutive pages are quoted, the page interval (with en dash) is displayed. If passages from non-consecutive pages are quoted, the single pages are reported, separated by commas. The citation can be parenthetical at the end of the passage, after the closing quotation marks, or narrative, the author(s) typically at the beginning of the introducing sentence, followed by the year in parentheses, while the page/non-consecutive pages/page interval is featured at the end the quoted passage after the closing quotation marks, in parentheses.

A ≥ 40 words quoted passage is entered as an indented block without quotation marks. A parenthetical citation with locator is placed at the end of the block, after its terminal punctuation. A narrative citation introducing the quoted block features the author’s name/authors’ names followed by the publication year in parentheses, while the locator is placed in a parenthetical unit after the terminal punctuation.

Authors

Citations of a reference with two credited authors includes the surnames of both authors connected by “and” in both narrative and parenthetical citations.

Citations of a reference with three or more credited authors include the surname of the first author, followed by “et al.” and the publication year (author-date system).

Organizational authors

Citations of a reference with a credited organizational author feature an abbreviation of the organization's name if the reference entry's author listing includes the abbreviation.

If the reference entry's author listing omits an abbreviation, citations should display the organization's name in full and should not introduce an abbreviation.

Citations of publications without credited author

In case of no credited author available in a journal article or book chapter, narrative citations feature the reference's title with title case formatting (capital initials) inside quotation marks; parenthetical citations feature a shortened version of the reference's title (e.g., first two words of the title) in sentence case (no capital initials) followed by an ellipsis (...), without quotation marks.

In case of no credited author available in book or website: in narrative citations, reference's title with capital initials, in italics; in parenthetical citations, a shortened version of the reference's title in sentence case followed by an ellipsis, without italics typeface.

Citations of multiple publications with same surname of first authors, different or same given-name initials, same year of publication

Multiple citations of such references are not in the usual contracted form, but must include given-name initials and surnames of enough authors, beyond the first author, to show the differences among these references.

Full dates

Reference entries for conference presentations and webpages feature a full date in yyyy Mon dd format. The in-text citation of such a reference, though, includes only year.

Forthcoming

The word "forthcoming" in square brackets replaces the publication year in citations of a reference that has been accepted for publication but has not yet been published in any form (online or print).

Date unknown

The phrase "date unknown" in square brackets replaces the publication year in citations of a reference with no identified publication date.

Uncertain publication date

Square brackets enclose the publication year or year range followed by a question mark.

Same authors with same publication year

Alphabetical designators ("a", "b", "c") are affixed to the publication years in entries for references with identical author listings published in the same year.

Multiple citations

When two or more references with the same author list are cited together, the author name or names appear once followed by the dates arranged chronologically, then by any [date unknown] and finally by any [forthcoming]. The publication dates are separated by commas or – if locators (e.g., page numbers) are included – by semicolons.

Personal communication

Personal communications are documented through in-text citations only, without associated reference entries.

Citations in tables and figures

Citations in table and figures are best respectively included in table footnotes and figure captions, rather than in the table body and into graphic.