

Polar Record Referencing Style Guide

References

Authors are responsible for the accuracy of the references cited and for the conformity of the references with the style as set out in this paper.

Polar Record follows the referencing style of the American Psychological Association (APA). Authors are encouraged to make use of referencing software packages (e.g. Endnote, Mendeley, Reference Manager etc.) to assist with formatting - extensions for APA formatting are easily accessible. However, you are also reminded to check citations and reference lists in detail and not to blindly rely on software packages to always do the formatting correctly.

Detailed guidelines on the APA citation and referencing style can be obtained via the Online Writing Lab of Purdue University (<https://owl.english.purdue.edu/owl/resource/560/01/>).

A summary of basic guidelines are set out below.

In-text citations

References in the text are made by giving the author's last name and the date of publication, separated by a comma (for example: Smith, 1990). In the text, works with two authors are cited by both authors' last names separated by an ampersand, followed by date of publication (for example: Smith & Jones, 1990). However, in text paraphrasing of works with two authors uses 'and', not '&' (for example: "Smith and Jones (1990) compared...").

Works with three to five authors are cited by including the last names of all authors **the first time it is cited** in the text (for example: Smith, Jones, & Davis, 1990). In subsequent citations, include only the last name of the first author, followed by "et al." (for example: Smith et al., 1990). Works with six or more authors are cited by only the last name of the first author, followed by et al. (for example: Davis et al. 2001).

When two or more works are cited simultaneously, order them the same way they appear in the reference list (alphabetically), separated by a semi-colon - for example: (Berndt, 2002; Harlow, 1983).

If authors with the same last name are cited simultaneously, use first initials with the last names. For example: (E. Johnson, 2001; L. Johnson, 1998).

Two or more works by the same author in the same year should be separated by the use of lower-case letters (a,b,c) with the year to order the entries – for example: (Hausmann 2009a,b).

If material is quoted directly it should be indicated as such with quotation marks, and the page number on which it is found must be included in the citation - for example: "Many different kinds of abilities are essential for any profession" (Cohen & Lotan, 2014, p.151).

For personal communications, the initials and last name of the source, and the date of the communication should be given. For example: J. Smith, personal communication, 23 July 2016. Personal communications should not be included in the reference list, since no additional information is recoverable.

Reference list

Reference list entries should be alphabetized by the last name of the first author of each work.

Authors' names are inverted (last name first); give the last name and initials for all authors of a particular work for up to and including seven authors. If the work has more than seven authors, list the first six authors and then use ellipses after the sixth author's name. After the ellipses, list the last author's name of the work.

For multiple articles by the same author, or authors listed in the same order, list the entries in chronological order, from earliest to most recent. Present the journal title in full.

Maintain the punctuation and capitalization that is used by the journal in its title.

Capitalize all major words in journal and book titles. However, when referring to books, chapters, articles, or Web pages, capitalize only the first letter of the first word of a title and subtitle, the first word after a colon or a dash in the title, and proper nouns. Do not capitalize the first letter of the second word in a hyphenated compound word.

To list two or more works by the same author(s):

Use the author's name for all entries and list the entries by the year (earliest comes first).

When an author appears both as a sole author and, in another citation, as the first author of a group, list the one-author entries first.

References that have the same first author and different second and/or third authors are arranged alphabetically by the last name of the second author, or the last name of the third if the first and second authors are the same.

If you are using more than one reference by the same author (or the same group of authors listed in the same order) published in the same year, organize them in the reference list alphabetically by the title of the article or chapter. Then assign letter suffixes to the year.

Works accepted for publication but not yet released should be listed as 'in press'. DOI numbers may be cited in such cases. Unpublished theses or dissertations must include the department and university in which they were accepted for example (Smith, J.L. (1990). TITLE. Unpublished PhD dissertation. Cambridge: University of Cambridge, Scott Polar Research Institute). Unpublished documents may only be cited if they are deposited in a permanent repository at which copies are accessible; such unpublished works must include the manuscript number and the location of the repository. Newspapers are not normally included in the 'References' section; the complete name (including *The* if it is officially part of the name) and date of the newspaper, with the city of publication if it is not part of the name, should be cited in the text (*The New York Herald* 16 September 1872; *The World* (New York) 20 August 1905). Titles in languages that do not use the Roman alphabet but can be transliterated (such as Russian) should appear in the transliterated version followed by the title in English in square brackets. A title in English should also be supplied in square brackets in cases in which the original is in languages other than English, French and German.

The following examples are offered for general guidance, and also include specific examples relative to scientific material/articles being cited:

Journal article (more than 7 authors, continuous page numbering – i.e. volume numbers, but no page numbers):

Chown, S. L., Lee, J. E., Hughes, K. A., Barnes, J., Barrett, P. J., Bergstrom, D. M., ... Wall, D. H. (2012). Challenges to the future conservation of the Antarctic. *Science*, 337, 158–159.

Journal article (non-continuous page numbers, associated with volume)

Hof, A. R., Rodríguez-Castañeda, G., Allen, A. M., Jansson, R., & Nilsson, C. (2016). Vulnerability of subarctic and arctic breeding birds. *Ecological Applications*, 27(1), 219–234. doi:10.1002/eap.1434

Wiig, Ø., Aars, J., & Born, E. W. (2008). Effects of climate change on polar bears. *Science Progress*, 91(2), 151–173. doi: 10.3184/003685008X324506

Qualitative data / online interviews:

Butler, C. (Interviewer) & Stevenson, R. (Interviewee). (1999). *Oral History 2* [Interview transcript]. Retrieved from Johnson Space Center Oral Histories Project Web site: http://www11.jsc.nasa.gov/history/oral_histories/oral_histories.htm

Magazine articles:

Henry, W. A., III. (1990, April 9). Making the grade in today's schools. *Time*, 135, 2831.

Translated works:

Laplace, P. S. (1951). *A philosophical essay on probabilities*. (F. W. Truscott & F. L. Emory, Trans.). New York, NY: Dover. (Original work published 1814)

Books:

Le Boeuf, B. J., & Laws, R. M. (1994). *Elephant Seals: Population Ecology, Behavior, and Physiology*. Berkeley: University of California Press.

Non-print media:

Smith, J. D. (Producer), & Smithee, A. F. (Director). (2001). *Really big disaster movie* [Motion picture]. United States: Paramount Pictures.

Taupin, B. (1975). Someone saved my life tonight [Recorded by Elton John]. On *Captain fantastic and the brown dirt cowboy* [CD]. London, England: Big Pig Music Limited.

Some references do not fit readily into these forms. In these cases, the author must give all reference data in full, so that the Editor can rule on the form to be used. In general, URL citations, other than those of official bodies, should be avoided as far as possible because they have only seldom been subject to peer review and may be transitory in nature.

More specific examples grouped according to subject matter are as follows:

HISTORY

Canada, Privy Council Office. Oaths of allegiance and of office. 1901–1914. Ottawa: Library and Archives Canada RG 2 vol. 5740.

Castle, W.R. (1932). Letter to V. Stefansson, 12 October 1932. Dartmouth, New Hampshire: Rauner Special Collections Library Stef MSS-98 LXIII-14.

SOCIAL SCIENCE

ConocoPhillips Norway. (2006). *Årsrapport 2006* [Annual report 2006] Stavanger: Gunnarshaug AS. [URL:http://www.conocophillips.no/internet/main.nsf/id/099C277B8DC5FE2DC12572F100360DAB/\\$](http://www.conocophillips.no/internet/main.nsf/id/099C277B8DC5FE2DC12572F100360DAB/$File/arsrapport2007.pdf) File/arsrapport2007.pdf (accessed 20 February 2008).

Council on Foreign Relations. (2006). *Russia's wrong direction. What the United States can and should do*. New York: Council on Foreign Relations (Independent task force report 57)

Enoksen, O.R. (2006). Oil and gas offshore developments in Arctic and cold regions. (Speech to the 4th INTSOK seminar in Moscow, 25 January 2006). URL:
http://www.regjeringen.no/en/tidligere_statsraader/Minister-of-Petroleum-and-Energy/Speeches-and-articles/2006/Oil-and-gas-offshore-developments-in-arc.html?id=420747
(accessed 30 January 2007).

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