STYLE GUIDE FOR REFERENCES/BIBLIOGRAPHY

Cited here are the most basic rules based on the latest Chicago Manual of Style (16th Edition). The 16th Edition of the Chicago Manual of Style (CMOS) combined several features of the Social Sciences (or Author-Date) and Humanities (Bibliographical) system. The Press follows this new format and other guidelines outlined below.

In-text Citation and Footnotes

The social sciences style places sources in the body text. The sources are placed within the body text inside parentheses immediately following the passages concerned. This source includes the author, year, and page. The list of complete sources found at the end of the book are called “references” for this format.

As Cesar Majul (1959, 46–52) has demonstrated, Rizal laid the foundations for a national community...

The uniqueness of persons and cultures are part of the richness of life, not its poverty (Mahoney 1978, 236).

For multiple authors, use commas to separate the years. Use semi-colons to separate different authors.


The humanities style generally do not place sources within the body text. The sources are placed in a footnote (below the page) or an endnote (at the end of the chapter or article). The source must be fully cited at the first mention, after which the citation may be shortened. The list of complete sources found at the end of the book are called “bibliography” for this format. For use of ibid., and other Latin abbreviation, see p. 6 under Abbreviations.


- For notes with content, cite the source first and then state the content.
- Superscripts indicating notes should generally be at the end of a sentence, since superscripts placed between subject or verb or between other related words in a sentence are distracting.
- In cases where there are more than one sources for a sentence, an endnote can contain more than one source separated by a semi-colon (“;”)
In a work containing no notes or bibliography and only a few quoted passages, a source may be given in full in parentheses following the quotation, or it may be worked into the text, with publication facts in parentheses.

Despite the quadrupling of the potential labor force, John Foreman (*The Philippine Islands*, 2d ed. [New York: Charles Scribner’s Sons, 1899], 475) observed that sugar planters often had to offer *antecipo*, or cash advances, to workers in order to “secure their services.”


**References (Social Sciences) and Bibliography (Humanities)**

The 16th Edition of the CMS streamlined most of the differences between the humanities (HUM) and social sciences (SS) way of writing bibliographies/references. The Social Sciences formatted books generally do not place the sources in the foot or endnotes, as the source (Author, Year) is placed in-text, referring to the complete entry in the references at the end of the article or book. The foot or endnotes in this format are usually content notes.

**Author’s Name.** The first author’s name places the last name first, while the second and all consecutive authors’ names follow the first-then-last name format.


For author’s who use initials for their names (e.g., J. K. Rowling), leave a space between the first period and the next letter.


**Book Titles.** Book titles are italicized. Songs, articles, poems are placed in quotation marks and not italicized


SS (in-text): (Achutegui 1972)


**Journal Titles.** For journals, place the issue no. as “no. #” beside the volume, and place additional details inside the parentheses (e.g., month or season of publication, year for humanities style.) Note that the page number citations for in-text citation (SS) and endnotes (Hum.) are dependent on the part of the text being quoted – only place the page number of the part cited, not all the pages read.


SS (In-text): (Fermin 1984, 459)


**Chapters from a book.** For chapters from a book, or an article in an anthology, place the title of the article in quotation marks. The book title must be italicized, followed by the page number. The page numbers in the bibliography or references, unlike in the endnotes of in-text citation, must refer to the whole article not just to the pages used.


SS (In-text): (Banzon-Bautista 1984, 153)


**Publisher’s Information.** Place the city where the publisher is located (e.g. city), not the country. See above examples.

**Edited and/or Translated works.** Spell out “edited by,” “translated by,” etc. Shortened forms (ed., trans.) are only used if 1) the author is also the editor or translator, or 2) in the endnotes for humanities style.

Use first-name-then-last format for book editors (that are not the authors).


**Other media.** While magazines, newspapers and books share a number of similar information, the following formats below are examples of citations for less common media, e.g. presentations, published and unpublished theses, and citations for digital books (e.g. from Kindle, etc.). These may not be inclusive of all new media and other forms of information.

Interviews and personal communications are often not included in the references or bibliographies of books; they are often cited within the text (for social sciences) or in the foot/endnotes (for humanities).

**Audio-visual Materials** (example pulled from the CMOS, 16th Ed.)


On Lady in Satin, Columbia CL 1157, 33⅓ rpm.

SS (in-text): (Holiday 1958)


http://video.on.nytimes.com/?fr_story=a425c9aca92f51bd19f2a621fd93b5e266507191.


**Presentations** (example pulled from the CMOS, 16th Ed.)


**Interviews and Personal Communications**

SS (in-text): (Nick Joaquin, pers. comm.)

HUM (Notes): *1* Nick Joaquin, pers. comm. with the author, 1 September 1990.

**Theses and Unpublished Theses** (example pulled from the CMOS, 16th Ed.)


Websites (example pulled from the CMOS, 16th Ed.)


DOKUMENTASYON SA WIKANG FILIPINO

Sa kabuuan, sinusunod ng AUP ang gabay sa pagsulat ng sanggunian mula sa Manwal sa Masinop na Pagsulat (2014) ng Komisyon ng Wikang Filipino (KWF), liban sa ilang kaibahan ayon sa CMOS 16th Ed. Sa Filipino, tala at talababa ang karagdagang tawag sa notes/endnotes, at footnotes.

May Akda. Tulad ng sa CMOS 16th Ed., nauuna ang apelyido ng may akda sa sanggunian.

Pamagat ng Akat. Naka-italicize ang mga pamagat ng akat, habang ang mga kanta, peryodikal, at tula ay nakapaloob sa mga panipi.
SS in-text citation: (Habermas 1998, 129)

Sinalin o Inedit. Baybayin ang “pinamatnugutan ni/na,” at “salin ni/na,” etc. Ang pinaikling gamit nito (Pat., Salin) ay ginagamit lamang kapag ang 1) may akda rin ang patnugot o taga-salin, 2) sa tala ng humanities style. Ginagamit ang saktong bilang ng pahina kung saan makikita ang sinipi na teksto sa mga in-text citation (SS) at tala at
talababa (Hum). Ginagamit lamang ang kabuuang pahina ng isang kabanata o artikulo sa bibliografiya o sanggunian.

SS in-text citation: (Rawls 1995)

Iba pa na materyales. Sinusunod pa rin ng AUP ang CMOS 16th Ed. sa Filipino, liban na lang sa mga salitang kailangan isalin sa Filipino. Ganito rin ang patakaran sa mga ibang uri ng media, tulad ng panayam, tesis, etc. na nabanggit sa naunang bahagi.

Mga Panayam, Liham, at personal na komunikasyon
SS (in-text): (Nick Joaquin, liham.)
Hum. Notes: ¹ Liham ni Nick Joaquin sa may akda, 1 Setyembre 1990.
² Panayam ng may akda kay Nick Joaquin, 1 Setyembre 1990.

Tesis and Disertasyon

STYLE GUIDE FOR BODY TEXT

Abbreviations
For organizations and agencies
Both in run of text (preferably after one spelled-out use) and in tabular notes, and so forth, the names of government agencies, associations, service organizations, unions and other groups are often abbreviated. Such abbreviations, or acronyms, are usually set full caps with no periods.
• GATT, NATO, YMCA, CPP, NGO, KMU, BAYAN, NAMFREL

Scholarly or Latin Abbreviations
Abbreviations associated with scholarship should go to the greatest extent possible, be kept out of the running text except in technical notes.
Purely scholarly abbreviations such as ibid., cf., and s.v. are preferably only used in notes of scholarly apparatus (e.g. endnotes, footnotes). The following are examples of common scholarly abbreviations:

- abr. – abridged
- add. – addendum
- anon. – anonymous
- n.d. – no date
- par. – paragraph
- ca. – circa, approximately
- cf. – confer, compare
- i.e. – id est, that is
- ibid. – ibidem, in the same place

The CMOS 16th Edition no longer recommends the use of op. cit. (for opera citato, in the work cited), loc. cit. (loco citato, for “in the place cited”), and idem. The first citation of a particular source in the foot or endnotes should be complete, followed by shortened citations for subsequent uses. CMOS still accepts the use of ibid., and cf.

**Capitalization and Italicization**

**Capitalization**
CMOS 16th Ed. prefers to use the “down” style of capitalization, i.e., pronouns are capitalized, except in instances where they are not necessarily pronouns:

- President Obama, the president
- French and France, french fries
- Brussels, brussel sprouts
- Congressman Manny Pacquiao, Manny Pacquiao, the congressman from Sarangani.

**Italicization**
Non-English words and phrases are only italicized at the first instance in each chapter. However, do not italicize words from another language that have been adopted into English and appear in Webster’s Third New International Dictionary, or its online equivalent.

- Tao, plaza, fiesta, Weltanschauung, barrio, hacienda, mestizo/a, Filipino, rajah, datu, laissez-faire

Do not italicize non-English names of organizations and agencies.

- It was called the Firipin Aikoku Doshi Kai (Philippine Patriotic Comrades’ Association).
- The Kalipunan Makabayan ng mga Pilipino (Makapili) was a volunteer army.

For use of italics in emphasizing words, go to Preferred Styles (Grammar).

**Illustrations and Photos Citation**

While illustrations or photos by the author need not necessarily be cited, if other images have citation from other sources, it is preferable to cite even those images by the author.

- Figure 12a. Photo by author.
Captions for photos differ depending on the permission given by the copyright holder. Whether or not the citations in the caption are placed in parentheses or not is up to the editorial team in relation to the layout of the book. In general, however, the following examples can serve as guidelines:

For public domain works:
- Figure 12b. A Kadangyan resting on a hagabi. (Reprinted from R.F. Barton, *Ifugao Law* [1919], 116.)

For copyrighted photos given for free:
- Figure 12a. Pig and water buffalo skulls on display in an Ifugao house. (Photograph courtesy of M. Eusebio.)

For adapted images:
- Figure 10. Conklin (1980, 82–83) obtained this information from a feast (marriage) in 1966.
- Figure 11. Extent of Bayninan residents’ consanguineal links with other agricultural districts in 1966. (Adapted from Conklin [1980], 33.)

Lists
In a series consisting of three or more elements, the elements are separated by commas. When a conjunction (e.g. and, or, but) joins the last two elements in a series, a comma is used before the conjunction. If there are commas within the enumerated items (as in a list within the list), semi-colons are used instead of commas. Enclose in a single closed parenthesis the numerals preceding the items in a continuous conjunction.
- We have a choice of 1) paper, 2) plastic, 3) cloth, or 4) metal.
- We have a choice of 1) paper, cardboard, and the like; 2) plastic, aluminum; 3) cloth; or 4) metal.

For vertical lists, however, commas are rarely used. If the vertically listed items are phrases, especially long ones that grammatically complete the sentence containing them, commas may, but need not, be used.
- The charges brought against Raymundo included
  1. leaving the scene of an accident involving injuries
  2. driving with a suspended driver’s license, and
  3. driving while intoxicated.

Numbers

**Standard Format**

<table>
<thead>
<tr>
<th>Rule</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Numbers from one to ninety-nine are spelled out</td>
<td></td>
</tr>
<tr>
<td>Numbers 100 and above are written as numerals</td>
<td></td>
</tr>
</tbody>
</table>
Approximate figures in hundred, thousands, or millions should be spelled out. Killed in the Iranian civil war were about twenty-thousand women and children.

Very large numbers are written as numerals followed by million, billion, and so on. 2.3 million 5 billion

### Measurements

<table>
<thead>
<tr>
<th>Rule</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Distance and Length.</strong> If there are several units of measurement used in the body text, shorten to accepted abbreviations. Otherwise, use whole words.</td>
<td>The area lies to the east of the Cordilleran divide, 17° north of the equator. Settlements and human-made features in the landscape lie between 1,000 and 1,500 m above sea level, with some mountain ridges rising up to 2,500 m above sea level.</td>
</tr>
<tr>
<td><strong>Money and Currency.</strong> Amount of money are always as numerals. If there is only a single currency mention in the page, use the whole word. For multiple currencies, the University Press follows the ISO standards for currency: PhP, USD, JPY.</td>
<td>25 million pesos (if single mention or use in the body text) USD5 million PhP25 million</td>
</tr>
<tr>
<td><strong>Percent.</strong> Percentage are always set as numerals. Use the word “percent” and not the symbol (%) in the body text. Use the symbol (%) in tables.</td>
<td>34 percent, 25 percent.</td>
</tr>
</tbody>
</table>

### Pages

<table>
<thead>
<tr>
<th>First Number</th>
<th>Second Number</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 100</td>
<td>Use all digits</td>
<td>12–88</td>
</tr>
<tr>
<td>100 or multiple of 100</td>
<td>Use all digits</td>
<td>100–104, 600-613, 1100–1123</td>
</tr>
<tr>
<td>More than 100 but less than 110 (in multiple of 100)</td>
<td>Use changed part only (i.e., omit 0)</td>
<td>107–9, 1005–8</td>
</tr>
<tr>
<td></td>
<td>Use last two digits (or three if needed)</td>
<td>321–45, 1140–48</td>
</tr>
</tbody>
</table>

### Time

<table>
<thead>
<tr>
<th>Rule</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Abbreviations for divisions.</strong> Abbreviations for divisions of the day are set in caps with no periods. Numerals are used with these abbreviation but not with o’clock.</td>
<td>AM, PM 4:00 PM, 4 PM, 4 AM, 4:00 AM Four o’clock</td>
</tr>
<tr>
<td><strong>Centuries.</strong> References to particular centuries (lowercased) are spelled out.</td>
<td>the fifth century the nineteenth century</td>
</tr>
</tbody>
</table>
Decades may be either spelled out or expressed in numerals.

| Decades. Decades may be spelled out written numerically, as long as it is consistent. Always use en-dash to hyphenate years. | during the eighties and nineties the 1970s and 1980s | The first decade of the nineteenth century The years 1800–1809; the years 1810–1920 |
| Date format. Dates may be written in the following order, without commas. This rule also applies to notes and sources. | 10 July 1980 |
| Inclusive years. Unlike page numbers, inclusive years are not shortened. Either use en-dash or the words “from/to”, not both. | 1951–1952 or from 1951 to 1952 |
| Specific Years. Specific years are written as numerals. Abbreviations for BC and AD no longer use periods in between the letters. | 1920s/ 1970/ 500 BC |
| Times of Day. Times of day, in even, half and quarter hours are usually spelled out in text matter. | The students expected to end the meetings half past three. The soldiers had to be at their barracks by midnight. He left town a quarter of five. They always began work at eight o’clock. |
| Specific Times of Day. Numerals are used (with zeroes for even hours) when the exact moment of time is to be emphasized. | The program is televised at 8:30 in the morning. We should catch the 2:30 train. The country returns to standard time tomorrow morning at 4:00. |
| Unknown dates. Unknown dates in citations are identified using the following abbreviations. | n.d. – no date w.p. – walang petsa |

**Punctuation**

**Parenthesis**

If there are phrases or terms that need to be placed inside parentheses within parentheses, use square brackets instead. Note that in the social science format, the year need not be placed inside parentheses in notes form.

- (H. de la Costa, *Readings in Philippine History* [Manila: Bookmark, 1965], 5)

**Dashes [Em, En] and Hyphens**

En dash (–) is slightly longer than a dash, but shorter than the Em Dash. It is used indicate a span or range between numbers. When the number range is preceded by the word “from,” CMOS prefers using “to” to denote the distance instead of the En dash.

The University Press holds office from 8:00 AM to 6:00 PM.
Em Dash (—) is longer than the En dash. It’s a flexible punctuation mark that can be used in the place of a comma, parentheses, or colons. It may be used alone at the end of the sentences when used in place of the parentheses.

As commas: When he finally left his job—five years after his initial promise—she realized that she had greatly enjoyed all her freedom without his presence.

As colons: After months of reflection, he finally decided—never again.

As parentheses: After three years, the actors were fed up with the character development—or, rather, the lack of it.

**Preferred Styles (Grammar)**

**American and English Spelling**
American English spelling, over British, will be used throughout the book (except in quotations the original material of which may be British).

Final spelling arbiter is the Merriam-Webster dictionary (www.merriam-webster.com) or the Merriam-Webster’s Collegiate Dictionary, the preferred source of the CMOS.

<table>
<thead>
<tr>
<th>Write</th>
<th>Not</th>
</tr>
</thead>
<tbody>
<tr>
<td>Percent</td>
<td>Per cent</td>
</tr>
<tr>
<td>Toward</td>
<td>Towards</td>
</tr>
<tr>
<td>Socioeconomic</td>
<td>Socio-economic</td>
</tr>
<tr>
<td>Prewar/postwar</td>
<td>Pre-war, post-war</td>
</tr>
<tr>
<td>Overstaffed, understaffed</td>
<td>Over-staffed, under-staffed</td>
</tr>
<tr>
<td>Antiwar, proarmament</td>
<td>Anti-war, pro-armament</td>
</tr>
<tr>
<td>Nonviolent, semiprivate</td>
<td>Non-violent, semi-private</td>
</tr>
<tr>
<td>Pseudosophical</td>
<td>Pseudo-philosophical</td>
</tr>
</tbody>
</table>

**Apostrophes and Possessives**
Following the CMOS 16th Ed., the possessive case of singular proper names ending in s or another sibilant is formed by adding ‘s regardless of number of syllables, while that of plural proper nouns, by adding an apostrophe only:

- Cruz’s complaint
- Ross’s portrait
- The Santoses’ property

In addition, the possessive case for singular common nouns ending in s or another sibilant is also formed by adding ‘s regardless of number of syllables.

**Typographical Emphasis**
When using of so-called with a word or phrase, the designation itself should not be enclosed in quotation marks or set in italics.

- The so-called shadow cabinet was not as powerful as originally thought.
In general, however, avoid italicizing words for emphasis or intonation. It should be apparent in the sentence, within the context of the paragraph or chapter, what the tone of the sentence is.

**Preferred Styles (Specific Words)**

**Names of Cities, Provinces**
Names of cities, provinces, mountains, rivers, islands, and so forth, are capitalized; generic terms such as mountain, river, or valley are also capitalized when used as part of the name.
- Mountain Province; Baguio City
- Himalaya Mountain; the Himalayas
- the Pasig and Pulangui Rivers; but the rivers Pasig and Pulangui.

For abbreviations, spell the word out within the body text.
- Mount Pulag *not* Mt. Pulag

**Names of Groups**
Names of Ethnolinguistic groups follow what the group call themselves:
- Apayao *not* Apayaw
- Ifugao *not* Ifugaw
- Kapampangan *not* Pampangan
- Ilokano *not* Ilokan
- Calamba *not* Kalamaba
- Cebuano *not* Cebuan

**Plural form in Filipino**
The singular form of Filipino nouns is used, even if the plural is meant (that the term is plural should be deduced from the content or from a numeral modifier).
- The two *tindera* came from rural Samar.

**Religious Icons, Political and Professional Titles and Positions**
When used with the surname, the title should be complete spelled out. On the other hand, when the whole name is given, the titles are shortened:
- General Arrelano, Senator Marquez, Reverend Palisoc