

clara

CLARA English-language Referencing and Writing Style Guide

Citation Style	2
Footnotes	9
Quotations.....	10
Forms of Emphasis	10
Dates	11
Acronyms and Initialisms	12
Spelling and Punctuation	13
Numbers.....	12
Title Capitalization and Style	13

Citation Style

In-text Citation Style

Use the following in-text citation style in text body and footnote text.

Examples:

The person said, “Blah blah blah” (Person, 1999: 18).

The researchers (Smith *et al.*, 1989: 32) stated, “It was awesome.”

- (Dupond, 1992)
- (Dupond, 1992a) if two works published by the same author the same year are cited in the article
- (Dupond, 1992; 1995) or (Dupond 1992a; 1992b) if two works published by the same author are cited
- (Dupond, 1992: 34–35) to indicate page(s); please note the use of an **en dash** (–) between pages numbers
- (Dupond and Janssens, 1992) for two authors; use “and”, never “&”.
- (Dupond *et al.*, 1992) for more than two authors
- (Dupond, 1992; Janssens, 1982) for references made to two (or more) works in the same place (Janssens, 1982; quoted by Dupond, 1992) for secondary references
- If the source you are referencing is missing an author, use the source’s title instead of the author’s name in your in-text citation. Example: (*The great conversation*, 1999) or (« What are the Risks... », 2015) (NB : if the title is long, indicate only the first major words followed by ...)
- References to interviews conducted by the author should mention the person interviewed, that it is an interview, and the year of the interview (surname interviewee, interview, year). Example: (Champlain, interview, 2017)

Citation/Reference Abbreviations

- No name (of publisher, author) (*sine nomine*): *s.n.*
- No date (of publication) (*sine anno*): *s.a.*
- Unknown place (of publication) (*sine loco*): *s.l.*
- No page numbers (*sine pagine*): *s.p.*
- Collection: coll.
- *Opus citatum*: *op. cit.* For an in-text citation of a source already cited anywhere prior to the preceding in-text citation.
Example: (Authier, *op. cit.*: 104)
- *Ibidem*: *ibid.* For an in-text citation of a source cited immediately before
Example: (*ibid.*: 104)

Reference and Other Sources Lists

Insert a full list of references in alphabetical order at the end of your text with a hanging 1cm indent. List **only** those works cited in the article. List them all.

Primary sources (such as archival documents), or grey literature (such as laws, decrees or the like), should be referenced in the text like the other references and listed in an **Other Sources** section after the **References** section.

The capitalization of **titles must follow the rules of the language of the title** (for example, capitalization of the first word in French, but capitalization of all the important words in English).

The punctuation of the **title** also follows the rules of the language of the title. In French-language titles, a colon (“:”) is for instance preceded by a non-breaking space. Be careful to use correct accents on capital letters. Generally, these rules are respected in the titles as published, which can be identically adopted.

The **remaining part of the reference follows the rules of the language of the article**. In an English-language article, the city of publication is mentioned in English, and colons (“:”) are not preceded by a non-breaking space.

- Gargiani, R. (1994) *Auguste Perret : la théorie et l’œuvre*. Paris: Gallimard.

The following sections detail source formats.

Book

Single author:

Author surname, first initial. (Publication year) *Title*. Publication city: Publisher.

When two authors, use “and”, never “&”.

When three authors, use the Oxford serial comma after the second name.

When there are more than three authors, use “*et al.*”, in italics.

One author:

- Simon, R. (1969) *Urban Sociology*. New York: Doubleday.

Two authors:

- Simon, R. and Jones, J. (1969) *More Urban Sociology*. New York: Doubleday.

Three authors:

- Simon, R., Jones, J., and Brown, P. (2012) *Still More Urban Sociology*. New York: Doubleday.

Four or more authors:

- Smith, J. *et al.* (2012) *Down with Urban Sociology*. Abingdon: Routledge.

Edited Book

Editor surname, first initial., ed(s). (Publication year). *Title*. Publication city: Publisher.

- Remy, J., ed. (1995) *Jack Flash: It's a Gas*. Abingdon: Routledge.

Chapter in an Edited Volume

Author surname, first initial. (Publication year) "Chapter Title", in editor surname, initial(s), ed(s). *Book Title*. Publication city: Publisher, pp. [chapter page numbers separated by en dash].

One editor:

- Adams, A. (2003) "Adobe Architecture", in Smith, C., ed. *Sedentary Sahara*. Brussels: ASP, pp. 105–26.

Two editors:

- Adams, A. (2003) "Adobe Architecture", in Smith, C. and Crumb, R., eds. *Sedentary Sahara*. Brussels: ASP, pp. 105–26.

Three editors:

- Adams, A. (2003) "Adobe Architecture", in Smith, C. Crumb, R., and Bread, T. eds. *Sedentary Sahara*. Brussels: ASP, pp. 105–26.

Book with no Author

Title. (Publication year) Publication city: Publisher.

- *The Oxford English Dictionary, 2nd edition* (1989) Oxford: Clarendon Press.

Modern Edition

- Vasari, G. (1981–87) *Les vies des meilleurs peintres, sculpteurs et architectes. Édition établie et annotée par André Chastel*. Paris: Berger-Levreault, 12 vols. [1550].

Reprint

- Keynes, J.M. (1936) *The General Theory of Employment, Interest, and Money*. Reprint 1988. London: Palgrave Macmillian.

The in-text reference for the above example is: (Keynes, 1936).

Translated Book

Indicate the date of first publication in original language between parentheses before the publication date of the translation.

For in-text citations, keep only the most recent date of publication: (Camus, 2021).

- Camus, A. (2021 [1947]). *The Plague*. New York: Knopf.

Master Thesis/PhD Dissertation

- Jones, M. (2017) *Architecture for Everyone*. Master's thesis, University College London.
- Jones, M. (2017) *Architecture for the Select Few*. PhD dissertation, University College London.

Report

- Grossetti, M. and Jalabert, G., eds. (1991) *Networks and Territories: The Example of Toulouse*, Urban Plan Research Report, Economic Change and Urbanization Programme, University of Toulouse-Jean Jaurès.

Conference/Seminar/Congress Proceedings/Paper Presentation

- Belderbos, M. and Verbeke, J., eds. (2007) *The Unthinkable Doctorate*. Proceedings of the The Unthinkable Doctorate colloquium, 14–16 April 2005, Sint-Lucas School of Architecture, Brussels.
- Sohn, H. (2005) “Between Utopia and Dystopia: The Case of Xochimilco, Mexico City”, in Heynen, H. and De Meulder, B. eds. *The Rise of Heterotopia: Public Space and the Architecture of the Everyday in a Post-civil Society*. Proceedings of the EAAE colloquium, 26–28 May 2005, Leuven, European Association for Architectural Education, pp. 325–45.

- Sohn, H. (2007) “Thinking about PhDs”, paper presented at *The Unthinkable Doctorate* colloquium, 14–16 April 2005, Sint-Lucas School of Architecture, Brussels.

Print Journal Article

Author surname, first initial. (Publication year) “Title”, *Journal Name*, volume number (issue number), page numbers.

- Ghyoot, M., Lefebvre, P., and Moogin, T. (2015) “Excursions en zones frontalières”, *CLARA Architecture/Recherche*, 33 (3), pp. 9–13.

Online Journal Article

To allow web search and indexing engines to identify the citation of a research articles, and therefore generate bibliometric indicators (such as number of citations), authors are invited to provide for each reference, in order of preference:

- a DOI (“Digital Object Identifier”) at the end of the reference. It is easy to find a DOI retrospectively through CrossRef: <https://search.crossref.org>.

- Ghyoot, M., Lefebvre, P., and Moogin, T. (2015) “Excursions en zones frontalières”, *CLARA Architecture/Recherche*, 33 (3), pp. 9–13. Available at: <http://dx.doi.org/10.3917/clara.003.0009>

- **OR** a permalink or permanent hyperlink, such as those often provided in the “Handle.net” format (DOI-compatible) for publications stored on the institutional repository of the author’s home university:

- Ghyoot, M., Lefebvre, P., and Moogin, T. (2015) “Excursions en zones frontalières”, *CLARA Architecture/Recherche*, 33 (3), pp. 9–13. Available at: <http://hdl.handle.net/2013/ULB-DIPOT:oai:dipot.ulb.ac.be:2013/244941>

- **OR** a hyperlink to the document available from a social networking platform dedicated to academic publishing, such as Academia.edu or Researchgate.

- Ghyoot, M., Lefebvre, P., and Moogin, T. (2015) “Excursions en zones frontalières”, *CLARA Architecture/Recherche*, (33)3, pp. 9–13. Available at: https://www.academia.edu/12320403/Excursions_en_zones_frontalières (accessed: 4 April 2019).

- **OR**, as a last resort, a regular URL hyperlink:

- Ghyoot, M., Lefebvre, P., and Moogin, T. 2015. “Excursions in Border Zones”, *CLARA Architecture/Recherche*, (33) 3: 9–13. Available at: <https://www.cairn.info/revue-clara-2015-1-page-9.htm> (accessed: 4 April 2019).

NB: If the online article has no page numbers, add the mention *s.p.* (italics) instead.

Website or Web page

Author surname, first initial OR Organization (Year that the site was published/last updated) *Title of web page*. Available at: URL (accessed: date).

- Robinson, J. (2007) *Social variation across the UK*. Available at: <https://www.bl.uk/british-accent-and-dialects/articles/social-variation> (accessed: 21 November 2021).
- The British Psychological Society (2018) *Code of Ethics and Conduct*. Available at: <https://www.bps.org.uk/news-and-policy/bps-code-ethics-and-conduct> (accessed: 22 March 2019).

General (Non-Research/Scientific) Online Article/Blog:

Author surname, first initial. Year. “Article title”, OR *Blog name*, day month. Available at: URL (accessed: day month year).

- Rakich, N. (2020) “How does Biden stack up to past Democratic nominees?”, *FiveThirtyEight*, 28 April. Available at: <https://fivethirtyeight.com/features/how-does-biden-stack-up-to-past-democratic-nominees/> (accessed: 29 April 2020).

When no author:

- “What are the Risks of Ebola Recurring?” (2015) *BBC News*, 21 October. Available at: <http://www.bbc.com/news/health-34485116> (accessed: 22 October 2015).

NB : To refer to that source in-text, use the beginning of the title as follows: (“What are the Risks...”, 2015)

Other Online Source or Reference

At the end of each reference or in footnotes, indicate the full web address (no hyperlink) and access date.

- Laboratoire d’Informatique pour la Conception et l’Image en Architecture. Available at: <http://www.alicelab.be/> (accessed: 26 August 2014)

Film, Video

Film or Video Title (Release year) [Medium] Directed by first name, surname. Production city: Production company.

- *The Babadook*. (2014) [Blu-ray] Directed by Jennifer Kent. Australia: Screen Australia and Causeway Films.
- *My Architect. A Son’s Journey*. (2003) [Videorecording] Directed by Nathaniel Kahn. New York: Louis Kahn Project Inc./Mediaworks.

Podcast

Podcast author/presenter surname, first initial. (Publication year) “Episode Title”. *Podcast Title*. [Podcast]. Available at: URL or App (accessed: day month year).

- McElroy, S. and McElroy, J. (2021) “The Great Smog”, *Sawbones: A Marital Tour of Misguided Medicine*. [Podcast]. Available at: Apple Podcasts. (accessed: 17 March 2021).

Television, Radio

Television/Radio Programme Title. (Production/transmission year) Channel/Publisher name, broadcast/transmission day and month.

- *The Sun* (2015) BBC Radio 4, 1 January.

Interviews

Interviewee surname, first initial. (Year of the interview) Interview with Name Surname, Date Month, City.

- Hervé, J. (2024) Interview with Veronique Boone, 12 February, Paris.

Letters

Author surname, first initial. (Year) Letter to Name Surname, Date Month, Archive, inventory number.

- Jeanneret, P. (1923) Letter to Le Corbusier, 12 December, Fondation Le Corbusier, E2-13-8.

Footnotes

Limit their length and number as much as possible. An appendix or a text box is often more effective than a long footnote.

Footnotes should be devoted primarily to explanations, details, elaboration, etc., that would otherwise impact the rhythm and fluency of the main text.

Use automatic and continuously numbered footnotes (no manual insertion). In the body of the text the footnote number is placed after punctuation.

- Some disappearances in the so-called Bermuda Triangle are enduring mysteries.¹
- He is reported to have said, “The more the merrier.”¹

Abbreviations in Footnotes

cf.

Abbreviation for *conferre*, in English commonly read as “compare”. Use “cf.” only if you mean “compare” or “see, by way of comparison”. Use “see” to direct the reader to further resources.

supra and infra

To refer to a preceding (*supra*) or subsequent (*infra*) footnote: (see *supra* note x).

Names of Persons

When mentioned in the body of the text and footnoted, the name is not repeated in the footnote.

- Example for a note referring to Sir Patrick Geddes:

¹ 1854–1932, Presbyterian, Scottish anarchist associated with the Fabian Society. His work and writings are animated by a libertarian spirit. His main work, *Cities in Evolution*, published in London in 1915, has since been translated and reprinted multiple times.

Quotations

Quotations are placed between double quotation marks (“ ”) in regular font style.

NB: Only quotations can be placed between double quotation marks; use scare quotes for other cases.

All quotations are linked to a reference, including the exact page number or range. If the reference doesn't have page numbers, use *s.p.* (in italics).

A quotation within a quotation is placed between single quotation marks (‘ ’).

NB: Be careful not to use straight quotation marks (" ") and apostrophes (' '), which are regularly copied from online translation sites and dictionaries. Be sure to use curved inverted commas and apostrophes.

Place closing quotation marks before punctuation: “The butler did it”, he claimed. Exceptions: when the end punctuation is a part of the quotation, e.g. the writer or speaker ended the sentence being quoted with a full stop: “War is hell.”

Replacements or author's remarks should be placed within square brackets [].

Insert ellipsis [...] when omitting words from a quotation: “In his disjointed speech, he mentioned his book [...] was not ready for publication.”

Italics should be used only if the quotation is kept in a non-English language, and in general for words or expressions in a foreign language when such citation, word or expression cannot be properly translated in English.

For quotations translated into French by the author, this should be indicated in the reference as follows: (Author, date: page, translation by the author).

Run-in quotations should be limited in length to 60 words, and a max. of 10% of the entire article.

A quotation longer than 60 words should be presented as a block quotation and cited accordingly:

1-cm left indent, Times New Roman 11pt, not underlined, 1.5 line spacing. No quotation marks before or after, but single quotation marks for quotations within the quotation, e.g. ‘No, thanks’, he said. Remember to use the Oxford ellipsis...like that. Unlike run-in quotations, the full stop comes before the in-text citation as you will see here. (Author, date: page)

Forms of Emphasis

Scare Quotes

So-called ‘scare quotes’ do not ‘scare’ but rather sound an alarm, alerting readers that the writer is using a word or expression in a nonstandard, slang, ironic, or other special sense. Writers use scare quotes when sceptical about or distancing themselves from a term. The quotation marks imply: ‘This is not my term’ or ‘This is not how the term is usually applied’. Such terms may be

familiar, informal, obscene, jargon, faulty turns of phrase, expressions used ironically, rare or uncommon words, etc. The quotation marks frame only the corresponding word or expressions. Like any such device, scare quotes lose their force and irritate readers if overused.

- The ‘fresh’ fish tasted rather rotten.
- Many ‘experts’ offer bad advice.

Words in Foreign Languages

Place foreign words or expressions in italics. For example, for scientific Latin terms, foreign language terms which have not been anglicized, Latin abbreviations used in footnotes and references (*ibid.*, *op. cit.*), etc.

A foreign word or expression that cannot be properly or concisely translated in English can be used, but do attempt to explain its meaning upon its first mention.

Proper names (e.g. of institutes, projects, groups) are not italicised, even if they are in another language.

Authorial Emphasis

Italics may be used to emphasize words or passages. It is up to the author to decide what will be placed in italics.

Authorial emphasis within a quotation must be both italicized and spelled out.

- After a block quotation
 - It is not the words themselves that matter, but their *meaning* (emphasis added). (Author, date: page)
- After an in-text reference
 - “It is not the words themselves that matter, but their *meaning*” (emphasis added) (Author, date: page).

Dates

Regarding a range of dates (for instance between 2024 and 2029): the format should be 2024–29, not 2024–9 or 2024–2029.

- 7 November 2023
- 20th century (“th” is never superscript)
- 20th-century culture
- 1950s
- 1950–60
- 1–3
- 22–29

Numbers

- Spell out numbers one to ten, then 11 to 999,999.
- Spell out round numbers: two hundreds, four thousand, fifty...
- One million, 1.5 million, 12 million, 367 billion, three trillion but \$3 trillion.
- Currency: €200; £7,200; \$10.59

Acronyms and Initialisms

An acronym is a word formed from the initial letters of other words or (occasionally) from the initial parts of syllables taken from other words, the whole being pronounced as a single word. Use capital letters, omit full stops and do not precede with the definite article (“the”) when employed as a subject or object.

- The Russian invasion of Ukraine reinvigorated NATO.
- The United States announced its intention to rejoin UNESCO in June.

Exceptions: certain acronyms have become proper names (Benelux). When in doubt, check the Oxford English Dictionary.

Use of an acronym as an adjective may or may not require an article.

- A UNESCO spokesperson applauded the US decision.
- NATO aircraft have as yet not been involved in the conflict.

An initialism is a group of initial letters used as an abbreviation for a name or expression, each letter being pronounced separately. Use capital letters, omit full stops and precede with the definite article (“the”). Examples:

- The CIA denied any and all involvement.
- The prime minister refused to say whether his government agreed with the ICC.
- Use of an initialism as an adjective may or may not require an article. Examples:
- ICC rulings are often viewed by tyrants as illegitimate.
- The CIA agent has been missing for two weeks.

Spelling and Punctuation

Use the Oxford English Dictionary, thus: colour, behaviour, familiarize, organization, recognizable, standardize, analyse, paralyse, centre, etc.

Use the Oxford serial comma EXCEPT when ambiguity results. The Oxford serial comma is the comma after “and” in a list of three or more things: “Bring me the finest in meats, cheeses, and wine!” Such a comma can serve to resolve ambiguity, particularly when any of the items are compound terms joined by a conjunction, and it is sometimes helpful to the reader to use an isolated serial comma for clarification even when the convention has not been adopted in the rest of the text. Note that CLARA uses the Oxford comma in its Harvard-inspired reference style (see section I.1.a. Book, “Three authors”).

Use an em dash to interject within a sentence: “Upon discovering the errors—all 124 of them—the publisher immediately recalled the books.”

Use an en dash for a range of numbers: pp. 25–30; 2024–29 (years).

Title Capitalization and Style

Use Headline Style Capitalization for All Titles, Subtitles and Section Headings within an Article, Just Like in This Sentence.

Title punctuation/font style in the body of the text:

“Short Story Title”

Book Title

“Essay Title”

“Article Title”

Journal/Newspaper Title

Film Title

Even if the title of a news item, essay or article is in a language other than French, it should not be italicised.

Capitalisation follows the same rule as in the list of references (see above), i.e. it follows the rule of the language of the title.

In the body of the article, when mentioning a published foreign-language work that was subsequently published in English, format as follows:

- Joe Shmoe wrote a positive review of *Suki desu! (It's Refined!)* in the *New York Times*.

When mentioning a published foreign-language work that has not been published in English, but the author provides an English translation, format as follows:

- Joe Shmoe wrote a positive review of *Suki desu!* (“It’s Refined!”) in the *New York Times*.