



“Find it. Write it. Cite it.”

Citation Guide for PIEL Papers




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Introduction

The present document is aimed to guide you through the basic rules of bibliographical records as defined in the *Chicago Manual of Style* (henceforward CMS). In case your paper refers to a more specific type of document which is not discussed here, please consult [Chicago-Style Citation Quick Guide](#) and [CMS F&Q](#) (The Chicago Manual of Style 2024).



If you create a hyperlink in the electronic version of your paper, it is not considered to be a citation.



A reference to a web page is necessary (here Author-Date style).

1 Author-Date Style: Overview

Source citations in PIEL follow the **Author-Date** style: a source is cited inside the text in round brackets, by indicating author's name, year of publication and pages where the source information can be found:

However, the term Cockney not only gives a name to “someone born within the sound of the bells of Bow Bells” (Wright 1981, 11), but also to the traditional London dialect called Cockney. It is spoken in the area described above and in Whitechapel, Islington, Wapping and other districts of London (Wright 1981, 11).

If you quote word-by-word the phrases or whole sentences from the text cited, enclose them in **double** quotation marks:

(2) Quoting in Notes and Bibliography

The North Americans perceive ethnicity “as a synonym for cultural minority with no salient physical group difference, where Italian or Polish Americans were defined as ‘ethnic groups’ while African Americans or Amerasians were denoted as ‘racial groups.’” Europeans, on the other hand, thanks to European historical development, tend to see ethnicity as a “substitute for nationhood which is articulated in terms of a presumed commonality in shared territory or descent.” (Malešević 2006, 5)

In CMS, periods and commas **precede** closing quotation marks.

In case you need to quote inside a quotation, use **single quotation marks**.

Make sure you use English punctuation marks (text editors are prone to auto-correct some English punctuation and turn it into other symbols even if English spell check is activated). The English quotation marks are always **upper-case**, they have a “**69**” format, and if the font makes it possible, they should be **curly**, not straight.

(3) Quotation marks: examples of wrong format

Eriksen claims that approaches to ethnicity may differ depending on what „analytical purposes they should ‘serve,’“ but all of them “has something to do with the classification of people and group relationships.”(Eriksen 2010, 5)

Avoid, e.g., Czech quotation marks.

Be consistent in using curly quotation marks.

If **more than 3 lines** of a source text are quoted, they are inserted into a new paragraph and the text block is indented on both sides (in other words, the margins become broader). The long quotation is **without** quotation marks. Do **not** change a font size.

- Long quotation in Author-Date

Short quotations and translation equivalents must be made in double quotes. “If you need to include ‘quotes within quotes,’ please use single quotes. IF your quote is longer than three lines, use the style “LongQuote” like this, without any quotation marks:

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Curabitur aliquam, arcu nec mattis rhoncus, lorem dolor laoreet eros, id mollis ipsum odio porta nibh. Etiam feugiat dui ut dui varius ac porttitor ipsum bibendum. Morbi eu diam sem. Nunc facilisis sollicitudin rhoncus. Quisque lorem elit, porttitor sit amet aliquam a, interdum sit amet erat. Nullam in neque eget metus pulvinar sollicitudin. Fusce imperdiet porta eros, in vestibulum nibh consectetur vitae. Aliquam blandit fermentum tellus. Curabitur sagittis sapien faucibus mi volutpat varius ac ac elit. Sed id venenatis metus. (Black 2011, 45)

2 Author-Date Style: In-Text Citations

The following section illustrates the Author-Date system of CMS citations. Each example of (a) an in-text citation is accompanied by an example of (b) a works cited entry that is located at the end of your paper.

2.1 Book

(1a) In-text

Costermongers were those who started spreading rhyming slang as one of the first users, but sporting journals and music hall songs introduced rhyming slang to a much wider public (Wright 1981, 95).

In-text citation includes **author's surname** + **year** of publication, and a **page number** you refer to separated by a comma

(1b) Works cited

Wright, Peter. 1981. *Cockney Dialect and Slang*. London: Batsford.

Author's name and surname are **inverted**.

Titles of books are formatted in *italics*.

You indicate a **place** of publication and, after a colon, a **publisher**.

2.1 Book

(2a) In-text

These are called ephemeral rhymes, meaning they last only for a short time – only for the period a well-known person is considered to be important, for example *Al Pacino* means *cappuccino* (Katamba 2005, 170–171).

if you cite two and more pages, their numbers are separated by the **en-dash**.

(Do not use a hyphen for pagination: *170-171.)

(2b) Works cited

Katamba, Francis. 2005. *English Words: Structure, History, Usage*. 2nd ed. London: Routledge.

When an edition other than the first is cited, its number (in the form **ordinal** number + **ed.**) follows the title.

2.1.1 Book with more Authors

(3a) In-text

The infinitive functioning as subject is found in nominal clauses. Subject *to*-infinitive clauses are rare in all registers, but if found they are used more likely in academic prose than in casual conversation. (Biber et al. 1999, 727)

If a book has **more than 4 authors**, only the first one is indicated for the in-text citation and the rest is abbreviated by **et al.**

(3b) Works cited

Biber, Douglas, Stig Johansson, Geoffrey Leech, Susan Conrad, and Edward Finegan. 1999. *Longman Grammar of Spoken and Written English*. Harlow: Pearson Education Ltd.

- For works by or edited by **4 to 10** persons, all names are usually given in the reference list. Note that **only the first name is inverted**; other names have a normal first name–surname order and are separated by commas. The names are not listed alphabetically, but in the order published on the title page.

2.2 Chapter of an Edited Book

The in-text citation gives the name of an author of a respective chapter. Editors' names are indicated in Works Cited only.

(4a) In-text

There are other tests which can be employed to establish whether an understood, but covert subject is actually syntactically represented. Such tests have been applied to the Finnish inclusive generic pronoun, and have showed consistently that there is a syntactically represented subject (**Hakulinen and Karttunen 1973**).



In-text citation is the same as for a book by one author:
give the names of the **authors** of a chapter you cite.

See the following page for the Works Cited structure.

2.2 Chapter of an Edited Book

(4b) Works cited

authors of the
chapter

year of publication

Hakulinen, Auli, and Lauri Karttunen. 1973.

chapter title in
quotation marks

“Missing Persons: On Generic Sentences in Finnish.”

book title in
italics, introduced
by **in**

In *Papers from the Ninth Regional Meeting of the
Chicago Linguistic Society*,

editors names in
name–surname
order, introduced
by **edited by**

edited by Claudia W. Corum, Thomas Cedric Smith-
Stark, and Ann Weiser, 157–171.

pages

Chicago: Chicago Linguistic Society.

place and publisher

2.3 Journal Article

These rules are used for **academic papers** published in **the journals**. Although these periodicals have their editors, their names are not given in the citation, neither a place/publisher.

(5a) In-text

In the adversarial context, where self-promotion and contestation of opposing viewpoints play a greater role, *I*-oriented say forms are more frequent than *you*-oriented items (**Szczyrbak 2016, 150**).

(5b) Works cited

Szczyrbak, Magdalena. 2016. "Say and Stancetaking in Courtroom Talk: A Corpus-assisted Study." *Corpora* 11 (2): 143–168.

journal title
in *italics*

The first number (11) indicates a volume, the second (2) the issue; this entry means that a journal has been published for 11 years and in 2016 this was the issue no. 2.

pages introduced
by a colon

article title in
quotation marks

2.4 Theses and Dissertations

Examples (6), (7) refer to graduate papers which are **unpublished**, i.e., accessible via university e-sources or at libraries; if such a paper was published, cite it as a book.

(6b) Works cited

Huschová, Petra. 2008. “Epistemic and Root Possibility Meanings of *Can* and *May* in Written English.” Unpublished PhD diss., Charles University, Prague.

(7b) Works cited

Nováková, Eva. 2012. “English Nominal Tendencies and their Czech Counterparts in Selected Functional Styles.” Unpublished MA thesis, Palacký University, Olomouc.

2.5 Website Content

It is often sufficient simply **to describe web pages** and other website content in the text (“As of May 1, 2017, Google’s Privacy and Terms page listed . . .”). If a more formal citation is needed, it may be styled like the examples below.

The works cited entry should contain as much of the following as can be determined: the title/description of the page, the author of the content (if any), the owner of the site (e.g., YouTube), and a URL. Also include a **date** of publication, revision or modification; if no such date can be determined, include an access date.

(8a) In-text

Google informs the users that certain information is automatically stored in server logs (**Google 2024**).

(8b) Works cited

website

title and description
of the **page**, if given

Google. **2024**. “Privacy Policy.” Privacy & Terms. **Last modified April 17, 2024**.
<https://www.google.com/policies/privacy/>.

Insert the URL as a plain text,
not as a hyperlink.

Most pages include the **date of publishing**
and/or **modifying** their content. This should
be given in Works Cited.

(9a) In-text

Bachelor study programmes in English offered in Pardubice include Specialisation in Educational Sciences (**University of Pardubice 2023**)

If the date of publishing/modification is missing, indicate the date when you **accessed** the page.

(9b) Works cited

University of Pardubice. **2023**. “Degree Study Programmes Taught in English.” **Accessed August 23, 2023**. <https://www.upce.cz/en/study/degrees-student.html>.

(10a) In-text

One of the Cimrman’s stage commandments says, “Remember that in most cases your stage name is different from your actual name”(Cimrman English Theatre 2017).

(10b) Works cited

Cimrman English Theatre. 2017. “Cimrman, Smoljak, Svěrák: Záskok (The Stand-In) trailer by Jan Svěrák.” **YouTube video, 1:51. Posted February 24, 2017**. <https://www.youtube.com/watch?v=23AGwKb9huU>.

For online multimedia, include the **source type** (e.g., video) and **length**.

Cite when the source was **posted** or **accessed**.

2.6 Social Media Content

Citations of content shared through social media can usually be **limited to the text** and no reference list entry is needed, as in the example below.

(11a) In-text

Conan O'Brien's tweet was characteristically deadpan: "In honor of Earth Day, I'm recycling my tweets" (@ConanOBrien, April 22, 2015).

Identify author's name using the at-sign @ and cite the date when a post was published

If a more formal citation is needed, make a reference list entry, too:

(12a) In-text

University of Pardubice announced the re-opening of the dormitory (University of Pardubice 2017).

Since the posts usually do not have any titles, quote up to the first 160 characters of a post:

(12b) Works cited

University of Pardubice. 2017. "Dnes bude po modernizaci otevřen PAVILON C." Facebook, September 14, 2017. <https://www.facebook.com/univerzita.pardubice/?fref=ts>.

Cite the website and the date of publishing.

2.7 Illustrations from Works Cited

All graphics in your paper which are adopted from the sources should be **numbered** and given a **title** accompanied by the citation:

(13a) In-text

In the case of student writing, the whole process of writing is very complex, takes quite a long time and includes several stages. It is possible to describe this process with the help of White and Arndt's model, which characterizes writing as an interrelated set of recursive stages (see Figure 1):

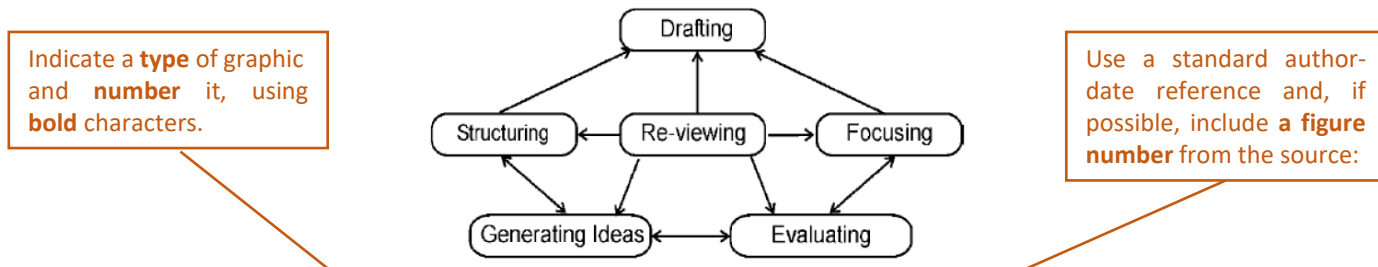


Figure 1. White and Arndt's model of writing (Harmer 2001, 258, figure 5).

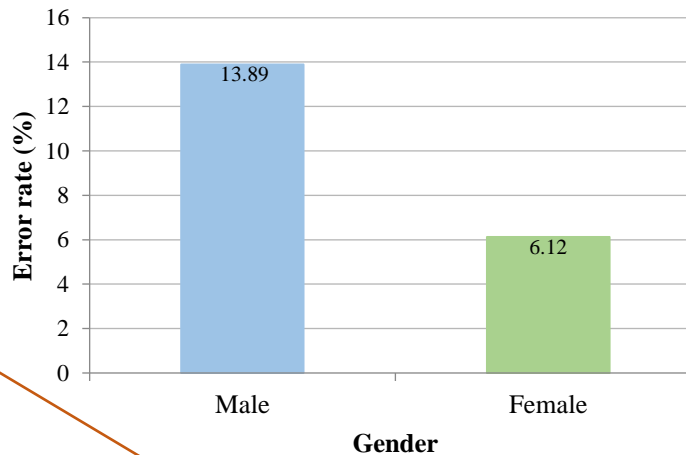
(13b) Works cited

Harmer, Jeremy. 2001. *The Practice of English language Teaching*. 4th ed. London: Longman.

2.8 Your Own Illustrations

All graphics (images, charts, tables, etc.) which you create to summarize your data must be **named** and **numbered** so that you refer to them unambiguously in the text.

(14) Drafting a chart



The number and title are situated **below** the chart.

Both number and title end with a **period**. The title is formatted as a sentence, i.e., the functional words don't have to be capitalized as headlines.

Chart 4. Glottal stop deletion by gender.

Titles should be as succinct as possible and should not suggest any interpretation of the data; avoid the titles as "High degree of glottal stop deletion by males".

2.8 Your Own Illustrations

(15) Drafting a table

Variable	Mean	Standard deviation
Cohort dummy		
1946	.128	.33
1947	.140	.35
1948	.145	.35
1949	.148	.35
1950	.145	.35
1951	.145	.35
1952	.148	.35
Education dummy		
Less than baccalauréat	.718	.45
Baccalauréat only	.096	.29
University diploma (bac + 2)	.074	.26
University degree	.111	.31
Years of higher education	1.440	2.47
Wage (log)	9.170	.49
Middle-class family background	.246	.43
N	26,371	26,371

Make sure the punctuation is correct: English uses **decimal points** (2.34 = “two point three four”), and a **comma** to separate groups of **thousands** (2,300 = “two thousand three hundred”).

Table 10. Labor Force Survey.

2.9 Quoting a Quotation, aka Original Source Unavailable

Although this practice should be avoided, it might be unnecessary for various reasons. If you cannot access the original source, CMS recommends to “mention **the original author** and **date** in the text, and **cite the secondary source in the reference list entry**. The text citation would include the words ‘quoted in.’” (CMS 2010)

(16a) In-text

As it is suggested in Brown (2002; quoted in Černá 2015), negative attitudes to the L2 and its speakers is not developed in the early years of L2 acquisition . . .

(16b) Works cited

Černá, Monika. 2015. “Pre-primary English Language Learning and Teacher Education in the Czech Republic.” In *Early Years Second Language Education: International Perspectives on Theories and Practice*, edited by Sandie Mourão and Mónica Lourenço. Abingdon/New York: Routledge.

3 List of Works Cited

The section of “Works Cited” (reference list) is based on **alphabetical ordering** and **chronology**.

For titles of your sources use the **headline style**. Simply speaking, this means that **capital letters** are used for the **lexical** words and small letters for the function words (articles, prepositions, and conjunctions).

- Do not forget listing an entry for every source that was cited, and vice versa, do not include any sources without a reference in the text itself.

(17) Structure of a reference list in **Author-Date** style

The list is structured alphabetically, according to author's surname.

More works of the same author are listed chronologically, starting with the least recent.

Black, John. 2010. *A Book on Quotations in Academic Papers*. London: Fictional Publishing House.

Black, John. 2011a. *A Book on Quotations in Academic Papers*. London: Fictional Publishing House.

Black, John. 2011b. *Another Book on Quotations in Academic Papers*. London: Fictional Publishing House.

Red, Norbert. 1991. "The Syntax of Citations." PhD diss., Tilburg University.

Two works of the same author published in the same year are indexed with a, b, etc.

Works Cited

The Chicago Manual of Style. 2017. 17th edition. Chicago: The University of Chicago.

The Chicago Manual of Style Online. 2017. Accessed August 30, 2017.
<http://www.chicagomanualofstyle.org/home.html>.