

General guidelines for formatting and referencing

Bachelor Geography & Geomatics
Master Geography – Master
Geomatics & Surveying
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1 INTRODUCTION

This document outlines the general guidelines for citing references in, and the formatting of, scientific papers. These guidelines pertain to the following documents (henceforth “document”):

- Exercises
- Fieldtrip reports
- Bachelor dissertation
- Master’s dissertation: research questions
- Master’s dissertation

Note that reference types that are not explicitly covered in this document need to be composed in the overall spirit of the below overview; the main point is that you adopt a consistent approach and that references can easily and unambiguously be retraced.

2 LANGUAGE

In principle, documents are written in Dutch. However, exceptions are possible provided that there is an explicit agreement on using English as an alternative. In the case of a Bachelor dissertation, a Master’s dissertation: research questions, and a Master’s dissertation, exceptions are granted by the Chair or the Secretary of the Examination Committee (e.g. for Erasmus exchange students). In the case of standard courses, it is the lecturer who decides (e.g. in the case of courses where English is the official teaching language).

The readability of the document depends on an appropriate use of the language choice: an accurate scientific wording, a suitable writing style and correct grammar. In other words, write a structured, clear, pertinent and accurate text. Repeated grammar and spelling mistakes will result in your document receiving an unsatisfactory grade.

To enhance the readability of your text, you are encouraged to use simple wording, short paragraphs, variation in the length of sentences and an active voice (e.g. “Nyssen claims that ...” instead of “It is claimed by Nyssen that...”). Describe consequences in a chronological order. Make sure your discussion

is accurate and objective. Avoid insinuating and popular expressions, as well as subjective or normative language (“Luckily my research shows that the speed limit for cars needs to be brought down”, “It is a good thing that the price of oil is dropping”, “Birth rates in the region are high and therefore favourable“,...). In addition, avoid using unnecessarily harsh language (“always”, “never”, ...). Only use an exclamation mark when absolutely necessary and eschew using spoken language (e.g. “And then I went to the Internet, and there I found ...!”) or excessively ‘learned’ language.

There are multiple English-language standards (e.g. ‘UK English’ versus ‘US English’). The most important thing here is that you are consistent throughout the document. An often-used set of guidelines is contained within ‘the blue book’ (http://www.grammarbook.com/english_rules.asp). The reference for place-names in English, something of obvious importance for geographers, can be found on <http://stylemanual.ngs.org/home/P/place-names>.

3 PAGE ORGANIZATION

Use the following page organization:

- Recto verso printing is allowed
- Margins: 25,0 mm
- Font: Times New Roman, 12 points (footnotes Times New Roman, 10)
- Alignment: justified text
- Page numbers: each page – apart from the title page – has to be numbered in the bottom-right corner
- Spacing: 1,5 (1 for references and footnotes)
- Paragraphs need to be separated by means of a spare line
- Subtitles: all subtitles are justified to the left, a spare line is to be inserted before and after the subtitle. Use the style shown below for the different levels of subtitles

1. FIRST-LEVEL SUBTITLE

1.1 Second-level subtitle

1.1.1 Third-level subtitle

1.1.1.1 Fourth-level subtitle

Try to limit the number of levels to a maximum of four.

4 TABLES, FIGURES, MAPS, FOOTNOTES, ABBREVIATIONS

Tables, figures and maps need to be numbered and feature a clear title. The title needs to be mentioned above the table and below figures and maps. If applicable, the source needs to be mentioned towards the end of the title (see below). Numbering is continuous for each of the three categories separately. The layout is as follows:

Table 1: Effects of all the variables (Nyssen, 2009)

The quality of figures and maps is important. They need to be clearly legible and maps need to conform to the state-of-the-art in cartography. The typical information contained within a map (including title, grid/coordinates, scale and key) should be present.

Footnotes are to be continuously numbered. They are separated from the text body by means of a short line at the bottom-left of the page.

Abbreviations should be avoided if at all possible. Exceptions include abbreviations pertaining to the name of institutions (e.g. FWO-V for 'Fonds Wetenschappelijk Onderzoek-Vlaanderen') or recurrently used terms in your document (e.g. WCN for 'world city network'). In such cases, the first instance of the term is written in full, with the abbreviation mentioned between brackets. From that point onwards, it is acceptable to use the abbreviation.

5 REFERENCES

5.1 References in the text

References in the text can come in different guises. The list below gives an overview of how to cite a source correctly:

- **One author**

- ... was tested (Smith, 1977).

- ... (National Institute for Statistics, 2005).

- According to the Ministry of the Flemish Community (2005), there is...

- **Two authors**

- ... (Derudder and Witlox, 2005).

- De Dapper and Mostaert (2004) found that ...

- In case of **more than two authors**, it is common to use the abbreviation *et al.*. Given the Latin origin of this abbreviation (*et al.* stands for *et alii*, meaning "and others"), this abbreviation needs to be italicized. Note that in your text you need to use the plural after *et al.*

- ... was confirmed (Taylor *et al.*, 2000).

De Maeyer *et al.* (2004) found that...

- **No author**

... was confirmed (*N.N.*, 2006).

N.N. (2006) found that ...

- **Multiple references, same author:** list references in chronological order, from older to more recent.

... (Van de Weghe, 2001, 2004, 2005).

If multiple publications refer to the same year, add subsequent letters (a, b, c, etc.) to differentiate. This should then also be done in the reference list.

... (Van Eetvelde, 2001a, 2001b, 2001c).

- **Multiple references, multiple authors:** list references in chronological order, separated by a semicolon.

... (Vandermotten *et al.*, 1999; Saey, 2000; Zook, 2003a, 2003b, 2005; Smith & Timberlake, 2004, 2005).

- **Multiple authors with the same surname:** use initials to differentiate.

... (J. Peeters, 2004; P. Peeters, 2006).

According to P. Peeters (2006), ...

- **No date**

... (Antrop, *s.d.*).

In addition, Delaere (*s.d.*) claims that ...

- **Specific part of a reference:** insert, after the year of publication and separated by a comma, the specific part of the reference.

... (Hondius, 2000, p. 7).

... (Vandaele, 1999, pp. 44-58).

... (Allaert, 2005, fig. 3).

... (Hendriks and Zappa, 2000, footnote 3).

According to Allaert (2005, p. 4),...

- **Reference within a reference:** try to avoid 'secondary sources' by using the original source if at all possible. If the original source cannot be retraced, then add it as a secondary source in your referencing.

... Beaverstock's study (as cited in Smith, 1999, p. 15).

- **Unpublished information** that is not accessible to others must be cited, but should not be recorded in the reference list.

... (Saey, personal communication, 17 June 2005).

- **Websites:** to avoid your text being interrupted by very long URLs (e.g. http://people.hofstra.edu/faculty/Jean-paul_Rodrigue/downloads/Curriculum%20vitae%20JPR.pdf), it suffices to use the basic, formative part of the URL and mention the date on which you consulted the website. If it concerns an e-article (i.e. an article not formally published in a journal) rather than a website in the strict sense, then it is also

sufficient to mention the basic, formative part of the URL. If a URL is used to convey general information, then the date of consultation should not be mentioned:

... (<http://www.lboro.ac.uk/gawc>, consulted on September 17, 2006).

According to Kind en Samenleving (<http://www.k-s.be/>), ...

In the reference list, the entire URL needs to be mentioned under the rubric 'Internet sources' or 'articles' (for e-articles).

5.2 Citations or verbatim reproduction

Verbatim reproduction only makes sense in two cases:

- if an idea cannot be better or more succinctly presented than the cited author(s) do(es);
- if the verbatim reproduction is used to show that a third party has interpreted the ideas incorrectly or the possibility of further incorrect interpretations persists.

Citations in Dutch, French, English or German should not be translated. Verbatim reproductions need to be put between double quotation marks: "...". Citations should be absolutely accurate. Short citations can be incorporated in the body of the text, while longer citations should be separated by means of an open line before and after the citation. Highlight deleted sections in a citation by means of inserting '[...]' in the appropriate place. Changes or emphases in a citation should be mentioned (e.g. "[...] which resulted in *six* differences" (Nyssen, 2012, p. 15, own emphasis)"). This implies that in this particular example 'six' was not italicized.

Non-English words should be italicized, while words that are emphasized need to be underlined (e.g. "The prominence of the *fermette* style of housing manifests itself in the continued relevance ..."). However, only use this kind of emphasis sparingly.

5.3 References in tables, figures and maps

Tables, figures and maps derived from publications need to be duly referenced. In some cases it may be necessary to mention copyrights explicitly. Referencing is done at the end of the caption as follows: "Source: ..." [use of the above-mentioned referencing systems]. In the case of topographical maps, soil maps, etc. you need to mention – after the title – the number of the map, the author (if applicable), the publisher, the year in which the map was made and the edition (if applicable). If the table, figure or map has been altered from the original, then this needs to be reflected in the reference: "Source: adapted from ...". If a table, figure or map is self-composed based on existing data sources, this needs to be mentioned: "Source: based on ...". If a table, figure or map is entirely composed based on your own research, then there is no need to mention a source.

5.4 Confidential documents, personal communication

As already suggested, unpublished confidential documents of personal communication should not be considered as publicly accessible literature and consequently should not be mentioned as such in the reference list. These need to be mentioned directly in the text or a footnote.

6 REFERENCE LIST

References are compiled into a reference list. The references should be listed alphabetically according to the first authors' names. In case of the same surname, the first name of the first author is used to differentiate. In case of multiple publications of the same author(s), the ranking is in chronological order (with the oldest reference listed first). In case of multiple publications by the same author(s) in the same year, a letter is adjoined to the year of publication, starting with an "a". Nameless documents are attributed to *N.N. (Nomen Nescio)*; these references are chronologically listed, and – if further differentiation is needed – the first word of the title that is neither an article nor a conjunction.

Formulating a bibliographic reference (watch the position of dots and commas):

- **Book**

Antrop, M. (1989) *Het landschap meervoudig bekeken*. Kapellen: De Nederlandse Boekhandel - Pelckmans.

Anson, R.W., Ormeling, F.J. (Eds.) (2002) *Basic Cartography for Students and Technicians*. Oxford: Reed Elsevier.

Koop, H., Leten, M., Boddess, P., Tielens, T., Hermy, M. (1992) *Bosstructuur en soortensamenstelling van het Walenbos; monitoring van bosstraatnatuurreservaten in Vlaanderen*. Hasselt: DLOInstituut voor Bos- en Natuuronderzoek, Wageningen en Instituut voor Natuurbehoud, Rapport IN A92/71b.

Author(s): surname in full, first letter of first name(s)

Year of publication

Title: verbatim reproduction of the title (including subtitle if applicable) as mentioned on the book (italicized). In case of English titles every noun and adjective is written with a capital first letter. In case of Dutch and French titles, no capitals are used. In case of German titles, all nouns are to be written with a capital letter.

Bibliographic address: location and name of the publisher, with in case of multiple locations the first one sufficing. In case of the book being part of a book series, the number should be mentioned. If the location of publishing is unknown, use *s.l.*, which stands for *sine loco*.

In the case of an edited volume, use the name of the editor(s). Also put '(Ed.)' (in case of a single editor) or '(Eds.)' (in case of multiple editors) after the names.

If applicable, the bibliographic address should be replaced by "unpublished thesis", "unpublished doctoral dissertation", followed by the name of the institution (university, college)

and the faculty or programme; “report”, followed by the name of the relevant institution (university, ministry, local authority, etc.) and if applicable an identification (code) for the report.

- **Chapter in a book**

Usher, M.B. (1991) “Scientific requirements of a monitoring programme”. In: Goldsmith, F.B. (Ed.) *Monitoring for Conservation and Ecology*. London: Chapman and Hall, pp. 15-32.

As per the above, but now also including the title of the chapter, the author(s) of the chapter and the page span. The title of the chapter does not feature capital letters (apart from the obvious exceptions).

- **Article** in a scientific journal (including **e-articles**)

Schwanen, T., Dijst, M., Dieleman, F.M. (2002) “A microlevel analysis of residential context and travel time”. *Environment and Planning A*. 34 (8), 1487-1507.

Taylor, P.J., Derudder, B., Witlox, F. (2006) “Comparing airline passenger destinations with global service connectivities: a worldwide empirical study of 214 cities – a research note”. *GaWC Research Bulletin* 196. Loughborough: Loughborough University, Department of Geography, Globalization and World Cities Study Group and Network, 33 pp. (<http://www.lboro.ac.uk/gawc/rb/rb196.html>).

Name of the author(s): surname in full, first letter of first name(s)

Year of publication

Title of the article: do not use capital letters

Title of the journal: as per reference to books.

Volume

Number

Page span

(only for e-articles: the exact URL) (An e-article is an electronic article that has no paper version.

If an electronic article has a paper version, then refer to this one and do not mention the URL).

- **Proceedings of a seminar or lecture**

Arentze, T., Timmermans, H. (2005) “The effects of land use policies on activity-travel patterns: An application of the Albatross multi-agent simulation system”. In: Witlox, F., Van Acker, V. (Eds.) *De Belgische geografendagen. Mobiliteit, maatschappij en milieu in kaart gebracht*. Ghent: Ghent University, pp. 97-102.

The publisher should not necessarily be a ‘pure’ publisher, it can also be the lecture or seminar organizer or simply the place where it was held.

- **Internet source**

De Vriese, S. (2002) *Introduction to Geonet*.

<http://www.geoweb.ugent.be/geonet/index.asp.20/02/2006>.

Name of the author(s): surname in full (if known), first letter of first name(s)

Year of publication

Title of the document

URL

Date when the document was consulted

Internet sources, interviews, maps, software tools, etc. are to be listed separately.

7 MISCELLANEOUS

By way of conclusion a number of useful suggestions:

- If a reader does not quickly find out what the document is about, then chances are that he/she will become disinterested soon. Make sure your introduction is concise and to the point.
- Do not assume abbreviations are known, so stick to the ones you know are common usage (e.g., i.e., etc.)
Avoid using 'I', double negations, self-proclaimed abbreviations and overly long sentences.
- Numbers in the text: integers up till twenty are written in full unless this does not make sense (as in the case of accuracies, coordinates, ...). For example: "This paper consist of four parts.", "More than 17% of the respondents claims ...", "There are over 140 kinds of ...". "The accuracy of FLEPOS is 3 to 5 cm", ...
- The notations of the SI-system are to be respected for addressing quantities (e.g. 10 l fluid, 25 m² soil, 4 m³ volume). With the exception of "%", there should be a space left between number and unity. Respect prefixes and the use of capital letters. Multiples of thousands are shown by means of a space (e.g. "More than 1 000 000 commuters ..."). Unlike in Dutch, a full stop is used as decimal mark.