**University of Jaffna**

**The first international research conference on 'Performing and Visual Arts'**

**Guidelines for Referencing and Footnotes**

These guidelines provide instructions for referencing and formatting footnotes in the articles submitted for publication in the proceedings of this Conference

**Referencing**

The guidelines adhere to the Emerald Harvard citation style system. This section offers guidance on how to cite sources within the text of your essay and compile a list of sources used in a systematic manner on the final page of the essay.

## In-text Citation: Guidelines for Citing Sources in the Body of Your Essay

In-text citation is the method of acknowledging and referencing sources used in your essay. It allows readers to identify and locate the sources you have consulted in your writing. There are two main ways to cite sources in the body of your essay: direct quotes and indirect quotes.

**Direct Quotes**

Direct quotes are used when you are reproducing the exact words of a source. They are enclosed in double quotation marks (" ") and the author's name, year of publication, and page number are cited in parentheses immediately after the quote.

* **For direct quotes of less than 40 words:**
* Enclose the words in double quotation marks (" ").

Example:

Karthikeyan (2020, p. 10) states that "library information service should evolve with the needs of time".

* **For direct quotes of 40 words or more, or images that reveal direct intervention:**
* Indent the entire quote half an inch from the left margin.
* Do not use double quotation marks.

Example:

Kumaresh (2020, p. 10) states:

Library information service must keep changing with the development of information technology. To meet the needs of users, libraries need to provide new services and improve existing services. Librarians must be proficient in information technology and be prepared to assist users in finding and using information.

The art of Deviant (2015, p. 10) becomes:



* Properly cite the source of the quote (author, publication year, page number).
* When using quotes, be careful not to change the meaning of the original text.

**Indirect Quotes**

Indirect quotes, also known as paraphrases, involve expressing the ideas of a source in your own words.

* Do not use quotation marks.
* The author's name and year of publication are cited in parentheses.

### Two Common Methods for Indirect Quotes:

**1. Author-Lead Approach:**

In this approach, you start the sentence with the author's name and then summarize their ideas.

**Example:**

Kumaresh (2020) emphasizes the need for libraries to adapt their services to meet evolving information needs.

**2. Bracketed Author-Year Approach:**

In this approach, you place the author's name and year of publication in brackets within the sentence.

**Example:**

**The impact of climate change on coastal communities is more severe than others (Smith, 2019).**

## Reference List: A Guide for Creating a List of Sources

A reference list, also known as a bibliography, is a crucial element of academic writing. It serves as a comprehensive catalogue of all the sources you have consulted and cited in your paper, providing readers with the necessary information to locate and retrieve those sources.

## General Guidelines for Creating a Reference List

To ensure a well-structured and informative reference list, adhere to the following general guidelines:

**1. Alphabetical Order:**

Organize the reference list entries alphabetically by the author's last name. For works with multiple authors, alphabetize by the first author's last name.

**2. New Line for Each Entry:**

Start each reference entry on a new line, ensuring clear separation between individual sources.

**3. Hanging Indent for Subsequent Lines:**

If an entry's information extends beyond one line, indent all subsequent lines by half an inch from the left margin. This creates a visually appealing hanging indent.

**4. Complete Information:**

Include all relevant and complete information for each source, ensuring accuracy and adherence to the chosen citation style. This typically includes author names, publication titles, publication dates, volume numbers, page numbers, and any additional relevant details.

## Examples for Creating Reference Lists for Different Types of Documents

### Books

1. **One Author**

Sugeer, K. (2024), *Computer Troubleshootings : Tools and Techniques*, 2nd. ed., Vol. 4, Taylor and Francis, Tokiyo.

1. **Two or Three Authors**

Kittle, W., John, N. and Normal, R. (2024), *Introduction to Computer System and Network*, 1st ed., Sage, London.

1. **Four or More Authors**

Rohw, K. *et al.* (2012), *White Spaces in Art and Design*, 2nd ed., Wiley, Cape.

### Journal Articles

1. **One Author**

Antoinette, M. (2020), “Vanishing acts : remembering 5th Passage in Singapore"s contemporary art history (a story about making art public)”, *Canadian Journal of Art Therapy*, Routledge, Vol. 10 No. 2–3, pp. 323–350, doi: 0.1080/21500894.2020.1810753.

1. **Two or Three Authors**

Kwok, I.B., Belgrod, R. and Lederman, L. (2022), “Communicating Scope of Practice: An Outpatient Group Art Therapy Documentation Initiative (Communiquer le champ de pratique : une initiative de documentation sur art-thérapie ambulatoire de groupe)”, *Canadian Journal of Art Therapy*, Routledge, Vol. 35 No. 1, pp. 12–19, doi: 10.1080/26907240.2022.2052644.

1. **Four or More Authors**

Islam, Md.N. *et al.* (2024), “Exploring the landscape of big data applications in librarianship: a bibliometric analysis of research trends and patterns”, *Library Hi Tech*, Emerald Publishing Limited, Vol. 25 No. 3, pp. 454–475, doi: 10.1108/LHT-05-2023-0193.

### Websites and Online Sources

Provincial Department of Education, N.P. (2024), "Education Management Information System", available at [https://www.edudept.np.gov.lk/index.php#](https://www.edudept.np.gov.lk/index.php) (accessed 2024/03/25).

### Report

Lonsdale, M. (2003), "Impact of School Libraries on Student Achievement: A Review of the Research", in *Report for the Australian School Library Association.,* Australian Council for Educational Research, Victoria, pp. 0-41.

### Conference Proceedings

Debrenlieva-Koutsouki, A. (2018), "The role, the function and the organisation of school libraries in Greece", paper presented at the 1st International e-Conference on Studies in Humanities and Social Sciences, 2018/07/09, China, pp. 471–472, available at: <http://centerprode.com/conferences/1IeCSHSS.html#005> (accessed 2024/04/05).

### Interviews

### Interviews (Television)

**Format:**

Last name, Initials of person interviewed. (Year of interview), "Title of the interview", Interview by Interviewer"s First name Last name, Title of publication, Day Month of Publication.

**Example:**

Kenny, E. (2013), “Ireland’s lost generation”, Interview by Miriam O"Callaghan, Prime Time, RTE One Television, March 15.

### Interviews (Newspaper)

**Format:**

Last name, Initials of person interviewed. (Year of interview), "Title of the interview". Interview by Interviewer’s First name Last name, Title of publication, Day Month of Publication, page number.

**Example:**

O"Brien, M. (2014), "Achieving success in parenting", Interview by Siobhan Moynihan, Irish News Weekly, June 6, p. 56.

### Interviews (In Person or Virtual)

**Format:**

Last name, Initials of person interviewed. (Year of interview), "Title of the interview". Interview by Interviewer"s First name Last name [virtual medium if appropriate], Day Month of interview.

**Example:**

O"Nally, S. (2020), "Working from home experiences", Interview by Sorcha Mulryan [Skype], June 6.

**Numbered Footnotes Guidelines**

These guidelines provide instructions for creating footnotes for authors submitting papers to the 1st International Research Conference on Performing and Visual Arts – 2024. Footnotes are notes placed at the bottom of your page in a smaller font to provide **additional informatio**n or **clarification** for the content of an article.

**Coding:**

* Use a continuous numbering system throughout each paper. Start with a superscript 1 (¹) for the first footnote, superscript 2 (²) for the second footnote, and so on.
* Do not restart numbering for each page. Numbers should be continuous throughout the entire paper.
* Always place the footnote number in superscript within the body of the article.

**Example:**

Shiva's Tandava dance has six main mudras.¹

**Footnote Section:**

Footnotes should be provided in a separate section at the end of the article.

* Give this section the heading "Footnotes" or "Notes."

**Example:**

Footnote

¹ Abhinaya mudra, Ananda mudra, Gajahasta mudra, Tishti mudra, Sucika mudra, Mushti mudra.

**Note:**

To avoid unnecessary length, keep footnotes concise and relevant.

If more information is needed, try to include it in the body of your article as much as possible.

We hope these guidelines will help you create clear and effective footnotes in your articles.

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