

APPENDIX D

ENGLISH BIBLIOGRAPHIC REFERENCES

Documenting research sources is indispensable in terminology work since it validates the research by allowing the reader to locate and verify the source, as well as gather additional information.

1. General

- a) Source references should be recorded in the field immediately following its corresponding definition or context.
- b) Terminology databases, such as *TERMIUM*, are considered secondary sources, and therefore, the source on the database record, rather than the database itself, should be cited.
- c) All bibliographic entries should end with a period.

2. Abbreviations

abridged	abr.	no page	n.p.
chapter	ch.	no place of publication	N.p.
collection	coll.	no publisher	[n.p.]
compiled by	comp. by	number(s)	no., nos.
edited by	ed. by	page(s)	p., pp.
edition number	x th ed.	revised	rev.
editor(s)	ed., eds.	translated by	trans. by
expanded	exp.	volume(s)	vol., vols.
no date of publication	n.d.		

3. Books

a) Basic entry: Books by a single author

Although the specific bibliographic information to be recorded depends on the document used, a basic entry should include the following bibliographic information arranged in the following order:

1. Author's full name reversed (i.e. last name, comma, first name)
2. Title of the section of the book
3. Full title, including subtitle (in italics)
4. Name of editor, translator or compiler
5. Edition used
6. Number of volumes
7. Name and number of series
8. Place of publication
9. Name of the publisher
10. Date of publication
11. Page number(s)

Items #1-7 and 9-11 are to be separated by a period and a space. Items 8 and 9 should be separated by a colon and a space.

SOURCE – ENGLISH CONTEXT: Porter, Ken. *The New American Computer Dictionary*. Revised and expanded ed. New York: New American Library, 1985, p. 97.

b) More than one author

The rules below apply when there is more than one author. The other bibliographic information follows the basic entry format (see 2(a)).

i) Two or three authors

To cite a book by two or three persons, give their names in the order in which they appear on the title page. Reverse only the name of the first author. Separate the names of the other authors with a comma and a space, adding “and” before the final author’s name.

SOURCE – ENGLISH DEFINITION: Hawes, Gene R., and Lynne Salop Hawes. *The Concise Dictionary of Education*. Scarborough: Van Nostrand Reinhold Publishing, 1982, p. 58.

ii) More than three authors

To cite a book authored by more than three persons, state only the first author's name (reversed), followed by a comma, a space, and "et al."

SOURCE – ENGLISH DEFINITION: Shafritz, Jay M., et al. *The Facts on File Dictionary of Education*. New York: Facts On File, 1988, p. 46.

c) Corporate author

When a book issued by an organization does not indicate the name of the author, the name of the organization should be cited as the corporate author, even if that name is repeated as the publisher. Use the full name rather than an abbreviated form of the corporate author, unless it is commonly known by its shortened form (e.g. Unesco).

SOURCE – ENGLISH CONTEXT: Canadian Council for International Co-operation. *A Whole New World: Development Education in Canada*. Ottawa: Canadian Council for International Co-operation, 1988, p. 35.

In the case of government publications, state the name of the government first, followed by a period, a space and the name of the body issuing the publication.

SOURCE – ENGLISH CONTEXT: Ontario. Ministry of Education and Training. *Towards an Integrated Curriculum: A School Resource Guide*. Toronto: Ministry of Education and Training, 1993, p. 3.

For bilingual or multilingual bodies, state only the official English name.

4. Collections, encyclopaedias and dictionaries

a) Collections

Begin the entry with the author and the title of the piece, enclosing the title in quotation marks. Follow by stating the title of the collection and the other items in the basic entry.

SOURCE – ENGLISH CONTEXT: Levin, Benjamin. "Schools and Work: Towards a Research Agenda." *Report on the Pan-Canadian Education Research Agenda Symposium*. Toronto: Canadian Education Statistics Council, 1999, p. 7.

In the case where the editor, compiler or translator shares responsibility with the author, set up the reference as follows: author, title of collection, period, space, and then the name of the editor, compiler or translator – preceded by “Ed. by,” “Comp. by,” or “Trans. by,” as the case may be.

SOURCE – ENGLISH CONTEXT: Delisle, Jean. “Translators and the Invention of Alphabets.” *Translators Through History*. Ed. by Jean Delisle and Judith Woodsworth. Benjamins Translation Library, vol. 13. Philadelphia: J. Benjamins: Unesco Publishing, 1995, p. 9.

If no author is mentioned or if the editor has primary responsibility for the collection, the editor’s name should be placed first in the bibliographic entry, followed by a comma and the abbreviation ed. or ed.-in-chief (eds. for more than one editor). The compiler or translator may also have the primary responsibility and in this case, the name of the compiler or translator should be entered first, followed by the appropriate abbreviation, “comp.” or “trans.”

SOURCE – ENGLISH DEFINITION: Knowles, Asa S., ed.-in-chief. *The International Encyclopedia of Higher Education*. San Francisco: Jossey-Bass, 1977, p. 25.

If neither the author nor the person with secondary responsibility is known, begin with the title.

b) Encyclopaedias and dictionaries

Treat an encyclopaedia article or a dictionary entry as you would a piece in a collection. In the case of signed entries where the specific author is known, begin with the author. If the author is not known, begin with the editor or compiler. Note: Articles in reference books may be signed with initials that are identified elsewhere in the work.

SOURCE – ENGLISH DEFINITION: Husén, Torsten, and T. Neville Postlethwaite, eds-in-chief. *The International Encyclopedia of Education: research and studies*. Toronto: Pergamon Press, 1985, p. 22.

5. Articles in periodicals

To cite an article in a periodical, state in the following order: the author(s); the title of the article (in quotation marks); the name of the journal (in italics); the volume (with no

punctuation between the journal name and the volume); the issue number (separated from the volume by a comma and a space); the issue date (in parentheses and followed by a comma and a space); and the page number(s).

SOURCE – ENGLISH CONTEXT: Larter, Sylvia. “Benchmarks.” *FWTAO Newsletter* 10, 1 (August-September 1991), p. 8.

6. Bilingual publications

When citing bilingual or multilingual publications, give only the English version of the title and other bibliographic information. The information listed should follow the format of the basic entry. Note that bibliographic references apply only to citations in the original language, as opposed to translations. See item 16.1 of the *Protocole*.

SOURCE – ENGLISH CONTEXT: Gayfer, Margaret. *An Overview of Canadian Education*. 4th ed. Toronto: Canadian Education Association, 1991, p. 33.

7. Terminology records (non-electronic format)

To cite this type of terminology record, state the name of the authoring organization, the title of the terminology collection (in italics) and the record number, followed by a comma, a space and the most current date of creation or revision.

SOURCE – ENGLISH DEFINITION: Network of Translators in Education. *Recommandations terminologiques*. No. 22, February 1987.

8. Electronic documents

a) Web site

To cite a Web page, state in the following order: the creator of the page; the page title¹ (in italics); the medium (“On-line”); the last modification date, if indicated (preceded by “Last modified...”); the site address of the page; and the date the page was consulted. The components in the entry are separated by a period and a space.

SOURCE – ENGLISH CONTEXT: Alberta. Ministry of Education. *What is a Charter School?* On-line.

¹ Use the most informative title (Web site, page, section, frame, etc.)

<http://ednet.edc.gov.ab.ca/parents/charterhandbook/whatisacharterschool.htm>.

Jan. 19, 1998.

b) On-line database

To cite an on-line database, state the creator of the database (if indicated), the name of the database (in italics), the medium, the last modification date, the site address and the access date. As in 8(a), the entry components are separated by a period and a space.

SOURCE – ENGLISH CONTEXT: *CancerWEB: The On-line Medical Dictionary*. On-line. Last modified Sept. 27, 1997. <http://www.graylab.ac.uk/omd>.
Jan. 27, 2000.

SOURCE – ENGLISH DEFINITION: OASIS Management. *Barkley's OASIS™ Comprehensive Technology Glossary*. On-line. Last modified Jan. 31, 2000.
<http://www.oasismanagement.com/TECHNOLOGY/GLOSSARY/index.html>.
Jan. 31, 2000.

c) CD-ROM

To cite a document stored on CD-ROM, state the title (in italics), followed by the medium, the information supplier and the edition date. The first three entry components should be separated by a period and a space; the last two by a comma and a space.

SOURCE – ENGLISH DEFINITION: *Oxford English Dictionary*. CD-ROM.
Oxford University Press, 1992.

d) E-mail message

To cite an e-mail message, state the sender's name (reversed), followed by the sender's e-mail address (in parentheses), the subject of the message (in quotation marks), the words "E-mail to..." and the recipient's name, the recipient's e-mail address (in parentheses) and lastly the date of the message. The four components – sender, subject, recipient and date – are separated by a period and a space.

SOURCE – ENGLISH DEFINITION: Ginsberg, Rena (rena@pathcom.com).
"Charter schools." E-mail to Nelida Chan (channe@mbs.gov.on.ca). April 15,
1998.

**APPENDIX D
BIBLIOGRAPHY**

Achtert, Walter S., and Joseph Gibaldi. *The MLA Style Manual*. New York: The Modern Language Association of America, 1985.

Canada. Department of Public Works and Government Services. Translation Bureau. *The Canadian Style: A Guide to Writing and Editing*. Revised edition. Toronto: Dundurn Press, 1997.

The Chicago Manual of Style. 13th Edition. Chicago: The University of Chicago Press, 1982.

Network of Translators in Education. *Annexe C, Protocole de rédaction de la fiche définitive*. 3rd edition. March 2000.

York University. “Electronic Sources: MLA Style of Citation.” Last modified October 29, 1997. <http://library.yorku.ca>. Jan. 27, 2000.