



Barcelona School
of Tourism, Hospitality
and Gastronomy

Centre adscrit



UNIVERSITAT DE
BARCELONA

CETT-UB STYLE MANUAL AND CITATION GUIDE

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1. Introduction

The CETT-UB Style Manual and citation guide is intended to be a reference guide for students of the CETT University School when they are developing their academic work. In this sense, the document aims to provide guidance that may be useful for the drafting of a project for a specific subject or for the Final bachelor's degree Project or the Final master's degree Project.

This manual address two key aspects when writing an academic document. The first of them refers to the formal aspects, while the second emphasizes the system of citations and references that every academic document must include.

2. Document general format

The academic documents must follow a series of formal aspects that are cited as follows:

- **Word processor:** It will be typed and submitted in Microsoft Word format or Open Office. However, all documents will be delivered in PDF format.
- **Narrative:** Use impersonal language for academic documents.
- **Language:** The Final Project may be written either in Catalan, Spanish or English according to the language of the subject.
- **Font:** It is recommended to use *Times New Roman* (size 12) or *Arial* (size 10). The titles and fonts of the tables, figures and footnotes will keep the same font, but with a size 2 points lower (*Times New Roman* at 10 points / *Arial* 8 points). It is necessary that the same document is written in a single font.
- **Line-spacing:** Line-spacing with 1.15 space for text and single space at the bottom of tables and figures.
- **Margins:** Uniforms of 2.5 cm at the top and bottom, and 3 cm on the right and left.
- **Paragraphs:** full-justified.
- **Page numbering:** All pages should be numbered (except for the cover) at the bottom center of each page.
- **Sections and sub-sections headings:** All sections must be numbered and use different format headings and sub-headings to clearly show the hierarchy of the information. Four headings levels might be used depending of the complexity of the document.

Level	Heading format
1	JUSTIFIED TO THE LEFT IN BOLD AND CAPITAL LETTERS
2	Justified to the left in bold, lower-case letters
3	<i>Justified to the left in bold, cursive, lower-case letters</i>
4	<i>Justified to the left, cursive, lower-case letters</i>

Table1. Heading levels format.

Example:

1. TOURISM TYPOLOGIES

1.1. Coast Tourism

1.1.1. *The Salou Case*

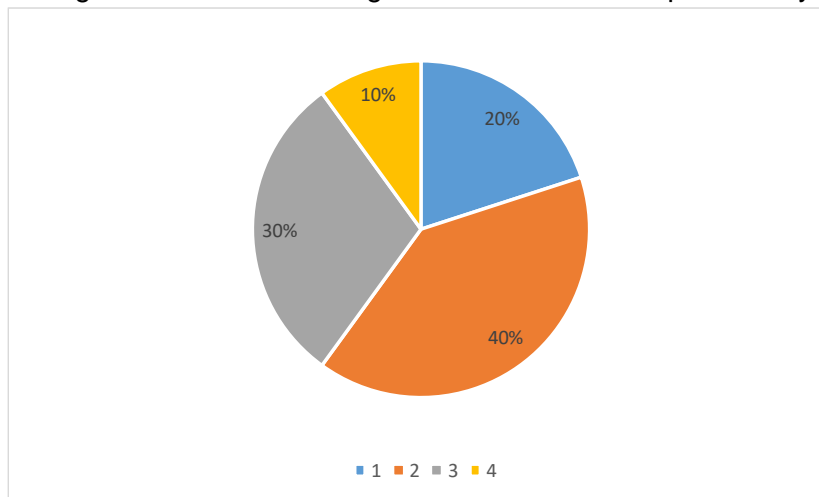
1.1.1.1 *Impacts of tourism in Salou*

- Footnotes:** avoid foot notes. Only if necessary the text will be marked with superscript reference numbers (1,2,3,4 ...). After punctuation symbols (such as this one, 1) (or this one.2) except for the dash (-like this³-) all notes will be written on a new page titled "Footnotes" will be written at the bottom of the page where the footnote appears.
- Figures:** graphs, maps, pictures, drawings, photos are considered figures ... Figures are included on the same page of the text where they are cited. If the figures are very large, a single page is used immediately after the page where it is referenced. If the information is produced by the author, it will be referenced as "Own elaboration".

Example:

Figure 1

Percentage of families according to the number of computers they have



Source: Own elaboration.

- Tables:** tables must be included after the paragraph where they have been cited. If the tables are too big, a single page is used immediately after the referenced page. In the text they will be referred to as Table 1, Table 2, ... At the top of each table the number of the table will be included in bold (eg Table 1) and its title. Likewise, the source of the data will be indicated at the bottom of the table. If the information is produced by the author, it will be referenced as "Own elaboration "

Example:

Table 1

Assessment of aspects according to geographical areas by the tourist

City and region	Issues	
	Citizen security	Noise
Barcelona city	8,05	6,89
Barcelona region	8,41	7,65
Barcelona destination	8,16	7,14

Source: Observatorio del Turismo de Barcelona (2019).

3. Citations and references

When information extracted from another source is cited in an academic work, this source must be correctly cited both in the text and in the list of references that is located at the end of the document. All citations included in the text must be referenced last in the

reference list, and vice versa. If the ideas of other authors are not cited, the student is committing plagiarism.

3.1. Quotations

The citations are included in the text that is written. These do not include all the information of the source, but only explicitly mention the author of the source and the year of publication in brackets.

The citations can be verbatim (direct) or non-verbatim (indirect). We use a verbatim (direct) quote when we reproduce a sentence with the same words as the author. Instead, we use a non-verbatim (indirect) when expressing the author's ideas, but in our own words.

For **indirect citations**, the author's first surname and the year of publication of the document must be indicated. You have to differentiate between:

- If the name of the author is part of the narrative, the year of publication is added after it in brackets.

Example:

This concept was exposed by Barril (1978) at the...

- Mason (2020) talks about sustainability in the tourism sector ...
- If the name of the author is left unsaid, include the author's last name and the date in parentheses separated by a comma.

Example:

... in this case, the variable was considered irrelevant (Sanahuja, 1982)

- If the source has been written by two authors and we want to incorporate the name of the authors as part of the writing of the document, we always cite the two surnames separated by "and" and indicate the year of publication in brackets.

Example:

This concept was exposed by Farré and Pérez (2019) at the...

- If the source has been written by two authors and we do not want to include the name of the authors as part of the writing of the document, we cite the two surnames separated by "&" in parentheses and add the year of publication separated by a comma.

Example:

...in this case, the variable was considered irrelevant (Farré & Pérez, 2019)

- If there are 3 or more authors and we do not want to incorporate the authors' names as part of the writing of the document, we write the last name of the first author followed by

"et al." integrated into the sentence and in parentheses we indicate the year of publication separated by a comma.

This concept was explained by Moliné et al. (2018) in...

- If there are 3 or more authors and we do not want to include the authors' names as part of the document's writing, we cite the first surname in parentheses followed by "et al." and the year of publication separated by a comma.

... in this case, the variable was considered irrelevant (Moliné et al., 2018)

- The names of corporations are written in full and the abbreviation between brackets [] the first time we cite them. From the second citation onward the abbreviation can be used.

Example:

According to the Catalan Institute of Health (ICS, 2020).../ (Catalan Institute of Health [ICS], 2020) → the first time it is cited in the text

According to ICS (2020) / (ICS, 2020) → the rest of the citation

- If there is no year of publication, it will be replaced for nd. Example: (WTO, n.d.).

(WTO, n.d.)

- If a citation makes reference to more than one work, they should be separated by semicolon.

Example:

(OMT, 2001; Barril et al., 2013; Moliné & Serrat, 1998)

- If two documents were published on the same year, authors are added until references are different.

Example:

(Kim, Park, Lee, et al., 2020)

(Kim, Park, Cho, et al., 2020)

- If an author of group of authors have published more than one work on the same year, a letter should be included: 2010a, 2010b, 2010c ... The list of reference should match the reference.

Example:

(Prat & Vidal, 2018a)

(Prat & Vidal, 2018b)

- When we use a concept that is cited in the publication that we have read, we do not have the original work, we indicate the citation as follows: (Original author, Year of original publication, cited in Secondary Author, year of publication of the secondary work).

Example:

(Soler, as cited in Vilaseca, 2011)

As Soler (1993), cited in Vilaseca (2011)

For textual quotes (direct quotations) copied directly from the original work directly, we must distinguish according to the length of the text:

- Short quotations, less than 40 words. We write the text between double quotation marks in the body of the paragraph and at the end we cite the author and the year of publication following the same criteria explained above. In addition, we add the page where we have found the citation to the original source preceded by p or pp, if it occupies one or more pages.

Example:

“in terms of expected benefits or costs obtained in exchange for the services they provided” (App, 1992, p. 669)

- Long quotations (more than 40 words). When the length of the text is longer than 40 words, we include the quote by starting a new paragraph indented from the left 2.5 cm and without quotation marks. At the end of the citation, we specify the page where we have found the citation to the original source preceded by p or pp, if it occupies one or more pages.

As point out by Anguera-Torrell et al. (2020):

The need to be proactive is particularly important in these types of P2P platforms, since they tend to show unexpected exponential growth. Thus, the lack of applicable regulation opens the doors to the appearance of social costs, the intensity of which could be proportional to the growth of these platforms. (p. 12).

3.2. References

The references section consists of a list of the sources used throughout the text that begins on a new page with the title "References". Each reference contains all the information necessary to locate the original document from which we have extracted the information. Also, each reference is always written in French indentation.

The references are ordered alphabetically based on the authors' surnames. If an author has more than one work, they are ordered by year of publication.

If there is more than one work by the same authors in the same year, they are ordered by the title of the publication and after the year a, b, c are added.

Examples:

Albiol, J., & Pou, U. (2005a). *Sustainable development*. Tourist editions.

Albiol, J., & Pou, U. (2005b). *Is a sustainable tourism development possible?* Tourist editions.

If the source has different authors, they are separated by commas, except for the penultimate and the last author, who are separated by a comma and an &.

When the author is an institution, the reference is ordered from the first word of the institution's name (not its acronym).

If the publication has 20 authors or less, all of them are cited in the reference. If it has more than 20, the first 19 are included, an ellipsis is placed, and the last author is entered later.

If the year of publication is not indicated, the reference includes a n.d. in parentheses in the same place where the year would go.

In addition, it must be taken into account that the information that a reference must include is different depending on the type of document that we want to reference. Below are the characteristics of the most common font typologies:

Article on a scientific journal

The format to follow for referencing articles from academic journals is as follows:

Surname, First Name Initial, & Surname, First Name Initial (year). Title of the article. *Title of the journal*, Volume (number of the volume), pages. DOI

Examples:

Plichta, J. (2019). The co-management and stakeholders theory as a useful approach to

manage the problem of overtourism in historical cities—illustrated with an example of Krakow. *International Journal of Tourism Cities*, 5(4), 685-699. <https://doi.org/10.1108/IJTC-12-2018-0107>

McCamley, C., & Gilmore, A. (2017). Aggravated fragmentation: A case study of SME behaviour in two emerging heritage tourism regions. *Tourism Management*, 60, 81-91. <https://doi.org/10.1016/j.tourman.2016.11.016>

Govers, R., Go, F. M., & Kumar, K. (2007). Promoting tourism destination image. *Journal of travel research*, 46(1), 15-23. <https://doi.org/10.1177/0047287507302374>

Digital Collection (DOI): If a document can be accessed on-line, the URL address must be included. If the document has DOI code assigned, it should also be included as well as the date of consultation. Documents can be located by the DOI in <http://www.crossref.org>

Books

The format to follow for referencing books is as follows:

Surname, First name's initial, & Surname, First name's initial (year). *Title of the book or monograph*. Publishing house. DOI, if there is

Example:

World Tourism Organization (WTO) (2016). *Tourism and the Sustainable Development Goals*. UNWTO. <https://doi.org/10.18111/9789284417766>

Book's chapter

The format to follow for referencing book's chapter is as follows:

Surname, First name's initial, & Surname, First name's initial (year). *Chapter book's title*. In: Surname, First name's initial, & Surname, First name's initial (Eds. Or Coor), *Title of the book* (pp n-n). City: Publishing house. DOI, if there is

Example:

Young, F. W. (1972). A model of polynomial conjoint analysis algorithms. A: R.N. Shepard, A.K. Ronney, & S. Nerlove (Eds.) *Multidimensional scaling: Theory and applications in the behavioral sciences* (pp. 295-321). New York: Academic Press.

Doctoral Theses, Master's Final dissertation or Final Bachelor's Degree Projects

The format to follow for referencing doctoral theses, master's final dissertations or final bachelor's degree projects is as follows:

Surname, First name's initial, & Surname, First name's initial (year). *Title of the academic document* [type of academic document] Name of the database.

Example:

Imbert-Bouchard, D. (2019). La senyalització turística com a instrument de gestió territorial. El cas dels municipis turístics de Catalunya; l'estat de la qüestió between 2013 and 2017 [doctoral thesis]. Tesis doctorals en xarxa.

Electronic resources

The format to follow for referencing electronic resources is as follows:

Surname, First name's initial, & Surname, First name's initial (year). *Title of the electronic resource*. Link URL

Example:

Institut d'Estadística de Catalunya (2019). *Turistes estrangers. Per país de residència habitual*. <https://www.idescat.cat/indicadors/?id=anuals&n=10532>

Legal standards

The format to follow for referencing legal standards is as follows:

Name of regulation or law § section number and Source (year).

Example:

Law 13/2002, de 21st of June, de turisme de Catalunya, Boletín Oficial del Estado § L46 (2004).

4. Plagiarism at the University of Barcelona

What is plagiarism?

A quick definition would say that plagiarism is to pass off someone else's intellectual or artistic work as one's own. However, it can also be considered plagiarism not to mention the sources consulted for the elaboration of a work, to copy entire fragments, to paraphrase texts, among other unethical practices.

Who does it harm?

In the first instance, plagiarism harms the creator of the original work who sees his copyright violated.

In an academic environment it also harms the teaching activity that sees its function of training and providing knowledge altered. But also, whoever commits it is harmed. The skills of

analysis, synthesis and criticism of information sources are fundamental skills for personal and academic development that are also acquired in university education. Plagiarizing you lose the opportunity to develop them.

How to distinguish it?

Aside from the more obvious case of passing off someone else's work as your own, there are other examples of plagiarism:

- Copy fragments, images, graphics and other elements without mentioning their source
- Use information extracted from another work or publication and not mention it in the references
- Paraphrase, rewrite or translate a text without citing the source
- Reuse previous own works without referencing them (self-plagiarism)
- Use other people's ideas or words as their own if they are not considered to be part of general knowledge

How to avoid it?

- Simply observing a series of good practices when preparing a work:
- Identify with quotation marks the texts copied verbatim and cite their origin
- Write in your own words
- Identify the sources used in the reference list
- Cite correctly according to the style of citation used

How to detect it?

Currently there are several software to automatically detect evidence of plagiarism in a work. CETT has one of these softwares, called URKUND, which is used by many universities and academic institutions around the world.

Does plagiarism have consequences?

Obviously, apart from the damages already mentioned, plagiarism can have academic consequences and, in the most extreme cases, even legal ones.

For more information on how to avoid plagiarism, you can consult the resources available at the [University of Barcelona](#).