

GUIDELINES FOR REFERENCES IN SOUTH CENTRE'S PUBLICATIONS

SUBSTANTIVE CONSIDERATIONS

Adequate and specific references are necessary to inform on the analysis being developed, substantiate a statement, or clarify the source of an information. Good referencing increases the quality and potential impact of the research outputs. It is very important to provide the reader the basis to sustain or oppose a certain argument or position. Every argument made will be thus strengthened. This will indicate that it is not merely based on the author's opinion, but on facts or the literature on a particular matter. If the latter is not available, the argument should be elaborated on for the reader to understand what its justification is.

FORMALITIES

In making references, the following guidelines should be applied:

Quotations

Quotations are enclosed within double quotation marks. Where the writer is quoting from another author or document, the text should include full reference to the source, including the specific page. A specific page does not need to be mentioned if the reference is generally made to a particular document or work.

Quotations that consist of a complete paragraph or more than five typed lines are normally set off as an indented block of text, without quotation marks.

Footnotes:

Examples:

Documents of organizations:

World Trade Organization, document WT/MIN(05)/DEC. Available from <http://docsonline.wto.org>.

Books and publications:

- One author; title and subtitle:

Branco Milanovic, *Worlds Apart: Measuring International and Global Inequality* (Princeton, New Jersey, Princeton University Press, 2005).

- Three authors; edition other than the first:

Janet Walsh Brown, Pamela Chasek and David L. Downie, *Global Environmental Politics*, 4th ed. (Boulder, Colorado, Westview Press, 2006).

– More than three authors; book in a series:
Joseph Stiglitz and others, *Stability with Growth: Macroeconomics, Liberalization and Development*, Initiative for Policy Dialogue Series (Oxford, Oxford University Press, 2006).

– Editor in place of author; volume number and title:
Theodore H. Moran and Gerald T. West, eds., *International Political Risk Management*, vol. 3, *Looking to the Future* (Washington, D.C., World Bank, 2005).

– Organization as author and publisher:
United Nations Educational, Scientific and Cultural Organization, *Final Report of the World Education Forum, Dakar, Senegal, 26–28 April 2000* (Paris, 2000).

– Organization as author; symbol in place of publishing data:
International Atomic Energy Agency, *Resolutions and Other Decisions of the General Conference, Fiftieth Session, 18–22 September 2006* (GC(50)/RES/DEC(2006)).

– Organization as author and publisher; publication accessed online:
World Health Organization, *World Health Report 2007: A Safer Future—Global Public Health Security in the 21st Century* (Geneva, 2007). Available from www.who.int/publications/en (accessed 17 January 2008).

Book issued on CD-ROM:

The National Academies, *Science for the Sustainability Transition* (Washington, D.C., National Academies Press, 2002), CD-ROM.

E-book:

J.N.K. Rao, *Small Area Estimation*, Wiley Series in Survey Methodology (New York, Wiley & Sons, 2005), e-book.

Book not yet published:

Jessica Holmes, *Emerging Environmental Issues: Will We Survive?* (forthcoming).

Government publications:

Namibia, Ministry of Labour, *Namibia Labour Force Survey 1997* (Windhoek, 2001).

United Kingdom, Department for Education and Skills, *Care Matters: Time for Change* (London, The Stationery Office, 2007). Available from www.official-documents.gov.uk.

Karen A. Stanecki, *The AIDS Pandemic in the 21st Century*, United States Census Bureau, International Population Reports, Series WP02-2 (Washington, D.C., United States Government Printing Office, 2004). Available from www.census.gov.

Laws:

Cameroon, Penal Code, Law No. 65-LF-24 of 12 November 1965 and Law No. 67-LF-1 of 12 June 1967, sects. 337-339.

Canada, Extradition Act, *Statutes of Canada*, chap. 18, sect. 1 (1999).

Dominican Republic, Ley sobre comercio electrónico, documentos y firmas digitales (2002).

Working papers and research reports in a published series:

Stephane Straub, "Infrastructure and growth in developing countries: recent advances and research challenges", Policy Research Working Paper, No. 4460 (Washington, D.C., World Bank, 2008). Available from <http://go.worldbank.org/S6FTU2C430>.

*Note: Some working papers or research reports are issued as books or publications with an ISBN or ISSN. In such cases, the work is treated as a book and the title is italicized.

Articles and chapters in a book or publication:

César Calderón and Luis Servén, "Latin America's infrastructure in the era of macroeconomic crises", in *The Limits of Stabilization: Infrastructure, Public Deficits and Growth in Latin America*, William Easterly and Luis Servén, eds. (Palo Alto, California, Stanford University Press; Washington, D.C., World Bank, 2003).

Dani Rodrik, "Growth strategies", in *Handbook of Economic Growth*, vol. 1A, Philippe Aghion and Steven Durlauf, eds. (Amsterdam, North-Holland, 2005).

Articles in a periodical:

David E. Bloom, "Governing global health", *Finance and Development*, vol. 44, No. 4 (December 2007).

Laurie Garrett, "The challenge of global health", *Foreign Affairs*, vol. 86, No. 1 (January/February 2007), p. 15.

Articles in a newspaper:

Rana Husseini, "Women leaders attempt to bridge East–West cultural divide", *Jordan Times*, 9 May 2007.

“Aviation MD allowed risky planes to fly to Congo”, *Daily Monitor* (Kampala), 15 August 2002.

Piotr Adamowicz, “Smuggling from Poland”, *Rzeczpospolita* (Warsaw), 2 January 2000.

Sara Corbett, “Can the cellphone help end global poverty?”, *New York Times*, 13 April 2008. Available from www.nytimes.com/2008/04/13/magazine/13anthropology-t.html.

Articles on a website:

European Commission, “More aid for disaster victims in 2008”, 8 January 2008. Available from http://ec.europa.eu/news/external_relations/080108_1_en.htm.

Unpublished papers and dissertations:

– Paper prepared for an organization:
Aaron Cosbey and others, “The rush to regionalism: sustainable development and regional/bilateral approaches to trade and investment liberalization”, paper prepared for the International Development Research Centre, Winnipeg, Canada, November 2004.

– Paper prepared for a meeting:
Alexander Salagaev, “Juvenile delinquency”, paper presented at the Expert Group Meeting on Global Priorities for Youth, Helsinki, October 2002.

– Dissertation:
Maria Smith-Jones, “The changing role of women in the public sector, 1975–2005”, PhD dissertation, Columbia University, 2007.

Databases:

World Bank, Population projections, HNPStats database. Available from <http://go.worldbank.org/H9UC4943A0> (accessed 15 July 2009).

Public statements:

Angel Gurría, Secretary-General of the Organization for Economic Cooperation and Development, “Water: how to manage a vital resource”, statement to the OECD Forum 2007, Paris, 14 May 2007. Available from www.oecd.org.

Interviews:

Interview with Osman Ahmed Hassan, Head of Somaliland Representation to the United Kingdom, London, 4 January 2003.

Personal communications:

Jason Doucette, World Health Organization, "Incidence of tuberculosis in southern Africa", e-mail to author, 29 May 2009.

Generally, titles of books, publications, periodicals and newspapers are italicized. Titles of articles, internal documents, unpublished works and most research reports are set in standard (roman) font and enclosed in quotation marks. The titles of databases, websites and most series are set in standard font without quotation marks.

Footnotes can also be explanatory.

Ibid may be used for repeated references.

"See" may be used in footnotes, as well as in works cited in the text.

References: Author-date system

Authors have the primary responsibility for providing complete and accurate references to document their sources.

The author-date system can be used instead of footnotes in publications and technical reports to cite the sources used in preparing the text.

How to cite sources? A source is cited by giving the last name of the author or editor and the year of publication in the text within parentheses. The full reference is included in an alphabetical list placed at the end of the text. More than one work can be cited in a single parenthetical reference.

Example:

Text references:

Available studies have shown that about 70 per cent of income inequality among all the people of the world is explained by differences in incomes between countries and 30 per cent by inequality within countries (Bourguignon and Morrisson, 2002; Milanovic, 2005).

Corresponding entries in reference list:

Bourguignon, François, and Christian Morrisson (2002). Inequality among world citizens, 1820-1992. *American Economic Review*, vol. 92, No. 4 (September).

Milanovic, Branko (2005). *Worlds Apart: Measuring International and Global Inequality*. Princeton, New Jersey: Princeton University Press.

When the author's name is mentioned directly in the text, only the year is given in parentheses.

Specific parts of a source. Citation of a specific part of a source (paragraph, table, chapter or page) is included in the text reference.

Example:

Text references:

In developing countries, the proportion of older people living alone was much smaller (United Nations, 2005b, table II.3).

It has been estimated that by 2020 the United States could face a shortage of 800,000 nurses and 200,000 doctors (Garrett, 2007, p. 15).

Corresponding entries in reference list:

Garrett, Laurie (2007). The challenge of global health. *Foreign Affairs*, vol. 86, No. 1 (January/February), pp. 14-38.

United Nations (2005b). *Living Arrangements of Older Persons around the World*. Sales No. E.05.XIII.9.

Institutional authors. In references to United Nations publications, the United Nations is given as author. When other organizations are given as author, the names can be abbreviated in the parenthetical text reference if they have been defined in the text or a list of abbreviations at the beginning of the text. The names are spelled out in the corresponding entries in the reference list.

Examples:

Text references:

Since a country's loss of access to markets for international banks or bond markets spreads to other sources of financing, an across-the-board market closure may follow (United Nations, 2005).

One study found an average cost of lost output of 18.8 percentage points of GDP per crisis during 26 banking and currency crisis episodes in emerging market economies in Latin America and Asia during the 1980s and 1990s (IMF, 1998, table 15).

Corresponding entries in reference list:

International Monetary Fund (1998). *World Economic Outlook: Financial Crises—Causes and Indicators*. Washington, D.C..

United Nations (2005). *World Economic and Social Survey 2005: Financing for Development*. Sales No. E.05.II.C.1.

*Note: "United Nations publication" is omitted before the sales number when the United Nations is given as author, as shown in the previous example.

United Nations masthead documents are normally cited in the text by document symbol and need not be included in the reference list.

Sources of figures and tables. The source of a figure or table can be given in full in a source note directly below the figure or table and omitted from the reference list or it may be cited in author-date style, as shown in the following example, and included in the reference list. The same style should be followed throughout a publication.

Example:

Author-date source note below table:

Source: United Nations Conference on Trade and Development (2005).

Corresponding entry in reference list:

United Nations Conference on Trade and Development (2005). *Trade and Development Report 2005: New Features of Global Interdependence*. Sales No. E.05.II.D.13.

More Examples:

Book, one author:

Milanovic, Branco (2005). *Worlds Apart: Measuring International and Global Inequality*. Princeton, New Jersey: Princeton University Press.

Book, two editors; volume number and title:

Moran, Theodore H., and Gerald T. West, eds. (2005). *International Political Risk Management*, vol. 3, *Looking to the Future*. Washington, D.C.: World Bank.

Book, more than three authors; part of a series:

Stiglitz, Joseph, and others (2006). *Stability with Growth: Macroeconomics, Liberalization and Development*. Initiative for Policy Dialogue Series. Oxford: Oxford University Press.

E-book:

Rao, J.N.K. (2005). *Small Area Estimation*. Wiley Series in Survey Methodology. New York: Wiley & Sons. E-book.

Publication, organization as author and publisher:

United Nations Educational, Scientific and Cultural Organization (2000). *Final Report of the World Education Forum, Dakar, Senegal, 26–28 April 2000*. Paris.

Publication accessed online:

World Health Organization (2007). *World Health Report 2007: A Safer Future—Global Public Health Security in the 21st Century*. Geneva. Available from www.who.int/publications/en.

United Nations publication with a sales number, issued on CD-ROM:

United Nations (2007). *World Population Prospects: The 2006 Revision–Comprehensive Dataset*. Sales No. E.07.XIII.8. CD-ROM.

*Note: “United Nations publication” is omitted before the sales number when the United Nations is given as author.

United Nations masthead document:

United Nations, Security Council (2008). Final report of the Group of Experts on the Democratic Republic of the Congo. 12 December. S/2008/773.

*Note: The name of the intergovernmental body to which the document was submitted is given after “United Nations” and before the year. Documents submitted by special rapporteurs are normally listed with the United Nations as author; the name of the special rapporteur appears in the descriptive title of the report, as shown in the following example:

United Nations, Human Rights Council (2008). Report of the Special Rapporteur on the situation of human rights in the Sudan, Sima Samar. 2 September. A/HRC/9/13.

Publication by a United Nations regional commission, issued with a sales number:

United Nations, Economic Commission for Latin America and the Caribbean (2005). *The Millennium Development Goals: A Latin American and Caribbean Perspective*. Sales No. E.05.II.G.107.

Publication by a United Nations programme, issued with a sales number:

United Nations Conference on Trade and Development (2005). *Trade and Development Report 2005: New Features of Global Interdependence*. Sales No. E.05.II.D.13.

Publication by a United Nations programme, published externally:

United Nations Development Programme (2006). *Human Development Report 2006: Beyond Scarcity–Power, Poverty and the Global Water Crisis*. Basingstoke, United Kingdom: Palgrave Macmillan.

Article by individual authors in a United Nations publication:

Bovenkerk, Frank, and Bashir Abou Chakra (2005). Terrorism and organized crime. *Forum on Crime and Society*, vol. 4, Nos. 1 and 2. United Nations publication, Sales No. E.05.IV.8.

Government publication with ministry or department as author and publisher:

Namibia, Ministry of Labour (2001). *Namibia Labour Force Survey 1997*. Windhoek.

Government publication with ministry or department as author and separate publisher:

United Kingdom, Department for Education and Skills (2007). *Care Matters: Time for Change*. London: The Stationery Office. Available from www.official-documents.gov.uk.

Government publication by individual author:

Stanecki, Karen A. (2004). *The AIDS Pandemic in the 21st Century*. United States Census Bureau, International Population Reports, Series WP02-2. Washington, D.C.: United States Government Printing Office. Available from www.census.gov.

Working paper or research report in a published series:

Straub, Stephane (2008). Infrastructure and growth in developing countries: recent advances and research challenges. Policy Research Working Paper, No. 4460. Washington, D.C.: World Bank. Available from <http://go.worldbank.org/S6FTU2C430>.

Article or chapter by individual authors in a book:

Calderón, César, and Luis Servén (2003). Latin America's infrastructure in the era of macroeconomic crises. In *The Limits of Stabilization: Infrastructure, Public Deficits and Growth in Latin America*, William Easterly and Luis Servén, eds. Palo Alto, California: Stanford University Press; Washington, D.C.: World Bank.

Article in a periodical:

Bloom, David E. (2007). Governing global health. *Finance and Development*, vol. 44, No. 4 (December).

Barr, Nicholas, and Peter Diamond (2006). The economics of pensions. *Oxford Review of Economic Policy*, vol. 22, No. 1 (Spring), pp. 15-39.

*Note: Inclusive page numbers for articles are not required but may be retained if the author has consistently supplied them.

Article in a newspaper:

Rana Husseini (2007). Women leaders attempt to bridge East–West cultural divide. *Jordan Times*, 9 May.

Article on a website:

European Commission (2008). Keeping promises to the developing world, 9 April. Available from http://ec.europa.eu/news/external_relations/080409_2_en.htm.

Online database:

United Nations (2008). National Accounts Main Aggregates Database. Available from <http://unstats.un.org/unsd/snaama/Introduction.asp>. Accessed 30 July 2009.

Unpublished paper:

Salagaev, Alexander (2002). Juvenile delinquency. Paper presented at the Expert Group Meeting on Global Priorities for Youth. Helsinki, October.

Public statement:

Gurría, Angel (2007). Water: how to manage a vital resource. Statement to the OECD Forum 2007. Paris, 14 May. Available from www.oecd.org.

Interview:

Hassan, Osman Ahmed (2003). Interview by Panel of Experts on Somalia. London, 4 January.

**Note:* Unpublished interviews and personal communications are not included in reference lists unless the information is available to readers. In the preceding example, the information is available for consultation in the files of the United Nations Secretariat.

Abbreviations and acronyms

Abbreviations and acronyms should always be explained. The full name should be spelled out the first time it occurs in the text, or a complete list at the beginning of the text should be provided.

The words listed below designating parts of a work are abbreviated as shown when they are used in footnotes and other references. They should never be abbreviated when they occur in a sentence or when used without a numeral.

chapter, chapters	chap., chaps.
number, numbers	No., Nos.
page, pages	p., pp.
paragraph, paragraphs	para., paras.
section, sections	sect., sects.
volume, volumes	vol., vols.

In legal texts, the abbreviations “art.” and “arts.” may be used for “article” and “articles”.

References to page numbers in the plural are given as shown:

Two consecutive page numbers	pp. 17-18
More than two consecutive page numbers	pp. 17-21
Two or more non-consecutive page numbers	pp. 17, 19 and 23
Specific page and following pages	pp. 17 ff. [not “et seq.”]

* The South Centre Editorial Guidelines is based on the United Nations Editorial Manual/House style.