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 be 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:


Books and publications:

– One author; title and subtitle:

– Three authors; edition other than the first:
More than three authors; book in a series:

Editor in place of author; volume number and title:

Organization as author and publisher:

Organization as author; symbol in place of publishing data:

Organization as author and publisher; publication accessed online:

**Book issued on CD-ROM:**


**E-book:**


**Book not yet published:**


**Government publications:**


Laws:


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

Working papers and research reports in a published series:


*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:


Articles in a periodical:


Articles in a newspaper:

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


Articles on a website:


Unpublished papers and dissertations:

- Paper prepared for an organization:

- Paper prepared for a meeting:

- Dissertation:

Databases:


Public statements:


Interviews:

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

Personal communications:

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 Morisson, 2002; Milanovic, 2005).

Corresponding entries in reference list:


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:


**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:


*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:

Corresponding entry in reference list:

**More Examples:**

Book, one author:

Book, two editors; volume number and title:

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

E-book:

Publication, organization as author and publisher:

Publication accessed online:

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

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

**United Nations masthead document:**

*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:

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

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

**Publication by a United Nations programme, published externally:**

**Article by individual authors in a United Nations publication:**

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

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

Working paper or research report in a published series:

Article or chapter by individual authors in a book:

Article in a periodical:


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

Article in a newspaper:

Article on a website:

Online database:

Unpublished paper:

Public statement:
Interview:

*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.

<table>
<thead>
<tr>
<th>Part of Work</th>
<th>Abbreviation(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>chapter, chapters</td>
<td>chap., chaps.</td>
</tr>
<tr>
<td>number, numbers</td>
<td>No., Nos.</td>
</tr>
<tr>
<td>paragraph, paragraphs</td>
<td>para., paras.</td>
</tr>
<tr>
<td>section, sections</td>
<td>sect., sects.</td>
</tr>
<tr>
<td>volume, volumes</td>
<td>vol., vols.</td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Two consecutive page numbers</th>
<th>pp. 17-18</th>
</tr>
</thead>
<tbody>
<tr>
<td>More than two consecutive page numbers</td>
<td>pp. 17-21</td>
</tr>
<tr>
<td>Two or more non-consecutive page numbers</td>
<td>pp. 17, 19 and 23</td>
</tr>
<tr>
<td>Specific page and following pages</td>
<td>pp. 17 ff. [not “et seq.”]</td>
</tr>
</tbody>
</table>

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