Writing bibliographies

1. Presentation

2. Bibliography
   2.1 Presentation rules for printed documents
   2.2 Presentation rules for electronic documents
   2.3 Organizing a bibliography
   2.4 Examples of bibliographic references

3. Citation
   3.1 Do not plagiarize!
   3.2 How to cite your sources

4. For more information

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1. Presentation

A bibliography is an important component of writing your thesis or dissertation. It demonstrates your knowledge of your research subject and acknowledges the people whose ideas you are developing in your work. It is also a way for the readers of your document to consult other references related to the same subject.

This guide will help you to cite your sources and write your bibliography in a standardized way.

The bibliographic references are presented here according to the international standards ISO 690 (for paper documents) and ISO 690-2 (for electronic documents).

2. Bibliography

A bibliography is made up of bibliographic references. A bibliographic reference is the description of a document (author, title, edition, publishing year, etc.). It has to follow several rules, such as the order of the elements, specific typography, and punctuation.

2.1 Presentation rules for printed documents

- Punctuation: each component of the bibliographic reference must be clearly separated from the others. Punctuation must be consistent.
- Key elements:
  - The author of the document, which may be a person or an institution
  - Last names are always first and in capital letters, followed by the first name in lowercase.
  - When there are more than three authors, only indicate the first three followed by [et al.] (in brackets and italics) to indicate that there are others.

2.2 Presentation rules for electronic documents

International standards regarding electronic documents are the same as those used for paper documents. It is important to give as many details as possible for the location of the document. Therefore, further new information is needed, such as:
- The type of media (online, CD-ROM, etc.)
- The URL of the document
- The consultation date, as documents can be edited or deleted at any time

2.3 Organizing a bibliography

There are several ways to rank bibliographic references:
- In alphabetical order with the author’s name (or title when there is no author)
- In chronological order
- By subject (relationship marketing, strategic marketing, etc.)
- By type of document (books, articles, congress, etc.)
- By numbering your references and using these numbers for your citations
2.4 Examples of bibliographic references

- **Book**

  LAST NAME, First name. *Title*. Volume number. Edition. Place of publication: Publisher, year of publication, size. (Collection title; collection number)


- **Individual chapter (Book and chapter with the same author)**


- **Individual chapter (Book and chapter with different authors)**


- **Article**

  LAST NAME, First name. Article title. *Journal title*, publication date, volume, issue, size

  BIANCHI, Frédéric. Les nouveaux enjeux de la télévision. *LSA*, 18 mars 2010, n°2128, p. 12-15

- **Dissertation/These**

  LAST NAME, First name. *Title*. Th.: discipline. Place of defense: institution of defense, year of defense, volume number, size


- **Congress**

  AUTHOR of the congress. *Title of the congress*, date of the congress, place of the congress. Place of publication: Publisher, year of publication, size

• Paper (at a congress, a seminar, etc.)

AUTHOR of the paper. Title of the paper. In AUTHOR of the congress. Title of the congress, date of the congress, place of the congress. Place of publication: Publisher, year of publication, size.


• Legal paper

AUTHOR. Title. Official Journal, n° of the Official Journal, date of publication, size


• Online book

LAST NAME, First name. Title [online]. Edition. Place of publication: Publisher, year of publication, size. (Collection). Available from <URL> (cited MM.JJ.AAAA)


• Online article


• Website

LAST NAME, First name or INSTITUTION. Site title [online]. Date of publication, date of last update. Available from <URL> (cited MM.JJ.AAAA)

3. Citation

3.1 Do not plagiarize!

Since 2006, the HEC School of management has launched an awareness campaign concerning plagiarism. Parallel to this campaign HEC decided to buy an anti-plagiarism software called Urkund. For more information, click here.

- Plagiarism is:
  - Taking the creative work of somebody else and claiming it is as your own.
  - Taking an extract of a text, picture or data from external sources and incorporating it without mentioning its origin.
  - Summarizing the original idea of an author by rephrasing it in your own words without mentioning its origin.

- Plagiarism is a breach of copyright. To avoid plagiarism you must cite your sources:
  - When you quote your sources you show your ability to search for information about your topic.
  - Readers can then easily refer to the sources you used.

3.2 How to cite your sources

- To include a citation, you must:
  - Cite the text with quotation marks.
  - Keep the original punctuation, capital letters, font, mistakes if they occur (in this case, the mistake should be followed by [sic] in brackets and in italics).
  - Add three dots in brackets [...] if you want to omit a part of the text.
  - Mention the bibliographic reference from which the citation is extracted. Two methods exist to do this:

- Noting the reference in the body of the text as "author, date", sometimes with page number.
  This shortened reference is written in brackets at the end of the citation:

  "In the broader context of the modern economy, project management sounds more and more as the state-of-the-art managerial dimension, in which internal cultural dynamics, and the growing imperative to innovate, witness a focus of its concept not really towards hard issues such as planning and control, but instead towards softer ones, such as coordination of activities and human resources management." (Bellini, Canonico, 2007)

- Noting the reference in a footnote which includes several components of the bibliographic reference such as “author, title, date, and page”. This method is particularly used for Human Sciences:

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“Such a shift may be related to the fact that project-based organizations faced substantial obstacles in harnessing knowledge and in the re-exploitation of previously learned lessons due to the idiosyncratic and temporally limited nature of project tasks. Learning across projects (or even between project phases) therefore has become a major issue.”


- You can choose either method but it is important to distinguish between the bibliographic reference and the citation. The citation refers to the bibliographic reference which is located at the end of the document.

4. For more information


