

Writing bibliographies

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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)

GRANT, Robert M. *Contemporary strategy analysis*. 7th ed. Chichester: John Wiley & Sons, 2010, 499 p.

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

LAST NAME, First name. Chapter title. In *Book title*. Volume number. Edition. Place of publication: Publisher, year of publication, chapter number, size

CEDDAHA, Franck. Les techniques de négociation. In *Fusions Acquisitions: évaluation, négociation, structuration*. 2 ed. Paris: Economica, 2007, Chap. 14, p. 166-178

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

LAST NAME, First name of the chapter's author. Chapter title. In book AUTHOR. *Book title*. Volume number. Edition. Place of publication: Publisher, year of publication, chapter number, size

BOUDON, Pierre. L'architecture des années 30, ou l'inversion des signes. In ROBIN, Régine. Under the responsibility of. *Masses et culture de masse dans les années 30*. Paris: Editions ouvrières, 1991, p. 137-162

- **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

LOOTVOET, Erik. *Approche institutionnelle de l'influence et de la sensibilité des organisations : Le cas de l'adoption des pratiques visant à réduire les infections nosocomiales dans les établissements de soins français*. Th. doct. : Sc. de gestion. Jouy-en-Josas : École HEC, 2009, 269 p.

- **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

ASSOCIATION FRANÇAISE DU MARKETING (AFM). *Actes du 16^{ème} congrès international de Montréal*, May 18-20, 2000, Montreal. Paris: AFM, 2002, 743 p.

- **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.

DELMOND, Marie-Hélène. Du savoir faire de l'entreprise hiérarchique au savoir-gérer de l'entreprise en réseau: le cas de l'externalisation des services informatiques. In *Actes du 3e Congrès IFSAM*, July 8-11, 1996, Paris

- **Legal paper**

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

MINISTERE DE L'ECOLOGIE, DU DEVELOPPEMENT ET DE L'AMENAGEMENT DURABLES. *Arrêté du 20 décembre 2007 autorisant au titre de l'année 2008 l'ouverture et fixant la date des épreuves écrites d'un concours interne pour le recrutement de secrétaires administratifs de l'équipement du ministère de l'écologie, du développement et de l'aménagement durables*. Official Journal, n°300, December 27, 2007, text n°10

- **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)

VOLTAIRE. *Micromégas, histoire philosophique* [online]. 1752. Available from <<http://www.voltaire-integral.com/Html/21/05Micromegas.html>> (cited 04.30.2010)

- **Online article**

LAST NAME, First name. Article title. *Journal title* [online]. Date of publication, volume, issue, size. Available from <URL> (cited MM.DD.YYYY)

BYRAMJEE, Framarz, BHAGAT, Parimal, KLEIN, Andreas. The moderating role of relationship quality in determining total value orientation. *Global Journal of Business Research* [online]. 2010, vol. 4 n°2, p. 49-62. Disponible sur Business Source Complete <<http://search.ebscohost.com/login.aspx?direct=true&db=bth&AN=47556731&site=bsi-live>> (cited 04.30.2010)

- **Website**

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

LEON, Annie, URFIST PARIS. *Cours et documents pédagogiques universitaires en Sciences économiques* [online]. Last updated in June 2007. Available from <<http://urfist.enc.sorbonne.fr/anciensite/Ecocies.htm>> (cited 04.30.2010)

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 italics¹).
 - 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:

¹ INFOTHÈQUE DE LA HAUTE ÉCOLE DE GESTION DE GENÈVE. *Rédaction des citations et des références bibliographiques : guide pratique [online]*. Genève : HEG, 2008. Available from: <http://www.hesge.ch/heg/infotheque/boite-a-outils/guides/doc/Guide_de_redaction_et_de_presentation_des_references_bibliographiques_v3.pdf> (cited 07.08.2010)

“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.”¹

¹ BELLINI, Emilio, CANONICO, Paolo. Knowing communities in project driven organizations: Analysing the strategic impact of socially constructed HRM practices. In *International Journal of Project Management*, 2008, p. 44-50

- 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

INFOTHÈQUE DE LA HAUTE ÉCOLE DE GESTION DE GENÈVE. *Rédaction des citations et des références bibliographiques : guide pratique [online]*. Genève : HEG, 2008. Available from: <http://www.hesge.ch/heg/infotheque/boite-a-ouils/guides/doc/Guide_de_redaction_et_de_presentation_des_referenes_bibliographiques_v3.pdf> (cited 07.08.2010)

MINISTÈRE DE L'ÉDUCATION NATIONALE, MINISTÈRE DE L'ENSEIGNEMENT SUPÉRIEUR ET DE LA RECHERCHE. *Guide pour la rédaction et la présentation des thèses à l'usage des doctorants [online]*. 2007, 24 p. Available from <<http://www.sup.adc.education.fr/bib/Acti/These/guidoct.rtf>> (cited 07.08.2010)

NIVARD, Jacqueline, EHESS. *Conseils pour la présentation des références bibliographiques de documents sur tout support [online]*. Available from <<http://www.ehess.fr/cerc/document.php?id=301>> (cited 07.08.2010)

SERVICE DES BIBLIOTHÈQUES DE L'UQAM, DIRECTION DES BIBLIOTHÈQUES DE L'UNIVERSITÉ DE MONTRÉAL. *Évaluer et citer ses sources [online]*. Last updated on 19.11.2009]. Available from <http://www.bib.umontreal.ca/infosphere/sciences_humaines/module7/evaciter.html> (cited 07.08.2010)

NADJI, Fatima., BOUDIA, Dalila. *Guide de rédaction des références bibliographiques [online]*. Villeurbanne: Doc'INSA, 2004. Available from <<http://csidoc.insa-lyon.fr/refbibli/index.php>> (cited 07.08.2010)