

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 research subject and acknowledges the people whose ideas 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 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).

Note that “the ISO 690 standard is used for the insertion of citations in academic works (articles, books, theses and dissertations, etc.), but its use is marginal in certain disciplines that use other citation styles, notably that of the APA6, the MLA7, Chicago8 or Vancouver9” (WIKIPEDIA. ISO 690. Available at: https://fr.wikipedia.org/wiki/ISO_690#:~:text=La%20norme%20ISO%20690%20est,de%20Chicago%20ou%20de%20Vancouver).

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 electronics documents

International standards regarding electronic documents are the same as those used for paper documents. It is important to give 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, ISBN.

GRANT, Robert M. *Contemporary strategy analysis*. 10th ed. Hoboken: John Wiley & Sons, 2019. ISBN 978-1-119-49565-9

GHEZ, Jérémy. *Architects of change: designing strategies for a turbulent business environment*. Paris: Palgrave MacMillan, 2019, 230 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*. 5 éd. Paris : Economica, 2017, pp. 119-136.

- **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. Sous la dir. de. *Masses et culture de masse dans les années 30*. Paris : Éditions ouvrières, 1991, pp. 137-162.

VAN ASSELT, Harro. Emissions trading: the enthusiastic adoption of an "alien" instrument? in JORDAN, Andrew. Sous la direction de *Climate Change Policy in the European Union: Confronting the Dilemmas of Mitigation and Adaptation ? Cambridge*: Cambridge University Press, 2010 pp. 125-144.

- **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. [Cited 05.31.2022]. Available from: <http://books.google.fr/books?id=CjMHAAAQAAJ&printsec=frontcover&dq=voltaire+microm%C3%A9gas&hl=fr&sa=X&ei=G9TiT_OzK-rU0QXozuWoAw&ved=0CD0Q6AEwAQ#v=onepage&q&f=false>

- **Article**

LAST NAME, First name. Article Title. *Journal Title*. Date of publication, volume, issue, size. ISSN

SENN, Christoph. Stop Selling. Start Collaborating. The secret to fostering lasting client relationships. *Harvard Business Review*. May-June 2022, Volume 100, N° 3, pp 112-119.

LESTER, Paul B., DIENER, Ed, SELIGMAN, Martin. Top Performers Have a SuperPower: Happiness. *MIT Sloan Management Review*. Spring 2022, 63 (3), pp. 57-61. ISSN : 1532-9194

- **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, 4(2), 49-62. [Cited 04.13.2013]. ISSN: 1931-0277. Available from: <<http://search.ebscohost.com/login.aspx?direct=true&db=bth&AN=47556731&site=bsi-live>>

KHALID, Khan, CHI-WEI, Su, MUHAMMAD, Umar, WEIK, Zhang. Geopolitics of Technology: A New Battleground? *Technological and Economic Development of Economy* [online]. 2022, 28(2), 442-462. [Cited 05.24.2022]. ISSN: 2029-4913. Available from: <<https://web.s.ebscohost.com/ehost/pdfviewer/pdfviewer?vid=0&sid=58c9e2f9-abff-48e3-9da7-8988e7c36d47%40redis>>

- **Dissertation/These**

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

RIVERA, Thomas. *Essays on Game theory, mechanism Design, and Financial economics*: Rapport de Société. Th. Doct. : Sc. de gestion. Jouy-en -Josas: HEC Paris, 2020. 211p.

- **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. ISBN.

CEREDAF, Centre de recherches et d'études documentaires sur l'Afghanistan. *Paysages naturels, paysages culturels du centre de l'Afghanistan : Hindou-Kouch, lacs de Band-e amir, vallée de Bâmiyân* : actes d'une journée d'étude, 28 mars 2009, Paris, Société de géographie. Paris : CEREDAF, Centre de recherches et d'études documentaires sur l'Afghanistan, 2010. ISBN 978-2-906657- 33-5.

COMITE EUROPEEN DE DROIT RURAL. *Le défi de la diversification des entreprises agricoles : XXVe congrès et colloque européen de droit rural*, Cambridge, 23-26 septembre 2009. Sous la dir. de Richli Paul. Paris : l'Harmattan, 2011. Droit et espace rural. ISBN 978-2-296-56192-2.

IEEE. Chines Control and decision conference (CCDC 2020), 22-24 august 2020, Hefei, China. Hefei: Institute of Electrical and Electronics Engineers (IEEE), 2021, 621 p. ISBN: 978-1-7281-5856-3.

- **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.

VICTORIA, Maria A., ZEMAN, Claudia R. Développement scientifique et pratique du droit rural dans l'UE, dans les Etats et les régions et dans l'OMC : Argentine. In : Comité européen de droit rural. *Le défi de la diversification des entreprises agricoles : XXVe congrès et colloque européen de droit rural*, Cambridge, 23-26 septembre 2009. Sous la dir. de Paul RICHLI. Paris : l'Harmattan, 2011. Droit et espace rural. ISBN: 978-2-296-56192-2.

ABUGABBARA, Marwan, LINDHE, Jonas. A Novel Method for Designing Fifth-Generation District Heating. In: E3S Web of conferences: *2021 Cold Climate HVAC and Energy 2021*. Tallin, April 2021. Tallinn. Edp Sciences, 2021, 8 p.

- **Legal paper**

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

MINISTÈRE DE L'ÉCOLOGIE, DU DÉVELOPPEMENT ET DE L'AMÉNAGEMENT 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. Journal Officiel, n°300, 27 décembre 2007, texte n°10

MINISTÈRE DE L'ÉDUCATION NATIONALE. *LOI no 2022-299 du 2 mars 2022 visant à combattre le harcèlement scolaire.* Journal Officiel, n°52, 3 mars 2022, Texte n° 5.

- **Website**

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

URFIST PARIS. *Veille, visibilité et communications : les atouts des réseaux sociaux pour le chercheur.* [Cited 04.11.2022]. Available from : < <https://urfist.chartes.psl.eu/ressources/veille-visibilite-et-communication-les-atouts-des-reseaux-sociaux-pour-le-chercheur> >

3. For more information

AFNOR. *Normes de catalogage : formation des bibliothécaires et documentalistes.* Tome 1. La Plaine Saint-Denis : Afnor éditions, 2011.

INFOTHÈQUE DE LA HAUTE ÉCOLE DE GESTION DE GENÈVE. *Rédaction d'une bibliographie et méthodes de citations : guide pratique* [online]. Genève : HEG, 2020 [Cited 04.11. 2022]. Available from: <https://www.univ-larochelle.fr/wp-content/uploads/2018/02/2011_ced_presentationtheses2007.pdf>

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. [Cited 04.11.2022]. Available from: <<https://ed-histart.univ-paris1.fr/documents/file/quidoct.pdf>>

NADJI, Fatima., BOUDIA, Dalila. *Guide de rédaction des références bibliographiques* [online]. Villeurbanne : Doc'INSA, 2004. [Cited 06.20.2012]. Available from : < <http://csidoc.insa-lyon.fr/refbibli/index.php>>

NIVARD, Jacqueline, EHESS. *Conseils pour la présentation des références bibliographiques de documents sur tout support* [Online]. [Cited 09.12.2022]. Available from: <<http://sirew.ehess.fr/document.php?id=301>>

SDC DE L'UNIVERSITE DE REIMS CHAMPAGNE-ARDENNE. *Bibliographie et références bibliographiques*. [online]. [Cited 09.12. 2022]. Available from <<https://www.univ-reims.fr/cursus-informations-par-annee/these-d-exercice/references-bibliographiques,24446,40226.html>
[reims.fr/site/bibliotheques/memoires-et-theses/gallery_files/site/1/1697/20119/20141/20145/33422.pdf](https://www.univ-reims.fr/site/bibliotheques/memoires-et-theses/gallery_files/site/1/1697/20119/20141/20145/33422.pdf)>

SERVICE DES BIBLIOTHÈQUES DE L'UQAM, DIRECTION DES BIBLIOTHÈQUES DE L'UNIVERSITÉ DE MONTRÉAL. *Guide de présentation des mémoires et thèses*. Last update 09 2021. [consulté le 09.12.2022] Available from: <<https://guidemt.uqam.ca/>>