

Chapter 4. References: Rules and Presentation

1. Definition

A bibliography is a list of bibliographic references. It identifies all the documents you used to complete your work. Several types of classification plans are possible (alphabetical, chronological, document type, etc.)

2. Why write a bibliography.

Respect the authors : they have published reference works, you have relied on a corpus of texts "You must cite them (copyright).

-Show the quality of your work and allow it to be verified by listing the documents you have used, and therefore read.

-Identify without any ambiguity the document described (provide sufficient identifying information to the reader so that they can easily search for and locate it).

-For students who have to present their thesis or for doctoral students, it is up to them to choose their presentation (taking inspiration from journals).

3. The quote in the text

It is important to properly cite references in the text that point to the bibliography, in order to facilitate the search for the reference in the bibliography list.

-**An author:** the name is entered in parentheses or brackets, followed by the year, in the appropriate place in the text. ... institutional economics
(Williamson, 1987)

- **Two authors**, both are registered:
previously reported (Salais and Storper, 1993)

-**Three authors**, only the first author is cited, followed by the formula 'et al.' ... previously reported (Amable et al., 1997)

Quoting part of the text must be transcribed exactly as it appears (respecting punctuation, capital letters, mistakes and formatting (bold, *italics*, underlined).

The quotation must always be followed by the author(s), year, and page number.

This is a quote : Incorporate it into the text between quotation marks “...”

Example :

Indeed, demographic trends suggest a significant shift in the balance of social power to the detriment of young people. "The debates surrounding the issue of health clearly show that it is the aging generations, with the host of problems that aging entails, who are taking center stage." (Gauthier, 1999, p. 33).

4. Styles of referencing

- Harvard System
- APA System (American Psychological Association)
- Vancouver or Footnotes System

4.1.Harvard System

The Harvard System is an author-date system of referencing within text and bibliography. It was developed at Harvard University in the 1930s. It uses author(s) name and date within the text and details in the Reference or Bibliography.

4.2.APA System (American Psychological Association)

The American Psychological Association (APA) System is a variation on the author-date system of referencing within text and bibliography. It was published in 2001 at the Publication Manual of the American Psychological Association.

4.3.Vancouver or Footnotes System

Vancouver referencing system is number wise referencing system at the bottom of the page of the paper. The number directly refers to the sources of information¹. In Vancouver style, up to six authors, the names of all the authors are written. If there are more than six authors, then

after writing the first six authors, 'et al' is used. This style recommends the use of official abbreviations for titles of journals (if available). While using Vancouver style, if an author's name is to be used in text, it is mandatory to use the citation number as well. For example, as Kaur² emphasized the high prevalence of depression in elderly. If there is more than one author it is recommended to use term "et al" after writing the sir name of first author

5.Plagiarisme

A plagiarist is someone who fraudulently appropriates the text, ideas, or facts of an author and deliberately or negligently forgets to cite them.

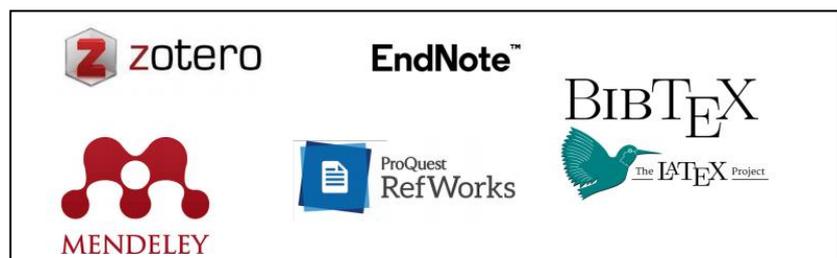
For ethical writing: "It is therefore appropriate for any author to:"

- to always acknowledge the contributions of others and the sources used;
- any text from another author, copied verbatim, must be enclosed in quotation marks; - any source
- used for writing, whether paraphrased, summarized or quoted in quotation marks, must be clearly identified (quotation of the author, of the source, etc.);

6.Bibliographic management software

To help you manage your references (Retrieving references from databases, inserting references into the text, automatically generating bibliographic lists, sharing references...):

- Endnote
- Zotero
- Mendeley



This tools are a free and open-source reference management software to manage bibliographic data

Exemple : Zotero software.

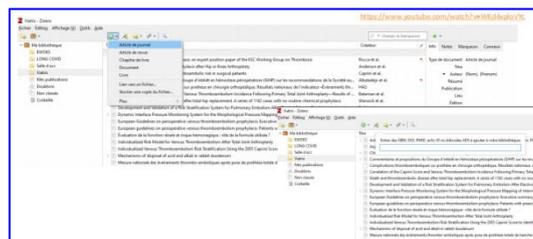


Figure . screenshot of Zotero software.