

## **CITING SOURCES AND CREATING A BIBLIOGRAPHY**

**Citing the sources that feed your work is essential and is part of the academic expectations at all levels of your studies.**

**In terms of documentary research and citation, it is important to :**

- explore and select existing literature on a given subject
- report on the state of the art of scientific knowledge on the subject
- base one's analysis on what research has already produced

The two main reasons for citing are :

- **allow the reader to identify the sources upon which we rely**
- **avoid plagiarism and respect intellectual property rights**

## **COPYRIGHT AND CITATION**

The [Berne Convention](#) establishes the basis for the international protection of literary and artistic works. It establishes copyright and authorises quotations provided that several conditions are met, the main ones being: to avoid quoting the words of others too extensively; to quote the original work and the author in full.

This is why, whatever the medium, when you quote a text word for word you must place the extract in inverted commas.

It is mandatory to cite your sources when :

- you use words, ideas, concepts, images or data formulated or created by others
- referring to information or reasoning found in a document
- referring to an event that needs to be contextualised

Even when you paraphrase, i.e. rephrase someone else's idea or concepts, it is mandatory to cite the source. Paraphrasing without citation is plagiarism or misappropriation.

You must always quote :

the author, the title of the document and the date of publication in a footnote

OR

the author and date of publication in the body of the text, in brackets

REMINDER: when you arrived at SciencesPo you signed an [anti-plagiarism regulation](#).

## THE BIBLIOGRAPHY

All sources cited in a paper should be listed at the end of the work to form a bibliography.

There are several ways of presenting a list of bibliographic references. International or national (AFNOR) recommendations all follow the general principle that for each document you should mention these items:

- the author (when known),
- the title,
- the original publication if you are quoting a chapter or an article,
- the date,
- along with the pages

NB: these elements make up a base that can be enhanced according to the style used, as we shall see in the next point.

The bibliography is displayed in alphabetical order of authors' names. If it is very long, it can be structured in headings, by subject or by type of resource ("bibliography", "webography", etc., or by differentiating between primary and secondary sources, etc.). Within each heading, references are displayed again in alphabetical order of authors' names.

## THE STYLE

As you know, there are several ways of formatting bibliographic references. This will depend on the bibliographic style chosen or requested by your teachers.

The style defines :

- the elements of the document that appear in the reference
- the order in which these elements appear
- the punctuation and editing effects
- the manner in which elements are displayed when a reference is quoted several times

Please note! Whatever the language of the documents cited, the bibliographic style must match the language in which the academic work is written. For example, if you are writing in English, use an English-language bibliographic style.

*In this exceptional case, we shall be applying the style of the Sciences Po research school*

## HOW TO CITE DIFFERENT TYPES OF DOCUMENTS?

NB: we use here the [SciencesPo - Ecole de la recherche style](#)

### Books (print or e-books)

**NAME, First name. Title. Edition. Publication town : Publisher. Year of publication. Number of pages. (Collection)**

BENJAMIN, Walter. *Le surréalisme : et autres textes*. Traduit par Olivier MANNONI. Paris : Payot. [1927] 2018. 119 p. (Petite bibliothèque Payot, classiques)

CASTANET, Victor. *Les fossoyeurs*. (Édition augmentée de 10 chapitres inédits). Paris : Editions J'ai lu. 2023. 506 p.

PILKINGTON, Hilary. *Migration, Displacement and Identity in Post-Soviet Russia*, London : Taylor & Francis, 1998. ProQuest Ebook Central, 265 p.  
<https://ebookcentral.proquest.com/lib/sciences-po/detail.action?docID=178630> [accessed on the 4 April 2023].

### Reports (print or online)

**NAME, First name. Title of report. Report : N° of report. Institution. Year of publication. Number of pages.**

EUROPEAN COMMISSION. *2021 Annual Activity Report*, Rapport n°(2022)5064306. European External Action Service-European Union. 2022. 134 p.

CLAEYS, Peter. *Policy Mix and Debt Sustainability: Evidence from Fiscal Policy Rules*. Rapport 1406. CESifo Group Munich, 2005. En ligne : [https://ideas.repec.org/p/ces/ceswps/\\_1406.html](https://ideas.repec.org/p/ces/ceswps/_1406.html) [accessed on the 24 January 2017].

### Book chapters (print or online)

**NAME, First name. « Title of chapter » in First name NAME. Title of the collective book. Publication place : Publisher. Year. Pages. (Collection)**

BLANCHETON, Bertrand. « Chapitre IV - Les spécificités françaises dans les crises des années 1970 et du seuil des années 1980 » in Hubert BONIN et Bertrand BLANCHETON (eds.). *Crises et batailles boursières en France aux XXe et XXIe siècles*. Genève : Droz, 2017, p. 103-110. (Publications d'histoire économique et sociale internationale).

BLANCHETON, Bertrand. « Chapitre IV - Les spécificités françaises dans les crises des années 1970 et du seuil des années 1980 » in Hubert BONIN et Bertrand BLANCHETON (eds.). *Crises et batailles boursières en France aux XXe et XXIe siècles*. Genève : Droz, 2017, p. 103-110.

En ligne :

<https://www.cairn.info/crises-et-batailles-boursieres-en-france--9782600057882-p-103.html>

[accessed on the 6 November 2018].

### Journal article (print or online)

**NAME, First name.** « **Title of the article** ». *Title of the journal*. **Date of publication, volume issue number. Pages.**

RINDE, Erik et Stein ROKKAN. « Toward an International Program of Research on the Handling of Conflicts: Introduction », *The Journal of Conflict Resolution*. 1959, vol.3 n° 1. p. 1-5.

RINDE, Erik et Stein ROKKAN. « Toward an International Program of Research on the Handling of Conflicts: Introduction », *The Journal of Conflict Resolution*. 1959, vol.3 n° 1. p. 1-5. En ligne : <http://www.jstor.org/stable/172864> [accessed on the 24 January 2017].

### Presse article (online)

**NAME, First name.** « **Title of the article** ». *Title of the newspaper*. **Date of publication. Pages.**

LECHNER, Marie. «Eotone», concert aux quatre vents », *Libération*. 16 septembre 2014 . En ligne : [https://next.liberation.fr/arts/2014/09/16/eotone-concert-aux-quatre-vents\\_1101895](https://next.liberation.fr/arts/2014/09/16/eotone-concert-aux-quatre-vents_1101895) [accessed on the 4 April 2023].

### Thesis & dissertations (print or electronic)

**NAME, First name.** *Title of the thesis*. **Thesis level. Town: Defence institution. Year. Number of pages.**

DELANOUE, Elsa. *Débats et mobilisations autour de l'élevage : analyse d'une controverse*, Thèse de doctorat. Rennes : Rennes 2, 2018. 489 p. En ligne : <http://www.theses.fr/2018REN20040> [accessed the 6 November 2018].

## Statistics (online)

**NAME, First name. Title. Database. Year. Online : URL [accessed the jj:mm/aa].**

GLOBALWEBINDEX. *COVID-19 level of concern by country worldwide 2020*. Statista, 2020. En ligne : <https://www-statista-com.acces-distant.sciencespo.fr/statistics/1109124/covid-concern-level-by-country-worldwide/> [accessed the 1 September 2020].

## Maps

**NAME, First name. Title. Scale. Institution. Year.**

AVRAMTCHEV, Luben. *Carte minérale du Québec*. Echelle 1 : 1 500 000. Québec : Ministère de l'énergie et des ressources, Direction générale de l'exploration géologique et minérale, 1986. En ligne : [https://cap.banq.qc.ca/notice?id=p%3A%3Ausmarcdef\\_0000039615](https://cap.banq.qc.ca/notice?id=p%3A%3Ausmarcdef_0000039615) [accessed the 4 April 2023].

## Dictionaries or encyclopaedias entries

### No-author entry

**« Title of the entry » in Title of the encyclopaedia. Town of publication : Publisher. Year. Pages.**

« Art collection » in *Encyclopædia Britannica*. Chicago : Britannica Academic. 2009. En ligne : <https://academic.eb.com/levels/collegiate/article/art-collection/9658> [accessed the 4 April 2023].

### Entry by an author

**NAME, First name. « Title of the entry » in Title of the encyclopaedia. Town of publication : Publisher. Year. Pages.**

SUWAJ, Patrycja J. « Administration Theory » in Bertrand BADIE, Dirk BERG-SCHLOSSER et Leonardo MORLINO (eds.). *International Encyclopedia of Political Science*. Thousand Oaks : SAGE, 2011, p. 24-26. En ligne : <http://sk.sagepub.com/Reference/intlpoliticalscience/n5.xml> [accessed the 24 January 2017].

## Films (DVD)

**NAME, First name. Title of the film. Film's distributor. Year. Format. Duration.**

CAPRA, Frank. *Mr. Smith goes to Washington*. 1939. DVD. 2 h 05 min.

DELAGE, Christian. *Le procès de Nuremberg : les nazis face à leurs crimes*. 2006. DVD. 2 h 45 min.

## Videos online

**NAME, First name. Title of the video. Year. Format. Duration. Online : URL [accessed the jj:mm/aa].**

HAS, Chandra. *Zotero Reference Manager (Latex Basic Tutorial-13 C)*. 2016. 7:09. En ligne : <https://www.youtube.com/watch?v=K2MAhuYpORA> [accessed the 5 April 2023].

## Podcasts

**NAME, First name. Title of the podcast. Duration. (title of the collection ou the serie). Online : URL [accessed the jj:mm/aa].**

FRANCE CULTURE. *La France reconnaît l'Holodomor comme un "génocide"*. 15 min. (Guerre en Ukraine, le podcast). En ligne : <https://www.radiofrance.fr/franceculture/podcasts/guerre-en-ukraine-le-podcast/la-france-reconnait-l-holodomor-comme-un-genocide-3401753> [accessed the 3 April 2023].

## Patents

**NAME, First name. Title of the patent. Institution. N° of patent. N° de priority. Date. Online : URL [accessed the jj:mm/aa].**

PARIENTI, Raoul. *Système De Transport Collectif Privatif Automatique Bi-Mode*. Brevet FR3127052A1. FR2109702A·2021-09-15. En ligne : <https://worldwide.espacenet.com/patent/search/family/078828172/publication/FR3127052A1?q=brevet%20informatique> [accessed the 5 April 2023].

## Web pages

**NAME, First name. « Title of the web page ». Date of publication. Online : URL [accessed the jj:mm/aa].**

PRÉSIDENTE DE LA RÉPUBLIQUE. *Entrez dans la (toute nouvelle) boutique de l'Élysée !* 2018. En ligne : <https://www.elysee.fr/emmanuel-macron/2018/09/24/entrez-dans-la-toute-nouvelle-boutique-de-l-elysee> [accessed the 5 April 2023].

## Secondary quotations (reference to a text quoted in another document)

The original source (the one that has not been consulted directly) must be mentioned in the text, but not included in the bibliography. Only the source you directly consulted (secondary source) should be included.

The citation in the body of the text should be (Author, year, cited in, author, year, page).

- E.g. (Galvan, 1996, cited in Mueller, 1997, p. 234)
- or in a footnote, depending on the style chosen

The reference in the bibliography will be : MUELLER, C. *From the asylum to the psychosocial centre: a sketch of Swiss psychiatry*. Lausanne: Payot. 1997.

## Note that some disciplines prescribe very specific citation styles

You will therefore choose the style on the recommendation of your teacher. Remember that once you have chosen this style, you must apply it rigorously in your work for all your references.