GUIDE OF HOW TO WRITE BIBLIOGRAPHICAL REFERENCES

1- THE OBJECTIVE OF A BIBLIOGRAPHY........................................... p.2

2- SOME GENERAL INSTRUCTIONS OF HOW TO WRITE
   BIBLIOGRAPHICAL REFERENCES............................................. p.2

3- BIBLIOGRAPHICAL NOTE OF WORKS........................................... p.3-4

4- BIBLIOGRAPHICAL NOTE OF A THESIS, MEMOIRE ...................... p.4

5- BIBLIOGRAPHICAL NOTE OF ACTS OF CONGRESS, COLLOQUIUM
   ........................................................................................................... p.5

6- BIBLIOGRAPHICAL NOTE OF A PERIODICAL ARTICLE............... p.6

7- BIBLIOGRAPHICAL NOTE OF WEBSITES.................................... p.6

8- BIBLIOGRAPHICAL NOTE OF OTHER MEDIA SUPPORTS (CD-Rom,
   video).................................................................................................. p.6

9- BIBLIOGRAPHICAL NOTE OF LEGAL TEXTS (Law, Decree)......... p.6

10- CLASSIFICATION OF BIBLIOGRAPHICAL REFERENCES......... p.7-8
    a) Classification in order of appearance of quotations
    b) Alphabetical classification by order of Authors name
    c) Classification by theme
1. **THE OBJECTIVE OF A BIBLIOGRAPHY**

The studied work and writing of a scientific text suggests thorough research of information supported by previous works. Exploiting this material enables the development of personal reflection.

The main purpose of a bibliography is to allow the readers to acknowledge the sources which served to develop ones argument and the area of research. These references will enable the identification and location of the documents. Each of the mentioned and analyzed documents contribute to the scientific credibility of the work of research.

To facilitate the reading of a work of research, it is advisable to reference the quoted works by writing a separate section entitled ‘Bibliographical references’.

Writing a bibliography suggests ‘effectively identifying the documents and underlining their important elements in describing for each one (author, title, publisher, date of publication, place of publication, etc…)’. In order to write references one must apply certain rules and ISO norms.

This simplified guide aims to help you write the bibliographical references of your memoires or reports.

It includes the precise rules which will enable you to reference retained documents while respecting a logical and coherent presentation.

2- **SOME GENERAL INSTRUCTIONS ON HOW TO WRITE BIBLIOGRAPHICAL REFERENCES.**

The rule which must be applied is to use a coherent system for all the references, to respect a total homogeneity in the writing of each reference.

There are several types of bibliographical references (work, article, thesis, act of congress) and several supports (media, CD-ROM…).

A bibliographical reference consists of elements of data which allows the identification of documents without ambiguity. These elements (author, title, edition, date of publication…) must respect a precise order.

The bibliographical references must be presented in a chosen style for each element (character size 12-, police-Times New Roman-, capital letter, small letter,…).

An author can be a single person or a collective (eg : Directorate of Books and Readership).

If the number of authors is over 3, you should only quote the 3 first ones as indicated on the source, followed by « et al ». And if no authors are specified, begin the note with the title.

If the book is managed or coordinated by a main author, indicate the author followed by (dir.).
For an author whose several texts are mentioned, it is necessary to begin with those for which he is the only author. One can then respect the chronological order of publication for all his texts.

3. BIBLIOGRAPHICAL NOTE OF A WORK

A) Complete Works (paper)

<table>
<thead>
<tr>
<th>Name/First Name of the author or authors (date of publication), title of the work: subtitle of the work, edition (1st, 2nd edition...), place of publication: publisher, number of pages (last number indicated in the book), (title of the collection, N° of the collection) ISBN (Optional)</th>
</tr>
</thead>
</table>

Examples:

2 7178 3603 9

2 02 034 87 64

007 111551X


b) Complete Works (electronic)

<table>
<thead>
<tr>
<th>AUTHOR (date of publication), title of work [on line], Edition, place of publication: Publisher, (Title of the Collection, n° of the Collection), available on &lt;URL&gt; (date consulted) ISBN (optional)</th>
</tr>
</thead>
</table>

Examples:


c) Chapter and works with the same author.

<table>
<thead>
<tr>
<th>AUTHOR, (date of publication), <em>Title of the chapter</em>, In: Title of the work, Edition, Place of publication: Publisher, pagination (p. x-x), (Title of the collection, n° of the collection) ISBN (optional)</th>
</tr>
</thead>
</table>

Example:

d) Chapter and works with different authors

| AUTHOR | (date of publication), *Title of the chapter*, In : author(s) of the work, (+ managed for, by, or coordinated for, by…), Title of the work, Edition, place of publication : publisher, pagination (p.x-x), (title of the collection, n° of the collection, ISBN (optional)
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Example :</td>
<td></td>
</tr>
</tbody>
</table>

e) Chapter and work with the same author (electronic resource)

| AUTHOR | (date of publication), *title of chapter*, In : *Title of the work* [on line], edition, place of publication: publisher, (title of the collection, n° of the collection), available on : <URL> (date consulted)
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Exemple :</td>
<td></td>
</tr>
</tbody>
</table>

4. BIBLIOGRAPHICAL NOTE OF A THESIS, INTERNSHIP REPORT

A thesis or a student report, are described as a book with mention of thesis or report and elements such as subject, the defense of one’s thesis, the school and year of the defense.

a) Thesis, memoire, report of internship… (paper)

| AUTHOR, *title*, type of work (thesis, report…), subject, location of the defense of one’s thesis, the university and year, number of volumes and of pages.
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Example:</td>
<td></td>
</tr>
</tbody>
</table>

b) Thesis, memoire, report of Internship… (electronic)
AUTHOR, title [on line], type of work, subject, location of the defense of one’s thesis, the university and year, number of pages, available on : <URL> (date consulted).

Example:


5. Bibliographical note of acts of congress, colloquium

a) Acts of congress, meeting, conference… (paper)

AUTHOR, (year of publication), title of the conference, place of the conference, place of publication: publisher, number of pages, (title of the collection, n° of the collection) ISBN (optional)

Example:


b) Acts of congress, meeting, conference… (electronic)

AUTHOR, date of publication, title [on line], title of the conference, place of the conference, place of publication: publisher, available on : <URL> (date consulted)

Example:


c) Communication in a conference (electronic)

AUTHOR (date of publication), title of the communication [on line], In : Author, title of the conference, date of the conference, place of publication: publisher, number of pages (title of the collection, n° of the collection).

ISBN (optional)

6. Bibliographical note of a periodical article

| AUTHOR | date of publication, title of the article, TITLE OF PERIODIC, date of publication, tome, volume, number, pagination.
| ISSN (optional) |

Examples:

ISSN : 1262-2788

ISSN : 0090-2616

7. BIBLIOGRAPHICAL NOTE OF WEBSITES

| AUTHOR | (or organization), title of the home page, [on line], available on : <URL>, (date consulted) |

Example:


8. BIBLIOGRAPHICAL NOTE OF OTHER MEDIA SUPPORTS (CD-ROM, VIDEO)

| AUTHOR | (year of publication), title (support), place of publication: publisher |


9. BIBLIOGRAPHICAL NOTE OF LEGAL TEXTS (LAW, DECREE)

a) Bibliographical reference of a law, a decree… (paper)

| AUTHOR | (date of publication), title, Official Journal, n° of OJ, number of pages |
b) Bibliographical reference of a law, a decree… electronic)

**AUTHOR**, (date of publication), *title [on line]*, Official Journal, n° of OJ, available on: <URL> (consulted on…).


9. CLASSIFICATION OF BIBLIOGRAPHICAL REFERENCES

It is important that the list of bibliographical reference is classified. Various classifications are possible:

a) *Alphabetical classification by order of Authors name*

This is the most often used. It enables a significant reading of the bibliography for specialists in the domain who know most of the authors and can find their way around easily.

b) *In chronological order of date of publication* (indicated in brackets)

It enables an understanding of the evolution of the thematic. This method is sometimes called the ‘Harvard system’. It is often used by researchers of exact sciences.

c) *The classification in order of appearance of quotations in the text*

The use of quotation in a text is rather common. This classification can be identified by a number. In this case, the bibliographical references are numerically classified. In the text, the quotations are numbered in order of appearance. The numbers are placed in between quotation marks. Example in the text:


Dans la partie « Références bibliographiques » classée par numéro chronologique :
[3]……

d) *Classification by theme*

For this type of classification, the bibliographical references are classified within each defined section. In each themed section, the references are classified either in alphabetical order of authors, or by date of publication, or in chronological order of the number of quotations in the text.
For every type of classification it is possible to make a sub-classification by different types of documents (book, article of periodical, Website, CD-ROM…). However if the reference is well written the category of the document will appear clearly during its reading.

Finally, the bibliographical references can be classified at the end of every chapter or in a global list at the end of the document for the entire text or chapter by chapter.