CEDEFOP

European Centre for the Development
of Vocational Training

Cedefop's referencing guide

Presentation of bibliographies and references

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1. Objective

This referencing guide is a tool which accompanies Cedefop's style guide for editing publications.

Its aim is to give guidelines for creating references or bibliographies for Cedefop publications. It is intended for internal experts, editors, secretarial staff or anybody else working in creating and correcting bibliographical references, as well as external contractors working for Cedefop. It is also for researchers and students who cite Cedefop's publications in their papers. Helping them to write in a consistent way gives coherence and a professional look to Cedefop publications.

In addition, having clear and consistent rules for writing references to Cedefop's publications enables us to retrieve data for uniform bibliometric analysis of Cedefop's work.

Definitions: where and how we cite

A *bibliography* is part of a publication; it includes a systematic list of books and other sources cited in the text, and other sources not necessarily used for completion of the work.

References contain only references to works cited in running text.

Footnotes and *endnotes* are not used in Harvard or other author-date referencing systems.

In-text referencing gives brief (abbreviated) details of a work being quoted from, or being referred to in a text. These citations then link to a full reference in the reference list or bibliography.

The general rule of any reference list or bibliography is consistency. Cedefop follows the parenthetical in-text citation style (author, date) and formats its reference lists according to alphabetical (Harvard) style. We also follow the rules laid out in ISO 690:2009 standard and the European Union's *Interinstitutional style guide*. This format includes the name of the author and date in running text and gives full bibliographical details in a reference list.

2. Summary of general rules

All general rules of Cedefop's style manual apply.

2.1. Referencing rules in running text

o References should be cited in running text using author's surname and year of publication. Example: (Rauner, 2009).
o For two authors of the same publication, use 'and'. For two authors of different publications, use a semicolon (;). Examples: (Kaufmann and Horn, 1996), (Dehmel, 2005; Cedefop, 2011).
o For three or more authors, use the surname of the first author followed by 'et al.' and the year of publication. Example: (Hall et al., 2010).
o For Cedefop, the standard is to use Cedefop's name and the year of publication ([1]). Example: (Cedefop, 2011).
o References to several publications of the same author from the same year should be listed in running text as a, b, and so on.
  Examples: (Cedefop, 2011a), (Cedefop, 2011b).
o Publications not yet published should be marked as 'forthcoming' in running text, followed by a, b, and so on if there is more than one by the same author.
  Example: (Cedefop, forthcoming), (Cedefop, forthcoming a), (Cedefop, forthcoming b).
o Where the year of publication is unknown or unavailable, 'n.d.' is used instead. In case of more than one 'n.d.' references by the same author, 'no date' should be used, followed by a, b, and so on.
  Examples: (OECD, n.d.), (OECD, no date a), (OECD, no date b).

2.2. Authors

o The references/bibliography should be sorted alphabetically, according to author's last name, first name initial and year of publication. Only the initial of the author's first name should be used, not the full first name.
o Author names should be transliterated into English where needed (as should place of publication and publisher information – see Section 2.5).

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[1] Cedefop's policy referring to authors: Cedefop is the sole author of all its publications published after 1.10.2007. Before this date, Cedefop is cited in the first place followed by a maximum of two names as they appear on the title page. If a work has more than two names on the title page, Cedefop will be followed by the first name followed by 'et al.'

- For publications with one to three authors all of them should be listed (in order of appearance in the publication cited).
  Example: Surname1, Name initial1.; Surname2, Name initial2.; Surname3, Name initial3.
- If more than three authors exist, only the first one should be mentioned followed by the formula 'et al.'
  Example: Surname1, Name initial1. et al.
- A reference using 'et al.' does not follow alphabetical order; is placed after all other references by the same author and co-authors. Example:
  European Commission (2011)
  European Commission; Ecorys (2012)
  European Commission; GHK (2009)
  European Commission et al. (2010)
- If the author is an editor, this should be mentioned after the name. Do not add a full stop after eds but add it after ed.
  Examples: Rauner, F.; Maclean, R. (eds) (2009) but Rauner, F. (ed.) (2009).
- If the author is an institution referred to by an acronym, use only the acronym ([2]).
  Examples: OECD (2009) or ETF (2010).

2.3. Titles

- Avoid overuse of capital letters. See the rules for capital letter use in the style manual.
- Text in italics is applied in only one part of the reference, generally the title.
- For references to publications in languages other than the language of a publication, it is advisable to write a rough translation of the title, after the original title, in square brackets.
  Example: Indire (2013). *Istruzione degli adulti: rapporto di monitoraggio 2012 [Adult education: monitoring report 2012].* Florence: Indire.

2.4. Electronic location

- When an electronic location of a document is provided, it is introduced with 'http://' and followed by the date accessed in square brackets.
  Example: http://www.cedefop.europa.eu/EN/Files/9059_en.pdf [accessed 30.4.2011].

([2]) The full name of the institution should appear in the running text along with the first mention of the acronym, according to Cedefop's style manual.

If all links were accessed on the same date, one single date in square brackets under the title 'References' will suffice.

Example: References
          [URLs accessed 31.4.2011]

When available, use the DOI number in a URL format using the address http://dx.doi.org/ followed by the DOI number.

Example: http://dx.doi.org/10.2801/35845

o For documents of well-established organisations, try to give the address of the document on their webpage and not from other sources.

o For documents published in different stages of their creation give the link to the final document or, if not available, to the most recent version. This is also the case for EU legislative documents. If a document has been published in the Official Journal, this reference should be supplied and not earlier drafts.

o For electronic documents available only online, there is no need to write the place of publication and publisher details.
Example: Cedefop (2010). *What next for skills on the European labour market?* Briefing note; February 2011.
http://www.cedefop.europa.eu/EN/Files/9059_en.pdf

2.5.   Abbreviations and punctuation

o Standard abbreviations should be: **p.** for page, **pp.** for pages, **Vol.** for volume, **No** for issue number of a journal (serial) issue.

o Explanatory information such as place of publication, frequency, etc., should be given in English, even if the language of the cited publication is different.
Example: Münchhausen, G. (2008). Développer les compétences par l'apprentissage dans le cadre du travail temporaire? [Skills development while in temporary work?]. *Revue européenne de formation professionnelle*, **No** 45, **pp**. 55-77.

o Use a colon between the publication place and publisher.
Example: Luxembourg**:** Publications Office.

o Separate the title and all the following subtitles with a colon.
Example: *Future skill needs in Europe: medium-term forecast: background technical report.*

o A series title and the number of the series will be separated with a semicolon. Do not use brackets to separate a series from the rest of the reference.
Example: Cedefop reference series; No 65.

o Use a full stop after the year, title, volume, pages, and at the end of each reference (but not at the end of a URL).

3. Examples of bibliographic references

In this section are examples of the most commonly cited documents in Cedefop publications. You can find a description of a reference for each kind of document, with emphasis on punctuation. Variable elements are presented in red, punctuation and stable elements in black.

If a document referenced is unpublished, place and publisher details are omitted; and [unpublished] is added after the title.

3.1. General documents

3.1.1. Printed books (monographs)

Elements and punctuation:

Primary responsibility (year). *Title*. Place: Publisher.

Examples:

Rauner, F.; Maclean, R. (eds) (2009). *Handbook of technical and vocational education and training research*. Berlin: Springer.

Cedefop (forthcoming). *Coping with changes in ISCO*. Luxemburg: Publications Office.

3.1.2. Parts or contributions to books (monographs)

Elements and punctuation:

Primary responsibility for contribution (year). Title of contribution. In: Primary responsibility for host. *Title of host publication*. Place: Publisher, Vol. number, pp. range.

Example:

Card, D. (1999). The causal effect of education on earnings. In: Ashenfelter, O.; Card, D. (eds). *Handbook of labour economics*. Amsterdam: Elsevier, Vol. 3A, pp. 1801-1863.

3.1.3. Articles in journals

Elements and punctuation:

Primary responsibility (year). Title. *Title of host document*, Vol. number, No number, pp. range. web address

Example:

Gvaramadze, I. (2010). Low-skilled workers and adult vocational skills-upgrading strategies in Denmark and South Korea. *Journal of vocational education and training*, Vol. 62, No 1, pp. 51-61.

3.1.4. Studies and reports

Elements and punctuation:
Author (year). *Title*. Contract number (if mentioned). web address

Example:

Wolf, A. (2011). *Review of vocational education: the Wolf report*.
https://www.education.gov.uk/publications/eOrderingDownload/The%20Wolf%20Report.pdf

3.1.5. Websites and contributions within websites

Elements and punctuation:
Responsibility (year – only for contributions, not for websites). *Title*. web address

Example:

OECD. *OECD iLibrary*. http://www.oecd-ilibrary.org/

3.1.6. Conference papers

Elements and punctuation:
Primary responsibility for contribution (year). Title of contribution. *Title of the conference proceedings, place, date*. Place: Publisher, pp. range. web address

Example:

Bahl, A. (2009). Workplace trainers and their organisational contexts in companies. Draft paper presented at the *European conference on educational research, Vienna, 29 September 2009*.
http://www.bibb.de/dokumente/pdf/bahl_ecer2009.pdf

3.2. Cedefop publications

3.2.1. Citations in publications published after 1 October 2007

Rule: Cedefop is the sole author for publications published after 1.10.2007.

3.2.1.1. *Monographs (studies, reports)*

Elements and punctuation:
Cedefop (year). *Title*. Luxembourg: Publications Office. Series name; number. web address

Examples:

Cedefop (2010). *Skills supply and demand in Europe: medium-term forecast up to 2020*. Luxembourg: Publications Office.
http://www.cedefop.europa.eu/EN/Files/3052_en.pdf

Cedefop (2011). Exploring *leadership in vocational education and training*. Luxembourg: Publications Office. Cedefop working paper; No 13. http://www.cedefop.europa.eu/EN/Files/6113_en.pdf

3.2.1.2. *Contributions to monographs (studies, reports)*

Elements and punctuation:
Primary responsibility for contribution (year)**.** Title of contribution**.** In**:** Cedefop**.** *Title of host publication***.** Luxembourg**:** Publications Office**,** Vol**.** number**,** pp**.** range**.** web address

Example:
Dunkel, T.; Le Mouillour, I. (2009). Through the looking-glass: diversification and differentiation in vocational education and training and higher education. In: Cedefop. *Modernising vocational education and training: fourth report on vocational training research in Europe: background report*. Luxembourg: Publications Office, Vol. 2, pp. 239-292. http://www.cedefop.europa.eu/EN/Files/3050_II_en.pdf

3.2.1.3. *Articles in journals*

Elements and punctuation:
Primary responsibility (year)**.** Title**.** *Title of host document***,** Cedefop, Vol**.** number**,** No number**,** pp**.** range**.** web address

Example:
Lapostolle, G. (2009). Training the trainers of teachers in France: assessment and outlook. *European journal of vocational training*, Cedefop, Vol. 2, No 47, pp. 125-150. http://www.cedefop.europa.eu/EN/Files/EJVT47_en.pdf

3.2.1.4. *Contribution to a conference*

Elements and punctuation:
Primary responsibility for contribution (year)**.** Title of contribution**.** *Title of the conference proceedings, place, date***.** Place**:** Publisher**,** pp**.** range**.** web address

Example:
Jameson, J. (2009). Leadership and management standards in the UK lifelong learning sector. Presentation at the Cedefop conference *Teachers and trainers at the heart of innovations and VET reform, Thessaloniki, 23 and 24 February 2009*. http://www.cedefop.europa.eu/teacher_trainer_conferenceinnet/UsersFiles/sa/documents/Presentations/15_Jill%20Jameson_23%20February%202009.pdf

3.2.1.5. *Publications in collaboration with ReferNet*

Elements and punctuation:

Cedefop ReferNet name of the country (year). *Title*. web address

Examples:

Cedefop ReferNet Austria (2011). *VET in Europe: country report Austria*.
http://libserver.cedefop.europa.eu/vetelib/2011/2011_CR_AT.pdf
Cedefop ReferNet Slovakia (2010). *A bridge to the future European policy for vocational education and training 2002-10: national policy report: Slovakia*.
http://libserver.cedefop.europa.eu/vetelib/2010/vetpolicy/2010_NPR_SK.pdf

3.2.1.6. *Electronic documents*

Some Cedefop publications are now published only in electronic format, although the layout is the same as printed ones. They are cited as printed publications and the electronic address is included.

Examples:

Cedefop (2010). *What next for skills on the European labour market?* Briefing note; February 2011. http://www.cedefop.europa.eu/EN/Files/9059_en.pdf

European Commission; Cedefop; GHK Consulting (2010). *2010 update of the European inventory on validation of informal and non-formal learning 2010: executive summary of final report*. European inventory on validation of non-formal and informal learning; 2010.
http://libserver.cedefop.europa.eu/vetelib/2011/77641.pdf

3.2.1.7. *Electronic databases*

Elements and punctuation:

Responsibility. *Title*. web address

Example:

Cedefop. *VET in Europe* [database].
http://www.cedefop.europa.eu/EN/Information-services/vet-in-europe-country-reports.aspx

3.2.2. Citations in publications published before 1 October 2007

Rule: Cedefop will be cited in the first place, followed by maximum two names, as they appear on the title page. If a work has more than two names on the title page, Cedefop will be followed by the first name followed by 'et al.'

3.2.2.1. *Monographs (studies, reports)*

Elements and punctuation:
Cedefop; Author (year). *Title*. Luxembourg: Publications Office. web address

Two authors example:

Cedefop; Tikkanen, T.; Nyhan, B. (eds) (2006). *Promoting lifelong learning for older workers: an international overview*. Luxembourg: Publications Office. Cedefop reference series; No 65.
http://www.cedefop.europa.eu/EN/Files/3045_en.pdf

More than two authors example:

Cedefop; Abicht, L. et al. (2006). *Identification of skill needs in nanotechnology*. Luxembourg: Publications Office. Cedefop panorama series; No 120.
http://www.cedefop.europa.eu/EN/Files/5170_en.pdf

3.2.2.2. *Contributions to monographs (studies, reports)*

Elements and punctuation:
Primary responsibility for contribution (year). Title. In: Cedefop; Primary responsibility for host. *Title of host publication*. Luxembourg: Publications Office. Vol. number, pp. range. web address

Example:

Descy, P. (2006). Review of European and international statistics. In: Cedefop; Tikkanen, T.; Nyhan, B. (eds). *Promoting lifelong learning for older workers: an international overview*. Luxembourg: Publications Office, pp. 68-89.
http://www.cedefop.europa.eu/EN/Files/3045_en.pdf

3.2.2.3. *Articles in journals*

Elements and punctuation:
Primary responsibility (year). Title. *Title of host document*, Vol. number, No number, pp. range. web address

Example:

Descy, P; Nestler, K.; Tessaring, M. (2005). Internationally comparable statistics on education, training and skills: current state and prospects. *European journal vocational training*, No 36, pp. 59-68. http://www.cedefop.europa.eu/EN/Files/36-en.pdf

3.3. European Union documents

3.3.1. European Commission

3.3.1.1. *COM documents*

Elements and punctuation:
European Commission (year). *Title.* COM(year) number final. web address

Title: Where there is a very long title that starts with 'Communication from the Commission...' followed by a subtitle that can stand intellectually alone, the latter is used as the title followed by 'Communication from the Commission...'.
Reference number: COM number, helpful for easy identification and retrieval from EUR-Lex database.

Examples:
European Commission (2011). *Modernising the professional qualifications directive: g*reen paper. COM(2011) 367 final. http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=COM:2011:0367:FIN:en:PDF

European Commission (2001). *A new impetus for European youth: European Commission white paper.* COM(2001) 681 final. http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=COM:2001:0681:FIN:EN:PDF

European Commission (2011). *Erasmus for all: the EU programme for education, training, youth and sport: communication from the Commission to the Council, the European Parliament, the European Economic and Social Committee and the Committee of the Regions.* COM(2011) 787 final. http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=COM:2011:0787:FIN:EN:PDF

3.3.1.2. *SEC documents*

Elements and punctuation:
European Commission (year). *Title.* SEC(year) number final. web address

Examples:
European Commission (2009). *Key competences for a changing world. Progress towards the Lisbon objectives in education and training: analysis of implementation at the European and national levels Commission staff working document: accompanying document to the: communication from the Commission to the European Parliament, the Council, the European Economic and Social Committee and the Committee of the Regions.* SEC(2009) 1598 final. http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=SEC:2009:1598:FIN:EN:PDF

European Commission (2010). *Commission staff working document on the transposition and implementation of the professional qualifications directive.* SEC(2010) 1292.
http://ec.europa.eu/internal_market/qualifications/docs/evaluation/staff-working-doc_en.pdf

3.3.1.3. *Reports commissioned by the European Commission*

Citing this type of grey papers is sometimes difficult as there is no uniform way in which credit is given to the authors or the copyright. We have established a rule that all reports commissioned by the European Commission should have European Commission as the first author and the contractor as the second.

Elements and punctuation:

European Commission; Contractor (year). *Title.* Contract number (if available). web address

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Examples:

European Commission; PPMI (2010). *Assessment of the impact of ongoing reforms in education and training on adult learning: final report.* Contract 2008-4945/001-001 GRU-GRUSTU. http://ec.europa.eu/education/more-information/doc/2010/reforms.pdf

European Commission; Ecotec (2007). *European inventory on validation of informal and non-formal learning.*
http://www.uk.ecorys.com/europeaninventory/publications/inventory/EuropeanInventory.pdf

European Commission; GHK (2011). *Country report on the action plan on adult learning: Luxembourg.* http://adultlearning-budapest2011.teamwork.fr/docs/Country-report_LU%20_final.pdf

3.3.2. Council of the European Union

3.3.2.1. *Council conclusions and resolutions*

Council documents can be found at different stages of the legislative process: draft, adopted, stand-alone or final. When available, cite them as published in the Official Journal.

(a) Draft Council conclusions and draft resolutions

Elements and punctuation:

Council of the European Union (year). *Title*. Brussels, publication date. web address

Examples:

Council of the European Union (2011). *Draft Council conclusions on the role of education and training in the implementation of the Europe 2020 strategy*. Brussels, 28 January 2011.

http://register.consilium.europa.eu/pdf/en/11/st05/st05505.en11.pdf

Council of the European Union (2008). *Draft resolution of the Council and of the Representatives of the Governments of the Member States, meeting within the Council, on better integrating lifelong guidance into lifelong learning strategies*. Brussels, 31 October 2008.

http://register.consilium.europa.eu/pdf/en/08/st15/st15030.en08.pdf

(b) Council conclusions and resolutions published on the Council's website

Elements and punctuation:

Council of the European Union (year). *Title*. Meeting name, place, date. web address

Examples:

Council of the European Union (2011). *Council conclusions on the role of education and training in the implementation of the Europe 2020 strategy*. 3066th Education, Youth, Culture and Sport Council meeting. Brussels, 14 February 2011.

http://consilium.europa.eu/uedocs/cms_data/docs/pressdata/en/educ/119282.pdf

Council of the European Union (2011). *Council resolution on better integrating lifelong guidance into lifelong learning strategies.* 2905th Education, Youth and Culture Council meeting. Brussels, 21 November 2008.

http://www.consilium.europa.eu/uedocs/cms_Data/docs/pressdata/en/educ/104236.pdf

(c) Council conclusions and resolutions published in the Official Journal (see Section 3.3.4 dedicated to the Official Journal)

Elements and punctuation:

Primary responsibility (year). Title. *Official Journal of the European Union*, series number, date, pp. range. web address

Examples:

Council of the European Union (2011). Council conclusions on the role of education and training in the implementation of the Europe 2020 strategy. *Official Journal of the European Union*, C 70, 4.3.2011, pp. 1-3. http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:C:2011:070:0001:0003:EN:PDF

Council of the European Union (2008). Resolution of the Council and of the Representatives of the Governments of the Member States, meeting within the Council of 21 November 2008 on better integrating lifelong guidance into lifelong learning strategies. *Official Journal of the European Union*, C 319, 13.12.2008, pp. 4-7. http://eur-lex.europa.eu/LexUriServ/ LexUriServ.do?uri=OJ:C:2008:319:0004:0007:EN:PDF

3.3.2.2.   *Communiqués*

Communiqués are grey literature but well known in a field, so the short title is enough to refer to.

Elements and punctuation:
Primary responsibility (year). Title. web address

Examples:

Council of the European Union; European Commission (2002) (³). *The Copenhagen declaration.* http://ec.europa.eu/education/pdf/doc125_en.pdf

Council of the European Union; European Commission (2008). *The Bordeaux communiqué.* http://ec.europa.eu/education/lifelong-learning-policy/doc/bordeaux_en.pdf

Council of the European Union; European Commission (2010). *The Bruges communiqué.* http://libserver.cedefop.europa.eu/vetelib/2010/75928.pdf

3.3.2.3.   *European Council conclusions*

Elements and punctuation:
European Council (year). Title. *European Council conclusions.* Brussels, date. web address

Example:

European Council (2010). Europe 2020: a new European strategy for jobs and growth. *European Council conclusions.* Brussels, 25 and 26 March 2010. http://www.consilium.europa.eu/ueDocs/cms_Data/docs/pressData/en/ec/113591.pdf

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(³)   In running text, (Council and EC, 2002) will suffice.

3.3.3. European Parliament

3.3.3.1. *Resolutions*

These documents can be found at the European Parliament (Europarl) website after adoption or in the Official Journal. When available, cite them as published in the Official Journal.

Elements and punctuation:
European Parliament (year). *Title*. Reference number (if available). web address

Example:

European Parliament (2011). *European Parliament resolution of 8 June 2011 on European cooperation in vocational education and training to support the Europe 2020 strategy*. http://www.europarl.europa.eu/RegData/seance_pleniere/textes_adoptes/provisoire/2011/06-08/0263/P7_TA-PROV(2011)0263_EN.pdf

3.3.3.2. *Resolutions published in the Official Journal (see Section 3.3.4 dedicated to the Official Journal)*

Elements and punctuation:
European Parliament (year). Title. *Official Journal of the European Union*, series number, date, pp. range. web address

Example:

European Parliament (2008). European Parliament resolution of 18 December 2008 on the European job mobility action plan. *Official Journal of the European Union*, C 45E, 23.2.2010, pp. 23-33. http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:C:2010:045E:0023:0033:EN:PDF

3.3.3.3. *Studies and reports*

Elements and punctuation:
European Parliament (year). *Title*. Reference number (if available). web address

Examples:

European Parliament (2011). *Reducing early school-leaving in the EU: study*. http://www.europarl.europa.eu/committees/en/studiesdownload.html?languageDocument=EN&file=37089

European Parliament (2011). *Report on developing the job potential of a new sustainable economy*. A7-0234/2010. http://www.europarl.europa.eu/sides/getDoc.do?pubRef=-//EP//NONSGML+REPORT+A7-2010-0234+0+DOC+PDF+V0//EN&language=EN

3.3.4. Official Journal of the European Union

Elements and punctuation:

Primary responsibility (year). Title. *Official Journal of the European Union*, series number, date, pp. range. web address

Examples:

Council of the European Union (2009). Council conclusions of 12 May 2009 on a strategic framework for European cooperation in education and training (ET 2020). *Official Journal of the European Union*, C 119, 28.5.2009, pp. 2-10. http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:C:2009:119:0002:0010:EN:PDF

European Parliament; Council of the European Union (2008). Recommendation of the European Parliament and of the Council of 23 April 2008 on the establishment of the European qualifications framework for lifelong learning. *Official Journal of the European Union*, C 111, 6.5.2008, pp. 1-7. http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:C:2008:111:0001:0007:EN:PDF

European Parliament; European Commission (2008). Agreement between the European Parliament and the European Commission on the establishment of a transparency register for organisations and self-employed individuals engaged in EU policy-making and policy implementation. *Official Journal of the European Union*, L 191, 22.7.2011, pp. 29-38. http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2011:191:0029:0038:EN:PDF

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[URLs accessed 18.12.2011]

Anglia Ruskin University (2010). *Guide to the Harvard style of referencing*.
http://libweb.anglia.ac.uk/referencing/harvard.htm

APA (2010). *Publication manual of the American Psychological Association*.
Washington DC: American Psychological Association.

Eurydice (2010). *2010 Writing style guide*. Brussels: EACEA.

European Commission (2010). *English style guide*.
http://ec.europa.eu/translation/english/guidelines/documents/styleguide_engl
ish_dgt_en.pdf

Fordham University (1999). A citation manual for European Community materials.
Fordham international law journal, 1999, Vol. 23, pp. 935-958.

Gibaldi, J. (2009). *MLA handbook for writers of research papers*. New York: MLA.

IEEE [n.d.]. *IEEE editorial style manual*. New York: IEEE.
http://www.ieee.org/portal/cms_docs_iportals/iportals/publications/authors/tr
ansjnl/stylemanual.pdf

ISO (2009). *Information and documentation: guidelines for bibliographic
references and citations to information resources*. ISO/FDIS 690:2009.
Geneva: ISO.

IFLA. ISBD ISBD(ER): *International standard bibliographic description for
electronic resources*. Last revision 2.7.1999.
http://archive.ifla.org/VII/s13/pubs/isbd.htm

ITU. Conferences and publications department (2007). *ITU English language
style guide*. http://www.itu.int/SG-CP/docs/styleguide.doc

Lipson, C. (2006). *Cite right: a quick guide to citation styles – MLA, APA,
Chicago, the sciences, professions and more*. Chicago: Chicago University
Press.

OECD (2007). *OECD style guide*. Paris: OECD.
http://www.oecd.org/dataoecd/8/39/40500006.pdf

Pears, R.; Shields, G. (2010). *Cite them right: the essential referencing guide*. 8th
ed. Basingstoke: Palgrave Macmillan.

Publications Office (2010). *Interinstitutional style guide*. Luxembourg:
Publications Office. http://publications.europa.eu/code/en/en-000100.htm

Purdue University (2010a). *Purdue online writing lab (OWL): MLA formatting and
style guide*. http://owl.english.purdue.edu/owl/resource/747/01/

Purdue University (2010b). *Purdue online writing lab (OWL): research and
citation resources*. http://owl.english.purdue.edu/owl/section/2/

Rochester Institute of Technology (2008). *IEEE citation and writing guide*.
http://library.rit.edu/userservices/pubschol/IEEEGuidelines.pdf

University of Chicago (2010). *The Chicago manual of style*. 16th ed. Chicago: The University of Chicago Press.

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