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Haute école de gestion
Genève

Guide to Writing a Bibliography and Citing Sources

Infothèque, HEG

*Version 4.5
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Bibliography

Foreword

This guide was written by the Infothèque at the Haute école de gestion de Genève (HEG-GE), translated by Abigail Millar with the revision of Nicolas Montandon.

It explains the bibliographic and referencing guidelines in effect at HEG-GE, based on the ISO 690 international standard (the International Organization for Standardization 2010).

Rigorous bibliographic referencing and correct citations of sources of information are essential in academic works to ensure academic integrity and avoid committing plagiarism. Plagiarism is a form of fraud punishable by the school under article 24 of the *Student Regulations* (Conseil de fondation de la Haute école de Gestion de Genève 2016), as well as under the Swiss Copyright Act (Switzerland 1992), notably article 25 on quotations:

«¹ Published works may be quoted if the quotation serves as an explanation, a reference or an illustration, and the extent of the quotation is justified for such purpose.

«² The quotation must be designated as such and the source given. Where the source indicates the name of the author, the name must also be cited. »

Finally, only correct bibliographic references enable your readers to verify your statements and to further study the subject by locating the documents upon which your works are based.

Depending on the professor's instructions, other styles for bibliographic references may apply.

If you don't have extensive experience in writing bibliographic references or the ISO 690 standard is unknown to you, take the time to read the General Principles (p. 4) and point 1.1 (p. 7)! This step will help you better understand how the templates work in chapter 1.2 (p. 12).

Note: if you are reading the PDF version of this document, please take note that the table of contents and the internal links can be accessed by clicking on them. Do not forget the summary or bookmark functions to go to the table of contents.

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General principles

When writing your work, you will use information found in a variety of documents. You will need to follow a set of guidelines to keep track of these sources of information and reference them to avoid inadvertent plagiarism. This guide will help you cite and reference your sources correctly.

Good practices

The names and reputation of the HEG, the pedagogical adviser the student, as well as those of the people named in the report are all associated with the submitted work. The quality of the published work affects their credibility and image. It is, therefore important to pay attention to the quality of the work, in particular following points:

- o The sources must be diverse (several different authors and types of documents) and of high quality (recognized author in the field, website regularly updated and recognized by the peers ...)
- o The version provided for publication (paper and / or electronic format) is the final version of the document without any annotations and with the corrections requested during the defense.
- o The report must adhere to the graphic design and publication guidelines.
- o The editorial quality of the document must be high (no spelling, grammar or syntactical issues).

Citation of sources in the text

When using a piece of information in your text, you must indicate where it comes from by *citing* it, immediately before or after the information, using one of the citation methods presented in chapter 2. For example:

Text

Social media has become an inescapable part of our lives, as much in teenagers' social lives (Pisani, Pictet 2011) as in personal branding in the world of business (Delcroix 2012a). Nevertheless, there is a stubborn reluctance among the over-40s to use these tools.

In the words of Delcroix (2012b, p. 62) :

« Je me rends compte que nous avons tous été baignés depuis notre enfance (je parle des plus de 40 ans) dans un monde où nous faisons référence [...] au roman 1984 de George Orwell. [...] Big brother reste pour la plupart d'entre nous la représentation de l'Etat policier et de la perte de ses droits individuels. »

Any information taken from a book, an article or an electronic source that you incorporate into your work as a direct quotation or as a paraphrase must be cited and the source from which the information is extracted must be referenced.

Paraphrase or indirect quotation

A paraphrase is a reformulation of an author's statements in your own words, without a modification of the meaning or content. A paraphrase is *always* accompanied by a reference to the source (information source).

Example

Maurisse (2011) believes that the apprenticeship master is a point of reference for apprentices.

In this example, the reference includes the date only, because the author is indicated just before in the text.

Direct quotation

A direct quotation is a sentence taken from a document without modification. It allows for illustrating your statement. A direct quotation must always be between quotation marks and the source must be indicated.

Example

« Les PME peuvent exploiter les opportunités offertes par la coopération avec d'autres entreprises [...] » (Hamdouch, Reboud and Tanguy 2011, p. 282)

Citing factual information (data, figures, facts)

As in the case of an indirect citation, it is necessary to include the source of your information.

Example

Le taux de chômage était de 3.5 % en septembre 2010 (OFS 2010).

Bibliography

The bibliography is a list of bibliographic references. These references identify the documents used to write your work.



WARNING! References in a bibliography are presented in alphabetical order, NOT by document type unless otherwise stated by your instructor.

Each citation in the text has a corresponding full bibliographic reference in the bibliography at the end of the work. Here is the bibliography corresponding to the text as examples on the previous page:

Bibliography

DELCROIX, Eric, 2012a. *LinkedIn*. Montreuil: Pearson. ISBN 978-2-7440-9493-4

DELCROIX, Eric [opponent], 2012b. *Les réseaux sociaux sont-ils nos amis?* Paris: Le Muscadier. Le choc des idées. ISBN 979-10-90685-04-8

PISANI, Francis and PIOTET, Dominique, 2011. *Comment le web change le monde: des internautes aux webacteurs*. 2nd ed. Paris: Pearson. Les temps changent. ISBN 978-2-7440-6448-7

Bibliographic references should contain as many elements for identification as possible, to indicate a document unequivocally and without ambiguity.

Chapter 1 of this guide identifies the essential information you will need to write your bibliographic reference depending on the type of document. The first table presents the types of information you will need and the basic presentation rules (cf. *1.1 Elements in a bibliographic reference*). You will also find predefined templates for most types of documents in the second table (cf. *1.2 Templates for bibliographic references*). These guidelines comply with ISO 690 standard (International Organization for Standardization 2010).

Using dedicated software for managing references can also help you cite your information and write your bibliography (cf. *2.5 Reference management software*).

1. Bibliographic references

1.1. Elements in a bibliographic reference

| No | Elements (in order) | Status | Examples | Other indications |
|----|---------------------|-----------|---|--|
| 1 | Author(s) | mandatory | ARMSTRONG, Gary, KOTLER, Philip and SMITH, John ORGANISATION DE COOPERATION ET DE DEVELOPPEMENT ECONOMIQUES ETAT DE GENEVE. Département des finances VINCENT3B [pseudonym] | <p>Surnames and names of institutions must be in capital letters.</p> <p>Authors are separated by a comma, except if the latter is introduced with an « and ». If there are 2 authors, they are separated with an « and ».</p> <p>If there are more than 3 authors, they must all be mentioned if possible. Otherwise, only give the first author followed by « et al. ».</p> <p>If there is no author, indicate another contributor, followed by a mention of his function. For example: CLÉMENT, Georges [editor]</p> <p>If no author or contributor can be identified, then make a title entry (see point 2.1 for more details)</p> |
| 2 | Year of publication | mandatory | 2010 [ca. 1990] [no date] | <p>Only if the author-date method of citation is being used.</p> <p>If the date is not clearly given in the document, search for an approximate date. Otherwise, mention that no date is given.</p> |

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| | | | | |
|---|---|--|--|--|
| 3 | Title | mandatory | <i>Le travail en équipe: clés pour une meilleure efficacité collective</i> The Institute for Wealth Management standards and the case for private wealth management standards | In italics if there is no host document (see element 5 below) |
| 4 | [medium/format] | mandatory if not print | [online] [CD] [DVD] [document PDF] [PowerPoint presentation] [poster] [software] [electronic message] [discussion forum] [film] [podcast] [video], etc. | If it is identical to the next element (host document) do not indicate here |
| 5 | Host document ¹ : In: Author(s). <i>Journal, book, website title</i> [medium] | « In » mandatory if book chapter, optional for journal article or web page | In: <i>Gérer les travaux de groupe</i> <i>Journal of wealth management</i> [online] <i>Secrétariat d'Etat à l'économie SECO</i> [online] | The author is only indicated here if it is different from the host document author. The title is in italics. Medium mandatory if not print |
| 6 | Edition | mandatory if available | 3rd ed. New edition | |
| 7 | Place of publication | 1 st location mandatory if book or chapter of book | Paris | |
| 8 | Publisher | 1 st publisher mandatory if book or chapter of book | Eyrolles Fédération romande des consommateurs | |

¹ Host document = Document containing parts that can be identified separately (for example a journal containing articles, a book containing chapters...) (ADBS 2015)

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| | | | | |
|----|---|---|---|---|
| 9 | Date of publication | mandatory | 2011 27 July 2010 Spring 2011 08.09.2010, 14:56 [no date] | Do not repeat if identical to Year (element 2) in the method of citation author-date. If details are available (month, day, hour), they need to be indicated here. |
| 10 | Date of update | mandatory, if applicable | Updated 12 August 2011 This page was last modified on 15 March 2013 at 12:03 | |
| 11 | Numeration | mandatory if journal article | Vol. 12, no 3 | |
| 12 | Pages | mandatory if journal article or chapter of book | pp. 12-17 p. 14 | |
| 13 | Date of citation | mandatory if electronic source | [viewed 28 September 2011] [viewed 2013-02-24] | |
| 14 | Collection and number | mandatory if available | Short guides to business risk series Formation permanente, 18 | |
| 15 | ISBN, ISSN, other standardized identification | mandatory if available | ISBN 978-2-7101-2221-0 ISSN 1556-925X | ISBN: for books ISSN: for journals and articles |

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| | | | | |
|----|-------------------------|--|---|---|
| 16 | Availability and access | mandatory for online sources | <p>Available from: http://www.pme.ch/de/artikelanzeige/artikelanzeige.asp?pkBerichtNr=183551</p> <p>Available from: http://hesge.scholarvox.com/catalog/book/docid/10294890 [subscription-based access]</p> <p>Available from: http://www.lexisnexis.com/fr/business/docview/getDocForCuiReq?Ini=53MR-FCM1-DY2J-02N9&csi=378639&oc=00240&perma=tr ue [subscription-based access]</p> <p>Available from: http://dx.doi.org/10.1109/MIS.2012.75 [subscription-based access]</p> | <p>URL for online sources freely accessible</p> <p>For a document found in an Infothèque database or Scholarvox, indicate after the URL between brackets [subscription-based access]</p> <p>Add permanent links to favorites (or permalink), as well as the <i>digital object identifier</i> (doi) if they exist. Verify that the URL redirects to the source referenced.</p> |
| 17 | Location | mandatory if source is difficult to access | <p>Internal company document</p> <p>At:</p> | <p>If a limited number of copies only or in a precise location.</p> |

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Example

LOWENHAUPT, Charles A., 2010. The Institute for Wealth Management standards and the case for private wealth management standards. *Journal of wealth management*. Spring 2010, pp. 9-11. [viewed 28.08.2011]. Available from: <http://search.proquest.com/docview/237030211/13D116DFAFC2EC33C28/4?accountid=15920> [subscription-based access]

To create a reference you need elements that can be found in the document itself or in the medium. Punctuation marks between each element in the reference are generally a comma or a full stop. All references in a bibliography must have a uniform format. You will need to select one form and use it throughout your work. For example: in the reference, choose either a comma (,) or a full stop (.) between the elements. Also, decide which term you will use such as “no 3” or “n° 3”, “Available from” or “Available from the address” etc. And finally choose the format for your bibliography: e.g. if you want to insert a line break for the URL or not; write the date as “26.08.2011” or “26 August 2011”.

1.2. Templates for bibliographic references

The templates provided below use the author-date system. If the numeric system is used, the year following the author in the bibliographic reference should be omitted



WARNING! If you are using the author-date system, only complete the field « date of publication » if it differs from the year of publication after the author or if it provides clarifications (month, day...), otherwise do not include and only indicate the year after the author(s).

If you do not find the template to match your source document, please refer to table 1.1 *Elements in a bibliographic reference* and inform the Infothèque: infotheque@hesge.ch.

Article from a documentary database

SURNAME, First name, year. Title of article. *Title of journal* [online].
Date of publication. Numeration, pages. [viewed day month year].
Available from: URL [subscription-based access]

Examples

PAPARODITIS, Efstathios, 2010. Wavelet methods in statistics with R. *Journal of the Royal Statistical Society: séries A* [online]. January 2010. Vol. 173, n° 1, p. 273. [viewed 19.03.2014]. Available from: <http://search.ebscohost.com/login.aspx?direct=true&db=buh&AN=45671047&site=ehost-live> [subscription-based access]

Steve Jobs démissionne d'Apple et laisse la place à Tim Cook. *La Tribune de Genève* [online]. 25 August 2011. [viewed 26 August 2011]. Available from: <http://www.lexisnexis.com/fr/business/docview/getDocForCuiReq?ni=53MR-FCM1-DY2J-02N9&csi=378639&oc=00240&perma=true> [subscription-based access]



The reference for an article found in a database can also be prepared as for the reference for a *Print article*.

Blog

See template: *Website*

Blog entry

SURNAME, First name, year. Title. *Blog name* [online]. Date of publication, time. Date of update. [viewed day month year]. Available from: URL

Example

STUDER, Xavier, 2011. iPhone 5: la campagne de buzz bat son plein. *Le Blog de Xavier Studer* [online]. 14 August 2011, 09:54. [viewed 26 August 2011]. Available from: <http://www.xavierstuder.com/2011/08/14/iphone-5-la-campagne-de-buzz-bat-son-plein/>

Book

SURNAME, First name, year. *Title*. Edition. Place: publisher. Collection, number. ISBN

Example

COLBERT, François, 2014. *Le marketing des arts et de la culture*. 4th ed. Montréal: Chenelière éducation. 284 p. ISBN 9782765045274

DESBOIS, Henri, GUICHARD, Eric, HERRENSCHMIDT, Clarisse, MATHIAS, Paul and RYGIEL, Philippe, 2011. *Regards croisés sur l'Internet*. Villeurbanne: Presses de l'ENSSIB. Papiers. ISBN 978-2-910227-70-8

ELECTRONIC BUSINESS GROUP, 2011. *Qualité des données: quelle(s) vérité(s) dans les entreprises: 25 expériences issues du terrain*. Paris: Electronic Business Group.

Book chapter

SURNAME, First name², year. Title of chapter. In: SURNAME, First name³ (if different from the author of chapter). *Title of book*. Edition. Place: publisher, date of publication, pages. Collection, number. ISBN

Examples

BÄNI, Renée, 2010. Le buzz au cœur du Web 2.0 : aspects sociologiques. In: *Quel avenir pour le buzz online?* Sarrebruck: Ed. universitaires européennes, pp. 12-24. ISBN 978-613-152224-6

SOUDOPLATOFF, Serge, 2011. Le codesign comme nouvelle approche de la relation client à l'ère du web 2.0. In: BRIFFAUT, Jean-Pierre (dir.). *Univers virtuels et environnements collaboratifs : visions multidisciplinaires théoriques et pratiques*. Paris: Hermès Science Publications, pp. 119-133. Management et informatique. ISBN 978-2-7462-3283-9

Collaborative encyclopedia

SURNAME, First name, year. Title. *Name of website* [online]. Date of publication, time. Date of update, time. [viewed day month year]. Available from: URL.

Example – no author

Développement durable. *Wikipédia: l'encyclopédie libre* [online]. Last modification of the page on 30 April 2013 at 21:50. [viewed 2 May 2013]. Available from:
http://fr.wikipedia.org/w/index.php?title=D%C3%A9veloppement_durable&oldid=97051944



To cite a Wikipedia page you should use the permanent link provided by Wikipedia in the facet Tools > Cite this page > Bibliographic details > Permanent link.

For articles in print encyclopedias, see *Book chapter*.

² Of the author/s of the chapter.

³ Of the author/s of the book.

Comment on a website/blog site

See template: *Message on a discussion/chat/instant message forum*

Company catalog (print)

SURNAME, First name/NAME OF COMPANY, year. *Title*. Date of publication.

Other relevant information

Example

SERVICE SUISSE AUX BIBLIOTHEQUES, 2016. *Mobilier: catalogue général ekz.*

Computer software, program

SURNAME, first name⁴, year. *Name of software/program* [medium]. Version. Publisher. Date of publication. [viewed day month year]. Configuration required: computer model, name of operating system, amount of memory, necessary software, necessary peripheral features.

Example

APACHE, 2013. *Apache Flex®* [software]. Version 4.9. Apache Software Foundation. [viewed 3 May 2013]. Available from: <http://flex.apache.org/installer.html>

The configuration requirements are an optional note field. Indicate when it is unusual or particularly restrictive.

Conference, symposium, congress

SURNAME, First name, year. *Title of symposium, Place of symposium, Date of symposium* [medium]. Edition. Place: publisher, date of publication. [viewed day month year]. Collection, number. ISBN. Available from: URL

⁴ Of the creator/s.

Example – online

FRANCE. Centre d'analyse stratégique, 2010. *La France et l'Europe face à la crise économique: actes du colloque, Paris, Maison de la Chimie, 20 September 2010* [online]. Paris: La Documentation française. [viewed 2 September 2011]. Rapports et documents, 31. Available from:
http://www.strategie.gouv.fr/system/files/france_europe_web.pdf

Example - print

FRANCE. Centre d'analyse stratégique, 2010. *La France et l'Europe face à la crise économique: actes du colloque, Paris, Maison de la Chimie, 20 September 2010*. Paris: La Documentation française. Rapports et documents, 31.

Contribution to a conference, symposium, congress

SURNAME, First name⁵, year. Title. In: SURNAME, First name⁶. *Title of symposium, Place of symposium, Date of symposium* [medium]. Edition. Place: publisher, date of publication, pages. [viewed day month year]. Collection, number. Available from: URL

Example – online

BARRELL, Ray, 2010. Les instruments et les objectifs de la coopération économique en Europe. In: FRANCE. Centre d'analyse stratégique. *La France et l'Europe face à la crise économique: actes du colloque, Paris, Maison de la Chimie, 20 September 2010* [online]. Paris: La Documentation française, pp. 59-60. [viewed 1 September 2011]. Rapports et documents, 31. Available from:
http://www.strategie.gouv.fr/system/files/france_europe_web.pdf

Course material

SURNAME, First name, year. *Title* [medium]. Date of publication/update.
Course material: name of course, school, year

⁵ Of the contributor/s.

⁶ Of the author(s) at the symposium.

Example

DUBOSSON, Françoise, 2007. *De l'onziale à la caroline: IVe-VIIIe siècles* [PDF document].

Course material: Course « Histoire des pratiques professionnelles 2 », Haute école de gestion de Genève, Information Studies degree program, academic year 2006-2007



See also template: *Electronic file*

Discussion forum

SURNAME, First name, year. Title of the forum. *Title of website* [online]. Date of publication. [viewed day month year]. Available from : URL.

Example

Programmation. *Comment Ça Marche* [online]. 2012 [viewed 23 January 2012]. Available from:

<http://www.commentcamarche.net/forum/programmation-3>



Reminder. If you can't find an author, start the reference with the forum title.

Document « digital native » PDF, Word, Excel, PowerPoint, etc.

If the document is accessible online, see template: *E-book* or *Web page*

If the document is in electronic format but not online (ex.: USB key or hard drive), see template: *Electronic file*.

If the document is printed see template: *Internal company or organization document (print)* or *Book*.

DVD, CD, CD-ROM

SURNAME, First name, year. *Title* [medium/format]. Edition/Version. Format/Configuration required. Place: publisher/production company, date of publication. Collection, number.

Examples

POWELL, Mark, 2011. *Dynamic presentations* [CD]. Cambridge: Cambridge University Press. Cambridge Business Skills.

CARRE, Jean-Michel, 2009. *J'ai très mal au travail: cet obscur objet de haine et de désir* [DVD]. PAL. [Paris]: Editions Montparnasse.

E-book

SURNAME, First name, year. *Title* [online]. Edition. Place: publisher, date of publication. [viewed day month year]. Collection, number. ISBN. Available from: URL

Examples

ORGANISATION DE COOPÉRATION ET DE DÉVELOPPEMENT ÉCONOMIQUES, 2011. *La transition vers une économie sobre en carbone: objectifs publics et pratiques des entreprises* [online]. Paris: Éditions OCDE. [viewed 28 August 2011]. Available from: <http://dx.doi.org/10.1787/9789264090255-fr> [subscription-based access]

OBADIA, Maurice, 2008. *Quelle économie voulons-nous ? Pour en finir avec le toujours plus...* [online]. Paris: Eyrolles. [viewed 25 January 2012]. Available from: <http://hesge.scholarvox.com/catalog/book/docid/10294890> [subscription-based access]



For the absence of pagination in ePub format, see the comment in *E-book chapter*

E-book chapter

SURNAME, First name⁷, year. Title of chapter. In: SURNAME, First name⁸ (if different from the author of chapter). *Title of book* [online]. Edition. Place: publisher, date of publication, pages. [viewed day month year]. Collection, number. Available from: URL

Examples

CRAGER, John, HUBERT, Cindy and O’KANE, Mike, 2005. Creating and maintaining a balanced scorecard. In: *Balanced scorecard: APQC’s passport to success series?: a guide for your journey to best-practice processes* [online]. Houston: APQC, pp. 33-38. [viewed 2 March 2012]. Available from: <http://hesge.scholarvox.com/catalog/book/docid/10294890> [subscription-based access]

ORGANISATION DE COOPÉRATION ET DE DÉVELOPPEMENT ÉCONOMIQUES, 2011. Réduire les émissions de GES. In: *La transition vers une économie sobre en carbone: objectifs publics et pratiques des entreprises* [online]. Paris: Éditions OCDE, pp. 59-82. [viewed 28 August 2011]. Available from: <http://dx.doi.org/10.1787/9789264090255-fr> [subscription-based access]

A book in ePub format does not have any pagination, as it is determined by police or screen size. It is necessary to use other elements, such as the chapter or section number to indicate a part of the document.

Example

CENTER, Berkman, DULONG DE ROSNAY, Melanie, FISHER, William, VANTSIOURI, Petroula, OSMAN, Inge, COX, Emily, SCOTT, David and TISHYEVICH, Dmitriy, 2011. Activism. In: *Copyright for Librarians* [electronic book]. Houston: Connexions. Chapter 10. [viewed 29 May 2013]. Available from: <http://cnx.org/content/col11329/latest/>

⁷ Of the author/s of the chapter.

⁸ Of the author/s of the digital book

Electronic file

(Word, Excel, PDF, PowerPoint, etc.)

SURNAME, First name, year. *Title* [medium/format]. Edition/Version.

Date of publication/update.

Location

Additional information

Examples

IBM, 2011. *Rapport annuel* [Microsoft Word file].
Internal company document

HAUTE ECOLE DE GESTION (Genève). Infothèque, 2011. *Budget 2011* [Excel file]. Updated 7 July 2011

DUBOSSON, Françoise, 2007. *De l'onziale à la caroline: IVe-VIIIe siècles* [PDF document].
Course material: Course « Histoire des pratiques professionnelles 2 », Haute école de gestion de Genève, Information Studies degree program, academic year 2006-2007

RENAUD, Armand, 2012. *Le service Recherche & Innovation* [PowerPoint file]. 16 January 2012.
Internal company document, Giumo SA



If the document is available online, see the template *E-book* or *Web page*.



If the document is printed, see the template *Internal company or organization document (print)* or *Book*.

E-mail

SURNAME, First name, year. *Title of message/Subject* [electronic message]. Date.

Other relevant information

Example

ROHR, Salomé, 2012. *Re: question pério.* [electronic message]. 12 January 2012.

Facebook

A Facebook page

SURNAME, First name, year. Title. *Facebook* [online]. Date of publication/last update. [viewed day month year]. Available from: URL

Example

NESPRESSO, 2012. Nespresso. *Facebook* [online]. [viewed 25 January 2012]. Available from: <http://www.facebook.com/nESPRESSO>

A message on Facebook

SURNAME, First name, year. Beginning of message. *Facebook* [online]. Date of publication, time. [viewed day month year]. Available from: URL.

Example

NESPRESSO, 2012. Are you having a Latte Macchiato this morning? *Facebook* [online]. 20 January 2012, 00:39. [viewed 25 January 2012]. Available from: <http://www.facebook.com/nESPRESSO/posts/148258315289414>

Film

SURNAME, First name [director(s) or producer(s)], year. *Title* [film]. Place : name of the production company, date.

Example

SPIELBERG, Steven [director], 2002. *Minority report* [film]. USA: Twentieth Century Fox.

Grey literature

See *Electronic file* or *Internal company or organization document (print)*.

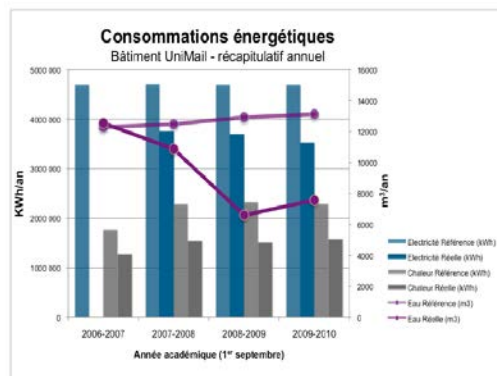
Image, graph, diagram

The reference appears below the image. Use the appropriate reference example according to the document the image was extracted from (book, article, web page, etc.).

The indication of source may be shortened beneath the image (mentioning only the author and date, for example), so long as the complete reference is in the bibliography at the end of the work.

Example

Figure 1 : Energy consumption in UniMail building, 2006-2010



Source: UNIVERSITE DE NEUCHATEL. *Energ. Unine* [online]. [Viewed 7 March 2012]. Available from: <http://www2.unine.ch/unine/page-2061.html>

If you create a figure based on an existing diagram, cite your source with the indication « adapted from » before this source. For example:

Source: adapted from Johnson et al. (2011, p. 556)

Internal company or organization document (print)

SURNAME, First name/NOME OF COMPANY, year. *Title*. Date of publication.

Internal company XYZ document

Other relevant information

Examples

PUBLIA SA, 2011. *Rapport annuel 2011*.
Internal company document

DUNAND, Charles, 2011. *Concerne: courrier du 2 avril 2011 – réclamation client IU230*. 5 May 2011.
Kari SA internal document
Letter from client IU230 addressed to the Director of the Accounting Department



See also example *Electronic file*.

Interview, verbal communication

Information obtained verbally does not come from a document. For this reason, a bibliographic reference cannot be created and will not figure in the bibliography. However, you are required to mention the source of your information in your text, in the footnotes according to the following template:

Description, place, date.

Example

La société a changé de fournisseur en septembre 2011.¹

¹ Interview with M. Dupont, director of the company Passi, Geneva, 7 May 2012.

In cases in which the interview is transcribed in an annex, include a paragraph with a reference to the annex in question

¹ Interview with M. Dupont, director of the company Passi, Geneva, 7 May 2012 (cf annex 1).



It is important to ensure that the interviewees have given their consent for the interview to be broadcast.

Journal (number)

SURNAME, First name, year. Title of number. *Title of the journal*.
Date of publication. Number.

Example

GUERRE, Louise [editorial director], 2011. Choisir ses logiciels.
Archimag guide pratique. N° 43.

Journal (journal title / periodical title)

Title of periodical. Designation of first publication (date and/or number) or the first and last publication in the case of a complete series. Place of publication: name of publisher, date(s) of publication.
ISSN

Example

IB COM: informatique, bureautique, communication. Année 20, no 311(1999)-. Lausanne: IB COM, 1999-.

Cominmag.ch: le B2B du marketing, de la communication et des médias. September 2009-. Lausanne: Fédération romande de publicité et de communication, 2009-. ISSN 1424-9030

Law, legal text

Online

Title. *Name of website* [online]. Date of publication. Date of update.
[viewed day month year]. Available from: URL

In the title indicate: the exact title of the document, the authority from which it emanates, the date of adoption, the number, the purpose or title, as well as its abbreviation, the official compendium in which it is printed.

Example

Loi fédérale du 14 décembre 2012 sur l'encouragement de la recherche et de l'innovation (LERI ; RS 420.1). *Les autorités fédérales de la confédération suisse* [online]. 14 December 2012. Updated 1st March 2014. [viewed 26 March 2014]. Available from: <http://www.admin.ch/opc/fr/classified-compilation/20091419/index.html>

In print

Title. Date of publication. Pagination⁹.

In the title indicate: the exact title of the document, the authority from which it emanates, the date of adoption, the number, the purpose or title, as well as its abbreviation, the official compendium in which it is printed.

Example

Loi fédérale du 13 décembre 2002 sur la formation professionnelle (LFPR ; RS 412.10). 13 December 2002.

Example – article in a law

Art. 64 al. 2 let. b. Loi fédérale du 13 décembre 2002 sur la formation professionnelle (LFPR ; RS 412.10). 13 December 2002. Pp. 4557-4586.

For legal commentaries, see the template: *Book* or *Book chapter*.

Message on a discussion/chat/instant message forum

SURNAME, First name, year. Title of message or beginning of message. *Title of forum/chat/page* [online]. Date and time. [viewed day month year]. Available from: URL

Example

KEKOU [pseudonym], 2008. Éditer un site avec Vuze. *Programmation* [online]. 15 November 2008. [viewed 23 January 2012]. Available from:

<http://www.commentcamarche.net/forum/affich-9432030-editer-un-site-avec-vuze>

⁹ Pagination: use with an article of a law.

Online article

SURNAME, First name, year. Title of article. *Title of journal* [online]. Date of publication. Numeration, pages. [viewed day month year]. Available from: URL

Example

BEAUTE, Bertrand, 2011. « Oui, j'emploie des travailleurs au noir. Comme tout le monde ». *PME Magazine* [online]. 27 July 2011. [viewed 26 August 2011]. Available from: URL
<http://www.pme.ch/de/artikelanzeige/artikelanzeige.asp?pkBerichtNr=183560>

PERNICE, Mark, 2016. Marketing revolutionizing customer service. *Harvard Business Review* [online]. April 2016. Vol. 94, issue 4, pp. 26-27. [viewed 05.09.2016]. Available from:
<http://web.b.ebscohost.com/ehost/pdfviewer/pdfviewer?vid=6&sid=45b40604-31ec-4549-80d5-be70d25bd16a%40sessionmgr101&hid=116>

Online video

SURNAME, First name, year. Title [video recording]. *Titre du site web* [online]. Date. [viewed day month year]. Available from: URL

Example

GRIRA, Cyril, 2011. Cloud computing: vecteur de la productivité en entreprise [video recording]. *YouTube* [online]. 21 April 2011. [viewed 25 January 2012]. Available from:
<http://www.youtube.com/watch?v=NimSGm6x21A>

Patent

SURNAME, First name¹⁰, year. *Title* [online]. Place. Name of patent serial and identification number. Date of publication. [viewed day month year]. Available from: URL

Example

¹⁰ Of the holder/s or applicant/s.

GAJANOVIC, Borislav and GAJANOVIC, Zeljko, 2011. *Method and Internet platform for providing a communication connection* [online]. International patent WO 2011/101040 (A1). 25 August 2011. [viewed 31 August 2011]. Available from: <http://worldwide.espacenet.com/publicationDetails/biblio?CC=WO&NR=2011101040A1&KC=A1&FT=D&ND=2&date=20110825>

Podcast

SURNAME, First name, year. Title of podcast [podcast]. *Title of website* [online]. Date. [viewed day month year]. Available from: URL.

Example

SWISS BROADCASTING CORPORATION, 2012. What economic slump? Future looks rosy for the Swiss watch industry after a record 2011 [podcast]. *Swissinfo.ch* [online]. 17 January 2012. [viewed 24 January 2012]. Available from: http://www.swissinfo.ch/eng/multimedia/audios_podcast/What_economic_slump.html?cid=31951744

Print article

SURNAME, First name, year. Title of article. *Title of journal*. Date of publication. Numeration, pages. ISSN

Example

EGAN, Math, 2011. Clarity from Chaos. *The Hub Magazine*. July/August 2011. Vol. 7, n° 43, pp. 38-39.¹¹

Research paper

See template: *Standard, research paper, technical report*

Standard, research paper, technical report

SURNAME, First name, year. *Title* [medium]. Edition. Place: publisher, date of publication. Title of the publication series and identification number. Available from: URL

¹¹ This journal does not have an ISSN.

Example – online

LATINA, Joelle and RAMIREZ, José V., 2012. *The end of compulsory school for migrants: one more year for low-track students* [online]. Geneva: Haute école de gestion Genève. [viewed 12 September 2012]. Research paper, HES-SO/HEG-GE/C--12/2/1--CH. Available from: <http://doc.rero.ch/record/28328>

Example - print

INTERNATIONAL ORGANIZATION FOR STANDARDIZATION, 2008. *Systems and software engineering - software life cycle processes = Ingénierie des systèmes et du logiciel - processus du cycle de vie du logiciel*. 2nd ed. Geneva : ISO, 1st February 2008. ISO/IEC 12207.

Thesis, dissertation (Bachelor, Master, PhD)

SURNAME, First name, year. *Title* [medium]. Place: name of school. Type of work. [viewed day month year]. Available from: URL

Example - online

TANGUY, Hervé, 2011. *Les enjeux de la sécurité informatique* [online]. Geneva: Haute école de gestion de Genève. Bachelor thesis. [viewed 25 January 2012]. Available from: <http://doc.rero.ch/record/28003>

Example - print

TANGUY, Hervé, 2011. *Les enjeux de la sécurité informatique*. Geneva: Haute école de gestion de Genève. Bachelor thesis.

TV/radio broadcast

Particular title/episode [TV/radio broadcast]. Title of broadcast [medium/format]. Date of broadcast. [viewed day month year]. Available from: URL

Example

Frais bancaires et sécurité: de quoi râler et s'angoisser ! [TV broadcast] À bon entendeur [online]. 6 March 2012. [viewed 8 March 2012]. Available from: <http://www.rts.ch/emissions/abe/3736706-frais-bancaires-et-securite-de-quoi-raler-et-s-angoisser.html>

Twitter

A Twitter account

SURNAME, First name, year. Title of account. *Twitter* [online]. Date of publication. [viewed day month year]. Available from: URL

Example

GATES, Bill, 2012. Bill Gates: Sharing things I'm learning through my foundation work and other interests.... *Twitter* [online]. 2010-2012. [viewed 25 January 2012]. Available from:
<https://twitter.com/#!/BillGates>

A tweet

SURNAME, First name, year. Tweet or beginning of tweet... *Twitter* [online]. Date of publication, time. [viewed day month year]. Available from: URL.

Example

GATES, Bill, 2012. .@barackobama Completely agree that government support of low-carbon energy... *Twitter* [online]. 25 January 2012, 4:45. [viewed 25 January 2012]. Available from:
<https://twitter.com/#!/BillGates/status/162018111372005377>

Web page

SURNAME, First name, year. Title of web page. *Name of website* [online]. Date of publication. Date of update. [viewed day month year]. Available from: URL

Example

FAUJAS, Alain, 2012. En 2012, le FMI prévoit une récession européenne, mais pas mondiale. *Le Monde.fr* [online]. 24 January 2012. [viewed 24 January 2012]. Available from:
http://www.lemonde.fr/crise-financiere/article/2012/01/24/la-zone-euro-seule-region-du-monde-en-recession-cette-annee-selon-le-fmi_1633870_1581613.html

Website

SURNAME, First name, year. *Name of website* [online]. Date of publication. Date of update. [viewed day month year]. Available from: URL

Examples

ZOONEKYND, Vincent, 2004. *Statistiques avec R* [online]. 13 October 2004. [viewed 21.03.2014]. Available from:
http://zoonek2.free.fr/UNIX/48_R_2004/all.html

HAUTE ECOLE DE GESTION (GENEVE), 2014. *Haute école de gestion Genève* [online]. [viewed 19.03.2014]. Available from:
<http://hesge.ch/heg>

2. Citation methods

According to the instructions given, one of the three following methods of citation should be used:

2.1. Author-date system

This system is also referred to as the « author-year » or « Harvard » system. The advantage of this system is that it aids the identification of references in the bibliography as they are listed in alphabetical order under the author's name, then by date. Furthermore, this is the system proposed in the HEG Bachelor Thesis template.

The author's surname or the name of the organization and the year are cited in the text, to indicate where the information cited comes from. The elements in the text must allow the identification of the correct reference in the bibliography without ambiguity, and signal the exact place in the referenced document.

If several sources have the same author and year, they need to be differentiated with lower case letters (a, b, c, etc) after the year. For example: (Delcroix 2012a) and (Delcroix 2012b).

The same information may have several sources. In such cases, they are separated by a semicolon in the same parenthesis. For example: (Delcroix 2012a ; Delcroix 2012b).

Text

Social media has become an inescapable part of our lives, as much in teenagers' social lives (Pisani, Pictet 2011) as in personal branding in the world of business (Delcroix 2012a). Nevertheless, there is a stubborn reluctance among the over-40s to use these tools. In the words of Delcroix (2012b, p. 62):

« Je me rends compte que nous avons tous été baignés depuis notre enfance (je parle des plus de 40 ans) dans un monde où nous faisons référence [...] au roman 1984 de George Orwell. [...] Big brother reste pour la plupart d'entre nous la représentation de l'Etat policier et de la perte de ses droits individuels. »

In the bibliography, bibliographic references are listed in alphabetical order under the author's name (and titles, for documents with no authors):

Bibliography

DELCROIX, Eric, 2012a. *LinkedIn*. Montreuil: Pearson. ISBN 978-2-7440-9493-4

DELCROIX, Eric [opponent], 2012b. *Les réseaux sociaux sont-ils nos amis?* Paris: Le Muscadier. Le choc des idées. ISBN 979-10-90685-04-8

PISANI, Francis and PIOTET, Dominique, 2011. *Comment le web change le monde: des internautes aux webacteurs*. 2nd ed. Paris: Pearson. Les temps changent. ISBN 978-2-7440-6448-7

Here are the rules to apply for the different types of author you may find:

Up to 3 authors

The **citation** of the source in the text:

« Chanel, dont l'emblématique créatrice a disparu en 1971, est une griffe qui possède une forte identité. » (Sackrider, Guidé, Hervé 2008, p. 56)

The **complete reference** in the bibliography:

SACKRIDER, Françoise, GUIDE, Gwenola and HERVE, Dominique, 2008. *Lèche-vitrines: distribution & merchandising visuel dans la mode*. 2nd ed. Paris: Institut français de la mode.

More than 3 authors

If a document is written by more than three authors, include all authors if possible:

The **citation** of the source in the text:

« La construction d'un portefeuille dépend étroitement des objectifs qui sont fixés au gérant. » (Alphonse, Desmulliers, Grandin and Levasseur 2010, p. 525)

The **complete reference** in the bibliography with all authors if possible:

ALPHONSE, Pascal, DESMULLIERS, Gérard, GRANDIN, Pascal and LEVASSEUR, Michel, 2010. *Gestion de portefeuille et marchés financiers*. Paris: Pearson.



For works with more than three authors, it is also possible to cite the first author only, followed by « et al. » if any are omitted.

The **citation** of the source in the text:

« La construction d'un portefeuille dépend étroitement des objectifs qui sont fixés au gérant. » (Alphonse et al. 2010, p. 525)

The **complete reference** in the bibliography:

ALPHONSE, Pascal, et al., 2010. *Gestion de portefeuille et marchés financiers*. Paris: Pearson.

No author or contributor (publisher, director, etc.)

The **citation** of the source is made under the title:

« Le concept de durabilité a été défini quelques années auparavant.» (Développement durable 2013)

The **complete reference** in the bibliography is included under the title and is not followed by the date:

Développement durable. Wikipedia, the free encyclopedia [online]. Last modification of page 30 April 2013 at 21:50. [viewed 2 May 2013]. Available from: http://fr.wikipedia.org/w/index.php?title=D%C3%A9veloppement_durable&oldid=97283554

No author, but a contributor

The **citation** of the source in the text:

« L'exercice de cette responsabilité est aujourd'hui en plein bouleversement. » (Hiroux 2013, p. 29)

The **complete reference** in the bibliography is included under the contributor:

HIRAUX, Françoise [editor], 2013. *Les archives personnelles: enjeux, acquisition, valorisation*. Louvain: Academia. Publications des archives de l'Université catholique de Louvain, 30.



If there are several contributors, see examples above « **Up to 3 authors** » or « **More than 3 authors** ».

Each source in the text has a corresponding bibliographic reference. A bibliographic reference can be cited several times in the text. For example: if several pieces of information from the same source (Koch 2012) are cited, (Koch 2012) will appear several times in the text despite only one bibliographic reference appearing in the bibliography.

2.2. Numeric system

After each direct quotation or paraphrase, a number between parentheses is inserted in the text in numerical order. Each number corresponds to a complete bibliographic reference at the end of the work. The indication can be a precise page (3, p. 3) or if there are several references for the same information, then the indication would be (2, 4).

Text

Social media has become an inescapable part of our lives, as much in teenagers' social lives (Pisani, Pictet 2011) as in personal branding in the world of business (Delcroix 2012a). Nevertheless, there is a stubborn reluctance among the over-40s to use these tools.

In the words of Delcroix (3, p. 62) :

« *Je me rends compte que nous avons tous été baignés depuis notre enfance (je parle des plus de 40 ans) dans un monde où nous faisons référence [...] au roman 1984 de George Orwell. [...] Big brother reste pour la plupart d'entre nous la représentation de l'Etat policier et de la perte de ses droits individuels.* »

Each number in the text has a corresponding bibliographic reference in the bibliography. A single bibliographic reference can be cited several times in the text. If several pieces of information are cited from a single document, for example the source (2), the number (2) will appear several times in the text.

In the bibliography, bibliographic references are classified by number by order of apparition in the text:

Bibliography

1. PISANI, Francis et PIOTET, Dominique. *Comment le web change le monde: des internautes aux webacteurs*. 2nd ed. Paris: Pearson, 2011. Les temps changent. ISBN 978-2-7440-6448-7
2. DELCROIX, Eric. *LinkedIn*. Montreuil: Pearson, 2012. ISBN 978-2-7440-9493-4
3. DELCROIX, Eric [opponent]. *Les réseaux sociaux sont-ils nos amis?* Paris: Le Muscadier, 2012. Le choc des idées. ISBN 979-10-90685-04-8

The link between the citation of the source in the text and the references in the bibliography are numbers (and not by author and year as in the author-date system), so the year does not need to appear after the author in the bibliographic reference and the date of publication appears later in the reference.

Example

1. BEAUTE, Bertrand. « Oui, j'emploie des travailleurs au noir. Comme tout le monde ». *PME Magazine* [online]. 27 July 2011. [viewed 26 August 2011]. Available from: <http://www.pme.ch/de/artikelanzeige/artikelanzeige.asp?pkBerichtNr=183560>

2.3. Footnotes

With this referencing system, footnotes are used to indicate the bibliographic references. Each footnote has a new number. The numeration does not begin again on each page (consecutive numbering throughout the item).

Text

Social media has become an inescapable part of our lives, as much in teenagers' social lives¹ as in personal branding in the world of business². Nevertheless, there is a stubborn reluctance among the over-40s to use these tools.

In the words of Delcroix³:

« Je me rends compte que nous avons tous été baignés depuis notre enfance (je parle des plus de 40 ans) dans un monde où nous faisons référence [...] au roman 1984 de George Orwell. [...] Big brother reste pour la plupart d'entre nous la représentation de l'Etat policier et de la perte de ses droits individuels. ».

The bibliographic reference in the footnote can be abbreviated, for example by mentioning only the author, title, date and the page numbers. However, the complete bibliographic reference must appear in the bibliography at the end of the work.

If the same reference is cited several times, you may refer to the first footnote where the reference appears by mentioning the number. For example: ⁴ ref. 2.

This system replaces the Latin abbreviations « *ibid.* » and « *op. cit.* ».

A footnote may contain several references if the information originates from several sources.

In a complete footnote:

¹ PISANI, Francis and PIOTET, Dominique, 2011. *Comment le web change le monde: des internautes aux webacteurs*. 2nd ed. Paris: Pearson. Les temps changent. ISBN 978-2-7440-6448-7

² DELCROIX, Eric, 2012. *LinkedIn*. Montreuil: Pearson. ISBN 978-2-7440-9493-4

³ DELCROIX, Eric [opponent], 2012. *Les réseaux sociaux sont-ils nos amis?* Paris: Le Muscadier. Le choc des idées. ISBN 979-10-90685-04-8

OR

In an abbreviated footnote:

¹ PISANI, Francis et PIOTET, Dominique, 2011. *Comment le web change le monde: des internautes aux webacteurs*

² DELCROIX, Eric, 2012. *LinkedIn*.

³ DELCROIX, Eric [opponent], 2012. *Les réseaux sociaux sont-ils nos amis?*

The bibliography at the end of the work contains all the complete bibliographic references (cf. *1.2 Templates for bibliographic references*) classified in alphabetical or numerical order.

As with the numeric system, there is no need to include the year just after the author in the bibliographic reference because this is not the author-date system and the date of publication appears later in the bibliographic reference.

Example

BEAUTE, Bertrand. « Oui, j'emploie des travailleurs au noir. Comme tout le monde ». *PME Magazine* [online]. 27 July 2011. [viewed 26 August 2011]. Available from:
<http://www.pme.ch/de/artikelanzeige/artikelanzeige.asp?pkBerichtNr=183560>

2.4. A few tips on writing quotations

Alternate quotations and paraphrase

Avoid quoting simply to quote. Quotations should be used to illustrate your statements and must be chosen accordingly. Also, avoid long quotations (more than 5-6 lines) and favour the paraphrase.

Paraphrasing improves the fluidity of your work by reformulating an author's statements in your own words, without changing the meaning and content, but do not forget to mention the source of the information.

Page numbers should be specified only when the quotations are between quotation marks.

Quotation

« La formalisation d'une cartographie des métiers et des emplois devient alors un passage fondamental dans la construction de la démarche de GPEC [...] » (Bernier, Grésillon 2012, p. 75)

Paraphrase

An essential step when formalizing a Human Capital Management system is to compile a register of the organization's professions and jobs (Bernier, Grésillon 2012)

Quotation in a foreign language

It is general practice to integrate quotations in a foreign language into the text if the reader is able to understand the language in the quotation. If not, a translation should be provided:

- If a published translation of the text exists, you must quote the existing translation and mention the translated document in the reference.
- If there is no translation of the text, translate the quotation yourself and mention that this is a translation, for example with an indication in parentheses: (our translation).

Bibliographic references are created from the documents that have been used:

- If it is the translated book that is quoted, you must include the bibliographic reference of the translated book.
- If the original version has been used, write the reference for the original document.

Quotation layout

Short quotations (fewer than 3 lines) are generally inserted directly into the text between quotation marks. However, it is preferable to indicate longer quotations in a separate paragraph by indenting the quotation.

Example

Companies need a strategic diagnosis to develop social corporate responsibility (CSR). According to Borello, Bottolier-Depois and Hazard Le développement de la responsabilité sociale d'une entreprise (RSE) nécessite un diagnostic stratégique. Selon Borello, Bottolier-Depois et Hazard (2012, p. 86), « [...] la stratégie d'expansion ou de diversification doit être réalisée dans le cadre d'une analyse stratégique approfondie ».

Change management is an equally important phase that we should not ignore:

« L'intégration des principes et objectifs de RS dans la structure de l'organisation passe nécessairement par une phase d'appropriation de la RS et de sensibilisation aux aspects concrets que va nécessiter sa mise en œuvre au quotidien dans le « cœur de métier » de l'organisation. » (Afnor 2010, p. 121)

Modification of a quotation

You may find it necessary to change elements in a quotation. Often, this is to conform to punctuation rules or the sequence of tenses, or to omit part of the selected passage. Any modification must be indicated with brackets, to inform the reader of the modification and that he can, if he so wishes, verify that the text's original meaning has not been altered.

Original phrase

The action or practice of taking someone else's work, idea, etc., and passing it off as one's own (Oxford English Dictionary).

Modifications

Integration into the text:

We have seen that plagiarism is « [t]he action or practice of taking someone else's work, idea, etc., and passing it off as one's own. »

Modification of part of the text:

Nonetheless, he was aware that « [[t]he action or practice of taking someone else's [previously published] work, idea, etc., and passing it off as [his] own;»

Omission of part of the text:

Plagiarism is « [t]he action or practice of taking someone else's work, [...] and passing it off as one's own. »

Citation of an author cited in another work or a secondary citation

To cite a phrase from a document cited in another document, it is advisable, whenever possible, to refer to the original text and to cite that. If this is not possible, you must cite from the document from which the citation is taken as well as the author and date of the original document.

Example

« La croissance est-elle la seule issue à la crise de la croissance? »
(Godbout 1987, cited in Latouche 2006, p.12)

Only the document that was actually consulted will figure in the bibliography. In this example:

LATOUCHE, Serge, 2006. *Le pari de la décroissance*. Paris: Fayard.

2.5. Reference management software

Collecting bibliographic references, preparing citations and creating the bibliography can be partly automated with the help of reference management software. There are many available (see for example on Wikipedia « [Reference management software](#) »). A software may be free or paying, open source or proprietary, it may function on a single computer workstation or stations may be synchronised to another, or even to a web service.

The most well-known are EndNote, Reference Manager, BibTex, Mendeley and, in recent years, Zotero. Zotero is recommended by the Infothèque for a number of reasons, including:

1. multiplatforms, which can be used on the most widely used operating systems (Windows, MacOS, Unix, Linux),
2. it is free, so very accessible,
3. it allows you to synchronise your collection of references across several computers, and to access them via the Web,
4. it offers interesting possibilities for group work,
5. finally, numerous citation styles are available, including the « ISO 690 » style.

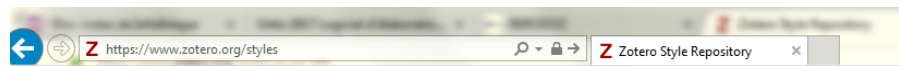
Historically, this software was presented as a Firefox browser extension. Now, however, Zotero works independently from a browser.

There are many documents about using Zotero online, including a good document to start, suggested by the official website for Zotero: <https://www.zotero.org/support/start>.

HEG recommends the citation model « ISO 690 (author-date, no abstract, French) » which allows to apply the rules presented in this guide, apart from a few corrections. To install this style in Zotero:

- Go to the page www.zotero.org/styles
- Search « iso-690 » and click on the styles that you are interested in to install them

HEG Model



Zotero Style Repository

Here you can find [Citation Style Language](#) 1.0.1 citation styles for use with [Zotero](#) and other CSL 1.0

Style Search **Format:**

 Fields:

Show only unique styles

15 styles found:

- [ISO-690 \(author-date, Czech\)](#) (2016-12-05 05:12:46)
- [ISO-690 \(author-date, English\)](#) (2015-01-22 16:04:11)
- [ISO-690 \(author-date, French\)](#) (2015-01-22 16:05:05)
- [ISO-690 \(author-date, no abstract, French\)](#) (2014-08-30 16:59:28) ←
- [ISO-690 \(author-date, Slovak\)](#) (2015-01-17 13:37:43)
- [ISO-690 \(author-date, Spanish\)](#) (2016-02-25 04:55:40)
- [ISO-690 \(full note, Slovak\)](#) (2015-01-22 22:19:51)
- [ISO-690 \(note, no abstract, French\)](#) (2014-08-28 01:36:46)
- [ISO-690 \(note, without bibliography, Czech\)](#) (2016-12-05 05:12:46) [Link](#) [Source](#)
- [ISO-690 \(numeric, brackets, Czech\)](#) (2016-12-05 05:12:46)
- [ISO-690 \(numeric, English\)](#) (2015-01-22 16:01:48)
- [ISO-690 \(numeric, French\)](#) (2015-01-22 16:03:28)
- [ISO-690 \(numeric, Lithuanian\)](#) (2016-09-10 19:36:18)
- [ISO-690 \(numeric, parentheses, Czech\)](#) (2016-12-05 05:12:46)
- [ISO-690 \(numeric, Slovak\)](#) (2016-09-10 19:36:18)

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