



# Presentation guidelines Bibliographic standards

According to ISO 690: 2010

Information and documentation - Guidelines for writing bibliographic references and citations of information resources

*Rules in force at CIHEAM Montpellier*

Centre de Documentation Méditerranéen  
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# Main objectives of the bibliography

## 1. Evaluate the quality and relevance of the work carried out

- The quality of a document depends on its source (reliability)

Favour publishers and recognised sites. On the internet, avoid for example:

- Personal websites: <https://perso/...>
- Non-approved document sharing sites: <https://fr.scribd.com/>

- The quality of a document also depends on its content

Pay attention to its objectivity, accuracy, topicality of information, etc.

- The relevance of a document depends on its nature and its interest with regard to the work to be done

- Theoretical work -> mastery of concepts
- Periodical article -> topicality of the subject
- Academic work -> overview of a research subject
- Report -> study of a reality that is clearly defined in relation to time

## 2. Identify the sources used

- Describe the different elements of the document

- Author(s)
- Document publication date
- Title of the work, article, study
- Publisher, name of journal
- Internet address
- Pagination
- etc.

## 3. Respect copyright<sup>1</sup>

Citing your sources will help avoid plagiarism, which consists in appropriating a work or a passage from a work without citing its author.

For more information on plagiarism, see our website:

[http://www.iamm.ciheam.org/ressources/opac\\_css/?lvl=cmsspage&pageid=2&id\\_article=38](http://www.iamm.ciheam.org/ressources/opac_css/?lvl=cmsspage&pageid=2&id_article=38)

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<sup>1</sup> Regarding copyright, see: <http://www.agropolis.fr/documentation/fiches-pratiques-ist.php>

# Definitions

A distinction must be made between bibliography and webography, by establishing two lists.

## 1. Bibliography

- The bibliography is a set of published documents used to describe a topic.
- The bibliography must include only references cited in the text.
- Documents that were consulted but not cited in the text must not be included in the bibliography.
- The bibliography must be presented in alphabetical order of author names.

The presentation of the bibliography must be consistent and respect the style described in this guide.

## 2. The webography

- The webography is a list of web content, pages or resources relating to a given topic.

As online resources are more volatile, it is important to mention the date of consultation.

## 3. Bibliographic references

- These are the short descriptions of all elements (author, title, publisher, pagination, etc.) which allow a document to be identified, whether in paper or digital format.
- The set of bibliographic references form the bibliography, which must be presented in compliance with standards.
- Punctuation is essential in a bibliographic reference and must be respected.

## 4. Citations

- A **citation (author, date)** is a short but accurate description of the document consulted. The citation ensures the exact correspondence with the bibliographic reference, which describes the source in more detail and more comprehensively.

Example: (Latouche, 2006) or (Latouche, 2006, p. 139)

- The citation from a passage (**exact quote**): is the exact rendering of a passage extracted from a document. The exact citation must be preceded and followed by **quotation marks**.

Example: « Des études menées aux Philippines ont montré que chaque degré de température supplémentaire se traduisait par une baisse de 10 % des rendements agricoles ». (Latouche, 2006, p. 139).

# Presentation of a bibliographic reference, according to the main types of documents

Each zone (author, date, title, publisher, etc.) is separated from the next by the same punctuation. A full stop has been chosen in all the examples.

## Representations:

Space: □

Additional information: n. / vol. / p. / In :

Punctuation: .,:-

Other: () []

in green = put in italics

## 1. Journal article

Author's name □ First name initial., Author's name □ First name initial. □ (Year). □ Article title. □ *Name of Journal*, □ Period of Bulletin, □ vol. □ Volume number, □ n. □ Issue, □ p. □ 1st page of the article-last page of the article OR digital article number. □ DOI or URL (if available online)



Alba-Patiño D., Carabassa V., Castro H., Gutiérrez-Briceño I., García-Llorente M., Giagnocavo C., Gómez-Tenorio M., Cabello J., Aznar-Sánchez J.A., Castro A.J. (2021). Social indicators of ecosystem restoration for enhancing human wellbeing. *Resources, Conservation and Recycling*, November, vol. 174, p. 105782. <https://doi.org/10.1016/j.resconrec.2021.105782>

## 2. Book, Report, Expertise, Working paper

Author's name **First name initial.**, Author's name **First name initial.** (Year). **Title.** Publisher's city **(Country)** : **Publisher name.** Number of pages **p.** (Collection, **n.** Number in the collection). DOI or URL (if available online)

### Book



Brunori G., Grando S. (eds.). (2020). *Innovation for sustainability: small farmers facing new challenges in the evolving food systems*. Bingley (Royaume Uni): Emerald. 232 p. (Research in Rural Sociology and Development, n. 25).  
<https://doi.org/10.1108/S1057-1922202025>

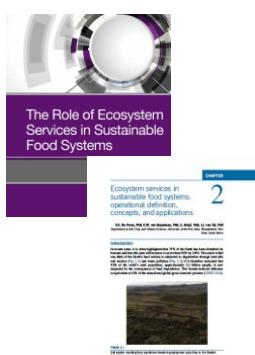
### Report



DeBoe G. (2020). *Impacts of agricultural policies on productivity and sustainability performance in agriculture: a literature review*. Paris (France): OCDE. 78 p. (OECD Food, Agriculture and Fisheries Papers, n. 141). <https://doi.org/10.1787/6bc916e7-en>

## 3. Chapter of book

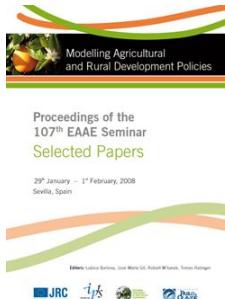
Author's name **First name initial.**, **Author's name First name initial.** (Year). **Chapter title.** In **Author's name First name initial.** (**function abbreviation.**), **Author's name First name initial.** (**function abbreviation.**). **Book title.** Publisher's city **(Country)** : **Publisher name.** **p.** **1st page of chapter-last page of chapter.** **Chapter** **Chapter number.** DOI or URL (if available online)



Du Preez C.C., van Huyssteen C.W., Kotzé E., van Tol J.J. (2019). Ecosystem services in sustainable food systems: Operational definition, concepts, and applications. In : Rusinamhodzi L. (ed.). *The role of ecosystem services in sustainable food systems*. Londres (Royaume-Uni) : Academic Press. p. 17-42. Chapter 2. <https://doi.org/10.1016/B978-0-12-816436-5.00002-0>

## 4. Proceedings of conferences or isolated communication

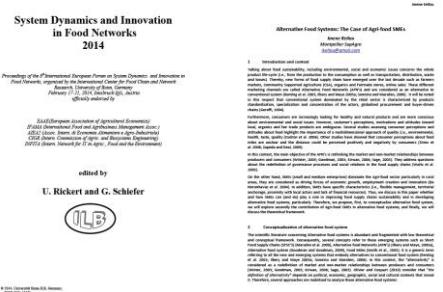
Author's name □ First name initial. □ (function abbreviation.), Author's name □ First name initial. □ (function abbreviation.). □ (Year). □ Title. □ Publisher's city □ (Country) □ : □ Publisher name. □ Number of Pages □ p. □ Congress informations. □ DOI or URL (if available online)



Bartova L. (ed.), Gil J.M. (ed.), M'Barek R. (ed.), Ratinger T. (ed.). (2008). *Modelling agricultural and rural development policies*. Luxembourg (Luxembourg) : Office des Publications Officielles de l'Union Européenne. 345 p. 107. EAAE Seminar, 2008/01/29-2008/02/0, Sevilla(Espagne). <http://dx.doi.org/10.2791/86949>

## 5. Paper extracted from Conference Proceedings

Author's name □ First name initial., □ Author's name □ First name initial. □ (Year). □ Chapter title. □ In □ Name of the author of the book □ First name initial. □ (function abbreviation.), □ Name of the author of the book □ First name initial. □ (function abbreviation.). □ Proceedings title. □ Publisher's city □ (Country) □ : □ Publisher name. □ p. □ 1st page of chapter-last page of chapter. □ Congress informations. □ DOI or URL (if available online)



Kellou I. (2014). Alternative food systems: the case of agri-food SMEs. In : Rickert U. (ed.), Schiefer G. (ed.). *System dynamics and innovation in food networks: proceedings*. Bonn (Allemagne) : University of Bonn. p. 155-160. 8. International European Forum on System Dynamics and Innovation in Food Networks, 2014/02/17-21, Innsbruck-Igls (Autriche). <https://doi.org/10.18461/pfsd.2014.1414>

## 6. Thesis, PhD Dissertation, Diploma

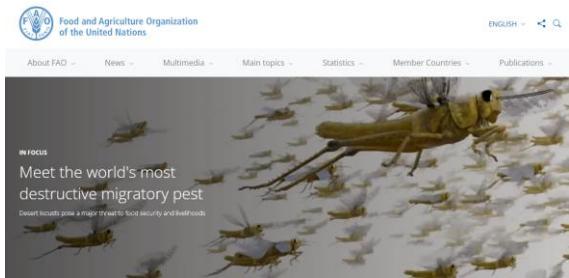
Author's name □ First name initial. □ (Year). □ PhD dissertation title. □ Type of diploma □ : □ Defence university, □ University city □ (Country). □ Number of pages □ p. □ DOI or URL (if available online)



Lemaitre-Curri E. (2021). *Farmers' preferences for agri-environmental incentive programs, learning from experiences in Ontario*. Thesis (PhD): Doctor of Philosophy - Public Policy : Carleton University, Ottawa (Canada). 511 p. <https://doi.org/10.22215/etd/2021-14815>

## 7. Website, Website page

Organization.[Consulted in month year].URL



FAO. [Consulted in January 2022].

<http://www.fao.org/>

Organization.(Year).Title of the web page.[Consulted in month year].URL



FAO. (2021). *Multi-stakeholder collaboration: way forward for food systems transformation in the Mediterranean*. [Consulted in January 2022].  
<https://www.fao.org/food-systems/news-events/news-detail/en/c/1460121/>

Author's name First name initial.(Year).Title of the web page. City of the organization: Name of the organization.[Consulted in month year].URL



Tripathi H. (2021). *How to outsmart pests and diseases in climate-smart agriculture systems*. GCRF-AFRICAP Programme, University of Leeds [Consulted in January 2022]. <https://africap.info/how-to-outsmart-pests-and-diseases-in-climate-smart-agriculture-systems/>

# Citations

## The citation in the body of the text: use the type (author, date)

A citation (abbreviated description of the document in the body of the text), which ensures the correspondence with the bibliographic reference (complete description of the document in the bibliography), generally takes the following form (author, date).

### 1. Citation of a passage

#### • Short citation

This is **inserted** in the text, preceded and followed by quotation marks.

#### Example : 1 single author

Extract:

#### Conclusion

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Si la crise mondiale de 2008 a eu des effets négatifs sur les économies de pays d'Afrique du Nord (Tunisie et Égypte en particulier) cités dans le passé comme exemple d'une intégration réussie à l'économie mondiale, le modèle de croissance algérien fondé sur l'exportation d'hydrocarbures continue de bénéficier d'une conjoncture favorable aux marchés des hydrocarbures. À la différence des autres États de la région, l'État algérien va poursuivre sinon renforcer des modes d'allocation de ressources au secteur social qui assurent provisoirement une cohésion sociale. Les « plans de croissance » mis en œuvre privilégient toutefois des secteurs économiques d'emploi à très faibles qualifications et à faible impact sur le secteur productif. Le tissu productif industriel hors hydrocarbures reste marginal et les défis du développement et de l'emploi des jeunes restent entiers. Près de 1,5 million d'étudiants sortiront des universités en 2015 et plus de 2 millions à l'horizon 2020. Quelles perspectives d'emploi leur offrir à l'avenir ? Si l'exception algérienne d'aujourd'hui tient de l'existence de départements essentiels à l'État algérien, que sont celui du pétrole et des finances, qu'adviendra-t-il si la crise les affectait ? L'État pourra-t-il alors soutenir les dépenses publiques d'importation qui entretiennent l'activité commerciale, assurer le soutien des prix à la consommation et entretenir un modèle économique où l'industrie et l'innovation technique occupent si peu de place ?

#### In the body of the text:

« Si la crise mondiale de 2008 a eu des effets négatifs sur les économies de pays d'Afrique du Nord (Tunisie et Égypte en particulier) cités dans le passé comme exemple d'une intégration réussie à l'économie mondiale, le modèle de croissance algérien fondé sur l'exportation d'hydrocarbures continue de bénéficier d'une conjoncture favorable aux marchés des hydrocarbures. » (Bessaoud, 2012, p. 54)

#### In the bibliography:

Bessaoud O. (2012). Penser le changement ou comment interpréter les "révolutions arabes" un an après ? *Insaniyat: Revue algérienne d'anthropologie et de sciences sociales*, 01/07/2012, n. 57-58, p. 39-56. <http://doi.org/10.4000/insaniyat.13634>

#### Example : several authors

Extract:

nence et leur opérationnalité mais aussi par rapport à l'existence de l'information et sa disponibilité. Ils ont été choisis de façon à éviter les redondances et discutés avec les professionnels rencontrés lors des entretiens. Cette méthode générique est applicable à toute filière de produits agroalimentaires transformés. Elle vise à repérer où se situent les marges de progrès pour qualifier la filière comme socialement durable.

**La méthode des scores permet l'agrégation des résultats et une visualisation claire des efforts à fournir en termes de performances par rapport à un optimum à atteindre.** Les indicateurs sont équi-pondérés volontairement ; liberté est donnée à l'utilisateur de pondérer les quatre catégories d'indicateurs en fonction de ses objectifs.

du produit (élevage, gavage, abattage, découpe, conservation, transformation) et sont de tailles très variables (du producteur à la ferme aux plus grandes entreprises internationales). Les entreprises ont été regroupées selon trois types d'organisation ; les conservateurs à la ferme, les entreprises autonomes et les entreprises intégrées qui représentent respectivement 1, 14 et 85 % du total du volume produit. Les conservateurs à

#### In the body of the text:

« La méthode des scores permet l'agrégation des résultats et une visualisation claire des efforts à fournir en termes de performances par rapport à un optimum à atteindre. » (Farrant *et al.*, 2018)

### **In the bibliography:**

Farrant L., Labau M.-P., Padilla M., Deneufbourg C., Fortun-Lamothe L., Penavayre S., Besnier A. (2018). Évaluation de la durabilité de la filière Indication Géographique Protégée « Canard à foie gras du Sud-Ouest ». *Productions animales*, 25/10/2018, vol. 31, n. 2, p. 131-144. <https://productions-animales.org/article/view/2319>

- **Long citation**

This is **detached** from the text, preceded and followed by quotation marks.

### Example:

#### **In the body of the text:**

« Si l'on prend comme indice du « poids » environnemental de notre mode de vie l'« empreinte écologique de celui-ci en superficie terrestre nécessaire, on obtient des résultats insoutenables tant du point de vue de l'équité dans les droits de tirage sur la nature que du point de vue de la capacité de régénération de la biosphère. Un citoyen des Etats-Unis consomme en moyenne 9,6 hectares, un Canadien 7,2, un Européen moyen 4,5. On est donc très loin de l'égalité planétaire, et plus encore d'un mode de civilisation durable qui nécessiterait de se limiter à 1,4 hectare, en admettant que la population actuelle reste stable. » (Latouche, 2003)

### **In the bibliography:**

Latouche S. (2003). Pour une société de décroissance. *Le Monde diplomatique*, novembre, n. 596, p. 18-19.

## **2. Quoting a citation (to be avoided!)**

It may be necessary to quote a citation made by another author. Whenever possible, it is best to consult the cited document before reusing the citation in order to avoid errors. If it is not possible to consult the source document:

- the cited author must appear in a footnote
- the citing author in the bibliography

Example: S. Latouche (citing author) quotes JP Basset (cited author):

#### **In the body of the text:**

« nombre de pays qui ont présenté une croissance positive apparaîtraient en fait avec une richesse en baisse si l'on faisait entrer la dégradation des ressources naturelles dans les comptes » (1)

#### **Footnote:**

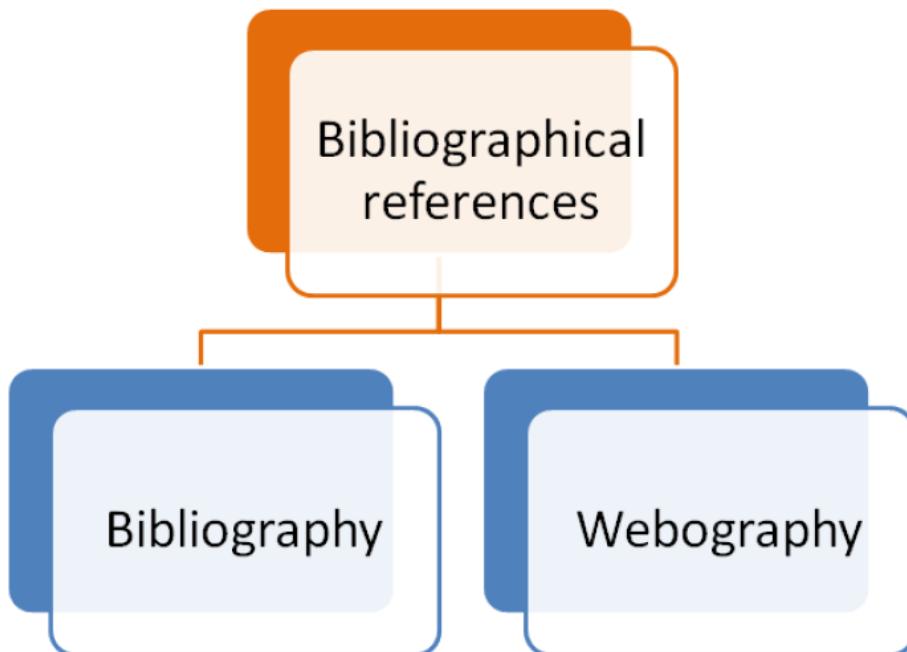
(1) Basset J.-P. (2005). *Comment ne plus être progressiste... sans devenir réactionnaire*. Paris: Fayard. p. 193-194. **Quoted by :** Latouche S. (2006). *Le pari de la décroissance*. Paris: Fayard. p. 58.

### **In the bibliography:**

Latouche S. (2006). *Le pari de la décroissance*. Paris: Fayard. 312 p.

# A brief summary for CIHEAM-IAMM Bibliography

## YOUR BIBLIOGRAPHICAL REFERENCES 2 PARTS TO SEPARATE IN YOUR DISSERTATION: BIBLIOGRAPHY & WEBOGRAPHY



### BIBLIOGRAPHY

- Includes **all published documents** (publisher, ISBN, ISSN, etc.) evaluated and recognized by the experts in the field = **reviewers recognized scientific value**
- These documents can be in **paper or digital format**.

#### To a lesser degree

- Master dissertations
- Study reports, expertise... (depending of the backers, sponsors: organization recognized or not in your field)

#### Types of documents

- Published books and book chapters
- Journal Articles from recognized scientific journals in your field (paper or digital)
- PhD thesis
- Published Statistical Bulletins
- Papers published in conference proceedings

#### Documents not to be used

- Preliminary draft of internship
- Dissertations before master level (diploma)
- Group work (students)

#### Don't forget

- The DOI or persistent URL of the document (when available)  
<https://doi.org/10.3390/s18072089>

## WEBOGRAPHY

- Includes all documents or information **not published by a publisher and disseminated on the Internet.**
- **No scientific evaluation or difficult to establish**
- These documents are downloadable from the web and because they are not published, there is a risk that they may disappear at any time (volatile) and it **is often difficult to estimate their quality.**

### Types of documents

- Website of an organization, a professional federation, etc.
- Specific web page of a website
- Professional News Brief
- Unpublished article made directly available by its author
- Videos, slideshows, audios, etc.
- Unpublished reports

### To a lesser degree

- Online Courses
- Brochure
- Newsletter

### Documents to avoid

- When it is not possible to clearly identify the author or who is disseminating the information
- Or when the producer of information does not have the recognition in your field.

### The reference is written

- Authors + year + title of the page + name of the website or producer + date of consultation (month, year) + URL of the web page

## GENERAL REMINDERS

### Proofread carefully to avoid different types of errors

- Lack of space between words
- Input error: missing letters or typing error
- Spelling and grammar errors
- Excess line spacing, etc.

### Respect the rules of typography:

- Always put a space after a punctuation mark
- There's no space before a punctuation mark

### Be careful



- Only documents cited in the text should be included in the bibliography.
- Do not put documents that have not been read or consulted!
- Bibliographic references should not be included in footnotes.
- **References imported from different sources should be harmonized according to the template required by the institute: [see the guide](#).**

### Bibliographic rules

#### Classify bibliography and webography:

- alphabetically (A to Z)

#### Italics are mandatory for:

- Books/reports/thesis : **put the title in italics** ;
- Journal articles: **put the name of the journal in italics**;
- Chapters: **put the title of the document at the global level in italics**.

#### Authors:

- must be written in lower case
- always start with the last name by ex. **Belhouchette H.**
- keep capital letters only for abbreviations: e.g. **FAO**

#### Pagination :

- a global pagination is written e.g. **300 p.**
- a sequential pagination is written e.g. **p. 34-45.**

#### Do not translate the reference:

- Keep the original language of the document

# Bibliographical references

## Bibliography

**Agrosynergie. (2014).** *Evaluation des mesures de la politique agricole commune relatives au secteur du coton : rapport final.* Luxembourg : Publications Office of the European Union, 145 p. <https://doi.org/10.2762/20173>

**Amblard L., Colin J.-P. (2006).** Dimension organisationnelle et pratiques contractuelles foncières : les sociétés agricoles en Roumanie. *Économie rurale*, 2006/3, n. 293, p. 55-71.  
<https://www.cairn.info/revue-economie-rurale-2006-3-page-55.htm>

**Baslé M. (2008).** *Economie, conseil et gestion publique : suivi et évaluation de programmes et politiques publiques.* Paris : Economica, 180 p.

**Gorton M., Hubbard C., Hubbard L. (2009).** The folly of European Union policy transfer: why the Common Agricultural Policy (CAP) does not fit Central and Eastern Europe. *Regional Studies*, vol. 43, n. 10, p. 1305-1317.  
<https://doi.org/10.1080/00343400802508802>

**Perret B. (2008).** *L'évaluation des politiques publiques.* Paris : La Découverte. (Collection Repères). 128 p.

**Trédan R., Colin J.-P. (2016).** Régulation des marchés fonciers et concentration foncière en Roumanie : perspectives ouvertes par la loi 17/2014. *Revue des questions foncières*, Janvier 2016, n. 16, p. 35-59.  
<http://www.documentation.ird.fr/hor/fdi:010071077>

**Wegener S., Labar K., Petrick M. et al. (2011).** L'administration de la politique agricole commune en Bulgarie et en Roumanie : les obstacles à l'imputabilité et à la capacité administrative. *Revue Internationale des Sciences Administratives*, vol. 77, n. 3, p. 605-630. <https://doi.org/10.3917/risa.773.0605>

## Webography

**APEV. (2015).** Romanian wine industry. [Consulté le 16/07/ 2018]. <https://www.prowein.de/vis-content/event-prowein2016/exh-prowein2016.2473167/ProWein-2016-APEV-Romania-The-Wine-Exporters-and-Producers-Association-of-Romania-Exhibitor-prowein2016.2473167-pKNylNbiSxurPxNuQh18ng.pdf>

**Capeye, Montpellier Supagro. (2015).** *La CAP en un clin d'oeil.* Cellule de veille et de prospective sur la Politique Agricole Commune. [Consulté le 12/02/2018]. <https://www.supagro.fr/capeye/>

**DRAAF. (2015).** *Autorisations de plantations de vigne : le nouveau dispositif européen.* 12 p. [Consulté le 24/04/2018]. [http://driaaf.ile-de-france.agriculture.gouv.fr/IMG/pdf/2047\\_A4-Fiches\\_autorisations\\_de\\_plantation\\_de\\_vigne\\_cle464cfc\\_cle423de1.pdf](http://driaaf.ile-de-france.agriculture.gouv.fr/IMG/pdf/2047_A4-Fiches_autorisations_de_plantation_de_vigne_cle464cfc_cle423de1.pdf)

**Dragomir P. (2015).** *Cooperatives: do they still exist in Romania?* Arc2020 Agricultural and Rural Convention. [Consulté le 13/04/2018]. <http://www.arc2020.eu/cooperatives-do-they-still-exist-in-romania/>

**Eurocare. (2018).** *Europe's billion-euro wine spillage: a report on EU's wine promotion subsidies.* 11 p. Eurocare: European Alcohol Policy Alliance. [Consulté le 10/04/2018].  
<https://www.eurocare.org/media/GENERAL/docs/reports/europebillioneurowinespillage.pdf>