EUROPEAN CENTRAL BANK

EUROSYSTEM

GUIDE TO

BIBLIOGRAPHICAL REFERENCES FOR AUTHORS

BIBLIOGRAPHICAL REFERENCES: ECB GUIDELINES FOR AUTHORS

Contributors to the **Statistics Paper Series** should follow the conventions for **Model 2 bibliographies** outlined in Section 1 below. (A model bibliography can be found in Section 1.2.2.). If required, more detailed information on how to present the individual elements of a bibliographical reference can be found in Section 2.

1 MODEL BIBLIOGRAPHIES

1.1 Basic approach

There are two basic approaches to citing bibliographical references, as exemplified in the two model bibliographies below. The first (Model 1) should be regarded as the "default approach" and should always be adopted for statutory publications (Economic Bulletin, Annual Report and Convergence Report). **The second (Model 2) is generally preferred for research publications.**

The two models differ from one another only very marginally, with the essential difference lying in the **positioning of the year** in the citation – i.e. at the beginning or at the end. All other elements should be presented and ordered in the same way in both approaches.[1]

1.1.1 Model 1: Economic Bulletin, Annual Report, etc.

In this approach (Model 1 below), the date is placed at the end of the string – for example:

> Smith, A.B., *Economics for the new age*, Corbridge University Press, Corbridge, 1993.

1.1.2 Model 2: Research papers, etc.

Compare the above approach with that of Model 2 below, which is commonly used for research papers (Working Paper Series, Occasional Paper Series, etc.), and in which the names of authors are commonly cited in the main text. Here the year (often with a letter such as "a" or "b" to distinguish titles by the same author(s) published in the same year) is placed in brackets directly after the surname of the author(s) at the beginning of the reference – for example:

> Rogers, J.H. (2005), "Monetary Union, price level convergence, and inflation: How close is Europe to the USA?", *Journal of Monetary Economics*, No 54, pp. 785-796.

> Dvornik, S., Schlagel, T. and Stott, H. (2010b), "Real effects of the crisis", *European Economic Developments*, Berlin.

> Glaeser, E.L. and Gyourko, J. (2006), "Housing Dynamics", *NBER Working Paper*, No 12787, December.

[1] However, if a Model 2 reference has no identifiable author(s), this will necessarily imply a shifting of the publisher/ issuing authority to the author position at the beginning of the string: see below.

(Note, however, that **the *month* is commonly left at the end of the string**, as in the example above.)

The name of the author(s) (NB: normally without initials!) and year (“Rogers (2005)”) can then be cited in the main text and/or in footnote references, with it being clear that the reader should refer to the bibliography at the end of the publication for the full citation.[2] For example:

> Contrast this approach with that advocated by Rogers (2005). Here, it is argued that ... Similarly, Glaeser and Gyourko (2006) maintain that...

1.2 Sample bibliography

1.2.1 Model 1: Economic Bulletin, Annual Report, etc.

(For more detailed information on the **individual** elements which make up a bibliographical reference, please see Section 2 below.)

Entries should be ordered alphabetically by author surname. Authorless entries should be placed at the end of the list, in alphabetical order of the first element in the title.

Baltas, Nickos, “The Economy of the European Union”, in Nugent, Neill (ed.), *European Union Enlargement*, Palgrave Macmillan, Basingstoke, 2004, pp. 146-157.

Barker, P.J.S., *A Sign in Time Saves Nine: Studies in Saussurian Semiotics*, 2nd edn., Lincoln Publishers, Adelaide, 1994.

Bracke, Thierry, Bussière, Matthieu, Fidora, Michael and Straub, Roland, “A framework for assessing global imbalances”, *Occasional Paper Series*, No 78, ECB, Frankfurt am Main, January 2008.

Briotti, M.G., “Fiscal adjustment between 1991 and 2001: stylised facts and policy implications”, *Occasional Paper Series*, No 9, ECB, Frankfurt am Main, February 2004.

Butcher, J., *Copy-editing: The Cambridge handbook*, Cambridge University Press, Cambridge, 1975, p. 17.

De Rougement, Denis, *The Meaning of Europe*, 3rd edn., Sidgwick & Jackson, London, 1965.

Hamm, E., “Return of the English Breakfast”, *International Cuisine*, 2nd edn., Unwin, London, 1980, pp. 26-35.

Jones, R.S., Taylor, H. and Williams, F., “Our view of the economy”, *Modern Economics*, Vol. 21, No 2, Edinburgh, 1973.

[…]

[2] The Economic Bulletin should not contain any bibliographies, and names of authors should **never** be cited in the commentary part of the Bulletin. Author names may be used in the main text of Bulletin articles, or in Bulletin boxes, in which case they **should not be followed by the year in brackets**; instead the relevant information should be cited in a footnote, using the **Model 1** ordering approach (i.e. with the month and year at the end of the string). Put simply, the “Surname + (year)” approach should be avoided altogether in the Economic Bulletin, whether it be in the main text or in footnotes.

1.2.2 Model 2: Research papers, etc.

(For more detailed information on the **individual** elements which make up a bibliographical reference, please see Section 2 below.)

Entries should be ordered alphabetically by author surname. In the case of authorless titles, *the publisher or issuing authority should appear in place of the author(s)*, and the title in question should be integrated into the list in alphabetical order (and by date in the case of identical authors/ publishers).

Boston Consulting Group (2006), *Navigating to Win – Global Payments 2006*.

Bracke, Thierry, Bussière, Matthieu, Fidora, Michael and Straub, Roland (2008), “A framework for assessing global imbalances”, *Occasional Paper Series*, No 78, ECB, Frankfurt am Main, January.

Briotti, M.G. (2004), “Fiscal adjustment between 1991 and 2001: stylised facts and policy implications”, *Occasional Paper Series*, No 9, ECB, Frankfurt am Main, February.

CapGemini (2007), *EC SEPA Impact Study – Potential Benefits at Stake*, August.

Dvornik, S., Schlagel, T. and Stott, H. (2010a), “Financial stability in Europe”, *European Economic Developments*, Berlin.

Dvornik, S., Schlagel, T. and Stott, H. (2010b), “Real effects of the crisis”, *European Economic Developments*, Berlin.

Eurogroup (2007), *Economic impacts of the SEPA project*.

European Central Bank (2006), *Payment and securities settlement systems in the European Union and in the acceding countries – addendum incorporating 2005 data*, Frankfurt am Main, December.

European Central Bank (2007a), “The EU arrangements for financial crisis management”, *Monthly Bulletin*, February.

European Central Bank (2007b), *Payment Services Directive – joint statement by the European Central Bank and the European Commission welcoming the European Parliament’s adoption of the Payment Services Directive*, Frankfurt am Main, 24 April.

European Central Bank (2008), “One monetary policy and many fiscal policies: ensuring a smooth functioning of EMU”, Frankfurt am Main, July.

European Central Bank (2010), *Financial Stability Review.*

European Central Bank (2015), “Who holds what? New information on securities holdings”, *Economic Bulletin*, Issue 2, March.

Jones, R.S., Taylor, H. and Williams, F. (1973), “Our view of the economy”, *Modern Economics*, Vol. 21, No 2, Edinburgh.

Jones, R.S., Taylor, H. and Williams, F. (1980), “Our view of the economy”, in Crocker, S. and Trap, P. (eds.), *Essays on the Modern Economy*, Vol. 35, No 6, Bristol, pp. 23-25.

McKinsey & Company (2006), *Payment Services in the Netherlands: an analysis of revenues and costs for banks*, the Netherlands, 10 July.

Ping, A. and Pong, B. (2007), *Compendium of Table Tennis Rules*, Shang Hong Publishers, Beijing.

Polmann, F. (2009), "Back to Basics", *Economics Today*, Aspen and Callor, San Diego, December, pp. 31-36.

Schuknecht, L. and Tanzi, V. (2005), "Reforming public expenditure in industrialised countries: are there trade-offs?", *Working Paper Series*, No 472, ECB, Frankfurt am Main, February.

1.3 Standard bibliographical abbreviations

Please use the conventions shown in the following table:

and others (*et alii*)	et al.
edition	edn.
editions	edns.
editor	ed.
editors	eds.
in the same place (*ibidem*)	ibid.
line	l.
lines	ll.
number	No
page 23	p. 23
pages 23 to 25	pp. 23-25
paragraph	para.
paragraphs	paras.
revised/revision	rev.
translator/translated	trans.
volume	Vol.

1.4 Footnotes

1.4.1 Citations in footnotes

The different elements of the footnote citation should generally be ordered and presented as per the conventions adopted in one of the two sample bibliographies above.

Note on footnote references to the Economic Bulletin within the Economic Bulletin itself
Use the following format: For more details, see the article entitled "Progress with structural reforms across the euro area and their possible impacts", *Economic Bulletin*, Issue 2, ECB, March 2015. See the box entitled "The outlook for China's economy: risks, reforms and challenges", *Economic Bulletin*, Issue 1, ECB, January 2015. For more details, see the article entitled "The international role of the euro" in this issue of the Economic Bulletin[*)].

*) Here "Economic Bulletin" is not italicised, as the information is not presented in the format for a formal bibliographical citation.

1.4.2 Position of reference numbers in text

Footnote references are written in the text as superscript numerals **without brackets and without a space before the number**. Put the footnote number immediately after the word or phrase it refers to, or, where a complete sentence is referred to, put the number at the end of the sentence immediately after the full stop or any other punctuation.

1.4.3 References without numbers

Consider using an asterisk in superscript in short texts (e.g. tables) where there is only one brief footnote, or where the note appears more than once and has the same meaning.

1.4.4 Spacing in footnote text

Insert a 0.5 cm tab after the footnote number and indent subsequent lines. Footnotes are single-spaced.

1.4.5 Punctuation in footnote text

Begin the text with a capital letter (exceptions being text starting with *ibid.*, *p.* and *pp.*, which take an initial lower-case letter). End footnotes with a full stop, whether the footnote is a single word, a phrase or one or more complete sentences, except in the case of URLs.

For example, write:

1 Data refer to the period 2006-08.

2 See http://www.bbc.co.uk

1.4.6 Citing web sources in footnotes

Where a publication is only available online, list the title of the publication in double inverted commas, followed by the words "available at", include the transfer protocol (http://, https://, ftp://) in any web address provided and avoid using a full stop at the end.

For example, write:

1 See, for example, Stiglitz, J.E., Sen, A. and Fitoussi, J.P., "Report by the Commission on the Measurement of Economic Performance and Social Progress", available at http://www.stiglitz-sen-fitoussi.fr

Note that it is preferable to refer the reader to the website where a document can be found, rather than to include the longer web page address, as such links are often unstable. When referring the reader to a specific website, use parentheses where possible.

For example, write:

1 See the ECB's website (http://www.ecb.europa.eu).

1.4.7 Footnotes in tables/charts

The note must appear immediately below the table or chart, not at the bottom of the page. Footnote references in tables should be inserted/read in the following order: from left to right as you read down the page.

1.4.8 Sources/general notes in tables/charts

First indicate sources, using the word Source(s), followed by a colon. Underneath, introduce general notes with the word "Note(s)"[3] followed by a colon. (Do not use the abbreviation "NB".) The related text should begin with a capital letter and end with a full stop. Note that the footnote numbers to tables and charts are followed by a closing bracket.

For example, write:

Note: Data are unavailable for December.

With regard to the layout, the order is as follows:

Source(s):

Note(s):

1) Footnote.

2) Footnote.

1.4.9 Use of "op. cit."

In footnotes following the Model 1 approach, consider using this expression to refer to a work already referred to in full in an earlier footnote:

Jones, P.J.W., op. cit.

If two different works by the same author have been cited earlier in the footnotes, cite the surname *and* title to distinguish between them:

Jones, P.J.W., *The complexities of footnotes*, op. cit., p. 51.

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3 Use "Notes" if the note in question comprises more than one sentence.

References to other footnotes in the same text ("see footnote 17 above for more details") are also permissible.

1.4.10 Use of "ibid."

Consider using this if you are referring to a work which has already been referred to in the footnote directly above. If, say, a footnote 15 reads:

15 Leadmann, E., *Challenging stereotypes*, Kesselmann publishers, Lincoln, 1981, p. 21.

a reference in footnote 16 to page 37 of the same work might read:

16 ibid., p. 37.

2 THE INDIVIDUAL ELEMENTS OF A BIBLIOGRAPHICAL REFERENCE – DETAILED OVERVIEW

2.1 General principle

There are many different (and often conflicting) approaches to writing formal bibliographies. The approach elaborated below constitutes an attempt to synthesise some of the more common ones. Please use this approach where practicable.

2.2 Italics or inverted commas?

A contribution to a larger work (e.g. an article published in a journal, periodical, newspaper or series[4]; an essay published in a collection of essays; one chapter of a book; contributions to conference proceedings[5], seminars, etc.) should appear in inverted commas; for example:

> Smith, A.B. and Williams, J., "Our views on economics", in Jones, P. (ed.), *Economics for the new age*, Oxwin University Press, Oxwin, 1996, pp. 97-125. EXAMPLE 1

A complete work (i.e. an "overarching" publication in its own right – e.g. a book, journal, newspaper or series) should be presented in italics; for example:

> Smith, J.R., *Writing bibliographies*, 2nd edn., Cambridge University Press, Cambridge, 1911, p. 64. EXAMPLE 2

4 Thus, a paper in the Working Paper Series, Occasional Paper Series or Legal Working Paper Series should be presented in accordance with the following paradigm:

Bracke, Thierry, Bussière, Matthieu, Fidora, Michael and Straub, Roland, "A framework for assessing global imbalances", *Occasional Paper Series*, No 78, ECB, Frankfurt am Main, January 2008.

5 Contributions to conference proceedings, seminars, etc. should generally be dealt with in exactly the same way as contributions to other works. Thus, the contribution itself should appear in inverted commas and the collection of proceedings in which the contribution appears should be italicised; for example:

Fischer, Björn, Lenza, Michele, Pill, Huw and Reichlin, Lucrezia, "Money and monetary policy – the ECB experience 1999-2006", in Beyer, Andreas and Reichlin, Lucrezia (eds.), *The role of money – money and monetary policy in the twenty-first century – fourth ECB central banking conference 9-10 November 2006*, ECB, Frankfurt am Main, 2008, pp. 102-175.

2.3 Where should the year be placed?

As mentioned in Section 1 above, there are two prevailing approaches to the positioning of the year in a bibliographical reference – at the beginning or at the end of the string. For more details, please see Section 1.

2.4 What elements make up a bibliographical reference?

2.4.1 Reference to a contribution to another work

EXAMPLE 1 above is a typical reference, following the Model 1 approach outlined in Section 1 above, to a contribution to another work. It can be seen to have the following elements, which (where supplied) should always be presented in the following order:

1. name of author(s) – where supplied;
2. title of contribution in inverted commas;
3. "in"[6] + name of editor(s);
4. title of work, in italics, in which the contribution appears;
5. edition, volume and/or issue number;
6. publisher (may be an institution, such as "ECB" or "BIS");
7. place of publication;
8. year of publication (including month if this is supplied);[7]
9. page number(s).

2.4.2 Reference to a complete work

EXAMPLE 2 above is a typical reference to a complete work. It can be seen to have the following elements, which (where supplied) should always be presented in the following order:

1. name of author and/or editor(s);
2. title of work in italics;
3. edition, volume and/or issue number;
4. publisher (may be an institution, such as "ECB" or "BIS");
5. place of publication;

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6 The word "in" should only be used when the work in which the contribution appears has an identifiable author or editor. Compare:

Jones, R.S., Taylor, H. and Williams, F., "Our view of the economy", in Crocker, S. and Trap, P. $\boxed{\text{(eds.)}}$, *Essays on the Modern Economy*, Vol. 21, …

(identifiable editors)

with

Jones, R.S., Taylor, H. and Williams, F., "Our view of the economy", $\boxed{\text{[no "in"]}}$ *Modern Economics*, Vol. 21, …

(contribution to an "editorless" journal)

7 This positioning of the year at the end of the string is the default approach (Model 1 bibliographies). Another approach, whereby the year is placed in brackets after the name of the author(s) at the beginning of the string – an approach widely used for research papers, etc. – is also permissible. For detailed information on this alternative approach (Model 2 bibliographies), see Section 1 above.

6. year of publication (including month if this is supplied);[8]

7. page number(s).

IMPORTANT NOTE:

You will not always need or be able to supply all of these elements (e.g. edition number; page number; place of publication), and in most cases a certain degree of pragmatism will be warranted. You should, however, be as consistent as possible and ensure that:

1. **enough information is supplied to allow the publication to be readily identified;**
2. **those elements which are supplied are presented in the order specified above.**

2.5 Detailed information on how to present the various elements which make up a bibliographical reference

2.5.1 Name of author(s) and/or editor(s)

The **surname(s) should appear first**, followed by a comma, then the author's given name and/or initial(s). Use either:

- the full form (if supplied) of an author's given name followed by a maximum of two further initials (with no comma between the full form and the initial(s)); or
- up to three initials.

Initials should be followed by a full stop and there should be no space between them. For example:

> Jones, R.S.P. and Williams, F., *The New Economic Age*, …
>
> Rickshaw, Peter S., *The Decline of the Stately Home*, …
>
> Jefferson, L.G. et al.[9], *A new way of editing*, Banter House, Brighton, 1987.

Do not insert a comma before the "and" linking a string of authors:

> Jones, R.S., Williams, C. and Peters, L.G., *The New Economic Age*, …

When referring to a single editor, use "(ed.)" after the name; for more than one editor use "(eds.)":

> Kloc, Z. (ed.), *Anthology of Nineteenth Century Polish Poetry*, Tecza Publishing House, Lublin, 1965.

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[8] See footnote 24 above.

[9] "et al." is sometimes used where it is considered unnecessary or impractical to mention all of the authors or contributors to a particular work (especially if there are an unusually large number). For example, a book written by ten leading economists might, for the sake of expediency, be presented as follows:

> Mainman, J.S. et al., *Economic Systems Explained*, Collins, London, 1975.

Caution should be exercised when taking a unilateral decision to use "et al." as a device for truncating a list of authors, as to do so may cause offence.

Ping, A. and Pong, B. (eds.), *Compendium of Table Tennis Rules*, Shang Hong Publishers, Beijing, 2007.

2.5.2 Title of work

The title of a full work should appear in italics, and that of a contribution in inverted commas.

ECB titles should generally be presented using the in-house "capital-on-first-word-only" approach:

> New statistical approaches in the macroeconomic field, ECB, Frankfurt am Main, 2001.

(Note, however, that shorter ECB titles (of three words or less) may have a capital at the beginning of each word: *Economic Bulletin*, *Financial Stability Review*, *Banking Stability Report*, *Blue Book*, etc.)

Non-ECB titles should be presented in the format in which they actually appear on the publication itself (i.e. if a title actually appears as *New economic trends*, then replicate the use of lower-case initial letters in "economic" and "trends" in the bibliographical reference). It is not necessary for all titles in a bibliographical list to be presented in exactly the same way in terms of capitalisation. However, a title should be internally consistent; in other words, if it is not presented according to any logical system it is likely to be erroneous and should thus be corrected. For example, a title such as "The new Guide to government in The United Kingdom" should be corrected to either "The new guide to government in the United Kingdom" (ECB-style initial-capital-only approach) or "The New Guide to Government in the United Kingdom" (capital-on-each-word approach).

Some publications have **particularly long names**, with the result that they sometimes appear in two parts on the title page. An example of an ECB publication of this type would be the General Documentation, which appears on the title page as "IMPLEMENTATION OF MONETARY POLICY IN THE EURO AREA" (upper right-hand corner) and "GENERAL DOCUMENTATION ON EUROSYSTEM MONETARY POLICY INSTRUMENTS AND PROCEDURES" (lower left-hand corner). **For ECB texts**, the two elements should be linked with a long dash (–) and only the very first letter of the title should appear in upper case; the first letter of the second element should not be capitalised:

> *The implementation of monetary policy in the euro area – general documentation on Eurosystem monetary policy instruments and procedures*, ECB, Frankfurt am Main, September 2006.
>
> *Payment and securities settlement systems in the European Union and in the acceding countries – addendum incorporating 2005 data*, ECB, Frankfurt am Main, December 2006.

Publications issued by other parties may adopt a different format – e.g. a colon (:) instead of a dash to link the two elements, or a capital at the beginning of the second element of the title (or indeed at the beginning of each word in the title). As with the use of upper and lower-case letters, this format should be left as it is (i.e. in terms of these elements the title should be presented as it appears on the title page of the publication itself), provided that the approach used is a logical one:

> Barker, P.J., *A Sign in Time Saves Nine: New Studies in Saussurian Semiotics*, 2nd edn., Lincoln Publishers, Adelaide, 1994.

In some instances it may be viable to omit or truncate long and superfluous sub-titles.

For design purposes, a title may often be presented in block capitals on the cover page. Do not replicate this approach in the bibliographical reference, except in those rare cases where the title only ever appears in capitals (e.g. because it functions as a logo).

2.5.3 Edition/volume/number

Use “edn.” as the abbreviation of “edition”. Edition numbers should be presented in Arabic numerals (“2nd edition”).

Use “Vol.” as the abbreviation of “volume”. Volume numbers may be presented using Arabic or Roman numerals (“Vol. II”; “Vol. 2”).

Use “No” (**no dot!**) as the abbreviation of “Number”.

2.5.4 Publisher

Retain the ampersand if the publisher uses it; for example:

> De Rougement, Denis, *The Meaning of Europe*, 3rd edition, Sidgwick & Jackson, London, 1965.

2.5.5 Place of publication

Use the English form of place names where one exists. Geographical information over and above the town/city name is largely optional, but may be desirable where the place in question is not well-known or to avoid ambiguity:

> Walbert, P., *Studying the English*, Unwin, Cambridge, 1931.

> Walbert, P., *Studying the English*, Lester & Smith, Cambridge, Massachusetts, 1931.

2.5.6 Year of publication[10]

Use Arabic numerals. Where relevant (and if available), the year may be preceded by the **month**, which should be written out **in full**. There should be no comma between the month and the year, e.g.:

> "Grocery prices in the euro area: findings from the analysis of a disaggregated price dataset", *Economic Bulletin*, Issue 1, ECB, Frankfurt am Main, January 2015.

2.5.7 Page numbering

Where relevant/available, this should be the final element in a bibliographical entry.

If you are referring to **only one page**, use "p." (e.g. "p. 17"); if you are referring to a **range of pages**, use "pp." (e.g. "pp. 23-25"); note the dot in each case and the space before the page number.

Page ranges should be presented with a **short dash and no spaces** as follows: "pp. 18-19", "pp. 123-167"; **cite the page number in full** (e.g. "pp. 265-**266**" rather than "pp. 265-**66**").

Examples:

> Butcher, J., *Copy-editing: The Cambridge handbook*, Cambridge University Press, Cambridge, 1975, p. 17.
>
> Smith, A.B., "Economic Developments in Hungary", *European Economy*, Vol. 61, No 14, London, 1999, pp. 65-75.

IMPORTANT NOTE:

For reasons of translatability/correspondence between translations, you should not cite page numbers of ECB statutory publications such as the Economic Bulletin or the Annual Report within these publications themselves (although you can cite the page numbers of a Bulletin article in the bibliography of a *different* publication appearing in English only).

[10] The positioning of the year, preceded by the month (if supplied), at the end of the string is the default approach (Model 1 bibliographies). Another approach, whereby the year is placed in brackets after the name of the author(s) at the beginning of the string – an approach widely used for research papers, etc. – is also permissible. For detailed information on this alternative approach (Model 2 bibliographies), see Section 1 above.

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