# Referencing guide

Training

This document sets out how to reference articles and papers. Within our work, we reference external sources whenever they are mentioned. This could include statistics, quotes from other individuals, even if they are a member, and any specific ideas that have been taken from other pieces of work.

# General formatting rules

For articles and papers, there are a few general rules to follow which you should check before submitting an article or paper:

- Do not use brackets in the main text. For instance, instead of "We adopted a new policy (adopted in June 1995) which was broadly supported," use commas to separate that section: "We adopted a new policy, adopted in June 1995, which was broadly supported."
- Do not capitalise each letter in a title.
- Do not indent paragraphs.
- Avoid apostrophes where possible and avoid contractions. For instance, change "do not" to "do not."
- Do not underline or italicise text unless required within a reference.
- Avoid double spaces.
- Avoid words such as "Very," "Really," or using "etc."
- Avoid using exclamation marks.
- Avoid rhetorical questions.
- Spell out abbreviations. For instance, use "World Health Organisation (WHO)."
- Try to avoid writing in the first person.
- Avoid American spellings of words, particularly those that swap the letter "S" with the letter "Z." For instance, use "analyse" instead of "analyze" and "favour" instead of "favor."
- Avoid jargon and write in plain English to ensure our work is accessible to everyone.
- Avoid symbols, such as :) or ✓.
- Avoid clichés and idioms such as "at the end of the day," "the tip of the iceberg," or "needless to say."
- Do not use bullet points in articles, except within a policy section or for a long list within a paper.

# Referencing within an article

For articles, you can simply hyperlink any sources next to the area you are including your reference. For instance: "The NHS is under strain with the number of flu cases rising sharply (https://www.bbc.co.uk/news/articles/c047ky5qv4ro) during the Christmas period".

If you need to add a footnote for a more complex reference, include the number, for instance (1), next to the sentence you are referencing. At the end of the article, list the numbers in brackets and write out the full reference next to each number using the same format as you would to footnote a paper. The bibliography should be in the same order as the references are in the text. So reference 1 of the bibliography should match the reference marked (1) in the text.

However, for any links in your article, please instead write the word "Link" and hyperlink the website page you want to link to. For example:

**A reference in the article**
"The NHS is under strain with the number of flu cases rising sharply (2) during the Christmas period".

**Bibliography, at the end of the article**
(2) Waltz, K. Theory of International Politics (London, McGraw Hill, 1979).

**Bibliography with a short reference, at the end of the article**
(2) BBC News, North Korea Country Profile. Available at: Link [Accessed 23 July 2011].

# Referencing within a paper

For papers, include the number of each reference, for instance (1), next to the sentence you are referencing. At the end of the paper, create a bibliography section by listing the numbers in brackets and writing out the full reference next to each number. Please do not use any referencing software or "Footnotes" in Microsoft Word.

General referencing rules:
- Don't be afraid of using too many references; it is good to give credit for ideas and to show you have thoroughly researched the topic.
- For papers, make sure to use the full referencing style below.
- We do not use footnotes; all references should be placed in the bibliography section.

You can see the full guide for referencing here from pages 15 to 18:
https://interstate1965.wordpress.com/wp-content/uploads/2015/05/writing-and-referencing-in-interpol-2015-16.pdf

# To reference a website
**Footnote**
BBC News, North Korea Country Profile. Available at:
http://news.bbc.co.uk/1/hi/world/asia-pacific/country_profiles/1131421.stm
[Accessed 23 July 2011].

**Plain text version of the footnote**
News site, title. Available at: link to site [Accessed day, month, year].

# To reference a book
**Footnote**
Waltz, K. Theory of International Politics (London, McGraw Hill, 1979), p. 117.

**Plain text version of the footnote**
Last name of the author, first name initial. Title
(city it was published in, publisher, date published), page number.

**Bibliography**
Waltz, K. Theory of International Politics (London, McGraw Hill, 1979).

# To reference a document from the Government, International Organisation, Corporation, or NGO

**Footnote**

House of Commons Foreign Affairs Committee, 'Cultural Diplomacy' (London, Her Majesty's Stationery Office, 1987), p. 7.

**Plain text version of the footnote**

Name of the organisation, 'name of the publication' (city, printer, date), page number,

# To reference a journal article

**Footnote**

Wendt, A. 'The Agent-Structure Problem in International Relations Theory', International Organisation, 41 (1987) p. 49.

**Plain text version of the footnote**

Last name of the author, first name initial. 'Title', name of the journal, number of the journal article (date it was published), page number.

# To reference statistics, an interview or a source created for the paper

**Footnote**

Annex 1

**Plain text version of the footnote**

Number of the Annex, Annex name

**Bibliography**

Annex 1

[Add full interview, statistics or source below]