UN-Habitat Publications Citation and Referencing Guidelines

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FOR A BETTER URBAN FUTURE

All publications produced by UN-Habitat should follow the official citation and referencing guidelines .

This brief guideline should be applied in conjunction with the United Nations Editorial Manual Online under footnotes and other references section.

Most UN-Habitat publications will have UN-Habitat as the author, however, depending on the category of publication, authorship of the publication may be credited to UN-Habitat or to individual authors.

Citing a source; A source is cited through the author-date style with the last name of the author and the year of publication.

For in-text citations; UN-Habitat uses author–date style with the last name of the author followed by year of publication as below;

One author (Baraza 2010) two authors (Baraza and Williams, 2014) three authors (Baraza, Williams and Dacosta 2012); more than three authors (Baraza et al, 2008)

- More than one work by different authors; (Horatus, 2008; Ngota, 2010)

- More than one work by the same author: (Horatus, 2009a, 2009b)

- Different authors with the same surname:(Horatus, J., 2009; Horatus, B., 1999)

- Edited works:(Horatus, ed., 2008)

Indirect reference (secondary source); when referring to a source cited within another source, refer to the one you consulted, not the original: e.g. as demonstrated by Horatus (cited in Ngota, 2008)**.**

Note that personal communications are not cited in the bibliography, only in the text, e.g. (B. Sinclair personal communication, 2006).

Citing Institutional authors; When citing institutional authors provide the name the first time followed by the abbreviation in brackets, thereafter, use the abbreviated form of the name.

Example: (World Food Programme (WFP 2007) – First occurrence

(WFP 2002) – Subsequent occurrences

For Website Articles and Online Databases; Provide the surname of the article's author and the year of publication of the article in brackets. (World Bank 2010)

For works published by UN-Habitat; check the title page for authors' names. Any named authors can be cited as such. If there are no named authors, UN-Habitat should be cited as the author.

References and Bibliography

UN-Habitat publications include in-text references with a section called References or Bibliography, which lists all works cited. Proper referencing is important in enhancing the credibility of UN-Habitat publications and avoiding accusations of plagiarism. In addition, a well-referenced work places the argument of the author(s) in the proper knowledge context, supports its originality, and creates value by connecting relevant works thus contributing to relevance of the content.

A references list contains all the works cited in the main text and should appear at the end of every chapter. All references must comprise, as a minimum, name of author(s), year of publication, title, place of publication, publisher and number of pages (including preliminary pages in the total).

Titles of books, journals and periodicals are italicized (do not use inverted commas). Titles of articles and chapters are not italicized.

A bibliography includes a list of sources, uncited publications and additional material used for writing of the publication, but not directly cited in the text, as well as further reading. This listing should be placed at end of the main text and before the annexes.

Articles in a journal should include name of author(s), year of publication, title, journal title, volume, issue and pages.

For works by four to ten persons, all names should be provided in the bibliography. For works with more than ten authors, only the first seven should be listed in the bibliography, followed by et al.

Entries by the same author/s should be in ascending chronological order. Where there are two or more titles by the same author in the same year, distinguish by using a, b, c, etc. as necessary after the year. The lettering is determined by the order in which the works are first cited in the text, the first work mentioned being assigned the letter a, e.g. 2008a.

The place (city) of publication comes before the publisher, e.g. Nairobi, UNEP. When the city is the capital, the country is normally omitted.

For website source, the reference should include; author surname, initial or full name of the Organization responsible for the website, title of the article in quotation marks, date

posted, 1 or 2 digits dates, month in words and four digits year format (in parentheses) Example World Bank" The City Strength Diagnostic: Promoting Urban Resilience" 17 October 2017 https://www.worldbank.org/en/topic/urbandevelopment/brief/citystrength Accessed on 15 June 2020

For Online Databases the reference should include; Organization name (year) Title of the database –

URL, full stop. Accessed 1 0r 2-digit day month and four-digit year full stop. Example: United Nations Statistical Division Social Demographic Surveys, (2017) Advancements of Gender Statistics https://unstats.un.org/unsd/demographic/Gender/default.htm. Accessed on 15 June 2020

Impending publications – Works that have not yet been published at the time of writing, should be cited as forthcoming. Example; in the text: (Rigby forthcoming) for the References/Bibliography: Rigby , J. (forthcoming).

UN-Habitat publications - Publications produced by UN-Habitat should include their proper citation – author, year, full title and subtitle (in italics), series, place of publication, publisher and number of pages (total)