

IDEAS Reference List Guide

Version 7 September 2019

Preparing a reference list is usually a tiresome job. There are many guidelines available from various institutions, and they all differ.

IDEAS uses the Author Guidelines published by the American Academy of Political and Social Science (April 2011), with a few exceptions and additions.

■ IN-TEXT REFERENCES

Inside the text you may write:

► *either*

This led one of us to the formulation of the micro-macro paradox in climate funding: while investments battling climate change tended to be successful, no such success was visible at the macro level of ongoing global heating (Van den Berg 2017).

► *or*

According to Van den Berg (2017), this is an expression of the micro-macro paradox in climate funding: while investments battling climate change tended to be successful, no such success was visible at the macro level of ongoing global heating.

When multiple authors are referred in one single text you would have:

- One reference two authors: (Van den Berg and Puri 2017)
- One reference multiple authors: (Van den Berg, Puri and Uito 2017)
- Multiple references: (Van den Berg 2017; Puri 2000; Uito 2019)

In-text reference with indication of pages and paragraph:

At the same time, funding going to unsustainable use of natural resources (fuel, water) was at least 100 times higher (GEF 2013, p.2, para 22).

■ QUOTATIONS

SHORT QUOTATIONS

Short quotations should be included the main text between quotation marks.

LONGER QUOTATIONS

Longer quotations (longer than three lines) are separated from the body of the text by an extra return, indent 1 cm, font size body 10 (and **not** font size 11 as used in the main text):

[...] even with repeated exposure, some individuals within any group consistently disregard the majority of systems thinking practices, dismissing their value or return on investment. In contrast, within any group, some individuals quickly embrace and delight in discovering the “language” of systems thinking. (In our classes, these are the students who say, “This is the way I’ve always thought; you’re just giving me language to express it.”).

REFERENCE LIST

- The reference list must have
 - the same font as the body of the main text
 - font size 10
 - spaces between lines
 - single line spacing, second line displaced in 0,5 cm or any size that puts the first letter of the second line below the 4th letter of the first line. See example below:

Williams, Bob. 2011. All methods are wrong. Some methods are useful. *Systems thinker* 22 (4): 2-7. May 2011.
<https://tinyurl.com/yxubkw7l>.

Williams, Bob. 2015. Prosaic or profound? The adoption of systems ideas by impact evaluation. *IDS Bulletin* 46 (1): 7-16.

- List the "References" alphabetically by author's surname.
Exception: If a publication has more than three authors/editors, use the first three names as they appear on the title page, followed by "et al." [from Latin "et alii" = "and others"].
- Use sentence style in reference list (i.e., the first word of title and first word of subtitle are capitalized; all other words, except proper nouns [e.g., United States], are lowercased).

NOT *Evaluating climate change action for sustainable development.*
~~Evaluating Climate Change Action for Sustainable Development.~~

- Two or more references from the same author will repeat the full name of the author in every entry. Titles in alphabetical order.

Cernea, Michael M. 2003. *Cultural heritage and development. A framework for action in the Middle East and North Africa.* Washington, DC: World Bank (Orientations in development series).

Cernea, Michael M. 1988. *Involuntary resettlement in development projects. Policy guidelines in World Bank financed projects.* Washington DC: World Bank (World Bank technical paper WTP 80).

- Digital object identifier
If a publication (also) has a digital presence on the internet, please state the doi (digital object identifier). When using a DOI in a reference, do not include an "accessed" date.

- No publication date mentioned
Addition: publications without year/date will be identified as "n.d.".

- Websites
Addition: In case of references to websites, do not include "Available from", as it is obvious from the website address mentioned that the document in question is available at that address.

- Other additions
Addition: Sometimes bibliographical details are not available from the document itself, or "hidden" somewhere in the document. In that case you may add data from other sources, using square brackets [...].

CARICOM, and SPREP. 2004. *Adapting to a changing climate in the Caribbean and South Pacific regions. Guide to the integration of climate change adaptation into the environmental impact assessment (EIA) process.* [Georgetown, Guyana:] Caribbean Community (CARICOM) and South Pacific Regional Environment Programme (SPREP).

Youth 2030. The United Nations strategy on youth. 2018. [New York: Office of the Secretary-General's Envoy on Youth].

- The standard format for the references is as follows:

► Journal articles

Smith, John R., and Juan Ramirez. 2009. Reference style guidelines. *Journal of Guidelines* 4 (2): 2-7 [or 4:2-7].

Smith, John, Michael Jones Jr, Leonard Houghton et al. 1999. Future of health insurance. *New England Journal of Medicine* 965: 325-329.

Saunders, D.S. 1976. The biological clock of insects. *Scientific American* 234 (2): 114-121.

Slifka, M.K., and J.L. Whitton. 2000. Clinical implications of dysregulated cytokine production. *Journal of Molecular Medicine* 78: 74-80. doi:10.1007/s001090000086.

► Books & Edited volumes

Smith, John R., Juan Ramirez, and Ho Kim. 2009. *Reference style guidelines*. Thousand Oaks, CA: SAGE.

Smith, John R. (ed.). 2009. *Reference style guidelines*. Thousand Oaks, CA: SAGE.

South, J., and B. Blass. 2001. *The future of modern genomics*. London: Blackwell.

McLean, Robert, and John Gargani. 2019. *Scaling impact. Innovation for the public good*. New York: Routledge.

Book, edited

Smith, John, and B. Brown (eds). 2001. *The demise of modern genomics*. London: Blackwell.

Book, also showing a translated edition [Either edition may be listed first.]

Adorno, T.W. 1966. *Negative Dialektik*. Frankfurt am Main: Suhrkamp. English edition: Adorno, T.W. 1973. *Negative dialectics* (transl. E.B. Ashton). London: Routledge.

Chapter in a book in a series without volume titles

Schmidt, H. 1989. Testing results. In: *Handbook of environmental chemistry, vol 2E*, (ed.) O. Hutzinger, 111. Heidelberg: Springer.

Publication in a series (without series numbering)

Cernea, Michael M. 2003. *Cultural heritage and development. A framework for action in the Middle East and North Africa*. Washington, DC: World Bank (Orientations in development series).

Publication in a series (with series numbering)

Smith, S.E. 1976. Neuromuscular blocking drugs in man. In: *Neuromuscular junction*, (ed.) E. Zaimis, 593-660. Heidelberg: Springer (Handbook of experimental pharmacology 42).

Addition

Publication without author(s), but published by an institution

Evaluation Cooperation Group (ECG). 2011. *Briefing note. Overcoming barriers to energy efficiency. New evidence from independent evaluation*. <https://tinyurl.com/yx9ees5j>.

► Book chapters

Smith, John R. 2009. Make sure tables and figures are manipulable. In: *Reference style guidelines*, (eds) Robert Brown and Steven Brown, 155-62. Thousand Oaks, CA: SAGE.

Brown, B., and M. Aaron. 2001. The politics of nature. In: *The rise of modern genomics*, 3rd ed., (ed.) J. Smith, 234-295. New York: Wiley.

Chapter in a book in a series with volume titles

Smith, S.E. 1976. Neuromuscular blocking drugs in man. In: *Neuromuscular junction*, (ed.) E. Zaimis, 593-660. Heidelberg: Springer (Handbook of experimental pharmacology 42).

► Database

References to databases and general websites should NOT be included in the "References" but can be referred to in a footnote in the relevant text.

► Dissertations (unpublished)

Smith, John R. 2009. *Reference style guidelines*. PhD diss., University of California, Los Angeles.

Trent, J.W. 1975. *Experimental acute renal failure*. PhD diss., University of California, Los Angeles.

► Presented papers & Working papers

Smith, John R. 2009. A citation for every reference and a reference for every citation. Paper presented at the annual meeting of the Reference Guidelines Association, 10 June-12 June 2009. St. Louis, MO.

Smith, John R. 2009. A citation for every reference and a reference for every citation. National Bureau of Publishing Research Working Paper 2020, Philadelphia, PA.

Chung S.-T., and R.L. Morris. 1978. Isolation and characterization of plasmid deoxyribonucleic acid from *Streptomyces fradiae*. Paper presented at the 3rd international symposium on the genetics of industrial microorganisms, 4-9 June 1978, University of Wisconsin, Madison.

► Online sources (including newspapers and reports)

Exception to AAPSS style: do not include access date, since an access period needs to be included in the acknowledgement section of the publication; only access outside of this period needs to be included in the reference.

Smith, John R. 2009. Reference style guidelines. In: MESH vocabulary file [database online]. Bethesda, MD: National Library of Medicine. www.sagepub.com.

Smith, John R. 11 June 2009. Title of news article. *New York Times*.

Smith, John R. 2009. *Title of report*. Washington, DC: National Academies Press. www.nap.edu.

Doe, J. 1999. Title of subordinate document. In: *The dictionary of substances and their effects*. London: Royal Society of Chemistry. [http://www.rsc.org/dose/title of subordinate document](http://www.rsc.org/dose/title%20of%20subordinate%20document).

► Archival Sources

Smith, John. September 1966. Papers: The State Public Appraises John R. Smith. Box 624, Folder: Campaign Materials–U.S. Senate, 1966–Opinion Polls. Library of Congress, Washington, DC.

► In press

Major, M. 2007. Recent developments. In: *Surgery today*, (ed.) W. Jones. Dordrecht: Springer (in press).