

GUIDELINES FOR BIBLIOGRAPHIC REFERENCES

Portuguese Standards (Norma Portuguesa – NP 405)

When referring to **monographs**¹ the NP 405 refers that the title should be highlighted. **Bold**, underlined, *italic* and «quotation marks» can be used.

In these guidelines we will use and recommend the **bold** for the title highlight, it is mandatory to use the same highlight type though all the document.

Monograph up to 3 authors

SURNAME, Name ; SURNAME, Name ; SURNAME, Name — **Title in bold** : subtitle if applicable.
Edition nº. Place : Publishers, Date. Number of pages. ISBN.

Examples:

HULL, John C. — **Options, futures and other derivatives**. 9th ed.. Boston : Pearson Education International, 2015. 869 p. ISBN 9780133456318.

JUDGE, George G. ; MITTELHAMMER, Ron C. — **An information theoretic approach to econometrics**. Cambridge : Cambridge University Press, 2012. 232 p. ISBN 9780521689731.

Monograph with over 3 authors, with and without editor/organizer

SURNAME of the first author, Name followed by the Latin expression for ‘and others’ [et al.]. – **Title**. Edition nº. Place : Publishers, Date. Number of pages. ISBN.

Examples:

BUSCH, Lawrence [et al.] – **Making nature, shaping culture : plant biodiversity in global context**. Lincoln : University of Nebraska Press, 1995. 273 p. ISBN 0803212569.

¹ Monograph – publication containing text and/or illustrations in a format suitable for visual reading, in one single volume or in a series of volumes (our translation). (BIBLIOTECA NACIONAL DE PORTUGAL; INSTITUTO PORTUGUÊS DA QUALIDADE - Normas Portuguesas de Documentação e Informação CT 7. 2010. p. 51)

Sometimes the **Organizer, Compiler** or **Editor** appear highlighted in **cover sheet**, in those cases these can **be treated as authors**, their abbreviation function must be added.

SURNAME, name, **comp.** [or **ed. lit.** or **org.**] – **Title**. Edition n^o. Place : Publishers, Date. Number of pages. ISBN.

Examples:

IÑIGUEZ, Lupicínio, ed. – **Manual de análise do discurso em ciências sociais**. Petrópolis : Vozes, 2004. 311 p. ISBN 8532630049.

GUO, Sujian ; HUA, Shiping, eds. – **New dimensions of Chinese foreign policy**. Lanham : Lexington Books, 2007. 244 p. ISBN 0739118765.

Contributions to monographs

SURNAME, Name of author of contribution — Title of the contribution, which may be a book chapter, an article, etc. **In** (Latin for contained in) SURNAME, Name of author or editor of the monograph — **Title of the monograph**. Edition n^o. Place : Publishers, Date. ISBN. **p.** first page-last page of contribution.

Examples:

SCHEFLEN, Albert E. – Systèmes de la communication humaine. In WINKIN, Yves – **La nouvelle communication**. Paris : Seuil, 1981. ISBN 9782757844465. p. 145-157.

COVAS, Miguel Trigueiros ; SILVA, Carlos A. ; DIAS, Luis C. – Multi-criteria assessment of data centers environmental sustainability. In BILDORFF, Raymond, ed. [et al.] – **Evaluation and decision models with multiple criteria : case studies**. Heidelberg : Springer, 2015. ISBN 9783662468159. p. 283-309.

TERVONEN, Tommi [et al.] – Site selection for a university kindergarten in Madrid. Tommi Tervonen. In BILDORFF, Raymond, ed. [et al.] – **Evaluation and decision models with multiple criteria : case studies**. Heidelberg : Springer, 2015. ISBN 9783662468159. p. 201-214.

Periodical publications

These guidelines will also recommend the use of **bold** for the title of the periodical publication.

An issue in a periodical publication

Title of Publication. Name Surname, in that order (with the function abbreviation of the director, organizer or editor). Place : Editora, Number and/or Date. ISSN.

Example:

Revista Portuguesa de Economia. Coimbra: Edições Almedina, Vol. 1, nº 1. (Jan.1987)- . ISSN 7900-0501.

Article in periodical publication

SURNAME, Name (of the author of the article) — Title of the article. **Title of Publication.** Name Surname, in that order (of the director, organizer or editor). Place : Publishers. ISSN. Volume, Issue (Year), p. first page-last page of article.

Examples:

FERREIRA, Nuno Cordeiro – Economia e crise. **Revista Portuguesa de Economia.** Coimbra : Edições Almedina. ISSN 7900-0501. Vol. 3, nº 2 (1987), p. 28-33.

CALDAS, Luís Miguel [et al.] – Âmbito e desafios do controlo jurisdicional do Tribunal da Concorrência Regulação e Supervisão : a ‘vida íntima’ dos processos. Revista de Concorrência e Regulação. Coimbra : Edições Almedina. ISSN 16475801. Abril-junho, nº 30 (2017), p. 89-141.

Electronic documents

Monographs, databases and applications

SURNAME, Name (if it is an organization/institution or the body responsible for it, the NAME must be in upper case as in the Banco de Portugal example below) — **Title [Online]** (this information between square brackets indicates that the document is available on the web). (publication data when available) Place : Publishers, Date. (it is mandatory to indicate the last date when the document was accessed) **[Accessed on date]. Available from WWW: .**

Example:

PORTUGAL. Banco de Portugal – **Relatório de estabilidade financeira : dezembro 2017** [On line]. Lisboa : Banco de Portugal, 2012. [Accessed on Feb. 15, 2018]. Available from WWW: <URL: https://www.bportugal.pt/sites/default/files/anexos/pdf-boletim/ref_12_2017_pt.pdf

Online articles/contributions

SURNAME, Name (of author; if there are over 3 authors, follow the same guidelines as for paper publications) — Title of article/contribution. **Title of publication** [Online]. (if the information is not available, put [online] after the title of the article/contribution). (publication data if available) Place : Publishers, (Date), p. first page - last page of the contribution. (mandatory indication of the last date the document was accessed) **[Accessed on date]**. **Available from WWW: .**

Examples:

SEBASTIÃO, Helder ; DUARTE, António Portugal ; GUERREIRO, Gabriel – Where is the information on USD/Bitcoin hourly prices?. **Notas Económicas** [Online]. Coimbra : Imprensa da Universidade de Coimbra. N. 45 (2017), p. 7-25. DOI: [10.14195/2183-203X_45_1](https://doi.org/10.14195/2183-203X_45_1).

KYRIS, George [et al.] – What is sovereignty? Lessons from the UK. **E-International Relations** [Online]. Jan. 29 (2018). [Accessed on Feb. 15, 2018]. Available from WWW: <http://www.e-ir.info/2018/01/29/what-is-sovereignty-lessons-from-the-uk//>> .

N.B.

Always **check** that the hyperlink is correct and that it actually works.

Pay attention to punctuation. Full stops, other punctuation marks and spaces between them (. ; ; —) must be used as indicated!

Some of the applications used to generate and manage references can create formats that are slightly different from the ones recommended here, so you should contact your supervisor to confirm that you can use them.

Generally speaking, such applications can be used as long as the formats generated are not radically different from the ones recommended by the Portuguese Standards and they do not omit any essential elements in the reference. (cf. points 4 and 6 of NP 405-1).

For further information and clarifications, please, contact the Library Reference Service (biblioteca@fe.uc.pt).