

# Guidance on Citations, Referencing, and Style Guide for UN Environment Publications

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# Content

1. Selecting and organizing references
2. Permissions
3. Attribution: Harvard-UNEP
4. Reference management software
5. Checking content
6. Submitting drafts
7. Support from UN Environment Secretariat.

# Introduction

- Underpinning principle: copyright.
  - Who created the third-party content – acknowledgment of sources
  - What are the conditions for using it?
- Requirements for ethical and professional writing
- Credibility of UN Environment publications
- Harmonization in referencing and style of UN Environment publications
- Compliance with the United Nations editorial guidelines.

# 1. Selecting References

- Multiple document types with scientific content: books, reports, journal articles, etc.
- Multiple sources: paid sources, free sources, open access sources, various repositories, etc.
- Things to consider: reputation, impact factor, etc.

# 1a. Selecting References: Free and Open Access

- Free sources and copyrighted sources: Various reports from the United Nations and non-governmental organizations
- Open access sources
  - Creative Commons: <http://creativecommons.org>.
  - Directory of Open Access Journals: [www.doaj.org](http://www.doaj.org).
  - The Public Library of Science (PLOS): <https://www.plos.org>.
  - Open access from traditional publishers:  
<https://www.elsevier.com/about/open-science> ;  
<https://www.springeropen.com/journals>

## 1b. Selecting References: Citations Repository

- Compilation of the sources used in the GEO-6 regional assessments with links to and/or PDFs where applicable.
- Available at [www.unep.org/publications](http://www.unep.org/publications).
- Good place to start.

## 1c. Selecting References: OARE

- OARE is the Online Access to Research in the Environment, founded by the UN Environment in 2006 in partnership with Yale University and up to 60 publishers.
- OARE is part of the Research for Life (R4L) partnership which provides free or low cost peer-reviewed content to academic, government and research institutions in the developing world through four research programmes:
  - Access to Global Online Research in Agriculture (AGORA) – FAO
  - Access to Research in Health (HINARI) – WHO
  - Access to Research for Development and Innovation (ARDI) – WIPO
  - Online Access to Research in the Environment (OARE) – UNEP
- The Research for Life partnership includes:
  - United Nations agencies (WHO, UNEP, AGORA and WIPO)
  - Yale and Cornell Universities
  - Publishers (the Association of Scientific, Technical & Medical Publishers and up to 185 international scientific publishers).

## 1c. Selecting References: OARE (cont.)

- OARE: Up to 10,000 journals, 21,000 e-books 55 other resources to 2,900 institutions.
- R4L provides access to up to 77,000 peer-reviewed journals, books and databases to 8,200 institutions in more than 115 low and middle income countries.
- Some institutions may qualify to register for more than one programme.
- Eligible countries are categories into two groups: Category A (free access) and Category B (low cost access – US\$ 1,000 per institution per year)
- Currently registered institutions: <http://www.research4life.org/institutions-registered/>
- How to register: <http://www.research4life.org/howtoregister2/>

## Category A countries: Free Access to OARE Resources

- Afghanistan
- Angola
- Bangladesh
- Belize
- Benin
- Bhutan
- Burkina Faso
- Burundi
- Cambodia
- Cameroon
- Cabo Verde
- Central African Republic
- Chad
- Comoros
- Congo
- Cote d'Ivoire
- Democratic People's Republic of Korea
- Democratic Republic of the Congo
- Djibouti
- Equatorial Guinea
- Eritrea
- Ethiopia
- Gambia
- Ghana
- Guatemala
- Guinea
- Guinea-Bissau
- Haiti
- Honduras
- Kenya
- Kiribati
- Kyrgyzstan
- Lao People's Democratic Republic
- Lesotho
- Liberia
- Madagascar
- Malawi
- Mali
- Mauritania
- Micronesia
- Morocco
- Mozambique
- Myanmar
- Namibia
- Nepal
- Nicaragua
- Niger
- Papua New Guinea
- Republic of Moldova
- Rwanda
- Samoa
- São Tome and Principe
- Senega
- Sierra Leone
- Solomon Islands
- Somalia
- South Sudan
- Sudan
- Swaziland
- Syrian Arab Republic
- Tajikistan
- Timor-Leste
- Togo
- Tokelau
- Tuvalu
- Uganda
- United Republic of Tanzania
- Uzbekistan
- Vanuatu
- Viet Nam
- Yemen
- Zambia
- Zimbabwe

## Category B countries: Low Cost Access to OARE Resources

- Albania
- Algeria
- Antigua and Barbuda
- Argentina
- Armenia
- Bolivia (Plurinational State of)
- Bosnia and Herzegovina
- Botswana
- Cook Islands
- Dominica
- Ecuador
- Egypt
- El Salvador
- Fiji
- Gabon
- Georgia
- Grenada
- Guyana
- Iraq
- Jamaica
- Jordan
- Kosovo (in accordance with Security Council resolution 1244 (1999))
- Libya
- Maldives
- Marshall Islands
- Mauritius
- Mongolia
- Montenegro
- Nauru
- Nigeria
- Niue
- Pakistan
- Palau
- Paraguay
- Saint Helena
- Saint Kitts and Nevis
- Saint Lucia
- Saint Vincent and the Grenadines
- Seychelles
- Serbia
- Sri Lanka
- Suriname
- The former Yugoslav Republic of Macedonia
- Tonga
- Tunisia
- Turkmenistan
- Ukraine
- West Bank and Gaza Strip

## 2. Permissions

Carefully review the content being borrowed to determine the conditions of use.

### a. The Rule: request permission

- Advanced permission within certain uses (non-profit, educational, etc.): Some organizations including the United Nations organizations.
- Adapted material (figures, map, table, etc.): How much originality are you bringing to the map?
  - Consider using the data to create another visual (e.g. infographic)
- In case of doubt: Request permission.

## 2. Permissions (cont.)

### b. Exceptions

Permission is not required for some content categories:

- Open access: authors retain copyright but allow copy, distribution, downloads, etc.
- Public access: funded or published by government
- Public domain: expired copyright or ineligible for copyright.

## 2. Permissions (cont.)

- Identify rights owner: author, publisher, collective management e.g. Copyright Clearance Center?
- Request permission in writing specifying intended use, etc.
- Secure written permission before using material.
- Share evidence of permission with UN Environment.

### 3. Style Guide

- Based on the United Nations Editorial Manual.
- To access the full Style Guide, visit <http://dd.dgacm.org/editorialmanual/>
- Text included footnotes to be single-spaced, 10-point Times New Roman.

## 3a. Style Guide: Headings and Subheadings

- M **Part One** (Title Case, 17-pt bold)
- Ch **I. Chapter or Main Section** (Roman numeral, title case, 14-pt bold)
- H1 **A. First-degree subheading** (Identified by capital letter, sentence case, 12-pt bold)
- H2 **1. Second-degree subheading** (sentence case, 10-pt bold)
- H3 **(a) Third degree subheading** (sentence case, 10-pt bold)
- H4 *(i) Fourth-degree subheading* (sentence case, 10-pt italic)
- H5 a. Fifth-degree subheading (sentence case, 10-pt roman)
- H6 i. Sixth-degree subheading (sentence case, 10-point roman)

## 3b. Style Guide: Numbers

- Numbers are expressed in words when they are i) under 10, ii) in simple fractions, and iii) at the beginning of the sentence.
- Numbers expressed in figures include percentages, ages, temperature, sums of money, measures and weight, ratios and map scales, and compound fractions.
- Numbers expressed in ranges should be homogenous (between 2,000,000 and 5,000,000).
- Millions, billions, trillions: 2 million *not* 2,000,000 *but* 2,577,457.
- Punctuation: Write 2,577,457 in running text and 2 577 457 in tables.

## 3c. Style Guide: Abbreviations

- General rule: use of abbreviations and acronyms to be avoided.
- When used, spell in full on the first occurrence, followed by the acronym or abbreviation in square brackets, then use the acronym in subsequent occurrence.
- The Style Guide has a list of officially recognized acronyms and abbreviations.

## 3d. Style Guide: Spelling

- Current authority is *Concise Oxford English Dictionary*, twelfth edition.

## 4. Attribution

- Harvard Referencing system. (Surname year) in round brackets.
- Ensures integrity and credibility of UNEP information products.
- Avoid as much as possible the use of footnotes.
- Attribution is made through in-text citation and references.

## 4a. Attribution: In-text Citation

- Format: (Surname year) or Surname (year) - No punctuation between surname and year.
- Multiple sources: chronological order (Sung 1980; Alper 2010).
- Different authors, same year: alphabetical order (Omam 2015; UNEP 2015) .
- Same author, same year: assign alphabetical letters following the year (UNEP 2015a; UNEP 2015b).
- Institutional authors: (United Nations Environment Programme [UNEP] 2016).
- Different authors, same name, same year (Omam, C. 2013; Omam, J. 2010).  
Government entity (Kenya, Ministry of Environment 2016).
- Database names are not cited but the responsible institution.
- Tables

## 4b. Attribution: Types and Number of Authors

	In-text Citation	Reference List
One author	(Milanovic 2005)	Milanovic, B. (2005)
Two authors	(Epstein and Buhovac 2014)	Epstein, M.J. and Buhovac, A.R. (2014).
Three authors	(Grozetti, Bouraoui and Aloe 2012)	Grizzetti, B., Bouraoui, F. and Aloe, A. (2012).
Four to six authors	(Kenny <i>et al.</i> 2009)	Kenny, J.F., Barber, N.L., Hutson, S.S., Linsey, K.S., Lovelace, J.K. and Maupin, M.A. (2009).
Seven or more authors	(Seneviratne <i>et al.</i> 2012)	Seneviratne, S.I., Nicholls, N., Easterling, D., Goodess, C.M., Kossin, J., McInnes, K. <i>et al.</i> (2012).
Institutional authors	(United Nations Environment Programme [UN Environment] 2016), (UN Environment 2016)	United Nations Environment Programme (2016).
UN Environment collaborating Center or administered MEA	(United Nations Environment Programme/Secretariat of the Convention for Biodiversity [UN Environment/CBD] 2012), (UN Environment/CBD 2012)	United Nations Environment Programme/Secretariat of the Convention for Biodiversity (2012).
Government body	(Kenya, Ministry of Education 2016)	Kenya, Ministry of Education (2016)

## 4c. Attribution: Types of Sources

	In-text Citation	Reference List
Book	(Andrew 2014)	Andrew, R. (2014). <i>Socio-economic Drivers of Change in the Arctic</i> . Oslo: Arctic Monitoring and Assessment Programme.
Book with an author and an editor	(Intergovernmental Panel on Climate Change [IPCC] 2013) or (IPCC 2013)	Intergovernmental Panel on Climate Change (2013). <i>Climate Change 2013: The Physical Science Basis: Contribution of Working Group I to the Fifth Assessment Report of the Intergovernmental Panel on Climate Change</i> . Stocker, T.F., Qin, D., Plattner, G.-K., Tignor, M.M.B., Allen, S.K., Boschung, J. et al. (eds.). Cambridge: Cambridge University Press. <a href="http://www.climatechange2013.org/images/report/WG1AR5_ALL_FINAL.pdf">http://www.climatechange2013.org/images/report/WG1AR5_ALL_FINAL.pdf</a>
Book section	(Lifset and Graedel 2002)	Lifset, R. and Graedel, T.E. (2002). Industrial ecology: Goals and definitions. In <i>A Handbook of Industrial Ecology</i> . Ayres, R.U. and Ayres, L. (eds.). Cheltenham: Edward Elgar. Chapter 1. 3-15. <a href="http://planet.botany.uwc.ac.za/nisl/ESS/Documents/Industrial_Ecology_Overview.pdf">http://planet.botany.uwc.ac.za/nisl/ESS/Documents/Industrial_Ecology_Overview.pdf</a>
United Nations Masthead document	(A/62/156)	United Nations, General Assembly (2007). <i>Measures to Prevent Terrorists from Acquiring Weapons of Mass Destruction: Report of the Secretary-General</i> . 27 July. A/62/156.
Report by United Nations Department or Division	(United Nations 2014)	United Nations (2014). <i>World Urbanization Prospects: The 2014 Revision: Highlights</i> . New York. ST/ESA/SER.A/352.
Publication by a United Nations Commission	(United Nations, Economic Commission for Latin America and the Caribbean [ECLAC] 2005), (ECLAC 2005)	United Nations, Economic Commission for Latin America and the Caribbean (2016). <i>Strengthening the Relationship Between India and Latin America and the Caribbean</i> . Mexico City. LC/MEX/L.1223.

## 4c. Attribution: Types of Sources (cont.)

	In-text Citation	Reference List
Conference paper	(Carroll et al. 2004)	Carroll, A.L., Taylor, S.W., Regniere, J. and Safranyik, L. (2004). Effects of climate change on range expansion by the mountain pine beetle in British Columbia. <i>Mountain Pine Beetle Symposium: Challenges and Solutions</i> . Shore, T.L., Brooks, J.E. and Stone, J.E. (eds.). Kelowna, British Columbia, 30-31 October 2003. Victoria: Natural Resources Canada. 223-232.
Journal article	(Degteva and Nellemann 2013)	Degteva, A. and Nellemann, C. (2013). Nenets migration in the landscape: Impacts of industrial development in Yamal peninsula, Russia. <i>Pastoralism: Research, Policy and Practice</i> 3(1), 1-21. <a href="http://www.pastoralismjournal.com/content/3/1/15">http://www.pastoralismjournal.com/content/3/1/15</a> . doi: <a href="http://dx.doi.org/10.1186/2041-7136-3-15">http://dx.doi.org/10.1186/2041-7136-3-15</a>
Online database	(United Nations 2008)	United Nations (2008). National Accounts Main Aggregates Database. <a href="http://unstats.un.org/unsd/snaama/Introduction.asp">http://unstats.un.org/unsd/snaama/Introduction.asp</a> . Accessed 30 July 2009.
Illustration - Independent	(Doe 2012)	Doe, D. (2012). <i>Sunset in Arusha</i> [Photo]. <a href="http://www.jamesdoe.com/photo_123.html">http://www.jamesdoe.com/photo_123.html</a> . Accessed 19 November 2015.
Illustration from a source where the author of the illustration is also the author of the source	(United Nations Environment Programme (2016)	United Nations Environment Programme (2016). <i>Emissions Gap Report 2016</i> . Nairobi. 91.
Illustration from a source where the author of the	(Doe 2012)	Doe, D. (2012). <i>Food Burial</i> [poster]. In United Nations Environment Programme (2014). <i>Think Eat Save Report</i> . Nairobi. 54.

## 4d. A few changes

	Past Practice	Current Practice
Use of <i>et al.</i> in text	Three authors or more	Four authors or more
Use of <i>et al.</i> in reference list	No standard practice	Seven authors or more. List first six <i>et al.</i>
Institutional authors	Often abbreviated form	Name to be written in full
Databases (e.g. Faostat)	Cited by database name	Use responsible institutions (e.g. Food and Agriculture Organization of the United Nations)
Photographs	Only a credit including the copyright holder and the photographer's name	In addition to the credit, mention the photographs in the text and number them among the figures, unless they are purely decorative.

### Also Important

Titles of journals to be given in full

## 4d. Order of entries in the reference list

- Entries arranged by alphabetical order.
- Several sources, same author or co-authors: ascending chronological order.
- Same author, same year: alphabetical order by the letter assigned after year.
- Single author listed before multi-author source beginning with same author.
- Several sources with same first author and different co-author: alphabetical order by surname of first author then surname of the other authors.

## 5. Reference Management Tools

- The compilation and management of references can be enhanced by the use of a reference management tool that can help:
  - Build and organize libraries from various databases
  - Attach full-text to selected references
  - Insert citations in Word directly from the Endnote Library and have the text instantly formatted according to the selected citation style.
- UN Environment has purchased a multi-user Endnote X8 License.
  - Each author group to have a passkey to an Endnote desktop account.
  - Other members to share through their Endnote online account.
  - Members of the UN Environment Secretariat to be assigned to each group.
  - The owner of the passkey to consolidate the text before submitting to UN Environment Secretariat.

## 6. Submitting Drafts

- Compliance with referencing and style guide.
- Each in-text citation has a corresponding entry in the reference list and vice versa.
- All required permissions have been secured and a copy of evidence submitted as an annex to the manuscript.

## 7. Support from UN Environment Secretariat

- Topical on-demand literature search.
- Research for Life registration of eligible institutions in eligible countries.
- Plagiarism checking.
  - Purchase of iThenticate by UN Secretariat.
  - Training being arranged, hopefully on time for use in the GEO project.
- Citations quality control.



# Thank you!

Comments and suggestions to:  
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