

SECTION 5

presentation of the bibliography

5. PRESENTATION OF THE BIBLIOGRAPHY

5.1. Introduction

- **What is a bibliography?**

This is an organised list of documentary references. It contains all the sources used during documentary research (articles, books, dictionaries, websites, etc.).

Certain rules must be observed when writing a bibliography.

The bibliography must appear at the end of all written work (course reports, dissertations, theses, documentary projects, books, etc.).

- **Goal**

- It informs the reader of the sources of information used.
- It enables the reader to find and identify the documents cited.

- **Why cite your sources?**

- Respect copyright and avoid plagiarism.
- Enhance the value of the final work (the bibliography is one of the quality criteria for a document).
- Facilitate identification and access to sources of information.
- Demonstrates a sense of professional ethics and enables the reader to verify the accuracy of the data reported or the text quoted.
- Supports and illustrates one's thoughts in relation to the ideas of others. It can also be used to prove the accuracy of statements made.

5.2. Systems for presenting a bibliography

There are several formats for writing a bibliography, varying mainly in the sequence in which the elements are presented (author(s), date, title, etc.).

5.2.1. Harvard style (author-date)

This is an "author-date" system for citations in the text and references in the bibliography (arranged alphabetically and chronologically).

5.2.2. Digital styling (Vancouver)

This is a system of numerical citations that refer to a number in the bibliography (in order of appearance in the text). References appear in numerical order. When a reference is cited several times, it retains the same numbering. This system is often adopted by journals.

5.3. Documents presentation

The wording of references differs according to the type of document cited. It has been established in accordance with standard Z 44-005, Description of bibliographic references.

A bibliographic reference:

- Varies according to the type (book, article, conference...) and medium (paper, online, CD-ROM...) of the document.
- Is made up of elements (author, title, edition, etc.) that are essential for a good listing. These elements must respect a precise order. To find the elements of a bibliographic reference, the main sources are the title and cover pages of the documents. But there are other sources (back of title page, etc.).
- Must be homogeneously presented in the style chosen for each element. Word-processing rules must be respected: no space before the period and comma, but one space after, one space before and after the semicolon and colon, no unjustified capital letters or abbreviations.

5.3.1. Printed periodical article

NAME, First name. «Title of article». Title of journal in italics. Date of publication, Volume, Number, Pagination, (DOI optional).

Example :

BOUTANA, Ilhem. MEKIDECHE, Mohamed Rachid. « Modeling of electromagnetic forming devices by finite element analysis ». Transactions on Systems, Signals & Devices. 2006, vol.2, n°2, p. 131-141.

5.3.2. Electronic periodical article

Last name, First name. "Article title. Periodical title in italics [online]. Year of publication, volume, number, pagination. Available at : <URL>. (date consulted.).

Example:

CARPENTIERI, Bruno. « Interactive Compression of Digital Data». *Algorithms* [en ligne]. 2010, vol. 3, n°1, p.63-75. Disponible sur : <http://www.mdpi.com/1999-4893/3/1/63/> (Consulté le 11/01/2012).

5.3.3. Printed Book

Last name, First name. Title in italics. Nth edition. Season. Place of publication: Publisher, year of publication, volume number, number of pages. (Collection name; collection no.). (ISBN optional)

Example:

Aguet, Michel., Ianoz, Michel. HAUTE TENSION. 2^{ieme} édition. PPUR presses polytechniques, 2001. Volume XXII. 425 pages. Traité d'électricité.

5.3.4. Electronic book

Last name, First name. Title in italics. Season [online]. Edition. Place of publication: commercial publisher, year of publication, number of pages (collection title, collection no.). Format. Available on: (date of consultation). (ISBN optional)

Example:

BLUM, Richard. *Postfix* [en ligne]. Indianapolis : Sams, 2001, 593p. Format XML. Disponible sur : <<http://proquest.safaribooksonline.com/0672321149>> (Consulté le 23/07/2009)

5.3.5. Printed book chapter

- **Book and chapter with the same author**

Last name, First name. "Chapter title. In Title of work in italics. Title. Place of publication: Publisher, Year of publication, Chapter number, Pagination.

Example:

FALZON, Pierre. Nature, « objectifs et connaissances de l'ergonomie ». In : *Ergonomie*. Paris : PUF, 2004, p.17-35.

- **Author of the chapter is different from the main author of the book**

NAME, First name (chapter author). "Chapter title. In: NAME, First name (author of book). Title in italics. Title. Edition. Place of publication: commercial publisher, year of publication, pagination (series title, series no.). (ISBN optional)

Example:

COLLET, Christophe. « Inférence bayésienne et approches markoviennes ». In : SIARRY, Patrick. *Optimisation en traitement du signal et de l'image*. Paris : Hermès, 2007, p. 221-242. (Traitement du signal et de l'image IC2)

5.3.6. Electronic book chapter (the author of the chapter is the author of the book)

NAME, First name (Chapter author). Title of chapter. In: Title of work in italics. Title [online]. Edition. Place of publication: commercial publisher, year of publication, pagination. Format. (Collection title, collection no.). Available on : (date consulted). (ISBN optional).

Example:

AMUNDSEN, Mike. « JSON Hypermedia ». In: *Building Hypermedia APIs with HTML5 and Node*. [En ligne]. New York : O'Reilly Media, Inc., 2011, p. 57- 94. Disponible sur : <http://proquestcombo.safaribooksonline.com/book/-/9781449309497/building-hypermedia-apiswith-html5-andnode/id2715616#X2ludGVybmFsX0ZsYXNoUmVhZGVyP3htbGlkPTk3ODE0NDkzMDk0OTcvOTU=> (Consultation le 16/01/2012).

5.3.7. Conference communication

Last name, First name. "Title of paper. In Conference title in italics. Conference location (Country), Volume, Number, Pagination, Conference date, ISBN (optional).

Example:

BOUTANA, Ilhem. LABIOD, Mokhtar. LEROY, Olivier. « Numerical modeling of transformer oil behavior under high voltage ». In International Middle East Plasma Science IMEPS, Antalya-Belek, Turkey, 23-25 April, 2014.

5.3.8. Printed thesis or dissertation

Last name, First name. Title of thesis in italics. Type of degree. Discipline. Place of presentation: institution of presentation, year of presentation.

Example:

BOUTANA, Ilhem. Etude et modélisation numérique tridimensionnelle des effets mécaniques du champ électromagnétique. Thèse de doctorat. Electrotechnique. Université de Jijel, 2008.

5.3.9. Electronic thesis or dissertation

Last name, First name. Thesis title in italics. [online] Discipline. Place of defense: Institution of defense, year of defense, number of pages. Available on : (date of consultation)

For example:

CID PASTOR, Angel. *Conception et réalisation de modules photovoltaïques électroniques*. [en ligne]. Toulouse : Institut national des sciences appliquées, 2006, 145p. Format PDF. Disponible sur : < <http://eprint.insa-toulouse.fr/archive/00000116/01/CIDPASTOR.pdf>> (Consulté le 15/10/2008).

5.3.10. Printed course material

Last name, First name. Title. Edition. Place of publication: Institution, year of course, number of pages.

For example:

SCOTT, Sandrine. *Mathématiques : algèbre linéaire*. Toulouse : INSA. Publications INSA 1ère année, Cours, 2009, 83p.

5.3.11. Electronic course material

Last name, First name. Title. Edition. [Online]. Place of publication: Institution, year of course, number of pages. Available on : (date of consultation).

For example:

SCOTT, Sandrine. *Mathématiques : algèbre linéaire*. [En ligne]. Toulouse : INSA. Publications INSA 1ère année, Cours, 2009, 83p. Disponible sur : <<https://intranet.insa-toulouse.fr/displayContent.do?courseId=168>> (Consulté le 20/07/2009).

5.3.12. Patent

For patents, see AFNOR Z 44-005, § 7.12.

- **Printed patent**

Last name, First name (inventor). Patent title in italics. Country or organization. Type of patent document, Patent number. Date of publication of document.

Example:

RENTZ, Alain. *Emballage souple pour produit alimentaire fluide*. Brevet FR2925465 (A1). 26 juin 2009.

- **Electronic patent**

Last name, First name. Patent title in italics. Patent number [online]. Patent date. Available on : (date of consultation).

Example:

BALDIN, Francesco. *Procédé et moule pour la fabrication de chaussures antistatiques et chaussure antistatique moulée*. Brevet PODOAN Giorgio Maria. Mould for producing organic lenses by casting. Brevet EP2074899 [en ligne] 1^{er} juillet 2009. disponible sur : <
http://fr.espacenet.com/publicationDetails/biblio?CC=EP&NR=2074899A1&KC=A1&FT=D&date=20090701&DB=fr.espacenet.com&locale=fr_FR> (Consulté le 29/07/2009)

5.3.13. Standards

STANDARD EDITOR. Standard title in italics. Standard reference. Place of publication: commercial publisher, year of publication, number of pages.

Example:

AFNOR. *Qualité environnementale des produits de construction : déclaration environnementale et sanitaire des produits de construction* = Environmental quality of construction products, environmental and health declaration of construction products = Umweltqualität von Bauprodukten, Umwelt- und Sanitäreigenschaften der Bauprodukte. Norme française NF P 01-010, Décembre 2004 : indice de classement P 01-010. 47p.

5.3.14. Decrees, laws, circulars

- **Printed decrees, laws, circulars**

AUTHOR. Title. Official journal, OJ number, publication date, pagination.

Example:

MINISTERE DE L'ECOLOGIE, DU DEVELOPPEMENT DURABLE, DU TRANSPORT ET DU LOGEMENT. Décret n° 2011-1948 du 23 décembre 2011 relatif à l'aide à l'insonorisation des logements des riverains des aérodromes mentionnés au I de l'article 1609 quater viciés A du code général des impôts. Journal Officiel n°0299 du 27 décembre 2011, p 22289

- **Electronic decrees, laws, circulars**

AUTHOR. Title. [online]. Journal officiel, n° du JO, date de publication. Available on : (date of consultation)

Example:

MINISTERE DE L'AGRICULTURE ET DE LA PECHE ET LE MINISTERE DU TRAVAIL, DES RELATIONS SOCIALES, DE LA FAMILLE ET DE LA SOLIDARITE. Arrêté du 8 décembre 2008 portant homologation de la décision n° 2008-DC-0110 de l'Autorité de sûreté nucléaire du 26 septembre 2008 relative à la gestion du risque lié au radon dans les lieux de travail; [en ligne] Journal officiel, n°0293 du 17 décembre 2008. Disponible sur : <<http://www.legifrance.gouv.fr/affichTexte.do?cidTexte=JORFTEXT000019938145>> (Consulté le 05/01/2012).

5.3.15. Websites

AUTHOR or ORGANIZATION (responsible for the site). Home page title in italics [online]. (date site created, date updated) Available on : (date of consultation).

For example:

Centre National de la Recherche Scientifique. *Laboratoire de mécanique et d'acoustique*. [en ligne]. (Modifié le 6 février 2008) Disponible sur : <<http://www.lma.cnrs-mrs.fr>> (Consulté le 05/01/2012).

5.4. Note

If the number of authors is greater than 3, cite only the first 3 followed by "et al. If the author(s) is (are) a legal entity or public body (e.g. AFNOR...), cite it (them) as author(s), but expand the acronym.

5.5. Quoting sources

5.5.1. Why cite sources?

- Respect copyright and avoid plagiarism.
- Enhance the value of the final work (the bibliography is one of the quality criteria of a document).
- Facilitate identification and access to sources of information.
- Demonstrate a sense of professional ethics and enable the reader to verify the accuracy of the data reported or the text quoted.

- Supports and illustrates one's thoughts in relation to the ideas of others. In this way, you can prove the accuracy of what you say.

5.5.2. When to quote

- When you reproduce the exact text with the precise words written by the author. That is, when you report word for word what an author has written.

- Paraphrasing. That is, when you put into your own words what another author has written;

- When images, data, statistics or graphics are integrated into a document.

5.5.3. How do you quote?

To reproduce a quotation, you must:

- Insert it harmoniously into the text.
- Respect the original punctuation, capitalization, italics and errors, if any.
- To omit a part of the text, put three dots in square brackets [...].
- Mention the bibliographical reference from which the quotation is taken, before the punctuation mark at the end of the quotation.

