

Bocconi

BACHELOR OF SCIENCE PROGRAMS

**Guidelines for bibliographic citation
and writing a bibliography**



Introduction

Bibliographic citations and bibliographies are the first requirements of every academic project. In addition to declaring the origins of the sources used, documenting the research carried out, and safeguarding intellectual property and copyright, bibliographic citation (or bibliographic reference) also allows the reader to identify and easily find the sources (books, articles, chapters, web documents, statistical data, etc.) to which the author refers. It is therefore crucial that each bibliographic reference contains the essential bibliographic data (author, title, year of publication, etc.) to ensure correct identification of the source.

The organization and the format with which the bibliographic references are presented constitute the style of the bibliographic citation. This is a standard model that must be strictly followed, as it indicates how to cite the sources both within the text and in the final bibliography.

There are different bibliographic citation styles, some of which are commonly used internationally (e.g. the Chicago Manual of Style, the Harvard System, the APA Citation Style) and they are essentially based on one of the following standards:

- ✓ **author-date**: bibliographic reference inserted in a brief form directly in the main text (**in-text citations**) + complete references in the final **bibliography**.
- ✓ **classic**: bibliographic references inserted in a brief form in a **footnote** + complete references in the final **bibliography**.

Once you have chosen a system and the relative style, it is important to use it uniformly and consistently throughout the document.

In this guide, reference is made to the author-date system, the most commonly used in scientific disciplines and in social, managerial, and economic-financial sciences. The classic system is more common in the humanities.



A) THE IN-TEXT CITATION

Give just the surname of the author/s and the year the work was published, separated by a comma, are inserted directly into the text:

The concept of the 'grounded theory building' (Glaser and Strauss, 1967) provides a detailed comparative method to develop theories, beginning with the inductive study of cases.

If the name of the author is already in the text (e.g. as the subject or object of a sentence), only the year of publication is required.

Famous examples of research based on case studies include the description proposed by Selznick (1949) of the TVA, or the study of the Cuban Missile Crisis by Allison (1971).

If the concept expressed refers to a document by more than one author, all the references are inserted in parentheses in alphabetical order, separated by a semi-colon. If there are various authors to which the concept can be linked, and if, for the sake of simplicity, only some examples are cited, their names will be preceded by "e.g.":

Case studies may concern one or more cases and numerous levels of analysis (e.g. Eisenhardt, 1989a; Yin, 1984).

If the author wishes to include an original excerpt from a source, copying it verbatim, the exact phrase must be presented in quotation marks. If the citation in quotation marks is a part of the cited text, the number or numbers of the page/s where the cited text can be found must be added, together with the indication of the author/date:

As noted by Bettenhausen e Murnighan (1986, p.352-3): "we observed the results of an experiment on group decision-making processes and the formation of coalitions..."

If there are more than 3 authors, it is sufficient to include the surname of the first author followed by "et al.", in italics (et al. is the abbreviation of "et alii" - "and others"):

(Bickman et al., 1998)

As sustained by Bickman et al. (1998)

B) THE BIBLIOGRAPHY

The bibliography is the **list of all the sources** cited in the text and used to prepare the project, each of which is given with **all the bibliographic data necessary** to identify and locate it. All documents correspond to a specific set of bibliographic data. All bibliographic references are then organized by author (or by title, if the authors' names are not included).

To save time and optimize the preparation of the bibliography, it is advisable to take note of the various sources as they are used, recording all the bibliographic data that will be



required. Specific tools (citation managers) available online can collect information and bibliographic data on the documents found and automatically create a bibliography based on the different bibliographic citation styles. One of these tools, RefWorks, can be accessed online on the library website by all Bocconi/SDA staff and students.

Author and year of publication

The indication of the author (or authors) and of the year of publication is the same for all source types (articles, books, chapters, web documents, etc.):

- surname and initial of the author/s' name;
- if there are 2 or 3 authors, the last one is separated by "and" or "&;
- if there are more than 3 authors, it is sufficient to include the surname of the first author followed by "et al.", in italics (et al. is the abbreviation of "et alii" - "and others");
- if the publication has an editor (or editors), indicate the surname and initials of the editor(s) followed by "(Edited by)". In there are 2, 3 or more authors, the same rules apply as for the single author;
- if the author is an organization (e.g. a public sector body, agency, company), include the name of the organization;
- the year of publication is given after the author/editor, between parentheses, followed by "a", "b" etc. if there are multiple documents by the same author published in the same year.

Examples:

Peacock, A. (2000)
 Antonietti, R. and Loi, M. (2014)
 Caprara, G. V. et al. (2001)
 Barbaranelli, C. and Vecchione, M. (2003a)
 Barbaranelli, C. and Vecchione, M. (2003b)
 Tooley, J. (edited by) (2001)
 European Environment Agency (2005)
 ISTAT (2010)
 Nikon Corp. (2016)

Examples by type of document

The examples given here refer to the most common types of document.



Articles published in scientific journals

Bibliographic data to be cited:

- Author/s
- Year of publication
- Title of the article
- Title of the journal
- Volume
- Issue number
- First and last page numbers of the article

Eisenhardt, K.M. (1989a). "Building theories from case study research". *Academy of Management Review*, 14(4): 532-550.

Eisenhardt, K.M. (1989b). "Making fast strategic decisions in high-velocity environments". *Academy of Management Journal*, 32(3): 543-576.

Bloch, P.H, Sherrell, D.L.and Ridgway, N.M. (1986). "Consumer search: an extended framework". *Journal of Consumer Research*, 13(1): 119-126.

Books

Bibliographic data to be cited:

- Author/s
- Year of publication
- Title of the book
- Edition (only if the 2nd or successive edition)
- If necessary, the title of the work in its original language (optional; between parentheses)
- Place of publication
- Publisher

Bailey, K.D. (1995). *Metodi della ricerca sociale*. 2. Italian edition. (Original edition: *Methods of social research*, New York: The Free Press, 1982). Bologna: Il Mulino.

Iraldo, F. and Melis, M. (2012). *Green marketing: come evitare il greenwashing comunicando al mercato il valore della sostenibilità*. Milan: Gruppo24Ore

European Environment Agency. (2005). *The European environment: state and outlook 2005*. Luxembourg: Office for Official Publications of the European Communities

Chapters in books edited by other authors

Bibliographic data to be cited:

- Author/s of the chapter



- Year of publication
- Title of the chapter
- Editor/s of the book containing the chapter, with the indication "(Edited by)"
- Title of the book containing the chapter
- Edition (only if the 2nd or successive edition)
- Place of publication
- Publisher
- First and last page numbers of the chapter

Bickman, L., Rog, D.J., and Hedrick, T.E. (1998). "Applied research design: A practical approach". In: L. Bickman, e D.J. Rog (Edited by) Handbook of applied social research methods. Thousand Oaks, CA: Sage, pp. 5-37

Working Papers

Bibliographic data to be cited:

- Author/s
- Year of publication
- Title and subtitle of the WP
- Title of the series of the WP and number of the WP (if applicable)
- Editor/Place of publication

Easton, G. (2004). One case study is enough. Working Paper. Lancaster University.

Han, S-K., and Moen, P. (1998). Clocking out: Multiplex time in retirement. BLCC Working Paper, n.98-3, Cornell University.

Documents available online or in electronic/digital formats

Information and documents found and consulted online (articles, data, website pages, blogs, audio files, video files, slides, etc.) must also be cited. In addition to the same bibliographic data (author, title, ...) required for printed documents, sufficient information must be provided to allow online consultation even with specific devices (e.g. an e-reader to read e-books):

- link/URL
- data of last access
- if necessary, the format/type of resource (e.g. audio, video, EPUB file, etc.)



1. Article in an online scientific journal

Naik, P.A. and Peters, K. (2015). "True Synergy for Real Effects: How to Control Integrated Marketing Successfully". *GfK Marketing Intelligence Review*, 7(1): 34-41. <<http://dx.doi.org/10.1515/gfkmir-2015-0005>> [last access: 10/09/18]

2. E-book available online

Viesti, G. and Prota, F. (2009). *Le nuove politiche regionali dell'Unione Europea*. Bologna, Il Mulino. <<http://www.darwinbooks.it/doi/10.978.8815/142856>> [last access: 10/09/18]

3. E-books that can be consulted with e-readers

Ravazzoni, R. (2011). *Liberare la concorrenza: lo stato dell'arte delle liberalizzazioni nel terziario in Italia*, Milan, Egea. EPUB File

NB – Here the URL is not indicated because this is a publication that can be consulted off-line using a mobile device (e.g. an e-reader).

4. Video

Ferroni, G. (1950). *Incontro con la Olivetti*. Archivio Nazionale Cinema d'Impresa. Video. <<https://www.youtube.com/watch?v=iobjKjjiJy4>> [last access: 10/09/18]

5. Single web page

Scarpetta, S. and Hijzen, A. (2014). "Articolo 18, l'effetto è sul contratto". *Lavoce.info*, 30 December. <<http://www.lavoce.info/archives/32176/articolo-18-leffetto-contratto>> [last access: 10/09/18]

6. Website

When the citation does not refer to a specific web page (see example No. 5, above) but the website as a whole, (e.g. a company website.):

FIAT. <<http://www.fiat.it>> [last access: 10/09/18]

