**Style Guide for the references and country names (English)**

***Africa’s Development Dynamics 2022* report**

Latest revision 13 April 2021

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## 1. Referencing: Sources and citations

A complete list of references must be provided for all sources cited in the text, and should appear at the end of each chapter (not at the end of the book).

**Note** ❯ Sources for tables, figures and boxes can appear in shortened form, as long as the source is cited in full in the list of references.

### Four golden rules

1. Proper citation and sourcing enables the reader to access the material you have referenced.
2. Consistency in citations is essential.
3. Fully citing your sources while drafting will save time.
4. The author-date system (Author, year) is used for in-text citations. The short-title system is used for sources. The list of references must provide all citations in full (see sections below).

If you cite OECD publications, please include the DOI (digital object identifier) available in the OECD publication database (Kappa). Prefix the DOI with “http:// dx .doi .org/” to ensure an active link.

### In-text citations

For OECD publications, as well as for working and policy papers, use the (Harvard) author-date system for in-text citations, and ensure that the full citation appears in the list of references . Do not place author-date citations in endnotes .

|  |  |
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| **rules** | **examples** |
| References are cited in the text using the author’s surname and the year of publication between parentheses. | **(Rodrik, 2017)** |
| When the author’s name is mentioned in the text, only the publication year should be cited in parentheses. | **“Studies undertaken by Rodrik (2012) found that...”** |
| Where several works are cited, each author entry is separated by a semicolon. | **(FAO, 2011; OECD, 2011, 2010; Smith, 2012a,**  **2012b)** |
| For more than three authors, the in-text reference should cite the first author followed by “et al.”. | **(Bates et al., 2011)** |
| For forthcoming titles, the in-text reference should provide the author’s surname followed by “forthcoming”. | **(Rimmele, forthcoming)** |
| Page numbers can also be included. | **(OECD, 2013: 72)** |

### General guidelines

As a general rule, every bibliographical entry in the list of references should contain:

* author’s surname, initials
* year of publication (in parentheses, followed by a comma)
* title of the work:
  + in italics and initial caps for books, journal titles or databases
  + in roman text, sentence case and quotation marks for parts within a larger work
* title of the series and edition (as appropriate)
* publisher
* place of publication (city)
* **•** DOI or URL .

*Example:*

* AUC/OECD (2018), *Africa's Development Dynamics 2018: Growth, Jobs and Inequalities*, African Union Commission, Addis Ababa / OECD Publishing, Paris, <https://doi.org/10.1787/9789264302501-en>.
* IMF (2017), *Regional Economic Outlook: Sub-Saharan Africa, Fiscal Adjustment and Economic Diversification*, International Monetary Fund, Washington, DC. www.imf.org/en/Publications/REO/SSA/Issues/2017/10/19/sreo1017
* OECD (2016), *Multi-dimensional Review of Côte d'Ivoire: Volume 3. From Analysis to Action*, OECD Development Pathways, OECD Publishing, Paris, <https://doi.org/10.1787/9789264258501-en>.
* World Bank (2011), “Executive summary”, in *Doing Business Report 2012*, World Bank, Washington, DC.

**Note ❯** Book, journal and database titles are capitalised using title case; all other titles and headings should be in sentence case. See the different citation examples below for correct capitalisation and punctuation.

Do not capitalise definite articles, indefinite articles, auxiliaries, conjunctions and prepositions in a book or journal title unless they are the first word of the title or immediately following a colon, or part of a proper name (e.g. The Economist).

Bibliographic entries should be provided in alphabetical order, according to the authors’ surnames.

|  |  |  |
| --- | --- | --- |
| Works by the same author are listed in the bibliography in descending chronological order. | | **OECD (2012)...**  **OECD (2011)...**  **OECD (2010)...** |
| Where there are two or more publications by the same author and the years of publication are the same, a lower-case “a” should feature after the date in the first entry, “b” in the second, and so on, listed in the order in which they appear in the text. | | **Hall, C. (2011a)...**  **Hall, C. (2011b)...** |
| Particles such as “de”, “von” or “van” should be considered part of the surname and ordered alphabetically according to the first letter of the particle. | | **van den Plas, B.... should be placed at “V” (not “P”)** |
| When referencing the editor(s) of a work, the name(s) should be followed by “(ed.)” or “(eds.)”.  **note** ❯ Original works by an author precede works edited by the same person. | | **Hall, C.M. and L. Sharples (eds.) (2008), *Food and Wine Festivals and Events around the World: Development, Management and***  ***Markets,* Butterworth Heinemann, Oxford.** |
| Where the author is also the publisher, the name should be fully spelled out in the second instance only. | | **FAO (2010), *Global Forces Resources Assessment: Key Findings,* Food and Agriculture Organization, Rome.** |
| Where the author is an institution, use the acronym or abbreviation.  **note** ❯ all acronyms and abbreviations should be fully spelled out on first occurrence in all chapters, articles and web pages, and a complete list should be provided in the front matter of each publication. | **IEA (2010), *Renewables Information 2010*,** [**IEA/OECD Publishing, Paris, http://dx.doi. org/10.1787/renew-2010-en.**](http://dx.doi.org/10.1787/renew-2010-en)  **OECD/FAO (2011), *OECD-FAO Agricultural***  ***Outlook 2011-2020*, OECD Publishing,** [**Paris, http://dx.doi.org/10.1787/ agr\_outlook-2011-en**.](http://dx.doi.org/10.1787/agr_outlook-2011-en) | |
| If you reference a general Internet site, include the date of access. | **UK Government Department for Education** [**(2013), Schools website, www.education.gov. uk/schools (accessed 25 April 2013).**](http://www.education.gov.uk/schools) | |

### Citation of a complete work

|  |  |
| --- | --- |
| Second and subsequent names should be presented as shown in the example, i.e. initial or first name, followed by surname. | **Boswijk, A., T. Thijssen and E. Peelen**  **(2005), *A New Perspective on the Experience***  ***Economy: Meaningful Experiences*, The European Centre for the Experience Economy, the Netherlands.** |
| In some cases, it makes sense to spell out authors’ first names as well as last names, e.g. when a last name is very common in a particular country. Keep in mind that Korean names often begin with the surname. | **Kim, Joon Kyung, Yangseon Kim and Chung H. Lee (2006), *Trade,* *Investment and Economic Interdependency between South Korea and China*, Korea Development Institute and East-West Center, University of Hawaii, Honolulu.** |
| For more than three authors, just cite the first name followed by “et al.”. | **Beynet, P. et al. (2011), “Restoring fiscal sustainability in Spain”, *OECD Economics***  ***Department Working Papers*, No. 850,** [**OECD Publishing, Paris, http://dx.doi. org/10.1787/5kgg9mc37d8r-en.**](http://dx.doi.org/10.1787/5kgg9mc37d8r-en) |

### Citation of part of a work

|  |  |  |
| --- | --- | --- |
| For a chapter in a book, cite the title in quotation marks and in roman type, followed by “in”, then the title of the book itself in italics and initial caps. | **OECD (2011), “The many dividends from structural reform”, in *Economic Policy Reforms 2011: Going for Growth*, OECD** [**Publishing, Paris, http://dx.doi.org/10.1787/ growth-2011-1-en.**](http://dx.doi.org/10.1787/growth-2011-1-en) | |
| Articles in journals and periodicals follow a similar format, but without “in”. Be sure to include volume and issue numbers.  **note** ❯ For convenience, the usual abbreviations should be used for explanatory information such as volume, issue and page numbers. These should be given in English, regardless of the publication language. | | **Plummer, R. et al. (2005), “Beer tourism in Canada along the Waterloo-Wellington Ale Trail”, *Tourism Management*, Vol. 26/3, Elsevier, Amsterdam, pp. 447-458.**  **Blume, D. and F. Alonso (2007), “Institutional investors and corporate governance in Latin America: Challenges, promising practices and recommendations”, *Financial Market Trends*, Vol. 2007/2, OECD**  [**Publishing, Paris, http://dx.doi.org/10.1787/ fmt-v2007-art15-en.**](http://dx.doi.org/10.1787/fmt-v2007-art15-en)  **Lübkert, P. (2011), “Greening the OECD”, *OECD Observer*, No. 284, OECD Publishing, Paris, www.oecdobserver.org/news.** |
| A working paper | | **Paunov, C. (2013), “Innovation and inclusive development: A discussion of the main policy issues”, *OECD Science, Technology and Industry Working Papers*, No. 2013/01,** [**OECD Publishing, Paris, http://dx.doi. org/10.1787/5k4dd1rvsnjj-en.**](http://dx.doi.org/10.1787/5k4dd1rvsnjj-en)  **Bouis, R. et al. (2012), “The short-term effects of structural reforms: An empirical analysis”,**  ***OECD Economics Department Working***  ***Papers*, No. 949, OECD Publishing, Paris, http://dx.doi.org/10.1787/5k9csvk4d56d-en.** |
| A book in a series **note** ❯ The series title is not italicised. | | **OECD (2012), *Connected Minds: Technology and Today’s Learners*, Educational Research and Innovation, OECD Publishing, Paris, http://dx.doi.org/10.1787/9789264111011-en.**  **Colombo, F. et al. (2011), *Help Wanted?***  ***Providing and Paying for Long-Term***  ***Care*, OECD Health Policy Studies,** [**OECD Publishing, Paris, http://dx.doi. org/10.1787/9789264097759-en.**](http://dx.doi.org/10.1787/9789264097759-en) |

### Citation of a dataset or table

|  |  |
| --- | --- |
| A dataset | **OECD (2014), “OECD Economic Outlook No. 95”, *OECD Economic Outlook: Statistics*** [***and Projections* (database), http://dx.doi. org/10.1787/data-00688-en (accessed on**](http://dx.doi.org/10.1787/data-00688-en) **04 July 2014).** |
| A table | **OECD (2014), “Income tax plus employee contributions, 2013”, in *Taxing Wages*** [***2014*, OECD Publishing, Paris, http://dx.doi. org/10.1787/tax\_wages-2014-table52-en.**](http://dx.doi.org/10.1787/tax_wages-2014-table52-en) |

### Sources of figures, tables and boxes

The short-title system is used for source citations, with the complete citation in the list of references .

|  |  |
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| Always provide the source and its URL, whether OECD or otherwise, beneath the table or figure, but provide the complete bibliographic information in the reference section. | ***Source:* OECD (2014), *OECD Economic***  ***Outlook: Statistics and Projections* (database), http://dx.doi.org/10.1787/data-00688-en.** |
| If the data presented in table or figure come from calculations based on other data, clarify this in the source field. | ***Source:* Adapted from OECD (2012), *OECD*** [***Environmental Outlook to 2050*, http://dx.doi. org/10.1787/9789264122246-en.**](http://dx.doi.org/10.1787/9789264122246-en) |

**notes** ❯ If the data stem from OECD work that is not accessible to the general public and are published for the first time in the work at hand, the publication itself is the source for the data . Thus, no source should be given below the figure or table (as it would be the title of the publication) . The mention “Source: OECD” must not be used .

❯ Third-party (non-OECD) material (large blocks of text, figures, tables, etc .) should be properly cited and included in the publication only following copyright clearance from the publisher or author granting permission to reproduce . In some cases (photographs or images), a caption or credit should also appear in an acknowledgements section .

### Citation of unpublished material

Unpublished material refers to all content (brochures, conference papers, declassified OLIS documents, etc .) that does not have an ISBN, an ISSN or a DOI, but often for which a URL can be provided:

**Smets, D. (2013), “Fiscal governance framework: The importance of credibility”, presentation at the high-level roundtable on the optimal design** [**of fiscal consolidation programmes, Frankfurt am Main, 8 April 2013, www. ecb.int/events/conferences/shared/pdf/20130408\_roundtable/Presentation\_ Smets.pdf?aed84e252b3dba60f9440e09b075d5ff.**](http://www.ecb.int/events/conferences/shared/pdf/20130408_roundtable/Presentation_Smets.pdf?aed84e252b3dba60f9440e09b075d5ff)

**Adams, J., K. Gurney and S. Marshall (2007), “Patterns of international collaboration for the UK and leading partners”, report commissioned** [**by the UK Office of Science and Innovation, Evidence Ltd, June, http:// image.guardian.co.uk/sys-files/Education/documents/2007/07/13/ OSICollaborationSummaryRepo.pdf.**](http://image.guardian.co.uk/sys-files/Education/documents/2007/07/13/OSICollaborationSummaryRepo.pdf)

**note** ❯ Avoid citing documents that are not available to the public . For OECD documents, if the author’s name is not stated explicitly, the author should be indicated as “OECD” in addition to the publisher:

**OECD (2011), “Towards Green Growth: A Summary for Policy Makers” (brochure), OECD, Paris, www.oecd.org/greengrowth/48012345.pdf.**

To reference a work that has been submitted for publication but is not yet published, use “forthcoming” and include the journal or publication in which the article or chapter will be published.

### References in a language other than English or French

|  |  |
| --- | --- |
| For third language titles, the officially translated English or French reference information should be provided in parentheses, and in italics, directly following the original title. | **OECD/ECLAC (2012), *Perspectivas Económicas de América Latina 2012:***  ***Transformación del Estado para el Desarrollo (Latin American Economic Outlook 2012:***  ***Transforming the State for Development)*, OECD Publishing, Paris, http://dx.doi.org/10.1787/leo-2012-es**. |
| In cases in which the title has not been formally published in English or French, an unofficial translation can be provided, in roman type, in brackets. | **University of Helsinki (2008), “HY,**  **Hanken ja Arcada tiivistävät yhteistyötä”**  **[Helsinki University, Hanken and Arcada to Intensify Co-operation],** [**www.helsinki.fi/ajankohtaista/ uutisarkisto/4-2008/22-15-56-35**](http://www.helsinki.fi/ajankohtaista/uutisarkisto/4-2008/22-15-56-35) **(accessed 18 March 2009).** |

### References for legal documentation

[Many countries maintain style](http://oecdshare.oecd.org/SGE/SITES/LEGALINFO) guides for their national printing offices as well as online databases of legislation . These are generally free of charge and easily found through a web search. For information on how to correctly cite legislation, legal codes, case law and other legal [documentation, please consult for example http://oecdshare . oecd .org/SGE/SITES/LEGALINFO .](http://oecdshare.oecd.org/SGE/SITES/LEGALINFO)

### Internet references

Systematically provide URLs and ensure that links are active. In manuscripts, these should appear as they are displayed in MS Word: blue, underlined and in roman type. If an Internet address comes at the end of the sentence, it should always be followed by a full stop.

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| When providing “www”-based Internet addresses, we suggest deleting “http://” (which stands for hypertext transfer protocol) because this protocol is implied. | **OECD (2012), OECD Better Life Index, www.**  **oecdbetterlifeindex.org.** | |
| If there is no “www” in the electronic address, then the “http://” should be kept. | **OECD (2012), *Better Skills, Better Jobs, Better Lives: A Strategic Approach to Skills Policies*,** [**OECD Publishing, Paris, http://dx.doi. org/10.1787/9789264177338-en.**](http://dx.doi.org/10.1787/9789264177338-en) | |
| If another protocol is used (“ftp” or other), it must be kept. | | **FAO (2006), *The State of Food and Agriculture***  ***2006: Food Aid for Food Security?* Food and** [**Agricultural Organization, Rome, ftp://ftp. fao.org/docrep/fao/009/a0800e/a0800e.pdf**](ftp://ftp.fao.org/docrep/fao/009/a0800e/a0800e.pdf)**.** |
| If you reference a general Internet site, include the date of access. | | **UK Government Department for Education** [**(2013), Schools website, www.education.gov. uk/schools (accessed 25 April 2013).**](http://www.education.gov.uk/schools) |
| Avoid citing several lines of Internet code; cite just enough of the electronic address to allow the reader to access the reference; for example, cite the parent page. | | **OECD (2012), “OECD work on green growth”, www.oecd.org/greengrowth (accessed 10 February 2012).** |
| Avoid citing undated material. If no date is available, use the abbreviation “n.d.” in place of the year and include the date of access. | | **Johannesburg Stock Exchange (n.d.), “The JSE Socially Responsible Investment Index”,** [**webpage, www.jse.co.za/About-Us/SRI/ Introduction\_to\_SRI\_Index.aspx (access**](http://www.jse.co.za/About-Us/SRI/Introduction_to_SRI_Index.aspx)**ed 11 January 2013).** |

### Social media

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| A blog post | **Lee, N. (24 May 2012), “Getting ahead of the curve: Skills policy in a changing global economy”, OECD Insights blog, http:// oecdinsights.org/2012/05/24/getting-aheadof-the-curve-skills-policy-in-a-changingglobal-economy/**. |
| A tweet | **@OECD (24 May 2012), “Like our Better Life Index? Embed it into your website** [**or blog”, https://twitter.com/OECD/ status/205759037860610048**.](https://twitter.com/OECD/status/205759037860610048) |
| A video | **OECD YouTube channel (24 May 2012),**  **“Russian Federation joins OECD Nuclear** [**Energy Agency”, www.youtube.com/ watch?v=TIQlw3xZz2A.**](http://www.youtube.com/watch?v=TIQlw3xZz2A) |

**note** ❯ It is best practice to include a direct link to the social media content .

## 2. Country names, codes and currencies

### List of African countries

|  |  |  |
| --- | --- | --- |
| Code ISO3 | Short name | Long name in listings |
| DZA | Algeria | Algeria |
| AGO | Angola | Angola |
| BEN | Benin | Benin |
| BWA | Botswana | Botswana |
| BFA | Burkina Faso | Burkina Faso |
| BDI | Burundi | Burundi |
| CPV | Cabo Verde | Cabo Verde |
| CMR | Cameroon | Cameroon |
| CAF | Central African Republic | Central African Republic |
| TCD | Chad | Chad |
| COM | Comoros | Comoros |
| COG | Congo | Republic of the Congo |
| CIV | Côte d’Ivoire | Côte d’Ivoire |
| COD | DRC | Democratic Republic of the Congo |
| DJI | Djibouti | Djibouti |
| EGY | Egypt | Egypt |
| GNQ | Equatorial Guinea | Equatorial Guinea |
| ERI | Eritrea | Eritrea |
| SWZ | Eswatini | Kingdom of Eswatini |
| ETH | Ethiopia | Ethiopia |
| GAB | Gabon | Gabon |
| GMB | Gambia | Gambia |
| GHA | Ghana | Ghana |
| GIN | Guinea | Guinea |
| GNB | Guinea-Bissau | Guinea-Bissau |
| KEN | Kenya | Kenya |
| LSO | Lesotho | Lesotho |
| LBR | Liberia | Liberia |
| LBY | Libya | Libya |
| MDG | Madagascar | Madagascar |
| MWI | Malawi | Malawi |
| MLI | Mali | Mali |
| MRT | Mauritania | Mauritania |
| MUS | Mauritius | Mauritius |
| MAR | Morocco | Morocco |
| MOZ | Mozambique | Mozambique |
| NAM | Namibia | Namibia |
| NER | Niger | Niger |
| NGA | Nigeria | Nigeria |
| RWA | Rwanda | Rwanda |
| STP | São Tomé and Príncipe | São Tomé and Príncipe |
| SEN | Senegal | Senegal |
| SYC | Seychelles | Seychelles |
| SLE | Sierra Leone | Sierra Leone |
| SOM | Somalia | Somalia |
| ZAF | South Africa | South Africa |
| SSD | South Sudan | South Sudan |
| SDN | Sudan | Sudan |
| TZA | Tanzania | United Republic of Tanzania |
| TGO | Togo | Togo |
| TUN | Tunisia | Tunisia |
| UGA | Uganda | Uganda |
| ZMB | Zambia | Zambia |
| ZWE | Zimbabwe | Zimbabwe |