

Editorial Manual | Footnotes and other references

Editorial Manual (/dgacm/en/content/editorial-manual)
Footnotes and other references (/dgacm/en/content/editorial-manual/footnotes/index)

X. Reference lists and bibliographies

- A. Author-date system
- B. Keyed references
- C. General bibliographies and lists of sources

Reference lists and bibliographies are placed at the end of the text, normally after any annexes. In a publication containing articles or chapters by different authors, a separate reference list may be inserted after each article or chapter.

A. Author-date system

- How to cite sources
- Author-date reference lists
- Style of entries in the list
- Order of entries in the list
- Author-date references in explanatory footnotes

The author-date system can be used instead of footnotes in publications and technical reports to cite the sources used in preparing the text.

How to cite sources

A source is cited by giving the last name of the author or editor and the year of publication in the text within parentheses. The full reference is included in an alphabetical list placed at the end of the text (see **Author-date system/Author-date reference lists**). More than one work can be cited in a single parenthetical reference.

Example:

Text references:

Available studies have shown that about 70 per cent of income inequality among all the people of the world is explained by differences in incomes between countries and 30 per cent by inequality within countries (Bourguignon and Morrisson, 2002; Milanovic, 2005).

Corresponding entries in reference list:

Bourguignon, François, and Christian Morrisson (2002). Inequality among world citizens, 1820–1992. *American Economic Review*, vol. 92, No. 4 (September).

Milanovic, Branko (2005). *Worlds Apart: Measuring International and Global Inequality*. Princeton, New Jersey: Princeton University Press.

When the author's name is mentioned directly in the text, only the year is given in parentheses.

Example:

Waldon (1998) found that infant mortality is

Specific parts of a source. Citation of a specific part of a source (paragraph, table, chapter or page) is included in the text reference.

I. Introduction (/dgacm/en/content/editorial-manual/footnotes/chap-01)

II. General instructions on footnotes and text notes (/dgacm/en/content/editorial-manual/footnotes/chap-02)

III. United Nations sources (/dgacm/en/content/editorial-manual/footnotes/chap-03)

IV. Outside sources (/dgacm/en/content/editorial-manual/footnotes/chap-04)

V. Repeated references (/dgacm/en/content/editorial-manual/footnotes/chap-05)

VI. Permission footnotes (/dgacm/en/content/editorial-manual/footnotes/chap-06)

VII. Explanatory footnotes (/dgacm/en/content/editorial-manual/footnotes/chap-07)

VIII. Cross references (/dgacm/en/content/editorial-manual/footnotes/chap-08)

IX. Footnote indicators (/dgacm/en/content/editorial-manual/footnotes/chap-09)

X. Reference lists and bibliographies (/dgacm/en/content/editorial-manual/footnotes/chap-10)

Example:

Text references:

In developing countries, the proportion of older people living alone was much smaller (United Nations, 2005b, table II.3).

It has been estimated that by 2020 the United States could face a shortage of 800,000 nurses and 200,000 doctors (Garrett, 2007, p. 15).

Corresponding entries in reference list:

Garrett, Laurie (2007). The challenge of global health. *Foreign Affairs*, vol. 86, No. 1 (January/February), pp. 14–38.

United Nations (2005b). *Living Arrangements of Older Persons around the World*.

Institutional authors. In references to United Nations publications, the United Nations is given as author. When other organizations are given as author, the names can be abbreviated in the parenthetical text reference if they have been defined in the text or a list of abbreviations at the beginning of the text. The names are spelled out in the corresponding entries in the reference list.

Example:

Text references:

Since a country's loss of access to markets for international banks or bond markets spreads to other sources of financing, an across-the-board market closure may follow (United Nations, 2005).

One study found an average cost of lost output of 18.8 percentage points of GDP per crisis during 26 banking and currency crisis episodes in emerging market economies in Latin America and Asia during the 1980s and 1990s (IMF, 1998, table 15).

Corresponding entries in reference list:

International Monetary Fund (1998). *World Economic Outlook: Financial Crises – Causes and Indicators*. Washington, D.C.

United Nations (2005). *World Economic and Social Survey 2005: Financing for Development*.

Note: "United Nations publication" is omitted when the United Nations is given as author, as shown in the previous example.

United Nations masthead documents are normally cited in the text by document symbol (see [United Nations sources/Masthead documents](https://www.un.org/dgacm/en/content/editorial-manual/footnotes/chap-03#A) (<https://www.un.org/dgacm/en/content/editorial-manual/footnotes/chap-03#A>)) and need not be included in the reference list.

Sources of figures and tables. The source of a figure or table can be given in full in a source note directly below the figure or table (see [Tables/Notes to tables](https://www.un.org/dgacm/en/content/editorial-manual/tables#ntt) (<https://www.un.org/dgacm/en/content/editorial-manual/tables#ntt>))) and omitted from the reference list or it may be cited in author-date style, as shown in the following example, and included in the reference list. The same style should be followed throughout a publication.

Example:

Author-date source note below table:

Source: United Nations Conference on Trade and Development (2005).

Corresponding entry in reference list:

United Nations Conference on Trade and Development (2005). *Trade and Development Report 2005: New Features of Global Interdependence*.

Author-date reference lists

The alphabetical reference list is placed at the end of the publication after any annexes and is normally headed "References". It must include complete reference information for every author-date citation given in the text.

Additional sources consulted by the author may be included in the list if they provide important supplementary information. United Nations masthead documents, which are cited by document symbol in a text note, are not normally included in the list but can be included when necessary.

The entries in the list are not numbered. They are arranged alphabetically by the last name of the author or editor. A work by an institutional author is alphabetized by the first word in the full official name, excluding articles.

Style of entries in the list

The elements included in an author-date reference are the same as those in a footnote reference (see [United Nations sources](https://www.un.org/dgacm/en/content/editorial-manual/footnotes/chap-03) (<https://www.un.org/dgacm/en/content/editorial-manual/footnotes/chap-03>) and [Outside sources](https://www.un.org/dgacm/en/content/editorial-manual/footnotes/chap-04) (<https://www.un.org/dgacm/en/content/editorial-manual/footnotes/chap-04>)) but the style of the entries in a reference list differs from footnote style in several ways:

- The name of the author or editor is inverted (last, first and middle names).
- The year of publication immediately follows the author and is given in parentheses.
- Titles of articles, internal documents, research reports, unpublished works and material from a website 50 pages or less are not enclosed in quotation marks.
- Publishing data and symbols are not enclosed in parentheses. A colon separates the place of publication and the publisher.
- The main elements in the reference (e.g. author/date, title of article, title of book and publishing data) are separated by a period (full stop). The title, volume and issue of a periodical are separated by commas, with the month or season in parentheses when there is an issue number.

In a multi-author work, the names of the second and third authors are not inverted. For works by more than three authors, the name of the first author is followed by "and others".

When an organization is both author and publisher (i.e. no separate publishing office is indicated on the title page), the name is given in the author's place and omitted from the publishing data. The name of the organization is normally spelled out, not abbreviated.

The first line of each reference in the list is typed at the left margin. Subsequent lines are indented at least two spaces and blocked.

Examples:

Book, one author:

Milanovic, Branko (2005). *Worlds Apart: Measuring International and Global Inequality*. Princeton, New Jersey: Princeton University Press.

Book, two editors; volume number and title:

Moran, Theodore H., and Gerald T. West, eds. (2005). *International Political Risk Management*, vol. 3, *Looking to the Future*. Washington, D.C.: World Bank.

Book, more than three authors; part of a series:

Stiglitz, Joseph, and others (2006). *Stability with Growth: Macroeconomics, Liberalization and Development*. Initiative for Policy Dialogue Series. Oxford: Oxford University Press.

E-book:

Rao, J.N.K. (2005). *Small Area Estimation*. Wiley Series in Survey Methodology. New York: Wiley & Sons.
E-book.

Publication, organization as author and publisher:

United Nations Educational, Scientific and Cultural Organization (2000). *Final Report of the World Education Forum, Dakar, Senegal, 26–28 April 2000*. Paris.

United Nations publication:

United Nations (2007). *World Economic and Social Survey 2007: Development in an Ageing World*.

Note: "United Nations publication" is omitted when the United Nations is given as author.

United Nations masthead document:

United Nations, Security Council (2008). Final report of the Group of Experts on the Democratic Republic of the Congo. 12 December. S/2008/773.

Note: The name of the intergovernmental body to which the document was submitted is given after "United Nations" and before the year. Documents submitted by special rapporteurs are normally listed with the United Nations as author; the name of the special rapporteur appears in the descriptive title of the report, as shown in the following example:

United Nations, Human Rights Council (2008). Report of the Special Rapporteur on the situation of human rights in the Sudan, Sima Samar. 2 September. A/HRC/9/13.

Publication by a United Nations regional commission, issued as a United Nations publication:

United Nations, Economic Commission for Latin America and the Caribbean (2005). *The Millennium Development Goals: A Latin American and Caribbean Perspective*. United Nations publication.

Publication by a United Nations specialized agency, issued as a United Nations publication:

United Nations Conference on Trade and Development (2005). *Trade and Development Report 2005: New Features of Global Interdependence*. United Nations publication.

Publication by a United Nations programme, published externally:

United Nations Development Programme (2006). *Human Development Report 2006: Beyond Scarcity – Power, Poverty and the Global Water Crisis*. Basingstoke, United Kingdom: Palgrave Macmillan.

Article by individual authors in a United Nations publication:

Bovenkerk, Frank, and Bashir Abou Chakra (2005). Terrorism and organized crime. *Forum on Crime and Society*, vol. 4, Nos. 1 and 2. United Nations publication.

Government publication with ministry or department as author and publisher:

Namibia, Ministry of Labour (2001). *Namibia Labour Force Survey 1997*. Windhoek.

Government publication with ministry or department as author and separate publisher:

United Kingdom, Department for Education and Skills (2007). *Care Matters: Time for Change*. London: Stationery Office.

Government publication by individual author:

Stanecki, Karen A. (2004). *The AIDS Pandemic in the 21st Century*. United States Census Bureau, International Population Reports, Series WP02-2. Washington, D.C.: United States Government Printing Office.

Working paper or research report in a published series:

Straub, Stephane (2008). Infrastructure and growth in developing countries: recent advances and research challenges. Policy Research Working Paper, No. 4460. Washington, D.C.: World Bank.

Article or chapter by individual authors in a book:

Calderón, César, and Luis Servén (2003). Latin America's infrastructure in the era of macroeconomic crises. In *The Limits of Stabilization: Infrastructure, Public Deficits and Growth in Latin America*, William Easterly and Luis Servén, eds. Palo Alto, California: Stanford University Press; Washington, D.C.: World Bank.

Article in a periodical:

Bloom, David E. (2007). Governing global health. *Finance and Development*, vol. 44, No. 4 (December).

Barr, Nicholas, and Peter Diamond (2006). The economics of pensions. *Oxford Review of Economic Policy*, vol. 22, No. 1 (Spring), pp. 15–39.

Note: Inclusive page numbers for articles cited as a whole are not required but may be retained if the author has consistently supplied them.

Article in a newspaper:

Husseini, Rana (2007). Women leaders attempt to bridge East-West cultural divide. *Jordan Times*, 9 May.

Article on a website:

European Commission (2017). Education and training in Europe: inequality remains a challenge, 9 November.

Online database:

United Nations (2017). National Accounts Main Aggregates Database. Available at <http://unstats.un.org/unsd/snaama/Introduction.asp> (<http://unstats.un.org/unsd/snaama/Introduction.asp>). Accessed on 10 January 2018.

Unpublished paper:

Salagaev, Alexander (2002). Juvenile delinquency. Paper presented at the Expert Group Meeting on Global Priorities for Youth. Helsinki, October.

Public statement:

Gurría, Angel (2007). Water: how to manage a vital resource. Statement to the OECD Forum 2007. Paris, 14 May.

Interview:

Hassan, Osman Ahmed (2003). Interview by Panel of Experts on Somalia. London, 4 January.

Note: *Unpublished interviews and personal communications are not included in reference lists unless the information is available to readers. In the preceding example, the information is available for consultation in the files of the United Nations Secretariat.*

Order of entries in the list

The entries in the reference list are arranged alphabetically by the last name of the author or editor. A work by an institutional author is alphabetized by the first word in the full official name, excluding articles.

Several works by same author. When the list includes more than one work by the same author, the author's name is given in full in the first entry. A 10-space line replaces the name in subsequent entries. Works by the same author are arranged by year of publication, the earliest first. Works by the same author published in the same year are arranged alphabetically by title and identified by lowercase letters placed after the year, as shown in the last two entries below.

Examples:

Rodrik, Dani (2005). Growth strategies. In *Handbook of Economic Growth*, vol. 1 A. Philippe Aghion and Steven Durlauf, eds. Amsterdam: North-Holland.

_____ (2007). *One Economics, Many Recipes: Has Globalization Gone Too Far?* Princeton, New Jersey: Princeton University Press.

United Nations (2005a). *Report on the World Social Situation 2005: The Inequality Predicament*.

_____ (2005b). *World Economic and Social Survey 2005: Financing for Development*.

Note: The parenthetical references in the text for the last two entries would be (United Nations, 2005a) and (United Nations, 2005b).

Co-authors. A single-author reference is listed before a multi-author reference beginning with the same first author. When the first author is listed with a series of different co-authors, the first author's name is repeated each time the co-author changes. The entries in the list are arranged alphabetically by the last name of the first author, then the last names of the co-authors.

When the list includes more than one work by the same co-authors, the references are arranged by year of publication, the earliest first. The names of the co-authors are given in full in the first entry. A 10-space line replaces the names in subsequent entries.

Examples:

Brooks, Julia (2002)....

_____ (2007)....

Brooks, Julia, Richard Duarte and Susan Heller (2004)....

Brooks, Julia, and Marta Sandoval (1998)....

_____ (2001)....

Note: The 10-space line in the last entry replaces "Brooks, Julia, and Marta Sandoval".

No author. Sources with no author or editor are alphabetized by the first word in the title of the work, excluding articles. Short titles are used in the parenthetical reference in the text.

Example:

Entry in reference list:

Africa achieving healthy and steady growth rate (2007). World Bank News, 14 November. Available at <http://go.worldbank.org/6AJB33NOFO> (<http://go.worldbank.org/6AJB33NOFO>).

Text reference: (Africa, 2007)

Author-date references in explanatory footnotes

Explanatory footnotes in publications and reports can include author-date references. Complete references are included in the reference list.

Example:

¹ At the same time, there is evidence of a reverse trend as an increasing number of highly educated women are dropping out of the labour force to care for their young children, either for short periods or until their children reach school age (Mosisa and Hippel, 2006).

B. Keyed references

Keyed references can be used instead of footnotes or author-date references to cite the sources used in preparing a publication or technical paper, in particular when the same sources are cited repeatedly. They are not used in masthead documents. When explanatory footnotes are used in a text with keyed references, asterisks and other symbols, not numbers or letters, are used as the footnote indicators.

Citations in the text. Arabic numbers in square brackets (e.g. [1]) are placed in the text after the item or statement being referenced. They are placed inside any punctuation marks (e.g. comma, colon or period). The numbers in the text refer to the numbered entries in a keyed reference list containing full details of the works cited. The sources are numbered sequentially in the text and a number can be repeated each time the same source is cited.

Keyed reference lists. The keyed reference list is placed at the end of the text after any annexes and is headed "References". The references in the list are numbered and listed in the order in which they are first mentioned in the text, not alphabetically. The numbers in the list are followed by a period and are not enclosed in brackets. The

references should be given in footnote style. For instructions on footnote style, see ***United Nations sources*** (<https://www.un.org/dgacm/en/content/editorial-manual/footnotes/chap-03>) and ***Outside sources*** (<https://www.un.org/dgacm/en/content/editorial-manual/footnotes/chap-04>).

Example:

Text reference:

Canada has also stepped up enforcement efforts, seizing 1.1 million cannabis plants per year between 1998 and 2002, a sixfold increase over 1993 [120].

Corresponding entry in the reference list:

120. Royal Canadian Mounted Police, *Drug Situation in Canada: 2004* (Ottawa, Criminal Intelligence Directorate, 2004).

Citing works not referred to in the text. Works consulted by the author but not referred to in the text may be given in a separate alphabetical reference list placed after the keyed reference list and headed "Additional sources".

C. General bibliographies and lists of sources

Style of entries

Order of entries

Lists of sources divided into sections

When it is not possible or appropriate to use footnotes and text notes or the author-date or keyed reference systems, the sources used in preparing a publication or report can be listed alphabetically in a general bibliography or list of sources. The list is placed at the end of the text after any annexes and can be headed "Bibliography" or "Sources". The heading "Sources" is generally preferred in masthead documents.

The entries in the list are arranged alphabetically by the last name of the author or editor. A work by an institutional author is alphabetized by the first word in the full official name, excluding articles. The entries in the list are not numbered.

Style of entries

The entries in a general bibliography or list of sources are normally styled in the same way as an author-date reference (see ***Reference lists and bibliographies/Author-date system/Style of entries in the list*** (<https://www.un.org/dgacm/en/content/editorial-manual/footnotes/chap-10#Style%20of%20entries%20in%20the%20list>)) except that the year of publication is given with the publishing data, not in parentheses immediately after the name of the author.

The first line of each entry is typed at the left margin and subsequent lines are indented at least two spaces and blocked.

Examples:

Book:

Milanovic, Branko. *Worlds Apart: Measuring International and Global Inequality*. Princeton, New Jersey: Princeton University Press, 2005.

Book, two editors; volume number and title:

Moran, Theodore H., and Gerald T. West, eds. *International Political Risk Management*, vol. 3, Looking to the Future. Washington, D.C.: World Bank, 2005.

Book, more than three authors; part of a series:

Stiglitz, Joseph, and others. *Stability with Growth: Macroeconomics, Liberalization and Development*. Initiative for Policy Dialogue Series. Oxford: Oxford University Press, 2006.

E-book, part of a series:

Rao, J.N.K. *Small Area Estimation*. Wiley Series in Survey Methodology. New York: Wiley & Sons, 2005. E-book.

Publication, organization as author and publisher:

United Nations Educational, Scientific and Cultural Organization. *Final Report of the World Education Forum, Dakar, Senegal, 26–28 April 2000*. Paris, 2000.

United Nations publication:

United Nations. *Report on the World Social Situation 2005: The Inequality Predicament*. 2005.

United Nations masthead document:

United Nations, Security Council. Final report of the Group of Experts on the Democratic Republic of the Congo. 12 December 2008. S/2008/773.

Note: The name of the intergovernmental body to which the document was submitted is given after "United Nations". Documents submitted by special rapporteurs are normally listed with the United Nations as author; the name of the special rapporteur appears in the descriptive title of the report, as shown in the following example:

United Nations, Human Rights Council. Report of the Special Rapporteur on the situation of human rights in the Sudan, Sima Samar. 2 September 2008. A/HRC/9/13.

Publication by a United Nations regional commission, issued as a United Nations publication:

United Nations, Economic Commission for Latin America and the Caribbean. *The Millennium Development Goals: A Latin American and Caribbean Perspective*. United Nations publication, 2005.

Publication by a United Nations specialized agency, issued as a United Nations publication:

United Nations Conference on Trade and Development. *Trade and Development Report 2005: New Features of Global Interdependence*. United Nations publication, 2005.

Article by individual authors in a United Nations publication:

Leggett, Ted, and JoÃ£o Salgueiro. The motivations of elephant poachers in the Central African Republic. *Forum on Crime and Society*, vol. 9, Nos. 1 and 2. United Nations publication, 2018.

Government publication with ministry or department as author and publisher:

Namibia, Ministry of Labour. *Namibia Labour Force Survey 1997*. Windhoek, 2001.

Working paper or research report in a published series:

Straub, Stephane. Infrastructure and growth in developing countries: recent advances and research challenges. Policy Research Working Paper, No. 4460. Washington, D.C.: World Bank, 2008.

Article or chapter by individual authors in a book:

Calderón, César, and Luis Servén. Latin America's infrastructure in the era of macroeconomic crises. In *The Limits of Stabilization: Infrastructure, Public Deficits and Growth in Latin America*, William Easterly and Luis Servén, eds. Palo Alto, California: Stanford University Press; Washington, D.C.: World Bank, 2003.

Article in a periodical; volume, number and date:

Murshed, S. Mansoob. Civil war, conflict and underdevelopment: an introduction. *Journal of Peace Research*, vol. 39, No. 4 (July 2002).

Article in a newspaper:

Rana Husseini. Women leaders attempt to bridge East-West cultural divide. *Jordan Times*, 9 May 2007.

Article on a website:

European Commission. Education and training in Europe: inequality remains a challenge, 9 November 2017.

The entries in a general bibliography or list of sources are arranged alphabetically by the last name of the author or editor. When the list includes more than one work by the same author, the author's name is given in full in the first entry. A 10-space line replaces the author's name in subsequent entries, which are arranged alphabetically by title, not chronologically. Initial articles are included in the title but do not affect the alphabetizing.

Co-authors. A single-author reference is listed before a multi-author reference beginning with the same first author. Multi-author references are arranged alphabetically by the last names of the first author and the co-authors. When there is more than one work by the same co-authors, the entries are arranged alphabetically by title, not chronologically. Initial articles are included in the title but do not affect the alphabetizing.

Lists of sources divided into sections

A list of sources can be divided into sections when it contains different kinds of material that cannot be presented easily in a straight alphabetical list or when it is helpful to distinguish between different kinds of sources. For example, a list that includes a number of United Nations documents, newspaper articles, transcripts of interviews and books published externally can be divided into sections with appropriate headings and explanatory headnotes when necessary. The entries within each section can be listed alphabetically by author or title, chronologically or in another form that is logical and useful to readers.

| [DONATE \(HTTPS://WWW.UN.ORG/EN/ABOUT-US/HOW-TO-DONATE-TO-THE-UN-SYSTEM\)](https://www.un.org/en/about-us/how-to-donate-to-the-un-system)

 (<https://www.facebook.com/UNDGACM.en/>)  (https://x.com/undgacm_en)  (<https://www.youtube.com/channel/UCXSCCr85l9knEpqV21N6flg>)
 (<https://www.flickr.com/photos/134754061@N02/>)

[A-Z SITE INDEX \(/DGACM/EN/AZ-INDEX-CONTENT-ONEPAGE\)](#) | [CONTACT \(HTTPS://WWW.UN.ORG/EN/CONTACT-US-0\)](#) |
[COPYRIGHT \(HTTPS://WWW.UN.ORG/EN/ABOUT-US/COPYRIGHT\)](#) | [FAQ \(HTTPS://WWW.UN.ORG/EN/ABOUT-US/FREQUENTLY-ASKED-QUESTIONS\)](#) |
[FRAUD ALERT \(HTTPS://WWW.UN.ORG/EN/ABOUT-US/FRAUD-ALERT\)](#) | [PRIVACY NOTICE \(HTTPS://WWW.UN.ORG/EN/ABOUT-US/PRIVACY-NOTICE\)](#) |
[TERMS OF USE \(HTTPS://WWW.UN.ORG/EN/ABOUT-US/TERMS-OF-USE\)](#)

Editorial Manual | Footnotes and other references

IV. Outside sources

- A. Documents of other organizations
- B. Books and publications
- C. Publishing data: special issues
- D. Government publications and unpublished government materials
- E. Legal references
- F. Working papers and research reports in a published series
- G. Articles and chapters in a book or publication
- H. Articles in a periodical
- I. Articles in a newspaper
- J. Articles on a website
- K. Unpublished papers and dissertations
- L. Databases
- M. Public statements
- N. Interviews
- O. Personal communications
- P. Multimedia sources

The instructions and examples given below apply to sources cited in footnotes and text notes. For instructions on sources given in reference lists and bibliographies, see [Reference lists and bibliographies](https://www.un.org/dgacm/en/content/editorial-manual/footnotes/chap-10) (<https://www.un.org/dgacm/en/content/editorial-manual/footnotes/chap-10>).

A. Documents of other organizations

Documents issued by other organizations are normally cited in footnotes containing the following elements:

1. Organization
2. Title of document or item in document (may be given in text)
3. Document symbol, if any
4. "Available at" URL (should be omitted if the reference is easily located through a web search)

The name of the organization is spelled out, not abbreviated, unless the abbreviation has been defined in a previous footnote, the text or a list of abbreviations at the beginning of the text. In a multi-author publication or a publication with discrete parts, the name of the organization is spelled out at first mention in every chapter or paper.

Examples:

The General Assembly,

...

1. Takes note of the adoption by the International Maritime Organization of amendments to the International Convention for the Safety of Life at Sea introducing the long-range identification and tracking of ships system;¹

¹ International Maritime Organization, document MSC 81/25/Add.1, annex 2, resolution MSC.202(81).

Despite intensive consultations held in pursuance of the Hong Kong Ministerial Declaration,² the positions of countries on these issues remained largely unchanged.

² World Trade Organization, document WT/MIN(05)/DEC.

[Editorial Manual \(/dgacm/en/content/editorial-manual\)](#)

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II. General instructions on footnotes and text notes (/dgacm/en/content/editorial-manual/footnotes/chap-02)

III. United Nations sources
(/dgacm/en/content/editorial-manual/footnotes/chap-03)

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V. Repeated references
(/dgacm/en/content/editorial-manual/footnotes/chap-05)

VI. Permission footnotes
(/dgacm/en/content/editorial-manual/footnotes/chap-06)

VII. Explanatory footnotes
(/dgacm/en/content/editorial-manual/footnotes/chap-07)

VIII. Cross references
(/dgacm/en/content/editorial-manual/footnotes/chap-08)

IX. Footnote indicators
(/dgacm/en/content/editorial-manual/footnotes/chap-09)

X. Reference lists and bibliographies
(/dgacm/en/content/editorial-manual/footnotes/chap-10)

B. Books and publications

Books and publications not issued by the United Nations Secretariat (those issued without a United Nations sales number) are cited in footnotes containing the elements listed below. A footnote will not necessarily contain every element listed, but the information should be presented in the order indicated.

1. Individual author, editor or institutional author (organization standing in place of author)
2. Title and subtitle (in italics)
3. Edition, if not the first (e.g. 2nd ed., revised ed.)
4. Volume number and title, if any (volume number in standard font followed by a comma; title in italics); when a multivolume work is referred to as a whole, give volume numbers only
5. Series title and number, if any (in standard font; optional)
6. Publishing data (place, publisher, year) or symbol (in parentheses); see also **Publishing data: special issues**

7. "Available at" URL (should be omitted if the reference is easily located through a web search)
8. Electronic medium, for a non-Internet source such as an e-book or CD-ROM (include version number, if any)

When an organization is both author and publisher (i.e. no separate publishing office is indicated on the title page), the name is given in the author's place and omitted from the publishing data. The name of the organization is normally spelled out, not abbreviated, unless the abbreviation has been defined in a previous footnote, the text or a list of abbreviations at the beginning of the text. In a multi-author publication or a publication with discrete parts, the name of the organization is spelled out at first mentioned in every chapter or paper.

Examples:

One author; title and subtitle:

¹ Branko Milanovic, *Worlds Apart: Measuring International and Global Inequality* (Princeton, New Jersey, Princeton University Press, 2005).

Three authors; edition other than the first:

² Janet Walsh Brown, Pamela Chasek and David L. Downie, *Global Environmental Politics*, 4th ed. (Boulder, Colorado, Westview Press, 2006).

More than three authors; book in a series:

³ Joseph Stiglitz and others, *Stability with Growth: Macroeconomics, Liberalization and Development*, Initiative for Policy Dialogue Series (Oxford, Oxford University Press, 2006).

Editor in place of author; volume number and title:

⁴ Theodore H. Moran and Gerald T. West, eds., *International Political Risk Management*, vol. 3, *Looking to the Future* (Washington, D.C., World Bank, 2005).

Specialized agency as author and publisher:

⁵ United Nations Educational, Scientific and Cultural Organization, *Final Report of the World Education Forum, Dakar, Senegal, 26–28 April 2000* (Paris, 2000).

Specialized agency as author; symbol in place of publishing data:

⁶ International Atomic Energy Agency, *Resolutions and Other Decisions of the General Conference, Fiftieth Session, 18–22 September 2006* (GC(50)/RES/DEC(2006)).

Book issued on CD-ROM:

⁷ The National Academies, *Science for the Sustainability Transition* (Washington, D.C., National Academies Press, 2002), CD-ROM.

E-book:

⁸ J.N.K. Rao, *Small Area Estimation*, Wiley Series in Survey Methodology (New York, Wiley & Sons, 2005), e-book.

C. Publishing data: special issues

Place of publication

Publisher's name

Co-publication

Book not yet published

Publishing data not available

International Standard Book and Serial Numbers

Digital object identifiers

The publishing data for books and publications normally include the place (city), publisher and date (year) of publication. In footnotes these elements are enclosed in parentheses and separated by a comma. For the style used in reference lists and bibliographies, see **Reference lists and bibliographies** (<https://www.un.org/dgacm/en/content/editorial-manual/footnotes/chap-10>).

Place of publication

The city of publication appears with the publisher's name on the title page or copyright page of a book or publication. When more than one city is listed for a publisher, only the first one should normally be given in the footnote.

When the city is not widely known or could be confused with another place of the same name, the state or province should be given unless it is part of the publisher's name. In some cases, it may be helpful to specify the country. Place names should be spelled out, not abbreviated.

Examples:

Ann Arbor, University of Michigan Press
Boulder, Colorado, Westview Press
Cambridge, Massachusetts, MIT Press
Cambridge, United Kingdom of Great Britain and Northern Ireland, Cambridge University Press
Gabriola Island, British Columbia, New Society Publishers
Harmondsworth, United Kingdom of Great Britain and Northern Ireland, Penguin Books

but Oxford, Oxford University Press

In an English text, the place names for all publishers are given in English (e.g. "Vienna", not "Wien").

Publisher's name

The publisher's name should be given as it appears on the title page or copyright page of a book or publication, except that the abbreviations "Inc.", "Ltd." and "S.A." are omitted. If part of the actual name, an ampersand (&) should be retained. Names of publishers that are in another language (e.g. Presses Universitaires de France) should not be translated.

Co-publication

When a book has two or more publishers, each city of publication and publisher should be included in the reference. They should be listed in the order shown on the title page or copyright page of the book.

Examples:

- ¹ Sangheon Lee and others, *Working Time Around the World: Trends in Working Hours, Laws and Policies in a Global Comparative Perspective* (London, Routledge; Geneva, International Labour Office, 2007).
² Yilmaz Akyuz, *Developing Countries and World Trade: Performance and Prospects* (Geneva, United Nations Conference on Trade and Development; Penang, Third World Network; London, Zed Books, 2003).

Book not yet published

When a book or publication is in preparation but has not yet been published, "forthcoming" replaces the publishing data.

Example:

- ³ Jessica Holmes, *Emerging Environmental Issues: Will We Survive?* (forthcoming).

Publishing data not available

When the place or date of publication or the publisher is not known, "n.p." (for an unknown place or publisher) and "n.d." (for an unknown date) may be included.

Example:

- ⁴ John Cole, *Disappearing Islands* (n.p., n.d.).

International Standard Book and Serial Numbers

Publications and books have an International Standard Book Number (ISBN) or, if they are part of a series, an International Standard Serial Number (ISSN). These numbers are not included in references.

Digital object identifiers

Some books, other publications and journal articles are also assigned a digital object identifier (DOI), a permanent identification string composed of numbers and letters (e.g. doi: 10.1000/182). DOIs are not included in references.

D. Government publications and unpublished government materials

Government publications

Unpublished government materials

Government publications

For government publications, the elements included in footnotes are the same as those listed above for books and publications. The footnote begins with the following when there is no individual author or editor:

1. Country (Not "Government of ...")
2. Author department, ministry or other unit

When the government department or unit is both author and publisher (i.e. no separate publishing office is indicated on the title page), the name is given after the country and omitted from the publishing data. The name of the government department or unit is normally spelled out, not abbreviated.

Examples:

¹ Namibia, Ministry of Labour, *Namibia Labour Force Survey 1997* (Windhoek, 2001).

² United Kingdom of Great Britain and Northern Ireland, Department for Education and Skills, *Care Matters: Time for Change* (London, Stationery Office, 2007).

Publication by an individual author. For government publications prepared by an individual author, the author's name is given first. The government department may be identified in the series title or the publishing data. In some cases, the publishing office itself will specify how the work should be cited.

Example:

³ Karen A. Stanecki, *The AIDS Pandemic in the 21st Century*, United States Census Bureau, International Population Reports, Series WP02-2 (Washington, D.C., United States Government Printing Office, 2004).

Unpublished government materials

For unpublished government materials, the elements included in footnotes are the same as those listed for inclusion in unpublished papers (see below). The footnote also begins with the country name and the author department, ministry or other unit, as specified above for government publications.

Example:

⁴ New Zealand, Institute of Rural Health, "Moving forward in rural health", discussion paper, June 2008.

E. Legal references

Laws

Court cases and related documents

Laws

When laws, statutes, decrees and other acts having the force of law are cited in a general (non-legal) text, the reference may include the following elements:

1. Country (not "Government of ...") or other jurisdiction
2. Title of law or body of laws, if any (in standard font without quotation marks)
3. Number of law, if any
4. Date of adoption, if not part of title (in parentheses)
5. Article, part, chapter or section, if relevant

When the law has been published in a compendium, the following elements may also be included:

6. Title of compendium in which the law was published (in italics)
7. Volume number, if any
8. Date of publication (in parentheses)

Other elements (such as a URL or the place of publication and publisher of a compendium) may be added as necessary. The order of elements may vary, depending on the nature of the work and the style used by the country or issuing body. For guidelines on the reference style used in legal texts, including documents of the International Law Commission, consult the Codification Division of the Office of Legal Affairs.

Examples:

¹ Cameroon, Penal Code, Law No. 65-LF-24 of 12 November 1965 and Law No. 67-LF-1 of 12 June 1967, sects. 337–339.

² Canada, Extradition Act, *Statutes of Canada*, chap. 18, sect. 1 (1999).

³ Philippines, Act to Ordain and Institute the Civil Code of the Philippines, Republic Act No. 386 (18 June 1949), *Official Gazette Supplement*, vol. 45, No. 6 (August 1949).

When the title of a law is given in another language, it should be translated where possible, or a description provided. When it is not possible to provide a translation or description, the title in the original may be retained but is not italicized.

Example:

⁴ Dominican Republic, Law on Electronic Commerce, Digital Documents and Signatures (2002).

Court cases and related documents

Court cases and related documents cited in a general (non-legal) text may include the following elements:

1. Jurisdiction
2. Title of court case (in italics; retain "et al." if used, do not change to "and others")
3. Case or application number
4. Description or title of document
5. Date of document

When the document has been published in a compendium, the elements cited for laws (see (6)–(8) above) may also be included.

Examples:

⁵ Federal Court of Australia, *Kuster v. Minister for Immigration, Citizenship, Migrant Services and Multicultural Affairs*, File No. NSD 457 of 2021, Judgment, 23 November 2021.

⁶ European Court of Human Rights, *F.G. v. Sweden*, Application No. 43611/11, Judgment, 23 March 2016, para. 156.

⁷ Inter-American Court of Human Rights, *Herrera Ulloa v. Costa Rica*, Judgment, 2 July 2004, paras. 166 and 167.

⁸ European Court of Human Rights, *Metropolitan Church of Bessarabia and others v. Moldova*, Application No. 45701/99, Judgment, 13 December 2001.

F. Working papers and research reports in a published series

The following elements are included in footnotes:

1. Author
2. Title of paper or report (in quotation marks)
3. Title of series (in standard font)
4. Working paper or report number, if any
5. Publishing data (place, publisher, year) (in parentheses)
6. "Available at" URL (should be omitted if the reference is easily located through a web search)

Examples:

¹ Stephane Straub, "Infrastructure and growth in developing countries: recent advances and research challenges", Policy Research Working Paper, No. 4460 (Washington, D.C., World Bank, 2008).

² Security Council Report, "The rule of law: retreat from accountability", Research Report 2019, No. 3 (New York, 2019).

Note: Some working papers or research reports are issued as books or publications with an ISBN or ISSN. In such cases, the work is treated as a book and the title is italicized.

G. Articles and chapters in a book or publication

Articles and chapters written by individual authors and included in a multi-author book or publication are cited in footnotes containing the following elements:

1. Author of article or chapter
2. Title of article or chapter (in quotation marks)
3. "in" title and subtitle of book or publication (in italics)
4. Edition, if not the first (e.g. 2nd ed. or revised ed.)
5. Volume number and title, if any (volume number in standard font followed by a comma; title in italics); when a multivolume work is referred to as a whole, give volume numbers only
6. Editor (ed.)
7. Series title and number, if any (optional; in standard font)
8. Publishing data (place, publisher, year) or symbol (in parentheses); see also **Publishing data: special issues**
9. "Available at" URL (should be omitted if the reference is easily located through a web search)
10. Electronic medium, for a non-Internet source such as an e-book or CD-ROM (include version number, if any)

Examples:

¹ César Calderón and Luis Servén, "Latin America's infrastructure in the era of macroeconomic crises", in *The Limits of Stabilization: Infrastructure, Public Deficits and Growth in Latin America*, William Easterly and Luis Servén, eds. (Palo Alto, California, Stanford University Press; Washington, D.C., World Bank, 2003).

Volume number, no volume title:

² Dani Rodrik, "Growth strategies", in *Handbook of Economic Growth*, vol. 1A, Philippe Aghion and Steven Durlauf, eds. (Amsterdam, North-Holland, 2005).

H. Articles in a periodical

Periodicals include journals, magazines and newsletters. The following elements are included in footnotes:

1. Author, if any
2. Title of article (in quotation marks)
3. Name of periodical (in italics)
4. Volume and issue numbers, if any
5. Date or season as shown on periodical (in parentheses when there is an issue number)
6. "Available at" URL (should be omitted if the reference is easily located through a web search)

The initial article is retained, in italics, when it is part of the name of the periodical, both in footnotes and in running text.

Inclusive page numbers for articles cited as a whole are not required but may be retained if the author has consistently supplied them.

Examples:

Journal with volume, issue and date:

¹ David E. Bloom, "Governing global health", *Finance and Development*, vol. 44, No. 4 (December 2007).

² Laurie Garrett, "The challenge of global health", *Foreign Affairs*, vol. 86, No. 1 (January/February 2007), p. 15.

³ Crick Lund and others, "Poverty and mental disorders: breaking the cycle in low- and middle-income countries", *The Lancet*, vol. 378, No. 9801 (October 2011).

I. Articles in a newspaper

The following elements are included in footnotes:

1. Author, if any
2. Title of article (in quotation marks)
3. Name of newspaper in the language of publication, transliterated where possible (in italics)
4. City of publication (in standard font, in parentheses), when necessary
5. Date of article (day, month, year)
6. "Available at" URL (should be omitted if the reference is easily located through a web search)

The name of a newspaper should be given as it appears in the masthead. The initial article is retained, in italics, when it is part of the name of a newspaper, both in footnotes and in running text (e.g., *Al-Ahram*, *The New York Times*, *Le Monde*, *El País*). If part of the actual title, an ampersand (&) should be retained.

The city of publication is added if it is not part of the name of the newspaper and the paper is not widely known or could be confused with another paper of the same name or when the name is in another language.

Examples:

Article with author:

¹ Rana Husseini, "Women leaders attempt to bridge East-West cultural divide", *Jordan Times*, 9 May 2007.

Article with news agency as author:

² Agence France-Presse, "3 journalists held in Libya are freed and go to Tunisia", *The New York Times*, 23 March 2011.

Note: For examples of articles from news agencies that are not reproduced in newspapers, see *Articles on a website* below.

Article without author; city included for clarification:

³ "Aviation MD allowed risky planes to fly to Congo", *Daily Monitor* (Kampala), 15 August 2002.

Name of newspaper in another language:

⁴ Piotr Adamowicz, "Smuggling from Poland", *Rzeczpospolita* (Warsaw), 2 January 2000.

⁵ Antoine Reverchon, "Le capitalisme est-il moral?", *Le Monde*, 25 April 2019.

Reference in the text. A general reference to the newspaper as a whole is sometimes sufficient. The name of the newspaper and the date are then given directly in the text. When referencing a direct quotation or summary of an article from a newspaper, it is preferable to insert the name of the newspaper and the date in parentheses after the quotation or summary.

Examples:

As reported in *Le Monde* on 2 July 2009,

It was reported that [quotation or summary]. (*Jerusalem Post*, 3 December 2007)

J. Articles on a website

The following elements are included in footnotes:

1. Author of article, if any, or organization responsible for website
2. Title of article (in quotation marks)
3. Title of website or name of organization responsible for website, if not already in (1) above
4. Date posted or last updated, if indicated
5. "Available at" URL (should be omitted if the reference is easily located through a web search)
6. Date accessed (in parentheses), if no date is indicated on the article (optional)

If the website or the information is no longer available through the URL provided, the editor should, in consultation with the author, update the reference.

Examples:

¹ European Commission, "Education and training in Europe: inequality remains a challenge", 9 November 2017.

Article with news agency as author:

² Reuters, "France's Macron to speak at Davos economic forum", 3 January 2018.

Article provided by news agency, with individual author:

³ Farah Abdi Warsameh (Associated Press), "Suspected Al-Shabab associate captured in U.S.-Somali raid", CBS News, 26 July 2017.

Note: For examples of articles from news agencies that are reproduced in newspapers, see *Articles in a newspaper* above.

Websites not translated. When a website cited as a source has not been translated into the original language of the document in which the reference appears, the URL may be deleted and a description of the source provided instead. When the information is written in a non-Roman alphabet, it should be transliterated where possible. Authors should attest to the accuracy of references to websites in a language other than the language of submission.

K. Unpublished papers and dissertations

The following elements are included in footnotes:

1. Author
2. Title (in quotation marks)
3. Nature of the work (e.g. paper prepared for an organization or presented at a meeting; thesis or dissertation)
4. Name of organization or meeting for which paper was prepared
5. Name of university, for thesis or dissertation
6. Place and date (omit place for thesis or dissertation)

Examples:

Paper prepared for an organization:

¹ Aaron Cosbey and others, "The rush to regionalism: sustainable development and regional/bilateral approaches to trade and investment liberalization", paper prepared for the International Development Research Centre, Winnipeg, Canada, November 2004.

Paper prepared for a meeting:

² Alexander Salagaev, "Juvenile delinquency", paper presented at the Expert Group Meeting on Global Priorities for Youth, Helsinki, October 2002.

Dissertation:

³ Maria Smith-Jones, "The changing role of women in the public sector, 1975–2005", PhD dissertation, Columbia University, 2007.

L. Databases

Information from an online database is documented in a footnote containing the following elements:

1. Organization responsible for database
2. Name of section or data file, if applicable (in quotation marks)
3. Name of database (capitalized in standard font, without quotation marks)
4. "Available at" URL, for database on a website
5. Date accessed (in parentheses)

Other information, such as a table number or specific links, may be included when appropriate. If the website or the information is no longer available through the URL provided, the editor should, in consultation with the author, update the reference.

Example:

¹ World Bank, "Population projections", HealthStats database. Available at <https://datacatalog.worldbank.org/dataset/health-nutrition-and-population-statistics> (<https://datacatalog.worldbank.org/dataset/health-nutrition-and-population-statistics>) (accessed on 15 April 2018).

Databases issued on a CD-ROM are treated as a book or publication.

M. Public statements

The following elements are included in footnotes:

1. Name and title of speaker
2. Exact or descriptive title of statement (exact title in quotation marks)
3. Event or body addressed
4. Place and date of statement
5. "Available at" URL (should be omitted if the reference is easily located through a web search)

Example:

¹ Angel Gurría, Secretary-General of the Organisation for Economic Co-operation and Development, "Water: how to manage a vital resource", statement to the OECD Forum 2007, Paris, 14 May 2007.

References to public statements may be given in the text when appropriate.

Example:

The Secretary-General of the Organisation for Economic Co-operation and Development (OECD), in a statement made on 17 May to the OECD Forum 2007, noted that... (see www.oecd.org (<http://www.oecd.org>)).

N. Interviews

References to interviews may be given directly in the text or in a footnote. They should include the following information:

1. Person interviewed, if appropriate
2. Interviewer, if not apparent from context
3. Place and date of interview, if known

When the person interviewed cannot be named, a descriptive term should be used instead. When the identity of the interviewer is apparent from the context (e.g. the interview is cited in a report by a panel of experts who conducted the interviews), the interviewer need not be specified.

Examples:

People interviewed not named:

According to several international observers interviewed by the Panel in Nairobi on 18 September and 26 October 2002,

Interviewer omitted:

¹ Interview with António Guterres, Secretary-General of the United Nations, New York, 4 January 2023.

O. Personal communications

References to personal communications (e.g. letters, emails, telephone conversations and discussions) may be given in the text or in a footnote and should include the following information:

1. Sender or person providing the information
2. Title or affiliation of sender, if relevant (normally included in a footnote)
3. Subject of the communication
4. "Personal communication" or type of communication (e.g. discussion, email)
5. Recipient of information, if relevant
6. Date of communication

References to personal emails should not include the sender's email address.

Examples:

In text:

The World Health Organization has found an extremely high incidence of tuberculosis in all age groups throughout the region (Jason Doucette, personal communication, 29 May 2009).

Footnote:

¹ Jason Doucette, World Health Organization, "Incidence of tuberculosis in southern Africa", email to author, 29 May 2009.

P. Multimedia sources

References to audiovisual material and other multimedia content include the following elements:

1. Author or organization responsible for the material
2. Title (in quotation marks)
3. Series title (if relevant)
4. Format
5. Date posted or last updated, if indicated
6. Location of citation (in hh:mm:ss format; optional)
7. "Available at" URL (should be omitted if the reference is easily located through a web search)
8. Date accessed (in parentheses), if no date is indicated on the material (optional)

Examples:

¹ BBC, "Iran nuclear deal 'must be preserved'", video, 3 May 2018.

² United Nations, "Keeping the peace", *UNcomplicated*, podcast, 13 February 2020.

DONATE ([HTTPS://WWW.UN.ORG/EN/ABOUT-US/HOW-TO-DONATE-TO-THE-UN-SYSTEM](https://www.un.org/en/about-us/how-to-donate-to-the-un-system))

A-Z SITE INDEX (/DGACM/EN/AZ-INDEX-CONTENT-ONEPAGE) || CONTACT (HTTPS://WWW.UN.ORG/EN/CONTACT-US-0) ||
COPYRIGHT (HTTPS://WWW.UN.ORG/EN/ABOUT-US/COPYRIGHT) || FAQ (HTTPS://WWW.UN.ORG/EN/ABOUT-US/FREQUENTLY-ASKED-QUESTIONS) ||
FRAUD ALERT (HTTPS://WWW.UN.ORG/EN/ABOUT-US/FRAUD-ALERT) || PRIVACY NOTICE (HTTPS://WWW.UN.ORG/EN/ABOUT-US/PRIVACY-NOTICE) ||
TERMS OF USE (HTTPS://WWW.UN.ORG/EN/ABOUT-US/TERMS-OF-USE)

Editorial Manual | Footnotes and other references

III. United Nations sources

- A. Masthead documents
- B. Reports issued as supplements to the *Official Records*
- C. United Nations publications
- D. Reports of conferences
- E. Resolutions and decisions
- F. Statements and oral reports made before a United Nations body
- G. Instruments in the *Treaty Series*
- H. Advisory opinions, judgments and orders of the International Court of Justice
- I. Conference room papers
- J. Restricted documents
- K. Material on the website of an office or department

The instructions and examples given below apply to sources cited in footnotes and text notes. For instructions on sources given in reference lists and bibliographies, see **Reference lists and bibliographies** (<https://www.un.org/dgacm/en/content/editorial-manual/footnotes/chap-10>) English (/dgacm/en/content/editorial-manual/footnotes/chap-10) Русский / Français / Español

A. Masthead documents

- Elements in the reference
- Documents issued under a double symbol
- Addenda and corrigenda
- References to items contained in a source document
- Several sources in one footnote

Elements in the reference

United Nations masthead documents are identified by:

1. Title (normally given in descriptive form in the text)
2. Document symbol (given in a text note or footnote)

When the exact title of a document must be given (e.g. when the title contains a colon), it is enclosed in quotation marks and the first word, proper nouns and adjectives and recognized geographical names are capitalized. Descriptive titles are not enclosed in quotation marks and the first word of the title is not capitalized.

Documents cited in text notes. In documents, supplements and publications, the symbol of the masthead document being cited may be given in parentheses in the text, normally after the full title or description. When a title or description is shortened, the symbol should be placed so as to avoid any possible ambiguity, as shown below in the third example.

Examples:

For its consideration of the item, the Committee had before it the report of the Secretary-General on measures to prevent terrorists from acquiring weapons of mass destruction (A/62/156).

The Secretary-General has the honour to transmit to the members of the General Assembly the report of the Joint Inspection Unit entitled "Towards a United Nations humanitarian assistance programme for disaster response and reduction: lessons learned from the Indian Ocean tsunami disaster" (JIU/REP/2006/5).

In his letter dated 31 October 2007 (S/2007/647), the President of the Security Council informed the Secretary-General that the members of the Council had decided to send a mission to Timor-Leste from 24 to 30 November 2007.

Documents cited in footnotes. In resolutions and decisions, document symbols are given in footnotes. The indicator should be placed after the full title or description of the report or other item being cited unless the reference would be ambiguous. The indicator should always be positioned so as to leave no doubt about the subject of the reference.

[Editorial Manual \(/dgacm/en/content/editorial-manual\)](#)

[I. Introduction \(/dgacm/en/content/editorial-manual/footnotes/chap-01\)](#)

[II. General instructions on footnotes and text notes \(/dgacm/en/content/editorial-manual/footnotes/chap-02\)](#)

[III. United Nations sources \(/dgacm/en/content/editorial-manual/footnotes/chap-03\)](#)

[IV. Outside sources \(/dgacm/en/content/editorial-manual/footnotes/chap-04\)](#)

[V. Repeated references \(/dgacm/en/content/editorial-manual/footnotes/chap-05\)](#)

[VI. Permission footnotes \(/dgacm/en/content/editorial-manual/footnotes/chap-06\)](#)

[VII. Explanatory footnotes \(/dgacm/en/content/editorial-manual/footnotes/chap-07\)](#)

[VIII. Cross references \(/dgacm/en/content/editorial-manual/footnotes/chap-08\)](#)

[IX. Footnote indicators \(/dgacm/en/content/editorial-manual/footnotes/chap-09\)](#)

[X. Reference lists and bibliographies \(/dgacm/en/content/editorial-manual/footnotes/chap-10\)](#)

Example:

The General Assembly,

- ...
1. Takes note of the progress report of the Secretary-General¹ on the implementation of the recommendations contained in his report on the causes of conflict and the promotion of durable peace and sustainable development in Africa,²

¹ A/61/213.

² A/52/871-S/1998/318.

Note: When the title of the report cited is the same as the title of the resolution in which the reference appears, the descriptive title is shortened to "the report of the Secretary-General". Several reports on the subject of the resolution may be referred to collectively as "the relevant reports of the Secretary-General".

Documents issued under a double symbol

Documents issued for two intergovernmental bodies (e.g. the General Assembly and the Security Council) have a double symbol (e.g. A/55/305-S/2000/809). Both symbols, joined by a hyphen, are included in a footnote or text note.

Example:

The report of the Panel on United Nations Peace Operations, better known as the Brahimi report (A/55/305-S/2000/809), provided a comprehensive analysis of peacekeeping and post-conflict peacebuilding.

There are exceptions to this practice. In the annual report of the Security Council to the General Assembly and the *Repertoire of the Practice of the Security Council*, for example, only the Security Council symbol of the source document (the "S/" part of the double symbol) is cited. In the previous example, only "S/2000/809" would be cited. Conversely, in the annotated preliminary list of items to be included in the provisional agenda of the upcoming sessions of the General Assembly, only the General Assembly symbol of the source document (the "A/" part of the double symbol) is cited. Thus, in the previous example, only "A/55/305" would be cited.

Addenda and corrigenda

In a reference to a document as a whole, all addenda (Add.) issued to the document should be included, as well as any corrigenda (Corr.) issued in the language of the text in which the reference appears. In an English text, for example, only the corrigenda to the English source document are cited; in a French text, only the corrigenda issued in French are cited.

In a reference to a specific part of a document, the addenda are included only if they relate directly to the part cited. All corrigenda issued in the language of the text should be included in the reference whether or not they relate specifically to the part cited.

The symbol of each corrigendum or addendum should normally be written out in full to enable automatic hyperlinking. If there are a number of symbols in the text and doing so would overly clutter it, the symbols may be included in a footnote rather than in a text note. Footnotes that include long series of addenda or corrigenda may also be cited as follows if including the full symbols would result in too lengthy a list: S/2017/10, S/2017/10/Corr.1 and S/2017/10/Add.1–52. See also **Statements and oral reports made before a United Nations body** below, for the similar treatment of summary records and verbatim records in references.

In the first example given below, the addenda are included because the report is being cited as a whole. In the second example, the addenda are omitted because they do not relate specifically to the section cited.

Examples:

The Commission had before it the report of the Secretary-General on preparations for the Eleventh United Nations Congress on Crime Prevention and Criminal Justice (E/CN.15/2003/11, E/CN.15/2003/11/Corr.1, E/CN.15/2003/11/Add.1 and E/CN.15/2003/11/Add.2).

At its twelfth session, the Commission considered additional proposals made by States on possible agenda items and workshop topics to be considered by the Eleventh Congress (see E/CN.15/2003/11 and E/CN.15/2003/11/Corr.1, sect. II).

Note: A report and its addendum or addenda are referred to as the "report" (singular) unless they have different titles.

Example:

The Council took note of the reports of the Secretary-General on strengthening the coordination of emergency humanitarian assistance of the United Nations and on the Central Emergency Response Fund (A/61/85-E/2006/81 and A/61/85/Add.1-E/2006/81/Add.1).

When the reference is to an addendum alone, the document symbol of the parent document should not be included. Corrigenda are not normally cited alone.

Example:

The General Assembly,

Taking note of the report of the Secretary-General on the Central Emergency Response Fund,¹

¹ A/61/85/Add.1-E/2006/81/Add.1.

Documents with several addenda and corrigenda A reference to a document with several addenda and corrigenda should indicate clearly, through the order, which corrigenda belong to each element.

Examples:

The General Assembly,

Having considered the reports of the Secretary-General on the estimates in respect of special political missions, good offices and other political initiatives authorized by the General Assembly and/or the Security Council,¹

¹ A/61/525, A/61/525/Corr.1, A/61/525/Add.1, A/61/525/Add.2, A/61/525/Add.3, A/61/525/Add.3/Corr.1, A/61/525/Add.4, A/61/525/Add.5, A/61/525/Add.6 and A/61/525/Add.7.

The General Assembly,

Bearing in mind ... the report of the Secretary-General on the current financial crisis of the United Nations,¹

¹ A/40/1102, A/40/1102/Corr.1, A/40/1102/Corr.2, A/40/1102/Corr.3, A/40/1102/Add.1, A/40/1102/Add.1/Corr.1, A/40/1102/Add.2, A/40/1102/Add.2/Corr.1, A/40/1102/Add.3, A/40/1102/Add.4, A/40/1102/Add.5, A/40/1102/Add.6 and A/40/1102/Add.7.

The General Assembly,

Having considered the proposed programme budget for the biennium 2018–2019,¹

¹ A/72/6 (Introduction), A/72/6 (Introduction)/Corr.1, A/72/6 (Sect. 1), A/72/6 (Sect. 2), A/72/6 (Sect. 3), A/72/6 (Sect. 4), A/72/6 (Sect. 4)/Corr.1, A/72/6 (Sect. 5), A/72/6 (Sect. 5)/Corr.1, A/72/6 (Sect. 6), A/72/6 (Sect. 7), A/72/6 (Sect. 7)/Corr.1, A/72/6 (Sect. 8), A/72/6 (Sect. 8)/Corr.1, A/72/6 (Sect. 9), A/72/6 (Sect. 10), A/72/6 (Sect. 11), A/72/6 (Sect. 12), A/72/6 (Sect. 12)/Corr.1, A/72/6 (Sect. 13), A/72/6 (Sect. 13)/Corr.1, A/72/6 (Sect. 14), A/72/6 (Sect. 15), A/72/6 (Sect. 16), A/72/6 (Sect. 17), A/72/6 (Sect. 18), A/72/6 (Sect. 19), A/72/6 (Sect. 20), A/72/6 (Sect. 21), A/72/6 (Sect. 22), A/72/6 (Sect. 23), A/72/6 (Sect. 24), A/72/6 (Sect. 24)/Corr.1, A/72/6 (Sect. 25), A/72/6 (Sect. 26), A/72/6 (Sect. 26)/Corr.1, A/72/6 (Sect. 27), A/72/6 (Sect. 28), A/72/6 (Sect. 29), A/72/6 (Sect. 29A), A/72/6 (Sect. 29B), A/72/6 (Sect. 29C), A/72/6 (Sect. 29C)/Corr.1, A/72/6 (Sect. 29C)/Corr.2, A/72/6 (Sect. 29D), A/72/6 (Sect. 29E), A/72/6 (Sect. 29F), A/72/6 (Sect. 29G), A/72/6 (Sect. 29H), A/72/6 (Sect. 30), A/72/6 (Sect. 31), A/72/6 (Sect. 32), A/72/6 (Sect. 33), A/72/6 (Sect. 33)/Corr.1, A/72/6 (Sect. 34), A/72/6 (Sect. 35), A/72/6 (Sect. 36), A/72/6 (Income Sect. 1), A/72/6 (Income Sect. 2) and A/72/6 (Income Sect. 3).

Note: In a reference with several addenda and corrigenda, use "and" before the final symbol only.

References to items contained in a source document

References used to substantiate statements or identify items mentioned in a text should be as specific as possible, indicating the relevant paragraphs or chapter and section, annex, appendix, table or figure in the source. When the item does not correspond to the whole of the final element cited (e.g. to the entire section of the report cited), the reference should be introduced by "See". In the following example, the footnote begins with "See" because the reference is to the conclusions and recommendations that make up part of section III, not to the section as a whole.

Example:

The General Assembly,

...

1. *Endorses* the agreed conclusions and recommendations adopted by the Working Group on the Right to Development at its sixth session;¹

¹ See E/CN.4/2005/25, sect. III.

Several sources in one footnote

Documents issued for the same body. In a footnote containing two or more document symbols, the symbols of documents issued for the same body are normally listed in chronological and numerical order, the earliest session and lowest document (serial) number first.

Example:

The General Assembly,

Aware that significant progress continues to be made by Member States in meeting the goals set for 2008, as reflected in the biennial reports of the Executive Director of the United Nations Office on Drugs and Crime,¹

¹ E/CN.7/2001/2, E/CN.7/2001/2/Add.1, E/CN.7/2001/2/Add.2, E/CN.7/2001/2/Add.3, E/CN.7/2001/16, E/CN.7/2003/2, E/CN.7/2003/2/Add.1, E/CN.7/2003/2/Add.2, E/CN.7/2003/2/Add.3, E/CN.7/2003/2/Add.4, E/CN.7/2003/2/Add.5 and E/CN.7/2003/2/Add.6.

Documents issued for different bodies. When documents issued for different bodies are cited in the same footnote, the symbols are normally listed alphabetically (e.g. A/ documents, E/ documents, S/ documents), chronologically and numerically, the earliest session and lowest document (serial) number first. The documents of a parent body precede those of a subsidiary body (e.g. all the A/ documents are grouped and listed before the A/C.5/ documents). Within each group, documents given limited distribution (those in which the document number is preceded by an "L") are listed after documents given general distribution.

Example:

The General Assembly,

Having considered the relevant reports on human resources management questions,¹

¹

A/53/955, A/54/257, A/54/279, A/54/279/Corr.1, A/54/793, A/55/57, A/55/57/Add.1, A/55/451, A/C.5/54/2, A/C.5/54/21, A/C.5/54/L.3, A/C.5/55/L.3.

Supplements and masthead documents cited in same footnote. When a supplement to the *Official Records* is cited in the same footnote as a masthead document, the supplement is normally listed first (see **United Nations sources/Reports issued as supplements to the Official Records** (<https://www.un.org/dgacm/en/content/editorial-manual/footnotes/chap-03#B>)). The references in the footnote are separated by a semi-colon.

Example:

The General Assembly,

...
1. *Endorses* the United Nations Programme on Space Applications for 2006, as proposed to the Committee by the Expert on Space Applications and endorsed by the Committee;¹

¹ See *Official Records of the General Assembly, Sixtieth Session, Supplement No. 20* and corrigendum (A/60/20 and A/60/20/Corr.1), paras. 88 and 94; see also A/AC.105/840, sects. II and III and annex III.

Exceptions to the normal order of listing. The normal order of listing may be changed when documents or elements contained therein are mentioned in a different order in the text.

Example:

The General Assembly,

...
1. *Endorses* the recommendation of the Committee that the Scientific and Technical Subcommittee, at its forty-fourth session:
(a) Consider the following items in accordance with the workplans adopted by the Committee:¹
(i) Space debris;
(ii) Use of nuclear power sources in outer space;
(iii) Near-Earth objects;
(iv) Space-system-based disaster management support;
(v) International Heliophysical Year 2007;

¹ See A/AC.105/848, annex II, para. 6, for item (i); ibid., annex III, para. 8, for item (ii); ibid., annex I, para. 20, and A/AC.105/869, annex I, para. 22, for item (iii); A/AC.105/823, annex II, para. 15, and A/AC.105/848, annex I, para. 21, for item (iv); and A/AC.105/848, annex I, para. 22, for item (v).

B. Reports issued as supplements to the *Official Records*

Elements in the reference

Addenda to supplements

References to items contained in a supplement

Elements in the reference

The reports of intergovernmental bodies required to report to the General Assembly or the Economic and Social Council are issued as supplements in the *Official Records* series.

In resolutions and decisions, a supplement is cited in a footnote containing the following elements:

1. Title of series (in italics)
2. Session or year, as appropriate (in italics)
3. Supplement number (in italics)
4. Volume number, if any (in standard font)
5. "and corrigendum" or "and corrigenda", if any (in standard font)
6. Document symbol and volume number, if any (in parentheses)

The title of the report (e.g. *Report of the Committee for Programme and Coordination*) is not included in the footnote.

Examples:

¹ *Official Records of the General Assembly, Seventieth Session, Supplement No. 16* (A/70/16).

² *Official Records of the Economic and Social Council, 2005, Supplement No. 3* and corrigenda (E/2005/23, E/2005/23/Corr.1 and E/2005/23/Corr.2).

³ *Official Records of the General Assembly, Seventy-first Session, Supplement No. 5*, vol. V (A/71/5 (Vol. V)).

In documents and publications, supplements may be cited by giving the document symbol in either a text note or a footnote after the descriptive title of the report.

Examples:

For its consideration of the item, the Council had before it the report of the Commission on Population and Development on its fiftieth session (E/2017/25).

For its consideration of the item, the Council had before it the report of the Commission on Population and Development on its fiftieth session.¹

¹ E/2017/25.

Supplements to the Official Records of the Economic and Social Council. The reports of subsidiary bodies of the Economic and Social Council are issued as supplements with two symbols (a Council symbol and a symbol of the subsidiary body) but only the Council symbol is given as a reference in other documentation, as shown in the preceding example.

Addenda to supplements

In references to supplements to which one or more addenda have been issued, the word "addendum" or "addenda" is included when the main report and the addendum or addenda have the same supplement number (*Supplement No. 21*). When an addendum is denoted by a number and a letter (*Supplement No. 5A*), thereby distinguishing it from the main report (*Supplement No. 5*), the word "addendum" is omitted from the footnote.

Examples:

Same supplement number for main report and addendum:

¹ *Official Records of the General Assembly, Sixty-first Session, Supplement No. 21* and addendum (A/61/21 and A/61/21/Add.1).

Addendum denoted by a number and a letter:

² *Official Records of the General Assembly, Sixty-first Session, Supplement No. 5A* (A/61/5/Add.1).

References to items contained in a supplement

References to items contained in a supplement should normally indicate the chapter and section or paragraphs in which the item can be found. When the item is part of the final element cited (e.g. part of a section or paragraph) but does not correspond to the whole element, the reference should begin with "See". In the following example, the first reference is to one item (the declaration) contained in chapter I, section A, not to the section as a whole; the second reference, introduced by "see also", is not to the decision as a whole but only to the declaration contained in the decision.

Example:

The General Assembly,

- ...
1. **Reaffirms** the declaration adopted on the occasion of the 10-year review and appraisal of the Beijing Declaration and Platform for Action at the forty-ninth session of the Commission on the Status of Women;¹

¹ See *Official Records of the Economic and Social Council, 2005, Supplement No. 7* and corrigendum (E/2005/27 and E/2005/27/Corr.1), chap. I, sect. A; see also Economic and Social Council decision 2005/232.



C. United Nations publications

Elements in the reference

Articles and chapters in a publication

Yearbooks of the International Law Commission

Publications not issued in all languages

Elements in the reference

United Nations publications are identified as such in the front matter to the publication:

UNITED NATIONS PUBLICATION
Sales No. E.19.IV.6
ISBN 978-92-1-130383-4
eISBN 978-92-1-004167-6
ISSN 1020-9212
eISSN 2414-1011

Footnotes for United Nations publications may contain the elements listed below. A footnote will not necessarily contain every element listed, but the information should be presented in the order indicated.

1. Title and subtitle (in italics)
2. Volume number and title, if any (volume number in standard font followed by a comma; title in italics); when a multivolume work is cited as a whole, give volume numbers only
3. Series title, letter and number, if any (optional; in standard font)
4. "United Nations publication, [year of publication]" (in parentheses)
5. "United Nations publication, Sales No. __" (in parentheses) (to be used only in certain cases; see below)
6. "and addendum"/"and addenda" or "and corrigendum"/"and corrigenda", if any
7. Electronic medium, for a non-Internet source such as a CD-ROM (include version number, if any)

Sales numbers. In the past, most United Nations publications were issued with a sales number. This practice has been discontinued for most publications issued in the official languages other than English. Sales numbers should not be cited unless there is a sales number for each of the six language versions of the publication. However, sales numbers may be retained in long-standing references, in particular references that recur regularly, and to respect established author department practice.

Note: United Nations publications are occasionally issued with a symbol. In that case, and only if the publication is available in all six official languages of the United Nations, the symbol should be used in the reference for all languages and "United Nations publication" is not added.

Title given in the text. When the title of a publication is given in the text, it is omitted from the footnote and the year of publication is not enclosed in parentheses (see footnote 6 below). When a publication has not yet been issued, "forthcoming" replaces the year of publication (see footnote 7).

Publications of United Nations programmes and regional commissions. Publications of United Nations programmes and regional commissions are sometimes published externally. In such cases, the place of publication, publisher and year of publication are given and the programme or regional commission is shown as author (see footnote 8).

Publications of the specialized agencies. Unless identified as United Nations publications, publications issued by the specialized agencies are treated as outside sources (see *Outside sources/Books and publications* (<https://www.un.org/dgacm/en/content/editorial-manual/footnotes/chap-04#B>)). Departments and offices of the United Nations Secretariat are not given as authors.

Examples:

Title and subtitle:

¹ *World Youth Report: Youth Social Entrepreneurship and the 2030 Agenda* (United Nations publication, 2020).

Volume number and title:

² *2018 International Trade Statistics Yearbook*, vol. II, *Trade by Product* (United Nations publication, 2019).

Two volumes, published separately:

³ *World Population Prospects 2019*, vol. I, *Comprehensive Tables*, and vol. II, *Demographic Profiles* (United Nations publication, 2019).

Publication in a series:

⁴ *Handbook on Geospatial Infrastructure in Support of Census Activities*, Studies in Methods, Series F, No. 103 (United Nations publication, 2009).

Publication issued on CD-ROM:

⁵ *World Urbanization Prospects: The 2014 Revision – Data in Digital Form* (United Nations publication, 2014), CD-ROM.

Title given in text; no title in footnote:

⁶ United Nations publication, 2007.

Publication not yet issued:

⁷ *World Economic Situation and Prospects 2017: Update as of Mid-2017* (United Nations publication, forthcoming).

United Nations programme as author; published externally:

⁸ United Nations Development Programme, *Human Development Report 2006: Beyond Scarcity – Power, Poverty and the Global Water Crisis* (Basingstoke, United Kingdom, Palgrave Macmillan, 2006).

Publication issued with a sales number in all six official languages:

⁹ *Forum on Crime and Society*, vol. 4, Nos. 1 and 2 (United Nations publication, Sales No. E.05.IV.8).

Publication issued in the six official languages, with a symbol for each:

¹⁰ *Report of the International Narcotics Control Board for 2017* (E/INCB/2017/1).

Articles and chapters in a publication

Articles and chapters attributed to individual authors. United Nations publications, in particular those issued as periodicals, may include articles or chapters attributed to individual authors. The following elements are included in a footnote reference:

1. Author of article
2. Title and subtitle of article (in quotation marks)
3. Title and subtitle of publication (in italics)
4. Volume and issue numbers, if any
5. "United Nations publication, [year of publication]" (in parentheses)

Examples:

¹ Jan van Dijk, "Estimating human trafficking worldwide: a multi-mode strategy", *Forum on Crime and Society*, vol. 8, Nos. 1 and 2 (United Nations publication, 2015).

² Ingrid Waldon, "Sex differences in infant and early childhood mortality: major causes of death and possible biological causes", *Too Young to Die: Genes or Gender?* (United Nations publication, 1998).

Chapters not attributed to authors. When chapters are not attributed to individual authors, the chapter number is given at the end of the footnote. The title of the chapter is not normally given.

Example:

¹ *The World's Women 2005: Progress in Statistics* (United Nations publication, 2006), chap. 4.

Yearbooks of the International Law Commission

The records of the International Law Commission are published in yearbooks issued as United Nations publications. References made within a yearbook to previous issues are abbreviated to "Yearbook...", followed by the year (for example, Yearbook ... 2012). Depending on the availability of the language versions, the sales number is given in all other documents and publications. In some cases, the part number is included in the reference.

Examples:

Yearbook available in only some of the official languages of the United Nations:

¹ *Yearbook of the International Law Commission, 2013, vol. II, Part One* (United Nations publication, 2019).

Yearbook available in the six official languages of the United Nations:

² *Yearbook of the International Law Commission, 2010, vol. I, Part One* (United Nations publication, Sales No. E.15.V.2).



D. Reports of conferences

Most reports of United Nations conferences are issued as publications; older reports were issued with a sales number, which is retained in the reference if each language version has a sales number, but more recent reports are issued only with a symbol. Conference reports are cited in a footnote containing the following elements:

1. Title (in italics)
2. Volume number and title, if any (volume number in standard font followed by a comma; title in italics); when a multivolume work is cited as a whole, give volume numbers only
3. "United Nations publication, Sales No. __" or symbol (in parentheses)
4. "and corrigendum" or "and corrigenda", if any (in parentheses after "Sales No. __") or "and [symbol]/Corr. __" (after a symbol)

The place and date of the conference are included in the title when they are shown on the cover or title page of the report.

Examples:

Report with a sales number in all six official languages of the United Nations:

¹ *Report of the International Conference on Financing for Development, Monterrey, Mexico, 18–22 March 2002* (United Nations publication, Sales No. E.02.II.A.7).

Report with a symbol (no sales number issued for all six languages):

² *Report of the Intergovernmental Conference to Adopt the Global Compact for Safe, Orderly and Regular Migration, Marrakech, Morocco, 10 and 11 December 2018* (A/CONF.231/7).

Single volume and corrigendum cited:

³ *Report of the United Nations Conference on Environment and Development, Rio de Janeiro, 3–14 June 1992, vol. I, Resolutions Adopted by the Conference* (United Nations publication, Sales No. E.93.I.8 and corrigendum).

Corrigendum cited, no sales number:

⁴ *Report of the United Nations Conference on Sustainable Development, Rio de Janeiro, Brazil, 20–22 June 2012* (A/CONF.216/16 and A/CONF.216/16/Corr.1).

Multivolume work cited as a whole:

⁵ *2000 Review Conference of the Parties to the Treaty on the Non-Proliferation of Nuclear Weapons, Final Document*, vols. I–III (NPT/CONF.2000/28 (Parts I and II), NPT/CONF.2000/28 (Part III) and NPT/CONF.2000/28 (Part IV)).



E. Resolutions and decisions

Resolutions and decisions of the major organs

Resolutions and decisions of subsidiary bodies and United Nations conferences

Resolutions and decisions adopted by intergovernmental bodies are identified as described in **Resolutions and other formal decisions of United Nations organs/System of identification** (<https://www.un.org/dgacm/en/content/editorial-manual/res-dec-sys-ident>).

Resolutions and decisions of the major organs

When numbered resolutions and decisions adopted by the General Assembly, Security Council or Economic and Social Council are mentioned in a text, no reference is made to the supplement in the *Official Records* series in which they are printed.

Decisions without numbers. Decisions of the General Assembly were not numbered until the thirty-first session, in 1976. Decisions of the Economic and Social Council were not numbered until the fifty-sixth session, in 1974. A complete reference should be provided for a decision that is not numbered. The reference should normally specify the section of the supplement containing the decision but the page number may be given when the supplement does not contain sections.

Example:

At its 1838th plenary meeting, on 17 December 1969, the General Assembly took note of that appointment.¹

¹ *Official Records of the General Assembly, Twenty-fourth Session, Supplement No. 30 (A/7630)*, p. 26.

Statements by the President of the Security Council. Statements by the President of the Security Council are decisions of the Council. They are issued as masthead documents and cited by document symbol (S/PRST/_/_/_). In resolutions other than Security Council resolutions, a reference to the *Resolutions and Decisions of the Security Council* is added after the document symbol.

Examples:

Statement cited in a report:

On 30 November, after hearing a briefing by the Assistant Secretary-General for Peacekeeping Operations, the Council adopted a presidential statement (S/PRST/2005/58) in which it expressed its deep concern at the persistent disagreements among the parties on the appointment of the Prime Minister.

Statement cited in a resolution:

The General Assembly,

Taking note of the statement by the President of the Security Council of 31 August 2001¹ underlining the importance of practical disarmament measures in the context of armed conflicts,

¹ S/PRST/2001/21; see *Resolutions and Decisions of the Security Council, 1 January 2001–31 July 2002* (S/INF/57 and S/INF/57/Corr.1).

Resolutions and decisions cited in footnotes and text notes. When a resolution or decision or an item therein is mentioned in the text without the resolution or decision number, the number may be provided in a footnote or text note. The date of adoption is omitted from the reference. When a resolution or decision is cited in another resolution issued by the same body, the issuing body is not specified in the footnote.

Example:

The General Assembly,

Reaffirming the purposes and principles enshrined in the Universal Declaration of Human Rights,¹

¹ Resolution 217 A (III).

Resolutions and decisions of subsidiary bodies and United Nations conferences

The first time that a resolution or decision adopted by a subsidiary body of the General Assembly or Economic and Social Council or by a United Nations conference is mentioned in the text, a reference may be given to the supplement or conference report in which the resolution or decision is printed. The same applies to items contained in or annexed to such resolutions and decisions, such as a declaration or plan of action.

Examples:

Resolution adopted by a subsidiary body, cited in a document or publication:

The Council took note of Commission on Human Rights resolution 2004/46 (see E/2004/23).

Annex to a resolution adopted by a conference, cited in a resolution:

The General Assembly,

Recalling the Plan of Implementation of the World Summit on Sustainable Development,¹

¹ *Report of the World Summit on Sustainable Development, Johannesburg, South Africa, 26 August–4 September 2002* (United Nations publication, Sales No. E.03.II.A.1 and corrigendum), chap. I, resolution 2, annex.

Note: "See" is used to introduce the reference in the first example, indicating that the resolution mentioned is only one of many items contained in the text note. "See" is not used in the second example because the Plan of Implementation corresponds to the entire annex cited in the footnote.



F. Statements and oral reports made before a United Nations body

Statements and oral reports cited in a document
Statements and oral reports cited in a resolution

Statements and oral reports made before certain United Nations bodies are issued in a summary record (SR) or verbatim record (PV) for each meeting.

Statements and oral reports cited in a document

When statements and oral reports made at a meeting are mentioned in a report, the following information should be given in the text:

1. Meeting number and date
2. Title of speaker

The symbol of the summary record or verbatim record is usually given in a footnote (see examples below). The titles of speakers are omitted from a general reference to statements made in the course of the proceedings, as shown in the second example.

Examples:

At the 46th meeting, the representative of Saudi Arabia made a statement, during which he orally revised operative paragraph 43 of the draft resolution.¹

¹ See A/C.3/72/PV.46.

Note: Footnotes and text notes are introduced by "see" when the reference is to selected statements and oral reports summarized in a summary record or reproduced in a verbatim record rather than to the summary or verbatim record as a whole.

Series of summary records or verbatim records should normally be written out in full in a footnote:

The Fifth Committee considered the item at its 51st, 52nd, 64th and 66th meetings, on 22 and 23 May and 27 and 30 June 2006. Statements and observations made in the course of the Committee's consideration of the item are reflected in the relevant summary records.²

² A/C.5/60/SR.51, A/C.5/60/SR.52, A/C.5/60/SR.64 and A/C.5/60/SR.66.

However, footnotes that span several sessions and contain references to series of summary records or verbatim records may be cited as follows if including the full symbols would result in too lengthy a list: A/70/PV.1-80 and A/71/PV.1-59. See also **Masthead documents** above, for the similar treatment of addenda and corrigenda in references.

Statements and oral reports cited in a resolution

In the final version of a resolution or decision, a reference to a statement or an oral report should be given in a footnote containing the full symbol of the summary record or verbatim record.

Example:

The General Assembly,

Having examined ... the oral report of the Chair of the Working Group of the Sixth Committee on its work during the seventy-first session,¹

¹ See A/C.6/71/SR.31.

However, as in the case of statements and oral reports cited in a document, footnotes that span several sessions and contain references to series of summary records or verbatim records may be cited as follows if including the full symbols would result in too lengthy a list:

² See A/70/PV.1-80 and A/71/PV.1-59.



G. Instruments in the *Treaty Series*

When treaties, conventions, protocols and other items published in the United Nations or League of Nations *Treaty Series* are cited in a footnote, which is always the case for United Nations resolutions, the following elements are included:

1. Author (United Nations or League of Nations)
2. "*Treaty Series*" (in italics)
3. Volume
4. Number

Examples:

¹ United Nations, *Treaty Series*, vol. 729, No. 10485.

² United Nations, *Treaty Series*, vol. 1125, Nos. 17512 and 17513.

³ League of Nations, *Treaty Series*, vol. XCIV, No. 2138.

In reports, it is sufficient to provide the title of the instrument, without providing a reference.

Note: Not all treaties, protocols and conventions are published in the *Treaty Series*. They may be contained in a document, publication or resolution.

 TOP

H. Advisory opinions, judgments and orders of the International Court of Justice

Advisory opinions, judgments and orders of the International Court of Justice should be cited in the style stipulated by the Court itself at the beginning of its report. For a link to reports of the Court, see **Sources of information: online** (<https://www.un.org/dgacm/en/content/editorial-manual/onlineref>).

If no citation style is specified, the guidelines set out below may be followed.

Advisory opinions. Advisory opinions of the International Court of Justice issued in the *I.C.J. Reports* series should be cited in a footnote containing the following elements:

1. Case name as given on first page of report (in italics; may be included in the text)
2. "Advisory Opinion" (in italics)
3. "*I.C.J. Reports [year]*" (in italics)
4. Page on which case begins

Example:

¹ *Difference Relating to Immunity from Legal Process of a Special Rapporteur of the Commission on Human Rights, Advisory Opinion, I.C.J. Reports 1999*, p. 62.

In resolutions, when the advisory opinion has been reproduced in a United Nations masthead document, that document alone should be cited.

Examples:

The General Assembly,

Recalling the advisory opinion of the International Court of Justice on the legality of the threat or use of nuclear weapons, issued on 8 July 1996,¹

¹ A/51/218, annex.

The General Assembly,

...
Recalling also the advisory opinion rendered on 9 July 2004 by the International Court of Justice on the legal consequences of the construction of a wall in the Occupied Palestinian Territory,²

² See A/ES-10/273 and A/ES-10/273/Corr.1.

Judgments and orders. The following elements are included in references to judgments and orders of the Court:

1. Case name as given on first page of report (in italics)
2. Names of parties (in italics) (e.g. *Spain v. Canada*)
3. Volume title as given on first page of report (in italics)
4. "*I.C.J. Reports [year]*" (in italics)
5. Page on which case begins

Example:

³ *Fisheries Jurisdiction (Spain v. Canada), Jurisdiction of the Court, Judgments, I.C.J. Reports 1998*, p. 432.

 TOP

I. Conference room papers

Conference room papers, designated by "CRP" in the symbol (e.g. E/2006/CRP.4), are not normally cited because they are not available to most readers. Exceptions are made for conference room papers on which an intergovernmental body takes action or bases its discussion. Major documents issued only in the form of a

conference room paper, such as the draft reports of certain intergovernmental bodies, may also be cited when necessary. Such documents are cited in the same way as masthead documents.

Conference room papers containing negotiated texts or working drafts should not be cited if the texts are to be issued in final form as masthead documents or incorporated into a report issued with an official symbol, such as the report of a United Nations conference.

Note: Conference room papers are sometimes included in a list of documents considered by an intergovernmental body in a report on its proceedings.



J. Restricted documents

Restricted documents, designated by an "R" in the symbol (E/CN.6/2008/R._), are not cited because they normally contain confidential information and are not available to most readers.



K. Material on the website of an office or department

Material not issued under a document symbol
Communications in the special procedures database
Online databases

Material not issued under a document symbol

References to material on a website that has not been issued under an official document symbol may include the following:

1. "United Nations" (may be omitted if the rest of the elements are given in the text)
2. Author department or office (may be given in the text)
3. Title and/or description of material (may be given in the text)
4. Series title and number, if any (in standard font)
5. Date posted or last updated, if indicated
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If the website or the material is no longer available through the URL provided, the editor should, in consultation with the author, update the reference.

Examples:

¹ United Nations, "Secretary-General stresses comprehensive, preventive actions against terrorism, violent extremism, in remarks to summit with South-East Asian nations", press release, 13 November 2017.

² United Nations, Office for the Coordination of Humanitarian Affairs, "The humanitarian impact of the internal Palestinian divide on the Gaza Strip: June 2017", fact sheet, 23 June 2017.

³ United Nations, Department of Economic and Social Affairs, "Death and taxes", 10 November 2017.

⁴ United Nations, Office for the Coordination of Humanitarian Affairs, "Partners scale up cholera prevention campaigns in South Sudan", Humanitarian Bulletin: South Sudan, No. 5, 23 May 2018.

At its 13th meeting, on 9 March, the Commission took note of the moderator's summary of the panel discussion on key policy initiatives to eliminate all forms of discrimination and violence against the girl child (see www.un.org/womenwatch/daw/csw/51sess.htm (<http://www.un.org/womenwatch/daw/csw/51sess.htm>)).

Communications in the special procedures database

References to letters from special procedure mandate holders to permanent missions and their replies are treated on a case-by-case basis.

If only one communication is referenced, use "See communication [GRC 1/2021][[and response]], available from <https://spcommreports.ohchr.org/Tmsearch/TMDocuments> (<https://spcommreports.ohchr.org/Tmsearch/TMDocuments>)."

If more than one communication is referenced, use "See communication [GRC 1/2021][[and response]]. All communications mentioned in the present report are available from <https://spcommreports.ohchr.org/Tmsearch/TMDocuments> (<https://spcommreports.ohchr.org/Tmsearch/TMDocuments>)."

Any abbreviations used before the ISO country alpha-3-code, such as UA, AL or JAL, should be deleted.

Online databases

Information from an online database is cited in a footnote containing the following elements:

1. "United Nations", if not included in name of database
2. Title of relevant section or data file, if applicable (in quotation marks)
3. Name of database (capitalized in standard font, without quotation marks)
4. "Available at" URL
5. Date accessed (in parentheses)

Other information, such as a table number or specific links, may be included when appropriate. If the website or the information is no longer available through the URL provided, the editor should, in consultation with the author, update the reference.

Example:

⁴ United Nations, "Population density: least developed countries", World Population Prospects: The 2008 Revision Population Database. Available at <https://esa.un.org/unpd/wpp> (<https://esa.un.org/unpd/wpp>) (accessed on 11 March 2009).

| [DONATE \(HTTPS://WWW.UN.ORG/EN/ABOUT-US/HOW-TO-DONATE-TO-THE-UN-SYSTEM\)](#)

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