

Contexto Internacional – Style Sheet

Contexto Internacional requires that authors use the Harvard style of referencing. In the Harvard system, the author's surname and year of publication are cited in the text of your manuscript. In addition, full details must be included in a reference list at the end of the manuscript.

In-text citation

"An effective structure is important" (Redman 2006:22).

Reference list

Redman, Peter (2006) Good essay writing: a social sciences guide. 3rd ed. London: Open University.

For further information or other source types, please contact Contexto's Editorial Office at contextointernacional@puc-rio.br.

1. In-text citationⁱ

1.1. Author's name cited in the text

When making reference to an author's whole work in your text, it is sufficient to give the name followed by the year of publication of their work.

When writing for a professional publication, it is good practice to make reference to other relevant published work. This view has been supported by Cormack (1994).

Making reference to published work appears to be characteristic of writing for a professional audience (Cormack 1994).

However, where you are mentioning a particular part of the work, and making direct or indirect reference to this, a page reference should be included.

Cormack (1994:32-33) states that "when writing for a professional readership, writers invariably make reference to already published works".

"Writers should be encouraged to reference published research when addressing professional readership" (Cormack 1994:32-33).

1.2 More than one author cited in the text

Series of references should be enclosed chronologically within parentheses and separated by an and and/or semicolons with multiple works in the same year listed alphabetically by author:

Smith (1946), Collins (1947) and Jones (1948) have shown ...

Recent research (Collins 1998; Brown 2001; Davies 2008) shows that...

Note that where several publications from a number of authors are referred to, then the references should be cited in chronological order.

1.3 Two or three authors for a work

When there are two or three authors for a work they should all be listed (in the order in which their names appear in the original publication), with the name listed last preceded by an and.

White and Brown (2004) in their recent research paper found...

According to Green, Harris and Dunne (1969)...

Recent research (White and Brown 2004) suggests that...

Further research (Green, Harris and Dunne 1969) showed

1.4 Four or more authors for a work

Where there are several authors (four or more), only the first author should be used, followed by et al. meaning and others:

Green et al. (1995) found that the majority ...

Recent research (Green et al. 1995) has found that the majority of ...

1.5 Several works by one author in different years

If more than one publication from an author illustrates the same point and the works are published in different years, then the references should be cited in chronological order:

as suggested by Patel (1992, 1994) who found that...

research in the nineties (Patel 1992, 1994) found that...

1.6 Several works by one author in the same year

If you are quoting several works published by the same author in the same year, they should be differentiated by adding a lower case letter directly, with no space, after the year for each item:

Earlier research by Dunn (1993a) found that...but later research suggested again by Dunn (1993b) that ...
Bloggs (1993a, 1993b) has stated on more than one occasion that ...

1.7. Chapter authors in edited works

References to the work of an author that appears as a chapter, or part of a larger work, that is edited by someone else, should be cited within your text using the name of the contributory author not the editor of the whole work.

In his work on embedded liberalism, Ruggie (1991) states ...

Note that in the reference list at the end of your manuscript, you should include details of both the chapter author and the editor of the entire work:

Ruggie, John Gerard (1991) 'Embedded Liberalism Revisited: Institutions and Progress in International Economic Relations', in Emanuel Adler and Beverly Crawford, eds, *Progress in Postwar International Relations*, pp. 202-34. New York: Cambridge University Press.

1.8. Corporate authors

If the work is by a recognised organisation and has no personal author then it is usually cited under the body that commissioned the work. This applies to publications by associations, companies, government departments etc. It is acceptable to use standard abbreviations for these bodies, e.g. RCN, in your text, providing that the full name is given at the first citing with the abbreviation in brackets:

1st citation:

... following major pioneering research in 2006 undertaken by the International Monetary Fund (IMF) it has been shown that ...

2nd citation:

More recently the IMF (2007) has issued guidelines for...

1.9. Second-hand references

You may come across a summary of another author's work in the source you are reading, which you would like to make reference to in your own document:

Research recently carried out in the monetary adjustment area by Brown (1966 cited in Bassett 1986:42) found that...

(Brown 1966 cited in Bassett 1986:142)

Note that the reference list at the end of your manuscript should only contain works that you have read.

1.10 Websites

When citing material found on a website, you should identify the authorship of the website. This may be a corporate author, an organisation or a company. To find the date of publication, reference to this might be found at the bottom of a web page relating to copyright, or from a date headline.

Recent research on genocide (BBC 2009) has shown ...

2. Reference list

2.1 Books with one author

Author's Last Name, First Name (Year) *Title of book*. Edition. (only include this if not the first edition)
Place of publication (town or city): Publisher.

Baldwin, David A. (1989) *Paradoxes of Power*. Oxford: Blackwell.

Allison, Graham T. (1971) *Essence of Decision: Explaining the Cuban Missile Crisis*. Boston: Little Brown.

2.2 Books with multiple authors

Author's Last Name, First Name and Second Author's first name, surname (Year) *Title of book*. Place: Publisher.

Gill, Stephen and David Law (1988) *The Global Political Economy*. Brighton: Harvester Wheatsheaf.

2.3 Books which are edited

Author's Last Name, First Name, ed. (Year) *Title of book*. Edition. Place: Publisher.

Rotker, Susana, ed. (2002) *Citizens of Fear: Urban Violence in Latin America*. New Brunswick: Rutgers University Press.

Keene, Edward, ed. (1988) *Natural language*. Cambridge: University of Cambridge Press.

In case of multiple editors: Author's Last Name, First Name and Second Author's first name, surname, eds. (Year) *Title of book*. Edition. Place: Publisher

Guzzini, Stefano and Iver B. Neumann, eds. (2012) *The diffusion of power in global governance: International Political Economy meets Foucault*. Houndmills: Palgrave Macmillan.

2.4 Chapters of/Articles in edited books

Chapter author(s) Last Name(s), First Name(s) (Year of chapter) 'Title of chapter' followed by, in Book editor(s) first name(s) followed by surnames with ed. or eds. after the last name, *Title of book*. Place of publication: Publisher. Chapter number or first and last page numbers followed by full-stop.

Wæver, Ole (1996) 'The rise and fall of the inter-paradigm debate' in Steve Smith, Ken Booth and Marysia Zalewski eds, *International Theory: positivism and beyond*. Cambridge: Cambridge University Press. Ch.7.

Graz, Jean-Christophe and Andreas Nölke (2012) 'The limits of transnational private governance', in Stefano Guzzini and Iver B. Neumann, eds, *The diffusion of power in global governance: International Political Economy meets Foucault*, pp. 118-40. Houndmills: Palgrave Macmillan.

2.5 Multiple works by the same author

Author's Last Name, First Name (Year followed by letter) *Title of book*. Place: Publisher.

Soros, George (1966a) *The road to serfdom*. Chicago: University of Chicago Press.

Soros, George (1966b). *Beyond the road to serfdom*. Chicago: University of Chicago Press.

Note that works by the same author should be displayed in the order referenced in your assignment, earliest first.

2.6 Books (reprints, of historical importance)

Author's Last Name, First Name ([Year of first edition] Year) *Title of book*. Place of publication: Publisher.

Hirschman, Albert O. ([1945] 1980) *National Power and the Structure of Foreign Trade*. Berkeley: University of California Press.

2.7 E-books

Author's Last Name, First Name (Year) *Title of book*. [e-book type] Place of publication (if available): Publisher. Followed by Available at: e-book source and web address [Accessed date].

Mirowski, Philip (2011) *Science-Mart: Privatizing American Science*. [Kindle DX version] Cambridge: Harvard University Press. Available at: Amazon.co.uk <[http:// www.amazon.co.uk](http://www.amazon.co.uk)> [Accessed 9 June 2012].

Note: If you include a quotation from an ebook without page numbers, use the section heading or chapter heading as a guide to locating your quotation, if available.

2.8 Journal articles

(a) Print

Author's Last Name, First Name (Year) 'Title of article.' *Full Title of Journal*, Volume number (Issue/Part number): Page numbers.

Cohen, Benjamin J. (2010) 'Are IPE journals becoming boring?', *International Studies Quarterly* 54 (4): 887-91.

In case of multiple authors, reference to second (and subsequent) author(s) always follows the rule: First Author's Last Name, First Name and Second Author's first name, surname.

Onuf, Nicholas, and Frank F. Klink (1989) 'Anarchy, Authority, Rule', *International Studies Quarterly* 33 (2): 149-73.

(b) Online

Author's Last Name, First Name (Year) 'Title of article.' *Full Title of Magazine*, [online] Available at: web address (quote the exact URL for the article) [Accessed date].

Marques, Joseph and Anthony Spanakos (2014) 'South-South relations and the English School of International Relations: Chinese and Brazilian ideas and involvement in Sub-Saharan Africa', *Revista Brasileira de Política Internacional* [online] Available at <http://www.scielo.br/article_plus.php?pid=S0034-73292014000300138&tlng=en&lng=en> [Accessed 08 May 2015]

2.9 Newspaper and Magazine articles

(a) Print

Author's Last Name, First Name (Year) 'Title of article or column header'. *Full Title of Newspaper*, Day and month before page numbers and column line.

Slapper, Gary (2005) 'Corporate manslaughter: new issues for lawyers', *The Times*, 3 Sep. p.4b.
Times (2005) 'Corporate manslaughter: responses from the legal profession (Editorial comments)', *The Times*, 8 Sep. p.4b.

(b) Online

Author or corporate author (Year) 'Title of document or page.' *Name of newspaper*, [type of medium] additional date information. Available at: <url> [Accessed date].

Coney, James (2009) 'Is this the start of a new home loan war HSBC vows to lend £1billion to homebuyers with 10% deposits' *Daily Mail*, [online] (Last updated 09th April 2009). Available at: <<http://www.dailymail.co.uk/news/article-1168461/Is-start-new-home-loan-war-HSBC-vows-lend-1billion-homebuyers-10-deposits.html>> [Accessed on 20 April 2009].

2.10 Conference report and papers

(a) Report

Authorship (Year) *Full title of conference report*. Location, Date. Place of publication: Publisher.

UNDESA (2005) *6th Global forum on reinventing government: towards participatory and transparent governance*. Seoul, Republic of Korea, 24-27 May 2005. New York: United Nations.

(b) Paper (print)

Author's Last Name, First Name (Year) Full title of conference paper. In: followed by editor or name of organisation, *Full title of conference*. Location, Date. Place of publication: Publisher.

Brown, John (2005) 'Evaluating surveys of transparent governance.' In: UNDESA, *6th Global forum on reinventing government: towards participatory and transparent governance*. Seoul, Republic of Korea, 24-27 May 2005. New York: United Nations.

(c) Paper (online)

Author's Last Name, First Name (Year) 'Full title of conference paper'. In: followed by editor or name of organisation, *Full title of conference*, date, location. Available at: web address (quote the exact URL for the article) [Accessed date].

Cohen, Benjamin (2014) 'Money, power, authority'. In ISA, *FLACSO-ISA Convention*, 13-17 July 2014, Buenos Aires. Available at: <<http://web.isanet.org/Web/Conferences/FLACSO-ISA%20BuenosAires%202014/Archive/727c6f68-1528-4441-b0f7-98a5adc82ab2.pdf>> [Accessed 13 November 2014]

2.11 Reports by organisations

(a) Print

Authorship/Organisation (Year) *Full title of report*. Place: Publisher.

Ministry of Defense (2015) *The United Kingdom's National Certificate Policy for Extended Access Control for Biometric Residence Permits and variants issued and read within the UK*. London: Ministry of Defense.

Coulter, Angela and Alf Collins (2011) *Making shared decision-making a reality: no decision about me, without me*. London: The King's Fund.

(b) E-version

Authorship/Organisation (Year) *Full title of report*. [type of medium] Place: Publisher. Available at: include web address/URL [Accessed on date].

Ministry of Defense (2015) *The United Kingdom's National Certificate Policy for Extended Access Control for Biometric Residence Permits and variants issued and read within the UK*. London: Ministry of Defense. Available at:

<https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/426470/UK_National_Certificate_Policy_for_EAC_BRPs_version_2_5.pdf> [Accessed 08 May 2015].

Coulter, Angela and Alf Collins (2011) *Making shared decision-making a reality: no decision about me, without me*. London: The King's Fund. Available at: <http://www.kingsfund.org.uk/publications/nhs_decisionmaking.html> [Accessed 12 September 2011].

2.12 Dissertations and Theses

(a) Print

Author's Last Name, First Name (Year of publication) *Title of dissertation*. Level. Official name of University.

Richmond, Patrick (2005) *Customer expectations in the world of electronic banking: a case study of the Bank of Britain*. Ph. D. Anglia Ruskin University.

(b) E-version

Author's Last Name, First Name (Year of publication) *Title of dissertation*. Level. Official name of University. Available at <url> [Accessed on date].

Fisher, William (2008) *The legacy of leadership - a study of leadership influence within a single organisation*. Ph.D. University of Sheffield. Available at: <uk.bl.ethos.489114> [Accessed 30.07.2012].

2.13 Websites

Authorship or Source (Year) *Title of web document or web page*. [type of medium] (date of update if available) Available at: include web site address/URL (Uniform Resource Locator) [Accessed date].

WTO (World Trade Organization) (2015) *The Doha Round*. [online] Available at: <https://www.wto.org/english/tratop_e/dda_e/dda_e.htm> [Accessed 08 May 2015].

2.14 Unpublished works

Guzzini, Stefano (in press) 'Benjamin Cohen on global political order: variations on a Gershwin tune', *Contexto Internacional* (Accepted for publication April 2015).

3. Notes

Notes should be listed as footnotes at the bottom of the same page of their respective locations in the text, clearly marked by sequential superscript numbers.

ⁱ Guidelines and examples were adapted from the Harvard referencing system guide provided by University Library of the Anglia Ruskin University (Available at <http://libweb.anglia.ac.uk/referencing/harvard.htm>).